



# Sadakathullah Appa College

(AUTONOMOUS)

Rahmath Nagar, Tirunelveli - 627 011.

## LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course : B.com A

Class : II

Academic Year : 2017 - 2018 Semester : IV

Title of the Paper : Company Law

Subject Code : 15UCOC43

Theory / Practical Theory

Name of the Teacher : Dr. A. JESURAJ

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1.	06/12/17 - A	I	Company Definition	06/12/17
2.	07/12/17 - B		Characteristics	07/12/17
3	08/12 - C		Lifting the corporate veil	08/12/17
4	11/12 - D		kinds of companies	11/12/17
5	12/12 - E		Incorporation of Coy.	12/12/17
6	13/12 - F		Promoters	13/12/17
7	14/12 - A		Preliminary contracts	14/12/17
8	15/12 - B		Provisional contracts	15/12/17
9	18/12 - C		One man Company	18/12/17
10	19/12 - D		Revision	19/12/17
11	20/12 - E		Partnership	20/12/17
12	21/12 - F		Joint stock Company	21/12/17
13	22/12 - A	II	Memorandum of Association	22/12/17
14	27/12 - B	-	Contents	27/12/17
15	28/12 - C		Alteration of Memorandum	28/12/17

Text books :

- Company Law - N.D. Kapoor, Sultan chand & Sons
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Reference books :

- B.K. Sen Gupta - Company Law, N.M. Tripalhi Pvt. Ltd.
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Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	2	stock	Note Book		March 14	March 27
Internal Test		I <sup>st</sup> Test Portions 1 1/2	II <sup>nd</sup> Test Portions 1 1/2	III <sup>rd</sup> Test Portions 2 units		

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## LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
16	29/12/17-D		Doctrine of ultra Vires	29/12/18
17	30/12/17-E		Articles of Association	30/12/18
18	02/01/18-F		Meaning of A.O.A	02/01/18
19	3/01/18-A		Alteration of Articles	03/01/18
20	4/01/18-B		Limitations	04/1/18
21	5/1/18-C		Doctrine of Constructive Notice	5/1/18
22	8/1/18-D		Doctrine of Indoor Management	8/1/18
23	9/1/18-E		Prospectus	9/1/18
24	10/1/18-F		Definition	10/1/18
25	11/1/18-A		Contents	11/1/18
26	12/1/18-B		Statement in Lieu of Prospectus	12/1/18
27	18/1/18-C		Missstatements in prospectus	18/1/18
28	19/1/18-D		Consequences	19/1/18
29	20/1/18-E		Book Building	20/1/18
30	22/1/18-F		Importance of B.B	22/1/18
31	23/1/18-A		Dematerialized securities	23/1/18
32	24/1/18-B		Importance of D.S	24/1/18
33	25/1/18-C		Revision	25/1/18
34	29/1/18-D		Revision	29/1/18
35	30/01/18-E		Revision	30/1/18
36	31/1/18-F		Revision	31/1/18
37	01/02/18-A		Revision	01/02/18
38	02/02/18-B		Revision	2/2/18
39	3/2/18-C		Features of Dematerial sec.	3/2/18
40	6/2/18-D		Revision	6/2/18

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## LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
41	07/2/18 - E		Letter Writing	07/2/18
42	08/2/18 - F		Letter Writing	08/2/18
43	09/2/18 - A			09/2/18
44	10/2/18 - B			10/2/18
45	12/2/18 - C	III	Member ship	12/02/18
46	13/2/18 - D	-	Rights & Liabilities & Member	13/02/18
47	14/2/18 - E		Kinds of share Capital	14/2/18
48	15/2/18 - F		Alteration of share Capital	15/2/18
49	17/2/18 - A		Reduction of share Capital	17/2/18
50	19/2/18 - B		Types of shares	19/2/18
51	20/2/18 - C		Allotment of shares	20/2/18
52	21/2/18 - D		Effect of irregular Allotment	21/2/18
53	22/2/18 - E		Transfer & Transmission of sh.	22/2/18
54	23/2/18 - F		Letter Writting	23/2/18
55	26/2/18 - A		Letter Writing	26/2/18
56	27/2/18 - B			27/2/18
57	28/2/18 - C		Issue of shares	28/2/18
58	01/3/18 - D		Issue at discount & Premium	01/03/18
59	2/3/18 - E		Issue of sweat equity shares	2/3/18
60	3/3/18 - F		Bouns shares	3/3/18
61	5/3/18 - A		Right shares	5/3/18
62	6/3/18 - B		Buy back of shares	6/3/18
63	7/3/18 - C		Rules regarding dividnt	7/3/18
64	8/3/18 - D		Letter Writing	8/3/18
65	9/3/18 - E		Letter Writing	9/3/18

