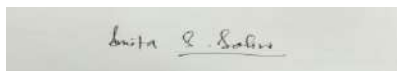


LESSON PLAN

ACADEMIC SESSION: SUMMER-2026

Discipline : MODERN OFFICE MANAGEMENT		Semester : 2 ND	Name of the Teaching Faculty :Smita Subhadarsini Sahoo		
			THEORY		
Subject : Fundamentals Of Management			From Date :22/12/2025 to 18/04/2026 No. Of Weeks:-15(excluding holidays)		
WEEK	No. Of Classes/Week-4	CHAPTER/UNIT	THEORY		
1 ST	1ST	UNIT-I INTRODUCTION TO MANAGEMENT	Introduction		
	2ND		Meaning		
	3RD		Definition		
	4TH		Historical background of management		
2 ND	1ST		Historical background of management		
	2ND		Different approach to management		
	3RD		Different approach to management		
	4TH		Different approach to management		
3 RD	1ST		Management objectives		
	2ND		Management objectives		
	3RD		Significance of management		
	4TH		Significance of management		
4 TH	1ST		Class Test		
	2ND		Quiz		
	3RD		Functions of management		
	4TH		Functions of management		
5 TH	1ST	UNIT-II FUNCTIONS OF MANAGEMENT	Functions of management		
	2ND		Planning		
	3RD		Planning		
	4TH		Organizing		
6 TH	1ST		Staffing		
	2ND		Directing		
	3RD		Decision making		
	4TH		Delegation of authority		
7 TH	1ST		Monitoring		
	2ND		Controlling		
	3RD		Quiz		
	4TH		Class Test		
8 TH	1ST		UNIT-III	Introduction	
	2ND			Meaning	
	3RD			Definition	

	4TH	SCIENTIFIC MANAGEMENT AND MBO	Elements of scientific management
9 TH	1ST		Elements of scientific management
	2ND		Definition of MBO
	3RD		Advantages of MBO
	4TH		Advantages of MBO
10 th	1ST		Advantages of MBO
	2ND		Limitations of MBO
	3RD		Limitations of MBO
	4TH		Limitations of MBO
11 TH	1ST		Class Test
	2ND		Quiz
12 TH	1ST	UNIT-IV HUMAN RESOURCE MANAGEMENT	Introduction
	2ND		Meaning
	3RD		Definition
	4TH		Selection of manager
13 TH	1ST		Appraisal of managers
	2ND		Motivation
	3RD		Leadership
	4TH		Personality
14 TH	1ST		Maslow's theory
	2ND		Functions
	3RD		Functions
	4TH		Qualities
15 TH	1ST		Qualities
	2ND		Personality theory
	3RD		Social responsibility of management
	4TH		Revision
			Revision
			Class Test



Signature of the faculty

LESSON PLAN

ACADEMIC SESSION: SUMMER-2026

Discipline : MODERN OFFICE MANAGEMENT		Semester : 6th	Name of the Teaching Faculty : Smita Subhadarsini Sahoo	
			THEORY	
Subject: Financial Market And Service			From date: 22/12/2025 to 18/04/2026 No. of weeks:-15(excluding holidays)	
WEEK	No. of classes/week-5	CHAPTER/UNIT	THEORY	
1 ST	1ST	UNIT-I INTRODUCTION TO FINANCIAL SYSTEM	Introduction	
	2ND		Definition	
	3RD		Meaning	
	4TH		Importance	
	5TH		Importance	
2 ND	1ST		Function	
	2ND		Function	
	3RD		Function	
	4TH		Structure	
	5TH		Structure	
3 RD	1ST		Structure	
	2ND		players in financial market	
	3RD		players in financial market	
	4TH		Instruments in the financial system	
	5TH		Instruments in the financial system	
4 TH	1ST	UNIT-II MONEYMARKET AND CAPITAL MARKET	Introduction	
	2ND		Definition	
	3RD		Meaning	
	4TH		Instrument in money market	
	5TH		Instrument in money market	
5 TH	1ST		Capital market instruments	
	2ND		Capital market instruments	
	3RD		Bill market	
	4TH		FOREX market	
	5TH		ADR and GDR	
6 TH	1ST		Government security types	
	2ND		Government security types	
	3RD		Shares vs. debentures	
	4TH		Regulatory authorities in capital market	
	5TH		Regulatory authorities in capital market	
7 TH	1ST		Introduction	
	2ND		Definition	

