

E.M. GOPALAKRISHNA KONE YADAVA WOMEN'S COLLEGE

An Autonomous Institution -Affiliated to Madurai Kamaraj University

Re-accredited (3rd Cycle) with Grade A+ & CGPA 3.51 by NAAC



LESSON PLAN
2022-2023

DEPARTMENT OF **COMMERCE**

(UG –Even Semester)









E.M.G. YADAVA WOMEN'S COLLEGE, MADURAI - 625 014.
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LESSON PLAN
2022-2023

Class: I B.com (CA) B Sec
Sub. Code: 23OUCCA21
Title of the Paper: Financial Accounting - II
Total Hours: 75

Semester: II

Month	Unit	Description Of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Consignment Accounts Meaning - Consignor - Consignee - Types of Commission - Goods sent at cost price - Invoice price - Normal loss - Abnormal loss - Valuation of stock - Stock reserve - Journal entries - Ledger accounts in the books of Consignor and Consignee	15	Chalk and talk	Sowmya,S 
Jan 2023	II	Joint Venture: Meaning - Objectives - Distinction between Joint venture and consignment - Distinction between Partnership and Joint venture; Maintenance of books of Accounts- when separate set of books are maintained and when separate set of books are not maintained	15	Chalk and talk	Sowmya,S 
Feb 2023	III	Single Entry system of Book Keeping: Meaning - Difference between single entry system and double entry system - Methods - Net Worth method - Conversion method.	15	Chalk and talk	Sowmya, S 
March 2023	IV	Non Profit Organization: Meaning - Preparation of Receipts and Payments Account - Income and Expenditure Account - Balance Sheet - Receipts and payments Accounts Vs Income and Expenditure Account.	15	Chalk and talk	Sowmya, S 
April 2023	V	Branch and Departmental Accounts: Meaning of Branch - Types of Branches - Dependent Branches - Debtors System - Cost Price and Invoice Price Method - Meaning of Departmental Accounts - Allocation of Expenditure - Trading and Profit and Loss Account.	15	Chalk and talk	Sowmya,S 


Dr. (Mrs.) V. Pushpalatha
Principal (i/c)
Head, Assistant Professor of Commerce

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LESSON PLAN
2022-2023

Semester : II

Class: IB.COM(R)

Sub. Code : 22OUCOM21

Title of the Paper: Advertising and Salesmanship

Total Hours : 90 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec. 2022	I	Advertising: Objectives - Features - Functions - Importance - Advertising Goals and Models - Advantages and Criticisms.	18	Chalk & Talk	M. Sriramjayam <i>M. Sriramjayam</i>
Jan., 2023	II	Advertisement copy: Qualities of a good copy - Values - Media-Selection of media - Kinds of media-Advertising Agency.	18	Chalk & Talk	M. Sriramjayam <i>M. Sriramjayam</i>
Feb. 2023	III	Sales Promotion: Purpose - Importance - Objectives - Advantages - Kinds - Consumer Sales Promotion - Dealer Sales Promotion - Sales Force Promotion - Online Advertisement Promotion.	18	Chalk & Talk	M. Sriramjayam <i>M. Sriramjayam</i>
March 2023	IV	Salesmanship: Objectives - Importance - Duties - Qualities - Types - Features of Personal Selling - Process of Personal Selling - Sales Force Size - Recruitment and Selection - Sources of Recruitment - Selection Process.	18	Chalk & Talk	C. Jayashree Vinayaki <i>C. Jayashree Vinayaki</i>
April 2023	V	Remuneration: Objectives - Methods - Straight Salary Method - Straight Commission Method - Combination of Salary and Commission - Incentive Plans - Bonus - Profit Sharing - Fringe Benefits - Travelling Expenses.	18	Chalk & Talk	C. Jayashree Vinayaki <i>C. Jayashree Vinayaki</i>

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LESSON PLAN
2022-2023

Semester :II

Class : I B.COM (SF)

Sub. Code: 22C21

Title of the Paper: Advertising and salesmanship

Total Hours: 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Advertising: Definition – Features – Functions – Importance – Advantages and criticisms.	15	Chalk &Talk	G.Manimegalai G.Mani
Jan 2023	II	- Advertisement copy: Qualities of a good copy – Values – Media-Selection of media – Kinds of media-Advertising Agency– Advertisement Budget	15	Chalk &Talk	G.Manimegalai G.Mani
Feb 2023	III	Sales promotion: Definition – Purpose – Importance – Advantages – Kinds – consumer sales promotion – Dealer sales Promotion – sales force promotion – Online Advertisement promotion.	15	Chalk &Talk	C.Jayashree vinayaki C.Jayashree vinayaki
March 2023	IV	Salesmanship: Objectives – Importance – Duties – Qualities – Types – Features of personal selling –process of personal selling—Sales force-Recruitment-sources of recruitment–selection process.	15	Chalk &Talk	C.Jayashree vinayaki C.Jayashree vinayaki
April 2023	V	- Training: Training programme- Methods of Training – controlling – Bases of control– Remuneration to salesman-objectives—Methods-Straight salary method-Straight.	15	Chalk &Talk	C.Jayashree vinayaki C.Jayashree vinayaki


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LESSON PLAN
2022-2023

Class : I Meom (G)

Semester : II

Title of the Paper: Advanced Excel

Sub. Code : 21OPCNM2

Total Hours : 45Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Spread Sheet Basics -Introduction, Naming Convention, Sheets, Moving within a Sheet, Entering, Editing the Data, Selecting Cells, Moving, Copying Data, Drag and Drop Method, Inserting Rows and Columns, Inserting and Deleting Cells, Changing Width of a Column, Changing Height of a Row, Formatting Text, AutoFormat, Formatting Numbers, Adding Border to a Range, Formulae, Summing of a Row or Column, Sum Function Average Function.	9	Chalk & Talk	Mrs.S.K.Sudha S.K.Sudha
Jan 2023	II	Advanced Techniques of Microsoft Excel :- Formulas that Make Decisions, Styles, Functions in Excel, Using Auto calculate, Sum, Average Function, Applying Themes, Add or Remove a Sheet Background, Convert Text to Columns, Protect Worksheet or Workbook Elements, Creating a Pivot Table Report, locking Fields.	9	Chalk & Talk	Mrs.S.K.Sudha S.K.Sudha
Feb 2023	III	Working with Charts in Microsoft Excel :-Introduction to Charts, Creating & Modifying Charts in Excel, Using Predefined Chart Layouts and Chart Styles for a Professional Look, Reusing Charts by Creating Chart Templates, Types of Charts, Change the Chart Type of an Existing Chart, Create, Apply, Remove a Chart Template.	9	Chalk & Talk	Mrs.S.K.Sudha S.K.Sudha
March 2023	IV	Validating Data in Microsoft Excel :- Prevent Invalid Data Entry in a Worksheet, Create a Drop-down List from a Range of Cells. Importing Data in Microsoft Excel :-	9	Chalk & Talk	Mrs.S.K.Sudha S.K.Sudha

		Connect to (Import) External Data, Create, Edit, and Manage Connections to External Data, Learn about Data Connections, Keyboard Shortcuts of Microsoft Excel			
April 2023	V	Accessing Web with Microsoft Excel :-Create or Remove a Hyperlink, Create a Hyperlink to a New File, Create a Hyperlink to an Existing File or Web Page, Create a Hyperlink to an e-mail Address, Delete a Hyperlink, Copy or Move a Hyperlink, Change a Hyperlink, Change the Destination of a Hyperlink.	9	Chalk & Talk	Mrs. S. K. Sudha S. K. Sudha


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LESSON PLAN
2022-2023

CLASS: I B.Com(CA) B

Semester :II

Sub Code : 211C2

Title of the Paper : Principles of Management

Total Hours : 30 hours

Month	Units	Course Content	Hours	Teaching Mode Method	Course Teacher Signature
Dec 2022	I	Management: Meaning -Characteristics -Functions-Importance- Contributions for Management thought-Henry Fayol, Principles of Management -F.W.Taylor , Principles of Scientific Management -Contribution of Peter F. Drucker.	6	Chalk & Talk	Mrs.S.K.Sudha S.K.Sudha
Jan 2023	II	Planning: Meaning- Characteristics -Objectives-Importance -Steps in Planning-Types- Obstacles of effective Planning. Decision Making: Elements- Decision Making process - Management By Objectives(MBO) and Management By Exception(MBE) - Factors.	6	Chalk & Talk	Mrs.S.K.Sudha S.K.Sudha
Feb 2023	III	Organising: Meaning- Functions -Principle of Organisation-Types of Organisation-Formal and Informal. Delegation and Decentralisation: Delegation - Meaning-Importance-Elements-Principles-Types- Decentralisation-Meaning-Advantages.	6	Chalk & Talk	Mrs.S.K.Sudha S.K.Sudha
March 2023	IV	Staffing: Elements--Functions-Process of staffing. Recruitment : Sources of Recruitment. Selection: Stages of Selection- Kinds of interview. Training: Types of Training-On the Job Training- Off the Job Training- Motivation: Theories of Motivation -X Theory, Y Theory and Z Theory - Maslow's Hierarchy of needs.	6	Chalk & Talk	Mrs.S.K.Sudha S.K.Sudha
April 2023	V	Leadership: Qualities of a leader -Functions - Types- Barriers. Channel of Communication: Types- Barriers - Channel of Communication. Controlling: Steps- Techniques of control (PERT and CPM). Co-ordination: Principles -Steps for effective co-ordination.	6	Chalk & Talk	Mrs.S.K.Sudha S.K.Sudha


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LESSON PLAN

2022-2023

Class : I B.COM R


Semester : II

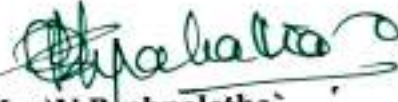
Sub. Code : 23OUCOM12

Title of the Paper: Principles of Management

Total Hours : 90 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Introduction to Management Meaning- Definitions – Nature and Scope - Levels of Management – Importance - Management Vs. Administration – Management: Science or Art – Evolution of Management Thoughts – F. W. Taylor, Henry Fayol, Peter F. Drucker, Elton Mayo - Functions of Management - Trends and Challenges of Management. Managers – Qualification – Duties & Responsibilities.	18	Chalk & Talk	R.Pinky priyadarshini
Jan 2023	II	Planning Planning – Meaning – Definitions – Nature – Scope and Functions – Importance and Elements of Planning – Types – Planning Process - Tools and Techniques of Planning – Management by Objective (MBO). Decision Making: Meaning – Characteristics – Types - Steps in Decision Making – Forecasting	18	Chalk & Talk	R.Pinky priyadarshini
feb 2023	III	Organizing Meaning - Definitions - Nature and Scope – Characteristics – Importance – Types - Formal and Informal Organization – Organization Chart – Organization Structure: Meaning and Types - Departmentalization– Authority and Responsibility – Centralization and Decentralization – Span of Management	18	Chalk & Talk	R.Pinky priyadarshini
Mar 2023	IV	Staffing Introduction - Concept of Staffing- Staffing Process – Recruitment – Sources of Recruitment – Modern Recruitment Methods - Selection Procedure – Test-Interview– Training: Need - Types– Promotion –Management Games – Performance Appraisal - Meaning and	18	Chalk & Talk	R.Pinky priyadarshini

April 2023	V	Reserve Bank of India - Main Functions of RBI - Traditional Banking vs. E-banking - Electronic Delivery Channels - ATM - Evolution, Concepts and Features - Mechanism - Electronic Purse and Digital Cash - Digital SB Account - Digital Lending - Facets of E-banking - E-banking Services - Truncated Cheque and Electronic Cheque - Mobile Banking - Electronic Mobile Wallet - Inter-bank Mobile Payment Service(IMPS) - Virtual Currency - Models for Ebanking - Advantages of E-banking - Constraints in E-banking - Frauds in Internet Banking - Security Measures - Real time Gross Settlement(RTGS).	15	Chalk &Talk	R.Pinky priyadarshini 
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LESSON PLAN
2022-2023

