

Academic Lesson Plan of Winter 2024

Dicipline: MOM	Semester- 3rd	Name of the teaching faculty: Smita Shubhadarsini Sahoo
Subject:Fund amental of office management	No. of days/ per week class alotted 04	Semester from date: 01/07/2024 to 16/12/2024
		No of weeks: 15
	Class day	Theory /pratical topics
JULY	7/1/2024	Meaning of Definition of Office
	7/3/2024	Meaning of Definition of Office
	7/4/2024	Nature of Office Work
	7/5/2024	Nature of Office Work
	7/6/2024	Importance and Functions of Office
	7/7/2024	HOLIDAY
	7/8/2024	HOLIDAY
	7/10/2024	Importance and Functions of Office
	7/11/2024	Importance and Functions of Office
	7/12/2024	Importance and Functions of Office
	7/13/2024	Meaning and Definition of Office Management
	7/15/2024	Meaning and Definition of Office Management
	7/17/2024	HOLIDAY
	7/18/2024	Functions, Duties and Qualities of Office Manager
	7/19/2024	Functions, Duties and Qualities of Office Manager
	7/20/2024	Functions, Duties and Qualities of Office Manager
	7/22/2024	Functions, Duties and Qualities of Office Manager
	7/24/2024	Functions, Duties and Qualities of Office Manager
	7/25/2024	Functions, Duties and Qualities of Office Manager
	7/26/2024	Record Management
	7/27/2024	Record Keeping: Objectives, Principles of Record Keeping
7/29/2024	Record Keeping: Objectives, Principles of Record Keeping	

	7/31/2024	Record Keeping: Objectives, Principles of Record Keeping	
AUGUST	8/1/2024	Record Keeping: Objectives, Principles of Record Keeping	
	8/2/2024	Indexing, Types of Indexing, handling incoming and outgoing mails	
	8/3/2024	Indexing, Types of Indexing, handling incoming and outgoing mails	
	8/5/2024	Indexing, Types of Indexing, handling incoming and outgoing mails	
	8/7/2024	Indexing, Types of Indexing, handling incoming and outgoing mails	
	8/8/2024	Filing: Types of filing, Steps in filing, selecting the appropriate filing system	
	8/9/2024	Filing: Types of filing, Steps in filing, selecting the appropriate filing system	
	8/10/2024	Filing: Types of filing, Steps in filing, selecting the appropriate filing system	
	8/12/2024	Filing: Types of filing, Steps in filing, selecting the appropriate filing system	
	8/14/2024	Filing: Types of filing, Steps in filing, selecting the appropriate filing system	
	8/15/2024	HOLIDAY	
	8/16/2024	Meaning and Definition of Organization structure	
	8/19/2024	HOLIDAY	
	8/21/2024	Meaning and Definition of Organization structure	
	8/22/2024	Types of Organization Structure	
	8/23/2024	Types of Organization Structure	
	8/24/2024	Types of Organization Structure	
	8/26/2024	HOLIDAY	
	8/28/2024	Advantage and Disadvantage of Different types of Organization structure	
	8/28/2024	Advantage and Disadvantage of Different types of Organization structure	
	8/30/2024	Advantage and Disadvantage of Different types of Organization structure	
	8/31/2024	Advantage and Disadvantage of Different types of Organization structure	
		9/1/2024	Advantage and Disadvantage of Different types of Organization structure
		9/2/2024	Advantage and Disadvantage of Different types of Organization structure
	9/4/2024	Meaning and Importance of Office Accommodation	
	9/5/2024	Meaning and Importance of Office Accommodation	
	9/6/2024	Meaning and Importance of Office Accommodation	

SEPTEMBER	9/9/2024	HOLIDAY	
	9/11/2024	Factors Influencing Choice of Office Accommodation	
	9/12/2024	Factors Influencing Choice of Office Accommodation	
	9/13/2024	Factors Influencing Choice of Office Accommodation	
	9/14/2024	Factors Influencing Choice of Office Accommodation	
	9/16/2024	HOLIDAY	
	9/18/2024	Meaning and Definition of Working Environment	
	9/19/2024	Meaning and Definition of Working Environment	
	9/20/2024	Meaning and Definition of Working Environment	
	9/21/2024	Factors affecting working environment	
	9/23/2024	Factors affecting working environment	
	9/25/2024	Factors affecting working environment	
	9/26/2024	Factors affecting working environment	
	9/27/2024	Supervisory Skill: Meaning, Skills of Supervisor	
	9/28/2024	Supervisory Skill: Meaning, Skills of Supervisor	
	9/30/2024	Supervisory Skill: Meaning, Skills of Supervisor	
	OCTOBER	10/3/2024	Functions of supervisor
		10/4/2024	Functions of supervisor
		10/5/2024	Functions of supervisor
		10/6/2024	HOLIDAY
10/7/2024			
10/8/2024			
10/9/2024			
10/10/2024			
10/11/2024			
10/12/2024			
10/14/2024		Communication: Meaning, Process, Tools and Types	
10/16/2024		HOLIDAY	

	10/17/2024	Communication: Meaning, Process, Tools and Types
	10/18/2024	Communication: Meaning, Process, Tools and Types
	10/19/2024	Communication: Meaning, Process, Tools and Types
	10/21/2024	Barriers in Communication
	10/23/2024	HOLIDAY
	10/24/2024	HOLIDAY
	10/25/2024	HOLIDAY
	10/26/2024	Barriers in Communication
	10/28/2024	Barriers in Communication
	10/30/2024	Leadership: Meaning and concept, Importance
	10/30/2024	Leadership: Meaning and concept, Importance
NOVEMBER	11/1/2024	Leadership: Meaning and concept, Importance
	11/2/2024	Qualities of a leader, Relationship and difference
	11/4/2024	Qualities of a leader, Relationship and difference
	11/6/2024	Qualities of a leader, Relationship and difference
	11/7/2024	Qualities of a leader, Relationship and difference
	11/8/2024	Leadership and Motivation
	11/9/2024	Leadership and Motivation
	11/11/2024	Organizational Leadership
	11/13/2024	Organizational Leadership
	11/14/2024	Organizational Leadership
	11/15/2024	HOLIDAY
	11/16/2024	Leadership Ethics: Traits of an ethical leader
	11/18/2024	Leadership Ethics: Traits of an ethical leader
	11/20/2024	Leadership Ethics: Traits of an ethical leader
	11/21/2024	Leadership Style: Types, Situational Leadership
	11/22/2024	Leadership Style: Types, Situational Leadership
	11/23/2024	Leadership Style: Types, Situational Leadership

	11/25/2024	Leadership Style: Types, Situational Leadership
	11/27/2024	Leadership Style: Types, Situational Leadership
	11/28/2024	Leadership Style: Types, Situational Leadership
	11/29/2024	Leadership Style: Types, Situational Leadership
	11/30/2024	Emotional intelligence of leader
DECEMBER	12/2/2024	Emotional intelligence of leader
	12/4/2024	Emotional intelligence of leader
	12/5/2024	Emotional intelligence of leader
	12/6/2024	Emotional intelligence of leader
	12/7/2024	Revision unit 1
	12/9/2024	Revision unit 2
	12/11/2024	Revision unit 3
	12/12/2024	Revision unit 4
	12/13/2024	Revision unit 5
	12/14/2024	Quiz
	12/16/2024	Quiz
Signature OF the Faculty		