



# Sadakathullah Appa College

(AUTONOMOUS)

Rahmath Nagar, Tirunelveli - 627 011.

## LESSON PLAN AND RECORD OF CLASSES ENGAGED

Class: III Yr Academic Year: 2019 - 2020 Semester: IV  
 Course: B.Com Finance Subject Code: 18UCCF42  
 Title of the Paper: ISLAMIC BANKING & FINANCE  
 Theory / Practical Name of the Teacher: K SHEIK MYDEEN

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1	9.12.2019 A	I	Syllabus - Discussion	9.12.19
2	10.12.19 B		Islamic Banking - meaning, definition	10.12.19
3	11.12.19 C		origin of Islamic banking	11.12.19
4	12.12.19 D		Early Era	12.12.19
5	13.12.19 E		Middle Era	13.12.19
6	16.12.19 F		Modern Era	16.12.19
7	17.12.19 A		operation & working of Islamic Banking	17.12.19
8	18.12.19 B		Regulations for Islamic Banking	18.12.19
9	19.12.19 C		Financing modes of Islamic Banking	19.12.19
10	20.12.19 D		Investment Financing	20.12.19
11	21.12.19 E		Trade Financing	21.12.19
12	27.12.19 F		objectives of Islamic Banking	27.12.19
13	28.12.19 A		Features of Islamic Banking	28.12.19
14	30.12.19 B		Principles of Islamic Banking	30.12.19
15	31.12.19 C		concepts in Islamic Banking	31.12.19

Text books :

1. In Introduction to Islamic Banking & Finance
2. Islamic Banking & Finance

Reference books :

- 1.
- 2.

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	1	Introduction about Islamic Banking & Finance			2.1.20	20.1.20
Internal Test	3	I <sup>st</sup> Test Portions	II <sup>nd</sup> Test Portions	III <sup>rd</sup> Test Portions		

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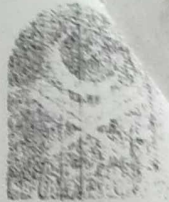


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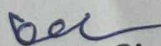
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Sl.No.	Date & Order	Unit	Topics planned	Covered on
16	2.1.2020 D		Major Issues & constraints in Islamic Banking	2.1.20
17	3.1.2020 E		Benefits that showered by Islamic Banking	3.1.20
18	4.1.2020 F		Difference between conventional banking	4.1.20
19	6.1.2020 A	II	Financial market - Introduction	6.1.20
20	7.1.2020 B		Money Market	7.1.20
21	8.1.2020 C		Money Market Instrument	8.1.20
22	9.1.2020 D		Capital Market	10.1.20
23	10.1.2020 E		Difference between Primary & Secondary Market	13.1.20
24	13.1.2020 F		Islamic Financial Market Instrument	14.1.20
25	14.1.2020 A		Islamic money market	20.1.20
26	20.1.2020 B		Purpose of Islamic money market	21.1.20
27	21.1.2020 C		Islamic capital market	22.1.20
28	22.1.2020 D		Functions of Islamic money	23.1.20
29	23.1.2020 E		Structure of Islamic capital market	24.1.20
30	24.1.2020 F		Difference between Islamic & Conv. C.M	27.1.20
31	27.1.2020 A		Principles of Islamic Financial System	28.1.20
32	28.1.2020 B		Difference between Islamic mode & con. mode	29.1.20
33	29.1.2020 C		Diff bet partnership & Musharaka	30.1.20
34	30.1.2020 D		Diff between lease & Ijara	31.1.20
35	31.1.2020 E		Diff between sales and interest	3.2.20
36	3.2.2020 F		Revision	4.2.20
37	4.2.2020 A	III	Islamic Finance - Introduction	5.2.20
38	5.2.2020 B		Meaning	6.2.20
39	6.2.2020 C		contracts - meaning	10.2.20
40	7.2.2020 D		Types of contracts	11.2.20