Class : I B.COM SF


Semester : II

Sub. Code : 23OUCOM21

Title of the Paper: Financial Accounting II

Total Hours : 90 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Consignment Accounts Meaning - Consignor - Consignee - Types of Commission - Goods sent at cost price - Invoice price - Normal loss - Abnormal loss - Valuation of stock - Stock reserve - Journal entries - Ledger accounts in the books of Consignor and Consignee	18	Chalk & Talk	R.Pinky priyadarshini
Jan 2023	II	Joint Venture Meaning - Objectives - Distinction between Joint venture and consignment - Distinction between Partnership and Joint venture; Maintenance of books of Accounts- when separate set of books are maintained and when separate set of books are not maintained.	18	Chalk & Talk	R.Pinky priyadarshini
Feb 2023	III	Single Entry system of Book Keeping Meaning - Difference between single entry system and double entry system - Methods - Net Worth method - Conversion method.	18	Chalk & Talk	R.Pinky priyadarshini
Mar 2023	IV	Non Profit Organisation Meaning - Preparation of Receipts and Payments Account - Income and Expenditure Account - Balance Sheet - Receipts and payments Accounts Vs Income and Expenditure Account.	18	Chalk & Talk	R.Pinky Priyadarshini
April 2023	V	Branch and Departmental Accounts Meaning of Branch - Types of Branches - Dependent Branches - Debtors System - Cost Price and Invoice Price Method - Meaning of Departmental Accounts - Allocation of Expenditure - Trading and Profit and Loss Account.	18	Chalk & Talk	R.Pinky priyadarshini


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LESSON PLAN
2022-2023

Class : I M.COM

Sub. Code: 22OPCOM24

Title of the Paper: Insurance and Risk Management

Total Hours: 90 Hours

Semester :II

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Basic concepts of insurance: History of Insurance in world and India- Need for Insurance – Nature of Insurance– Major Types of Insurance and their Features – Importance of Insurance Industry - Role of Insurance in Economic Development – Insurance and Social Security – Reforms in the Insurance Sector- IRDA- Privatization and Liberalization in India- Indian Insurance Market- Present scenario of Indian Insurance Market.	18	Chalk & Talk	G.Manimegalai G. Mani
Jan 2023	II	Life Insurance: Fundamental principles – Advantages – Difference between – Insurance and Assurance- Types of Insurance Policies- Annuity – Meaning and Types of Annuity Policies –Difference between Annuity and Life Insurance – Unit linked Insurance – Tax benefits. Life Assurance– Assignment Vs. Nomination – Various Forms of Payment – Surrender Value – Claim Procedure – Procedure of Life Insurance Claim.	18	Chalk & Talk	G.Manimegalai G. Mani
Feb 2023	III	Non Life Insurance: Principles of Marine Insurance – Types of Marine Insurance Policies – Marine perils – Perils covered under Marine Policies. Nature and Uses of fire Insurance Contract – Kinds of Policies – Rating in fire Insurance – Payment of Claim – Reinsurance and Double Insurance – Under Insurance and Average Clause	18	Chalk & Talk	G.Manimegalai G. Mani
March 2023	IV	Understanding Risk: Concept of Risk – Risk vs Uncertainty – Types of Risk – Concepts of Risk – Risk vs. Uncertainty – Types of Risk – Pure Risks and its Management-Financial Risks and its Management – Rationale for Risk Management	18	Chalk & Talk	G.Manimegalai G. Mani

April 2023	V	Risk Management and Control: Risk Management – Risk control – Risk Management Information Systems (RMLS) – Risk Management by Individual – Factors affecting Individual’s Demand for Insurance – Corporate Risk Management – Process of Risk Management by Individuals – Personal Risk Management strategies – Risk Management Process – Risk Management objectives – Risk Management: Guidelines and Responsibilities – Levels of Risk Management – Risk Management and Derivatives.	18	Chalk & Talk,	G.Manimegalai G-Mani
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LESSON PLAN 2022-2023

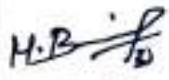
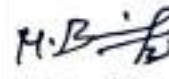

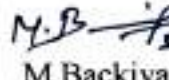
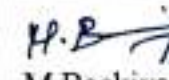
Class : I B.COM(CA) 'A'

SubCode : 22OUCCA2P

Title of the Paper : Programming in C Practical Lab

Total Hours : 75 Hours

Semester : II

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	1. Calculation of Arithmetic Operations. 2. Greatest of Three Number. Find Studewnts Grade.	15	Practical	 M.Backiya lakshmi
January 2023	II	3. Find the given number is Prime or Not. Reverse the given number. 4. Find the Multiplication Table.	13	Practical	 M.Backiya lakshmi
February 2023	III	5. Find the Factorial Number. 6. Arrange a set of numbers in asending and decending order. 7. Find whether a given number is Add or Not.	16	Practical	 M.Backiya Lakshmi
March 2023	IV	8. Find whether a given number is Palindrome or Not. 9. Find whether a given number is Armstrong or Not. 10. Find the Smallest and Greatest on Numbers.	16	Practical	 M.Backiya Lakshmi
April 2023	V	11. Genetrate the Prime numbers between 1to N. 12. Create a sequential file containing the following fields, Name, RegNo, Marks in 5Subjects and find Total, Average and Grade. 13. Create a sequential file containinhg the following field Name, EB-No, Previous	15	Practical	 M.Backiya Lakshmi

		Reading, Current Reading and calculate the Units consumed and calculate the Amount to be paid to the EB using the Formula.			
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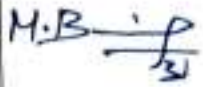

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**LESSON PLAN
2022-2023**

Semester : II

Class : I B.Com(CA) 'A'
Sub.Code : 22OUCCAGECA2
Title of the Paper: Programming in C
Total Hours : 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Overview of C: Basic Structure of C Programs- Executing a C Program. Constants, Variables and Data types: Character Set- C Tokens- Keywords & Identifiers Constants - Variables-Data Types Declaring of Variables- Assigning Values to variables-Defining Symbolic Constants.	15	Chalk & Talk	M.Backiya Lakshmi
Jan 2023	II	Operators and Expressions: Types of Operators - Arithmetic Expressions- Evaluation of Expressions- Precedence of Arithmetic operators. Managing Input and Output Operations: Introduction- Reading A Character-Writing a Character Formatted Input-Formatted Output.	14	Chalk & Talk	M.Backiya Lakshmi
Feb 2023	III	Decision Making and Branching: Decision Making with IF Statement- Simple Statement- The If ...Else Statement-Nesting of If... Else Statement-Else If Ladder-Switch Statement- Conditional Operators-Goto Statement- Decision Making and Looping: while Statement-do Statement, for Statement.	16	Chalk & Talk	M.Backiya Lakshmi

Mar 2023	IV	Arrays: Introduction - One Dimensional Arrays - Declaration of One Dimensional Arrays - Initialization of One Dimensional Arrays - Two Dimensional Arrays- Initialization of Two Dimensional Arrays- Two Dimensional Arrays -Multi Dimensional Arrays- Dynamic Arrays. Character Arrays and Strings: Declaring and Initializing String Variables- Reading Strings from Terminal-Writing Strings to Screen- Putting String Together- Comparision of Two Strings-String Handling Functions.	16	Chalk & Talk	M.Backiya Lakshmi 
Apr 2023	V	Structure and Unions: defining a Structure- Declaring Structure variables- Accessing Sturcture Members- Structure Initialization -Arrays of Sturctures- Arrays within Structures- Sturctures within structures- Unions.	14	Chalk & Talk	M.Backiya Lakshmi 


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LESSON PLAN
2022-2023

Semester : II


Class : I B.com PA

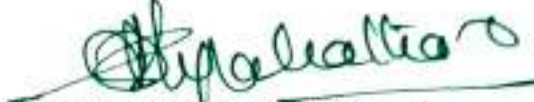
Sub. Code : 22OUCPAGEPA1

Title of the Paper: Business Economics

Total Hours : 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
June 2022	I	Business Economics: Nature - Scope - Relationship with other subjects - Distinction between Economics and Managerial Economics - Economics tools applied to Business - Role of Business Economics	14	Chalk & Talk	Muthumari pandi V V. MP
July 2022	II	Demand Analysis: Law of Demand - Determinants of Demand - Elasticity of Demand - Price Elasticity - Income Elasticity - Cross and Promotional Elasticity - Factors affecting Elasticity of Demand.	14	Chalk & Talk	Muthumari pandi V V. MP
Aug 2022	III	Demand Forecasting: Meaning - Importance - Factors Involved - Methods of Forecasting - Established Product - New product.	15	Chalk & Talk	Muthumari pandi V V. MP
Sep 2022	IV	Price Analysis: Methods of pricing - Pricing Determination - Perfect Competition - Monopoly Features - Monopolistic Competition - Oligopoly Features. Pricing policies and methods - Skimming pricing, Penetration pricing - Differential pricing - Product line pricing	15	Chalk & Talk	Muthumari pandi V V. MP

Oct 2022	V	Profit Planning and Control: Nature- Methods -Profit budget, Break Even Analysis, Rate of Return on Investment - Profit Forecasting.	17	Chalk & Talk	Muthumari pandi.V V. 
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LESSON PLAN
2022-2023

Semester II

Class : I B.COM (SF)

Sub Code : 22OU COM21

Title of the Paper: Principles of Management

Total Hours : 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Management meaning- Characteristics-Functions-Importance-Contributions of Management thought-Henry Fayol-Elton mayo principles of management-F.M.Taylor Principles of Scientific Management- Contribution of Peter F. Drucker.	15	Chalk &Talk	P.Vimala <i>P. Vimala</i>
Jan 2023	II	Planning - Meaning - Characteristics Objectives-Importance-Steps in planning-types-Obstacles of effective planning-Decision making- Elements in Decision making process- Importance to Management by Objectives- Management by Exception	15	Chalk &Talk	P.Vimala <i>P. Vimala</i>
Feb 2023	III	Organizing-Meaning-function-principle of organization- types of organization-Formal and informal organization- Delegation and Decentralisation- Delegation meaning-Importance- Elements- Principles-types - decentralization- meaning-Advantages.	15	Chalk &Talk	P.Vimala <i>P. Vimala</i>
Mar 2023	IV	Staffing-Elements-Functions- process of staffing-Recruitment-sources of recruitment-Selection meaning- stages	15	Chalk &Talk	P.Vimala <i>P. Vimala</i>

		of selection- Kinds of Interview- Training- Meaning- Types of training- On the job training-Off the job training-Motivation- Theories of motivation- X theory, Y theory, and Z theory-Maslows Hierarchy of needs.			
Apr 2023	V	Leadership meaning and importance- Qualities of good leader-functions- types-Barriers-Channel of communication-Importance-types- Techniques of control-Coordination- Principles for effective co ordination.	15	Chalk &Talk	P.Vimala <i>P. Vimala</i>

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**LESSON PLAN
2022-2023**

Class : I M.Com (CA)
Sub. Code : 22OPCCA2P
Title of the Paper : Web Designing Lab
Total Hours : 90 Hours

Semester : II

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	HTML program with Heading and Font Tags. HTML program with <HR> and marquee Tag. Web page designing to demonstrate the link between different documents.	18	Practical	S.Chitradevi <i>s.chitradevi</i>
Jan 2023	II	Web page designing with anchor tag with different TARGET values. Design a Bio Data form with Table. HTML program with Concepts of table and List Tags. Design a web page with Text fields, Radio button and Combo box	18	Practical	S.Chitradevi <i>s.chitradevi</i>
Feb 2023	III	Design a web page with form controls and table. Create Image map for the given image. JavaScript program to verify age. Find sum of two number using JavaScript.	18	Practical	S.Chitradevi <i>s.chitradevi</i>
Mar 2023	IV	Find factorial of number using JavaScript. Simple DHTML program in java script to make simple login page Place the images on the page using DHTML	18	Practical	S.Chitradevi <i>s.chitradevi</i>
Apr 2023	V	PHP Program to create a Simple Calculator. Prime Number using Form in PHP Palindrome Number in PHP	18	Practical	S.Chitradevi <i>s.chitradevi</i>

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LESSON PLAN 2022-2023

Class : I M.Com(CA)
Sub.Code : 22OPCCADSE2A
Title of the Paper : Web Designing
Total Hours : 75 Hours

