



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

Course: B.COM (SF) Class: I Year Academic year: 2018-2019 Semester: II

Title of the Paper: Financial Accounting II

Subject Code: 18UCCO21

Theory/ Practical: *Theory*

Name of the teacher: J. ASANYA FATHIMA

Sl. No	Date	Order	Unit	Topics planned	Covered on
1	11.12.18	B	I	Syllabus Discussion	11.12.18
2	12.12.18	C		Accounts of non trading concern	12.12.18
3	13.12.18	D		Receipts and Payments A/c-Problem	13.12.18
4	14.12.18	E		Problem	14.12.18
5	17.12.18	F		Problem	17.12.18
6	19.12.18	B		Income and Expenditure A/c-Problem	19.12.18
7	20.12.18	C		Problem	20.12.18
8	21.12.18	D		Difference between two	21.12.18
9	26.12.18	E		Preparation of Balance sheet - Problem	26.12.18
10	27.12.18	F		Problem	27.12.18
11	29.12.18	B		Problem	29.12.18
12	31.12.18	C		Capital and Revenue Receipts - Problem	31.12.18
13	02.01.19	D		Capital and Revenue Expenditure-Problem	31.12.18
14	03.01.19	E		Deferred Expenditure-Problem	03.01.19
15	04.01.19	F		Problem	04.01.19

Text books: *Advanced Accountancy - M.A. Arulanandam and K.S. Ramen - Himalaya Publishing House.*

Reference books: *Advanced Accountancy - Dr. S. N. Maheswari - Vikas Publishing House*

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	1	<i>Depreciation</i>			20.03.2019	20.03.2019
Internal Test	3	1 ½ Units	1 ½ - 3 Units	4-5 Units		


J. Asanya Fathima
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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl. No	Date	Order	Unit	Topics planned	Covered on
16	08.01.19	B	II	Accounts for Consignment	08.01.19
17	09.01.19	C		Difference between consignment (Theory)	08.01.19
18	10.01.19	D		Joint Venture-Meaning, Methods	09.01.19
19	11.01.19	E		Difference between consignment and joint venture	11.01.19
20	21.01.19	F		Maintenance of separate books- Problem	21.01.19
21	23.01.19	B		Problem	23.01.19
22	24.01.19	C		Problem	24.01.19
23	25.01.19	D		Problem	25.01.19
24	28.01.19	E		Problem	29.01.19
25	29.01.19	F		Problem	31.01.19
26	31.01.19	B		Recording in existing books - Problem	01.02.19
27	01.02.19	C		Problem	01.02.19
28	04.02.19	D		Problem	05.02.19
29	05.02.19	E		Problem	06.02.19
30	06.02.19	F		Problem	08.02.19
31	08.02.19	B	III	Self Balancing System-Meaning	09.02.19
32	09.02.19	C		Journal entries in general ledger, Sales and purchases ledger	11.02.19
33	11.02.19	D		Problem	12.02.19
34	12.02.19	E		Problem	13.02.19
35	13.02.19	F		Transfer from one ledger to another- Problem	18.02.19
36	15.02.19	B		Problem	18.02.19
37	18.02.19	C		Problem	19.02.19
38	19.02.19	D		Problem	19.02.19
39	20.02.19	E		Accounts from incomplete records, Single entry Vs Double entry	20.02.19
40	21.02.19	F		Defects of single entry	21.02.19


