

Specimen of Lesson Plan			
		Name of the Faculty	: Parul
		Discipline	: OMCA
		Semester	: 1st Sem
		Subject	: OM
Lesson Plan Duration : 15 weeks (30.07.26 - 23.11.26)			
Weeks	Theory		Lecture day
	Lecture day	Topics	
		(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	
	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 Office accomodation & Layout	
	32	Meaning desinition of Office building	
	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	Revision 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 Meaning 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	internal Causes of noise	
14th	66	Revision ada discussion	
	67	External cause of noise	
	68	Revision ada discussion	
	69	security control	
	70	Revision ada discussion	
15th	71	Introduction of the structure of the organization	
	72	Process of organization	
	73	Principles relating to the process of organizing of office	
	74	Quarries of full covered topics	
	75	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 re day
	Lecture day	Topics	
		(Including assignment test)	day
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 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	
	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	

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