

## Lesson Plan

Name of Faculty : Expert Faculty

Discipline : Office Management & Computer Applications

Semester : 4<sup>th</sup>

Subject : ENGLISH AND COMMUNICATION SKILLS - II

Lesson Plan Duration : 14 Weeks (from February, 2024 to June, 2024)

Work Load (Lecture/Practical) per week (In hours): Lecture-02, Practicals-02

Week	Theory		Practical	
	Lecture day	Topic (including assignment/Test)	Practical	Topic
1st	1	Reading Skills	1	Debate on given topics
	2	All the words of A Stage- W. Shakespear	2	Debate on given topics
2 <sup>nd</sup>	1	Life Sketch of Dr. Abdul Kalam	1	Debate on given topics
	2	The Portrait of a Lady- Khushwant Singh	2	Debate on given topics
3 <sup>rd</sup>	1	The Doctor's Word by R K Narayan	1	Reciting a poem
	2	Speech by Dr. Kiran Bedi at IIM Indore 2007 Leadership Concepts	2	Reciting a poem
4 <sup>th</sup>	1	The Bet – by abton Chekov	1	Reciting a poem
	2	Modern means of Communication	2	Reciting a poem
5 <sup>th</sup>	1	Effective Communication Skills: 7C' of Communication	1	Effective Communication
	2	Non-verbal Communication- Significationce, Type and Techniqus for Effective Communication	2	Non-verbal conversations
6 <sup>th</sup>	1	Barriers and Effectivess in Listening Skills	1	Speaking for one-minute on a given topic
	2	Barriers and Effectiveness in Speaking Skills	2	Speaking for one-minute on a given topic
7 <sup>th</sup>	1	Correspondence: Enquiry letter, placing orders, complaint letters.	1	Enquiry letter placing orders, complaint letters
	2	Report writing	2	Report writing
8 <sup>th</sup>	1	Circulars	1	Circulars
	2	Press Release	2	Press Release
9 <sup>th</sup>	1	Inspection Notes and tips for Note-taking	1	General knowledge and current affairs
	2	A paragraph of 150 words on India at Olympics	2	General knowledge and current affairs
10 <sup>th</sup>	1	Corrigendum writing	1	General knowledge and current affairs
	2	Cover letter	2	General knowledge and current affairs
11 <sup>th</sup>	1	Drawing inferences	1	Practical exercises based on oral communication skills mentioned in theory
	2	Prepositions	2	Practical exercises based on oral communication skills mentioned in theory
12 <sup>th</sup>	1	Conjunctions	1	Practical exercises based on oral communication skills mentioned in theory
	2	Punctuations	2	Practical exercises based on oral

				communication skills mentioned in theory
13 <sup>th</sup>	1	Idioms and Phrases. Presentation Skills Telephone Etiquettes Importance of developing employable and soft skills	1	Practical exercises based on oral communication skills mentioned in theory
	2	Resume Writing: Definition, kinds of Resume, Difference between Bio-data and Curriculum Vitae and Preparing a Resume for job/ Internship.	2	Practical exercises based on oral communication skills mentioned in theory
14 <sup>th</sup>	1	Group discussions: Concept and fundamentals of GD, and learning Group Dynamics	2	General knowledge and current affairs
	2	Case Studies and Role Plays.		General knowledge and current affairs

## Lesson Plan

Name of Faculty : Expert Faculty

Discipline : Office Management & Computer Applications

Semester : 4<sup>th</sup>

Subject : STENOGRAPHY (ENGLISH) – 111

Lesson Plan Duration : 14 Weeks (from February, 2024, to June, 2024)

