



Sadakathullah Appa College

(Autonomous)

Rahmath Nagar, Tirunelveli – 627 011.

LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course: M.Com

Class: 1 year

Academic year: 2019-2020

Semester: II

Title of the paper: SECURITY ANALYSIS & PORTFOLIO MANAGEMENT
Subject code: 18PCCO24

Name of the Teacher: J.ABDUL KHADER

S.No	Date & Order	Unit	Topics planned	Covered on
1	09-12-2019 & A	I	Investment – meaning & definition	09-12-19
2	11-12-2019 & C	I	Elements of Investment	11-12-19
3	12-12-2019 & D	I	Elements of Investment	12-12-19
4	13-12-2019 & E	I	Nature of Investment	13-12-19
5	16-12-2019 & F	I	Nature of Investment	16-12-19
6	17-12-2019 & A	I	Investment Environment	17-12-19
7	19-12-2019 & C	I	Scope of Investment	19-12-19
8	20-12-2019 & D	I	Scope of Investment	20-12-19
9	21-12-2018 & E	I	Gambling Vs Investment	02-01-2020
10	27-12-2019 & F	I	Gambling Vs Investment	07-01-2020
11	28-12-2019 & A	I	Speculation Vs Investment	07-01-2020
12	31-12-2019 & C	I	Introduction to Risk Investment	08-01-2020
13	02-01-2020 & D	I	Negotiable & Non negotiable securities	08-01-2020
14	03-01-2020 & E	I	Negotiable & Non negotiable securities	09-01-2020
15	04-01-2020 & F	I	Tax sheltered savings	09-01-2020

Text books:

1. Security Analysis & Portfolio management – V.A.Avadhani
2. Security Analysis & Portfolio mgt-Punitavathypandian

Reference books:

1. Investment mngt- V.K.Bhalla
2. Investment mngt- Preetisingh

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	06-01-2020 & A	II	Introduction to Securities market	10-01-2020
17	08-01-2020 & C	II	Segment of securities market	10-01-2020
18	09-01-2020 & D	II	Types of securities market	11-01-2020
19	10-01-2020 & E	II	Participants in Securities market	11-01-2020
20	13-01-2020 & F	II	Participants in Securities market	13-01-2020
21	14-01-2020 & A	II	Introduction to SEBI	13-01-2020
22	21-01-2020 & C	II	Objectives of SEBI	14-01-2020
23	22-01-2020 & D	II	Functions of SEBI	14-01-2020
24	23-01-2020 & E	II	Functions of SEBI	20-01-2020
25	24-01-2020 & F	II	Organisation of SEBI	22-01-2020
26	27-01-2020 & A	II	SEBI's role in Primary market	22-01-2020
27	29-01-2020 & C	II	SEBI's role in Secondary market	24-01-2020
28	30-01-2020 & D	II	SEBI's role in Secondary market	24-01-2020
29	31-01-2020 & E	II	Powers of SEBI	27-01-2020
30	03-02-2020 & F	II	Powers of SEBI	27-01-2020
31	04-02-2020 & A	III	Introduction to fundamental analysis	28-01-2020
32	06-02-2020 & C	III	Economic Analysis	28-01-2020
33	07-02-2020 & D	III	Economic Analysis	29-01-2020
34	10-02-2020 & E	III	Economic Indicators	30-01-2020
35	11-02-2020 & F	III	Economic Indicators	31-01-2020
36	12-02-2020 & A	III	Introduction to Industries	01-02-2020
37	14-02-2020 & C	III	Classification of Industries	03-02-2020
38	15-02-2020 & D	III	Industrial factors	04-02-2020
39	17-02-2020 & E	III	Industrial factors	06-02-2020
40	18-02-2020 & F	III	Industry Life cycle	07-02-2020