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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl. No	Date	Order	Unit	Topics Planned	Covered on
41	25.02.19	B		Statement of affairs method and conversion method	25.02.19
42	26.02.19	C		Problem	26.02.19
43	27.02.19	D		Problem	26.02.19
44	28.02.19	E		Problem	01.03.19
45	01.03.19	F		Problem	05.03.19
46	04.03.19	B	IV	Depreciation-Meaning, Definition, Need	06.03.19
47	05.03.19	C		Causes of Depreciation	08.03.19
48	06.03.19	D		Methods of Depreciation	08.03.19
49	07.03.19	E		Straight Line Method - Problem	11.03.19
50	08.03.19	F		Problem	12.03.19
51	11.03.19	B		Problem	13.03.19
52	12.03.19	C		Diminishing Balance Method-Problem	14.03.19
53	13.03.19	D		Problem	15.03.19
54	14.03.19	E		Problem	16.03.19
55	15.03.19	F		Sinking Fund Method - Problem	19.03.19
56	19.03.19	B		Problem	20.03.19
57	20.03.19	C		Problem	20.03.19
58	22.03.19	D		Annuity Method-Problem	25.03.19
59	25.03.19	E		Problem	25.03.19
60	26.03.19	F		Problem	29.03.19
61	28.03.19	B	V	Insurance Claims	01.04.2019
62	29.03.19	C		Loss of stock	01.04.2019
63	30.03.19	D		Problem	02.04.2019
64	01.04.19	E		Problem	02.04.2019
65	02.04.19	F		Problem	02.04.2019


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Sl. No	Date	Order	Unit	Topics planned	Covered on
66	04.04.19	B		Loss of profit or Consequential loss	05.04.2019
67	05.04.19	C		Problem	08.04.2019
68	08.04.19	D		Problem	09.04.2019
69	09.04.19	E		Problem	10.04.2019
70	10.04.19	F		Problem	11.04.2019
71	12.04.19	B		Claim under Average Clause	13.04.2019
72	15.04.19	C		Problem	15.04.2019
73	16.04.19	D		Problem	16.04.2019
74	18.04.19	E		Revision	23.04.2019
75	20.04.19	F		Revision	24.04.2019
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Rahmath Nagar, Tirunelveli - 627 011.

LESSON PLAN AND RECORD OF CLASSES ENGAGED

Class : IV Academic Year : 2018 - 2019 Semester : I

Course : B.com

Subject Code : 1803UFLB

Title of the Paper : value education - II

Name of the Teacher : J.A.S Mohammed EHYA

Theory / Practical

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1	11.12.18	I	Syllabus Discussion	11.12.18
2	12.12.18-B		Individual morality	11.12.18
3	19.12.18-C		Objectives of moral morality	29.12.18
4	20.12.18-C		Living in awareness with morality	29.12.18
5	29.12.18-B		The goodness of morality	08.01.19
6	31.12.18-C		morality & Thirukural	08.01.19
7	08.1.19-B		The need for Faith morality	09.01.19
8	9.01.18-C	II	Adherence to the higher code of morality	23.01.19
9	23.01.19-B		Fear of god, good moral values respecting	24.01.19
10	24.01.19-C		Duty to parents, Teachers, moral	31.01.19
11	31.01.19-B		Equity Right minded principle	01.02.19
12	01.02.19-C		High principles for proper conduct	08.02.19
13	08.02.19-B		Including good attitudes open minded	08.02.19
14	09.02.19-C		morale Analyzing the pros and cons of good and bad	09.02.19
15	15.02.19-B		Service of others Tolerance	15.02.19

Reference books :

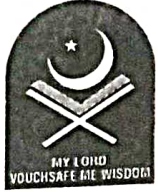
Text books :

1. Publication of Sadakathullah Appa college.
- 2.

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment		The goodness of	morality		15/02/19	26/02/19
Internal Test	3	I st Test Portions 1 1/2 Units	II nd Test Portions 1 1/2 - 3 Units	III rd Test Portions 4 - 5 Units		

S. mohammed EHYA
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J.A.S
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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered or
16.	18.02.19-C		mind power, Respecting others	18.02.19
17.	25.02.19-B		Showing Love to others	25.02.19
18	26.02.19-C		modesty, patience, Tranquility	25.02.19
19	04.03.19-B		Kindness and Forgiveness	26.02.19
20	05.03.19-B	IV	Quotation and moral stories	05.03.19
21	14.03.19-B		Good character of great person	05.03.19
22	12.03.19-C		Life history of Mahatma Gandhi	11.03.19
23	19.03.19-B		Life history of Abraham Lincoln	19.03.19
24	30.03.19-C		Dr. A.P.J. Abdul Kalam History	19.03.19
25	28.03.19-B	D	Truth The Importance of Integrity Friendship	20.03.19
26	29.03.19-C		Health Awareness on Alcohol Drug Abuse	29.03.19
27.	04.04.19-B		Including Reading good Books good Habits	04.04.19
28	05.04.19-C		Hygienic Dewry & Corruption	05.04.19
29.	12.04.19-B		Communal Harmony	12.04.19
30.	15.04.19-C		Revision	15.04.19
31.	16.04.19-B		Revision	16.04.19
32	23.4.19-C		Revision	23.04.19

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Rahmath Nagar, Tirunelveli - 627 011.

LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course : B.COM

Class : II

Academic Year : 2018 - 2019 Semester : IV

Title of the Paper : Human Resource Management Subject Code : 15UC04 2

Theory / Practical

Name of the Teacher : S. Rubha

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1.	10.12.18-A	I	Syllabus given: ^{HRM -} Introduction, Meaning	10.12.18.
2	11.12.18-B		Definition, Evolution	11.12.18
3	12.12.18-C		"	12.12.18.
4	13.12.18-D		"	13.12.18
5	14.12.18-F		"	14.12.18.
6	17.12.18-F		Nature of HRM	19.12.18
7	18.12.18-A		"	19.12.18
8	19.12.18-B		"	19.12.18.
9	20.12.18-C.		"	20.12.18.
10	21.12.18-D		Role of HRM	21.12.18
11	26.12.18-E		"	21.12.18
12	27.12.18-F		"	28.12.18.
13	28.12.18-A		Scope of HRM	28.12.18.
14	29.12.18-B		"	29.12.18.
15	31.12.18-e		Importance of HRM	31.12.18.

Text books :

Human Resource mgt

- Dr. C.B. Gupta
- Human Resource management - L.M. Prasad.

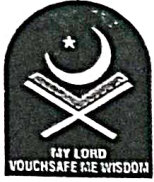
Reference books :

- personal management - C.B. Merriam.

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	1.	Job Analysis, evolution, training	Job specification	selection process	31.12.18	26.2.19
Internal Test		I st Test Portions	II nd Test Portions	III rd Test Portions		
		1-1 1/2	1 1/2 - 3 1/2	3 1/2 - 5		

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Sl.No.	Date & Order	Unit	Topics planned	Covered on
16	2.1.19-D		Functions of HRM	2.1.19
17	3.1.19-F		"	3.1.19
18	4.1.19-F		"	4.1.19
19	7.1.19-D	II	Human Resource planning: Introduction, meaning	7.1.19.
20	8.1.19-B		Man power planning	8.1.19.
21	9.1.19-C		"	9.1.19.
22	10.1.19-D		Job analysis	10.1.19.
23	11.1.19-F		"	11.1.19.
24	21.1.19-F		Components	22.1.19
25	22.1.19-D		"	22.1.19
26	23.1.19-B		Job Description & specification	23.1.19
27	24.1.19-C		"	24.1.19
28	25.1.19-D		"	25.1.19
29	28.1.19-E		Recruitment	29.1.19
30	29.1.19-F		"	29.1.19.
31	30.1.19-A		characteristics & types	30.1.19
32	31.1.19-B		"	31.1.19.
33	1.2.19-C		Selection process	1.2.19.
34	4.2.19-D		"	4.2.19
35	5.2.19-E		Tests and interviews	5.2.19.
36	6.2.19-F		"	6.2.19
37	7.2.19-A	III	Training and Development Introduction	7.2.19.
38	8.2.19-B		Need and Importance	8.2.19
39	9.2.19-C		"	9.2.19.
40	11.2.19-D		Assessment of employee training needs	9.2.19.