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Sl.No.	Date & Order	Unit	Topics planned	Covered on
66	10/3/18 - F	IV	Directors	10/3/18
67	12/3/18 - A	-	Appointment	12/3/18
68	13/3/18 - B		Disqualification	13/3/18
69	14/3/18 - C		Vacation of office & Removal	14/3/18
70	15/3/18 - D		Powers	15/3/18
71	16/3/18 - E		Duties	16/3/18
72	19/3/18 - F		Liabilities	19/3/18
73	20/3/18 - A		Managing Directors	20/3/18
74	21/3/18 - B		Meeting of shareholders	21/3/18
75	22/3/18 - C		Meeting of Directors	22/3/18
76	23/3/18 - D		Requisites of valid Meeting	23/3/18
77	26/3/18 - E		Voting and Poll Resolutions	26/3/18
78	27/3/18 - F	V	Prevention of Mismanagement	27/3/18
79	02/4/18 - A	-	Prevention of Oppression	02/4/18
80	3/4/18 - B		Winding up	3/4/18
81	4/4/18 - C		Modes of winding up	4/4/18
82	5/4/18 - D		Voluntary winding up	5/4/18
83	6/4/18 - E		Winding up subject	6/4/18
84	9/4/18 - F		To Supervision of Court	9/4/18
85	10/4/18 - A		Consequences of winding up	10/4/18
86	11/4/18 - B		Letter Writing	11/4/18
87	12/4/18 - C		Letter Writing	12/4/18
88	13/4/18 - D		''	13/4/18
89	20/4/18 - E		''	20/4/18
90	21/4/18 - F		''	21/4/18

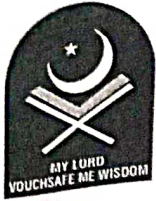
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## LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course : B.com (SF)

Class : I Yr

Academic Year : 2017 - 2018 Semester : II

Title of the Paper : FINANCIAL ACCOUNTING

Subject Code : 15UCOC21.

Theory / Practical : Problem

Name of the Teacher : S. RUBHA

ACDEF

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1	6.12.17 - A	I	Financial Accounts introduction	3.1.18
2	8.12.17 - C	"	Branches of Accounting	5.1.18
3	11.12.17 - D	"	Accounts of non-trading concerns	8.1.18
4	12.12.17 - F	"	Accounts of non-trading concerns	8.1.18
5	13.12.17 - F	"	Diff. bet. Receipts / payments a/c	9.1.18
6	14.12.17 - A	"	Diff. bet. Income & expenditure	9.1.18
7	18.12.18 - C	"	problems - Income & expenditure a/c	10.1.18
8	19.12.18 - D	"	problems - Income & expenditure a/c	10.1.18
9	20.12.18 - E	"	problems - Income & expenditure a/c	11.1.18
10	21.12.18 - F	"	problems - Balance sheet	18.1.18
11	22.12.18 - A	"	problems - Balance sheet	18.1.18
12	28.12.18 - C	"	problems - Balance sheet	19.1.18
13	29.12.18 - D	"	Capital & Revenue Expenditure	19.1.18
14	30.12.18 - E	"	Capital & Revenue Expenditure	20.1.18
15	31.12.18 - F	"	Capital & Revenue Expenditure	20.1.18

Reference books :

Text books :