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S.No	Date & Order	Unit	Topics planned	Covered on
41	19-02-2020 & A	III	Industry Life cycle	08-02-2020
42	21-02-2020 & C	III	Introduction to Company Analysis	11-02-2020
43	24-02-2020 & D	III	Factors affecting the company	12-02-2020
44	25-02-2020 & E	III	Factors affecting the company	14-02-2020
45	26-02-2020 & F	III	Financial Analysis	15-02-2020
46	27-02-2020 & A	IV	Introduction to Technical Analysis	17-02-2020
47	29-03-2020 & C	IV	Principles of Technical Analysis	18-02-2020
48	02-03-2020 & D	IV	Principles of Technical Analysis	19-02-2020
49	03-03-2020 & E	IV	Assumptions of Technical Analysis	21-02-2020
50	04-03-2020 & F	IV	Dow Theory- Introduction	25-02-2020
51	05-03-2020 & A	IV	Dow Theory- Introduction	26-02-2020
52	09-03-2020 & C	IV	Bearish Trend	27-02-2020
53	10-03-2020 & D	IV	Types of Charts	04-03-2020
54	11-03-2020 & E	IV	Types of Charts	05-03-2020
55	12-03-2020 & F	IV	Types of Charts	07-03-2020
56	13-03-2020 & A	IV	Technical Vs Fundamental Analysis	09-03-2020
57	17-03-2020 & C	IV	Technical Vs Fundamental Analysis	10-03-2020
58	18-03-2020 & D	IV	Technical indicators	11-03-2020
59	19-03-2020 & E	IV	Technical indicators	12-03-2020
60	20-03-2020 & F	IV	Technical indicators	13-03-2020
61	21-03-2020 & A	V	Introduction to Portfolio	
62	24-03-2020 & C	V	Objectives of Portfolio management	
63	26-03-2020 & D	V	Nature of Portfolio management	
64	27-03-2020 & E	V	Nature of Portfolio management	
65	30-03-2020 & F	V	Scope of Portfolio management	

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course : M.Com

Class : M.Com I year Academic Year : 2019 - 2020 Semester : I

Title of the Paper : ADVANCED MANAGEMENT ACCOUNTING

Subject Code : 18PCC021

Theory / Practical

Name of the Teacher : P. Geetha

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1	9/12/19A	I	Evolution of Acing	9/12/19
2	10/12/19B		Definition of Acing	10/12/19
3	11/12/19C		Characterstics	12/12/19
4	12/12/19D		Scope of mgt Acing	13/12/19
5	13/12/19E		Objective of mgt Acing	16/12/19
6	16/12/19F		Functions of mgt Acing	18/12/19
7	17/12/19A		Diferen. b/w Costing	20/12/19
8	18/12/19B		Acing with Fin. Acing.	2/1/2020
9	19/12/19C		Dist. b/w Cost Acing	3/1/2020
10	20/12/19D		with mgt Acing.	6/1/2020
11	21/12/19E		Tools of mgt Acing	7/1/2020
12	27/12/19F		Meaning of Marginal costing	8/1/2020
13	28/12/19A		Meaning of Budgeting	9/1/2020
14	30/12/19B		Meaning of Standard Costing	10/1/2020
15	31/12/19C		meaning of Absorption II.	11/1/2020

Text books :

- Mgt Acing & Financial Control
Dr S.N. Maheswari
-

Reference books :

- mgt Acing - R.S.N. Pillai & V. Bagavathi
- mgt Acing - S.P. Jain.

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	2	Scope & Objcty	Break Even chart		20.12.19 15.2.20	7.1.2020 20.2.2020
Internal Test		I st Test Portions I & II	II nd Test Portions II & III	III rd Test Portions IV & V		

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Sl.No.	Date & Order	Unit	Topics planned	Covered on
16	2/1/2020		Limitations of mgt. Decn.	14/1/2020
17	3/1/2020	F	Duties of mgt. Decn.	20/1/2020
18	4/1/2020	F	Installation of mgt. Decn. Sys.	22/1/2020
19	6/1/2020	A II (X)	Meaning & Defn. of marginal costing	23/1/2020
20	7/1/2020	B	Concepts	24/1/2020
21	8/1/2020	C	Features	27/1/2020
22	9/1/2020	D	Marginal costing Vs Absorption	28/1/2020
23	10/1/2020	E	Preparation of marginal cost	30/1/2020
24	13/1/2020	F	Problems	31/1/2020
25	14/1/2020	A	Problems	1/2/2020
26	20/1/2020	B	Problems	4/2
27	21/1/2020	C	Cost, Volume & Profit Analysis	5/2
28	22/1/2020	D	Break even point	6/2
29	23/1/2020	E	PLV Ratio	7/2
30	24/1/2020	F	Profit & Sales relationship	10/2
31	27/1/2020	A	by using PLV Ratio margin of safety	11/2
32	28/1/2020	B	Problems	12/2
33	29/1/2020	C	Break even charts	13/2
34	30/1/2020	D	Application of marginal costing	13/2
35	31/1/2020	E	Make or buy, Sales mix	14/2
36	3/2/2020	F	Key factor & its application	14/2
37	4/2/2020	A II	Definition of Budget	15/2
38	5/2/2020	B	Meaning	15/2
39	6/2/2020	C	Budgetary control	17/2
40	7/2/2020	D	Objectives	17/2