Semester : II

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Introduction: What is the Internet-History of the Internet – Internet Service and Accessibility-Uses of the Internet Web Concepts. Internet Protocols: Introduction – Internet Protocols –Host Names-Internet Applications and Application Protocols.	14	Chalk & Talk	S.Chitradevi <i>S.Chitradevi</i>
Jan 2023	II	HTML: Introduction-SGML-Outline of an HTML document-Head Section-Body section-HTML Forms.	13	Chalk & Talk	S.Chitradevi <i>S.Chitradevi</i>
Feb 2023	III	Java Script: Introduction – Language Elements – Objects of JavaScript – Other Objects – Arrays.	16	Chalk & Talk	S.Chitradevi <i>S.Chitradevi</i>
Mar 2023	IV	DHTML: Introduction-Cascading Style Sheet-DHTML document object model and Collections-Event handling Filters and Transitions-Data Binding.	17	Chalk & Talk	S.Chitradevi <i>S.Chitradevi</i>
Apr 2023	V	XML: Introduction-HTML Vs XML-Syntax of the XML document – XML Attributes-XML Validation-XML DTD-DTD Elements-DTD Attributes-DTD Entities-DTD Validation-XSL-XML Namespace-XML Schema.	15	Chalk & Talk	S.Chitradevi <i>S.Chitradevi</i>

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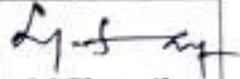


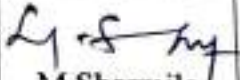




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LESSON PLAN
2022-2023

Class : I B.Com (CA) 'A'
Sub.Code : 22OUCCA2P
Title of the Paper : Programming in C Lab
Total Hours : 60 Hours

Semester : II

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	1. Sum And Average Of Three Numbers 2. Odd or Even 3. Prime or Not	15	practical	 M.Sharmila devi
Jan 2023	II	4. Reverse the Number 5. Simple & Compound Interest 6. Greatest Number	15	practical	 M.Sharmila devi
Feb 2023	III	7. Arithmetic Operations 8. Sum of N Numbers 9. Factorial Numbers	10	practical	 M.Sharmila devi
Mar 2023	IV	10. Student Mark List 11. Ascending & Descending Order 12. Sum of Matrix	10	practical	 M.Sharmila devi
Apr 2023	V	13. Swapping 14. Length of String 15. Leap Year 16. Multiplication Table 17. Palindrome or Not	10	practical	 M.Sharmila devi


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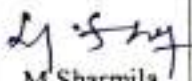

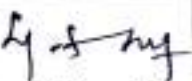
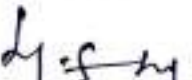
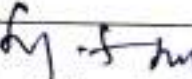


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LESSON PLAN
2022-2023

Class : I B.Com (CA) 'A'
Sub.Code : 22OUCCAGECA2
Title of the Paper : Programming in C
Total Hours : 75 Hours

Semester : II

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Overview of C: Basic Structure of C programs - Executing a C program. Constants, Variable and Data types: Character Set - C Tokens - Keywords and Identifiers - Constants - Variables - Data Types - Declaring of variables - Assigning Values to variables - Defining Symbolic constants.	14	Chalk & Talk	 M. Sharmila devi
Jan 2023	II	Operators and Expressions: Types of operators - Arithmetic Expressions - Evaluation of Expressions - Precedence of Arithmetic Operators. Managing Input and Output operations: Introduction - Reading a Character - Writing a Character - Formatted Input Formatted Output.	13	Chalk & Talk	 M. Sharmila devi
Feb 2023	III	Decision Making and Branching: Decision making with IF Statement - Simple IF Statement - The IF... Else statements - Nesting of IF... Else statements - Else If Ladder- Switch statement - Conditional Operator - Goto Statement. Decision Making and Looping: The while Statement - The do statement, The for statement.	16	Chalk & Talk	 M. Sharmila devi
Mar 2023	IV	Introduction - One Dimensional Arrays - Declaration of One Dimensional Arrays - Initialization of One Dimensional Arrays - Two Dimensional Arrays - Initialization of Two Dimensional Arrays - Multi Dimensional Arrays - Dynamic Arrays. Character Arrays and Strings: Declaring and Initializing String variables - Reading Strings from Terminal - Writing Strings to Screen - Putting Strings Together - Comparison of Two Strings - String Handling Functions.	17	Chalk & Talk	 M. Sharmila devi
Apr 2023	V	Structures and Unions: Defining a Structure - Declaring Structure variables - Accessing Structure Members - Structure Initialization - Arrays of Structures - Arrays within Structures - Structures within Structures - Unions.	15	Chalk & Talk	 M. Sharmila devi


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**LESSON PLAN
2022-2023**

Class : I B.Com(CA) 'A'
Sub.Code : 22D2P

Semester: II

Title of the Paper: C Programming Lab

Month	Unit	Description of the syllabus	Hours allocated	Teaching mode and achievement	Course teacher signature
Dec 2022	I	1. Calculation of Arithmetic operations. 2. Greatest of three number. Find Students Grade.	15	Chalk & Talk	S.Niveethitha
Jan 2023	II	. Find the given number is prime or not. Reverse the given number. 4. Find the Multiplication table.	15	Chalk & Talk	S.Niveethitha
Feb 2023	III	5. Find the given number is prime or not. Reverse the given number. 4. Find the Multiplication table.	15	Chalk & Talk	S.Niveethitha
Mar 2023	IV	8. Find whether a given string in palindrome or not. 9. Find whether a given number in Armstrong or not. 10. Find Smallest and greatest on N number	15	Chalk & Talk	S.Niveethitha

<p>Apr 2023</p>	<p>V</p>	<p>11. Generate Prime numbers between 1 to N. 12. Create a sequential file containing the following fields, Name, Reg No, Marks in 5 Subjects and find Total, Average and Grade. 13. Create a sequential file containing the following field Name, EB-No, Previous Reading, Current Reading and calculate the Units consumed and calculate the Amount to be paid to the EB using the formula.</p>	<p>15</p>	<p>Chalk & Talk</p>	<p>S.Niveethitha <i>S.Niveethitha</i></p>
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LESSON PLAN
2022-2023

Class : I B.Com(CA) 'A'

Semester : II

Sub.Code : 22AD2

Title of the Paper: C Programming

Total Hours : 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Overview of C: Basic Structure of C programs-Executing a C program. Constants, Variable and Data types: Character Set - C Tokens - Keywords and Identifiers - Constants - Variables - Data Types 1. Declaring of variables - Assigning Values to variables - Defining Symbolic constants.	15	Chalk & Talk	S.Niveethitha
Jan 2023	II	Operators and Expressions: Types of operators - Arithmetic Expressions - Evaluation of Expressions - Precedence of Arithmetic Operators. Managing Input and Output operations: Introduction - Reading a Character - Writing a Character - Formatted Input - Formatted Output	14	Chalk & Talk	S.Niveethitha
Feb 2023	III	Decision Making and Branching: Decision making with IF Statement - Simple IF Statement - The IF...Else statements -	16	Chalk & Talk	S.Niveethitha

		Nesting of IF...Else statements - Else If Ladder-Switch statement - Conditional Operator - Goto Statement Decision Making and Looping: while Statement - do statement, for statement.			
Mar 2023	IV	Arrays: Introduction - One Dimensional Arrays - Declaration of One Dimensional Arrays - Initialization of One Dimensional Arrays - Two Dimensional Arrays - Initialization of Two Dimensional Arrays - Multi Dimensional Arrays - Dynamic Arrays. Character Arrays and Strings: Declaring and Initializing String variables - Reading Strings from Terminal - Writing Strings to Screen - Putting Strings Together - Comparison of Two Strings - String Handling Functions.	16	Chalk & Talk	S.Niveethitha <i>S. Niveethitha</i>
Apr 2023	V	Structures and Unions: Defining a Structure - Declaring Structure variables - Accessing Structure Members - Structure Initialization - Arrays of Structures - Arrays within Structures - Structures within Structures - Unions.	14	Chalk & Talk	S.Niveethitha <i>S. Niveethitha</i>

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LESSON PLAN
2022-2023

Class : I M.Com (G)
Sub. Code : 22OPCOM22
Title of the Paper : Human Resource Management

Semester : II
Total Hours : 90

Month	Unit	Description of the Syllabus	Hours Allotted	Teaching Mode Method	Course Teacher Signature
Dec 2022	I	Human Resource Management- Definitions - Nature and Scope of Human Resource Management - Human Resource Planning- Importance - Objectives - Process.	18	Chalk & Talk	D. Reena <i>D. Reena</i>
Jan 2023	II	Recruitment and Selection: Recruitment Policy - Sources - Methods - Selection Procedure - Scientific Selection - Career Development - Benefits- Transfer Policy and Procedure.	18	Chalk & Talk	D. Reena <i>D. Reena</i>
Feb 2023	III	Training and Development: Principles of Training - Methods of Training - On the Job training - Off the Job training - Placement & Induction	18	Chalk & Talk	D. Reena <i>D. Reena</i>
Mar 2023	IV	Performance Appraisal: Need - Purpose and Use of Performance Appraisal - Steps in Performance Appraisal - Traditional Vs Modern Methods of Performance Appraisal - Evaluation of performance analysis - Performance Appraisal based on MBO system - Managerial Appraisal - Managerial Ethics in Performance Appraisal - Trade Union - Meaning - Essentials of a successful trade union - Strength and weaknesses of Trade union	18	Chalk & Talk	D. Reena <i>D. Reena</i>
April 2023	V	Grievance and Redressal procedures - Green Human Resource Management - Human Resource accounting - Human Resource information system - Human Resource Management Research and Audit - International Human Resource Management - Managing Human Resource in Virtual Organizations	18	Chalk & Talk	D. Reena <i>D. Reena</i>

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LESSON PLAN
2022-2023

Semester : II

Class : I.M.COM(CA)
Sub. Code : 210PCCA21
Title of the Paper: Advanced Business statistics
Total Hours : 90 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Business Statistics- Introduction- Measures of Central Tendency- Mean- Median – Mode – Geometric Mean – Harmonic Mean	18	Chalk & Talk	T. Karthiyayini
Jan 2023	II	Correlation Meaning - Scatter Diagram - Karl Pearson's Coefficient - Rank Correlation - Simple and Multiple Correlation. Regression: Estimating simple and multiple regression equations - Time Series - Moving Average Method and Trend value Method	18	Chalk & Talk	T. Karthiyayini
Feb 2023	III	Test of Hypotheses: Procedure of testing hypotheses, standard Error & sampling distribution - Estimation - Test of significance for large sample - Test of significance for a small sample	18	Chalk & Talk	T. Karthiyayini
March 2023	IV	Parametric test. F Test - Application of F-Test - Analysis of Variance (ANOVA) - Assumptions- Technique - One way classification model - Two way classification model.	18	Chalk & Talk	T. Karthiyayini
April 2023	V	Non Parametric test - Chi-square Test - Definition - Chi-square distribution - Conditions for applying chi-square test - Uses - Limitations - Awareness of applying tools in Statistical Package for the Social Science (SPSS)	18	Chalk & Talk	T. Karthiyayini

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LESSON PLAN
2022-2023

Class : I M.Com

Semester : II

Sub. Code : 22OPCOM21

Title of the Paper: Advanced Business Statistics

Total Hours : 90 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec. 2022	I	Business Statistics- Introduction- Measures of Central Tendency- Mean- Median – Mode – Geometric Mean – Harmonic Mean	18	Chalk & Talk	T. Karthiyayini <i>T. Ine</i>
Jan. 2023	II	Correlation: Meaning - Scatter Diagram - Karl Pearson's Coefficient - Rank Correlation – Simple and Multiple Correlation. Regression: Estimating simple and multiple regression equations – Time Series - Moving Average Method and Trend value Method.	18	Chalk & Talk	T. Karthiyayini <i>T. Ine</i>
Feb. 2023	III	Test of Hypotheses: Procedure of testing hypotheses, standard Error & sampling distribution – Estimation – Test of significance for large sample – Test of significance for a small sample	18	Chalk & Talk	T. Karthiyayini <i>T. Ine</i>
Mar. 2023	IV	Parametric test: F Test – Application of F-Test – Analysis of Variance(ANOVA) – Assumptions- Technique – One way classification model – Two way classification model.	18	Chalk & Talk	T. Karthiyayini <i>T. Ine</i>
Apr. 2023	V	Non Parametric test - Chi-square Test – Definition – Chi-square distribution – Conditions for applying chi-square test – Uses – Limitations – Awareness of applying tools in Statistical Package for the Social Science (SPSS)	18	Chalk & Talk	T. Karthiyayini <i>T. Ine</i>


