



Sadakathullah Appa College

(Autonomous)

Rahmath Nagar, Tirunelveli – 627 011.

LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course: B.Com Class: I year Academic year: 2018-2019 Semester: II

Title of the paper: FINANCIAL ACCOUNTING II Subject code: 18UCCO21

Theory/Practical

Name of the Teacher: J.ABDUL KHADER

S.No	Date & Order	Unit	Topics planned	Covered on
1	10-12-2018& A	I	Financial Accounts introduction	10-12-2018
2	11-12-2018& B	I	Branches of Accounting	11-12-2018
3	12-12-2018& C	I	Accounts of non-trading concerns	12-12-2018
4	13-12-2018& D	I	Accounts of non-trading concerns	17-12-2018
5	17-12-2018& F	I	Differences between Receipts & Payments a/c and Income & Expenditure a/c	17-12-2018
6	18-12-2018& A	I	Differences between Receipts & Payments a/c and Income & Expenditure a/c	18-12-2018
7	19-12-2018& B	I	Problems - Income & Expenditure a/c	19-12-2018
8	20-12-2018& C	I	Problems - Income & Expenditure a/c	20-12-2018
9	21-12-2018& D	I	Problems - Income & Expenditure a/c	21-12-2018
10	27-12-2018& F	I	Problems- Balance sheet	27-12-2018
11	28-12-2018& A	I	Problems- Balance sheet	28-12-2018
12	29-12-2018& B	I	Problems- Balance sheet	29-12-2018
13	31-12-2018& C	I	Capital and Revenue expenditure	31-12-2018
14	02-01-2019& D	I	Capital and Revenue expenditure	02-01-2019
15	04-01-2019& F	I	Capital and Revenue expenditure	04-01-2019

Text books:

1. Advanced Accountancy – R.L.Gupta

2. Advanced Accountancy- M.A.Arulanandam

Reference books:

1. Advanced Accountancy- M.C.Shukla

2. Advanced Accountancy- S.P.Gupta

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment						
Internal Test		I Test portions	II Test portions	III test portions		

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S.No	Date & Order	Unit	Topics planned	Covered on
16	07-01-2019& A	II	Consignment and sales - meaning	07-01-2019
17	08-01-2019& B	II	Consignment and sales - meaning	08-01-2019
18	09-01-2019& C	II	Differences between consignment & sales	09-01-2019
19	10-01-2019& D	II	Differences between consignment & sales	10-01-2019
20	21-01-2019& F	II	Types of commission	21-01-2019
21	22-01-2019& A	II	Account sale - meaning and format	22-01-2019
22	23-01-2019& B	II	Account sale - meaning and format	23-01-2019
23	24-01-2019 & C	II	Differences - consignment & joint venture	25-01-2019
24	25-01-2019 & D	II	Differences - consignment & joint venture	25-01-2019
25	29-01-2019& F	II	Methods of Joint ventures	29-01-2019
26	30-01-2019& A	II	Maintenance of separate books - problems	30-01-2019
27	31-01-2019 & B	II	Maintenance of separate books - problems	31-01-2019
28	01-02-2019 & C	II	Recording in existing books - problems	01-02-2019
29	04-02-2019 & D	II	Recording in existing books - problems	04-02-2019
30	06-02-2019 & F	II	Recording in existing books - problems	06-02-2019
31	07-02-2019 & A	III	Self-Balancing introduction	07-02-2019
32	08-02-2019 & B	III	Self-Balancing methods	08-02-2019
33	09-02-2019 & C	III	Self-Balancing methods	09-02-2019
34	11-02-2019 & D	III	Self-Balancing advantages	11-02-2019
35	13-02-2019 & F	III	Sectional Balancing Vs Self Balancing	13-02-2019
36	14-02-2019 & A	III	Ledger adjustment a/c- Problems	15-02-2019
37	15-02-2019 & B	III	Ledger adjustment a/c- Problems	15-02-2019
38	18-02-2019 & C	III	Ledger adjustment a/c- Problems	18-02-2019
39	19-02-2019 & D	III	Ledger adjustment a/c- Problems	19-02-2019
40	21-02-2019 & F	III	Single entry Vs Double entry	21-02-2019

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S.No	Date & Order	Unit	Topics planned	Covered on
41	22-02-2019& A	III	Single entry Vs Double entry	22-02-2019
42	25-02-2019& B	III	Defects of Single entry	26-02-2019
43	26-02-2019& C	III	Statement of Affairs -Problems	26-02-2019
44	27-02-2019& D	III	Statement of Affairs –Problems	27-02-2019
45	01-03-2019& F	III	Conversion method	01-03-2019
46	02-03-2019& A	IV	Depreciation introduction	02-03-2019
47	04-03-2019& B	IV	Depreciation introduction	06-03-2019
48	05-03-2019& C	IV	Needs of Depreciation	06-03-2019
49	06-03-2019& D	IV	Causes of Depreciation	06-03-2019
50	08-03-2019& F	IV	Methods of Depreciation	08-03-2019
51	09-03-2019& A	IV	Methods of Depreciation	09-03-2019
52	11-03-2019& B	IV	Methods of Depreciation	11-03-2019
53	12-03-2019& C	IV	Straight line method - Problems	12-03-2019
54	13-03-2019& D	IV	Straight line method – Problems	13-03-2019
55	15-03-2019& F	IV	Diminishing balance method- Problems	14-03-2019
56	18-03-2019& A	IV	Diminishing balance method- Problems	15-03-2019
57	19-03-2019& B	IV	Sinking fund method - Problems	19-03-2019
58	20-03-2019& C	IV	Sinking fund method – Problems	20-03-2019
59	22-03-2019& D	IV	Annuity method - Problems	22-03-2019
60	26-03-2019& F	IV	Annuity method – Problems	26-03-2019
61	27-03-2019& A	V	Insurance introduction	28-03-2019
62	28-03-2019& B	V	Insurance introduction including types	29-03-2019
63	29-03-2019& C	V	Memorandum Trading Account- intro	29-03-2019
64	30-03-2019& D	V	Memorandum Trading Account- Problems	30-03-2019
65	02-04-2019& F	V	Memorandum Trading Account- Problems	02-04-2019

