

BPS Mahila Polytechnic, Khanpur Ka
Lesson Plan

Name of the Faculty :		MS. Kavita Devi
Discipline		Office Management and Computer Application
Semester		4th
Subject		Human Resource Management
Lesson Plan Duration :		15 Weeks
Work Load per week : 03		
Week	Theory	
	Lecture Day	Topic
1st	1st	Meaning of Human resource management
	2nd	Nature of HRM
	3rd	Sope of HRM
2nd	4th	Objective of HRM
	5th	Importance of HRM
	6th	Function of HRM
3rd	7th	Role of HR Managers
	8th	Qualities and qualification of HR manager
	9th	Concept of human resource planning
4th	10th	Objective of Human resource planning
	11th	Need of Human resource planning
	12th	importance of human resource planning
5th	13th	Process of human resource planning
	14th	Level of human resource planning
	15th	concept of job analysis
6th	16th	objective of job analysis
	17th	significance of job analysis
	18th	job discription
7th	19th	job specification
	20th	concept of job design
	21st	approaches of job design
8th	22nd	methods of job design
	23rd	meaning of recruitment
	24th	process of recruitment
9th	25th	source of recruitment
	26th	technique of recruitment
	27th	meaning of selection
10th	28th	steps in selection process
	29th	concept of training
	30th	need of training
11th	31st	importance of training
	32nd	types of training
	33rd	concept of executive development
12th	34th	objective of executive development
	35th	importance of executive development
	36th	process of executive development
13th	37th	sessional
	38th	sessional
	39th	sessional

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BPS Mahila Polytechnic, Khanpur I
Lesson Plan

Name of the Faculty :	MS. Kavita Devi	
Discipline	Office Management and Computer Application	
Semester	4th	
Subject	Entrepreneurship Development And Management	
Lesson Plan Duration :	15 Weeks	
Work Load per week : 03		
Week	Theory	
	Lecture Day	Topic
1st	1st	Entrepreneurship :Concept,definition,classification
	2nd	types, traits, competencies of entrepreneurs ,
	3rd	role and difference between manager and entrepreneur
2nd	4th	barriers in entrepreneurship
	5th	forms of business organisations
	6th	small business Vs startup,critical component for startup
3rd	7th	Leadership :definition ,need ,types,manager Vs leadership
	8th	Definition of MSME,Provisions,importance of study
	9th	major labour issues its related laws
4th	10th	knowledge about various govt. schemes for finance
	11th	knowledge about various govt. schemes for finance
	12th	entrepreneurial agencies at national,state, district level
5th	13th	entrepreneurial agencies at national,state, district level
	14th	entrepreneurial agencies at national,state, district level
	15th	Nature and function of management: definition,nature,
6th	16th	management as a process,science and art,
	17th	management function,administration,managerial skills
	18th	level of management ,leadership
7th	19th	planning and forecasting meaning ,definition,features,process
	20th	approach ,principals,advantages,importance,disadvantages
	21st	types of plan and planning,MBO,Decision making :meaning,features
8th	22nd	organising and organisation structure;organising process
	23rd	meaning, definition,features of process,need and importance
	24th	principal ,span of management
9th	25th	organisational chart:types,contents,uses,limitations,factor affecting
	26th	staffing:meaning ,nature ,importance,staffing process
	27th	manpower planning ,recruitment,selection,orientation and placement
10th	28th	training,remuneration
	29th	controlling and coordinating:meaning,feature,importance
	30th	control process,features,type,
11th	31st	coordination: features
	32nd	Market Survey and Opportunity Identification,
	33rd	canning of business environment,

12th	34th	assesment of demand and supply in potential areas of growth
	35th	Project report Preparation
	36th	Detailed project report including technical
13th	37th	economic and market feasibility
	38th	Common errors in project report preparing
	39th	Exercises on preparation of project report.
14th	40th	sessional
	41st	sessional
	42nd	sessional
15th	43rd	revision
	44th	revision
	45th	revision

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BPS Mahila Polytechnic, Khanpur Kalan
Lesson Plan

