LESSON PLAN

Lesson Plan Duration : 30/07/2026 to 23/11/2026

Work load (Lecture) per week (in Hours): 02 Hours (Theory)

Name of Faculty: Pratibha Bansal

Discipline : Office Management and Computer Applications I semester

Subject : Environmental science and disaster management

WEEK	DATE	LECTURE	TOPIC (including assignment and test)
I	30/07/2026 to 31/07/2026	1	Eco system
		2	eco system-
II	03/08/2026 to 07/08/2026	1	concept, and sustainable development,
		2	Sources, advantages, disadvantages of renewable and nonrenewable energy
III	10/08/2026 to 14/08/2026	1	Rain water harvesting
		2	harvesting Deforestation – its effects
IV	17/08/2026 to 21/08/2026	1	control measures
		2	Air Pollution
V	24/08/2026 to 28/08/2026	1	Source of air pollution
		2	Effect of air pollution on human health, economy,
VI	31/08/2026 to 04/09/2026	1	Air pollution control methods
		2	Noise Pollution: Source of noise pollution,
VII	07/09/2026 to 11/09/2026	1	Unit of noise, Effect of noise pollution
		2	Acceptable noise level, Different method of minimizing noise pollution.
VIII	14/09/2026 to 18/09/2026	1	I SESSIONAL TEST
		2	Water Pollution
IX	21/09/2026 to 25/09/2026	1	Impurities in water, Cause of water pollution, Source of water pollution. Effect
		2	Effect of water pollution on human health, Concept of DO, BOD, COD. Prevention of water pollution- Water treatment processes
X	28/09/2026 to 02/10/2026	1	Sewage treatment. Water quality standard.
		2	Soil Pollution :Sources of soil pollution, Effects and Control of soil pollution,
XI	05/10/2026 to 09/10/2026	1	Types of Solid waste- House hold, Industrial, Agricultural, Biomedical, Disposal of solid waste, Solid waste management
		2	E-waste, E – waste management UNIT IV Impact of Energy Usage on
XII	12/10/2026	1	II SESSIONAL TEST

	to 16/10/2026	2	Environment Global Warming, Green House Effect
XIII	19/10/2026 to 23/10/2026	1	Depletion of Ozone Layer, Acid Rain
		2	Eco-friendly Material, Recycling of Material, Concept of Green Buildings
XIV	26/10/2026 to 30/10/2026	1	Concept of Carbon Credit & Carbon footprint. Disaster Management A. Different Types of Disaster:
		2	Natural Disaster: such as Flood, Cyclone, Earthquakes and Landslides etc
XV	02/11/2026 to 06/11/2026	1	Man-made Disaster: such as Fire, Industrial Pollution, Nuclear Disaster
		2	Biological Disasters, Accidents (Air, Sea Rail & Road),
XVI	09/11/2026 to 13/11/2026	1	Structural failures(Building and Bridge), War & Terrorism etc.
		2	Disaster Preparedness: Disaster Preparedness Plan Prediction, Early Terrorism etc
XVII	16/11/2026 to 20/11/2026 & 23/11/2026	1	III SESSIONAL TEST
		2	B.Disaster Preparedness: Disaster Preparedness Plan Prediction, Early Warnings and Safety Measures of Disaster Psychological response and Management (Trauma, Stress, Rumour and Panic)

LESSON PLAN

Semester: 1st

Name of Faculty: Mrs. Anuradha Bajaj

Subject: - Fundamentals of Information Technology

Discipline: Office Management and Computer Applications I

Work load (Lecture) per week (in Hours): 02Hours (Theory) and 04(Practical)

Lesson Plan Duration: 30/07/2026 to 23 /11/2026

WEEK	DATE	LE	TOPIC (including assignment and test)	PR	Topic
1	30/07/26 to 31/07/26	1	Introduction to syllabus, Basics about computer	1	Browser features, search engine
				2	Browser features, search engine
2	03/08/26 to 07/08/26	1	Brief history of development of computers,	1	Connect various peripherals to computer
		2	Definition of Computer, Block diagram of a Computer, Hardware, Software,	2	Connect various peripherals to computer
				3	Connect various peripherals tocomputer
				4	Connect various peripherals to computer