Work Load (Lecture/Practical) per week (In hours): Lecture- 02, Practicals-06

Week	Theory		Practical	
	Lecture day	Topic (including assignment/Test)	Practical	Topic
1 <sup>st</sup>	1	General Rule of Halving Principle, halving for either T or D, halving for T only or fro D only	1 to 3	A seen Passage for dictation from 'Pitman' Shorthand book upto Ex. No 187 @ 70 word per minute
	2	Vocalizing Half Length forms , Circle S following Half-length H.	4 to 5	A seen Passage for dictation from 'Pitman' Shorthand book upto Ex. No 83 @ 70 word per minute
			6	A seen Passage for dictation from 'Pitman' Shorthand book upto Ex. No 83 @ 70 word per minute
2 <sup>nd</sup>	1	Halving Principal not employed, Position of Half-length forms, Halving Principal for strokes M,N,L,R	1 to 3	A seen Passage for dictation from 'Pitman' Shorthand book upto Ex. No 84 @ 70 word per minute
	2	Use of RT and LT, Joining of strokes of unequal length.	4 th 5	A seen Passage for dictation from 'Pitman' Shorthand book upto Ex. No 85 @ 70 word per minute
			6	A seen Passage for dictation from 'Pitman' Shorthand book upto Ex. No 86,87,89@ 70 word per minute
3 <sup>rd</sup>	1	Use of the Halving Principal in Phoraseography.	1 to 3	Dictation from Shorthand Exercises from Magazines
	2	General Rule of Doubling Principal	4 to 5	Dictation from Shorthand Exercises from Magazines
			6	Dictation from Shorthand Exercises from Magazines
4 <sup>th</sup>	1	Doubling of Straight strokes, Strokes MP and NG, Alternative for MPR,MBR for NG-KR, NG-GR	1 to 3	Dictation from Shorthand Exercises from Magazines
	2	Strokes L, Circle S and Double Length strokes. Use of Doubling Principle in Phraseography	4 to 5	Dictation from Shorthand Exercises from Magazines
			6	typewriter as well as on computer
5 <sup>th</sup>	1	When Doubling principle not employed. Position of Double _ length strokes.	1 to 3	Dictation from Shorthand Exercises from Magazines
	2	Diphonic or TWO Vowel Signs – Meaning and Use of Diphones.	4 to 5	Dictation from Shorthand Exercises from Magazines
			6	Dictation from Shorthand Exercises from Magazines

6 <sup>th</sup>	1	Value or Vowel Places of Diphones	1 to 3	Dictation from Shorthand Exercises from Magazines
	2	Medial Semicircle – Introduction to Medial Semicircle.	4 to 5	Dictation from Shorthand Exercises from Magazines
			6	Dictation from Shorthand Exercises from Magazines
7 <sup>th</sup>	1	Use of Left and Right Semicircles.	1 to 3	Practicing transcription on Manual typewriter as well as on computer
	2	Use of Left and Right Semicircles.	4 to 5	Practicing transcription on Manual typewriter as well as on computer
			6	Practicing transcription on Manual typewriter as well as on computer
8 <sup>th</sup>	1	Preffixes	1 to 3	Practicing transcription on Manual typewriter as well as on computer
	2	Initial Com or Con.	4 to 5	Practicing transcription on Manual typewriter as well as on computer
			6	typewriter as well as on computer
9 <sup>th</sup>	1	Medial Com	1 to 3	Practicing transcription on Manual typewriter as well as on computer
	2	Accom.	4 to 5	Practicing transcription on Manual typewriter as well as on computer
			6	typewriter as well as on computer
10 <sup>th</sup>	1	Intro.	1 to 3	Practicing transcription on Manual typewriter as well as on computer
	2	Megna.	4 to 5	Practicing transcription on Manual typewriter as well as on computer
			6	typewriter as well as on computer
11 <sup>th</sup>	1	Trans.	1 to 3	Practicing transcription on Manual typewriter as well as on computer
	2	Self.	4 to 5	Practicing transcription on Manual typewriter as well as on computer
			6	typewriter as well as on computer
12 <sup>th</sup>	1	Self-Com	1 to 3	Practicing transcription on Manual typewriter as well as on computer
	2	Self- Com	4 to 5	Practicing transcription on Manual typewriter as well as on computer
			6	Practicing transcription on Manual typewriter as well as on computer
13 <sup>th</sup>	1	Prefixes in befor str and H (Up)	1 to 3	Practicing transcription on Manual typewriter as well as on computer
	2	Use of Negative words and Logogram in Prefixes.	4 th 5	Practicing transcription on Manual typewriter as well as on computer
			6	Practicing transcription on Manual typewriter as well as on computer
14 <sup>th</sup>	1	Suffixes and Termination- Use of Ing, Suffixes Ality, Logical- ly Ment, Mental – ly, Ly - ship	1 to 3	Practicing transcription on Manual typewriter as well as on computer
	2	Fulness and lessness or lousness, ward, -wart, - wort, -yard.	1 to 3	Practicing transcription on Manual typewriter as well as on computer
			4 to 5	Practicing transcription on Manual typewriter as well as on computer

## Lesson Plan

Name of Faculty : Sh. Tarachand / Smt. Seema Parashar

Discipline : Office Management & Computer Applications

Semester : 4<sup>th</sup>

Subject : ENTREPRENEURSHIP DEVELOPMENT & MGT.

