

LESSON PLAN

ACADEMIC SESSION: SUMMER-2026

Discipline : MODERN OFFICE MANAGEMENT		Semester : 2 ND	Name of the Teaching Faculty : Bikash Kumar Nayak		
			THEORY		
Subject : Fundamentals Of Insurance			From Date: 22/12/2026 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 INSURANCE	Introduction		
	2ND		Definition of insurance		
	3RD		Nature		
	4TH		Nature		
2 ND	1ST		Concept		
	2ND		Origin		
	3RD		Development of insurance		
	4TH		History of insurance in India		
3 RD	1ST		Kinds of insurance		
	2ND		Kinds of insurance		
	3RD		Principles of insurance		
	4TH		Principles of insurance		
4 TH	1ST		Importance of insurance		
	2ND		Importance of insurance		
	3RD		UNIT-II LIFE INSURANCE	Introduction	
	4TH			Definition of life insurance	
5 TH	1ST	Features			
	2ND	Features			
	3RD	Benefits of life insurance			
	4TH	Benefits of life insurance			
6 TH	1ST	Procedure for taking life insurance policy			
	2ND	Procedure for taking life insurance policy			
	3RD	Kinds of life insurance policy			
	4TH	Kinds of life insurance policy			
7 TH	1ST	Nomination			
	2ND	Assignment value			
	3RD	Assignment value			
	4TH	surrender value			
8 TH	1ST	surrender value			
	2ND	Settlement of claims at death			
	3RD	Settlement of claims at death			
	4TH	Class test			
9 TH	1ST	UNIT-III GENERAL INSURANCE	Introduction		
	2ND		Definition		
	3RD		Development of general insurance in India		
	4TH		Fire Insurance: Definition		
10 th	1ST		Need		
	2ND		Procedure of taking fire insurance policy		
	3RD		Procedure of taking fire insurance policy		
	4TH		Double Insurance		
	1ST		Double Insurance		
	2ND		Re-insurance		

11TH	3RD		Marine Insurance
	4TH		Definition
12TH	1ST	UNIT-IV INSURANCE ORGANIZATIONS AND INTERMEDIARIES	Types of marine insurance
	2ND		Types of marine insurance
	3RD		LIC: Introduction
	4TH		Objectives
13TH	1ST		Achievements, GIC Mission, Organization
	2ND		Functions
	3RD		Functions
	4TH		Private sector insurance organization
14TH	1ST		Insurance agent: meaning
	2ND		Procedure for becoming an insurance agent
	3RD		Functions of an insurance agent
	4TH		Functions of an insurance agent
15TH	1ST		Rights of an insurance agent
	2ND		Rights of an insurance agent
	3RD		Termination of an insurance agent
	4TH		Termination of an insurance agent

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ACADEMIC SESSION: SUMMER-2026

Discipline : MODERN OFFICE MANAGEMENT		Semester : 4 TH	Name of the Teaching Faculty : Bikash Kumar Nayak	
			THEORY	
Subject: Auditing & Corporate Governance			From Date: 22/12/2026 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 AUDITING	Introduction, definition	
	2ND		Objectives, Accountancy vs Auditing	
	3RD		Types of audit	
2 ND	1ST		Advantage of audit , Audit note book	
	2ND		Audit working papers, audit program	
	3RD		Nature of tax, cost, management audit	
3 RD	1ST		Significance of tax, cost, management audit	
	2ND		Objectives of internal control	
	3RD		Objectives of internal check	
4 TH	1ST		Wage payments, cash sales	
	2ND		Cash purchase, internal audit	
	3RD		Advantages & disadvantages of internal audit	
5 TH	1ST	UNIT-II VOUCHING AND VERIFICATION AND VALUATION OF ASSETS AND LIABILITIES	Introduction & importance of routine checking	
	2ND		Types of voucher	
	3RD		Proceeds of the sale of investments	
6 TH	1ST		Cash purchase, payment to creditor	
	2ND		Deferred revenue expenditure	
	3RD		Objectives of verification	
7 TH	1ST		Valuation of assets verification	
	2ND		Goodwill, investment	
	3RD		Stock in trade	
8 TH	1ST		Payable liabilities	
	2ND		Sundry creditors	
	3RD		Contingent liabilities	
9 TH	1ST	UNIT-III AUDIT OF LIMITED COMPANIES AND AUDIT REPORT	Company auditor, Appointment	
	2ND		Qualification, powers	
	3RD		Duties & liabilities	
10 th	1ST		Professional ethics of an auditor	
	2ND		Audit of educational institution	
	3RD		Audit of insurance company	
11 TH	1ST		Audit of cooperative society	
	2ND		Audit report, special audit	
	3RD		Types of audit report	
12TH	1ST		Qualified & unqualified report	
	2ND		National Financial Reporting Authority	
	3RD		Special audit: Banking & Insurance Company	
13 TH	1ST	UNIT-IV CORPORATE	Introduction, definition	
	2ND		Market model of governance	
	3RD		Issue in corporate governance	
14 TH	1ST		Need & Importance	