Name of the Faculty :		MS. Kavita Devi
Discipline		Diploma in OMCA & MLT
Semester		4th
Subject		Entrepreneurship Development And Management
Lesson Plan Duration :		15 Weeks
Work Load per week : 03		
Week	Theory	
	Lecture Day	Topic
1st	1st	Entrepreneurship :Concept,definition,classification
	2nd	types, trate,compitencies of entrepreneurs ,
	3rd	role and difference between manager and entrepreneur
2nd	4th	barriers in entrepreneurship
	5th	forms of business organisations
	6th	small business Vs startup,critical component for startup
3rd	7th	Leadership :definition ,need ,types,manager Vs leadership
	8th	Definition of MSME,Provisions,importance of study
	9th	major labour issues its related laws
4th	10th	knowledge about various govt. schemes for finance
	11th	knowledge about various govt. schemes for finance
	12th	entrepreneurial agencies at national,state, district level
5th	13th	entrepreneurial agencies at national,state, district level
	14th	entrepreneurial agencies at national,state, district level
	15th	Nature and function of management: definition,nature,
6th	16th	management as a process,science and art,
	17th	management function,administration,managerial skills
	18th	level of management ,leadership
7th	19th	planning and forcasting meaning ,definition,features,process
	20th	approach ,principals,advantages,importance,disadvantages
	21st	types of plan and planning,MBO,Decision making :meaning,features
8th	22nd	organising and organisation structure;organising process

	23rd	meaning, definition, features of process, need and importance
	24th	principal, span of management
9th	25th	Organisational chart: types, contents, uses, limitations, factor affecting
	26th	staffing: meaning, nature, importance, staffing process
	27th	manpower planning, recruitment, selection, orientation and placement
10th	28th	training, remuneration
	29th	controlling and coordinating: meaning, feature, importance
	30th	control process, features, type,
11th	31st	coordination: features
	32nd	Market Survey and Opportunity Identification,
	33rd	canning of business environment,
12th	34th	assessment of demand and supply in potential areas of growth
	35th	Project report Preparation
	36th	Detailed project report including technical
13th	37th	economic and market feasibility
	38th	Common errors in project report preparing
	39th	Exercises on preparation of project report.
14th	40th	sessional
	41st	sessional
	42nd	sessional
15th	43rd	revision
	44th	revision
	45th	revision

BPS Mahila Polytechnic, Khanpur Kalan

Lesson Plan

Name of the Faculty : Mr. SS Malik
 Discipline : **Office Management and Computer Application**
 Semester : 4th
 Subject : Computer Based Accountancy
 Lesson Plan Duration : 15 Weeks (From Feb to June 2024)
 Work Load per week : Practical- 06

Week	Theory		Practical	Topic
	Lecture Day	Topic	Practical Day	
1st			1st	Introduction to Computerised Accounting
			2nd	Advantages and Limitations of CA
			3rd	Journal Entries- Manual
			4th	Journal Entries- Manual
2nd			5th	Journal Entries- Manual
			6th	Journal Entries- Manual
			7th	Journal Entries- Manual
			8th	Journal Entries- Manual
			9th	Journal Entries- Manual
			10th	Journal Entries- Manual
3rd			11th	Journal Entries- Manual
			12th	Journal Entries- Manual
			13th	Installation of Tally
4th			14th	Introduction and Features of Tally
			15th	Creating and Editing of Company
			16th	Practice
			17th	Voucher Types- Manual
			18th	Voucher Types- Manual
5th			19th	Voucher Types- Manual
			20th	Ledgers--> Groups
			21st	Ledgers--> Groups
			22nd	Purchase Voucher in Tally- As voucher Mode
6th			23rd	Purchase Voucher in Tally- AS Invoice Mode
			24th	Practice
			25th	Sales Vouchers
			26th	Practice
			27th	Meaning of GST
			28th	GST Purchase Entries
			29th	GST Purchase Entries
7th			30th	Practice
			31st	GST Sales Entries
			32nd	GST Sales Entries
			33rd	Practice
			34th	Sales Return Entries
8th			35th	Purchase Return Entries
			36th	Practice
			37th	Practice
			38th	Receipt, Payment and Contra Entries
9th			39th	Receipt, Payment and Contra Entries
			40th	Practice
			41st	Practice
			42nd	Practice
			43rd	Opening Balance Entries
			44th	Practice
10th			45th	Practice
			46th	Practice
			47th	Preparation of Purchase and Sales Ledgers
			48th	Preparation of Cash Book
			49th	Practice
11th			50th	Edit and Deleting a Ledger
			51st	Practice
			52nd	Preparation of Trial Balance and Balance Sheet
			53rd	Practice
			54th	Preparation of Bank Reconciliation Statement
12th			55th	Practice
			56th	View and Print out of various reports
			57th	practice
			58th	Searching of specific transaction
			59th	Backup and Restore of Tally Data
			60th	Practice
13th			61st	Splitting of Tally Data
			62nd	Practice
			63rd	Practice
			64th	Practice
			65th	Practice
14th			66th	Practice
			67th	Practice
			68th	Practice
			69th	Practice
15th			70th	Practice
			71st	Practice
			72nd	Practice
			73rd	Practice
			74th	Practice
			75th	Practice

