

**Specimen of Lesson Plan**

Name of the Faculty : Parul

Discipline : OMCA

Semester : 2nd Sem

Subject : OM&P

Lesson Plan Duration : 16 weeks (From 15 Feb - June . 14, 2024)

Weeks	Theory		
	Lecture day	Topics	Lecture
		(Including assignment test)	day
1st	1	Introduction of the subject	
	2	Meaning of Office mgt and practice	
	3	Definitions & meaning of the Office	
	4	Definitions & meaning of the Office mgmt	
	5	Revision of covered syllabus	
2nd	6	Essentials of office mgmt	
	7	Discussion and practice	
	8	Class test of Essential of Filing	
	9	Importance of Filing	
	10	Quarries of importance of Filing	
3rd	11	Class test of importance of Filing	
	12	Revision of the covered syllabus	
	13	Classification of filing	
	14	Alphabetic method and Numerical method	
	15	Geographic method and Subject wise methods	
4th	16	Chronological method	
	17	Discussion and revision	
	18	Class test of classification of filing	
	19	Explanaton of Traditional methods	
	20	Explanation of Modern methods	
5th	21	Discusion and revision	
	22	Class test of methods	
	23	Quarries of covered syllabus	
	24	Introduction of Office Record	
	25	Meaning of Office Record	
6th	26	Significance of Office record	
	27	Revison and discussion	
	28	Class test	
	29	Types and imortance of office record	
	30	Discussion of covered topics	
7th	31	Class test of importance of office record	
	32	class test of types of office records	
	33	Need of effective records	
	34	revision of the covered topic	
	35	Class test	
8th	36	Meaning of Cumputer based indexing	
	37	Revision and discussion	
	38	Class test of computer based indexing	
	39	Introduction of Office form	
	40	Meaning and significance of Office form	

9th	41	Discussion of covered topics	
	42	Types of Forms overviews	
	43	Sales form, Purchase form	
	44	Purpose of form designing	
	45	Revision and discussion	
10th	46	Quarries of covered topics	
	47	class test of form designing	
	48	Principles of form designing	
	49	Revision and discussion	
	50	class test of form designing	
11th	51	Introduction of Office correspondance	
	52	Importance of office correspondance	
	53	revision of covered topics	
	54	class test of importance Office correspondance	
	55	Incoming correspondance procedures	
12th	56	Revision and discussion	
	57	Class test of Incoming corres procedure	
	58	Meaning of Ordinary post Meaning of Registered post	
	59		
	60	Difference between Ordinary post& Registered post	
13th	61	Meaning of parcel	
	62	Meaning of Registered post Revision and discussion	
	63		
	64	Meaning of speed post	
	65	discussion and revision	
14th	66	Difference between Registered post and speed post	
	67	Courier, Airmails	
	68	E-mails	
	69	Revisions and discussion of covered topics	
	70	Class test of covered topics	
15th	71	Inroduction of Office Indexing	
	72	Meaning of Indexing	
	73	Types of indexing	
	74	Revision and discussion	
	75	Class test	
16th	76	Advatages of indexing	
	77	Disadvantages of Indexing	
	78	Methods of Indexing	
	79	Qarries of covered topics	
	80	Discussion and revisioin of covered syllabus	