15TH	2ND	GOVERNANCE	Need & Importance
	3RD		Benefit of goods governance to company
	1ST		Different theories underlying corporate governance
	2ND		Different theories underlying corporate governance
	3RD		Processes of corporate governance

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ACADEMIC SESSION: SUMMER-2026

Discipline : MODERN OFFICE MANAGEMENT		Semester : 6th	Name of the Teaching Faculty : Bikash Kumar Nayak	
			THEORY	
Subject: Income Tax Law & Practice			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 BASIC CONCEPT	Income	
	2ND		Agricultural income	
	3RD		Person	
	4TH		Assessee	
	5TH		Assessment year	
2 ND	1ST		Previous year	
	2ND		Gross total income	
	3RD		Gross total income	
	4TH		Maximum marginal rate of tax	
	5TH		Maximum marginal rate of tax	
3 RD	1ST		Permanent account number	
	2ND		Residential status	
	3RD		Scope of total income	
	4TH		Scope of total income	
	5TH		Exempted income under section 10	
4 TH	1ST	UNIT-II COMPUTATION OF INCOME UNDER DIFFERENT HEADS- I	Salaries	
	2ND		Salaries	
	3RD		Salaries	
	4TH		Salaries	
	5TH		Salaries	
5 TH	1ST		Salaries	
	2ND		Salaries	
	3RD		Income from house property	
	4TH		Income from house property	
	5TH		Income from house property	
6 TH	1ST		Income from house property	
	2ND		Income from house property	
	3RD		Income from house property	
	4TH		Income from house property	
	5TH		Income from house property	
7 TH	1ST	UNIT-III	Profit & gains of business	
	2ND		Profit & gains of business	
	3RD		Profit & gains of business	
	4TH		Profit & gains of profession	
	5TH		Profit & gains of profession	
8 TH	1ST		Profit & gains of profession	
	2ND		Capital gains	
	3RD		Capital gains	

	4TH	COMPUTATION OF INCOME UNDER DIFFERENT HEADS-II	Capital gains
	5TH		Income from other sources
9 TH	1ST		Income from other sources
	2ND		Income from other sources
	3RD		Income from other sources
	4TH		Income from other sources
	5TH		Quiz
10 TH	1ST	UNIT-IV	Assessee's total income
	2ND		Assessee's total income
	3RD		Income of other persons
	4TH		Aggregation of income
	5TH		Aggregation of income
11 TH	1ST		Aggregation of income
	2ND		Set- off & carry forward of losses
	3RD		Set- off & carry forward of losses
	4TH		Set- off & carry forward of losses
	5TH		Deductions from gross total income
12 TH	1ST		Deductions from gross total income
	2ND		Deductions from gross total income
	3RD		Rebates & relief
	4TH		Rebates & relief
	5TH		Rebates & relief
13 TH	1ST	UNIT-V	Tax liability of individual
	2ND		Tax liability of individual
	3RD		Tax liability of individual
	4TH		Tax liability of firm
	5TH		Tax liability of firm
14 TH	1ST		Tax liability of firm
	2ND		Preparation of return of income
	3RD		Preparation of return of income
	4TH		Preparation of return of income
	5TH		Preparation of return of income
15 TH	1ST		Revision
	2ND		Revision
	3RD		Revision
	4TH		Revision
	5TH		Revision

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ACADEMIC SESSION: SUMMER-2026