1. Advanced Accountancy - R.L. Gupta

1. Advanced Accountancy - S.P. Jain

2. Advanced Accountancy - Arulanan dan.

2. Advanced Accountancy - M.C. Shukla.

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	1	Deferred Revenue	Diff. bet. Cap & Rev exp	2 some problems	20.1.18	9.3.18
Internal Test	2	I <sup>st</sup> Test Portions	II <sup>nd</sup> Test Portions	III <sup>rd</sup> Test Portions		

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## LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
16	3.1.18 - A	ii	Consignment & Sales - meaning	11.12.17
17	5.1.18 - C		Diff bet Consignment & Sales	12.12.17
18	8.1.18 - D		Diff bet Consignment & Sales	13.12.17
19	9.1.18 - E		Consignment acc - problems	14.12.17
20	10.1.18 - F		Consignment acc - problems	15.12.17
21	11.1.18 - A		Consignment acc - problems	18.12.17
22	18.1.18 - C		Consignment acc - problems	18.12.17
23	19.1.18 - D		Valuation of unsold stock - problems	18.12.17
24	20.1.18 - E		Valuation of unsold stock - problems	19.12.17
25	22.1.18 - F		Valuation of unsold stock - problems	21.12.17
26	23.1.18 - A		Calculation of losses - problems	22.12.17
27	25.1.18 - C		Calculation of losses - problems	28.12.17
28	29.1.18 - D		Diff - Consignment & Joint Ventures	29.12.17
29	30.1.18 - E		Diff - Consignment & Joint Ventures	30.12.17
30	31.1.18 - F		Invoice Price model - problems	2.1.18
31	1.2.18 - A	iii	Self-Balancing introduction	22.1.18
32	5.2.18 - C		Self-Balancing methods	22.1.18
33	15.2.18 - D		Self-Balancing methods	23.1.18
34	7.2.18 - F		Self-Balancing advantages	23.1.18
35	8.2.18 - F		Sectional Balancing vs self Balancing	24.1.18
36	9.2.18 - A		Ledger adjustment acc - problems	25.1.18
37	12.2.18 - C		Ledger adjustment acc - problems	26.2.18
38	13.2.18 - D		Ledger adjustment acc - problems	26.2.18
39	14.2.18 - E		Ledger adjustment acc - problems	27.2.18
40	15.2.18 - F		Single entry vs Double entry	28.2.18

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## LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
41	16.2.18-A		Single entry (vs) Double entry	09.02.18
42	20.2.18-C		Defects of single entry	10.2.18
43	21.2.18-D		Statement of Affairs - problems	12.2.18
44	22.2.18-E		Statement of Affairs - problems	12.2.18
45	23.2.18-F		Conversion method	13.2.18
46	26.2.18-A	IV	Depreciation Introduction	14.2.18
47	28.2.18-C		Depreciation introduction	15.2.18
48	1.3.18-D		Needs of Depreciation	15.2.18
49	2.3.18-E		Causes of Depreciation	24.2.18
50	3.3.18-F		Methods of Depreciation	21.2.18
51	5.3.18-A		Methods of Depreciation	22.2.18
52	7.3.18-C		Methods of Depreciation	23.2.18
53	8.3.18-D		Straight line method - problems	26.2.18
54	9.3.18-E		Straight line method - problems	28.2.18
55	10.3.18-F		Diminishing balance method - problems	1.3.18
56	12.3.18-A		Diminishing balance method	5.3.18
57	14.3.18-C		Sinking fund method - problems	7.3.18
58	15.3.18-D		Sinking fund method - problems	8.3.18
59	16.3.18-E		Annuity method - problems	9.3.18
60	19.3.18-F		Annuity method - problems	10.3.18
61	20.3.18-A	V	Insurance Introduction	17.3.18
62	22.3.18-C		Insurance introduction including types	14.3.18
63	23.3.18-D		Memorandum Trading all - Intro	15.3.18
64	26.3.18-F		Memorandum Trading all - problems	16.3.18
65	27.3.18-F		Memorandum Trading all - problems	26.3.18

