

LESSON PLAN

ACADEMIC SESSION: SUMMER-2026

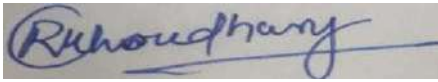
Discipline : MODERN OFFICE MANAGEMENT		Semester : 2 ND	Name of the Teaching Faculty : Rajani Kanta Choudhury		
THEORY					
Subject : Corporate Accounting (th-2)			From Date: 22/12/2026 to 18/04/2026 No. Of Weeks:-15(excluding holidays)		
WEEK	No. Of Classes/Week- 4	CHAPTER/UNIT	THEORY		
1 ST	1ST	UNIT-I ACCOUNTING FOR SHARE CAPITAL AND DEBENTURES	Introduction, definition		
	2ND		Types of shares		
	3RD		Issue & pro-rata allotment of share		
	4TH		Process of book building		
2 ND	1ST		Forfeiture of share		
	2ND		Reissue of forfeited of share		
	3RD		Issue of rights &bonus shares		
	4TH		ESOPs & buy back of share		
3 RD	1ST		Issue of preference share		
	2ND		Redemption of preference share		
	3RD		Issue of debenture		
	4TH		Redemption of debenture		
4 TH	1ST		Associate companies, subsidiary companies		
	2ND		Joint venture companies		
	3RD		Related party		
	4TH		Related party disclosure		
5 TH	1ST	UNIT-II FINAL ACCOUNT OF COMPANIES INCLUDING ONE PERSON COMPANY	Preparation of financial statements		
	2ND		Preparation of financial statements		
	3RD		Preparation of financial statements		
	4TH		Division schedule I of company act 2013		
6 TH	1ST		Division schedule I of company act 2013		
	2ND		Division schedule I of company act 2013		
	3RD		Division schedule II of company act 2013		
	4TH		Division schedule II of company act 2013		
7 TH	1ST		Division schedule II of company act 2013		
	2ND		Division schedule III of company act 2013		
	3RD		Division schedule III of company act 2013		
	4TH		Division schedule III of company act 2013		
8 TH	1ST		UNIT-III CORPORATE RECONSTRUCTION AND PROFIT OR LOSS PRIOR TO	Internal reconstruction	
	2ND			Different forms of internal reconstruction	
	3RD			Different forms of internal reconstruction	
	4TH			Alteration of share capital	
9 TH	1ST	Reduction of share capital			
	2ND	Preparation of balance sheet			
	3RD	Preparation of balance sheet			
	4TH	Preparation of balance sheet			

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Discipline : MODERN OFFICE MANAGEMENT		Semester : 4 TH	Name of the Teaching Faculty : Rajani Kanta Choudhury	
			THEORY	
Subject: Entrepreneurship			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	Evolution of term Entrepreneurship	
	2ND		Factors influencing	
	3RD		Factors influencing	
2 ND	1ST		Characteristics of an entrepreneur	
	2ND		Characteristics of an entrepreneur	
	3RD		Types of entrepreneur	
3 RD	1ST		Types of entrepreneur	
	2ND		Edupreneurship	
	3RD		Barriers to entrepreneurship	
4 TH	1ST		Importance of entrepreneurship	
	2ND		Importance of entrepreneurship	
	3RD		Dimensions of entrepreneurship	
5 TH	1ST	UNIT-II ENTREPRENEUR SHIP & MICRO, SMALL & MEDIUM ENTERPRISES	Concept of business group	
	2ND		Role of business house	
	3RD		Role of business house	
6 TH	1ST		Family business in India	
	2ND		Family business in India	
	3RD		Contemporary role model in Indian Business	
7 TH	1ST		Contemporary role model in Indian Business	
	2ND		Business philosophy	
	3RD		Behavioral orientations	
8 TH	1ST		Behavioral orientations	
	2ND		Conflict in family business	
	3RD		Resolution of family business	
9 TH	1ST	UNIT-III MOBILIZING RESOURCES	Resource mobilization	
	2ND		Types of resource	
	3RD		Process of resource mobilization	
10 th	1ST		Process of resource mobilization	
	2ND		Arrangement of funds	
	3RD		Writing a funding proposal	
11 TH	1ST		Writing a funding proposal	
	2ND		Traditional source of financing	
	3RD		Venture capital	
12 TH	1ST		Angel investors	
	2ND		Business incubators	
	3RD		Concept of startup	
13 TH	1ST	UNIT-IV	Managing finance	
	2ND		Capital structure, organization structure	

	3RD	MANAGERIAL ASPECTS OF BUSINESS & GOVERNMENT INITIATIVES	Management of human resources
14 TH	1ST		Govt. initiatives for promoting entrepreneurship
	2ND		Content of business plans/ project proposal
	3RD		Feasibility study
15 TH	1ST		Preparation of project report
	2ND		Project submission
	3RD		Presentation & appraisal



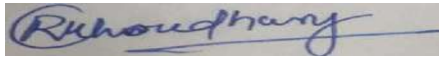
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ACADEMIC SESSION: SUMMER-2026