Discipline : MODERN OFFICE MANAGEMENT		Semester : 4 th	Name of the Teaching Faculty : Bikash Kumar Nayak PRACTICAL	
Subject : Community engagement & service (PR-4)			From Date: 22/12/2026 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 traditional knowledge	
	2ND		Definition	
	3RD		Nature	
	4TH		Characteristics	
2 ND	1ST		Scopes	
	2ND		Scopes	
	3RD		Importance	
	4TH		Importance	
3 RD	1ST		Kinds of traditional knowledge	
	2ND		Indigenous knowledge	
	3RD		Characteristics	
	4TH		Characteristics	
4 TH	1ST	UNIT-II	Protection of traditional knowledge	
	2ND		Needs of Protecting traditional knowledge	
	3RD		Needs of Protecting traditional knowledge	
	4TH		Significance	
5 TH	1ST		Significance	
	2ND		Significance	
	3RD		Value of TK in global economy	
	4TH		Value of TK in global economy	
6 TH	1ST		Value of TK in global economy	
	2ND		Role of government harness TK	
	3RD		Role of government harness TK	
	4TH		Role of government harness TK	
7 TH	1ST	UNIT-III	Legal frame work	
	2ND		Recognition of forest rights act 2006	
	3RD		Farmer rights act 2001	
	4TH		Farmer rights act 2001	
8 TH	1ST		Farmer rights act 2001	
	2ND		Farmer rights act 2001	
	3RD		Biological diversity act 2002	
	4TH		Biological diversity act 2002	
9 TH	1ST		Rules 2004	
	2ND		Rules 2004	
	3RD		Protection of traditional bill, 2016	
	4TH		Protection of traditional bill, 2016	

10th	1ST	UNIT-IV	Intellectual property
	2ND		Systems of traditional knowledge protection
	3RD		Systems of traditional knowledge protection
	4TH		Systems of traditional knowledge protection
11th	1ST		Legal concept
	2ND		Legal concept
	3RD		Patents and traditional knowledge
	4TH		Patents and traditional knowledge
12th	1ST		Patents and traditional knowledge
	2ND		Strategies to increase the protection
	3RD		Strategies to increase the protection
	4TH		Strategies to increase the protection
13th	1ST	UNIT-V	Traditional knowledge in different sectors
	2ND		Traditional knowledge & engineering
	3RD		Traditional medicine system
	4TH		Traditional knowledge in agriculture
14th	1ST		Traditional society
	2ND		Importance of conservation
	3RD		Importance of conservation
	4TH		Sustainable development of environment
15th	1ST		Management of biodiversity
	2ND		Food security of the country
	3RD		Protection of traditional knowledge
	4TH		Protection of traditional knowledge

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Discipline : MODERN OFFICE MANAGEMENT		Semester : 2 ND	Name of the Teaching Faculty : Bikash Kumar Nayak			
			PRACTICAL			
Subject : computer typing English			From Date: 22/12/2026 to 18/04/2026 No. Of Weeks:-15(excluding holidays)			
WEEK	No. Of Classes/Week-4	CHAPTER/UNIT	THEORY			
1 ST	1ST	1 st	Typing from easy and difficult exercise			
	2ND		Exercise typed at least 10 times			
	3RD		Practical training clearly in computer			
	4TH		Practical training clearly in computer			
2 ND	1ST		1 st	Syllabification on words		
	2ND			Syllabification on words		
	3RD			Spacing and punctuation		
	4TH			Spacing and punctuation		
3 RD	1ST			1 st	Single space	
	2ND				Single space	
	3RD				Single space	
	4TH				Single space	
4 TH	1ST	2 nd			Two space	
	2ND				Two space	
	3RD				Two space	
	4TH				Two space	
5 TH	1ST		2 nd		No space	
	2ND				No space	
	3RD				No space	
	4TH				No space	
6 TH	1ST			2 nd	Speed practice	
	2ND				Speed practice	
	3RD				Speed practice	
	4TH				Speed practice	
7 TH	1ST	3 rd			Speed practice	
	2ND				Speed test for 5/10 min	
	3RD				Speed test for 5/10 min	
	4TH				Speed test for 5/10 min	
8 TH	1ST		3 rd		Speed test for 5/10 min	
	2ND				Speed test for 5/10 min	
	3RD				Centralizing	
	4TH				Centralizing	
9 TH	1ST			3 rd	Centralizing	
	2ND				Centralizing	
	3RD				Headling	
	4TH				Headling	
10 th	1ST				Headling	
	2ND				Headling	