11-15
CL. 5 days

S. R. R. S.
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L. S. P.
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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		Steps in training	19.2.19
42	13.2.19-F		"	19.2.19
43	14.2.19-A		Methods in training	19.2.19
44	15.2.19-B		"	19.2.19
45	18.2.19-C		Management development programs	20.2.19
46	19.2.19-D		"	20.2.19
47	20.2.19-F		Significance & types	20.2.19.
48	21.2.19-F		Career planning & development	21.2.19
49	22.2.19-A		Career Counseling	22.2.19.
50	25.2.19-B		Job rotation, promotion	25.2.19.
51	26.2.19-C		Transfers	26.2.19
52	27.2.19-D		Retirement & Separation Processes	27.2.19
53	28.2.19-F		"	27.2.19. <small>RIP</small>
54	1.3.19-F		"	28.2.19.
55	2.3.19-A	IV	Compensation - Introduction, meaning	2.3.19.
56	4.3.19-B		Wages & Salary Administration	4.3.19
57	5.3.19-C		factors	5.3.19.
58	6.3.19-D		Wages policy - Time rate	6.3.19.
59	7.3.19-F		piece rate, bonus	9.3.19
60	8.3.19-F		Incentives & Benefits	9.3.19
61	9.3.19-A		"	9.3.19
62	11.3.19-B		Profit sharing	11.3.19
63	12.3.19-C		"	12.3.19.
64	13.3.19-D		Compensation administration	13.3.19
65	14.3.19-E		"	14.3.19

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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		Development of a sound	15.3.19.
67	18.3.19-A		Compensation structure	16.3.19.
68	19.3.19-B		"	18.3.19
69	20.3.19-C		"	19.3.19.
70	22.3.19-D		Grievances Handling &	20.3.19
71	25.3.19-F		Disciplines	22.3.19.
72	26.3.19-F		"	22.3.19
73	27.3.19-A	V	performance Appraisal - Introduction, meaning	22.3.19
74	28.3.19-B		performance Evaluation	22.3.19
75	29.3.19-C		"	22.3.19
76	30.3.19-D		purpose	1.4.19
77	1.4.19-E		"	1.4.19
78	2.4.19-F		Factors affecting performance Evaluation	1.4.19
79	3.4.19-A		"	1.4.19.
80	4.4.19-B		PMs - performance Appraisal system	2.4.19.
81	5.4.19-C		Need & importance	3.4.19.
82	8.4.19-D		methods of PMs	5.4.19
83	9.4.19-E		360 degree method	8.4.19
84	10.4.19-F		Assessment Centre method	9.4.19
85	11.4.19-A		Behaviourally Anchored	10.4.19.
86	12.4.19-B		Rating scale (BARS)	11.4.19
87	15.4.19-C		Revision	12.4.19
88	16.4.19-D		"	15.4.19
89	18.4.19-F		"	22.4.19
90	20.4.19-F		"	24.4.19.

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LESSON PLAN & RECORD OF CLASSES ENGAGED

Course : B.com 'A' Academic year : 2018-19 Class : II Semester : IV

Title of the paper : Company Law Theory / Practical - Theory Subject Code : 15UC0043
 Class Teacher -! A. Jesuraj

Sl. No.	Date & Order	Unit	Topics Planned	Topics Covered with date
1	Dec-10. A	I	Company definition	10.12.18
2	Dec 11 B		characteristics	11.12.18
3	Dec 12 C		Lifting the corporate veil	13.12.18
4	Dec 13 D		Kinds of companies	13.12.18
5	Dec 14 E		Incorporation of companies	14.12.18
6	Dec 17 F		Promoters	17.12.18
7	Dec 18 - A		Preliminary contracts	18.12.18
8	Dec 19 - B		Provisional contract	19.12.18
9	Dec 20 - C		One man company.	20.12.18
10	Dec 21 D		Revision	20.12.18
11	Dec 26 E		Revision	26.12.18
12	Dec 27 F		Revision	27.12.18
13	Dec 28 A		Revision	28.12.18
14	Dec 29 B		Revision	29.12.18
15	Dec 31 C		Revision	31.12.18
16	Jan 2 D		Revision	04.01.19

Prescribed Books : Company Law - N.D. Kapoor.