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course : B.Com

Class : I

Academic Year : 2018 - 2019 Semester : V

Title of the Paper : AUDITING

Subject Code : 15UC062

Theory / Practical

Name of the Teacher : DR. P. GEETHA

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1	10/12/18 A	I	Introduction	10/12
2	Dec 11, B		Meaning & Definition of Audit	11/12
3	12 C		Objectives	13/12
4	13 D		Diff b/w Agency & Auditing	17/12
5	14 E		Classification of audit acc to	18/12
6	17 F		Relation of ^{Legislative Control} Auditor vis a vis ^{mgmt}	19/12
7	18 A		Based on periodicity	20/12
8	19 B		Diff. b/w Continuous & Interim ^{Audit}	21/12
9	20 C		Advantages of Auditing	26/12
10	21 D		Limitations	27/12
11	26 E		Audit Programme	31/12
12	27 F		Advantages of Audit programme	2/1
13	28 A		Audit - Note Book	3/1
14	29 B		Audit - Working papers	3/1
15	31 C		Preliminaries before Audit	4/1

Text books :

Reference books :

1. Auditing - B.N. Tandon S. Chand & Co

1. Auditing - Dr. T.R. Sharma

2.

2.

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	2	Objectives of Auditing	I & II ^{works}		18.12.18 31.1.19	26.12.18 6.2.19
Internal Test		I st Test Portions I & II	II nd Test Portions II & III	III rd Test Portions IV & V (some topics)		

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Sl.No.	Date & Order	Unit	Topics planned	Covered
16	2/1/19 D		Test checking	2/1
17	Jan 2, E		Routine checking	8/1
18	4 F		Diff b/w Test checking & Routine checking	9/1
19	7 A	II	Internal check - Meaning	10/1
20	8 B		Objectives	11/1
21	9 C		Purpose of Internal Control	21/1
22	10 D		Definition of Internal Control	22/1
23	11 E		Essential characteristics of I.C.	23/1
24	21 F		Advantages	24/1
25	22 A		Dis Advantages	25/1
26	23 B		Internal check Reg. Cash	29/1
27	24 C		Internal check - wages	30/1
28	25 D		Internal check - purchases	31/1
29	28 E		Internal check - pur. Return	1/2
30	29 F		Internal check - sales	4/2
31	30 A		Internal check - sales return	5/2
32	31 B		Vouching - Meaning & Definition	6/2
33	1/2/19 C		Objects	7/2
34	Feb 4, D		Importance of vouchers	8/2
35	5 E		Precautions to be taken by auditor	9/2
36	6 F		Vouching of Transactions	11/2
37	7 A	III	Meaning of verification & valuation	12/2
38	8 B		Definition	13/2
39	9 C		Diff b/w Vouching / valuation	13/2
40	11 D		Classification of assets	14/2

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Sl. No.	Date & Order	Unit	Topics planned	Covered on
41	12 B		Classification of Liabilities	15/2
42	13 F		Points to be considered before valuation	19/2
43	14 A		Verification, valuation of diff. kinds of assets	20/2
44	15 B		" " " Cash & B/L	21/2
45	18 C		Loans & discount types	25/2
46	19 D		valuation of stocks	26/2
47	20 E		Diff kinds of stock	27/2
48	21 F		Patent Rights & Trademarks	28/2
49	22 A		verification & valuation of Liab's	1/3
50	25 B		Trade crs, Debentures	1/3
51	26 C		Div Exp's, Loans & Advances	1/3
52	27 D		Various other Liab's	2/3
53	28 E		Contingent Assets	5/3
54	1/3/19 F		Contingent Liabilities	5/3
55	Har 2, A	IX	Company Auditor	6/3
56	4 B		Appointment	7/3
57	5 C		Term of the Auditor	8/3
58	6 D		Restriction on no.	8/3
59	7 E		Remuneration of Co. Auditor	9/3
60	8 F		Qualification	13/3
61	9 A		Disqualification	14/3
62	11 B		Rights	15/3
63	12 C		Duties	16/3
64	13 D		Liabilities	18/3
65	14 E		Preliminary before commencing the audit of a company.	19/3

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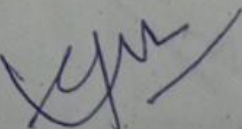
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Sl.No.	Date & Order	Unit	Topics planned	Covered
66	15 F		Auditors report	20/3
67	18 A		Importance of Auditor's report	22/3
68	19 B		Content of audit	25/3
69	20 C		Form of audit report	26/3
70	22 D		Kinds of report	27/3
71	25 E		Qualified & unqualified opinion	27/3
72	26 F		Disclaimer opinion	29/3
73	27 A	F	Investigation	30/3
74	28 B		Meaning & Definition	1/4
75	29 C		Diff b/w Auditing & Investigation	1/4
76	30 D		Essentials	2/4
77	1/4/19 E		Objectives	2/4
78	Apr 2, F		Classification	3/4
79	3 A		Classification & Techniques of auditing	4/4
80	4 B		EDP audit	5/4
81	5 C		Characteristics	8/4
82	8 D		Auditing in an EDP Environment	9/4
83	9 E		Computerised Auditing	10/4
84	10 F		Online Auditing Techniques	11/4
85	11 A		Online Auditing for Banks	12/4
86	12 B		Online Auditing for Industries	13/4
87	15 C		Revision	15/4
88	16 D		Revision	16/4
89	18 E		Revision	22/4
90	20 F		Revision	23/4

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course: M.Com

Class: II-M.Com Academic Year: 2018 - 2019 Semester: IV

Title of the Paper: E-Commerce

Subject Code: 18PLOC42

Theory / Practical

Name of the Teacher: M. Abdul Rahuman

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1	10/12/18 A	I	Introduction E-Commerce	10/12/18
2	11/12/18 B		definition E-Commerce	11/12/18
3	12/12/18 C		EComm vs Traditional Comm.	12/12/18
4	13/12/18 D		EComm vs Traditional Comm.	13/12/18
5	14/12/18 E		Need for E business.	C-L 26/12
6	17/12/18 F		Advantages of E Comm	D4 26/12
7	18/12/18 A		Advantages of E-Comm.	O'D 27/12
8	19/12/18 B		limitations of E Comm	O'D 27/12
9	20/12/18 C		limitation of E Comm.	O'D 28/12
10	21/12/18 D		E business and E Comm.	O'D 28/12
11	26/12/18 E		Factor Spersing E business	29/12/18
12	27/12/18 F		customer satisfaction.	29/12/18
13	28/12/18 A		E-Supply chain mgt	31/12/18
14	29/12/18 B		E-Supply chain mgt.	31/12/18
15	31/12/18 C		Advantages	31/12/18

Text books :

- 1.
- 2.