	3RD	4 th	Backspace
	4TH		Backspace
11 TH	1ST		Backspace
	2ND		Backspace
	3RD		Tabulation methods
	4TH		Tabulation methods
12 TH	1ST		Tabulation methods
	2ND		Tabulation methods
	3RD		Typing of business letter
	4TH		Typing of business letter
13 TH	1ST	5 th	Typing of business letter
	2ND		Typing of business letter
	3RD		Typing of business letter
	4TH		Typing of official letters
14 TH	1ST		Typing of official letters
	2ND		Typing of official letters
	3RD		Typing of official letters
	4TH		Computer typing
15 TH	1ST		Computer typing
	2ND		Computer typing
	3RD		Computer typing
	4TH		Computer typing

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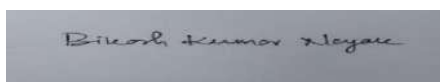
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ACADEMIC SESSION: SUMMER-2026

Discipline : MODERN OFFICE MANAGEMENT		Semester : 6 th	Name of the Teaching Faculty : Bikash Kumar Nayak	
			PRACTICAL	
Subject: Seminar & GD			From Date: 22/12/2026 to 18/04/2026 No. Of Weeks:-15(excluding holidays)	
WEEK	No. Of Classes/Week-3	CHAPTER/UNIT	PRACTICAL	
1 ST	1ST	1st	Presentation of seminar	
	2ND		Presentation of seminar	
	3RD		Presentation of seminar	
2 ND	1ST		Presentation of seminar	
	2ND		Topic presentation (economic)	
	3RD		Topic presentation (economic)	
3 RD	1ST		Topic presentation (economic)	
	2ND		Topic presentation (economic)	
	3RD		Group discussion	
4 TH	1ST		Group discussion	
	2ND		Group discussion	
	3RD		Group discussion	
5 TH	1ST	2nd	Topic presentation(finance)	
	2ND		Topic presentation(finance)	
	3RD		Topic presentation(finance)	
6 TH	1ST		Topic presentation(finance)	
	2ND		Features of group discussion	
	3RD		Features of group discussion	
7 TH	1ST		Features of group discussion	
	2ND		Features of group discussion	
	3RD		Topic presentation(polities)	
8 TH	1ST		Topic presentation(polities)	
	2ND		Topic presentation(polities)	
	3RD		Topic presentation(polities)	
9 TH	1ST	3 rd	Group discussion on different topics	
	2ND		Group discussion on different topics	
	3RD		Group discussion on different topics	
10 th	1ST		Group discussion on different topics	
	2ND		Group discussion on different topics	
	3RD		Group discussion on different topics	
11 TH	1ST		Seminar presentation	
	2ND		Seminar presentation	
	3RD		Seminar presentation	
12TH	1ST		Seminar presentation	
	2ND		Group discussion	
	3RD		Group discussion	
13 TH	1ST	4 th	Group discussion	
	2ND		Group discussion	
	3RD		Group discussion	

14TH	1ST		Seminar presentation
	2ND		Seminar presentation
	3RD		Seminar presentation
15TH	1ST		Seminar presentation
	2ND		Seminar presentation
	3RD		Seminar presentation



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Discipline : MODERN OFFICE MANAGEMENT		Semester : 2 nd	Name of the Teaching Faculty : Bikash Kumar Nayak	
			PRACTICAL	
Subject: Seminar & GD			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	1st	Presentation of seminar	
	2ND		Presentation of seminar	
2 ND	1ST		Presentation of seminar	
	2ND		Presentation of seminar	
3 RD	1ST		Topic presentation (economic)	
	2ND		Topic presentation (economic)	
4 TH	1ST	2 nd	Topic presentation (economic)	
	2ND		Topic presentation (economic)	
5 TH	1ST		Group discussion	
	2ND		Group discussion	
6 TH	1ST		Group discussion	
	2ND		Group discussion	
7 TH	1ST	3 rd	Topic presentation(finance)	
	2ND		Topic presentation(finance)	
8 TH	1ST		Topic presentation(finance)	
	2ND		Topic presentation(finance)	
9 TH	1ST		Features of group discussion	
	2ND		Features of group discussion	
10 th	1ST	4 th	Features of group discussion	
	2ND		Features of group discussion	
11 TH	1ST		Topic presentation(polities)	
	2ND		Topic presentation(polities)	
12TH	1ST		Topic presentation(polities)	
	2ND		Topic presentation(polities)	
13 TH	1ST	5 th	Group discussion	
	2ND		Group discussion	
14 TH	1ST		Seminar presentation	
	2ND		Seminar presentation	
15 TH	1ST		Seminar presentation	
	2ND		Seminar presentation	



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