Discipline : MODERN OFFICE MANAGEMENT		Semester : 4 TH	Name of the Teaching Faculty : Rajani Kanta Choudhury	
			THEORY	
Subject: Marketing Management			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	Introduction, meaning of marketing	
	2ND		Nature	
	3RD		Scope	
2 ND	1ST		Importance	
	2ND		Selling vs marketing	
	3RD		Marketing mix	
3 RD	1ST		Marketing environment	
	2ND		Importance of Marketing environment	
	3RD		Components of Marketing environment	
4 TH	1ST	UNIT-II CONSUMER BEHAVIOUR & MARKET SEGMENTATION	Consumer behavior	
	2ND		Nature of consumer behavior	
	3RD		Importance	
5 TH	1ST		Factors affecting consumer behavior	
	2ND		Stages of consumer buying decision process	
	3RD		Market segmentation	
6 TH	1ST		Importance of market segmentation	
	2ND		Product differentiation	
	3RD		Product positioning	
7 TH	1ST	UNIT-III MARKETING MIX DECISION- PRODUCT	Product decisions	
	2ND		Classification	
	3RD		Levels of product	
8 TH	1ST		Product mix dimensions	
	2ND		Strategies of product mix	
	3RD		Types of product mix	
9 TH	1ST		Branding, packaging, labeling	
	2ND		Product life cycle	
	3RD		Marketing strategies	
10 th	1ST	UNIT-IV PRICING, DISTRIBUTION CHANNELS AND	Pricing	
	2ND		Significance	
	3RD		Factors affecting price of a product	
11 TH	1ST		Pricing policies	
	2ND		Strategies	
	3RD		Distribution channels	
12TH	1ST		Importance	
	2ND		Types of distribution channels	
	3RD		Factors affecting choice of distribution channels	
13 TH	1ST	UNIT-5	Objectives of pricing decision	

	2ND	MARKETING MIX DECISIONS- PRICING, PROMOTION AND DISTRIBUTION	Factors affecting the price of a product
	3RD		Pricing methods, pricing strategies
14 TH	1ST		Nature of promotion
	2ND		Importance of promotion
	3RD		Types of promotion
15 TH	1ST		Communication process
	2ND		Personal selling, public relations
	3RD		Sales promotion techniques



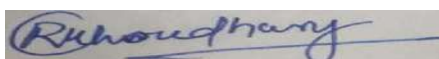
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ACADEMIC SESSION: SUMMER-2026

Discipline : MODERN OFFICE MANAGEMENT		Semester : 6th	Name of the Teaching Faculty : Rajani Kanta Choudhury THEORY	
Subject: Corporate Governance & Business Ethics			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 ETHICS AND BUSINESS	Introduction, definition	
	2ND		Scope	
	3RD		Facts and values	
	4TH		Stages of moral development	
	5TH		Morals of business	
2 ND	1ST		Conflict between moral demands	
	2ND		Interest and ethics in work	
	3RD		Ethical aspects in marketing	
	4TH		Ethical aspects in finance	
	5TH		Ethical aspects in HRM	
3 RD	1ST		Ethics in global business	
	2ND		Factors affecting business ethics	
	3RD		Factors affecting business ethics	
	4TH		Principles of business ethics	
	5TH		Principles of business ethics	
4 TH	1ST	UNIT-II ETHICAL THEORIES	Ethical theories	
	2ND		Application in business	
	3RD		Application in business	
	4TH		Enterprise mission	
	5TH		Institution ethics	
5 TH	1ST		Code of ethics	
	2ND		Implementations	
	3RD		Importance of business ethics in Indian context	
	4TH		Importance of business ethics in Indian context	
	5TH		Social responsibilities of business	
6 TH	1ST		Social responsibilities of business	
	2ND		Social responsibilities of business	
	3RD		Dimensions towards different groups of the society	
	4TH		Dimensions towards different groups of the society	
	5TH		Dimensions towards different groups of the society	
7 TH	1ST	UNIT-III CORPORATE GOVERNANCE	Introduction, definition	
	2ND		Market model of governance	
	3RD		Market model of governance	
	4TH		Market model of governance	
	5TH		Issues in corporate governance	
8 TH	1ST		Issues in corporate governance	
	2ND		Issues in corporate governance	
	3RD		Issues in corporate governance	