3	10/08/26 to 14/08/26	1	Booting: Cold and Hot Booting,	1	Wikipedia pages on computer hardwar
		2	Interaction between the CPU and Memory with Input/output devices, Function of CPU and major functional parts of CPU.	2	Wikipedia pages on computer hardwar
				3	Wikipedia pages on computer hardware
				4	Wikipedia pages on computer hardwar
4	17/08/26 to 21/08/26	1	Memory: Bit, Nibble, Byte, KB, MB, GB, TB, PB, Functions of memory,	1	Practice
		2	Use of storage devices in a Computer, List types of memory used in a Computer, Importance of cache memory,	2	Practice
				3	Practice
				4	Practice
5	24/08/26 to 28/08/26	1	CPU speed and CPU word length.	1	Browser features, search engine
		2	Understanding browser, Introduction to WWW, efficient use of search engines,	2	Browser features, search engine
				3	Browser features, search engine
				4	Browser features, search engine
6	31/09/26 to 04/09/26	1	Awareness about Digital India portals (state and national portals) and college portals	1	Digital India portals (state and national portals) and college portals
		2	Various email service providers Creation of email id, sending and receiving emails,	2	Creation of email id, sending and receiving emails
				3	Creation of email id, sending and receiving emails
				4	Creation of email id, sending and receiving emails
7	07/09/26 to 11/09/26	1	Attaching documents with email and drive.	1	G-Drive, Google Calendar, Google Sites Google Sheets
		2	Effective use of Gmail, G-Drive, Google Calendar, Google Sites, Google Sheets,	2	G-Drive, Google Calendar, Google Sites Google Sheets
				3	G-Drive, Google Calendar, Google Sites Google Sheets
				4	G-Drive, Google Calendar, Google Sites Google Sheets
8	14/09/26 to 18/09/26	1	Online mode of communication using Google Meet & Webex.	1	Google Meet & Webex.
		2	Revision and Test	2	Google Meet & Webex.
				3	Google Meet & Webex.
				4	Google Meet & Webex.
9	21/09/26 to 25/09/26	1	Introduction to Programming,	1	Programs
		2	Steps involved in problem solving, Definition of Algorithm, Definition of Flowchart	2	Programs
				3	Programs
				4	Programs
10	28/09/26 to	1	Steps involved in algorithm development,	1	Practice
		2	Differentiate algorithm and flowchart,	2	Practice

	02/10/26		symbols used in flowcharts,		
				3	Practice
				4	Practice
11	05/10/26 to 09/10/26	1	Algorithms for simple problems,	1	Practice
		2	Flowcharts for simple problems, Practice logic building using flowchart/algorithm	2	Practice
				3	Practice
				4	Practice
12	12/10/26 to 16/10/26	1	Test 2	1	Open office tools and MS Office
		2	Introducing LibreOffice/Open Office Calc, Working with Cells, Sheets, data, tables using formulae and functions, using charts and graphics.	2	Open office tools and MS Office
				3	Open office tools and MS Office
				4	Open office tools and MS Office
13	19/10/26 to 23/10/26	1	Office Tools like LibreOffice/Open Office/MSOffice.	1	MS-Office
		2	Open Office Writer – Type setting Text and Basic Formatting Inserting Images, Hyperlinks, Bookmarks,	2	MS-Office
				3	MS-Office
				4	MS-Office
14	26/10/26 to 30/10/26	1	Tables and Table Properties in Writer	1	– Creating and Viewing Presentations Inserting Pictures and Tables,
		2	Open Office Impress – Creating and Viewing Presentations Inserting Pictures and Tables,Slide Master and SlideDesign,	2	– Creating and Viewing Presentations Inserting Pictures and Tables,
				3	– Creating and Viewing Presentations Inserting Pictures and Tables,
				4	– Creating and Viewing Presentations Inserting Pictures and Tables,
15	02/11/26 to 06/11/26	1	Custom Animation.	1	slides
		2	Introduction to Digital Marketing Why Digital Marketing, Characteristics of Digital Marketing,	2	slides
				3	slides
				4	slides
16	09/11/26 to 13/11/26	1	Tools for Digital Marketing, Effective use of social media like LinkedIn, Google+,Facebook, Twitter, etc.	1	Word to pdf and vice versa
		2	Features of social media, Advantages and Disadvantages of social media, Assignment and Revision Test 3	2	Word to pdf and vice versa
				3	Word to pdf and vice versa
				4	Word to pdf and vice versa

17	16/11/26 to 20/11/26	1	III SESSIONAL TEST	1	Revision
		2	REVISION	2	Revision
				3	Revision
				4	Revision
18	23/11/26	1	Previous Question Papers		

LESSON PLANs

Lesson Plan Duration : 30/07/2026 to 23 /11/2026

Work load (Lecture) per week (in Hours); 04 Hours (Theory)