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**LESSON PLAN
2022-2023**

Class: I M.COM

Sub. Code: 21OPCOM13


Title of the Paper: Advanced Corporate Accounting

Total Hours: 90 Hours

Semester: II

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Bank accounts - Preparation of Profit and Loss Account - Balance Sheet-Insurance company accounts -Life and general Insurance - Preparation of Revenue, Profit and Loss account and Balance Sheet.	18	Chalk & Talk	R.Amala mary
Jan 2023	II	Amalgamation - Meaning - Types - Purchase Consideration - Methods of Purchase Consideration - Methods of Accounting for Amalgamation - Absorption -Meaning - Accounting Treatment - External Reconstruction - Meaning - Accounting Treatment - Alteration of Share capital -Types - Internal Reconstruction - Accounting Entries.	18	Chalk & Talk	R.Amala mary
Feb 2023	III	Liquidation of companies - Meaning - Modes of Winding Up - Order of Payment - Statement of Affairs - Liquidator's Final Statement of Account.	18	Chalk & Talk	R.Amala mary
Mar 2023	IV	Preparation of final accounts of companies (as per Revised schedule VI) - Accounting Standards-Meaning-objectives-Need-Significance- Accounting Standards in India -AS 1: Disclosure of Accounting Policies, AS 2: Valuation of Inventories, AS3 : Cash Flow Statement , AS 5 : Net Profit or Loss for the period, AS6 : Depreciation Accounting, AS 10 : Accounting for Fixed Assets, AS13: Accounting for	18	Chalk & Talk	R.Amala mary

		Investments, AS14: Accounting for Amalgamation , AS 20 : Earnings per Share , AS 21: Consolidated Financial Statements, AS26: Intangible Assets.			
Apr 2023	V	Holding companies – Consolidation of Profit and Loss Accounts – Consolidated Balance Sheet (excluding intercompany holdings).	18	Chalk& Talk	R. Amala mary R. V. F


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LESSON PLAN
2022-2023

Semester : II

Class : I B.Com (CA) 'B'
Sub.Code : 22OUCCA2P
Title of the Paper : Programming in C Lab
Total Hours : 60 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	1. Sum And Average Of Three Numbers 2. Odd or Even 3. Prime or Not	15	Chalk & Talk	A. Josephine
Jan 2023	II	4. Reverse the Number 5. Simple & Compound Interest 6. Greatest Number	15	Chalk & Talk	A. Josephine
Feb 2023	III	7. Arithmetic Operations 8. Sum of N Numbers 9. Factorial Numbers	10	Chalk & Talk	A. Josephine
Mar 2023	IV	10. Student Mark List 11. Ascending & Descending Order 12. Sum of Matrix	10	Chalk & Talk	A. Josephine
Apr 2023	V	13. Swapping 14. Length of String 15. Leap Year 16. Multiplication Table 17. Palindrome or Not	10	Chalk & Talk	A. Josephine

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LESSON PLAN
2022-2023

Class : I B.Com (CA) 'B'
Sub.Code : 22OUCCAGECA2
Title of the Paper : Programming in C
Total Hours : 75 Hours

Semester : II

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Overview of C: Basic Structure of C programs – Executing a C program. Constants, Variable and Data types: Character Set – C Tokens – Keywords and Identifiers – Constants – Variables – Data Types – Declaring of variables – Assigning Values to variables – Defining Symbolic constants.	14	Chalk & Talk	A. Josephine
Jan 2023	II	Operators and Expressions: Types of operators – Arithmetic Expressions – Evaluation of Expressions – Precedence of Arithmetic Operators. Managing Input and Output operations: Introduction – Reading a Character – Writing a Character – Formatted Input – Formatted Output.	13	Chalk & Talk	A. Josephine
Feb 2023	III	Decision Making and Branching: Decision making with IF Statement – Simple IF Statement – The IF...Else statements - Nesting of IF...Else statements – Else If Ladder- Switch statement - Conditional Operator – Goto Statement. Decision Making and Looping: The while Statement – The do statement, The for statement.	16	Chalk & Talk	A. Josephine
Mar 2023	IV	Introduction - One Dimensional Arrays – Declaration of One Dimensional Arrays – Initialization of One Dimensional Arrays - Two Dimensional Arrays - Initialization of Two Dimensional Arrays - Multi Dimensional Arrays – Dynamic Arrays. Character Arrays and Strings: Declaring and Initializing String variables – Reading Strings from Terminal – Writing Strings to Screen – Putting Strings Together – Comparison of Two Strings – String Handling Functions.	17	Chalk & Talk	A. Josephine
Apr 2023	V	Structures and Unions: Defining a Structure – Declaring Structure variables – Accessing Structure Members – Structure Initialization – Arrays of Structures – Arrays within Structures – Structures within Structures - Unions.	15	Chalk & Talk	A. Josephine

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LESSON PLAN
2022-2023

Class: I B.COM (R)

Semester: II

Sub. Code: 22AC2

Title of the Paper: Business Economics

Total Hours: 75Hours

Month	Unit	Description of the syllabus	Hours allocated	Teaching mode and achievement	Course teacher signature
June 2022	I	Nature - Scope - Relationship with other subjects - Distinction between Economics and Managerial Economics - Economics tools applied to Business - Role of Business Economics	15	Chalk & Talk	Hafeeza Hafeeza
July 2022	II	Law of Demand - Determinants of Demand - Elasticity of Demand - Price Elasticity - Income Elasticity - Cross and Promotional Elasticity - Factors affecting Elasticity of Demand	15	Chalk & Talk	Hafeeza Hafeeza
Aug 2022	III	Meaning - Importance - Factors Involved - Methods of Forecasting - Established Product - New product	15	Chalk & Talk	Hafeeza Hafeeza
Sep 2022	IV	Methods of pricing - Pricing Determination - Perfect Competition - Monopoly Features - Monopolistic Competition - Oligopoly Features. Pricing policies and methods - Skimming pricing, Penetration pricing - Differential pricing - Product line pricing	15	Chalk & Talk	Hafeeza Hafeeza
Oct 2022	V	Profit Planning and Control: Nature - Methods - Profit budget, Break Even Analysis, Rate of Return on Investment - Profit Forecasting	15	Chalk & Talk	Hafeeza Hafeeza


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LESSON PLAN
2022-2023

Class: I B.COM (CA) A

Semester: II

Sub. Code: 22OUCCA

Title of the Paper: Financial Accounting II

Total Hours: 90 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Consignment Account - Meaning - Features - Distinction between sale and consignment - Important terms - Account Sales - Non-recurring expenses - Recurring Expenses - Accounting treatment of Consignment Transactions - Journal entries and Ledger Accounts in the books of consignor & consignee	18	Online & Google meet	Hafeeza <i>Hafeeza</i>
Jan 2023	II	Joint venture accounts - Meaning - Features - Distinction between joint venture and partnership, joint venture and consignment - Accounting for joint ventures - Recording of individual books - Recording in separate set of books - Memorandum of Joint Venture	18	Online & Google meet	Hafeeza <i>Hafeeza</i>
Feb 2023	III	Single entry system - Definition - Salient features - limitations - Difference between single entry and double entry system - Ascertainment of profit - Net worth method - Distinction between balance sheet and statement of affairs - Conversion method.	18	Online & Google meet	Hafeeza <i>Hafeeza</i>
Mar 2023	IV	Branch and Departmental Account - Types of branches - Dependent branches - Accounting in respect of dependent branches - Debtor system only - Cost price method - Invoice price method - Departmental accounts - Allocation of expenses - Interdepartmental transfers.	18	Online & Google meet	Hafeeza <i>Hafeeza</i>

Apr 2023	V	Lease Accounting: Introduction - Meaning of Lease - Terms used in Leasing - Advantages of leasing - Disadvantages of leasing - Classifications of leasing - Accounting treatment - Accounting for Finance leases - Journal entries in the books of lessor and lessee - Accounting for operating leases - Disclosure in the financial statements.	18	Online & Google meet	Hafeeza Hafeeza.
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LESSON PLAN
2022-2023

Semester : II

Class: I B.COM (CA) C
Sub. Code: 22OUICCA2
Title of the Paper: Principles of Management
Total Hours: 90 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Management: Meaning - Characteristics -Functions-Importance- Contributions for Management thought- Henry Fayol, Elton Mayo, F.W.Taylor, and Principles of Scientific Management -Contribution of Peter F.Drucker.	18	Chalk &Talk	S.Jayasakthi <i>S.Jayasakthi</i>
Jan 2023	II	Planning: Meaning- Characteristics -Objectives-Importance -Steps in Planning-Types Obstacles of effective Planning. Decision Making: Elements- Decision Making process - Management By Objectives (MBO) and Management By Exception(MBE) - Factors	18	Chalk &Talk	S.Jayasakthi <i>S.Jayasakthi</i>
Feb 2023	III	Organizing: Meaning- Functions -Principle of Organization-Types of Organization-Formal and Informal. Delegation and Decentralization: Delegation - Meaning-Importance-Elements-Principles-Types Decentralization-Meaning-Advantages.	18	Chalk &Talk	S.Jayasakthi <i>S.Jayasakthi</i>
Mar 2023	IV	Staffing: Elements--Functions- Process of staffing. Recruitment: Sources of Recruitment. Selection: Stages of Selection-Kinds of interview. Training: Types of Training-On the Job Training- off the Job Training- Motivation: Maslow & Herzberg theory of motivation.	18	Chalk &Talk	S.Jayasakthi <i>S.Jayasakthi</i>

Apr 2023	V	Leadership: Qualities of a leader -Functions - Types- Barriers. Channel of Communication: Types- Barriers -Channel of Communication. Controlling: Steps- Techniques of control. Coordination: Principles -Steps for effective co-ordination.	18	Chalk &Talk	S.Jayasakthi 
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LESSON PLAN

2022-2023

Class: I B.COM (R)

Semester: II

Sub. Code: 22OU COM22

Title of the Paper: Financial Accounting II

Total Hours: 90 Hours

Month	Units	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Consignment Account - Meaning - Features - Distinction between sale and consignment - Important terms - Account Sales - Non-recurring expenses - Recurring Expenses - Accounting treatment of Consignment Transactions - Journal entries and Ledger Accounts in the books of consignor & consignee	18	Chalk & talk	M.Sriramajayam
Jan 2023	II	Joint venture accounts - Meaning - Features - Distinction between joint venture and partnership, joint venture and consignment - Accounting for joint ventures - Recording of individual books - Recording in separate set of books - Memorandum of Joint Venture	18	Chalk & talk	M.Sriramajayam
Feb 2023	III	Single entry system - Definition - Salient features - limitations - Difference between single entry and double entry system - Ascertainment of profit - Net worth method - Distinction between balance sheet and statement of affairs - Conversion method.	18	Chalk & talk	M.Sriramajayam
Mar 2023	IV	Branch and Departmental Account - Types of branches - Dependent branches - Accounting in respect of dependent branches - Debtor system only - Cost price method - Invoice price method - Departmental accounts - Allocation of expenses - Interdepartmental transfers.	18	Chalk & talk	M.Sriramajayam
April 2023	V	Lease Accounting: Introduction - Meaning of Lease - Terms used in Leasing - Advantages of leasing - Disadvantages of leasing - Classifications of leasing - Accounting treatment - Accounting for Finance leases - Journal entries in the books of lessor and lessee - Accounting for operating leases - Disclosure in the financial statements.	18	Chalk & talk	M.Sriramajayam

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Lesson Plan 2022-2023

Class: I B.Com (CA)
Sub.Code:22OUCCA
Title of paper: Financial Accounting II
Total Hour:90Hrs