Reference Books : Shanthi's Company Law

Activity	Total Number	Topic 1	Topic 2	Planned Date	Actual Date
Assignment	2	I unit	II unit	21.12.18	27.1.19
Internal Test	2	1 st Test Portion :	2 nd Test Portion :	12.01.19	'
		12 1/2 unit	II 2 1/2 unit		

Note : Add separate sheets, if Guest Lectures, Seminars etc., are planned

Teacher's Sign

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SADAKATHULLAH APPA COLLEGE, TIRUNELVELI - 627 011

Theory / Practical

Sl. No.	Date & Order	Unit	Topics Planned	Topics Covered with d.l.
17	03.1.19-E		Revision	04.01.19
18	04.1.19-F		Revision	04.01.19
19	7.1.19-A	<u>II</u>	Memorandum of Association	07.01.19
20	8.1.19-B		contents	8.01.19
21	9.1.19-c		Alteration of Memorandum	9.01.19
22	10.1.19-D		Doctrine of ultra vires	10.01.19
23	11.01.19-E		Articles of Association	11.01.19
24	21.1.19-F		Alteration of Articles	21.01.19
25	22.1.19-A		Limitation	22.01.19
26	23.1.19-B		Doctrine of constructive notice	23.01.19
27	24.1.19-c		Doctrine of indoor management	24.01.19
28	25.1.19-D		prospectus	25.01.19
29	28.1.19 E		Definition	28.01.19
30	29.1.19-F		contents	29.01.19
31	30.1.19-A		statement in lieu of prospectus	30.01.19
32	31.1.19-B		Misstatements in prospectus	31.01.19
33	1.02.19-C		consequences -	01.02.19
34	04.2.19-D		Book Building	04.02.19
35	05.02.19-E		Dematerialized securities	05.02.19
36	06.02.19-F		Revision	06.02.19
37	07.02.19-A		Revision	07.02.19

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Theory / Practical

Sl. No.	Date & Order	Unit	Topics Planned	Topics Covered with date
38	08.02.19-B		Revision	08.02.19
39	09.02.19-C		Revision	11.02.19
40	11.02.19-D		Revision	11.02.19
41	12.02.19-E		Revision	12.02.19
42	13.02.19-F		Revision	13.02.19
43	14.02.19-A		Revision	14.02.19
44	15.02.19-B		Revision	15.02.19
45	18.02.19-C		Revision	18.02.19
46	19.02.19-D		Revision	19.02.19
47	20.02.19-E		Revision	20.02.19
48	21.02.19-F	iii	Membership	21.02.19
49	22.02.19-A		Rights of members	25.02.19
50	25.02.19-B		Liabilities of members	26.02.19
51	26.02.19-C		Kinds of share capital	26.02.19
52	27.02.19-D		Alteration of share capital	27.02.19
53	28.02.19-E		Reduction of share capital	04.03.19
54	1.03.19-F		Types of shares	04.03.19
55	02.03.19-A		Allotment of shares	04.03.19
56	04.03.19-B		effect of irregular allotment	04.03.19
57	05.03.19-C		Transfer and transmission of shares	05.03.19
58	06.03.19-D		Issue of share premium	06.03.19

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Theory / Practical

Sl. No.	Date & Order	Unit	Topics Planned	Topics Covered with
59	07.03.19		Issue of shares	07.03.19
60	08.3.19		Issue at discount	08.03.19
61	09.03.19		Issue of sweat equity shares	09.03.19
62	11.03.19		Bonus shares, right shares	11.03.19
63	12.03.19		buy back of shares	12.03.19
64	13.03.19		Rules regarding dividend	13.03.19
65	14.03.19		Directors	14.03.19
66	18.03.19		Appointment	18.03.19
67	19.3.19		Disqualifications	19.3.19
68	20.3.19		vacation of office	20.3.19
69	21.03.19		Removal of directors	21.03.19
70	22.3.19		Powers	22.3.19
71	25.3.19		Duties	25.3.19
72	26.3.19		Liabilities	26.3.19
73	27.03.19		Managing Director	27.03.19
74	28.3.19		Meeting of shareholders & directors	28.03.19
75	29.3.19		Requisite of valid meeting.	29.3.19
76	30.3.19		Voting	30.3.19
77	1.04.19		Poll resolutions	1.04.19
78	2.04.19	V	Introduction	2.04.19
79	03.4.19		Prevention of Oppression	03.04.19

Teacher's Sign

HOD Sign