Name of Faculty: Yogita

Discipline : Office Management and Computer Applications I SEMESTER

Subject: Office Management

WEEK	DATE	THEORY THEORY DAY	TOPIC
I	30/07/26 to 31/07/26	1	Introduction to Office
II	03/08/26 to 07/08/26	1	Meaning of office
		2	Importance of office
		3	Functions of office
		4	Centralization and decentralization
III	10/08/26 to 14/08/26	1	Merits and demerits
		2	Relation with other departments
		3	Office management
		4	Meaning of office management
IV	17/08/26 to 21/08/26	1	Office management
		2	Importance of office management
		3	Qualities of an office manager
		4	Office accommodation and layout
V	24/08/26 to 28/08/26	1	Office building
		2	Sections and sub-sections of office
		3	Office location
		4	Office furniture and fixtures
VI	31/09/26 to 04/09/26	1	Office accommodation
		2	Office accommodation
		3	Office accommodation
		4	Office accommodation

VII	07/09/26 to 11/09/26	1	Office layout
		2	Objectives
		3	Principles of office layout
		4	Private verses open office

VIII	14/09/26 to 18/09/26	1	I SESSIONAL TEST
		2	Office environment
		3	Meaning
		4	Significance of external surrounding

IX	21/09/26 to 25/09/26	1	Internal environment
		2	Internal environment
		3	Internal environment
		4	Internal environment

X	28/09/26 to 02/10/26	1	Working facilities I PTM
		2	Lighting arrangements
		3	Seating arrangements
		4	Air-conditioning, ventilation

XI	05/10/26 to 09/10/26	1	Interior decoration
		2	Recreational facilities
		3	Safety and sanitary arrangement
		4	Pollution

XII	12/10/26 to 16/10/26	1	II SESSIONAL TEST
		2	Office layout
		3	Office layout
		4	Office layout

XIII	19/10/26 to 23/10/26	1	Interior decoration
		2	Recreational facilities
		3	Safety and sanitary arrangement
		4	Pollution

XIV	26/10/26 to 30/10/26	1	The structure of the organisation
		2	The structure of the organisation
		3	The structure of the organisation
		4	The structure of the organisation

XV	02/11/26 to 06/11/26	1	Organizing an office
		2	The structure of the organization
		3	Process of organization

		4	Noise and security control

XVI	09/11/26 to 13/11/26	1	Principles relating to the process of organizing in an office
		2	REVISION
		3	REVISION
		4	REVISION

XVII	16/11/26 to 20/11/26 and 23/11/26	1	III SESSIONAL TEST
		2	REVISION
		3	REVISION
		4	REVISION

LESSON PLAN

Lesson Plan Duration : 30/07/2026 to 23 /11/2026

Work load (Lecture) per week (in Hours); 04 Hours(Theory) and 02 (Practical)

Name of Faculty: Pratibha Bansal

Discipline : OMCA and FAA I SEMESTER

Subject: Principles of management

Week	Date	LECTURE	Topic (including assignment/test)	Lecture day	Topic
I	30/07/26 to 31/07/26	1	Meaning of management	1	Meaning of management
II	03/08/26 to 07/08/26	1	Meaning, Features and Objective of management	1	Meaning, Features and Objective of management
		2	Meaning, Features and Objective of management	2	Meaning, Features and Objective of management
		3	Principles of management		
		4	Principles of management		

III	10/08/26 to 14/08/26	1	Functions of management	1	Principles of management
		2	Levels of management	2	Functions of management
		3	Meaning and features		

			of planning		
		4	Importance of planning		

IV	17/08/26 to 21/08/26	1	Planning process	1	Levels of management
		2	Types of planning	2	Importance of planning
		3	Effective planning		
		4	Organizing meaning		

V	24/08/26 to 28/08/26	1	Features of organizing	1	Types of planning
		2	Importance of organizing	2	Features of organizing
		3	Formal and informal organization		
		4	Organizational structures		

VI	31/09/26 to 04/09/26	1	Centralization and decentralization	1	Formal and informal organization
		2	Delegation of authority	2	Centralization and decentralization
		3	Staffing meaning and need		
		4	Objectives and characteristics of staffing		

VII	07/09/26 to 11/09/26	1	Steps involved in staffing process	1	Staffing meaning and need
		2	Steps involved in staffing process	2	Steps involved in staffing process
		3	Steps involved in staffing process		
		4	Steps involved in staffing process		

VIII	14/09/26 to 18/09/26	1	I SESSIONAL TEST	1	Features of recruitment

		2	Recruitment meaning	2	Recruitment process
		3	Selection meaning		
		4	Recruitment process		

IX	21/09/26 to 25/09/26	1	Selection process	1	Selection process
		2	Training meaning	2	Training meaning
		3	Essentials of training		
		4	Methods of training		