	3RD	UNIT-III	Meaning
	4TH		Primary market
	5TH		New issue market
	1ST		Concept
	2ND		Operators in NIM
8 TH	3RD	PRIMARY MARKET	Operators in NIM
	4TH		Methods of new issue
	5TH		Methods of new issue
	1ST		Stock exchange
	2ND		Stock exchange
9 TH	3RD		NIM vs. stock exchange
	4TH		Quiz
	5TH		Class test
10 TH	1ST	UNIT-IV	Introduction
	2ND		Definition
	3RD		Meaning
	4TH		Secondary market
	5TH		Stock exchange
11 TH	1ST		Meaning
	2ND		NSE
	3RD		SHCIL
	4TH		OTCEL
	5TH		Functional members of stock exchange
12 TH	1ST	SECONDARY MARKET	Functions of stock exchange
	2ND		Commission brokers
	3RD		Authorized clerks
	4TH		Security dealers
	5TH		Speculators
13 TH	1ST	UNIT-V FINANCIAL SERVICE	Introduction
	2ND		Definition
	3RD		Meaning
	4TH		Types
	5TH		Fund based, fee based
14 TH	1ST		Merchant banking: meaning
	2ND		Role in capital market
	3RD		Mutual fund: meaning
	4TH		Types of mutual fund
	5TH		Credit rating: meaning
15 TH	1ST		Objectives
	2ND		Benefits
	3RD		Credit rating agencies
	4TH		CRISIL, CARE Ltd. , IICRA
	5TH		Rating symbols

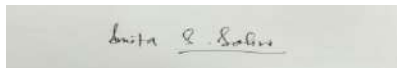
Dr. S. S. Sankar

LESSON PLAN

ACADEMIC SESSION: SUMMER-2026

Discipline : MODERN OFFICE MANAGEMENT		Semester : 2 ND	Name of the Teaching Faculty :Smita Subhadarsini Sahoo	
			THEORY	
Subject : COST ACCOUNTING			From Date :22/12/2025 to 18/04/2026 No. Of Weeks:-15(excluding holidays)	
WEEK	No. Of Classes/Week-4	CHAPTER/UNIT	THEORY	
1 ST	1ST	UNIT-I INTRODUCTION	Introduction , definition	
	2ND		Scopes of cost accounting	
	3RD		Objectives	
	4TH		Advantages	
2 ND	1ST		Cost accounting vs financial accounting	
	2ND		Cost concept & classification	
	3RD		Cost center & profit center	
	4TH		Responsibility center, elements of cost	
3 RD	1ST		Preparation of cost sheet	
	2ND		Role of cost accountant in organization	
	3RD		Maintenance of cost record	
	4TH		Reconciliation of profit under cost statement	
4 TH	1ST		Reconciliation of profit under cost statement	
	2ND		Reconciliation of profit under financial statement	
	3RD		Reconciliation of profit under financial statement	
	4TH		Cost accounting standards	
5 TH	1ST	UNIT-2 ELEMENT OF COST: MATERIAL & EMPLOYEE COST	Accounting and control of purchases	
	2ND		storage and issue of materials	
	3RD		Techniques of inventory control	
	4TH		Periodic inventory records	
6 TH	1ST		Perpetual inventory records	
	2ND		Methods of pricing of materials issues	
	3RD		FIFO ,LIFO	
	4TH		Weighted Average price method	
7 TH	1ST		Accounting and Control of employee cost	
	2ND		Time-keeping and time-booking	
	3RD		Employee turnover	
	4TH		idle time and overtime	
8 TH	1ST		Methods of wage payment	
	2ND		Incentive schemes	
	3RD		Halsey, Rowan	
	4TH		Taylor's differential piece wage.	
			Taylor's differential piece wage.	

9TH	1ST	UNIT- 3 ELEMENTS OF COST: OVERHEADS	Classification
	2ND		Classification
	3RD		Classification
	4TH		allocation
10th	1ST		allocation
	2ND		apportionment
	3RD		apportionment
	4TH		Under absorption of overheads
11TH	1ST		over- absorption of overheads
	2ND		Capacity Levels and Costs
	3RD		Treatments of certain items in costing
	4TH		interest and financing charges
12TH	1ST		packing expenses
	2ND		bad debts
	3RD		research Cost
	4TH		development costs.
13TH	1ST	UNIT -4 METHODS OF COSTING	Job costing
	2ND		Job costing
	3RD		Contract costing
	4TH		Contract costing
14TH	1ST		Process costing/ Operation Costing
	2ND		Process costing/ Operation Costing
	3RD		valuation of work in-progress
	4TH		valuation of work in-progress
15TH	1ST		Service costing/ Operating costing
	2ND		Service costing/ Operating costing
	3RD		Activity Based Costing.
	4TH		Activity Based Costing.