Lesson Plan Duration : 14 Weeks ((from February, 2024, to June, 2024))

Work Load (Lecture/Practical) per week (In hours): Lecture- 03

Week	Theory	
	Lecture day	Topic (including assignment/Test)
1 <sup>st</sup>	1	Introduction to Entrepreneurship
	2	Classification and types of entrepreneurs
	3	Traits/ Qualities of entrepreneurship, manager v/s entrepreneurs, role of entrepreneurs
2 <sup>nd</sup>	1	Barriers in entrepreneurship
	2	Types of leadership
	3	Definition and Need, Manager Vs leader
3 <sup>rd</sup>	1	Definition of MSME, significant provisions of MSME Act.
	2	Importance of feasibility studies, technical, marketing and finance related problems Faced by new enterprises major labour issues in MSMEs and its related laws.
	3	Obtaining financial assistance through various government schemes like Prime Minister Employment Generation Program (PMEGP) Pradhan Mantri Mudra Yagna (PMMY), Make in India Start up India, stand up India, National Urban Livelihood Mission (NULM)
4 <sup>th</sup>	1	NSIC, NRDDC: MSME, SIDBI, NABARD, Commercial Banks, SFC's TCO, KVIB, DIC, Technology Business incubation (TBI) and Science and Technology Entrepreneur Parks (STEP)
	2	Nature and functions of management Definition
	3	Nature of Management, Management as a Process as Art, Management functions, Management and Administration, Managerial Skills, Levels of management, LEADERSHIP
5 <sup>th</sup>	1	PLANNING AND DECISION MAKING
	2	Planning and Force casting:- Meaning and definition, Features in Planning,
	3	Decision Making, Meaning, Characteristics
6 <sup>th</sup>	1	Organising Process
	2	Meaning and Definition
	3	Organisational Chart
7 <sup>th</sup>	1	Types, Contents, Uses, Limitation
	2	Factors Affecting
	3	Organisational Charts
8 <sup>th</sup>	1	CONTROLLING AND CO-ORDINATION Controlling
	2	Meaning, Features

	3	Importance, Characteristics, Essentials
9 <sup>th</sup>	1	Marker Survey
	2	Opportunity Identification
	3	Scanning of business environment
10 <sup>th</sup>	1	Assessment of demand and supply in potential of growth.
	2	Project report Preparation
	3	Detailed project
11 <sup>th</sup>	1	Detailed project of demand
	2	Opportunity Identification
	3	Technical including report.
12 <sup>th</sup>	1	Economic and market feasibility
	2	Economic and market feasibility
	3	Economic and market feasibility
13 <sup>th</sup>	1	Common errors in project preparations.
	2	Common errors in project preparations.
	3	Exercises on preparation of project report
14 <sup>th</sup>	1	Sole proprietorship
	2	Scanning of business environment
	3	Organising Process

## Lesson Plan

Name of Faculty : Smt. Seema Parashar

Discipline : Office Management & Computer Applications

Semester : 4<sup>rd</sup>Semester

Subject : Secretarial Practices

Lesson Plan Duration : 14 Weeks (from February, 2024, to June, 2024)

Work Load (Lecture/Practical) per week (In hours): Lecture-04,

Week	Theory	
	Lecture day	Topic (including assignment/Test)
1 <sup>st</sup>	1	Introduction
	2	Meaning and definition of Secretary
	3	Role of Secretary
	4	Qualifications&Qualities
2 <sup>nd</sup>	1	Types of secretaries as Private secretary
	2	Secretary of association or club
	3	Secretary of co-operative society
	4	Secretary of Govt. Department
3 <sup>rd</sup>	1	Parliamentary Secretary
	2	Meetings
	3	Meaning and definition
	4	Types of meeting
4 <sup>th</sup>	1	Statutory meeting
	2	Annual General meeting
	3	Extra- ordinary General Meeting
	4	Organising Meetings
5 <sup>th</sup>	1	Notice/Invitation
	2	Agenda
	3	Proxy
	4	Quorum
6 <sup>th</sup>	1	Minutes
	2	Secretarial duties regarding meetings as before the meeting
	3	Secretarial duties On the day of meeting & after the meeting
	4	<b>ASSIGNMENT/REVISION</b>
7 <sup>th</sup>	1	Front office Management & Travel Arrangements
	2	Attributes of front office Personnel
	3	Business travel as Modes of transport and travel agencies
	4	Air, Train ticket reservations & booking accomodations
8 <sup>th</sup>	1	Online Railway / Airline booking
	2	Preparing Travel Itinerary
	3	Documents required for international travel
	4	<b>ASSIGNMENT/REVISION</b>
9 <sup>th</sup>	1	LEAVE Rules and Fringe Benefits
	2	Leaves and leave rules as Casual leaves
	3	Earned leaves
	4	Maternity leave
10 <sup>th</sup>	1	Paternity leave
	2	Medical leave
	3	Meaning and types of Fringe Benefits
	4	Subsidised canteen facility
11 <sup>th</sup>	1	Accomodation facility
	2	Travel and Transport facility
	3	Medical Health care benefits - ESIs

	4	<b>ASSIGNMENT/REVISION</b>
12th	1	Innovative Postal and Banking Practices
	2	Registered post,Speed post & courier services
	3	Instant money order
	4	<b>e-post, Pin and Post Box Number</b>
13th	1	<b>Postal franking machine</b>
	2	<b>Postal Financial Services (Saving Schemes)</b>
	3	<b>e-Banking as introduction , meaning &amp; features</b>
	4	<b>Credit and Debit cards</b>
14th	1	<b>ATM Operation &amp; advantages</b>
	2	<b>Core banking &amp;its advantages</b>
	3	<b>Net banking and mobile banking</b>
	4	<b>ASSIGNMENT/REVISION</b>