Semester: II

Month	UNIT	DESCRIPTION	HRS	MODE	Course Teacher Signature
Dec 2022	I	Consignment Account-Meaning –Features– Distinctionbetween saleand consignment– Important terms– Account Sales– Non-recurring expenses – Recurring Expenses –Accounting treatment of Consignment Transactions– Journal entries and Ledger Accounts in the book of consignor & consignee	18	Chalk & Talk,	V.Priya <i>V. Priya</i>
Jan 2023	II	Joint venture accounts-Meaning-Features – Distinction between joint ventureand partnership, joint ventureand consignment–Accountingfor joint ventures–Recording of individual books Recording in separate set of books –Memorandumof Joint Venture	18	Chalk& Talk	V.Priya <i>V. Priya</i>
Feb 2023	III	Single entry system-Definition–Salient features–limitations–Difference between single entry and double entry system –Ascertainment of profit – Net worth method –Distinction between balance sheet and statement of affairs – Conversion method.	18	Chalk&Talk	V.Priya <i>V. Priya</i>
Mar 2023	IV	Lease Accounting: Introduction - Meaning of Lease-Terms used in Leasing Advantages of leasing-Disadvantages of leasing- Classifications of leasing-Accounting treatment - Accounting for Finance leases- Journal entries in the books of lesser and lessee- Accounting for operating leases - Disclosureinthe financial statements.	18	Chalk & Talk	V.Priya <i>V. Priya</i>
Apl 2023	V	Branch and Departmental Account - Types of branches – Dependent branches - Accountingin respectof dependentbranches– Debtorsystem only – Cost price method – Invoice price method Departmental accounts– Allocation of expenses– Interdepartmental transfers.	18	Chalk& Talk	V.Priya <i>V. Priya</i>

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Lesson Plan 2022-2023

Class: I B.Com (PA)
Sub.Code: 22OUCPA22
Title of paper: Marketing
Total Hours :75 Hrs

Semester: II

Month	UNITS	DESCRIPTION	HRS	MODE	Course Teacher Signature
Dec2022	I	Marketing: Meaning-Objectives & Importance of marketing-Modern - Marketing Mix (7 Ps'). Marketing Functions: Buying - Elements- Methods. Selling - Elements - Assembling - Advantages – Problems.	15	Chalk& Talk	V.Priya <i>V.Priya</i>
Jan 2023	II	Product Planning and Development and Pricing: Meaning of product -Features - Classification of Products -Product life cycle- New Product Planning and Development Process. Pricing: Meaning - Kindsof Prices- Factors influencing the pricing decisions	15	Chalk& Talk	V.Priya <i>V.Priya</i>
Feb 2023	III	Standardization, Grading and Warehousing: Standardization: Meanin-Importance - Types of standard – Benefits. Grading: Meaning – Branding- Labeling & Packaging– Advantages - Functions. Storage & Warehouses: Advantages of storage- Types of warehouses	15	Chalk& Talk	V.Priya <i>V.Priya</i>
Mar 2023	IV	Promotion & Physical Distribution: Promotion: Objectives – Importance. Physical Distribution : Functions – Classification of Channels - Factors to be considered in Channel Selection.	15	Chalk& Talk	V.Priya <i>V.Priya</i>
Apl 2023	V	Recent trends in Marketing- Commerce in Marketing- Services Marketing– Retail Marketing – Meaning, Merits & Demerits – Mobile Marketing -Uses– Concept of Green Marketing.	15	Chalk& Talk	V. Priya <i>V. Priya</i>

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Lesson Plan 2022-2023

Semester: II

Class: I B.Com (PA)
Sub.Code: 22OUCPA22
Title of paper: Business Mathematics
Total Hours :75 Hrs

Month	UNIT	DESCRIPTION	HRS	Teaching Method	Course Teacher Signature
Dec 2022	I	Elements of Set theory - Definition – Symbols - Roster method & rule method – Types of sets Union & Intersection - sub sets – complements – Difference of two sets – Family of sets – Venn diagrams – De Morgans Law.	15	Chalk & Talk	V.Priya V.Priya
Jan 2023	II	Indices – Positive – Fractional – Operation with power function-Logarithms- Definition- Exponential forms- Laws of logarithms – Change of base Formula-Rules to write – Practical problems.	15	Chalk & Talk	V.Priya V.Priya
Feb 2023	III	Commercial Arithmetic – Interest – Simple-Compound – Normal rate –Effective rate – Depreciation – Present value –Discounting of bills -Calculation of period for banker's discount and true discount – Banker's discount – Banker's gain - Face value of bills.	15	Chalk & Talk	V.Priya V.Priya
Mar 2023	IV	Differential calculus (excluding trigonometric functions)- Rules – Sum rules – Product rule – Quotient rule, functions of a function rule (simple problems only) Maxima and Minima (single variable cases) – Methods of integral calculus – Rules (excluding integration by parts or Fractions) – Simple problems only.	15	Chalk & Talk	V.Priya V.Priya
Apl 2023	V	-Determinants – Cramer's Rule- Properties – Product – Matrices – Types –Addition-Multiplication – Matrix Inversion – Solving a system of linear equation using matrix inversion .	15	Chalk & Talk	V.Priya V.Priya


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**LESSON PLAN
2022-2023**

Semester: II

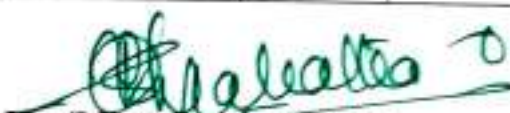
Class: I M.COM

Sub. Code: 22OPCOM34

Title of the Paper: Company Law and Corporate Governance

Total Hours: 30 Hours

Month	Unit	Description of the syllabus	Hours allocated	Teaching mode and method	Course teacher signature
June 2022	I	Company - Meaning Characteristics - Companies Act 2013- Kinds of Companies- Basis of Incorporation- Liabilities Members - Control- Ownership Conversion of Public Company to Private Company - Formation Company Memorandum of Association - Articles of Association.	6	Chalk & Talk,	B. Kalyani B. Kalyani
July 2022	II	Appointment of Directors - Directors Identification Number - Meeting of the Board - the Quorum - Powers of the Board - Resignation and Removal of Directors. Annual General Meeting Need - Objectives - Extraordinary General Body Meeting - Need - Objectives	6	Chalk & Talk,	B. Kalyani B. Kalyani
Aug 2022	III	Shares- Kinds of Share Capital - Nature of Share Capital - Numbering of Shares- Certificate of Shares - Issue of Sweat Equity Shares - Issue and redemption of Preference Shares - Issue of Bonus Shares - Declaration of Dividend - Right to Dividend - Right Shares and Bonus Shares to be Held - Debentures	6	Chalk & Talk, PPT	B. Kalyani B. Kalyani
Sep 2022	IV	Books of Account to be Kept by Company - Financial Statement - Appointment of Auditors - Eligibility - qualification and Disqualification of Auditors. - Powers and Duties of Auditors - Remuneration of Auditors - Removal - Resignation of Auditors	6	Chalk & Talk, PPT	V. Muthumari pandi B. Kalyani
Oct 2022	V	Corporate Governance- Meaning and Functions of Corporate Governance - Corporate Social Responsibility - Provisions of Corporate Social Responsibility of the Companies Act 2013.	6	Chalk & Talk, Assignment work	V. Muthumari pandi B. Kalyani


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LESSON PLAN
2022-2023

Semester: II

Class: I B.COM (PA)
Sub. Code: 22OUCOMID1
Title of the Paper: NME-Basic Accounting
Total Hours: 30 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Accounting: Meaning, Concepts and Conventions - Double entry system- Rules for journal- Journal entries.	6	Online	B.Kalyani B.Kalyani
Jan 2023	II	Subsidiary books: Purchase book - Sales book - Purchase returns book - Sales returns book.	6	Online	B.Kalyani B.Kalyani
Feb 2023	III	Cash Book: Petty cash book.	6	Online	B.Kalyani B.Kalyani
Mar 2023	IV	Ledger, Trial Balance	6	Online	B.Kalyani B.Kalyani
Apr 2023	V	- Final Accounts of Sole Traders: Adjustments, (Closing Stack, Depreciation, Baddebts, Provision for doubtful debts - Prepaid Expenses only).	6	Online	B.Kalyani B.Kalyani


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LESSON PLAN
2022-2023

Semester : II

Class : I B.COM (R)

Sub. Code: 21C21

Title of the Paper: Advertising and salesmanship

Total Hours: 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Advertising: Definition - Features - Functions - Importance - Advantages and criticisms.	15	Chalk & Talk	K.Kanagavalli <i>K. Kan</i>
Jan 2023	II	- Advertisement copy: Qualities of a good copy - Values - Media-Selection of media - Kinds of media-Advertising Agency- Advertisement Budget	15	Chalk & Talk	K.Kanagavalli <i>k. kalu</i>
Feb 2023	III	Sales promotion: Definition - Purpose - Importance - Advantages - Kinds - consumer sales promotion - Dealer sales Promotion - sales force promotion - Online Advertisement promotion.	15	Chalk & Talk	K.Kanagavalli <i>k. kalu</i>
Mar 2023	IV	Salesmanship: Objectives - Importance - Duties - Qualities - Types - Features of personal selling - process of personal selling - Sales force-Recruitment-sources of recruitment--selection process.	15	Chalk & Talk	K.Kanagavalli <i>k. kalu</i>
April 2023	V	- Training: Training programme-Methods of Training - controlling -Bases of control-Remuneration to salesman-objectives-Methods-Straight salary method-Straight	15	Chalk & Talk	G.Kanagavalli <i>k. kalu</i>

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LESSON PLAN
2022-2023

Class : I.B.Com (CA) A

Semester : II

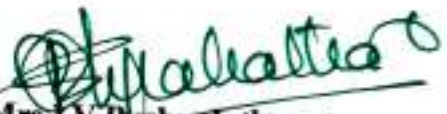
Sub. Code : 221C1

Total Hours : 75 Hours

Title of the Paper: Business correspondence

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Forms of Business Letters -Intended form, Hanging intended form, Full block form, Semi block form- Structure – Letter Head, Date, Inside address, Attention line, Salutation, Subject and Reference, Body of the Letter, Complementary close, Signature, Enclosure -Essentials Parts of a Business Letter-Qualities of a Good Business Letter. Application letter -Forms of Application Letters-Solicited and Unsolicited letters-Bio-data-Advertisements, Interview letters, References, Testimonials - Appointment letter-Letter of Status Enquiry-Favourable Reply, Unfavourable Reply and Non-committal Reply.	15	Chalk & Talk	K.kanagavalli <i>K. Kan</i>
Jan 2023	II	Trade Enquiries-Points to be remembered for Enquiry Letters-Offer and Quotations-Terms used in Offers and Quotations - Letters of Offers and Quotations-Trade Orders-Contents of an order letter-Hints for Drafting - Order letters- Compliant letters-Characteristics-Occasions for writing Complaint Letters - Delay in Delivery, Inferior Quality, Misbehaviour of Staff and Wrong Despatch- Adjustments Letters - Points to be noted for Adjustment Letters.	15	Chalk & Talk	K.kanagavalli <i>K. Kan</i>
Feb 2023	III	Collection Letters – Features-Collection remainders (first, second, third, fourth letters) -Circular Letters – Situations for writing letters – Opening of a new business, Letter of Admission of a Partner, Retirement of a Partner, Death of a partner, Change of Address, Clearance Sales - Letters relating to Import and Export – Procedure for Import – Letters in Import trade – Procedure for Export - Letters in Export trade.	15	Chalk & Talk	K.kanagavalli <i>K. Kan</i>

Mar 2023	IV	Banking Correspondence - Types of Banking Correspondence - Letters from the Customers to the Banker and Replies, Letters from the Banker to the Customers, Letters between the Branch and Head office - Insurance Correspondence - Life Insurance - Kinds of life policies - Procedure to take out a life policy - Life Insurance Correspondence - Fire Insurance - Procedure for taking out a policy - Procedure for making claim and settlement - Letters in fire insurance - Marine Insurance - Kinds of marine policies - Settlement of claims - Letters in marine insurance.	15	Chalk & Talk	K.kanagavalli K. Kalu
April 2023	V	Report Writing - Meaning - Characteristics of Good Report - Types - Agent Report, Committee's Report, Press Report, Market Report (Theory only) - Electronic communication - Email - Advantages - Contents - Characteristics of an effective Email - Drafting of Email - Fax - Drafting of Fax Message - Meaning of Voice Mail - Short Message Service - Video Conferencing - Importance of Video Conferencing.	15	Chalk & Talk	K.kanagavalli K. Kanu