X	28/09/26 to 02/10/26	1	On the job training	1	Methods of training
		2	Off the job training	2	Methods of training
		3	Leadership meaning		
		4	Concept of leadership		

XI	05/10/26 to 09/10/26	1	Importance of leadership	1	On the job training
		2	Types of leaders	2	Off the job training
		3	Qualities of good leader		
		4	Motivation		

XII	12/10/26 to 16/10/26	1	II SESSIONAL TEST	1	Qualities of good leader
		2	Types of motivation	2	Types of motivation
		3	Importance of motivation		
		4			

XIII	19/10/26 to 23/10/26	1	Controlling	1	Importance of motivation
		2	Meaning	2	Controlling
		3	Importance of controlling		
		4	Methods of controlling		

XIV	26/10/26 to 30/10/26	1	Objectives of controlling	1	Importance of controlling
		2	Modern methods	2	Methods of

		3	Steps involved in controlling process		controlling
		4			

XV	02/11/26 to 06/11/26	1	Revision	1	Modern methods
		2	Revision	2	Steps involved in controlling process
		3	Revision		
		4	Revision		

XVI	09/11/26 to 13/11/26	1	Revision	1	Doubt session
		2	Revision	2	Doubt session
		3	Revision		
		4	Revision		

XVII	16/11/26 to 20/11/26 and 23/11/26	1	III SESSIONAL TEST	1	Doubt session
		2	Revision	2	Doubt session
		3	Revision		
		4	Revision		

LESSON PLAN

Lesson Plan Duration : 30/07/2026 to 23 /11/2026

Work load (Lecture) per week (in Hours); 03Hours(Theory) and 04(Practical)

Name of Faculty: Anu Sharma and Yogita

Discipline : Office Management and Computer Applications III SEMESTER

Subject: - Book-keeping and accountancy

WEEK	DATE	LECTURE	TOPIC (including assignment and test)	Lecture day	Topic
I	30/07/26 to 31/07/26	1	Meaning of book keeping	1	Meaning of book keeping
II	03/08/26 to 07/08/26	1	Definition of book keeping	1	Definition of book keeping
		2	Need of book keeping	2	Need of book keeping

		3	Meaning of accounting	3	Meaning of accounting
				4	Meaning of accounting
III	10/08/26 to 14/08/26	1	Definition of accounting	1	Definition of accounting
		2	Functions of accounting	2	Functions of accounting
		3	Characterstics of accounting	3	Characterstics of accounting
				4	Characterstics of accounting
IV	17/08/26 to 21/08/26	1	Objectives of book keeping	1	Objectives of book keeping
		2	Difference between book keeping and accounting	2	Difference between book keeping and accounting
		3	GAAP	3	GAAP
				4	GAAP
V	24/08/26 to 28/08/26	1	Accounting concepts	1	Accounting concepts
		2	Accounting concepts	2	Accounting concepts
		3	Accounting concepts	3	Accounting concepts
				4	Accounting concepts
VI	31/09/26 to 04/09/26	1	Accounting concepts	1	Accounting concepts
		2	Accounting concepts	2	Accounting concepts

		3	Conventions and terms	3	Conventions and terms
				4	Conventions and terms
VII	07/09/26 to 11/09/26	1	Conventions and terms	1	Conventions and terms
		2	Classification of accounts	2	Classification of accounts
		3	Classification of accounts	3	Classification of accounts
				4	
VIII	14/09/26 to 18/09/26	1	I SESSIONAL TEST	1	Classification of accounts
		2	Classification of accounts	2	Classification of accounts
		3	Double entry system of book keeping	3	Double entry system of book keeping
				4	Double entry system of book keeping
IX	21/09/26 to 25/09/26	1	Double entry system of book keeping	1	Double entry system of book keeping
		2	Double entry system of book keeping	2	Double entry system of book keeping
		3	Double entry system of book keeping	3	
				4	Double entry system of book keeping
X	28/09/26 to	1	Meaning and definition of journal	1	Meaning and definition of

	02/10/26				journal
		2	Rules of journalizing	2	Rules of journalizing
		3	Rules of journalizing	3	Rules of journalizing
				4	Rules of journalizing
XI	05/10/26 to 09/10/26	1	Rules of journalizing	1	Rules of journalizing
		2	Rules of journalizing	2	Rules of journalizing
		3	Rules of journalizing	3	Rules of journalizing
				4	Rules of journalizing
XII	12/10/26 to 16/10/26	1	II SESSIONAL TEST	1	Meaning of ledger
		2	Posting in ledger	2	Posting in ledger
		3	Posting in ledger	3	Posting in ledger
				4	Posting in ledger
XIII	19/10/26 to 23/10/26	1	Posting in ledger	1	Posting in ledger
		2	Difference between ledger and journal	2	Difference between ledger and journal
		3	Meaning and need of subsidiary books	3	Meaning and need of subsidiary books