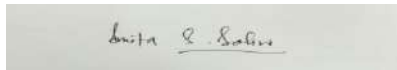
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LESSON PLAN

ACADEMIC SESSION: SUMMER-2026

Discipline : MODERN OFFICE MANAGEMENT		Semester : 4 TH	Name of the Teaching Faculty : Smita Subhadarsini Sahoo	
			THEORY	
Subject : FINACIAL MANAGEMENT			From Date :22/12/2025 to 18/04/2026 No. Of Weeks:-15(excluding holidays)	
WEEK	No. Of Classes/Week-3	CHAPTER/UNIT	THEORY	
1 ST	1ST	UNIT-I INTRODUCTION	Introduction	
	2ND		Nature	
	3RD		Scope	
2 ND	1 ST		Objectives	
	2ND		Profit maximization vs wealth maximization	
	3RD		Value maximization concept	
3 RD	1ST		Economic value added	
	2ND		Market value added	
	3RD		Functions	
4 TH	1ST		Responsibility	
	2ND		Finance manager	
	3RD		Time value of money , risk & return analysis	
5 TH	1ST	UNIT-II FINANCING DECISION	Sources of long term financing	
	2ND		Components of cost of capital	
	3RD		Methods of calculating cost of equity	
6 TH	1ST		Cost of required earning ,cost of debt	
	2ND		Cost of preference capital	
	3RD		Weighted average cost of capital	
7 TH	1ST		Marginal cost of capital	
	2ND		Theories of capital structure	
	3RD		Operating leverage	
8 TH	1ST		Financial leverage	
	2ND		Combined leverage	
	3RD		Determinants of optimum capital structure	
9 TH	1ST	UNIT-III	Capital budgeting process	
	2ND		Capital budgeting techniques	
	3RD		Capital budgeting techniques	
10 th	1ST		Payback period method	
	2ND		Payback period method	
	3RD		Discounted Payback period method	
11 TH	1ST		Discounted Payback period method	

	2ND	LONG TERM INVESTMENT DECISION	Accounting rate of return
	3RD		Net present value
12TH	1ST		Net terminal value
	2ND		Internal rate of return
	3RD		Profitability index
13TH	1ST	UNIT-IV SHORT TERM INVESTMENT DECISION AND DIVIDEND DECISION	Concept of Working Capital
	2ND		Working capital cycle
	3RD		Risk return trade off
14TH	1ST		working capital estimation
	2ND		Cash management, receivables management
	3RD		Inventory management, Payables management
15TH	1ST		Forms of dividend payment
	2ND		Types of dividend policies
	3RD		Determinants of dividend policy



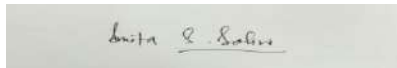
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ACADEMIC SESSION: SUMMER-2026

Discipline : MODERN OFFICE MANAGEMENT		Semester : 4 th	Name of the Teaching Faculty :Smita Subhadarsini Sahoo THEORY	
Subject : HUMAN RESOURCE MANAGEMENT			From Date :22/12/2025 to 18/04/2026 No. Of Weeks:-15(excluding holidays)	
WEEK	No. Of Classes/Week-3	CHAPTER/UNIT	THEORY	
1 ST	1ST	UNIT-I INTRODUCTION TO HUMAN RESOURCE	Introduction	
	2ND		Management concept	
	3RD		Function	
2 ND	1ST		Role and status	
	2ND		Competencies of HR Manager	
	3RD		HR policy	
3 RD	1ST		Evolution of HRM	
	2ND		Emerging challenges	
	3RD		Work force diversity	
4 TH	1ST		Empowerment	
	2ND		Downsizing	
	3RD		VRS, Work life balance	
5 TH	1ST	UNIT-II RECRUITMENT AND SELECTION	HR planning	
	2ND		Quantitative dimension	
	3RD		Qualitative dimension	
6 TH	1ST		Job analysis	
	2ND		Job description	
	3RD		Job specification	
7 TH	1ST		Recruitment concept & sources	
	2ND		Selection, Recruitment process	
	3RD		Test and interview	
8 TH	1ST		Placement, Induction	
	2ND		Socialization	
	3RD		Retention	
9 TH	1ST	UNIT-III HR DEVELOPMENT: TRAINING &DEVELOPMENT	Concept , Important	
	2ND		Training &development methods	
	3RD		Apprenticeship, understudy	
10 th	1ST		Job rotation, vestibule training	
	2ND		Case stud, role plying	
	3RD		Conferences and seminar	
11 TH	1ST			
	1ST		Coaching & mentoring	

	2ND		Management development programme
	3RD		Training process outsourcing
12TH	1ST	UNIT-IV PERFORMANCE APPRAISAL & COMPENSATION MANAGEMENT	Methods of performance appraisal
	2ND		Potential appraisal
	3RD		Transfer & promotion
13TH	1ST		Compensation
	2ND		Organization incentive plan
	3RD		Fringe benefit
14TH	1ST		Job evaluation
	2ND		Employee welfare
	3RD		Employee code of conduct
15TH	1ST		Grievance handling & redressal
	2ND		Industrial disposal
	3RD		E- HRM, HIRS