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## LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
66	2.4.18 - A	V	Loss of stock policy - Introduction	27.3.18
67	4.4.18 - B	"	Loss of stock policy - problems	4.4.18
68	5.4.18 - D	"	Average clause introduction	5.4.18
69	6.4.18 - E	"	Average clause - problems	5.4.18
70	9.4.18 - F	"	Average clause - problems	10.4.18
71	10.4.18 - A	"	Loss of profit (or) consequential loss policy	12.4.18
72	12.4.18 - C	"	Loss of profit - problems	13.4.18
73	13.4.18 - D	"	Loss of profit - problems	16.4.18
74	20.4.18 - E	"	Loss of profit - problems	18.4.18
75	21.4.18 - F	"	Revision	19.4.18

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# Sadakathullah Appa College

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Rahmath Nagar, Tirunelveli – 627 011.

## LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course: B.Com Class: I year Academic year: 2017-2018 Semester: II

Title of the paper: PRINCIPLES OF MANAGEMENT Subject code: 15UCOC22

Theory/Practical

Name of the Teacher: J.A.S. Mohamed Ehya

S.No	Date	Order	Unit	Topics planned	Covered on
1	07.12.17	B	I	Introduction to management	11/12/17
2	08.12.17	C	I	Need of studying management	11/12/17
3	11.12.17	D	I	Meaning and definitions of management	15/12/17
4	15.12.17	B	I	Nature of management	15/12/17
5	18.12.17	C	I	Nature of management	18/12/17
6	19.12.17	D	I	Importance and features of management	19/12/17
7	27.12.17	B	I	Importance and features of management	4/1/18
8	28.12.17	C	I	Importance and features of management	4/1/18
9	29.12.17	D	I	Henry Fayol's principles of management	4/1/18
10	04.01.18	B	I	Henry Fayol's principles of management	8/1/18
11	05.01.18	C	I	Management as a science	8/1/18
12	08.01.18	D	I	Management as an Art	12/1/18
13	12.01.18	B	I	Management as Profession	12/1/18
14	18.01.18	C	I	Functions of management	18/1/18
15	19.01.18	D	I	Management and Administration	19/1/18

Reference books:

Text books:

1. Business Admin & Mngmnt – S.C.Saksena

1.Principles of Management-T.Ramasamy

2.Principles of Management- Kumkum Mukherjee 2.Principles of Management- R.N.Gupta

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment		Principles of Management			8/1/18	2/2/18
Internal Test		I Test portions	II Test portions	III test portions		

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## LESSON PLAN AND RECORD OF CLASSES ENGAGED

S.No	Date	Order	Unit	Topics planned	Covered on
16	24.01.18	B	III	Introduction to organizing	24/1/18
17	25.01.18	C	III	Introduction to organizing	2/2/18
18	29.01.18	D	III	Meaning & Definition of organizing	2/2/18
19	02.02.18	B	III	Nature of organizing	5/2/18
20	05.02.18	C	III	Nature of organizing	5/2/18
21	06.02.18	D	III	Characteristics of organizing	6/2/18
22	10.02.18	B	III	Characteristics of organizing	10/2/18
23	12.02.18	C	III	Principles of organizing	12/2/18
24	13.02.18	D	III	Principles of organizing	13/2/18
25	19.02.18	B	III	Principles of organizing	19/2/18
26	20.02.18	C	III	Different forms of organization	20/2/18
27	21.02.18	D	III	Different forms of organization	21/2/18
28	27.02.18	B	III	Different forms of organization	1/3/18
29	28.02.18	C	III	Organization charts and manuals	1/3/18
30	01.03.18	D	III	Organization charts and manuals	6/3/18
31	06.03.18	B	V	Introduction to coordination	6/3/18
32	07.03.18	C	V	Meaning & Definition of coordination	7/3/18
33	08.03.18	D	V	Scope of coordination	8/3/18
34	13.03.18	B	V	Scope of coordination	13/3/18
35	14.03.18	C	V	Importance of coordination	15/3/18
36	15.03.18	D	V	Importance of coordination	15/3/18
37	21.03.18	B	V	Importance of coordination	3/4/18
38	22.03.18	C	V	Requirements of effective coordination	3/4/18
39	23.03.18	D	V	Requirements of effective coordination	3/4/18
40	03.04.18	B	V	Control- introduction	5/4/18