  
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Sl.No.	Date & Order	Unit	Topics planned	Covered on
41	10.2.2020 E		Major contracts in Islamic Banking	12 2 20
42	11.2.2020 F		Products used in Islamic Banking	13 2 20
43	12.2.2020 A		Mudarabah	14 2 20
44	13.2.2020 B		Mudarabah	15 2 20
45	14.2.2020 C		Mudarabah	17 2 20
46	15.2.2020 D		Mudarabah	18 2 20
47	17.2.2020 E		Musawamah	19 2 20
48	18.2.2020 F		Musawamah	20 2 20
49	19.2.2020 A		Sukuk (Bonds)	21 2 20
50	20.2.2020 B		sukuk	24 2 20
51	21.2.2020 C		Shariah boards	25 2 20
52	24.2.2020 D		Role of Shariah advisors	26 2 20
53	25.2.2020 E		Responsibilities	28 2 20
54	26.2.2020 F		Advantages & Disadvantages	29 2 20
55	27.2.2020 A		Islamic Banking operation	2 3 20
56	28.2.2020 B		Islamic Banking operation	3 3 20
57	29.2.2020 C		Islamic Banking operation	4 3 20
58	2.3.2020 D		outline the conventional banking system	5 3 20
59	3.3.2020 E		outline the conventional banking system	6 3 20
60	4.3.2020 F		outline the conventional banking system	9 3 20
61	5.3.2020 A		outline the conventional banking system	10 3 20
62	6.3.2020 B		Deposits mobilization	11 3 20
63	9.3.2020 C		Deposites mobilizations	12 3 20
64	10.3.2020 D		Deposites mobilizations	13 3 20
65	11.3.2020 E		Resources Mobilization	16 3 20

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Sl.No.	Date & Order	Unit	Topics planned	Covered on
66	12.3.2020 F		Financing by Islamic Banks	
67	13.3.2020 A		Financing by Islamic Banks	
68	16.3.2020 B		Islamic Banking Services	
69	17.3.2020 C		Fees based operation	
70	18.3.2020 D		Fees based operation	
71	19.3.2020 E		Co-operation between con & Islamic Banks	
72	20.3.2020 F		Co-operation between con & Islamic Banks	
73	21.3.2020 A	V	Corporate Governance	
74	23.3.2020 B		Corporate Governance	
75	24.3.2020 C		Regulations	
76	26.3.2020 D		Regulations	
77	27.3.2020 E		Supervisions	
78	30.3.2020 F		Supervision	
79	31.3.2020 A		Shariah compliance	
80	1.4.2020 B		Shariah compliance	
81	2.4.2020 C		Supervision	
82	3.4.2020 D		Supervision	
83	7.4.2020 E		Related Issues	
84	8.4.2020 F		Related Issues	
85	15.4.2020 A		Practical steps to establish an Islamic bank	
86	16.4.2020 B		Practical steps to establish an Islamic bank	
87	17.4.2020 C		Practical steps to establish an Islamic bank	
88	18.4.2020 D		Practical steps to establish an Islamic bank	
89	20.4.2020 E		Revision	
90	21.4.2020 F		Revision	

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course: B.COM (Finance)

Class: II Year

Academic year: 2019-20

Semester: IV

Title of the Paper: Working Capital Management

Subject Code: 18UCCF4

K. AHAMED ANIS FATHIMA

S. No	Date	Order	Unit	Topics planned	Covered on
1.	09.12.19	A	I	Syllabus discussion	9/12/19
2.	10.12.19	B		Introduction about capital	10/12/19
3.	11.12.19	C		Types of capital	11/12/19
4.	12.12.19	D		Working capital meaning & definition	12/12/19
5.	13.12.19	E		Need of working capital	13/12/19
6.	16.12.19	F		Importance of working capital	16/12/19
7.	17.12.19	A		Current assets, Current liabilities	17/12/19
8.	18.12.19	B		Types, Circular flow of cash	18/12/19
9.	19.12.19	C		Factors determining working capital	19/12/19
10.	20.12.19	D		Advantages of working capital	20/12/19
11.	21.12.19	E		Disadvantages of working capital	20/12/19
12.	27.12.19	F		Financing of current assets	21/12/2020
13.	28.12.19	A		Factors determining working capital	13/1/2020
14.	30.12.19	B		Working capital – monitoring and control	14/1/2020
15.	31.12.19	C		Operating cycle and working capital needs	14/1/2020

