

# **OFFICE PROCEDURES & PRACTICE SESSION PLAN 2025-26**

## **(11TH)**

MONTH	UNITS	TOPICS TO BE COVERED	
		THEORY	PRACTICAL
<b>JUL-25</b>	<b>UNIT-1. INTRODUCTION OF OFFICE, OFFICE MANAGER, ORGANISATIONAL CHARTS AND MANUALS MARK</b>	Meaning of Office, Functions and Importance  1.2. Changing Scene – Paperless Office and Virtual Office  1.3. Centralization and Decentralization of office services - advantages and disadvantages  1.4. Qualities and Functions of Office Manager  1.5. Organizational Chart and Office Manual - advantages and disadvantages	After the visit, a Project Report indicating different departments of office, functions of office,  functions of Office Manager etc. to be prepared by each student.  ➤ The students should create their own E-mail Accounts and send letters to their friends and  keep a record of the same in their project files (Minimum five mails).  ➤ The students are required to study different Organizational Charts online and prepare at least one  sample of the same
	<b>EMPLOYABILITY SKILLS UNIT-1 (COMMUNICATION SKILLS)</b>	METHOD OF COMMUNICATION COMMUNICATION STYLES WRITING SKILLS	PROS AND CONS OF WRITTEN COMMUNICATION AVOIDING COMMON MISTAKES WHILE TALKING TO OTHERS ROLE PLAY ON COMMUNICATION STYLES
	<b>UNIT II OFFICE – SPACE AND ENVIRONMENT MANAGEMENT</b>	Office Layout, Open and Private Office - advantages and disadvantages  2.2. Front and Back Office  2.3. Elements of Office Environment- 2.3.1. Ventilation  2.3.2. Office Lighting – Natural and Artificial Light  2.3.3. Cleanliness  2.3.4. Sanitation  2.3.5. Heating and Air-conditioning,  2.3.6. Noise – Internal and External  2.3.7. Health  2.3.8. Safety – First Aid Box, Fire, Accidents etc.	During the visit mentioned above, the students should observe the office layout, environment  aspects of the office, physical amenities provided to the staff etc.  ➤ The changing scenario in the office being visited has to be observed by the students and their  views presented in the Project Report
	<b>EMPLOYABILITY SKILLS UNIT-2 SELF MANAGEMENT SKILLS</b>	IMPORTANCE OF DRESSING LOOKING DESCENT BODY LANGUAGE GROOMING SELF EXPLORATION TEAM WORK SKILLS TIME MANAGEMENT VARIOUS STRATEGIES AND TECHNIQUES	STUDENT TO BE TAUGHT ABOUT IMPRESSIVE APPEARANCE GROOMED PERSONALITY TIME MANAGEMENT TEAM WORK LEADERSHIP

AUG-25	UNIT-3 OFFICE FORMS AND STATIONERY	Office Forms  3.1.1. Meaning, importance and advantages of Office forms  3.1.2. Computerization of office forms  3.1.3. Principles of Form Designing  3.2. Office Stationery  3.2.1. Methods of purchasing stationery  3.2.2. Purchase Procedure  3.2.3. Storing Stationery  3.2.4. Control on consumption of stationery  3.3. Maintenance of Stock Register  3.4. Physical verification of Stock	The students should practice filling up of different types of forms – offline and online. (At least five different type of forms)  ➤ The students should practice making entries in Bin Cards, Stationery Requisition Slip, Issue of Stationery and Stock Register.
	EMPLOYABILITY SKILLS UNIT 3 INFORMATION AND TECHNOLOGY SKILLS	WORD PROCESSING EDITING TEXT MS WORD MS EXCEL MS POWERPOINT CREATING A FILE AND FOLDER	EDITING THE TEXT WORD WRAPPING AND ALIGNMENT CHANGING FONT TYPE HEADER & FOOTER AUTOCORRECTION OPTION SAVE AND PRINTING A DOCUMENT
SEP-25	CONDUCT INTERNAL ASSESMENT AND PERIODIC TEST FOR BOTH OFFICE PROCEDURES & PRACTICE AND EMPLOYABILITY SKILLS	PERIODIC TEST -1 PERIODIC TEST -2	PRACTICAL WORK ASSESMENT-1 PRACTICAL WORK ASSESMENT-2
		CHECKING OF NOTEBOOKS AND REVISION OF ALL UNITS THAT ARE EXPECTED TO COME IN MID TERM EXAMINATON.	
	MID TERM EXAMINATION 16 SEPTEMBER 2025-1 OCTOBER 2025		
OCT-25	UNIT -4 COMMUNICATION	Meaning, Importance and Types of communication  4.2. Elements of communication Process  4.3. Methods of communication  4.3.1. Verbal (Oral and Written)  4.3.2. Nonverbal  4.4. Characteristics of Effective Communication  4.5. Barriers to Communication  4.6. Telephone Etiquettes	Role Play by the students on different aspects of Non-verbal Communication.  ➤ Practice of Telephone Handling and observing telephone etiquettes while making calls and receiving Calls.
	EMPLOYABILITY SKILLS UNIT -4 ENTREPRENUERIAL SKILLS	GENERAL BUSINESS MINDSET BUSINESS ETHICS AND VALUES BELIEF SYSTEM CODE OF CONDUCT VALUE ORIENTATION GENERAL ATTITUDE AND BEHAVIOUR IMAGINATION INTUITION FREEDOM OF EXPRESSION ECONOMIC OPPURTUNITIES ANALYZING SITUATION ACTIVITY INVOLVEMENT	DEMONSTRATING BY DOING CLASS ROOM ACTIVITIES AND GROUP ACTIVITIES SO THAT STUDENT CAN ABLE TO UNDERSTAND THESE SKILL.