BPS Mahila Polytechnic, Khanpur Kalan

Lesson Plan

Name of the Faculty	MS. Kavita Devi	
Discipline	Office Management and Computer Application	
Semester	4th	
Subject	Human Resource Management	
Lesson Plan Duration	15 Weeks	
Work Load per week	: 03	
Week	Theory	
	Lecture Day	Topic
1st	1st	Meaning of Human resource management
	2nd	Nature of HRM
	3rd	Scope of HRM
2nd	4th	Objective of HRM
	5th	Importance of HRM
	6th	Function of HRM
3rd	7th	Role of HR Managers
	8th	Qualities and qualification of HR manager
	9th	Concept of human resource planning
4th	10th	Objective of Human resource planning
	11th	Need of Human resource planning
	12th	importance of human resource planning
5th	13th	Process of human resource planning
	14th	Level of human resource planning
	15th	concept of job analysis
6th	16th	objective of job analysis
	17th	significance of job analysis
	18th	job description
7th	19th	job specification
	20th	concept of job design
	21st	approaches of job design
8th	22nd	methods of job design
	23rd	meaning of recruitment
	24th	process of recruitment
9th	25th	source of recruitment
	26th	technique of recruitment
	27th	meaning of selection
10th	28th	steps in selection process
	29th	concept of training
	30th	need of training
11th	31st	importance of training
	32nd	types of training
	33rd	concept of executive development
12th	34th	objective of executive development
	35th	importance of executive development
	36th	process of executive development
13th	37th	sessional
	38th	sessional
	39th	sessional
14th	40th	revision of 1st unit
	41st	revision of 1st unit
	42nd	revision of 2nd unit
15th	43rd	revision of 3rd unit
	44th	revision of 4th unit
	45th	revision of 5th unit

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Lesson Plan

Name of the Faculty :		MS. Kavita Devi
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Work Load per week : 03		
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	3rd	Sope of HRM
2nd	4th	Objective of HRM
	5th	Importance of HRM
	6th	Function of HRM
3rd	7th	Role of HR Managers
	8th	Qualities and qualification of HR manager
	9th	Concept of human resource planning
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	11th	Need of Human resource planning
	12th	importance of human resource planning
5th	13th	Process of human resource planning
	14th	Level of human resource planning
	15th	concept of job analysis
6th	16th	objective of job analysis
	17th	significance of job analysis
	18th	job discription
7th	19th	job specification
	20th	concept of job design
	21st	approaches of job design
8th	22nd	methods of job design
	23rd	meaning of recruitment
	24th	process of recruitment
9th	25th	source of recruitment
	26th	technique of recruitment
	27th	meaning of selection
10th	28th	steps in selection process
	29th	concept of training
	30th	need of training
11th	31st	importance of training
	32nd	types of training
	33rd	concept of executive development
12th	34th	objective of executive development
	35th	importance of executive development

