

Lesson Plan Winter 2023

Semester: 3rd				
Subject : TH1 Fundamentals of Office Management				
Name of the Faculty : Smita Subhadarsini Sahoo				
SI No	Title of the chapter	week/month	Class Day	Topic to be covered
1	Introduction to Office	1st /Aug	1st	1.1 Meaning of Definition of Office
2			2nd	1.1 Meaning of Definition of Office
3			3rd	1.2 Nature of Office Work
4			4th	1.2 Nature of Office Work
5		2nd/ Aug	1st	1.3 Importance and Functions of Office
6			2nd	1.3 Importance and Functions of Office
7			3rd	1.4 Meaning and Definition of Office Management
8			4th	1.4 Meaning and Definition of Office Management
9			5th	1.5 Functions, Duties and Qualities of Office Manager
10		3rd/Aug	1st	1.5 Functions, Duties and Qualities of Office Manager
11			2nd	Quiz
12	3rd		2.1 Record Keeping: Objectives, Principles of Record Keeping	
13	4th/Aug	4th	2.1 Record Keeping: Objectives, Principles of Record Keeping	
14		5th	2.1 Record Keeping: Objectives, Principles of Record Keeping	
15		1st	2.1 Record Keeping: Objectives, Principles of Record Keeping	
16		2nd	2.2 Filing: Types of filing, Steps in filing, selecting the appropriate filing system	
17		3rd	2.2 Filing: Types of filing, Steps in filing, selecting the appropriate filing system	
18	5th/Aug	4th	2.2 Filing: Types of filing, Steps in filing, selecting the appropriate filing system	
19		5th	2.2 Filing: Types of filing, Steps in filing, selecting the appropriate filing system	
20		1st	2.3 Indexing, Types of Indexing, handling incoming and outgoing mails	
21	Record Management	5th/Aug	2nd	2.3 Indexing, Types of Indexing, handling incoming and outgoing mails
22			3rd	2.3 Indexing, Types of Indexing, handling incoming and outgoing mails
23			1st	2.3 Indexing, Types of Indexing, handling incoming and outgoing mails
24			2nd	2.4 Meaning and Definition of Organization Structure

25	Office Accommodation and Working Environment	1st /SEP	3rd	2.4 Types of Organization Structure
26			4th	2.4 Types of Organization Structure
27				2.4 Types of Organization Structure
28		2nd/Sep	1st	2.4 Types of Organization Structure
29			2nd	2.4 Types of Organization Structure
30			3rd	2.4 Meaning and Definition of Organization Structure, Types of Organization Structure
31			4th	2.5 Advantages and Disadvantages of Different Types of Structures
32		3rd/ Sep	1st	2.5 Advantages and Disadvantages of Different Types of Structures
33			2nd	2.5 Advantages and Disadvantages of Different Types of Structures
34			3rd	2.5 Advantages and Disadvantages of Different Types of Structures
35			4th	Quiz
36		4th/Sep	1st	3.1 Meaning and Importance of Office Accommodation
37			2nd	3.1 Meaning and Importance of Office Accommodation
38			3rd	3.2 Factors Influencing Choice of Office Accommodation
39		5th/Sep	1st	3.2 Factors Influencing Choice of Office Accommodation
40			2nd	3.3 Meaning and Definition of Working Environment
41			3rd	3.3 Meaning and Definition of Working Environment
42			4th	3.3 Meaning and Definition of Working Environment
43			5th	3.3 Meaning and Definition of Working Environment
44		1st /Oct	1st	3.4 Factors Affecting Working Environment
45			2nd	3.4 Factors Affecting Working Environment
46			3rd	Quiz
47			4th	4.1 Supervisory Skill: Meaning, Skills of Supervisor
48		2nd/Oct	1st	4.1 Supervisory Skill: Meaning, Skills of Supervisor
49			2nd	4.1 Supervisory Skill: Meaning, Skills of Supervisor
50			3rd	4.2 Function of Supervisor

51	Supervisory Skills & Communication	3rd/Oct	4th	4.2 Function of Supervisor	
52			5th	4.2 Function of Supervisor	
53			1st	4.3 Communication: Meaning, Process, Tools and Types	
54			2nd	4.3 Communication: Meaning, Process, Tools and Types	
55			3rd	4.3 Communication: Meaning, Process, Tools and Types	
56			4th	4.3 Communication: Meaning, Process, Tools and Types	
57			5th	4.4 Barriers in Communication	
58			5th/Oct	1st	4.4 Barriers in Communication
59				2nd	REVISION
60			Leadership and Motivation	1st /Nov	1st
61	2nd	5.1 Leadership: Meaning and concept, Importance			
62	2nd/Nov	1st		5.1 Leadership: Meaning and concept, Importance	
63		2nd		5.2 Qualities of a leader, Relationship and difference	
64		4th		5.2 Qualities of a leader, Relationship and difference	
65	3rd/Nov	1st		5.3 Leadership and Motivation, Organizational Leadership	
66		2nd		5.4 Leadership Ethics: Trait of an ethical leader	
67		3rd		5.4 Leadership Ethics: Trait of an ethical leader	
68		5th		Leadership Ethics	
69		4th/Nov		1st	Qualities of a Leader
70	2nd		REVISION		
71	3rd		REVISION		
72	5th		REVISION		
73	5th/Nov	1st	REVISION		
74		2nd	REVISION		
75		3rd	REVISION		

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