				4	Meaning and need of subsidiary books
XIV	26/10/26 to 30/10/26	1	Cash book	1	Cash book
		2	Cash book	2	Cash book
		3	Petty cash book	3	Petty cash book
				4	Petty cash book
XV	02/11/26 to 06/11/26	1	Trial balance	1	Trial balance
		2	Objectives and function of trial balance	2	Trial balance
		3	Methods of preparing trial balance	3	Trial balance
				4	Trial balance
XVI	09/11/26 to 13/11/26	1	Errors disclosed by trial balance	1	Trial balance
		2	Errors not disclosed by trial balance	2	Trial balance
		3	Rectification of errors	3	Recticfication of errors
				4	Recticfication of errors
XVII	16/11/26 to 20/11/26 and 23/11/26	1	III SESSIONAL TEST	1	Recticfication of errors
		2	Bank Reconciliation statement	2	Bank reconciliation statement
		3	disagreement between cash book and passbook	3	BRS
				4	BRS

			balances Steps and rules for preparation of statement		

LESSON PLAN

Lesson Plan Duration : 30/07/2026 to 23 /11/2026

Work load (Lecture) per week (in Hours); 03Hours(Theory) and 02 (Practical)

Name of Faculty: Yogita and Nitika Gupta

Discipline : Office Management and Computer Applications III SEMESTER

Subject: E- COMMERCE

WEEK	DATE	LECTURE	Topic (including assignment/test)	Lecture day	Topic
I	30/07/26 to 31/07/26	1	E-Commerce :- Introduction,	1	Introduction e-commerce with example
II	03/08/26 to 07/08/26	1	E-Commerce :- Introduction,	1	Web based business – introductions
		2	Meaning ,definition History of Ecommerce	2	Common business services infrastructure
		3	Framework of e-commerce Components of e-commerce		Present Growth Future growth Potentials of e-commerce
III	10/08/26 to 14/08/26	1	Present and future growth of E-commerce	1	Web based business – introduction, importance

					Traditional business
		2	**Socio economic impacts of e-commerce**	**2**	**Presentation** **Meaning of e-business**
		3	**E-business** **Benefits and Importance of e-commerce**		
IV	**17/08/26 to 21/08/26**	**1**	**Models of e-commerce** **Types of models**	**1**	**B2B**
		2	**Present status of e-commerce in india**	**2**	**Importance of e-business** **B2B** **B2C**
		3	**Difference between e-commerce and e-business**		
V	**24/08/26 to 28/08/26**	**1**	**Regulatory aspects of E-commerce** **Aspects of e-commerce on**	**1**	**C2C** **C2B**
		2	**various business sectors**	**2**	**Importance of e-business** **Secure electronic transaction** **Secure socket layer**
		3	**Introduction-internet resources for commerce**		
VI	**31/09/26 to**	**1**	**Technologies for**	**1**	**C2C**

	04/09/26		web servers		
		2	Internet scenario in India	2	Benefits to consumer, Society, Organization Impact on health services Define internet resources Broadcast internet
		3	Internet applications for e-commerce		
VII	07/09/26 to 11/09/26	1	Internet tool relating to commerce	1	Online market place Flipkart Myntra
		2	Advertising on internet	2	Presentation Amazon Meesho
		3	Different issues relating to advertising on internet		
VIII	14/09/26 to 18/09/26	1	Introducing web Advertising on web	1	Benefits Meaning ,introduction about web
		2	Benefits of web advertising	2	Importance Cost efficient
		3	Disadvantages of web advertising		

IX	**21/09/26 to 25/09/26**	**1**	**Marketing creating web site**	**1**	**Brand name and logo** **More control**
		2	**Electronic payment system**	**2**	**Contact and social media information** **Calls to action**
		3	**Bank payments, money wallets** **Types of payment system**		
X	**28/09/26 to 02/10/26**	**1**	**E-cash** **Digital cash**	**1**	**Benefits of electronic payment system**
		2	**E-cheques**	**2**	**presentation**
		3	**Digital payment**		
XI	**05/10/26 to 09/10/26**	**1**	**Credit cards** **Responsibilities of credit card users**	**1**	**Cash back** **Importance of e-cheques**
		2	**Smart cards** **Smart card works**	**2**	**Importance of credit card** **presentation**
		3	**Uses of smart card**		
XII	**12/10/26 to 16/10/26**	**1**	**Electronic wallets**	**1**	**Phone pay** **Contact smart card**