	36th	process of executive development
13th	37th	sessional
	38th	sessional
	39th	sessional
14th	40th	revision of 1st unit
	41st	revision of 1st unit
	42nd	revision of 2nd unit
15th	43rd	revision of 3rd unit
	44th	revision of 4th unit
	45th	revision of 5th unit

BPS Mahila Polytchnic, Khanpur Kalan

Lesson Plan

Name of the Faculty :		MS. Kavita Devi
Discipline		Office Management and Computer Application
Semester		4th
Subject		Entrepreneurship Development And Management
Lesson Plan Duration :		15 Weeks
Work Load per week : 03		
Week	Theory	
	Lecture Day	Topic
1st	1st	Entrepreneurship :Concept,definition,classification
	2nd	types, trate,compitencies of entrepreneurs ,
	3rd	role and difference between manager and entrepreneur
2nd	4th	barriers in entrepreneurship
	5th	forms of business organisations
	6th	small business Vs startup,critical component for startup
3rd	7th	Leadership :definition ,need ,types,manager Vs leadership
	8th	Definition of MSME,Provisions,importance of study
	9th	major labour issues its related laws
4th	10th	knowledge about various govt. schemes for finance
	11th	knowledge about various govt. schemes for finance
	12th	entrepreneurial agencies at national,state, district level
5th	13th	entrepreneurial agencies at national,state, district level
	14th	entrepreneurial agencies at national,state, district level
	15th	Nature and function of management: definition,nature,
6th	16th	management as a process,science and art,
	17th	management function,administration,managerial skills
	18th	level of management ,leadership
7th	19th	planning and forcasting meaning ,definition,features,process
	20th	approach ,principals,advantages,importance,disadvantages
	21st	types of plan and planning,MBO,Decision making :meaning,features
8th	22nd	organising and organisation structure;organising process
	23rd	meaning, definition,features of process,need and importance
	24th	principal ,span of management
9th	25th	organisational chart:types,content,uses,limitations,factor affecting
	26th	staffing:meaning ,nature ,importance,staffing process
	27th	manpower planning ,recruitment,selection,orientation and placement

10th	28th	training,remuneration
	29th	controlling and coordinating:meaning,feature,importance
	30th	control process,features,type,
11th	31st	coordination: features
	32nd	Market Survey and Opportunity Identification,
	33rd	canning of business environment,
12th	34th	assesment of demand and supply in potential areas of growth
	35th	Project report Preparation
	36th	Detailed project report including technical
13th	37th	economic and market feasibility
	38th	Common errors in project report prepairing
	39th	Exercises on preparation of project report.
14th	40th	sessional
	41st	sessional
	42nd	sessional
15th	43rd	revision
	44th	revision
	45th	revision

BPS Mahila Polytchnic, Khanpur Kalan

Lesson Plan

Name of the Faculty :		MS. Kavita Devi
Discipline		Diploma in MLT
Semester		4th
Subject		Entrepreneurship Development And Management
Lesson Plan Duration :		15 Weeks
Work Load per week : 03		
Week	Theory	
	Lecture Day	Topic
1st	1st	Entrepreneurship :Concept,definition,classification
	2nd	types, trate,compitencies of entrepreneurs ,
	3rd	role and difference between manager and entrepreneur
2nd	4th	barriers in entrepreneurship
	5th	forms of business organisations
	6th	small business Vs startup,critical component for startup
3rd	7th	Leadership :definition ,need ,types,manager Vs leadership
	8th	Definition of MSME,Provisions,importance of study
	9th	major labour issues its related laws
4th	10th	knowledge about various govt. schemes for finance
	11th	knowledge about various govt. schemes for finance
	12th	entrepreneurial agencies at national,state, district level
5th	13th	entrepreneurial agencies at national,state, district level
	14th	entrepreneurial agencies at national,state, district level
	15th	Nature and function of management: definition,nature,
6th	16th	management as a process,science and art,
	17th	management function,administration,managerial skills
	18th	level of management ,leadership
7th	19th	planning and forcasting meaning ,definition,features,process
	20th	approach ,principals,advantages,importance,disadvantages
	21st	types of plan and planning,MBO,Decision making :meaning,features
8th	22nd	organising and organisation structure;organising process
	23rd	meaning, definition,features of process,need and importance
	24th	principal ,span of management
9th	25th	organisational chart:types,contents,uses,limitations,factor affecting
	26th	staffing:meaning ,nature ,importance,staffing process
	27th	manpower planning ,recruitment,selection,orientation and placement
10th	28th	training,remuneration