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Sl.No.	Date & Order	Unit	Topics planned	Covered on
41	10/2/2020	E	Importance	18/2
42	11/2/2020	F	Merits	18/2
43	12/2/2020	A	Demerits	19/2
44	13/2/2020	B	Budget manual	19/2
45	14/2/2020	C	Committee	20/2
46	15/2/2020	D	Types of Budget	21/2
47	17/2/2020	E	Preparation of Sales Budget	24/2
48	18/2/2020	F	" " O.H Budget	25/2
49	19/2/2020	A	" " flexible "	26/2
50	20/2/2020	B	Cash Budgeting	27/2
51	21/2/2020	C	Features	28/2
52	24/2/2020	D	Objectives	29/2
53	25/2/2020	E	Preparation of Cash Budget	2/3
54	26/2/2020	F	Zero Base Budgeting	2/3
55	27/2/2020	AIV	Definition of Standard Costing	2/3
56	28/2/2020	B	Features	4/3
57	29/2/2020	C	Advantages	4/3
58	2/3/2020	D	Std costing - sheet	5/3
59	3/3/2020	E	Nature	5/3
60	4/3/2020	F	Standardised Costing	6/3
61	5/3/2020	A	Std costing vs Budgetary Control	7/3
62	6/3/2020	B	Limitations	9/3
63	9/3/2020	C	Setting the Standards	10/3
64	10/3/2020	D	variances	10/3
65	11/3/2020	E	Favourable vs unfavourable	11/3

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Sl.No.	Date & Order	Unit	Topics planned	Covered on
66	12/3/2020	F	Computation of variables	12/3
67	13/3/2020	A	Material variance	13/3
68	16/3/2020	B	Problems	14/3
69	17/3/2020	C	Labour variances	16/3
70	18/3/2020	D	Problems	17/3
71	19/3/2020	E	O.H Variances	18/3
72	20/3/2020	F	Problems	19/3
73	21/3/2020	A	Meaning of working capital	20/3
74	23/3/2020	B	Definition of working cap.	21/3
75	24/3/2020	C	Concept of Gross W.C	23/3
76	26/3/2020	D	Net W.C.	24/3
77	27/3/2020	E	Operating cycle	26/3
78	30/3/2020	F	kinds	27/3
79	31/3/2020	A	Need / objectives	30/3
80	1/4/2020	B	Importance of adequate W.C	31/3
81	2/4/2020	C	Excess W.C	1/4
82	3/4/2020	D	Dangers of inadequate W.C	2/4
83	7/4/2020	E	Factors determining W.C	3/4
84	8/4/2020	F	Estimation of W.C	7/4
85	15/4/2020	A	Sources of W.C	8/4
86	16/4/2020	B	Permanent W.C	15/4
87	17/4/2020	C	Temporary W.C	16/4
88	18/4/2020	D	Problems	20/4
89	20/4/2020	E	Problems	21/4
90	21/4/2020	F	Problems.	21/4

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course : M.Com

Class : II-M Com Academic Year : 2019 - 2020 Semester : IV

Title of the Paper : Indirect Taxes

Subject Code : 18PCCO41

Theory / Practical

Name of the Teacher : Dr. M. Abdul Rahman

SINo.	Date & Order	Unit	Topics planned	Covered on
1	09/12/19 A	1	Indirect tax - Introduction.	13/12/19
2	10/12/19 B		Indirect tax - Meaning	13/12/19
3	11/12/19 C		History of Indirect tax	16/12/19
4	12/12/19 D		History of Indirect tax.	16/12/19
5	13/12/19 E		Special features	17/12/19
6	16/12/19 F		Special features	17/12/19
7	17/12/19 A		Types of Indirect tax	18/12/19
8	18/12/19 B		Types of Indirect tax.	18/12/19.
9	19/12/19 C		Merits of Indirect tax.	19/12/19
10	20/12/19 D		Merits of Indirect tax.	20/12/19
11	21/12/19 E		Demerits of Indirect tax.	Holiday 21/12/20
12	27/12/19 F		Demerits of Indirect tax.	Holiday 21/12/20
13	28/12/19 A		Major Reforms in tax	Holiday 21/12/20
14	30/12/19 B		Major Reforms in tax.	Holiday 31/12/20
15	31/12/19 C		Major Reforms in tax.	Holiday 31/12/20

Text books :

1. GST - H.C. Mehrotra.
2. GST - L.V.R. Prasad.

Reference books :