Reference books :

1. E-Commerce - Dr K. Abirami sen.
- 2.

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	2	Ecomm. mem. & domain	Online Shopping		11.1.19 10.3.19.	30.1.19 22.3.19
Internal Test	3	I st Test Portions 1, 2	II nd Test Portions 3, 4	III rd Test Portions 5	22.1.19 to 28.2.19 to 4.4.19 to	29.1.19 6.3.19 11.4.19

M. Abdul Rahuman
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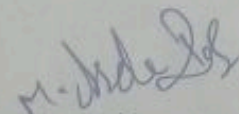
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Sl.No.	Date & Order	Unit	Topics planned	Covered on
16.	2/1/19 D		value chain in the web.	2/1/19
17.	3/1/19 E		E-Scm model.	3/1/19
18.	4/1/19 F		Porter's value chain model.	C.C. 7/1/19
19.	7/1/19 A	2.	Business 2 Business.	7/1/19
20.	8/1/19 B		Advantages B2B	8/1/19
21.	9/1/19 C		Importance B2B	9/1/19
22.	10/1/19 D		Models B2B	10/1/19
23.	11/1/19 E		B2C Introduction	11/1/19
24.	21/1/19 F		Role of B2C	21/1/19
25.	22/1/19 A		C2C E Commerce	22/1/19
26.	23/1/19 B		Function C2C	23/1/19
27.	24/1/19 C		Importance of C2C	24/1/19
28.	25/1/19 D		Advantages of C2C	25/1/19
29.	28/1/19 E		Introduction C2B	Holiday 28/1/19
30.	29/1/19 F		Function C2B	29/1/19
31.	30/1/19 A		Importance C2B	30/1/19
32.	31/1/19 B		Importance of B2E	31/1/19
33.	1/2/19 C		Role of B2E	1/2/19
34.	4/2/19 D		Introduction B2G.	4/2/19
35.	5/2/19 E		Advantages of B2G	5/2/19
36.	6/2/19 F		Importance of B2G.	6/2/19
37.	7/2/19 A	3.	Introduction EDI	7/2/19
38.	8/2/19 B		Process of EDI	8/2/19
39.	9/2/19 C		Process of EDI	9/2/19
40.	11/2/19 D		How Does EDI work	11/2/19


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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on.
41.	12/2/19 C		EDI. Components	12/2/19
42.	13/2/19 F		EDI Components.	13/2/19
43.	14/2/19 A		Traditional EDI. and E Comm	14/2/19
44.	15/2/19 B		Benefits of EDI	15/2/19
45.	18/2/19 C		Benefits of EDI.	18/2/19
46.	19/2/19 D		EDI and E Commerce	19/2/19
47.	20/2/19 E		EDI Documents	20/2/19
48.	21/2/19 F		Value added Net work.	21/2/19
49.	22/2/19 A		EDI Implementations.	22/2/19
50.	25/2/19 B		EDI implementation - Steps	25/2/19
51.	26/2/19 C		EDI implementation Steps.	26/2/19
52.	27/2/19 D		EDI Communication	27/2/19
53.	28/2/19 E		Role of EDI Communication	28/2/19
54.	1/3/19 F		EDI Agreements	1/3/19
55.	2/3/19 A	4.	Introduction Electronic market	2/3/19
56.	4/3/19 B		advantages of electronic market	Holiday 5/3
57.	5/3/19 C		advantages of elec. market	5/3/19
58.	6/3/19 D		Disadvantages of E-Comm.	6/3/19
59.	7/3/19 E		future of E. market.	C.L 9/3/19
60.	8/3/19 F		Internet: Concepts.	C.L 10/3/19
61.	9/3/19 A		Internet Service Providers	11/3/19
62.	11/3/19 B		uses of Internet	12/3/19
63.	12/3/19 C		uses of Internet	13/3/19
64.	13/3/19 D		TCP / IP Concept	13/3/19
65.	14/3/19 E		TCP / IP Concept.	14/3/19

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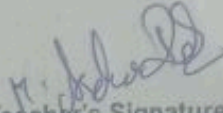
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Sl.No.	Date & Order	Unit	Topics planned	Covered on
66	15/3/19 F		FFIME Basis	15/3/19
67	18/3/19 A		Inter Bank Shps.	18/3/19
68	19/3/19 B		Air line booking System	19/3/19
69	20/3/19 C		Internal Banking Monits	20/3/19
70	22/3/19 D		Internal Banking Functions	22/3/19
71	25/3/19 E		online Share dealing.	25/3/19
70	26/3/19 F		online Shipping Process.	26/3/19
73	27/3/19 A	5.	Introduction E Security	27/3/19
74	28/3/19 B		Details of E Security	28/3/19
75	29/3/19 C		E Security Threat	29/3/19
76	30/3/19 D		E Security Protection	30/3/19
77	1/4/19 E		E Security Protection	1/4/19
78	01/4/19 F		Fire Walls. Anti virus.	2/4/19
79	3/4/19 A		Cyber Crimen.	3/4/19
80	4/4/19 B		Dimensions of E Security	4/4/19
81	5/4/19 C		Dimensions of E Security	5/4/19
80	8/4/19 D		Information Tech. Act	8/4/19
83	9/4/19 E		IT Act 2008	9/4/19
82	10/4/19 F		online Contract	10/4/19
89	11/4/19 A		Formation of online Contract	11/4/19
90	12/4/19 B		E - Governance in India	12/4/19
87	15/4/19 C		E - Governance in India	15/4/19
88	16/4/19 D		E - Governance model.	16/4/19
89	20/4/19 E		- Revision -	20/4/19
90	20/4/19 F		- Revision -	22/4/19