	29th	controlling and coordinating: meaning, feature, importance
	30th	control process, features, type,
11th	31st	coordination: features
	32nd	Market Survey and Opportunity Identification,
	33rd	canning of business environment,
12th	34th	assesment of demand and supply in potential areas of growth
	35th	Project report Preparation
	36th	Detailed project report including technical
13th	37th	economic and market feasibility
	38th	Common errors in project report preparing
	39th	Exercises on preparation of project report.
14th	40th	sessional
	41st	sessional
	42nd	sessional
15th	43rd	revision
	44th	revision
	45th	revision

BPS Mahila Polytechnic, Khanpur Kalan

Lesson Plan

Name of the Faculty :		MS. Neha		
Discipline	Management and Computer Application			
Semester	4th			
Subject	STENOGRAPHY			
Lesson Plan Duration :	15 Weeks			
Work Load per week :	8			
Week	Theory		Practical	
1st	Lecture Day	Topic	Practical Day	Topic
	1st	General Rule of Halving	1st	Practice of seen passage Exerciseno-187
			2nd	Practice of seen Passage
			3rd	Dictation and reading
	2nd	Halving for either	4th	Dictation and reading
			5th	Practice
			6th	Practice
2nd	3rd	Vocalizing half length	7th	Practice of Exercise No. 188
			8th	Practice of Exercise No. 188
			9th	Dictation and reading
	4th	Principle not employe	10th	Practice of Exercise No-189
			11th	Practice of Exercise No-189
			12th	Dictation and Reading
3rd	5th	Use of RT and LT,	13th	Practice
			14th	Practice of Exercise No- 190
			15th	Practice of Exercise No- 190
	6th	General Rule of Doubling	16th	Dictation and Reading
			17th	Practice of Exercise No-191, 192
			18th	Practice of Exercise No-191, 192
4th	7th	Doubling of stringht	19th	Dictation and Reading
			20th	Dictation and Reading
			21st	Practice
	8th	Alternative for MPR,	22nd	Practice of Exercise No. 193
			23rd	Practice of Exercise No. 193
			24th	Dictation and Reading
5th	9th	Sessional	25th	Sessional
			26th	Sessional
			27th	Sessional
	10th	Sessional	28th	Practice of Ex. No- 194
			29th	Practice of Ex. No- 194
			30th	Dictation and Reading
6th	11th	Stroke L, Circle S and	31st	Practice of Ex. No- 195
			32nd	Practice of Ex. No- 195
			33rd	Dictation and Reading
	12th	Use of Doubling	34th	Practice of Ex. No- 196
			35th	Practice of Ex. No- 196