Text books:

1. Financial management – M. Y Khan & Jain
2. Financial management- Peer Mohamed

Reference books:

1. Working capital management – V.K Bhalla

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	1				7/2/2020	15/2/2020
Internal Test	3	1 ½ Units	1 ½ - 3 Units	4 - 5 Units		

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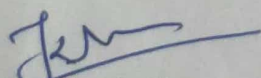
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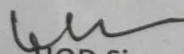




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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl. No	Date	Order	Unit	Topics planned	Covered on
16	02.01.20	D	II	Problems	21/1/2020
17	03.01.20	E		Bridging Working capital Gap	22/1/2020
18	04.01.20	F		Dangers of excessive working capital	22/1/2020
19	06.01.20	A		Working capital management- meaning	23/1/2020
20	07.01.20	B		Forecasting the working capital requirements	24/1/2020
21	08.01.20	C		Long & short term sources	27/1/2020
22	09.01.20	D		Internal sources	28/1/2020
23	10.01.20	E		External sources	29/1/2020
24	13.01.20	F		Methods of analysis of working capital	30/1/2020
25	14.01.20	A		Estimation of current assets ,Liabilities	31/1/2020
26	20.01.20	B		Computation of working capital requirements	1/2/2020
27	21.01.20	C		Problems	3/2/2020
28	22.01.20	D		Problems	4/2/2020
29	23.01.20	E		Problems	4/2/2020
30	24.01.20	F		Problems	5/2/2020
31	27.01.20	A		Problems	5/2/2020
32	28.01.20	B		Problems	6/2/2020
33	29.01.20	C		Problems	7/2/2020
34	30.01.20	D	III	Cash management – meaning, ,Objectives ,Nature	7/2/2020
35	31.01.20	E		Motives of holding cash	10/2/2020
36	03.02.20	F		Factors determining the need for cash	10/2/2020
37	04.02.20	A		Techniques of cash management	12/2/2020
38	05.02.20	B		Receipts and payment method-problem	12/2/2020
39	06.02.20	C		Adjusted profit and loss method- problem	13/2/2020
40	07.02.20	D		Balance sheet method –problems	14/2/2020
41	10.02.20	E		Cash management model	15/2/2020

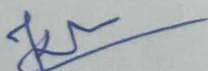
  
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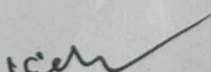
  
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LESSON PLAN AND RECORD OF CLASSES ENGAGED

42	11.02.20	F		William J. Baumol EOQ model	18/2/2020
43	12.02.20	A		Problem	18/2/2020
44	13.02.20	B		Miller- Or cash management model problem	24/2/2020
45	14.02.20	C		Cash cycle- problem	24/2/2020
46	15.02.20	D		Cash turnover – problem	25/2/2020
47	17.02.20	E		Cash budget-problem	25/2/2020
48	18.02.20	F		Problem	27/2/2020
49	19.02.20	A		Problem	28/2/2020
50	20.02.20	B		Problem	29/2/2020
51	21.02.20	C	IV	Receivables Mgt meaning	2/3/2020
52	24.02.20	D		Purpose	4/3/2020
53	25.02.20	E		Cost of maintaining receivables	5/3/2020
54	26.02.20	F		Aspects of management of receivables-credit policy	5/3/2020
55	27.02.20	A		credit analysis	6/3/2020
56	28.02.20	B		Decision Tree analysis of credit granting	7/3/2020
57	29.02.20	C		control of receivables	7/3/2020
58	02.03.20	D		Collection policy	9/3/2020
59	03.03.20	E		Monitoring of receivables	10/3/2020
60	04.03.20	F		Ageing Schedule	11/3/2020
61	05.03.20	A		Factors influence the size of receivables	12/3/2020
62	06.03.20	B		Benefits, Evaluation of credit policy	13/3/2020
63	09.03.20	C		Calculation of accounts receivables	14/3/2020
64	10.03.20	D		Problem	16/3/2020
65	11.03.20	E		Problem	
66	12.03.20	F		Problem	
67	13.03.20	A		Problem	

  
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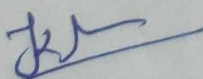
  