<b>NOV-25</b>	<b>UNIT -5 OFFICE MACHINES</b>	<p>Meaning, advantages and disadvantages of Mechanisation</p> <p>5.2. Factors in selection of office machines</p> <p>5.3. Kinds of Office Equipment/Machines</p>	<p>The students should practice on different office machines like Photocopier, FAX, Franking</p> <p>Machines, Laptop, Computers etc.</p>
	<b>UNIT-6 CORRESPONDENCE – BUSINESS AND GOVERNMENT</b>	<p>Business Correspondence – meaning, importance and essentials</p> <p>6.2. Parts of Business Letter</p> <p>6.3. Types of Business Letters</p> <p>6.3.1. Enquiry Letter</p> <p>6.3.2. Quotation Letter</p> <p>6.3.3. Placing an Order</p> <p>6.3.4. Execution of Order</p> <p>6.3.5. Adjustment Letter</p> <p>6.4. Display of a Business Letter</p> <p>6.4.1. Indented Style</p> <p>6.4.2. Fully Block Style</p> <p>6.4.3. Semi Block Style</p> <p>6.5. Writing Job Applications and Resume</p> <p>6.6. Government Correspondence</p> <p>6.6.1. Official Letter</p> <p>6.6.2. Demi-Official Letter</p> <p>6.6.3. Memorandum</p> <p>6.6.4. Notification</p> <p>6.6.5. Office Order</p> <p>6.6.6. Circulars</p>	<p>The students should practice drafting and typing different types of Business letters like Enquiry,</p> <p>Quotations, Placing an Order, Execution of Order, and Adjustment Letters etc.</p> <p>➤ The students should practice preparation of Resume and fill up on-line job application forms. (at least two application forms online)</p> <p>➤ The students should gain knowledge of formats of Memorandum, Notification, Endorsement,</p> <p>Circulars, Official and Demi-official letters and also the use of each.</p>
	<b>EMPLOYABILITY SKILLS UNIT-5 (GREEN SKILLS)</b>	<p>SECTORS OF GREEN ECONOMY</p> <p>WASTE MANAGEMENT</p> <p>GREEN TRANSPORTATION</p> <p>RENEWAL ENERGY</p> <p>GREEN CONSTRUCTION</p> <p>WATER MANAGEMENT</p>	<p>PREPARE POSTER ON ANY THREE SECTORS OF GREEN ECONOMY</p> <p>TWO PAGE ESSAY ON ON GREEN ECONOMY</p> <p>VARIOUS STAKES HOLDER OF GREEN ECONOMY</p> <p>AGRICULTURE WASTE</p> <p>FOREST AND FISHERIES</p>
<b>DEC-25</b>	<b>INTERNAL ASSESMENT TO BE DONE FOR ANNUAL EXAMINATIONS PREPARATION</b>	<p>NOTEBOOK CHECKING</p> <p>CHAPTER &amp; UNIT WISE CLASS TEST</p> <p>REVISION OF ALL UNITS FROM OFFICE PROCEDURES &amp; PRACTICE AND EMPLOYABILITY SKILLS AS WELL.</p> <p>INTERNAL ASSESMENT</p> <p>PRACTICAL FILE</p> <p>CHARTS</p> <p>SKILL BASED ACTIVITIES</p>	<p>PRACTICAL TEST AND EXPERIMENTS TO BE PERFORMED FOR BETTER LEARNING OF STUDENTS.</p> <p>ALL THE TOPICS AND ASPECTS TO BE EXPLAINED AND THOROUGHLY DEMONSTRATED AS PER THE CURRICULAM</p>
<b>JAN-26</b>	<b>WINTER BREAK 1 JAN 2026-15 JAN 2026</b>		
	<b>ORGANISATION OF VARIOUS OTHER NSQF ACTIVITIES FOR WHICH GRANTS/FUND RECEIVED</b>	<p>GUEST LECTURE</p> <p>FIELD VISITS</p> <p>INTERNSHIP</p> <p>INDUSTRY VISITS</p> <p>SKILL COMPETETION</p> <p>MULTI SECTORAL SKILLS</p> <p>PRINTING OF BANNERS</p> <p>DISTRIBUTION OF SUPPORT MATERIAL TO STUDENTS</p> <p>PREVIOUS YEAR SAMPLE PAPERS</p> <p>VERIFICATION OF STOCK</p>	<p>ALL THE BILLS AND REPORTS REGARDING INDUSTRY VISIT, GUEST LECTURE, INTERNSHIP ARE TO BE PREPARED AND TO BE KEPT IN RECORDS FOR MONTHLY INSPECTION AND VERIFICATION.</p>

FEB-26	REVISION FOR FINAL EXAMS	UNIT WISE TEST AND REVISION FOR BOTH OFFICE PROCEDURES & PRACTICE AND EMPLOYABILITY SKILLS	PRACTICAL WORK REPORT SUBMISSION AND REVISION
	REVISION		
MAR-26	ANNUAL EXAMINATION 2026		