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LESSON PLAN
2022-2023

Class: IB.COM(SF)

Sub. Code : 22OUCOM21

Title of the Paper: Advertising and Salesmanship

Total Hours : 90 Hours

Semester : II

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec. 2022	I	Advertising: Objectives - Features - Functions - Importance - Advertising Goals and Models - Advantages and Criticisms.	18	Chalk & Talk	C. Jayashree Vinayaki C. Jayashree
Jan., 2023	II	Advertisement copy: Qualities of a good copy - Values - Media-Selection of media - Kinds of media-Advertising Agency.	18	Chalk & Talk	C. Jayashree Vinayaki C. Jayashree
Feb. 2023	III	Sales Promotion: Purpose - Importance - Objectives - Advantages - Kinds - Consumer Sales Promotion - Dealer Sales Promotion - Sales Force Promotion - Online Advertisement Promotion.	18	Chalk & Talk	C. Jayashree Vinayaki C. Jayashree
March 2023	IV	Salesmanship: Objectives - Importance - Duties - Qualities - Types - Features of Personal Selling - Process of Personal Selling - Sales Force Size - Recruitment and Selection - Sources of Recruitment - Selection Process.	18	Chalk & Talk	G. Manimegalai G. Manimegalai
April 2023	V	Remuneration: Objectives - Methods - Straight Salary Method - Straight Commission Method - Combination of Salary and Commission - Incentive Plans - Bonus - Profit Sharing - Fringe Benefits - Travelling Expenses.	18	Chalk & Talk	G. Manimegalai G. Manimegalai

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Lesson Plan 2022-2023

Semester: II

Class: I B.Com (PA)
Sub.Code: 22OUCPA22
Title of paper: Financial Accounting II
Total Hours 90 Hrs

MONTH	UNIT	DESCRIPTION	HRS	TEACHING METHOD	COURSE TEACHER SIGNATURE
Dec 2022	I	Consignment Account - Meaning – Features – Distinction between sale and consignment – Important terms – Account Sales – Non-recurring expenses – Recurring Expenses – Accounting treatment of Consignment Transactions – Journal entries and Ledger Accounts in the books of consignor & consignee	18	Chalk & Talk	P.Swetha <i>P. Swetha</i>
Jan 2023	II	Joint venture accounts - Meaning – Features – Distinction between joint venture and partnership, joint venture and consignment – Accounting for joint ventures – Recording of individual books Recording in separate set of books – Memorandum of Joint Venture	18	Chalk & Talk	P.Swetha <i>P. Swetha</i>
Feb 2023	III	Single entry system - Definition – Salient features – limitations – Difference between single entry and double entry system – Ascertainment of profit – Net worth method – Distinction between balance sheet and statement of affairs – Conversion method.	18	Chalk & Talk	P.Swetha <i>P. Swetha</i>
Mar 2023	IV	Lease Accounting: Introduction - Meaning of Lease - Terms used in Leasing - Advantages of leasing - Disadvantages of leasing - Classifications of leasing - Accounting treatment - Accounting for Finance leases - Journal entries in the books of lessor and lessee - Accounting for operating leases - Disclosure in the financial statements.	18	Chalk & Talk	P.Swetha <i>P. Swetha</i>

Apl 2023	V	Branch and Departmental Account - Types of branches - Dependent branches - Accounting in respect of dependent branches - Debtorsystem only - Cost price method - Invoice price method Departmental accounts - Allocation of expenses - Interdepartmental transfers.	18	Chalk & Talk	P.Swetha <i>P. Swetha</i>
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LESSON PLAN
2022-2023

Semester : II

Class : B.B.COM(B)

Sub. Code : 211C2

Title of the Paper: **Principles of Management**

Total Hours : 75 Hours

Month	Units	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec., 2022	I	Management: Definition-Characteristics - Functions-Importance- Contributions for Management thought- Henry Fayol, Principles of Management- F.W.Taylor , Principles of Scientific Management – Contribution of Peter F.Drucker.	14	Chalk & Talk	B.Lalitha subhanam <i>B. Lalitha subhanam</i>
Jan., 2023	II	Planning: Meaning- Definition- Characteristics -Objectives-Importance – Steps in Planning-Types- Obstacles of effective Planning-Decision Making: Elements- Decision Making process - Meaning of MBO & MBE.	14	Chalk & Talk	B.Lalitha subhanam <i>B. Lalitha subhanam</i>
Feb., 2023	III	Organising: Meaning- Functions –Principle of Organisation-Types of Organisation- Formal and Informal-Delegation and Decentralisation-Delegation-Meaning-Importance-Elements-Principles-Types- Decentralisation-Meaning-Advantages.	15	Chalk & Talk	B.Lalitha subhanam <i>B. Lalitha subhanam</i>
March 2023	IV	Staffing: Elements--Functions-Process of staffing –Recruitments - Sources of	15	Chalk &	B.Lalitha subhanam

		Recruitment-Selection - Stages of Selection- kinds of interview-Training- Types of Training-On the Job Training- Off the Job Training-Motivation - Maslow's Theory of Motivation - X, Y, and Z theories of motivation.		Talk	B. Lalitha subhanam
April 2023	V	Leadership: Qualities - Communication- types-Barriers -Channel of communication- Controlling - Steps- Techniques of control- Co-ordination- Principles -Steps for effective co-ordination.	17	Chalk & Talk	B. Lalitha subhanam

B. Lalitha subhanam

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LESSON PLAN

2022-2023

Class : I B.COM(PA)

Sub. Code : 22OUCPAID2

Semester : II

Title of the Paper: **NME-Advertising and Salesmanship**

Total Hours : 30 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec., 2022	I	Advertising: Objectives - Features - Functions - Importance - Advertising Goals and Models - Advantages and Criticisms.	6	Chalk & Talk	B.Lalitha subhanam <i>B.Lalitha subhanam</i>
Jan., 2023	II	Advertisement copy: Qualities of a good copy - Values - Media-Selection of media - Kinds of media-Advertising Agency.	6	Chalk & Talk	B.Lalitha subhanam <i>B.Lalitha subhanam</i>
Feb., 2023	III	Sales Promotion: Purpose - Importance - Objectives - Advantages - Kinds - Consumer Sales Promotion	6	Chalk & Talk	B.Lalitha subhanam <i>B.Lalitha subhanam</i>
March 2023	IV	Salesmanship: Objectives - Importance - Duties - Qualities - Types - Features of Personal Selling.	6	Chalk & Talk	B.Lalitha subhanam <i>B.Lalitha subhanam</i>
April 2023	V	Remuneration: Objectives—Methods- Straight Salary Method-Straight Commission Method -Combination of Salary and Commission.	6	Chalk & Talk	B.Lalitha subhanam <i>B.Lalitha subhanam</i>

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LESSON PLAN
2022-2023

Class : II Bcom (R)

Sub. Code : 22OUCOM43

Total Hours : 75 Hours

Semester :IV

Title of the Paper: Banking

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Banker and Customer - The Modern View - The Relationship between a Banker and a Customer - General Relationship - Special Relationship - Statutory Obligation to Honour Cheques - Banker's Lien - A Banker's Duty to Maintain Secrecy of Customer's Account - Right to Claim Incidental Charges - The Right to Charge Compound Interest - General precautions for opening an account - KYC Norms - Current Deposit Account (Current and Running Account) - Fixed Deposit Account - Savings Deposit Account - Recurring Deposit	15	Chalk & Talk	M. Neelavathy <i>M. Neelavathy</i>
Jan 2023	II	Cheque: Definition, Distinction between cheque and Bills of Exchange - Types of Negotiable Instruments - Salient Features of a Cheque - Material Alteration & Immaterial Alteration. Crossing - Kinds of Crossing - General Crossing - Special Crossing - Not Negotiable Crossing - A/c Payee Crossing - Double Crossing. Endorsement - Definition Significance - Kinds of Endorsement.	15	Chalk & Talk	M. Neelavathy <i>M. Neelavathy</i>
Feb 2023	III	Paying banker: Precautions before Honouring a Cheque - Circumstances for dishonour of cheque - Statutory Protection to a Paying Banker - Payment in due course - Holder in due Course collecting banker: Duties - Statutory Protection - Basis of negligence.	15	Chalk & Talk	M. Neelavathy <i>M. Neelavathy</i>
Mar 2023	IV	Bank lending - Principles of Sound Lending - Types of Loans & Advances - Secured and Unsecured Advances - Advances against various securities - (Goods, land & building, life insurance policies, Stock exchange).	15	Chalk & Talk	R.S. Mythlee <i>Mythlee</i>
	V	Reserve Bank of India - Main Functions of RBI - Traditional Banking vs. E-banking - Electronic Delivery Channels - ATM - Evolution, Concepts and Features - Mechanism - Electronic Purse and Digital Cash - Digital SB Account - Digital Lending - Facets of E-banking - E-	15	Chalk & Talk	R.S. Mythlee <i>Mythlee</i>

April 2023	banking Services - Truncated Cheque and Electronic Cheque - Mobile Banking - Electronic Mobile Wallet - Inter-bank Mobile Payment Service(IMPS) - Virtual Currency - Models for Ebanking - Advantages of E-banking - Constraints in E-banking - Frauds in Internet Banking - Security Measures - Real time Gross Settlement(RTGS).			
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LESSON PLAN
2022-2023

Class : II Bcom CA- B
Sub. Code : 21D4P

Semester : IV

Title of the Paper: TALLY LAB

Total Hours : Hours 75

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
June 2022	I	Introduction to Tally- Tally screen components - Maintaining Company data - Groups-Ledgers-Accounting Vouchers - Preparation of Trial Balance - Profit & Loss Account-Balance Sheet.	14	Lab practical & Talk	T. karthiyayini <i>T. Jane</i>
July 2022	II	Maintaining Inventory details-Stock category-Stock group & Stock item- inventory vouchers-stock summary report.	14	Lab practical & Talk	T. karthiyayini <i>T. Jane</i>
Aug 2022	III	Order processing-Purchase order-Sales Order-Receipt Note-Delivery Note- Rejection In-Rejection Out.	15	Lab practical & Talk	T. karthiyayini <i>T. Jane</i>
Sep 2022	IV	Billwise details-cost centre.	15	Lab practical & Talk	T. karthiyayini <i>T. Jane</i>
Oct 2022	V	GST-Payroll accounting.	17	Lab practical & Talk	T. karthiyayini <i>T. Jane</i>

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**LESSON PLAN
2022-2023**

Semester : IV

Class : III Bcom (CA)
Sub. Code : 21AC4
Title of the Paper: Business Mathematics
Total Hours : 75 Hours

Month	Unit	Description of the Syllabus	Hours Alloc ated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Elements of Set theory - Definition Symbols - Roster method & rule method - Types of sets Union & Intersection - sub sets - complements - Difference of two sets - Family of sets - Venn diagrams - De Morgans Law.	14	Chalk &Talk	T.Soundarya 
Jan 2023	II	Indices - Positive - Fractional - Operation with power function-Logarithms- Definition- Exponential forms- Laws of logarithms - Change of base Formula- Rules to write - Practical problems. logarithms - Change of base Formula- Rules to write - Practical problems.	14	Chalk &Talk	T.Soundarya 
Feb 2023	III	Commercial Arithmetic - Interest - Simple- Compound - Normal rate - Effective rate -Depreciation - Present value -Discounting of bills - Calculation of period for banker's discount and true discount - Banker's discount - Banker's gain - Face value of bills.	15	Chalk &Talk	T.Soundarya 

Mar 2023	IV	Differential calculus (excluding trigonometric functions) – Rules – Sum rules – Product rule – Quotient rule, functions of a function rule (simple problems only) – Maxima and Minima (single variable cases) – Methods of integral calculus – Rules (excluding integration by parts or Fractions) – Simple problems only.	15	Chalk & Talk	T.Soundarya 
Apr 2023	V	Determinants – Cramer's Rule – Properties – Product – Matrices – Types – Addition – Multiplication – Matrix Inversion – Solving a system of linear equation using matrix inversion.	17	Chalk & Talk	T.Soundarya 