1. GST and Practice
C.A.S. Balakrishnan.
2. Business Taxation
T.S. Reddy.

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	2	GST	Customs duty			
Final Test	3	I st Test Portions 1, 2	II nd Test Portions 2, 3, 4	III rd Test Portions 4, 5	6.1.2020 10.2.2020 23.3.20	10.01.2020 18.02.2020 27.03.2020

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Sl.No.	Date & Order	Unit	Topics planned	Covered on
16	2/1/20 D		Direct Tax	3/1/20
17	3/1/20 E		Direct Tax vs Indirect Tax	3/1/20
18	4/1/20 F		Direct Tax vs Indirect Tax	6/1/20
19	6/1/20 A	2	CGST - Introduction.	7/1/20
20	7/1/20 B		CGST - Introduction.	8/1/20
21	8/1/20 C		CGST - meaning.	9/1/20
22	9/1/20 D		Advantages of CGST	10/1/20
23	10/1/20 E		Advantages of CGST	11/1/20
24	13/1/20 F		Need for CGST	13/1/20
25	14/1/20 A		Dual CGST Model	14/1/20
26	20/1/20 B		Dual CGST Model	20/1/20
27	21/1/20 C		CGSTN - Introduction.	21/1/20
28	22/1/20 D		CGSTN - Introduction	22/1/20
29	23/1/20 E		CGST - Council	23/1/20
30	24/1/20 F		CGST - Council.	24/1/20
31	27/1/20 A		Importance of CGSTN	c.c 2 pgs
32	28/1/20 B		CGST - law.	28/1/20
33	29/1/20 C		Definitions CGST	29/1/20
34	30/1/20 D		CGST - Supply.	30/1/20
35	31/1/20 E		Scope of Supply.	31/1/20
36	02/2/20 F		E-way Bill.	3/2/20
37	4/2/20 A	3	levy and Collection CGST	4/2/20
38	5/2/20 B		levy and Collection CGST	5/2/20
37	6/2/20 C		Person liable to Pay CGST	5/2/20
40	7/2/20 D		CGST time Supply.	7/2/20

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SNo.	Date & Order	Unit	Topics planned	Covered on
	10/2/20 C	E	change in Rate of tax	10/2/20
	11/2/20 F		change in Rate of tax	11/2/20
	12/2/20 A		Rate of tax of Goods	12/2/20
	13/2/20 B		Rate of tax - Goods	13/2/20
	14/2/20 C		Service Place of Supply	14/2/20
	15/2/20 D		Input Tax Credit	15/2/20
	17/2/20 E		ITC - Functions.	17/2/20
	18/2/20 F		ITC - SPI. Circumstances	18/2/20
	19/2/20 A		ITC - SPI. Circumstances.	19/2/20
	20/2/20 B		ITC - SPI. Circumstances.	20/2/20
	21/2/20 C		ITC - Goods and tax.	21/2/20
	24/2/20 D		Respect of Goods	24/2/20
	25/2/20 E		GSI - for Job	25/2/20
	26/2/20 F		GSI - for Job	26/2/20
	27/2/20 A	4	Registration under GSI.	27/2/20
	28/2/20 B		Registration under GSI.	28/2/20
	29/2/20 C		Person not liable Regis.	2/3/20
	30/2/20 D		Company Registration	Holiday
	31/2/20 E		Company Registration	OD 10/3/20
	31/2/20 F		Procedure for Registration	OD 10/3/20
	31/2/20 A		Procedure for Registration.	OD 11/3/20
	31/2/20 B		Deemed Registration.	OD 11/3/20
	31/2/20 C		Cancellation of Registration	11/3/20
	31/2/20 D		Cancellation of Registration	13/3/20
	1/3/20 E		Revocation of Registration.	13/3/20

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Sl.No.	Date & Order	Unit	Topics planned	Covered on
66	12/3/20 F		Tax Invoice	14/3/20
67	13/3/20 A		Issue of Credit and Debit notes	14/3/20
68	16/3/20 D		Accounts and Records	
69	17/3/20 C		Computation of Tax liability	
70	18/3/20 D		Interest on Delayed Payment	
71	19/3/20 E		Furnishing of Returns	
72	20/3/20 F		Penalty late fee	
73	21/3/20 A	5	Customs law	
74	22/3/20 B		Important Definitions	
75	24/3/20 C		Circumstances under which no	
76	26/3/20 D		Types of Duties	
77	27/3/20 E		Types of Duties.	
78	30/3/20 F		Exemption from customs Duty	
79	31/3/20 A		Exemption from customs duty	
80	1/4/20 B		valuation of Imported Goods	
81	2/4/20 C		valuation of Imported Goods	
82	3/4/20 D		valuation of Export Goods	
83	7/4/20 E		valuation of export Goods	
84	8/4/20 F		ware housing	
85	15/4/20 A		ware housing	
86	16/4/20 B		Deemed export	
87	17/4/20 C		Duty Draw Back	
88	18/4/20 D		Problems	
89	20/4/20 E		Problems	
90	21/4/20 F		Problems	

