Specimen of Lesson Plan		
Name of the Faculty	:	Parul
Discipline	:	OMCA
Semester	:	1st Sem
Subject	:	OM
Lassan Dlan Duration . 14	woolza	(20.08.2024.20.11.2024)

Lesson Plan Duration: 14 weeks (20.08.2024-29.11.2024)

Weeks		Theory		Practical
	Lecture	Topics	Lecture	Topics
	day	(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		
	7	Discussion and practice		
2nd	8	Class test of importance of office		
	9	Functions of office (Basic)		
	10	Revision of the covered syllabus		
3rd	11	Functions of office (Administrative)		
	12	Revision of the covered syllabus		
	13	Class test of covered syllabus		
	14	Meaning of centralization merits & demerits		
	15	Revision of the covered syllabus		
	16	Meaning of decentralization merits & demerits		
	17	Revision of the covered syllabus		
4th	18	Relationwith other departments		
	19	Discussion and revision quarries		
	20	1st Sessional test		
	21	1st Sessional test		
	22	1st Sessional test		
5th	23	Introduction and meaning of Office management		

I [24	Revision of the covered syllabus	
	25	Importance of Office Management	
	26	Revion and discussion	
	27	Class test	
6th	28	Qualities of Office managers	
	29	Revion and discussion	
	30	Class test	
	31	Inroduction to Offfice accomodation & Layout	
	32	Meaning desinition of Office building	
7th	33	Sections and sub sections of office	
	34	Revion and discussion	
	35	Class test	
	36	Meaning and importance of office location	
	37	Steps to be consider while selecting office location	
8th	38	Revion and discussion	
	39	Office furniture and fixture	
	40	Types and size of furniture and their utility	
	41	Discussion of covered topics	
	42	Class test	
9th	43	Steps to be consider while selecting office accomodation	
	44	2nd Sessional test	
	45	2nd Sessional test	
	46	2nd Sessional test	
	47	Office Layout Meanig and definition	
10th	48	Objectives of office layout	
	49	Principles of office layout	
	50	class test of covered syllabus	
 	51	Private verses open office	
 	52	revision of covered topics	
11th	53	class test of covered syllabus	
 	54	Introduction of external surrounding & internal environment	
	55	Significance of external surrounding & internal environment	

	56	Working facilities in office as lightning arrangements	
	57	Seating arrangement, Air conditioner, Ventilation	
12th	58	Ventilation and interior decoration recreational facilities	
	59	Importance of safety and sanitary arrangement	
	60	sources of pollution and their impact on working in office	
	61	Revision and discussion	
	62	3rd Sessional test	
13th	63	3rd Sessional test	
	64	3rd Sessional test	
	65	Causes of noise internal and external and security control	101
	66	Introduction of the structure of the organization	
	67	Process of organization	
14th	68	Principles relating to the process of organizing of office	
	69	Quarries of full covered topics	
	70	Discussion and revisioin of covered syllabus	

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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