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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl. No	Date	Order	Unit	Topics planned	Covered on
68	16.03.20	B			
69	17.03.20	C	V	Inventory meaning	
70	18.03.20	D		Kinds	
71	19.03.20	E		Need,Benefit	
72	20.03.20	F		Risk and cost of holding inventory	
73	21.03.20	A		Management of inventories	
74	23.03.20	B		Motives of holding inventories	
75	24.03.20	C		Objectives	
76	26.03.20	D		Techniques of inventory mgt	
77	27.03.20	E		Economic order quantity-	
78	30.03.20	F		Problem	
79	31.03.20	A		Determination of stock level	
80	01.04.20	B		ABC VED analysis &FSN analysis	
81	02.04.20	C		Inventory turn over ratio	
82	03.04.20	D		JIT Inventory system-	
83	07.04.20	E		Min-max method &perpetual inventory system	
84	08.04.20	F		Automatic order system & input output ratio analysis	
85	15.04.20	A		Problem	
86	16.04.20	B		Problem	
87	17.04.20	C		Problem	
88	18.04.20	D		Problem	
89	20.04.20	E		Problem	
90	21.04.20	F		Problem	

  
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## LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course : B.Com (Finance) Class : II B.Com (Fin) Academic Year : 2019 - 2020 Semester : IV  
 Title of the Paper : Business Communication Subject Code : 18UCCFA1  
 Theory / Practical Name of the Teacher : M. Syed Sulaiga Banazir

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1	A-9.12.19	I	Syllabus Discussion	09.12.19
2	B-10.12.19		Introduction	10.12.19
3	C-11.12.19		Meaning, Definition	11.12.19
4	D-12.12.19		Importance	12.12.19
5	E-13.12.19		Need	13.12.19
6	F-16.12.19		Process of communication	16.12.19
7	A-17.12.19		Process of communication	17.12.19
8	B-18.12.19		Process of communication	18.12.19
9	C-19.12.19		Media for communication	19.12.19
10	D-20.12.19		Media for communication	20.12.19
11	E-21.12.19		Types of communication	21.12.19
12	F-27.12.19		Types of communication	27.12.19
13	A-28.12.19		Types of communication	30.12.19
14	B-30.12.19		Barriers to communication	31.12.19
15	C-31.12.19		Barriers to communication	2-1-2020

Text books :

- Essentials of Business Communication - Rajendra Pal

Reference books :

- Business Communication - R.S.N Pillai - Bagavathi

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	1	Letter Preparation			4.2.20	
Internal Test		I <sup>st</sup> Test Portions	II <sup>nd</sup> Test Portions	III <sup>rd</sup> Test Portions		
		1-1 1/2	2 1/2-3	4-5		

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## LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
16	D-2.1.20	II	Business Letter	3.1.2020
17	E-3.1.20		Introduction, Meaning	4.1.2020
18	F-4.1.20		Meaning	6.1.2020
19	A-6.1.20		Need	7.1.2020
20	B-7.1.20		Characteristics	8.1.2020
21	C-8.1.20		characteristics of a good letter	9.1.2020
22	D-9.1.20		Functions	10.1.2020
23	E-10.1.20		Functions	14.1.2020
24	F-13.1.20		Kinds	20.1.2020
25	A-14.1.20		Kinds of Business letter	21.1.2020
26	B-20.1.20		Essentials of a good letter	22.1.2020
27	C-21.1.20		Essentials	23.1.2020
28	D-22.1.20		Layout of a business letter	24.1.2020
29	E-23.1.20		Layout of a business letter	27.1.2020
30	F-24.1.20		Layout	28.1.2020
31	A-27.1.20		kinds of B.L	29.1.2020
32	B-28.1.20		Model of B.L	30.1.2020
33	C-29.1.20		Models of B.L	31.1.2020
34	D-30.1.20	III	offer letter	3.2.2020
35	E-31.1.20		Meaning	4.2.2020
36	F-3.2.20		offer letter Preparation	6.2.2020
37	A-4.2.20		offer letter	7.2.2020
38	B-5.2.20		Models of offer letter	10.2.2020
39	C-6.2.20		Contents	11.2.2020
40	D-7.2.20		Quotations	12.2.2020