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course : A-BENAZIR

Class : I

Academic Year : 2019 - 2020 Semester : II

Title of the Paper : SERVICES MARKETING

Subject Code : 18-PCCD 23

Theory / Practical

Name of the Teacher : A-BENAZIR

Sl.No.	Date & Order	Unit	Topics planned	Covered on	
1	Dec 19 9	A	I	Syllabus discussion - Introduction	13.12.19
2	10	B		Services Meaning	13.12.19
3	11	C		Services Marketing	16.12.19
4	12	D		Coverage of Services	17.12.19
5	13	E		Difference between Goods &	18.12.19
6	16	F		Reasons for the growth of Services	20.12.19
7	17	A		Stages of growth in Service sector	2.1.20
8	18	B		Classification of Services	2.1.20
9	19	C		Characteristics of Services	3.1.20
10	20	D		Importance of Service Marketing	6.1.20
11	21	E		Recent trends in Service Marketing	7.1.20
12	27	F		Consumer Behaviour	8.1.20
13	28	A		Stages of Consumer Behaviour	9.1.20
14	30	B		Customer Satisfaction	10.1.20
15	31	C		Customer Perception	14.1.20

Text books :

1. Service Marketing - M. K. Ram
- 2.

Reference books :

1. Service marketing - S-M. Jha
2. Service Marketing - B. Balaji

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment		Introduction to Service Marketing				
Internal Test		I st Test Portions	II nd Test Portions	III rd Test Portions		
		1½	1½-3	4-5		

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Sl.No.	Date & Order	Unit	Topics planned	Covered on
16	Jan 20 2	D	Customer Expectations	14.1.20
17	3	E	Post Purchase Evaluation	20.1.20
18	4	F	Revision	20.1.20
19	6	A	II Marketing Mix - meaning	21.1.20
20	7	B		Services Marketing Mix
21	8	C	Characteristics	22.1.20
22	9	D	Service Products	23.1.20
23	10	E	Major items of Service Products	24.1.20
24	13	F	Four levels of Products	27.1.20
25	14	A	Development of new services	28.1.20
26	20	B	Pricing of Service marketing	30.1.20
27	21	C	Features & Role of Pricing	30.1.20
28	22	D	Service promotion	31.1.20
29	23	E	Place in services	1.2.20
30	24	F	People in Service Marketing	3.2.20
31	27	A	Service Personnel.	4.2.20
32	28	B	Role of frontline Personnel	5.2.20
33	29	C	Physical Evidence of a Service	6.2.20
34	30	D	Role of Service caps & other tangibles	7.2.20
35	31	E	Service process	10.2.20
36	Feb 20 3	F	Revision	11.2.20
37	4	A	III Demand & Supply Management	13.2.20
38	5	B		Outcome of lack of fluctuating
39	6	C	Strategies for managing demand	15.2.20
40	7	D	Understanding capacity & supply constraints	15.2.20

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
41	10	E	Understanding demand Pattern	17.2.20
42	11	F	Capacity planning	18.2.20
43	12	A	Managing Capacity	19.2.20
44	13	B	Managing demand	20.2.20
45	14	C	waiting line strategies	21.2.20
46	15	D	queues & associated problem	24.2.20
47	17	E	Yield management	25.2.20
48	18	F	Service quality	26.2.20
49	19	A	Dimensions of Service quality	27.2.20
50	20	B	Tools for Achieving Service quality	28.2.20
51	21	C	Causes of Service quality problem	29.2.20
52	24	D	Guiding Principles to improve	2.3.20
53	25	E	Measurement of Service quality	4.3.20
54	26	F	Revision	4-3.20
55	27	A	IV Marketing Strategy in Service	5.3.20
56	28	B	An overview of market oriented Strategy	6.3.20
57	29	C	External marketing	7.3.20
58	Mar 20 2	D	Planning of Services	7.3.20
59	3	E	Channels of Distribution for Service	9.3.20
60	4	F	Advertising in Service	9.3.20
61	5	A	Promotion in Service Marketing	10.3.20
62	6	B	Internal marketing - Involvement	10.3.20
63	9	C	Customer Care	12.3.20
64	10	D	Benefits of Customer Care	13.3.20
65	11	E	Objectives of Internal Market	13.3.20