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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course: B.Com

Class: I year Academic Year: 2018 - 2019 Semester: II

Title of the Paper: Principles of Management

Subject Code: 18VCCO 22

Theory / Practical

Name of the Teacher: A. BENAZIR

Sl.No.	Date & Order	Unit	Topics planned	Covered on	
1	Dec ¹⁵ 10	A	I	Syllabus Discussion	10-12-18
2	12	C		Management Meaning & definition	12-12-18
3	13	D		Nature of Management	13-12-18
4	14	E		Importance of Management	14-12-18
5	17	F		Features of Management	26-12-18
6	18	A		Levels of Management	26-12-18
7	20	C		Principles of Management	28-12-18
8	21	D		Principles of Management	31-12-18
9	26	E		Management both Science & Art	2-1-19
10	27	F		Management as a Profession	3-1-19
11	28	A		Elements of Management	4-1-19
12	31	C		Functions of Management	7-1-19
13	Jan ¹⁹ 2	D		Difference between administration & management	9-1-19
14	3	E		Difference between Entrepreneurship & Management	9-1-19
15	4	F		Management by Objectives	10-1-19

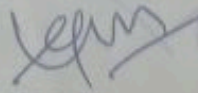
Text books :

Reference books :

1. Principles of Management - Kumkum Mukherjee
2. Principles & Practice of Management - L.M. Prasad.

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment						
Internal Test		I st Test Portions 1 1/2 units	II nd Test Portions 1 1/2 - 3 units	III rd Test Portions 4 & 5 units		


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Sl.No.	Date & Order	Unit	Topics planned	Covered on
16	Jan ¹⁹ 7 A	II	Planning meaning & definition	11.1.19
17	9 C		Features of Planning	21.1.19
18	10 D		Importance of Planning	22.1.19
19	11 E		Steps of planning	24.1.19
20	21 F		Types of Planning	25.1.19
21	22 A		Advantages of Planning	29.1.19
22	24 C		Dis Advantages of Planning	30.1.19
23	25 D		Decision making. meaning & definition	1.2.19
24	28 S		Characteristics of decision making	4.2.19
25	29 F		Need for decision making	5.2.19
26	30. A	Problems in decision Making	6.2.19	
27	Feb ¹⁹ 1 C	Guidelines in decision Making	7.2.19	
28	4 D	Process/ steps in decision Making	9.2.19	
29	5 S	Types of decision	9.2.19	
30	6 F	Factors affecting decision making	11.2.19	
31	7 A	III	Organisation - meaning & definition	12.2.19
32	9 C		Process of Organisation	13.2.19
33	11 D		Nature & Characteristics of Organ	14.2.19
34	12 E		Importance of Organisation	19.2.19
35	13 F		Forms of Organisation	19.2.19
36	14 A		Difference between Formal & Informal	20.2.19
37	18 C		Organisation Structure & chart ^{organ.}	21.2.19
38	19 D		Merits of Organisation Chart	21.2.19
39	20 E		Demerits of Organisation chart	22.2.19
40	21 F		Theories of Organisation	22.2.19

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
41	22 A		Classical Theory	26.2.19,
42	26 C		Neo-classical Theory	27.2.19.
43	27 D		Modern Theory	1.3.19,
44	28 E		Strategic Parts of Organisation	2.3.19.
45	Mar ¹⁹ 1 F		Types of organisational system	5.3.19
46	2 A	IV	Staffing - meaning & definition	6.3.19
47	5 C		Importance of Staffing	7.3.19.
48	6 D		Techniques of Staffing	8.3.19.
49	7 E		Sources of Recruitment.	12.3.19
50	8 F		Directing meaning & Definition	13.3.19.
51	9 A		Characteristics of Directing	14.3.19
52	12 C		Importance of Directing	16.3.19
53	13 D		Principles of Directing	18.3.19
54	14 E		Scope of Directing	20.3.19
55	15 F		Delegation - meaning	22.3.19
56	18 A		Difference between Authority & Power	25.3.19
57	20 C		Importance of Delegation	26.3.19
58	22 D		Centralization	29.3.19
59	25 E		Decentralization	30.3.19
60	26 F		Revision	1.4.19
61	27 A	V	Co-ordination meaning & Defn.	1.4.19
62	29 C		Scope of Co-ordination	2.4.19
63	30 D		Importance of Co-ordination	2.4.19
64	Apr ¹⁹ 1 E		Requirement of Effective Co-ordination	3.4.19
65	2 F		Principles of Co-ordination	3.4.19

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course: **COMMERCE**

Class: **IIIrd B. Com** Academic Year: 2018 - 2019 Semester: **Ist**

Title of the Paper: **Modern Banking**

Subject Code: **15U20641**

Theory / Practical

Name of the Teacher: **A. J. Shakul Hameed**

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1	10-12-18 A	1	Bank Meaning	10/12/18
2	11-12-18 B	1	origin of bank	10/12/18
3	12-12-18 C	1	classification of Banks	11/12/18
4	13-12-18 D	1	classification of Banks	11/12/18
5	14-12-18 E	1	classification of Banks	11/12/18
6	17-12-18 F	1	commercial Banks	12/12/18
7	18-12-18 A	1	Primary Function	13/12/18
8	19-12-18 B	1	Primary Function	12/12/18
9	20-12-18 C	1	Primary Function	13/12/18
10	21-12-18 D	1	Secondary Function	26/12/18
11	26-12-18 E	1	General Service	26/12/18
12	27-12-18 F	1	Utility Service	27/12/18
13	28-12-18 A	1	Agency Services	27/12/18
14	29-12-18 B	1	Bank-customer rel.	27/12/18
15	31-12-18 C	1	General relationship	24/1/19

Text books :

- Banking Theory Law and Practice
D. Gordon and Natarajan.
- An introduction to Islamic banking & Finance.

Reference books :

- Banking Law and Practice
- Sundaram + Vashtrey
- Banking Law and Practice S.N. Lal.