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Sl.No.	Date & Order	Unit	Topics planned	Covered on
H1	E-10.2.20		Quotation- Preparation	13.2.2020
H2	F-11.2.20		Quotation- Preparation	14.2.2020
H3	A-12.2.20		Model Quotations	15.2.2020
H4	B-13.2.20		Deamination	18.2.2020
H5	C-14.2.20		Enquiry - Form	19.2.2020
H6	D-15.2.20		Reply	20.2.2020
H7	E-17.2.20		Reply	24.2.2020
H8	F-18.2.20		Orders	25.2.2020
H9	A-19.2.20		Execution	26.2.2020
50	B-20.2.20		Credit enquiry	27.2.2020
51	C-21.2.20		credit enquiry	28.2.2020
52	D-24.2.20		Status enquiry	3.3.2020
53	E-25.2.20	IV	Complaints meaning	4.3.2020
54	F-26.2.20		complaint letter	5.3.2020
55	A-27.2.20		Preparation C-L	6.3.2020
56	B-28.2.20		Adjustments	9.3.2020
57	C-29.2.20		Adjustments	10.3.2020
58	D-2.3.20		Collection letters	11.3.2020
59	E-3.3.20		collection letters - Prep.	12.3.2020
60	F-4.3.20		Circular letter	14.3.2020
61	A-5.3.20		Preparation	16.3.2020
62	B-6.3.20		Sales letter	
63	C-9.3.20		Sales letter prep.	
64	D-10.3.20		Application for situation	
65	E-11.3.20		Application for situation	

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## LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
66	F-12.3.20		Resume Writing	
67	A-13.3.20		Resume writing	
68	B-16.3.20		Report writing	
69	C-17.3.20		Report writing	
70	D-18.3.20	V	Banking correspondence	
71	E-19.3.20		Letters prep.	
72	F-20.3.20		Letters	
73	A-21.3.20		Insurance correspondence	
74	B-23.3.20		Letters prep.	
75	C-24.3.20		Agency Correspondence	
76	D-26.3.20		Letters prep.	
77	E-27.3.20		Letters prep.	
78	F-30.3.20		Communication Networks	
79	A-31.3.20		Comm. Network	
80	B-1.4.20		Communi. network	
81	C-2.4.20		E-mail Correspondence	
82	D-3.4.20		E-mail comm.	
83	E-7.4.20		contents	
84	F-8.4.20		E-mail letter preparation	
85	A-15.4.20		Essentials	
86	B-16.4.20		Revision	
87	C-17.4.20		Revision	
88	D-18.4.20		Revision	
89	E-20.4.20		Revision	
90	F-21.4.20		Revision	

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

Course: B.COM (Finance).      Class: II Year      Academic year: 2019-20      Semester: II

Title of the Paper: Business Statistics

Subject Code: 18UAEC41

Theory / Practical

Name of the Teacher : M.Esakkiammal

Sl. No	Date	Order	Unit	Topics planned	Covered on
1	09.12.19	A	I	Syllabus Discussion	09.12.19
2	10.12.19	B		Introduction - Meaning & Definition	10.12.19
3	11.12.19	C		Functions of statistics	11.12.19
4	12.12.19	D		Scope of statistics	12.12.19
5	13.12.19	E		Limitations	13.12.19
6	16.12.19	F		Collection of data	16.12.19
7	17.12.19	A		Primary Data	17.12.19
8	18.12.19	B		Methods of primary data	18.12.19
9	19.12.19	C		Secondary data	19.12.19
10	20.12.19	D		Sources of secondary data	20.12.19
11	21.12.19	E		Classification – Objectives	02.01.2020
12	27.12.19	F		Types of classification	02.01.2020
13	28.12.19	A		Tabulation of data – objectives, types	03.01.2020
14	30.12.19	B		Diagrams	06.01.2020
15	31.12.19	C		Graphs	07.01.2020

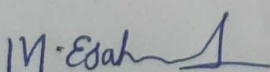
Text books:


1. Statistical Methods: Dr.S.P.Gupta  
Sultan Chand & sons, New Delhi

Reference books:

Statistics, Theory and Practice-RSN Pillai & Bhagavathy  
Business statistics : GC. Beri  
Statistical Methods: Sanchetti Kapoor  
Business Statistics : M.Wilson

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment		Collection of data, Mean, Median, Mode, Q.D, S.D.			06.02.2020	20.02.2020
Internal	3	1 ½ Units	1 ½ - 3	4 - 5 Units		

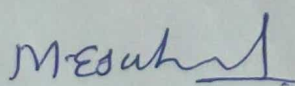
  
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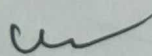
  
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**SADAKATHULLAH APPA COLLEGE ( AUTONOMOUS ), TIRUNELVELI-627011**  
**LESSON PLAN AND RECORD OF CLASSES ENGAGED**

Sl. No	Date	Order	Unit	Topics planned	Covered on
16	02.01.20	D		Types	07.01.2020
18	03.01.20	E		Revision	07.01.2020
19	04.01.20	F	II	Measures of central tendency	09.01.2020
19	06.01.20	A		Objectives	09.01.2020
20	07.01.20	B		Requisites of a good average- types	10.01.2020
21	08.01.20	C		Arithmetic mean	10.01.2020
22	09.01.20	D		Arithmetic mean	11.01.2020
23	10.01.20	E		Median	13.01.2020
24	13.01.20	F		Median	13.01.2020
25	14.01.20	A		Mode	13.01.2020
26	20.01.20	B		Mode	20.01.2020
27	21.01.20	C		Revision	20.01.2020
28	22.01.20	D		Measures of dispersion-Meaning	20.01.2020
29	23.01.20	E		Methods of dispersion	22.01.2020
30	24.01.20	F		Range	23.01.2020
31	27.01.20	A		Quartile deviation	24.01.2020
32	28.01.20	B		Quartile deviation	24.01.2020
33	29.01.20	C		Mean deviation	28.01.2020
34	30.01.20	D		Mean deviation	29.01.2020
35	31.01.20	E		Standard deviation	30.01.2020
36	03.02.20	F		Revision	31.01.2020
37	04.02.20	A	III	Skewness – Meaning	01.02.2020
38	05.02.20	B		Types	03.02.2020
39	06.02.20	C		Measures of skewness	03.02.2020
40	07.02.20	D		Measures of skewness	04.02.2020
					06.02.2020

  
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**LESSON PLAN AND RECORD OF CLASSES ENGAGED**

Sl. No		Order	Unit	Topics planned	Covered on
41	10.02.20	E		Karl pearson's co-eff.of skewness	07.02.2020
42	11.02.20	F		Karl pearson's co-eff.of skewness	10.02.2020
43	12.02.20	A		Karl pearson's co-eff.of skewness	11.02.2020
44	13.02.20	B		Bowley's co-eff.of skewness	12.02.2020
45	14.02.20	C		Bowley's co-eff.of skewness	13.02.2020
46	15.02.20	D		Bowley's co-eff.of skewness	14.02.2020
47	17.02.20	E		Kelly's co-eff.of skewness	15.02.2020
48	18.02.20	F		Kelly's co-eff.of skewness	18.02.2020
49	19.02.20	A		Moments	19.02.2020
50	20.02.20	B		Moments	20.02.2020
51	21.02.20	C		Kurtosis-Meaning- types	21.02.2020
52	24.02.20	D		Problems	25.02.2020
53	25.02.20	E		Problems	27.02.2020
54	26.02.20	F		Revision	27.02.2020
55	27.02.20	A	IV	Correlation – Meaning	28.02.2020
56	28.02.20	B		Types	04.03.2020
57	29.02.20	C		Karl pearson's co-eff.of correlation	06.03.2020
58	02.03.20	D		Karl pearson's co-eff.of correlation	07.03.2020
59	03.03.20	E		Karl pearson's co-eff.of correlation	07.03.2020
60	04.03.20	F		Rank correlation	09.03.2020
61	05.03.20	A		Rank correlation	10.03.2020
62	06.03.20	B		Concurrent deviation method	11.03.2020
63	09.03.20	C		Concurrent deviation method	12.03.2020
64	10.03.20	D		Regression-Meaning, uses	13.03.2020
65	11.03.20	E		Methods	14.03.2020

