Specimen of Lesson Plan		
Name of the Faculty : Parul		
Discipline : OMCA		
Semester : 1st Sem		
Subject : OM		
Lesson Plan Duration : 14 weeks (20.08.2024-29.11.2024)		

Weeks	Theory		Practical	
	Lecture day	Topics (Including assignment test)	Lecture day	Topics
1st	1	Introduction of the subject		
	2	Meaning of Office mgmt		
	3	Definitions & meaning of the Office		
	4	Definitions & meaning of the Office mgmt		
	5	Revision of covered syllabus		
2nd	6	Importance of office		
	7	Discussion and practice		
	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		
4th	16	Meaning of decentralization merits & demerits		
	17	Revision of the covered syllabus		
	18	Relationwith other departments		
	19	Discussion and revision quarries		
	20	1st Sessional test		
5th	21	1st Sessional test		
	22	1st Sessional test		
	23	Introduction and meaning of Office management		

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

12th	56	Working facilities in office as lightning arrangements		
	57	Seating arrangement, Air conditioner, Ventilation		
	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		
13th	61	Revision and discussion		
	62	3rd Sessional test		
	63	3rd Sessional test		
	64	3rd Sessional test		
	65	Causes of noise internal and external and security control		
14th	66	Introduction of the structure of the organization		
	67	Process of organization		
	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 day	**Topics**	**Lectu re day**
		(Including assignment test)	
1st	1	Introduction of the subject	
	2	Meaning of Office mgmt	
	3	Definitions & meaning of the Office	
	4	Definitions & meaning of the Office mgmt	
	5	Revision of covered syllabus	
2nd	6	Importance of office mgmt	
	7	Discussion and practice	
	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	
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	Revion 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	
	36	Meaning of Cumputer based indexing	
	37	Revision and discussion	

8th	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 overvies	
	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	
	59	Meaning of Registered post	
	60	Difference between Ordinary post& Registered post	
13th	61	Meaning of parcel	
	62	Meaning of Registered post	
	63	Revision and discussion	
	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	

Practical

Topics

Classification of filing

Practice of Fom designing