		Specimen of Lesson Plan		
		Name of the Faculty : Parul		
		Discipline : OMCA		
		Semester : 3rd Sen		
		Subject : E- COM		
		Lesson Plan Duration : 14 weeks (20.08.202		
Weeks		Theory		Practical
	Lecture	Topics	Lecture	Topics
	day	(Including assignment test)	day	
	1	Introduction of the subject		
	2	History and Framework of E-commerce		
1st	3	Basics of e -commerce		
	4	Tools of e -commerce		
	5	Revision of covered syllabus		
	6	Class test of covered syllabus		
	7	Meaning and need of web based IT		
2nd	8	Meaning of Traditional business		
	9	Comparison of web based with traditional business		
	10	Present growth of e commerce		
3rd	11	Future and potentials		
	12	Revision of the covered syllabus		
	13	Class test of covered syllabus		
	14	Social impact of e -commerce		
	15	Revision		
	16	Economical I impact of e -commerce		
	17	Revision of the covered syllabus		
4th	18	Class test of covered syllabus		
	19	Quaries and discussion		
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5th

1st Sessional test
1st Sessional test

1st Sessional test

Meaning and importance of E- business

Revision of the covered syllabus

	25	Relationship of transacting parties B2B, B2C	
	26	Revion and discussion	
6th	27	Class test	
	28	Relationship of transacting partieS C2C AND C2B	
	29	Revion and discussion	
	30	Class test	
	31	Present status of E-comm in India	
	32	Regulatory aspect of E-commerce	
7th	33	Impact of e-commerce on various sector as entertainment	
	34	Impact of e-commerce on various sector as education	
	35	Impact of e-commerce on various sector as health services	
	36	Introduction , Technology for web servers	
8th	37	Internet tools relevent to commerce	
8UI	38	Revion and discussion	
	39	Internet application for commerce	
		Advertising on Internet: Issue and Technologies	
	41	Discussion of covered topics	
	42	Class test	
9th	43	Quaries and discussion	
	44	2nd Sessional test	
	45	2nd Sessional test	
	46	2nd Sessional test	
	47	Introduction of Electronic payment System	
10th	48	Type of Payment system	
	49	E cash serices	
	50	currency server	
	51	e-cheques meaning ade function	
	52	revision of covered topics	
11th	53	class test of covered syllabus	
	54	credit card servies and smart card and their features	
	55	Electronic wallets and their features	
	56	Debit cards wallets and their features	
	57	Internet Monetory payment &Requirnments	
12th	58	Revision and discussion	

	59	3rd Sessional test
	60	3rd Sessional test
	61	3rd Sessional test
	62	Introduction of Electronic data interchange
13th	63	Digital signature and their features
	64	Meaning and definition of cryptography
	65	Interoperatability
	66	revision of covered syllabus
	67	Interoperatability and intercompatibity
14th	68	Qarries of full covered topics
	69	Class test of covered topics
	70	Discussion and revisioin of covered syllabus

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Specimen of Lesson Plan				
Name of the Faculty	:		Parul	
Discipline	:		OMCA	
Semester	:		2nd Sem	
Subject		:	OM	

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

Solution of Office form 40 Meaning and significance of Office form 41 Discussion of covered topics 42 Types of Forms overvies 43 Sales form, Purchase form 44 Purpose of form designing 45 Revision and discussion 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 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 56 Revision and discussion 57 Class test of incoming corres procedure 48 Meaning of Registered post 59 Meaning of Registered post 60 Difference between Ordinary post& Registered post 61 Meaning of Registered post 62 Meaning of Registered post 63 Revision and discussion 64 Meaning of speed post 65 discussion and revision 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 71 Inroduction of Office Indexing 72 Meaning of Indexing 73 Types of indexing 74 Revision and discussion 75 Class test 76 Advatages of indexing 77 Disadvantages of indexing 78 Methods of Indexing 79 Qarries of covered topics	8th	38	Class test of computer based indexing	
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