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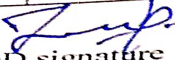
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## LESSON PLAN AND RECORD OF CLASSES ENGAGED

S.No	Date	Order	Unit	Topics planned	Covered on
41	04.04.18	C	V	Meaning & definition of control	5/4/18
42	05.03.18	D	V	Nature of control	5/4/18
43	11.04.18	B	V	Types of control	11/04/18
44	12.04.18	C	V	Elements of control	12/4/18
45	13.04.18	D	I,III&V	Revision	13/4/18

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**SADAKATHULLAH APPA COLLEGE (AUTONOMOUS), TIRUNELVELI-627011**  
**LESSON PLAN AND RECORD OF CLASSES ENGAGED**

Course: B.COM (SF) Class: I Year Academic year: 2017-18 Semester: II

Title of the Paper: Value Education-II

Subject Code: 15USVE2B

Theory / Practical

Name of the Teacher: *J. Asanya Jathina*

Sl. No	Date	Order	Unit	Topics planned	Covered on
1	06.12.2017	A	I	Syllabus Discussion	
2	12.12.2017	E		Individual Morality	12.12.2017
3	14.12.2017	A		Objectives of Moral life	20.12.2017
4	20.12.2017	E		Living in accordance with the code of morality	20.12.2017
5	22.12.2017	A		Goodness of Morality	22.12.2017
6	30.12.2017	E		Morality and Thirukural, Need for faith	22.12.2017
7	03.01.2018	A	II	Adherence to higher code of morality	03.01.2018
8	09.01.2018	E		Fear of God	09.01.2018
9	11.01.2018	A		Good Moral Values	11.01.2018
10	20.01.2018	E		Duty to parents, teachers and respecting elders	20.01.2018
11	23.01.2018	A		Moral Etiquette	23.01.2018
12	30.01.2018	E		Right - minded principle and High principles for proper conduct	30.01.2018
13	01.02.2018	A	III	Including good attitudes	01.02.2018
14	07.02.2018	E		Open mindedness and Morale	07.02.2018
15	09.02.2018	A		Analysing the pros and cons of good and bad	09.02.2018

Text books:

Value Education - II

Publication of Sadakathullah Appa College

Reference books:

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	1	Individual morality			05.03.18	05.03.18
Internal Test	3	1 ½ Units	1 ½ - 3 Units	4 - 5 Units		

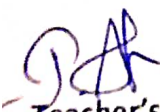
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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl. No	Date	Order	Unit	Topics planned	Covered on
16	14.02.2018	E		Service to others – Mind power, Tolerance, Respecting others, Showing love to others	16.02.2018
17	17.02.2018	A		Patience	22.02.2018
18	22.02.2018	E		Tranquility – Modesty, Kindness and Forgiveness	26.02.2018
19	26.02.2018	A	IV	Life History of Mahatma Gandhiji	02.03.2018
20	02.03.2018	E		Life History of Mahatma Gandhiji	05.03.2018
21	05.03.2018	A		Life History of Abraham Lincoln	09.03.2018
22	09.03.2018	E		Life History of Abraham Lincoln	12.03.2018
23	12.03.2018	A		Life History of Dr.A.P.J.Abdul Kalam	16.03.2018
24	16.03.2018	E		Life History of Dr.A.P.J.Abdul Kalam	20.03.2018
25	20.03.2018	A	V	Truth, The importance of uprightness	26.03.2018
26	26.03.2018	E		Integrity, Friendship	02.04.2018
27	02.04.2018	A		Health awareness on Alcohol and drug abuse	16.04.2018
28	06.04.2018	E		Including reading habit, reading good books	16.04.2018
29	10.04.2018	A		Hygiene and Dowry	20.04.2018
30	21.04.2018	E		Corruption and Communal Harmony	20.04.2018

  
Teacher's Sign

  
HOD Sign