

Lesson Plan

Name Of Faculty : GL-1

Discipline : OMCA

Semester : 3th sem

Subject : SP

Lesson Plan Duration : 15 week(july 2018 to nov 2018)

Week	Theory		Practical	
	Lecture Day	Topic (Including Assignment / Test)	Practical Day	Topic
Ist	1	Detail of Secretarial Functioning-Introduction	1 st	
	2	Meaning and definition of Secretary		
IInd	3	Types of Secretary	2 nd	
	4	Qualification, duties and responsibilities of secretary		
IIIrd	5	Detail of personal secretary- Introduction and meaning	3 rd	
	6	Detail of personal secretary- Significance and role		
IVth	7	Detail of personal secretary- Duties and responsibilities	4 th	
	8	Detail of personal secretary- Qualification		
Vth	9	Detail of personal secretary- Qualities	5 th	
	10	1st Sessional		
VIth	11	Scope of Secretarial work	6 th	

	12	Detail of Meeting- Elementary knowledge of Procedure with regard to the content, format and their detail in respect to the conduct of meeting		
VIIth	13	Importance, types and purposes of meetings	7 th	
	14	Notice/Invitation		
VIIIth	15	Agenda, Proxy, Quorum	8 th	
	16	Motion, Resolution Minutes		
IXth	17	Terms used in conduct of meeting like adjournment, amendments, point of order etc.	9 th	
	18	Responsibility of secretarial staff- prior, during and after the meeting to make necessary arrangement		
Xth	19	Detail of Sources of information- Working knowledge to make use of information from different sources such as: Telephone Directories	10 th	
	20	2nd Sessional		
XIth	21	Post office guide	11 th	
	22	Indian Railway/IRCTC Web-sites		
XIIth	23	Government Report, Encyclopedia	12 th	
	24	Travel information; air, road, sea on internet		
XIIIth	25	Yellow Pages and directories of different trade organization	13 th	
	26	Internet: Search engines for information collection (such as google, ask me etc).		
XIVth	27	Detail of Administrative Function: Elementary	14 th	

		knowledge of administrative terms such as:		
	28	TA/DA, leaves, pensionary benefit, staff conveyance, medical allowance, GPF, CPF, GIS		
XVth	29	Service matter pertaining to confirmation, seniority, promotion, confidential reports and resignation	15 th	
	30	3rd Sessional		