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**LESSON PLAN
2021-2022**

Semester: IV

Class: IL.B.Com(SF)

Sub. Code: 21C41

Title of the Paper: Entrepreneurship Development

Total Hours: 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Entrepreneur - Meaning - Importance - Types - Qualities - Functions - Entrepreneur Vs Manager- Role of Entrepreneurs in Economic Development.	14	Chalk & Talk	T.Soundarya
Jan 2023	II	Entrepreneurship - Factors stimulating Entrepreneurship - Entrepreneurship as a career - Positive and negative aspects - Factors affecting entrepreneurship growth - Entrepreneurship development programmes.	14	Chalk & Talk	T.Soundarya
Feb 2023	III	Women Entrepreneurs - Concept - Functions and Role of women Entrepreneurs - Growth of women entrepreneurship in India - Problems - Incentive schemes to women Entrepreneurs.	15	Chalk & Talk	T.Soundarya
Mar 2023	IV	Institutional support to entrepreneurship development - DIC, ITCOT, SIDCO, NSIC, SISI - Institutional finance to Entrepreneur. TIIIC, SIDBI- Commercial Banks - Incentives to small scale industries-Subsidy, Tax Concession.	15	Chalk & Talk	T.Soundarya
Apr 2023	V	Project report - meaning - contents - importance - Project appraisal - Market feasibility - Technical feasibility, financial feasibility and economic feasibility.	17	Chalk & Talk	T.Soundarya

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**LESSON PLAN
2022-2023**

Semester: IV

Class: II B.COM (PA)

Sub. Code: 21SER4P

Title of the Paper: Practical on Filing of Internship Report

Total Hours: 30 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Method of Income - Tax E-Filing ITR - 1 to ITR - 7 Income Tax Slab	6	Chalk & Talk	A.Nazima <i>A.Nazima</i>
Jan 2023	II	Method of GST - Return Filling GSTR - 3B (Total Purchase and Sales) GSTR Sales - GSTR - 2A	6	Chalk & Talk	A.Nazima <i>A.Nazima</i>
Feb 2023	III	Method of TDS Return Filling Form No.24Q Filling Preparation of TDS form 157 Preparation of Bank Loan Statement (Business People) Preparation of Cash - 1 (Bill Flow , Fund Flow Statement	6	Chalk & Talk	A.Nazima <i>A.Nazima</i>
Mar 2023	IV	Preparation of Final Account Preparation of Profit and Loss Account Statement, Income and Expenditure Statement Balance Sheet	6	Chalk & Talk	A.Nazima <i>A.Nazima</i>
April 2023	V	Calculation of Capital Gain	6	Chalk & Talk	A.Nazima <i>A.Nazima</i>

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LESSON PLAN
2022-2023

Semester : IV

Class: II B.COM (R)

Sub. Code: 21C42

Title of the Paper: Auditing

Total Hours: 75 Hours

Month	Units	Description of the Syllabus	Hours Allotted	Teaching Mode & Method	Course Teacher Signature
Dec 2022	I	Audit- Definition -objectives of Auditing – Differences between Book keeping Accountancy Auditing- Auditing and investigation – Advantages of Audit – Qualities of an auditor- Test Check-Precautions to be taken while applying Test Check	11	Chalk& Talk	M.Sriramajayam M.S.Srinivasan
Jan 2023	II	Classification of Auditing: Detection of Errors Detection of Frauds-Prevention of Errors and Frauds-Final Audit-Interim Audit-Special Audit-Cost Audit-Joint Audit-Propriety Audit-Systems Audit-Internal Audit-Statutory Auditing -Audit Program – Audit note – Audit file – Working papers – Audit report: Meaning, Scope, Important of Audit Report-Types of Audit Report.	17	Chalk& Talk	M.Sriramajayam M.S.Srinivasan
Feb 2023	III	Internal control – Meaning – definition-Importance – Internal check – Objects –Difference between Internal Check and Internal Audit, External Audit- Duties of an auditor in connection with internal check-Evaluative Criteria for Good Internal Check-Limitations of Internal Control-Evaluation of Internal Control	17	Chalk& Talk	M.sriramajayam M.S.Srinivasan
Mar 2023	IV	Vouching – Meaning – Definition –Objects of Vouching- Importance – Duties of an auditor – Vouching of cash and trading transactions – Verification and Valuation of assets and liabilities.	15	Chalk& Talk	M.sriramajayam M.S.Srinivasan
Apr 2023	V	Audit of joint stock companies – Qualification, Disqualifications- Appointment – Removal – Rights – Duties of a Company Auditor- Liabilities of an auditor-Nature of liability-Civil Liability-Criminal Liability-Contractual Liability-Statutory Liability	15	Chalk& Talk	M.Sriramajayam M.S.Srinivasan


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LESSON PLAN 2022-2023

Semester : IV

Class : II B.Com(CA) 'C'
Sub.Code : 21SED4P
Title of the Paper : Desktop Publishing Lab
Total Hours : 30 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Photoshop : The Photoshop screen, Using the Toolbox – Document and scratch sizes – Image editing – Creating Digital Images & Backgrounds – Converting color to B/W and B/W to color.	6	Practical	S.Chitradevi <i>S. Chitradevi</i>
Jan 2023	II	Photoshop – Opening and saving files – channels and Mask – Filter and Automated options – Color Correction Techniques – Animations.	6	Practical	S.Chitradevi <i>S. Chitradevi</i>
Feb 2023	III	Page Maker : Page Layout Basics – Understanding tools & workspace.	6	Practical	S.Chitradevi <i>S. Chitradevi</i>
Mar 2023	IV	Page Maker - creating Labels, Pamphlets, Billbooks, Viz cards, Greeting card – Advertisement – Working with page column – Indent.	6	Practical	S.Chitradevi <i>S. Chitradevi</i>
Apr 2023	V	Corel Draw : Understanding tools & Workspace – Drawing shapes & Graphics – Logos & Artistic Text – Multicolor Design – Web Graphics.	6	Practical	S.Chitradevi <i>S. Chitradevi</i>

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**LESSON PLAN
2022-2023**

Semester: IV

Class: II B.COM (CA) B

Sub. Code: 17SEC41

Title of the Paper: Strategic Management

Total Hours: 90 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	. An overview of strategic management and Business policy – Introduction to Business policy- Concept and levels of strategy- Strategic Decision making – Schools of strategy formation. Introduction to strategic Management – Definition – elements and models of strategic management process.	18	Chalk & Talk	Hafeeza <i>Hafeeza</i>
Jan 2023	II	Strategy Formulation – Environmental Appraisal: Concept – Characteristics – Internal and external environment – SWOT analysis- Environmental Sector – environmental scanning – Appraising the Environment.	18	Chalk & Talk	Hafeeza <i>Hafeeza</i>
Feb 2023	III	Organizational Appraisal – Dynamics of internal environment – organizational capability factors- methods and techniques used for organizational appraisal – Structuring Organizational appraisal	18	Chalk & Talk	Hafeeza <i>Hafeeza</i>
Mar 2023	IV	Strategy Implementation – Nature, Barrier Interrelationship of formulation implementation- model of strategic implementation. Structural Implementation: Types of organizational structure – organizational design and change.	18	Chalk & Talk	Hafeeza <i>Hafeeza</i>

Apr 2023	V	Strategic Evaluation and control – Nature- importance – strategic control – operational control – techniques of strategic evaluation and control – role of organizational systems in evaluation.	18	Chalk &Talk	Hafeeza <i>Hafeeza</i>
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LESSON PLAN
2022-2023

Semester : IV

Class: II M.COM (G)

Sub. Code: 21OPC44

Title of the Paper: Advanced management accounting

Total Hours: 90 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Management Accounting: Introduction to Management Accounting - Functions-Relationship between Cost, Financial Accounting and Management Accounting-Financial Statement Analysis-Comparative Statement-Common size Statement-Trend Analysis	18	Chalk & Talk	S.Jayasakthi <i>S.Jayasakthi</i>
Jan 2023	II	Decision Making Tools: Marginal Costing - Break Even Analysis and Cost-Volume-Profit analysis - Break even chart and Profit chart - Differential cost analysis - Stock valuation under marginal costing vs. Absorption costing - Application of Marginal costing in decision making - (Make or Buy Decision, Accepting additional order, Selection of suitable product mix, Determining Optimum level)		Chalk & Talk	S.Jayasakthi <i>S.Jayasakthi</i>
Feb 2023	III	Budgeting and Budgetary Control: Budgetary Control and Preparation of Functional Budgets-Sales, Production, Cash Budget -Preparation of Flexible Budget -Master Budgeting - Zero Based Budgeting (ZBB).	18	Chalk & Talk	S.Jayasakthi <i>S.Jayasakthi</i>

Mar 2023	IV	Unit - IV Fund Flow Statement-Meaning-Definition-Objectives-Significance - Preparation of Fund Flow Statement Sources of funds-Application of Funds-Steps involved in preparation of Funds flow Statement-Computation of Funds from operations	18	Chalk &Talk	S.Jayasakthi <i>S. Jayasakthi</i>
Apr 2023	V	Cash flow: Meaning - Definition- Steps involved in preparation of Cash flow statement- Cash flow statement under revised AS-3.	18	Chalk &Talk	S.Jayasakthi <i>S. Jayasakthi</i>


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**LESSON PLAN
2022-2023**

Class: II B.COM(Regular)

Semester:IV

Sub. Code: 21C41

Title of the Paper: Entrepreneurship Development

Total Hours: 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Entrepreneur - Meaning - Importance - Types - Qualities - Functions - Entrepreneur Vs Manager- Role of Entrepreneurs in Economic Development.	15	Chalk & Talk	Dr.K.Padmavathy <i>K. Padmavathy</i>
Jan 2023	II	Entrepreneurship - Factors stimulating Entrepreneurship - Entrepreneurship as a career - Positive and negative aspects - Factors affecting entrepreneurship growth - Entrepreneurship development programmes.	15	Chalk & Talk	Dr.K.Padmavathy <i>K. Padmavathy</i>
Feb 2023	III	Women Entrepreneurs - Concept - Functions and Role of women Entrepreneurs - Growth of women entrepreneurship in India - Problems- Incentive schemes to women Entrepreneurs.	15	Chalk & Talk	Dr.K.Padmavathy <i>K. Padmavathy</i>
Mar 2023	IV	Institutional support to entrepreneurship development - DIC, ITCOT, SIDCO, NSIC, SISI - Institutional finance to Entrepreneur. TIIC,	15	Chalk & Talk	Dr.K.Padmavathy <i>K. Padmavathy</i>

		SIDBI- Commercial Banks – Incentives to small scale industries-Subsidy, Tax Concession.			
Apr 2023	V	Project report – meaning – contents-importance – Project appraisal – Market feasibility - Technical feasibility, financial feasibility and economic feasibility.	15	Chalk & Talk	Dr.K.Padmavathy <i>K. Padmavathy</i>


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**LESSON PLAN
 2022-2023**

Semester: IV

Class: II M.COM

Sub. Code: 22OPCOMDSE4A

Title of the Paper: International Business

Total Hours: 30 Hours

Month	Unit	Description of the syllabus	Hours Allocated	Teaching Mode and method	Course teacher signature
Dec 2022	I	Introduction: International business - meaning - features - factors - International Operations Management - External Influences of International Business - The International Business Environment - Means of engaging in International Business Human and Cultural Environments facing Business - Political influence on International Business	6	Chalk & Talk, PPTs, Quiz Exercise	B.kalyani <i>B. Kalyani</i>
Jan 2023	II	International Trading Environment: International Trading Environment - Organisations. WTO - TRIM - TRIP - IPR - Country Evaluation and Selection - Scanning for Alternative Influential Variable - Return on Investment on Country - International Economic	6	Chalk & Talk, PPTs, Quiz Exercise	B.kalyani <i>B. Kalyani</i>
Feb 2023	III	Multinational Enterprises: Multinational enterprises - meaning - features - Impact of the Multinational Enterprise: Evaluating the Impact of the MNE - Economic Impact of the MNE Operational and Political Impact of International Business - International Goods, Services and Financial Flows and Balance of Payments.	6	Chalk & Talk, PPTs, Exercise, Quiz	B.kalyani <i>B. Kalyani</i>
Mar 2023	IV	International Financial Management: International Financial Management - meaning - role - International Monetary System - Foreign Exchange Rates: Basics, Transaction and Economic Exposure - Foreign Direct Investment Strategies: Export and Import Strategies, Collaborative Strategies, Sourcing and Production Strategies - Human Resource Management.	6	Chalk & Talk, Exercise PPTs, Quiz	B.kalyani <i>B. Kalyani</i>