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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topice planned	Covered on
66	Mar ²⁰ 12 F		Components of Internal marketing	24.3.20
67	13 A		Steps in Internal marketing	
68	16 B		Interactive marketing	
69	17 C		Difference between Internal &	
70	18 D		Customer encounter ^{External marketing} stage	
71	19 E		Customer relationship marketing	
72	20 F		Goals of Relationship Market.	
73	21 A	V	Services applications	
74	23 B		Characteristics of marketing ?	
75	24 C		Role of personal selling ^{financial service}	
76	26 D		Product portfolio for Bank	
77	27 E		Product Mix for Bank	
78	30 F		Product mix for Insurance	
79	31 A		Product Portfolio for Insurance	
80	Apr ²⁰ 1 B		Educational Service	
81	2 C		Tourism Service	
82	3 D		Marketing Mix for tourism	
83	6 E		Tourism Products	
84	7 F		Hospitality Health services	
85	15 A		Types of Hospital	
86	16 B		Marketing Mix for Hospital	
87	17 C		Indian Health Care industry	
88	18 D		Transport Service	
89	20 E		Marketing Mix for transport	
90	21 F		Revised	


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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course : B. Com

Class : II B. Com Academic Year : 2019 - 2020 Semester : I

Title of the Paper : Business communication.

Subject Code : 18UCC041

Theory / Practical

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

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1	9-12-19 A	1	Introduction to Bus. Com	13-12-19
2	10-12-19 B	1	Importance of B.C	13-12-19
3	11-12-19 C	1	Importance of B.C	16-12-19
4	12-12-19 D	1	Definition of B.C	16-12-19
5	13-12-19 E	1	Process of communication	17-12-19
6	16-12-19 F	1	Process of communication	18-12-19
7	17-12-19 A	1	Process of communication	19-12-19
8	18-12-19 B	1	Types of communication	2-1-20
9	19-12-19 C	1	Upward communication	2-1-20
10	20-12-19 D	1	Downward communication	3-1-20
11	21-12-19 E	1	Formal communication	3-1-20
12	27-12-19 F	1	Informal communication	6-1-20
13	28-12-19 A	1	Written communication	7-1-20
14	30-12-19 B	1	Media for communication	8-1-20
15	31-12-19 C	1	Media for communication	8-1-20

Text books :

Reference books :

- Essentials of Business communication. Rajendra Paul + Koralhalli Business communication P. S. N. Pillai + Basava
- N. S. Rajunathan and Santhana

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	1	Unit-1			10-1-20	21-1-20
Internal Test		I st Test Portions 1- Full	II nd Test Portions 2- Back half	III rd Test Portions 4 & 5	6-1-20 12-2-20 23-3-20	



LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
16	2-1-20 B	1		
17	3-1-20 F	1	media for communication	9-1-20
18	4-1-20 F	1	Business to com.	9-1-20
19	6-1-20 A	1	Business to com	10-1-20
20	7-1-20 B	2	Business letter	14-1-20
21	8-1-20 C	2	Business letter	20-1-20
22	9-1-20 D	2	Need of Business letter	20-1-20
23	10-1-20 E	2	Need of Business letter	21-1-20
24	13-1-20 F	2	Characteristics of B.L	23-1-20
25	14-1-20 A	2	Characteristics of B.L	24-1-20
26	20-1-20 B	2	Essentials of B.L	27-1-20
27	21-1-20 C	2	Essentials of B.L	27-1-20
28	22-1-20 D	2	Functions of B.L	28-1-20
29	23-1-20 E	2	Functions of B.L	28-1-20
30	24-1-20 F	2	Functions of B.L	29-1-20
31	27-1-20 A	2	Kind of B.L	29-1-20
32	28-1-20 B	2	Kind of B.L	30-1-20
33	29-1-20 C	2	Kind of B.L	31-1-20
34	30-1-20 D	2	Layout of letter	1-2-20
35	31-1-20 E	2	Layout of letter	3-2-20
36	3-2-20 F	2	Layout of letter	4-2-20
37	4-2-20 A	3	overall glance	5-2-20
38	5-2-20 B	3	Letters offen	5-2-20
39	6-2-20 C	3	L-1	6-2-20
40	7-2-20 D	3	L-2	7-2-20