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	2	200 question paper	old question paper		20-3-19	25-3-19
Internal Test		I st Test Portions 1- unit 2- 1 st half	II nd Test Portions 2- Rem. Half 3- Unit	III rd Test Portions 4 + 5.	23-1-19	23-1-19
					28-2-19	28-2-19
					4-4-19	

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
16	2-1-19 D	1	General relationship	4/1/19
17	3-1-19 E	1	Special Relationship	4/1/19
18	4-1-19 F	1	Special Relationship	4/1/19
19	7-1-19 A	2	RBI	6/1/19
20	8-1-19 B	2	Origin of RBI	6/1/19
21	9-1-19 C	2	Functions of RBI	7/1/19
22	10-1-19 D	2	Traditional Function	7/1/19
23	11-1-19 E	2	Modern Function	10/1/19
24	21-1-19 F	2	Methods of credit control	10/1/19
25	22-1-19 A	2	Qualitative Measures	11/1/19
26	23-1-19 B	2	Quantitative Measures	11/1/19
27	24-1-19 C	2	Quantitative Measures	3/1/19
28	25-1-19 D	2	Banking Reg. Act 1949	3/1/19
29	26-1-19 E	2	Capital Requirements	4/1/19
30	29-1-19 F	2	Management	1/2/19
31	30-1-19 A	2	Maintenance of Liquid Assets	4/2/19
32	31-1-19 B	2	Maintenance of Liquid Assets	4/2/19
33	1-2-19 C	2	Opening of new branches	5/2/19
34	4-2-19 D	2	Branches in cities	6/2/19
35	5-2-19 E	2	Branches in other places	7/2/19
36	6-2-19 F	2	New licensing policy	7/2/19
37	7-2-19 A	3	Opening of Bank a/c	8/2/19
38	8-2-19 B	3	Saving a/c	9/2/19
39	9-2-19 C	3	Current a/c	7/2/19
40	11-2-19 D	3	Fixed deposit a/c	11/2/19

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
41	12-2-19 E	3	Recurring Deposit	9/2/19
42	13-2-19 F	3	operation of Account	11/2/19
43	14-2-19 A	3	Procedure of opn. A/c	11/2/19
44	15-2-19 B	3	Form of A/c	13/2/19
45	18-2-19 C	3	special types of current	15/2/19
46	19-2-19 D	3	minor	21/2/19
47	20-2-19 E	3	partnership firm	22/2/19
48	21-2-19 F	3	Joint Stock company	25/2/19 26/2/19
49	22-2-19 A	3	club	28/2/19
50	25-2-19 B	3	Association	1/3/19
51	26-2-19 C	3	cheques - features	2/3/19
52	27-2-19 D	3	Types, MICR	3/3/19
53	28-2-19 E	3	crossing - Types Mat. Alter.	6/3/19
54	1-3-19 F	3	Marking, endos, types of en.	7/3/19
55	2-3-19 A	4	Paying Banker	8/3/19
56	4-3-19 B	4	Meaning, Definition	8/3/19
57	5-3-19 C	4	Duties of P.B	9/3/19
58	6-3-19 D	4	Liability of P.B	9/3/19
59	7-3-19 E	4	payment in due case	11/3/19
60	8-3-19 F	4	payment in obligation	12/3/19
61	9-3-19 A	4	Statutory Provisions	13/3/19
62	11-3-19 B	4	collecting Banker	13/3/19
63	12-3-19 C	4	Duties	14/3/19
64	13-3-19 D	4	curr banking	16/3/19
65	14-3-19 E	4	credit card	18/3/19

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
66	15-3-19 F	4	Internet Banking	19/3/19
67	18-3-19 A	4	ATM	22/3/19
68	19-3-19 B	4	Mobile Banking	26/3/19
69	20-3-19 C	4	Electronic transfer	29/3/19
70	22-3-19 D	4	NETT	1/4/19
71	25-3-19 E	4	RTGS	1/4/19
72	26-3-19 F	4	DIFF blw NETT & RTGS	2/4/19
73	27-3-19 A	5	Islamic Banking	3/4/19
74	28-3-19 B	5	definition	4/4/19
75	29-3-19 C	5	origin of I.B.	5/4/19
76	30-3-19 D	5	objective	5/4/19
77	1-4-19 E	5	Features	8/4/19
78	2-4-19 F	5	Principles of I.B.	9/4/19
79	3-4-19 A	5	I.B (VS) con. Banking	10/4/19
80	4-4-19 B	5	operation structure	11/4/19
81	5-4-19 C	5	Model of Islamic bank	12/4/19
82	8-4-19 D	5	various term in I.B.	22/4/19
83	9-4-19 E	5	Source of I.B.	23/4/19
84	10-4-19 F	5	Application of I.B.	25/4/19
85	11-4-19 A	5	I.B in India.	26/4/19
86	12-4-19 B	5	Act related to I.B.	26/4/19
87	15-4-19 C	5	Revision	29/4/19
88	16-4-19 D	5	Revision	29/4/19
89	18-4-19 E	5	Revision	30/4/19
90	20-4-19 F.	5	Revision	30/4/19

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LESSON PLAN & RECORD OF CLASSES ENGAGED

Course : **M.Com.** Academic year : **2018-19** Semester III

Title of the paper : **OFFICE AUTOMATION**

15PCOC32

Theory/~~Practical~~

Subject Code: .