9 TH	4TH		Need & importance
	5TH		Need & importance
	1ST		Need & importance
	2ND		Benefits of goods governance to companies emphasize on corporate governance
	3RD		Benefits of goods governance to companies emphasize on corporate governance
	4TH		Benefits of goods governance to companies emphasize on corporate governance
	5TH		Benefits of goods governance to companies emphasize on corporate governance
10 TH	1ST	UNIT-IV THEORIES OF CORPORATE GOVERNANCE	Different theories of corporate governance
	2ND		Different theories of corporate governance
	3RD		Different theories of corporate governance
	4TH		Different theories of corporate governance
	5TH		Different theories of corporate governance
11 TH	1ST		Corporate governance mechanism
	2ND		Corporate governance mechanism
	3RD		Corporate governance mechanism
	4TH		Corporate governance mechanism
	5TH		Corporate governance mechanism
12 TH	1ST		Process of corporate governance
	2ND		Process of corporate governance
	3RD		Process of corporate governance
	4TH		Process of corporate governance
	5TH		Process of corporate governance
13 TH	1ST	UNIT-V ROLE PLAYERS	Role of board of directors
	2ND		Role of board of directors
	3RD		Roles of board structure
	4TH		Roles of board structure
	5TH		Roles of non-executive directors
14 TH	1ST		Roles of non-executive directors
	2ND		Roles of non-executive directors
	3RD		Roles of non-executive directors
	4TH		Roles of auditors
	5TH		Roles of auditors
15 TH	1ST		SEBI growth of corporate governance
	2ND		SEBI growth of corporate governance
	3RD		Role of corporate governance in India
	4TH		Role of corporate governance in India
	5TH		Different committees in corporate governance in India
			Different committees in corporate governance in India



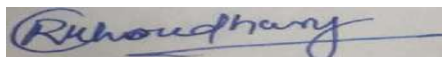
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ACADEMIC SESSION: SUMMER-2026

Discipline : MODERN OFFICE MANAGEMENT		Semester : 4 TH	Name of the Teaching Faculty : Rajani Kanta Choudhury	
			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	THEORY	
1 ST	1ST	1 st	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	2 nd	Group discussion	
	2ND		Group discussion	
	3RD		Group discussion	
5 TH	1ST		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	3 rd	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		Group discussion on different topics	
	2ND		Group discussion on different topics	
	3RD		Group discussion on different topics	
10 th	1ST	4 th	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		Group discussion	

	2ND	5 th	Group discussion
	3RD		Group discussion
14 TH	1ST		Seminar presentation
	2ND		Seminar presentation
	3RD		Seminar presentation
15 TH	1ST		Seminar presentation
	2ND		Seminar presentation
	3RD		Seminar presentation



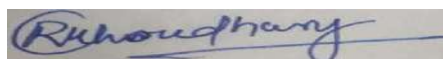
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Discipline : MODERN OFFICE MANAGEMENT		Semester : 6th	Name of the Teaching Faculty : Rajani Kanta Choudhury Practical	
Subject: Project Phase- II			From date: 22/12/2025 to 18/04/2026 No. of weeks:-15(excluding holidays)	
WEEK	No. of classes/week-5	CHAPTER/UNIT	THEORY	
1 ST	1ST	1st	Selection of project assignment	
	2ND		Selection of project assignment	
	3RD		Selection of project assignment	
	4TH		Planning and execution of considerations	
	5TH		Planning and execution of considerations	
2 ND	1ST		Planning and execution of considerations	
	2ND		Planning and execution of considerations	
	3RD		Quality of performance	
	4TH		Quality of performance	
	5TH		Quality of performance	
3 RD	1ST		Quality of performance	
	2ND		Providing solution of the problem	
	3RD		Providing solution of the problem	
	4TH		Sense of responsibility	
	5TH		Sense of responsibility	
4 TH	1ST	2nd	Self expression /communication	
	2ND		Self expression /communication	
	3RD		Self expression /communication	
	4TH		Presentation skill	
	5TH		Presentation skill	
5 TH	1ST		Presentation skill	
	2ND		Inter personal skill	
	3RD		Inter personal skill	
	4TH		Inter personal skill	
	5TH		Inter personal skill	
6 TH	1ST		Human relation	
	2ND		Human relation	
	3RD		Human relation	
	4TH		Report writing skill	
	5TH		Report writing skill	
7 TH	1ST	3rd	Report writing skill	
	2ND		Report writing skill	
	3RD		Viva voce	
	4TH		Viva voce	
	5TH		Organization of project report	
8 TH	1ST		Organization of project report	
	2ND		Organization of project report	
	3RD		Title of the project	
	4TH		Title of the project	

	5TH		Title of the project
9TH	1ST		Content of 1 st inner page
	2ND		Content of 1 st inner page
	3RD		Content of 1 st inner page
	4TH		Content of 2 nd inner page
	5TH		Content of 2 nd inner page
10TH	1ST	4th	Content of 2 nd inner page
	2ND		Contents
	3RD		Contents
	4TH		Contents
	5TH		Chapter wise arrangement of report
11TH	1ST		Chapter wise arrangement of report
	2ND		Chapter wise arrangement of report
	3RD		Chapter wise arrangement of report
	4TH		Conclusion
	5TH		Conclusion
12TH	1ST		Conclusion
	2ND		Conclusion
	3RD		Limitation
	4TH		Limitation
	5TH		Limitation
13TH	1ST	5th	Limitation
	2ND		Scope of further improvement
	3RD		Scope of further improvement
	4TH		Scope of further improvement
	5TH		Scope of further improvement
14TH	1ST		Reference
	2ND		Reference
	3RD		Reference
	4TH		Reference
	5TH		Presentation of reports
15TH	1ST		Presentation of reports
	2ND		Presentation of reports
	3RD		Presentation of reports
	4TH		Presentation of reports
	5TH		Presentation of reports



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