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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
41	10-2-20 E	3	letter of quotation	10-2-20
42	11-2-20 E	3	L-1	11-2-20
43	12-2-20 A	3	L-2	12-2-20
44	13-2-20 B	3	L-3	12-2-20
45	14-2-20 C	3	Reply letter L-1	13-2-20
46	15-2-20 D	3	L-2	14-2-20
47	17-2-20 E	3	order letter L-1	15-2-20
48	18-2-20 F	3	L-2	17-2-20
49	19-2-20 A	3	Execution letter L-1	18-2-20
50	20-2-20 B	3	L-2	18-2-20
51	21-2-20 C	3	credit L-1 + 2	19-2-20
52	24-2-20 D	3	status enquiry L-1	19-2-20
53	25-2-20 E	3	L-2	20-2-20
54	26-2-20 F	3	L-3	20-2-20
55	27-2-20 A	4	complaint letter L-1	24-2-20
56	28-2-20 B	4	L-2	25-2-20
57	29-2-20 C	4	Adjustment letter L-1	26-2-20
58	2-3-20 D	4	L-2	27-2-20
59	3-3-20 E	4	collection letter L-1	28-2-20
60	4-3-20 F	4	L-2	29-2-20
61	5-3-20 A	4	L-3	29-2-20
62	6-3-20 B	4	circular letter L-1	2-3-20
63	9-3-20 C	4	L-2	4-3-20
64	10-3-20 D	4	Sales letter L-1	5-3-20
65	11-3-20 E	4	L-2	6-3-20



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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
66	12 - 3 - 20 F	4		
67	13 - 3 - 20 A	4	Sales letter L-3	7-3-20
68	16 - 3 - 20 B	4	Appl. fw situations L-1	7-3-20
69	17 - 3 - 20 C	4		9-3-20
70	18 - 3 - 20 D	4	Resume writing Models	10-3-20
71	19 - 3 - 20 E	4		12-3-20
72	20 - 3 - 20 F	4	Report writing	13-3-20
73	21 - 3 - 20 A	4	Report writing	14-3-20
74	23 - 3 - 20 B	5	Banking correspondence	16-3-20
75	24 - 3 - 20 C	5	L-1	18-3-20
76	26 - 3 - 20 D	5	L-2	19-3-20
77	27 - 3 - 20 E	5	L-3	21-3-20
78	30 - 3 - 20 F	5	Insurance correspondence	23-3-20
79	31 - 3 - 20 A	5	L-1	26-3-20
80	1 - 4 - 20 B	5	L-2	27-3-20
81	2 - 4 - 20 C	5	L-3	30-3-20
82	3 - 4 - 20 D	5	Agency correspondence	31-3-20
83	7 - 4 - 20 E	5	L-1	1-4-20
84	8 - 4 - 20 F	5	L-2	3-4-20
85	15 - 4 - 20 A	5	L-3	7-4-20
86	16 - 4 - 20 B	5	Communication network	8-4-20
87	17 - 4 - 20 C	5	Communication network	15-4-20
88	18 - 4 - 20 D	5	E mail correspondence	17-4-20
89	20 - 4 - 20 E	5	E mail correspondence	18-4-20
90	21 - 4 - 20 F	5	Revision	20-4-20
			Revision	21-4-20



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LESSON PLAN AND RECORD OF CLASSES ENGAGED

ODD

Course : II MA History Academic Year : 2019 - 2020 Semester : II
 Title of the Paper : Human Resource Management Subject Code :
 Theory / Practical Name of the Teacher :

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1	20/06/19 D	<u>II</u>	Meaning of HRP	20-06-19
2	28/06/19 D		Importance of HRP	28-06-19
3	08/07/19 D		Factors Affecting HRP	08-07-19
4	16/07/19 D		The planning process	16-07-19
5	24/07/19 D		Requisites for successful HRP	24-07-19
6	01/08/19 D		Role of HRP	01-08-19
7	08/08/19 D		Current Trends of HRP	08-08-19
8	26/08/19 D	<u>V</u>	Meaning of IR	04/09
9	04/09/19 D		Nature of IR	04-09-19
10	13/09/19 D		Importance	13-09-19
11	23/09/19 D		Approaches	11-10-19
12	30/09/19 D		Strategy	11-10-19
13	11/10/19 D		Trade Union - Meaning	11-10-19
14	19/10/19 D		Trends of TU	19-10-19
15	29/10/19 D		Disputes.	29-10-19

Text books :

1. K. ASWATHAPPA.
- 2.

Reference books :

1. HRM. C.B. MAMOTA
- 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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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Class :

Academic Year : 2019 - 2020 Semester :

Course :

Subject Code : 18PE102A

Title of the Paper : Strategic Management

Name of the Teacher :