		2	Debit cards&its uses	2	
		3	Electronic fund transfer		E-wallets Importance of electronic cash
XIII	19/10/26 to 23/10/26	1	Internet monetary payment system	1	Electronic fund transfer presentation
		2	Encryption	2	
		3	Descryption		Online banking Revision
XIV	26/10/26 to 30/10/26	1	Digital Signatures& its benefits	1	Revision Meaning of currency servers
		2	Currency server	2	
		3			Presentation Benefits
XV	02/11/26 to 06/11/26	1	Cryptography	1	
		2	interoperability	2	Revision
		3	Inter -compatibility		presentation
XVI	09/11/26 to 13/11/26	1	Revision	1	Importance Different methods
		2	Revision	2	Difficulties
		3	Revision		Presentation
XVII	16/11/26	1	Revision	1	Revision

	to 20/11/26 and 23/11/26	**2**	**Revision**	**2**	**Revision**
		3	**Revision**		

LESSON PLAN

Lesson Plan Duration : 30/07/2026 to 23/11/2026

Work load (Lecture) per week (in Hours): 02 Hours (Practical)

Name of Faculty: Jyoti Wadhawan

Discipline : Office Management and Computer Applications

Subject : Industrial Training / In-house Training

WEEK	DATE	LECTURE	TOPIC (including assignment and test)
I	30/07/2026 to 31/07/2026	1	Introduction to Industrial Training
		2	Objectives and Importance of Industrial Training
II	03/08/2026 to 07/08/2026	1	Working Environment of Industries
		2	Types of Industries
III	10/08/2026 to 14/08/2026	1	Industrial Safety Rules
		2	Safety Precautions and Equipment
IV	17/08/2026 to 21/08/2026	1	Present Industrial Practices
		2	Future Trends in Industries
V	24/08/2026 to 28/08/2026	1	Teamwork in Industries
		2	Solving Industrial Problems
VI	31/08/2026 to 04/09/2026	1	Professional Skills
		2	Workplace Ethics and Discipline
VII	07/09/2026 to 11/09/2026	1	Communication Skills
		2	Speaking Skills in the Workplace
VIII	14/09/2026 to	1	I SESSIONAL TEST

	18/09/2026	2	Revision
IX	21/09/2026 to 25/09/2026	1	Report Writing – Basics
		2	Structure of an Industrial Training Report
X	28/09/2026 to 02/10/2026	1	Report Writing Practice
		2	Common Report Writing Mistakes
XI	05/10/2026 to 09/10/2026	1	Introduction to PowerPoint
		2	Preparing Effective Presentation Slides
XII	12/10/2026 to 16/10/2026	1	II SESSIONAL TEST
		2	Revision
XIII	19/10/2026 to 23/10/2026	1	Presentation Skills
		2	Presentation
XIV	26/10/2026 to 30/10/2026	1	Internal Evaluation Guidelines
		2	External Evaluation Process
XV	02/11/2026 to 06/11/2026	1	Viva Preparation
		2	Viva Preparation
XVI	09/11/2026 to 13/11/2026	1	Revision of Report and Presentation
		2	Revision of Report and Presentation
XVII	16/11/2026 to 20/11/2026 & 23/11/2026	1	III SESSIONAL TEST
		2	Revision

Lesson plan

Lesson Plan Duration : 30/07/2026 to 23 /11/2026
Work load (Lecture) per week (in Hours); 02Hours(Theory) and 06(Practical)
Name of Faculty: Tanya Gautam
Discipline : Office Management and Computer Applications III SEMESTER
Subject: - Stenography

			Theory			**Practical**

Week	**Date**	**Lectures Day**	**Topic (including assignment/test)**	**Week**	**Practical Day**	**Topic**
1	30/07/26 to 31/07/26	1	Revision of previous syllabus	1		Revision of Previous syllabus done in four semester.
		2	Introduction about syllabus			Introduction to the contents of syllabus
2	03/08/26 to 07/08/26	1	Initial hooks to straight strokes	1		Phrases
		2	Initial hooks to curved strokes	2		Do
				3		Exercise 65
				4		Do
3	10/08/26 to 14/08/26	1	Alternative forms	1		Exercise 66
		2	Intervening vowels	2		Exercise 67
				3		Exercise 68
				4		Exercise 69
4	17/08/26 to 21/08/26	1	Circle and loops preceding initial hooks	1		Do
		2	Do	2		Revision
				3		Exercise 70
				4		Revision
5	24/08/26 to 28/08/26	1	N and f hook	1		Exercise 71