		<i>Principle</i>	<i>36th</i>	<i>Dictation and Reading</i>
<i>7th</i>	<i>13th</i>	<i>Position of Double-</i>	<i>37th</i>	<i>Practice of Ex. No- 197</i>
			<i>38th</i>	<i>Practice of Ex. No- 197</i>
			<i>39th</i>	<i>Dictation and Reading</i>
	<i>14th</i>	<i>Diphonic or Two vowel</i>	<i>40th</i>	<i>Practice of Exercise No-198, 199</i>
			<i>41st</i>	<i>Practice of Exercise No-198, 199</i>
<i>42nd</i>			<i>Dictation and Reading</i>	
<i>8th</i>	<i>15th</i>	<i>Meaning and Use of</i>	<i>43rd</i>	<i>Practice of Ex. No- 200</i>
			<i>44th</i>	<i>Practice of Ex. No- 200</i>
			<i>45th</i>	<i>Dictation and Reading</i>
	<i>16th</i>	<i>Value of vowel places of</i>	<i>46th</i>	<i>Practice of Ex. No- 201</i>
			<i>47th</i>	<i>Practice of Ex. No- 201</i>
			<i>48th</i>	<i>Dictation and Reading</i>
<i>9th</i>	<i>17th</i>	<i>Sessional</i>	<i>49th</i>	<i>Sessional</i>
			<i>50th</i>	<i>Sessional</i>
			<i>51st</i>	<i>Sessional</i>
	<i>18th</i>	<i>Sessional</i>	<i>52nd</i>	<i>Practice of Ex. No- 202</i>
			<i>53rd</i>	<i>Practice of Ex. No- 202</i>
			<i>54th</i>	<i>Dictation and Reading</i>
<i>10th</i>	<i>19th</i>	<i>Medial semi circle</i>	<i>55th</i>	<i>Practice of Exercise No-203, 204</i>
			<i>56th</i>	<i>Practice of Exercise No-203, 204</i>
			<i>57th</i>	<i>Dictation and Reading</i>
	<i>20th</i>	<i>Introduction to Medial</i>	<i>58th</i>	<i>Practice of Exercise No-205</i>
			<i>59th</i>	<i>Practice of Exercise No-205</i>
			<i>60th</i>	<i>Dictation and Reading</i>
<i>11th</i>	<i>21st</i>	<i>Use of Left and Right</i>	<i>61st</i>	<i>Practice of Exercise No-206, 207</i>
			<i>62nd</i>	<i>Practice of Exercise No-206, 207</i>
			<i>63rd</i>	<i>Dictation and Reading</i>
	<i>22nd</i>	<i>Prefixes-initial com of</i>	<i>64th</i>	<i>Practice of Ex. No- 208</i>
			<i>65th</i>	<i>Practice of Ex. No- 208</i>
			<i>66th</i>	<i>Dictation and Reading</i>
<i>12th</i>	<i>23rd</i>	<i>Medial com , Accom ,</i>	<i>67th</i>	<i>Practice</i>
			<i>68th</i>	<i>Practice of Ex. No- 209</i>
			<i>69th</i>	<i>Practice of Ex. No- 209</i>
	<i>24th</i>	<i>Trans self and Self-con</i>	<i>70th</i>	<i>Dictation and Reading</i>
			<i>71st</i>	<i>Practice of Ex. No- 210</i>
			<i>72nd</i>	<i>Practice of Ex. No- 210</i>
<i>13th</i>	<i>25th</i>	<i>Use of Negative Words</i>	<i>73rd</i>	<i>Dictation and Reading</i>
			<i>74th</i>	<i>Practice of Exercise No-211, 212</i>
			<i>75th</i>	<i>Practice of Exercise No-211, 212</i>
	<i>26th</i>	<i>Use of Ing, Suffixes</i>	<i>76th</i>	<i>Dictation and Reading</i>
			<i>77th</i>	<i>Practice of Exercise No-213, 214</i>
			<i>78th</i>	<i>Practice of Exercise No-213, 214</i>
<i>14th</i>	<i>27th</i>	<i>Sessional</i>	<i>79th</i>	<i>Sessional</i>
			<i>80th</i>	<i>Sessional</i>
			<i>81st</i>	<i>Sessional</i>
	<i>28th</i>	<i>Sessional</i>	<i>82nd</i>	<i>Dictation and Reading</i>

			83rd	Practice of Ex. No- 215
			84th	Dictation and Reading
15th	29th	Revision of 1st & 2nd Unit	85th	Practice of unseen Passage
			86th	Practice of unseen Passage
			87th	Dictation and Reading
			88th	Practice of unseen Passage
	30th	Revision of 3rd & 4th and	89th	Practice of unseen Passage
			90th	Dictation and Reading