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl. No	Date	Order	Unit	Topics planned	Covered on
66	12.03.20	F		Problems	16.03.2020
67	13.03.20	A		Problems	
68	16.03.20	B		Regression lines	
69	17.03.20	C		Regression lines	
70	18.03.20	D		Problems	
71	19.03.20	E		Difference between correlation & regression	
72	20.03.20	F		Revision	
73	21.03.20	A	V	Index Numbers – Meaning	
74	23.03.20	B		Uses	
75	24.03.20	C		Problems in the construction of index number	
76	26.03.20	D		Problems in the construction of index number	
77	27.03.20	E		Methods of index number	
78	30.03.20	F		Laspeyre's index number	
79	31.03.20	A		Paasche's index number	
80	01.04.20	B		Fisher's ideal methods	
81	02.04.20	C		Analysis of time series- Meaning	
82	03.04.20	D		Components	
83	07.04.20	E		Trend analysis	
84	08.04.20	F		Graphic method	
85	15.04.20	A		Semi average method	
86	16.04.20	B		Moving average method	
87	17.04.20	C		Method of least square	
88	18.04.20	D		Revision	
89	20.04.20	E		Revision	
90	21.04.20	F		Revision	

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course: B.COM.FINANCE

Class: II Year Academic year: 2019-20

Semester: IV

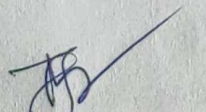
Title of the Paper: Basics in Accounting

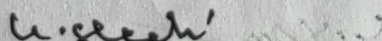
Subject Code: 18UNCF41

Theory : 30 Hours

J. Am. Omreey Farook

Sl. No	Date	Order	Unit	Topics planned	Covered on
1	09.12.19	A	I	Definition, Meaning, Objectives of Accounting	09.12.19.
2	13.12.19	E		Single entry system – Pros and Cons	13.12.19.
3	17.12.19	A		Double entry system – Pros and Cons	17.12.19.
4	21.12.19	E		Rules for Debit and Credit	03.01.2020
5	28.12.19	A	II	Journal- Meaning, objectives	06.01.2020
6	03.01.20	E		Problems	10.01.2020
7	06.01.20	A		Problems	11.01.2020
8	10.01.20	E		Ledger - Meaning, objectives	14.01.2020
9	14.01.20	A		Problems	23.01.2020
10	23.01.20	E		Balancing of Leger accounts	27.01.2020
11	27.01.20	A		Problems	31.01.2020
12	31.01.20	E	III	Subsidiary books	04.02.2020.
13	04.02.20	A		Purchase and Purchase return book- Problems	10.02.2020
14	10.02.20	E		Sales and sales return book- Problems	12.02.2020.
15	12.02.20	A		Cash book	17.02.2020
16	17.02.20	E		Petty cash book	19.02.2020
17	19.02.20	A	IV	Trial balance – Meaning, objectives	25.02.2020
18	25.02.20	E		Problems	27.02.2020
19	27.02.20	A		Problems	05.03.2020
20	03.03.20	E		Problems	07.03.2020
21	05.03.20	A	V	Final accounts	11.03.2020

  
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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl. No	Date	Order	Unit	Topics planned	Covered on
22	11.03.20	E		Problems	13.03.2020
23	13.03.20	A		Closing stock	13.03.2020
24	19.03.20	E		Problems	13.03.2020
25	21.03.20	A		Outstanding expenses, Prepaid expenses	19.03.2020
26	27.03.20	E		Problems	19.03.2020
27	31.03.20	A		Depreciation and Bad debts	21.03.2020
28	07.04.20	E		Problems	21.03.2020
29	15.04.20	A		Revision	27.03.2020
30	20.04.20	E		Revision	27.03.2020

Text books:	Reference books:
1. Advanced Accountancy – M.A.Arulanandam and K.S.Raman – Himalayas Publishing House	1. Advanced Accountancy – S.P.Jain and Narang-Kalyani Publishers
	2. Advanced Accountancy – R.L.Gupta and Radhasamy – Sulthan and sons

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