		2	Revision	2		Do
				3		Exercise 72
				4		Revision
6	31/08/26 to 04/09/26	1	Circle and loop preceding final hook	1		Exercise 73
		2	Unit-1 revision	2		Do
				3		Exercise 74
				4		Exercise 75
7	07/09/26 to 11/09/26	1	Shun hook	1		Do
		2	Uses of shun hook	2		Revision
				3		Do
				4		Do
8	14/09/26 to 18/09/26	1	The aspirate	1		Exercise 76
		2	Tick h and dot h	2		Do
				3		Exercise 77
				4		Do
9	21/09/26 to 25/09/26	1	H following s	1		Exercise 78
		2	Upward r	2		Exercise 79
				3		Revision
				4		Exercise 80
10	28/09/26 to 02/10/26	1	Downward r	1		Do
		2	Revision	2		Exercise 81

				3		Exercise 93
				4		Do
11	05/10/26 to 09/10/26	1	Upward and downward l	1		Revision
		2	Upward and downward SH	2		Exercise 97
				3		Do
				4		Do
12	12/10/26 to 16/10/26	1	Compound consonants	1		Exercise 88
		2	Revision	2		Do
				3		Do
				4		Exercise 87
13	19/10/26 to 23/10/26	1	Aspirated w and vowel preceding	1		Exercise 84
		2	Revision	2		Do
				3		Do
				4		Exercise 99
14	26/10/26 to 30/10/26	1	Grammalogues	1		Exercise 90
		2	Phrases	2		Do
				3		Exercise 91
				4		Do
15	02/11/26 to 06/11/26	1	Unit-5th	1		Unit-1 and 2 revision

		2	Revision	2		Do
				3		Unit 3 revision
				4		Phrases
16	09/11/26 to 13/11/26	1	Unit-3	1		Revision
		2	Revision	2		Exercise 96
				3		Do
				4		Exercise 98
17	16/11/26 to 20/11/26 and 23/11/26	1	Unit-2 revision	1		Exercise 100
		2	Unit-1 revision	2		Revision
				3		Revision
				4		Fully revision

LESSON PLAN

Lesson Plan Duration : 30/07/2026 to 23 /11/2026

Work load (Lecture) per week (in Hours); 04Hours(Theory)

Name of Faculty: Nitika Gupta

Subject: - Organisational behavior and personality development

WEEK	DATE	LECTURE	TOPIC (including assignment and test)
I	30/07/26 to 31/07/26	1	Discussion of Syllabus
		2	Introduction of OB
II	03/08/26 to 07/08/26	1	Definition and Meaning of OB
		2	Importance of OB
		3	Factors affecting OB and Elements of OB
		4	Challenges and opportunity for OB
III	10/08/26 to 14/08/26	1	Concept & definition of Attitude
		2	Factors in attitude formation
		3	Concept & def of Perception
		4	Factors influencing Perception
IV	17/08/26 to 21/08/26	1	Meaning and def of Motivation
		2	Types of Motivation
		3	Theories of Motivation-Herzberg's two factor theory
		4	Maslow's need hierarchy theory, theory of X & Y
V	24/08/26 to 28/08/26	1	Meaning & def of Leadership
		2	Qualities and traits of good leader
		3	Styles of leadership
		4	Revision
VI	31/09/26 to 04/09/26	1	Class test
		2	Meaning & def of Personality

		3	**Importance of Personality**
		4	**Determinants of Personality**
VII	**07/09/26 to 11/09/26**	**1**	**Personality Traits**
		2	**Impact of individual personality on OB**
		3	**Revision**
		4	**Class Test**
VIII	**14/09/26 to 18/09/26**	**1**	**I SESSIONAL TEST**
		2	**Interpersonal skills -Concept, Components**
		3	**Teamwork-Meaning, Advantages of Using Teams**
		4	**Factors contributing to the success of team**
IX	**21/09/26 to 25/09/26**	**1**	**Peer Pressure**
		2	**Aspects of Social & cultural Etiquette in promoting team work**
		3	**Mannerism & Grooming**
		4	**Concept & definition of Attitude**
X	**28/09/26 to 02/10/26**	**1**	**Class test**
		2	**Types of Motivation**
		3	**Revision**
		4	**Theories of Motivation**
XI	**05/10/26 to 09/10/26**	**1**	**Styles of leadership**
		2	**Styles of leadership**
		3	**Revision**
		4	**Revision**
XII	**12/10/26 to 16/10/26**	**1**	**II SESSIONAL TEST**
		2	**Importance of Personality**
		3	**Importance of Personality**