Apr 2023	V	Recent developments in International Business: Recent developments in International Business E-business Strategy – International Business Intelligence – International Product Decisions -Global Supply Chain Management: International Logistics and Distribution – Designing Organisations for International Environment.	6	Chalk & Talk, Exercise Quiz Assignment PPTs	B.kalyani B. Kalyani
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**LESSON PLAN
2022-2023**

Class: II B.COM (CA) A
Sub. Code: 17SEC3P
Title of the Paper: Tally
Total Hours: 75Hours

Semester: IV

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Introduction to Tally- Tally screen components – maintaining company data –Groups- Legers- Accounting vouchers – Preparation of trail balance – Profit and Loss account-Balance sheet.	15	Practical & Lab	B. Kalyani <i>B. Kalyani</i>
Jan 2023	II	Maintaining Inventory details-Stock category-Stock group & Stock item-inventory vouchers-stock summary report.	15	Online & Group discuss	B. Kalyani <i>B. Kalyani</i>
Feb 2023	III	Order processing-Purchase order-Sales Order-Receipt Note-Delivery Note Rejection In-Rejection Out.	15	Online & Group discuss	B. Kalyani <i>B. Kalyani</i>
Mar 2023	IV	Bill wise details – cost centre.	15	Online & Group discuss	B. Kalyani <i>B. Kalyani</i>
Apr 2023	V	GST-Payroll	15	Online & Group discuss	B. Kalyani <i>B. Kalyani</i>


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MADURAI-625 014


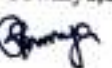


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LESSON PLAN
2022-2023

Semester: IV

Class: II B.com (CA) A Sec
Sub. Code: 22OUCCA42
Title of the Paper: Banking
Total Hours: 75

Month	Unit	Description Of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Banker and Customer - The Modern View - The Relationship between a Banker and a Customer - General Relationship - Special Relationship - Statutory Obligation to Honour Cheque - Banker's Lien - A Banker's Duty to Maintain Secrecy of Customer's Account - Right to Claim Incidental Charges - The Right to Charge Compound Interest - General precautions for opening an account - KYC Norms - Current Deposit Account (Current and Running Account) - Fixed Deposit Account - Savings Deposit Account - Recurring Deposit.	15	Chalk and talk	Sowmya,S 
Jan 2023	II	Cheque: Definition, Distinction between cheque and Bills of Exchange - Types of Negotiable Instruments - Salient Features of a Cheque - Material Alteration & Immaterial Alteration. Crossing - Kinds of Crossing - General Crossing - Special Crossing - Not Negotiable Crossing - A/c Payee Crossing - Double Crossing. Endorsement - Definition Significance - Kinds of Endorsement.	15	Chalk and talk	Sowmya,S 
Feb 2023	III	Paying banker: Precautions before Honoring a Cheque- Circumstances for dishonor of cheque - Statutory Protection to a Paying Banker-Payment in due course- Holder in due Course Collecting banker: Duties -Statutory Protection - Basis of negligence	15	Chalk and talk	Sowmya,S 
March 2023	IV	Bank lending- Principles of Sound Lending-Types of Loans & Advances-Secured and Unsecured Advances - Advances against various securities-(Goods, land & building, life insurance policies, Stock exchange).	15	Chalk and talk	Sowmya,S 
April 2023	V	Reserve Bank of India - Main Functions of RBI - Traditional Banking vs. E-banking - Electronic Delivery Channels - ATM - Evolution, Concepts and Features - Mechanism - Electronic Purse and Digital Cash - Digital SB Account - Digital Lending - Facets of E-banking - E-banking Services - Truncated Cheque and Electronic Cheque - Mobile Banking - Electronic Mobile Wallet - Inter-bank Mobile Payment Service(IMPS) - Virtual Currency - Models for E-banking - Advantages of E-banking - Constraints in E-banking - Frauds in Internet Banking - Security Measures - Real-time Gross Settlement(RTGS)	15	Chalk and talk	Sowmya,S 


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LESSON PLAN
2022-2023

CLASS: II B.Com(R)

Semester: IV

Sub Code : 21SEC4P

Title of the Paper : M.S.Office Practical

Total Hours : 30

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Starting Word - Creating documents - Entering Text - Selecting text - Deleting text - Copying, Cutting and pasting - Saving documents - Printing a document	6	Chalk & Talk	M. Neelavathy
Jan 2023	II	Formatting a word document - Changing Margins - Line spacing - Font size - Enhancing text - Alignment - Inserting numbers, Bullets - Page numbers, Header and Footer.	6	Chalk & Talk	M. Neelavathy
Feb 2023	III	Creating Tables - Inserting and deleting rows and columns - Entering and editing text in a table - Inserting pictures, Graphics and Word art	6	Chalk & Talk	M. Neelavathy
Mar 2023	IV	Starting Excel - Workbooks and work sheets - Entering data in work sheet - work sheet editing - Cut, copy, and paste in work sheet - Inserting and deleting rows and columns - Changing width and height of rows and columns - Using auto fill.	6	Chalk & Talk	M. Neelavathy
Apr 2023	V	- Power point & Microsoft Access - Creating a new presentation - Using blank presentation templates - Deleting and copying a slide - Slide numbering - Inserting pictures - Power point views - Normal - Outline - Slide - Slide show - Slide transition - Slide animation, Microsoft Access - Creating a new database - Creating a new table - Creating a Primary Key - Adding, Editing, Deleting Fields and Records.	6	Chalk & Talk	M. Neelavathy

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CBCS

**LESSON PLAN
2022-2023**

Class : II Bcom (R)

Sub. Code : 21AC4

Title of the Paper: ALLIED-IV Business Mathematics

Total Hours : 75 Hours

Semester : IV

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Elements of Set theory - Definition - Symbols - Roster method & rule method - Types of sets Union & Intersection - sub sets - complements - Difference of two sets - Family of sets - Venn diagrams - De Morgans Law.	14	Chalk & Talk	M. Neelavathy
Jan 2023	II	Indices - Positive - Fractional - Operation with power function-Logarithms- Definition- Exponential forms- Laws of logarithms - Change of base Formula-Rules to write - Practical problems.	14	Chalk & Talk	M. Neelavathy
Feb 2023	III	Commercial Arithmetic - Interest - Simple- Compound - Normal rate -Effective rate -Depreciation - Present value -Discounting of bills - Calculation of period for banker's discount and true discount - Banker's discount - Banker's gain - Face value of bills.	15	Chalk & Talk	M. Neelavathy
Mar 2023	IV	Differential calculus (excluding trigonometric functions) - Rules - Sum rules - Product rule - Quotient rule ,functions of a function rule (simple problems only) - Maxima and Minima (single variable cases) - Methods of integral calculus - Rules (excluding integration by parts or Fractions) - Simple problems only.	15	Chalk & Talk	M. Neelavathy
April 2023	V	Determinants - Cramer's Rule- Properties -Product - Matrices - Types -Addition- Multiplication - Matrix Inversion - Solving a system of linear equation using matrix inversion .	17	Chalk & Talk	M. Neelavathy

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LESSON PLAN
2021-2022

Semester :IV

Class : II B.COM CA(A)

Sub. Code : 21C44

Title of the Paper: Partnership Accounting

Total Hours : 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Partnership Accounts : Definition and Features of Partnership - Partnership Deed - Rules applicable in the absence of an agreement - Profit and Loss appropriation account - Fixed capital account - Fluctuating capital account - Interest on capital and interest on drawings (excluding Past adjustments and Guarantees).	15	Chalk &Talk	K.Kanagavalli K. Kaul
Jan 2023	II	Admission of a Partner: New profit sharing ratio - Sacrificing ratio - Revaluation of Assets and Liabilities - Memorandum Revaluation Account-Treatment of Goodwill - Adjustment of capital in proportion to profit sharing ratio- Balance sheet of the new firm.	15	Chalk &Talk	K.Kanagavalli K. Kaul
Feb 2023	III	Retirement of a Partner: Retirement - Revaluation of Assets and Liabilities - Treatment of Goodwill -Gaining ratio - settlement of amount due to the retiring partner- Calculation of capital of the new firm - Balance sheet of the new firm. Death of a partner - Settlement of deceased partner's capital account -Joint Life Policy - Amalgamation of Firms(simple problems only).	15	Chalk &Talk	K.Kanagavalli K. Kaul

Mar 2023	IV	Dissolution Accounting: Simple dissolution - Settlement of accounts on Dissolution- Entries on dissolution - Insolvency of a partner - Garner Versus Murray rule - Fixed and Fluctuating capital - Insolvency of all Partners.	15	Chalk &Talk	K.Kanagavalli K. Kaul
April 2023	V	Piece-Meal Distribution: Proportionate capital method and Maximum loss method - Sale of Firm to a Company - Purchase consideration - Accounting treatment in the books of the Firm.	15	Chalk &Talk	K.Kanagavalli K. Kaul


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LESSON PLAN
2022-2023

Semester :IV

Class : II Bcom (R)

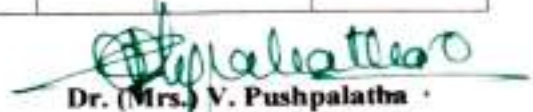
Sub. Code : 22OUCOM43

Title of the Paper: Banking

Total Hours : 75 Hours

Month	Unit	Description of the Syllabus	Hours	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Banker and Customer – The Modern View – The Relationship between a Banker and a Customer – General Relationship – Special Relationship – Statutory Obligation to Honour Cheques – Banker's Lien – A Banker's Duty to Maintain Secrecy of Customer's Account – Right to Claim Incidental Charges – The Right to Charge Compound Interest - General precautions for opening an account – KYC Norms – Current Deposit Account(Current and Running Account) – Fixed Deposit Account – Savings Deposit Account – Recurring Deposit	15	Chalk &Talk	P.Swetha <i>P. Swetha</i>
Jan 2023	II	Cheque: Definition, Distinction between cheque and Bills of Exchange – Types of Negotiable Instruments – Salient Features of a Cheque – Material Alteration & Immaterial Alteration. Crossing – Kinds of Crossing – General Crossing – Special Crossing – Not Negotiable Crossing – A/c Payee Crossing – Double Crossing. Endorsement – Definition Significance – Kinds of Endorsement.	15	Chalk &Talk	P.Swetha <i>P. Swetha</i>
Feb 2023	III	Paying banker: Precautions before Honouring a Cheque- Circumstances for dishonour of cheque – Statutory Protection to a Paying Banker-Payment in due course- Holder in due Course collecting banker: Duties -Statutory Protection - Basis of negligence.	15	Chalk &Talk	P.Swetha <i>P. Swetha</i>
Mar 2023	IV	Bank lending-Principles of Sound Lending-Types of Loans & Advances-Secured and Unsecured Advances – Advances against various securities-(Goods, land & building, life insurance policies, Stock exchange).	15	Chalk &Talk	P.Swetha <i>P. Swetha</i>
April 2023	V	Reserve Bank of India - Main Functions of RBI – Traditional Banking vs. E-banking – Electronic Delivery Channels – ATM – Evolution, Concepts and Features – Mechanism – Electronic Purse and Digital Cash – Digital SB Account – Digital Lending – Facets of E-banking – E-banking Services – Truncated Cheque and Electronic Cheque – Mobile Banking – Electronic Mobile Wallet – Inter-bank	15	Chalk &Talk	P.Swetha <i>P. Swetha</i>

		Mobile Payment Service(IMPS) - Virtual Currency - Models for Ebanking - Advantages of E-banking - Constraints in E-banking - Frauds in Internet Banking - Security Measures - Real time Gross Settlement(RTGS).			
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