Sl. No.	Date & Order	Unit	Topics Planned	Topics Covered with date
1.	18/6/18 A	I	Syllabus Briefing	18/6/18
2.	19/6/18 B	I	Introduction to MS Office	19/6/18
3.	20/6/18	I	Introducing Word 2007	20/6/18
4.	21/6/18	I	Creating and Saving Documents	21/6/18
5.	22/6	I	Typing and Editing Text	22/6/18
6.	25/6	I	Using Spelling Grammar and	25/6/18
7.	26/6	I	Research Tools	26/6/18
8.	28/6	I	Printing and Faxing Documents	28/6/18
9.	29/6	I	Formatting a Document: Applying Character Formatting	29/6/18
10.	2/7	I	Formatting Paragraphs and Lists	2/7/18
11.	3/7	I	Creating and Applying Styles and Themes	3/7/18
12.	4/7	I	Formatting Documents and Sections	4/7/18
13.	5/7	I	Using and Creating Project Templates	5/7/18
14.	6/7	I	Working with Nonstandard Document Layouts.	6/7/18
15.	9/7	II	Tables and Graphics:	9/7/18

SADAKATHULLAH APPA COLLEGE, TIRUNELVELI - 627 011
LESSON PLAN & RECORD OF CLASSES ENGAGED

Course : **M.Com.**

Academic year : **2018-19**

Semester **III**

Title of the paper : **OFFICE AUTOMATION**

15PCOC32

Theory/~~Practical~~

Sl. No.	Date & Order	Unit	Topics Planned	Topics Covered with date
16.	10/7	II	Creating and Formatting Tables	10/7/18
17.	11/7	II	Working with Photos	11/7/18
18.	12/7	II	Working with Clip Art and the Clip Organizer	12/7/18
19.	13/7		Creating and Formatting Tables	13/7/18
20.	16/7		Working with Photos	16/7/18
21.	17/7		Working with Clip Art and the Clip Organizer	17/7/18
22.	18/7		Creating and Formatting Tables	18/7/18
23.	19/7		Working with Clip Art and the Clip Organizer	19/7/18
24.	20/7	II	Working with Drawings and WordArt	20/7/18
25.	23/7	II	Working with Charts , Working with Smart Art and	23/7/18
26.	24/7	II	Math Formulas -	24/7/18
27.	25/7	II	Using Header and Footer	25/7/18
28.	26/7	II	Performing Mail Merge	26/7/18
29.	30/7	II	Copying Linking and Embedding Data	30/7/18
30.	31/7	II	citing sources and references	31/7/18

Using Microsoft Office 2007, Ed Bott and Woody Leonard, Que Publishing, Indiana (USA)

Microsoft Office 2007 All in One, Greg Perry, SAMS Publishing, Indiana (USA)

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LESSON PLAN & RECORD OF CLASSES ENGAGED

Course : **M.Com.**

Academic year : **2018-19**

Semester

Title of the paper : **OFFICE AUTOMATION**

15PCOC32

Theory

Subject Code: **15PCOC32**

Sl. No.	Date & Order	Unit	Topics Planned	Topics Covered with date
31.	01/8/18	II	Protecting and Securing Documents	01/8/18
32.	02/8/18	II	Macros.	02/8/18
33.	03/8/18	II	Case Study: Preparation of Job application letter	03/8/18
34.	06/8/18	II	Preparation of business letter using mail merge	06/8/18
35.	07/8/18	II	Preparation of Sales Report using Tables graphs or charts	07/8/18
36.	08/8/18	II	preparing Labels and Application of Macros (simple macros only).	08/8/18
37.	09/8/18	II	Excel- Introducing Excel 2007	09/8/18
38.	10/8/18	III	Working with Worksheets and Workbooks	10/8/18
39.	13/8/18	III	Controlling Data Entry with AutoComplete Options	13/8/18
40.	14/8/18	III	Automatically Filling in a Series of Data	14/8/18
41.	16/8/18	III	Finding Replacing and Transforming Data	16/8/18
42.	17/8/18	III	Customizing the Worksheet Window	17/8/18
43.	18/8/18	III	Hiding Rows and Columns Using the Zoom Controls	18/8/18
44.	27/8/18	III	Locking Row and Column Labels for Onscreen Viewing	27/8/18
45.	28/8/18	III	Splitting the Worksheet Window	28/8/18

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LESSON PLAN & RECORD OF CLASSES ENGAGED

Course : **M.Com.**

Academic year : 2018-19

Semester



Title of the paper : **OFFICE AUTOMATION**

15PCOC32

Theory, Practical

Subject Code: ---

Sl. No.	Date & Order	Unit	Topics Planned	Topics Covered with date
46.	29/8/18	IV	Data- Validation	29/8/18
47.	30/8/18	IV	Entering Data in an Excel Worksheet	30/8/18
48.	31/8/18	IV	Changing Formatting for a Cell or Range	31/8/18
49.	03/9/18	IV	Designing and Formatting a Worksheet for maximum Readability	03/9/18
50.	04/9/18	IV	Using Conditional Formatting to identify key values	04/9/18
51.	05/9/18	IV	Entering and Editing Formulas	05/9/18
52.	06/9/18	IV	Using Range Names and Labels in Formulas	06/9/18
53.	07/9/18	IV	Manipulating Data with Worksheet Functions	07/9/18
54.	08/9/18	IV	Organizing Data with Tables and PivotTables	08/9/18
55.	10/9/18	IV	Creating and Editing Charts	10/9/18
56.	11/9/18	IV	Case Study: Preparation of Sales report	11/9/18
57.	12/9/18	IV	production report pay bill creation	12/9/18
58.	17/9/18	IV	Tax calculation and	17/9/18
59.	18/9/18	V	Preparation of final accounts using formula functions and Charts.	18/9/18
60.	20/9/18	V	PowerPointIntroducing PowerPoint 2007	20/9/18.

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LESSON PLAN & RECORD OF CLASSES ENGAGED

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Course : **M.Com.**

Academic year : 2018-19

Semester

Title of the paper : **OFFICE AUTOMATION**

15PCOC32

Theory/~~Practical~~

Subject Code: 15PCOC32

Sl. No.	Date & Order	Unit	Topics Planned	Topics Covered with date
61.	24/9/18	V	Creating a Presentation	24/9/18
62.	25/9/18	V	Editing the Presentation Outline	25/9/18
63.	26/9/18	V	Changing a Slide Layout	26/9/18
64.	27/9/18	V	Editing Slides	27/9/18
65.	28/9/18	V	Viewing a Presentation	28/9/18
66.	28/9/18	V	Managing Slide Shows	28/9/18
67.	29/9/18	V	Advanced Presentation Formatting	29/9/18
68.	01/10/18	V	Adding Graphics Multimedia and Special Effects	01/10/18
69.	03/10/18	V	Planning and Delivering a Presentation.	03/10/18
70.	04/10/18	-	Case Study: Creation of PowerPoint presentations on product	04/10/18
71.	05/10/18	V	PowerPoint presentations on production	05/10/18
72.	08/10/18	V	PowerPoint presentations on marketing and	08/10/18
73.	09/10/18		PowerPoint presentations on human resource management	09/10/18
74.	06/10/18	V	using animation and slide transition methods.	06/10/18
75.	11/10/18		Unit I & II Revision	11/10/18
76.	12/10/18		Unit I & II Revision	12/10/18