		4	**Determinants of Personality**
XIII	**19/10/26 to 23/10/26**	**1**	**Revision**
		2	**Revision**
		3	**Class Test**
		4	**Revision**
XIV	**26/10/26 to 30/10/26**	**1**	**Revision**
		2	**Personality Traits**
		3	**Revision**
		4	**Revision**
XV	**02/11/26 to 06/11/26**	**1**	**Class test**
		2	**Practice of Previous Question Paper**
		3	**Practice of Previous Question Paper**
		4	**Practice of Previous Question Paper**
XVI	**09/11/26 to 13/11/26**	**1**	**Practice of Previous Question Paper**
		2	**Practice of Previous Question Paper**
		3	**Peer Pressure**
		4	**Peer Pressure**
XVII	**16/11/26 to 20/11/26 and 23/11/26**	**1**	**III SESSIONAL TEST**
		2	**Revision**
		3	**Revision**
		4	**Revision**

LESSON PLAN

Lesson Plan Duration : 30/07/2026 to 23 /11/2026

Work load (Lecture) per week (in Hours); 04Hours(Theory)

Name of Faculty: Jyoti Wadhawan

Subject: -Auditing

WEEK	DATE	LECTURE	TOPIC (including assignment and test)
I	30/07/26 to 31/07/26	1	Discussion of Syllabus
		2	Introduction of Auditing
II	03/08/26 to 07/08/26	1	Definition and Meaning of Auditing
		2	Scope and objective of auditing
		3	Types of audit
		4	Types of audit
III	10/08/26 to 14/08/26	1	Audit and investigation
		2	Functions of an auditor
		3	Responsibilities of an auditor
		4	Duties of an auditor
IV	17/08/26 to 21/08/26	1	Qualities of an auditor
		2	Advantages and limitations of auditing
		3	Revision of unit 1
		4	Class test
V	24/08/26 to 28/08/26	1	Meaning and definition of audit process
		2	Audit process
		3	Audit programme- meaning , definition and objective

		4	audit programme -objectives and types
VI	31/09/26 to 04/09/26	1	Essential of good audit programme, advantages and disadvantages
		2	Audit note book meaning definition and contents
		3	Audit note book- importance advantages and disadvantages
		4	Audit files
VII	07/09/26 to 11/09/26	1	Audit evidence
		2	Audit evidence
		3	Procedure of audit work
		4	Revision of unit II
VIII	14/09/26 to 18/09/26	1	I SESSIONAL TEST
		2	Meaning and definition of internal check
		3	Objective and essentials
		4	Advantages and disadvantages of internal check
IX	21/09/26 to 25/09/26	1	Meaning and definition of internal control
		2	Objective of internal control
		3	Difference between internal check and internal control
		4	Revision of unit III
X	28/09/26 to 02/10/26	1	Definition and features of vouching
		2	Meaning and definition of verification
		3	Objective and importance of verification
		4	Procedure of verification of assets
XI	05/10/26 to 09/10/26	1	Procedure of verification of assets-Freehold land and building , leasehold property
		2	Plant and machinery , furniture fixture and fittings
		3	Loose tools car and other conveyance , live stock

			investments
		4	**Stock in trade BR , Cash in hand , cash at bank , goodwill**
XII	**12/10/26 to 16/10/26**	**1**	**II SESSIONAL TEST**
		2	**Patents copyrights, trade mark**
		3	**Revision of procedures of verifications of assets**
		4	**Procedure of verification of liabilities- introduction , trade creditiors**
XIII	**19/10/26 to 23/10/26**	**1**	**Loan , debentures bills payable**
		2	**Bank overdraft, outstanding expenses**
		3	**Capital and contigent liability**
		4	**Creditors for capital expenditure**
XIV	**26/10/26 to 30/10/26**	**1**	**Revision of verification of liabilities**
		2	**Revision of unit IV**
		3	**Class test**
		4	**Meaning and definition of audit report**
XV	**02/11/26 to 06/11/26**	**1**	**Features of audit report**
		2	**Purpose of audit report**
		3	**Types of audit report**
		4	**Revision**
XVI	**09/11/26 to 13/11/26**	**1**	**Class test**
		2	**Types of audit report**
		3	**Format of an audit report**
		4	**Revision of unit V**
XVII	**16/11/26 to 20/11/26**	**1**	**III SESSIONAL TEST**
		2	**Revision**

	and 23/11/26	**3**	**Revision**
		4	**Revision**