Theory / Practical Theory

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1	9.12.19 A	I	Corporate Strategic Planning - Mission	9.12.19
2	10.12.19 B	I	Vision of the firm	10.12.19
3	13.12.19 E	I	Development of leader	13.12.19
4	16.12.19 F	I	Maintenance of leader	16.12.19
5	17.12.19 A	I	role of leader	17.12.19
6	18.12.19 B	I	Hierarchical levels of planning	18.12.19
7	21.12.19 E	I	strategic planning process	21.1.20
8	27.12.19 F	I	strategic planning process	4.1.20
9	28.12.19 A	I	strategic Mgmt Practice in India	6.1.20
10	30.12.19 B	I	strategic mgmt Practice in India	7.1.20
11	3.1.20 E	I	Family run corporate	10.1.20
12	4.1.20 F	II	General environment setting	13.1.20
13	6.1.20 A	II	competitive analysis	13.1.20
14	7.1.20 B	II	environmental analysis	13.1.20
15	10.1.20 E	II	environmental analysis	13.1.20

Text books :

1. Strategic Mgmt - Azhar kashmiri
- 2.

Reference books :

1. A.C. Haxe Ns Strategic Management
2. Samuel C. Certo, J. Peter Strategic Management

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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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
16	13.1.20 F	<u>II</u>	To identify opportunities	14.1.20
17	14.1.20 A	<u>II</u>	To identify threat	14.1.20
18	20.1.20 B	<u>II</u>	accessing internal envi' thro' functional approach	20.1.20
19	23.1.20 E	<u>II</u>	" " thro' value chain	20.1.20
20	24.1.20 F	<u>II</u>	Identifying critical success factors	24.1.20
21	27.1.20 A	<u>II</u>	To identify strength	24.1.20
22	28.1.20 B	<u>II</u>	To identify weakness	27.1.20
23	31.1.20 E	<u>III</u>	Generic strategies	28.1.20
24	3.2.20 F	<u>III</u>	Grand strategies	31.1.20
25	4.2.20 A	<u>III</u>	Grand strategies	3.2.20
26	5.2.20 B	<u>III</u>	strategies of leading Indian companies	4.2.20
27	10.2.20 E	<u>III</u>	Role of diversification	5.2.20
28	11.2.20 F	<u>III</u>	Role of diversification	10.2.20
29	12.2.20 A	<u>III</u>	limit	11.2.20
30	13.2.20 B	<u>III</u>	means	13.2.20
31	17.2.20 E	<u>III</u>	forms	17.2.20
32	18.2.20 F	<u>III</u>	strategic mgmt for small org.	18.2.20
33	19.2.20 A	<u>III</u>	strategic mgmt for small org.	19.2.20
34	20.2.20 B	<u>IV</u>	Competitive cost dynamics	20.2.20
35	25.2.20 E	<u>IV</u>	competitive cost dynamics	25.2.20
36	26.2.20 F	<u>IV</u>	Experience curve	26.2.20
37	27.2.20 A	<u>IV</u>	BCG approach	27.2.20
38	28.2.20 B	<u>IV</u>	BCG approach	28.2.20
39	3.3.20 E	<u>IV</u>	Cash Flow Implication	3.3.20
40	4.3.20 F	<u>IV</u>	IA	4.3.20



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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
41	5.3.20 A	IV	BS Matrix	5.3.20
42	6.3.20 B	IV	AD	6.3.20
43	11.3.20 E	IV	Little's Life	11.3.20
44	12.3.20 F	IV	cycle approach to strat. Planning	12.3.20
45	13.3.20 A	V	Various approaches to implementation of strategy	13.3.20
46	16.3.20 B	V	Various approaches to implementation of strategy.	
47	19.3.20 E	V	Matching org structure with strategy	
48	20.3.20 F	V	TS Model	
49	21.3.20 A	V	TS Model	
50	23.3.20 B	V	strategic ctrl Process	
51	27.3.20 E	V	strategic ctrl Process	
52	30.3.20 F	V	Du Pont's control Model	
53	31.3.20 A	V	Du Pont's Control Model	
54	1.4.20 B	V	Balanced Score Card	
55	7.4.20 E	V	Balanced Score Card	
56	8.4.20 F	I	UNIT-1 REVISION	
57	15.4.20 A	II	UNIT-2 REVISION	
58	16.4.20 B	III	UNIT-3 REVISION	
59	20.4.20 E	IV	UNIT-4 REVISION	
60	21.4.20 F	V	UNIT-5 REVISION	