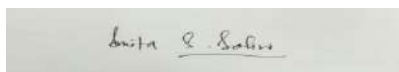
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LESSON PLAN

ACADEMIC SESSION: SUMMER-2026

Discipline : MODERN OFFICE MANAGEMENT		Semester : 4 th	Name of the Teaching Faculty : Smita Subhadarsini Sahoo Practical	
Subject : Office Documentation & Record Management			From Date :22/12/2025 to 18/04/2026 No. Of Weeks:-15(excluding holidays)	
WEEK	No. Of Classes/Week-4	CHAPTER/UNIT	THEORY	
1 ST	1ST	UNIT-I OFFICE EQUIPMENT & MACHINES	Introduction	
	2ND		Basic principles of selecting furniture	
	3RD		Equipment	
	4TH		Office furniture	
2 ND	1ST		Office furniture	
	2ND		Types	
	3RD		Types	
	4TH		Office machines	
3 RD	1ST		Office machines	
	2ND		Merits	
	3RD		Demerits	
	4TH		Demerits	
4 TH	1ST	UNIT-II OFFICE AUTOMATION PRACTICE	Office machines	
	2ND		Uses of computers	
	3RD		Uses of computers	
	4TH		Overhead projector	
5 TH	1ST		Overhead projector	
	2ND		Overhead projector	
	3RD		Fax	
	4TH		Fax	
6 TH	1ST		Cellulars	
	2ND		Latest communication system	
	3RD		Latest communication system	
	4TH		Latest communication system	
7 TH	1ST	UNIT-III RECORD MANAGEMENT	Introduction	
	2ND		Meaning	
	3RD		Importance of records	
	4TH		Importance of records	
8 TH	1ST		Importance of records	
	2ND		Filling	
	3RD		Filling	
	4TH		Filling	

9TH	1ST		Filling equipment
	2ND		Filling equipment
	3RD		Records retention
	4TH		Records retention
10th	1ST	UNIT-IV ELECTRONIC MAIL SERVICES	Use of password
	2ND		Users name
	3RD		Email.ID creation
	4TH		Email.ID creation
11TH	1ST		Receiving
	2ND		Receiving
	3RD		Checking of Emails
	4TH		Sending mails through Email
12TH	1ST		Browsing
	2ND		Visiting of different sites
	3RD		Visiting of different sites
	4TH		Visiting of different sites
13TH	1ST	UNIT-V INTERNET	Meaning
	2ND		Importance of Internet
	3RD		Importance of Internet
	4TH		Downloading of different files
14TH	1ST		FTP
	2ND		Social networking sites
	3RD		Search engines
	4TH		Search engines
15TH	1ST		Video conferencing
	2ND		E- commerce
	3RD		E- commerce
	4TH		Blogs



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LESSON PLAN

ACADEMIC SESSION: SUMMER-2026

Discipline : MODERN OFFICE MANAGEMENT		Semester : 2 nd	Name of the Teaching Faculty : Smita Subhadarsini Sahoo	
Subject : Shorthand English-II			Practical	
From Date :22/12/2025 to 18/04/2026 No. Of Weeks:-15(excluding holidays)				
WEEK	No. Of Classes/Week-2	CHAPTER/UNIT	THEORY	
1 ST	1ST	1 st	Transcription from shorthand	
	2ND		Transcription from shorthand	
2 ND	1ST		Practice from exercise of circles	
	2ND		Practice from exercise of circles	
3 RD	1ST		Practice from exercise of loops	
	2ND		Practice from exercise of loops	
4 TH	1ST	2 nd	Practice from workbook	
	2ND		Practice from text book	
5 TH	1ST		Practice of initial hook from workbook	
	2ND		Practice of initial hook from text book	
6 TH	1ST		Practice of final hook from workbook	
	2ND		Practice of final hook from text book	
7 TH	1ST	3 rd	Practice of compound consonants	
	2ND		Practice of compound consonants	
8 TH	1ST		Practice of having principle	
	2ND		Practice of having principle	
9 TH	1ST		Practice of doubling principle	
	2ND		Practice of doubling principle	
10 th	1ST	4 th	Practice of prefixes & suffix	
	2ND		Practice of prefixes & suffix	
11 TH	1ST		Practice of intersection of strokes	
	2ND		Practice of intersection of phrases	
12 TH	1ST		Practice of special contraction	
	2ND		Practice of special contraction	
13 TH	1ST	5 th	Writing of proper nouns from textbook	
	2ND		Writing of proper nouns from textbook	
14 TH	1ST		Writing of proper nouns from textbook	
	2ND		Writing of proper nouns from workbook	
15 TH	1ST		Writing of proper nouns from workbook	
	2ND		Writing of proper nouns from workbook	

Dr. A. S. S. S. S.

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