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LESSON PLAN & RECORD OF CLASSES ENGAGED

Course : **M.Com.**

Academic year : **2018-19**

Semester



Title of the paper : **OFFICE AUTOMATION**

18PCC032

Theory/~~Practical~~

Subject Code: **18PCC042**

Sl. No.	Date & Order	Unit	Topics Planned	Topics Covered with date
77.	15/10/18		Unit I & II Revision	15/10/18
78.	16/10/18		Unit I & II Revision	16/10/18
79.	17/10/18		Unit II & IV Revision	17/10/18
80.	22/10/18		Unit II & IV Revision	22/10/18
81.	23/10/18		Unit II & IV Revision	23/10/18
82.	24/10/18		Unit II & IV Revision	24/10/18
83.	25/10/18		Unit V Revision	25/10/18
84.	26/10/18		Unit V Revision	26/10/18
85.	27/10/18		Unit V Revision	27/10/18
86.	29/10/18		Unit V Revision	29/10/18
87.	30/10/18		Unit V Revision	30/10/18
88.	31/10/18		Unit V Revision	01/11/18
89.	01/11/18		Unit V Revision	01/11/18
90.	02/11/18		Unit V Revision	02/11/18

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

EVENT

Course : B.Com.

Class : II YEAR Academic Year : 2018 - 2019 Semester : IV

Subject Code : UCOC 43

Title of the Paper : COMPANY LAW

Name of the Teacher : DR. M. MOHAMED SHADIK

Theory / Practical THEORY

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1	10-12-2018-A	T	Company - definition-Meaning	10.12.18
2	11-12-2018-B	"	characteristics	11.12.18
3	12-12-2018-C	"	characteristics	12.12.18
4	13-12-2018-D	"	Lifting the Corporate Veil	13.12.18
5	14-12-2018-E	"	Kind of Companies	14.12.18
6	15-12-2018-F	"	Kind of Companies	17.12.18
7	16-12-2018-A	"	Incorporation of Companies	18.12.18
8	17-12-2018-B	"	"	19.12.18
9	18-12-2018-C	"	"	20.12.18
10	19-12-2018-D	"	Promoters	21.12.18
11	20-12-2018-E	"	Preliminary Contracts	26.12.18
12	21-12-2018-F	"	"	27.12.18
13	22-12-2018-A	"	Provisional Contracts	28.12.18
14	23-12-2018-B	"	"	29.12.18
15	24-12-2018-C	"	One Man Company	31.12.18

Text books :

1. COMPANY LAW - N.D. Kapoor SC.
- 2.

Reference books :

1. P.M.S. Abdul Gaffoor - Company Law - V
2. J. SANTHI - Company Law - M

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	2	182 UNITS	3,485 TH UNIT	-	05/01/19 04/04/19	07/01/19 05/04/19
Internal Test	3	I ST Test Portions 1 ST 1/2 UNITS	II ND Test Portions 1.5 UNITS	III RD Test Portions 485 TH UNITS	28/01/19 05/03/19 04/04/19	28/01/19 05/03/19 04/04/19

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
16	02-01-2019	II	Memorandum of Association	02.01.19
17	03-01--E	"	Contents	03.01.19
18	04-01-19-F	"	"	04.01.19
19	07-01-19-A	"	Alteration of MOA	08.01.19
20	08-01-19-B	"	"	08.01.19
21	09-01-19-C	"	Doctrine of Ultra Vires	09.01.19
22	10-01-19-D	"	Articles of Association	10.01.19
23	11-01-19-E	"	Contents	11.01.19
24	21-01-19-F	"	Alteration of AOA	21.01.19
25	22-01-19-A	"	Limitations	22.01.19
26	23-01-19-B	"	Doctrine of Constructive Notice	23.01.19
27	24-01-19-C	"	Doctrine of Indoor Mgt	24.01.19
28	25-01-19-D	"	Prospectus	25.01.19
29	28-01-19-E	"	Definition	29.01.19
30	29-01-19-F	"	Contents	29.01.19
31	30-01-19-A	"	Statement in lieu of Pros.	30.01.19
32	31-01-19-B	"	Mismanagement in Pros.	01.02.19
33	01-02.19-C	"	Consequences of Mismanage.	04.02.19
34	04-02-19-D	"	Book Building	04.02.19
35	05-02-19-E	"	Dematerialised Securities	05.02.19
36	06-02-19-F	III	Membership	06.02.19
37	07-02-19-A	"	Rights of member	07.02.19
38	08-02-19-B	"	Liabilities of Member	08.02.19
39	09-02-19-C	"	Kinds of Share Capital	09.02.19
40	11-02-19-D	"	Alteration of Share Capital	11.02.19

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Teacher's Signature

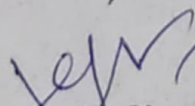
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LESSON PLAN AND RECORD OF CLASSES ENGAGED