## Lesson Plan

Name of Faculty : Ms.Divya Sharma / Seema Parashar

Discipline : Office Management & Computer Applications

Semester : 4th

Subject :COMPUTER BASED ACCOUNTANCY

Lesson Plan Duration : 14 Weeks (from February, 2024, to June, 2024)

Work Load (Lecture/Practical) per week (In hours): Practical= 06

Week	Practical	
	Practical	Topic
1 <sup>st</sup>	1&2	Introduction: Some Exercises of spreadsheet using Excel
	3&4	Introduction: Some Exercises of spreadsheet using Excel
	5&6	Introduction: Some Exercises of spreadsheet using Excel
2 <sup>nd</sup>	1&2	Introduction of Tally (Latest Versions) Installation of Software
	3&4	Introduction of Tally (Latest Versions) Installation of Software
	5&6	Introduction of Tally (Latest Versions) Installation of Software
3 <sup>rd</sup>	1&2	Use of Tally
	3&4	Use of Tally
	5&6	Features of tally (7.2,9.0, ERP )
4 <sup>th</sup>	1&2	Features of tally (7.2,9.0, ERP )
	3&4	Invoicing on Computer
	5&6	Voucher entries creating statements like bills, point on sale, TDS, TCS
5 <sup>th</sup>	1&2	Voucher entries creating statements like bills, point on sale, TDS, TCS
	3&4	<b>ASSIGNMENT</b>
	5&6	
	1&2	Posting and Ledger Accounts on computer
	3&4	Posting and Ledger Accounts on computer
	5&6	Posting and Ledger Accounts on computer
8 <sup>th</sup>	1&2	Posting and Ledger Accounts on computer
	3&4	Preparation of subsidiary books on computer Cash book
	5&6	Preparation of Simple Cash book
9 <sup>th</sup>	1&2	Preparation of Simple Cash book

	3&4	Preparation of Double Cash book
	5&6	Preparation of Double Cash book
10 <sup>th</sup>	1&2	Preparation of Triple Cash book
	<b>ASSIGNMENT</b>	
12 <sup>th</sup>	1&2	Preparation of Triple Cash book
	3&4	Preparation of Petty Cash book
	5&6	
13 <sup>th</sup>	1&2	Preparation of trial balance on computer
	3&4	Preparation of trial balance on computer
	5&6	Preparation of trial balance on computer
14 <sup>th</sup>	1&2	Preparation of bank reconciliation statements on computer
	3&4	Preparation of bank reconciliation statements on computer
	5&6	<b>ASSIGNMENT</b>

## Lesson Plan

Name of Faculty : Sh. Tarachand

Discipline : Office Management & Computer Applications

Semester : 4th

Subject : HUMAN RESOURCE MANAGEMENT

Lesson Plan Duration : 14 Weeks (from February, 2024, to June, 2024)

Work Load (Lecture/Practical) per week (In hours): Lecture = 03

Week	Theory	
	Lecture day	Topic (including assignment/Test)
1 <sup>st</sup>	1	Meaning of Human Resource Management
	2	Nature of Human Resource Management
	3	Scope of Human Resource Management
2 <sup>nd</sup>	1	Objectives of Human Resource Management
	2	Importance of Human Resource Management
	3	Functions of Human Resource Management
3 <sup>rd</sup>	1	Functions of Human Resource Management
	2	Role of HR Managers
	3	Qualities and qualification of HR Manager
4 <sup>th</sup>	1	Concept of Human Resource Planning
	2	Objective of Human Resource Planning
	3	Need of Human Resource Planning
5 <sup>th</sup>	1	<b>ASSIGNMENT</b>
	2	
	3	
7 <sup>th</sup>	1	Importance of Human Resource Planning
	2	Process of Human Resource Planning
	3	Level of Human Resource Planning
8 <sup>th</sup>	1	Concept of Job Analysis
	2	Objectives of Job Analysis
	3	Significance of Job Analysis
9 <sup>th</sup>	1	Process of Human Resource Planning
	2	Level of Human Resource Planning
	3	Meaning of Recruitment
10 <sup>th</sup>	1	Process of Recruitment
	2	Sources of Recruitment
	<b>ASSIGNMENT</b>	
12 <sup>th</sup>	1	Meaning of Selection
	2	Steps in Selection, Steps in Selection Process
	3	Concept of Training
13 <sup>th</sup>	1	Need, Importance, Types, Concept of Executive Development, Objective of Executive Development
	2	Importance, Process of Executive Development.
	3	<b>ASSIGNMENT</b>