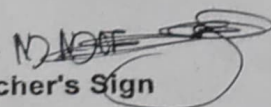
Sl.No.	Date & Order	Unit	Topics planned	Covered on
41	12-02-19-E	"	Reduction of Share Capital	12.02.19
42	13-02-19-F	"	types of Shares	13.02.19
43	14-02-19-A	"	Allotment of Shares	14.02.19
44	15-02-19-B	"	Effect of Irregular Allt	15.02.19
45	18-02-19-C	"	Transfer of Shares	19.02.19
46	19-02-19-D	"	Transmission of Shares	19.02.19
47	20-02-19-E	"	Diff. between Trans & Trns	20.02.19
48	21-02-19-F	"	Issue of Shares	21.02.19
49	22-02-19-A	"	Issue at Premium	22.02.19
50	25-02-19-B	"	Issue at Discount	25.02.19
51	26-02-19-C	"	Issue of Sweat ES	26.02.19
52	27-02-19-D	"	Share Warrant.	27.02.19
53	28-02-19-E	"	Stock	28.02.19
54	01-03-19-F	"	Difference between SST	01.03.19
55	02-03-19-A	"	Share Certificate	02.03.19
56	04-03-19-B	"	Bonus Shares	04.03.19
57	05-03-19-C	"	Right Shares	05.03.19
58	06-03-19-D	"	buy back of Shares	06.03.19
59	07-03-19-E	"	Dividend	07.03.19
60	08-03-19-F	"	Rules Regarding Dividend	08.03.19
61	09-03-19-A	IV	Directors	19.03.19
62	11-03-19-B	"	Appointment	12.03.19
63	12-03-19-C	"	Types of Directors	12.03.19
64	13-03-19-D	"	Qualifications	13.03.19
65	14-03-19-E	"	Disqualifications	14.03.19

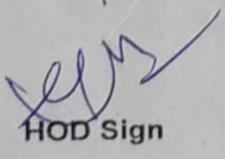
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SADAKATHULLAH APPA COLLEGE (AUTONOMOUS), TIRUNELVELI - 627 011.
LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
66	15-03-19-F	11	Vacation & Office	15/03/19
67	18-03-19-A	11	Business of Directors	18/03/19
68	19-03-19-B	11	Powers "	19/03/19
69	20-03-19-C	11	Responsibilities "	20/03/19
70	22-03-19-D	11	Liabilities "	22/03/19
71	25-03-19-E	11	Managing Director	25/03/19
72	26-03-19-F	11	Manager	26/03/19
73	27-03-19-A	11	Meeting of Shareholders	27/03/19
74	28-03-19-B	11	Requisition of a Valid Meeting	28/03/19
75	29-03-19-C	11	Types	01/04/19
76	30-03-19-D	11	Proxies	02/04/19
77	01-04-19-E	11	Voting	03/04/19
78	02-04-19-F	11	Roll	04/04/19
79	03-04-19-A	11	Resolutions.	08/04/19
80	04-04-19-B	V	Winding up	09/04/19
81	05-04-19-C	11	Prevention and Oppression	10/04/19
82	08-04-19-D	11	Merger	11/04/19
83	09-04-19-E	11	Winding up by the Court	12/04/19
84	10-04-19-F	11	Voluntary Winding up	15/04/19
85	11-04-19-A	11	Court Winding up	16/04/19
86	12-04-19-B	11	Official Assignee	24/04/19
87	15-04-19-C	11	Computation of Assets	25/04/19
88	16-04-19-D	11	Preferential Creditors	26/04/19
89	18-04-19-E	11	Steps for Winding up	29/04/19
90	20-04-19-F	11	Consequences of Winding up	30/04/19


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Sadakathullah Appa College

(AUTONOMOUS)

Rahmath Nagar, Tirunelveli - 627 011.

LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course : B.Com

Class : II yr

Academic Year : 2018 - 2019 Semester : IV

Subject Code : 15UC0541

Title of the Paper :

Theory / Practical

Complete Application

in Business

Name of the Teacher : Ed. PRIYADHARSHINI

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1	11-12-18	B I	Creating Excel Worksheet	11/12/18
2	13-12-18	D	Entering editing cell entries	13/12/18
3	17-12-18	F	Working with numbers,	17/12/18
4	19-12-18	B	changing layout	19/12/18
5	21-12-18	D	Using functions,	21/12/18
6	27-12-18	F	references, naming ranges	27/12/18
7	29-12-18	B <u>I</u>	Printing in excel.	29/12/18
8	2-1-19	D	Formatting options.	2/1/19
9	4-1-19	F	formatting options	4/1/19
10	7-1-19	B <u>II</u>	Formulas	7/1/19
11	9-1-19	D <u>II</u>	Format- Date	9/1/19
12	21-1-19	F <u>III</u>	Formula	21/1/19
13	23-1-19	B <u>IV</u>	Page set up	23/1/19
14	25-1-19	D <u>V</u>	Automatic Page breaks into a	25/1/19
15	29-1-19	F <u>VI</u>	Worksheet	29/1/19

Text books :

1.

2.

Reference books :

1.

2.

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment						
Internal Test		I st Test Portions	II nd Test Portions	III rd Test Portions		

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Sadakathullah Appa College

(AUTONOMOUS)

Rahmath Nagar, Tirunelveli - 627 011.



LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
16	31-1-19 B	II	Headers	31/1/19
17	4-2-19 D	II	Headers, footers	4/2/19
18	6-2-19 F	II	Footers	6/2/19
19	8-2-19 B	III	Creating & Inserting charts	8/2/19
20	12-2-19 D		Using Custom & special effects	12/2/19
21	14-2-19 F		Using financial & statistical functions	14/2/19
22	18-2-19 B		" "	18/2/19
23	20-2-19 D		Tracking & analysing data	20/2/19
24	22-2-19 F		Analysing data	22/2/19
25	25-2-19 B		Analysing data	25/2/19
26	27-2-19 D		Analysing data	27/2/19
27	1-3-19 F		Analysing data.	1/3/19
28	4-3-19 B	IV	Introducing Powerpoint	4/3/19
29	6-3-19 D		Creating Presentation.	6/3/19
30	8-3-19 F		Editing "	8/3/19
31	12-3-19 B		Changing a slide layout	12/3/19
32	14-3-19 D		Editing slides	14/3/19
33	18-3-19 F		Viewing Presentation.	18/3/19
34	20-3-19 B		Managing slide shows	20/3/19
35	22-3-19 D		Managing slide shows	22/3/19
36	26-3-19 F		Managing slide shows.	26/3/19
37	28-3-19 B	V	Advanced Presentation.	28/3/19
38	30-3-19 D		Formatting - Adding graphics	30/3/19
39	2-4-19 F		Multimedia. Special effects	2/4/19
40	4-4-19 B		Planning and delivery.	4/4/19

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