

**PG AND RESEARCH DEPARTMENT OF COMMERCE
EVEN SEMESTER - 2021 - 2022**

TEACHING PLAN

A. GENERAL INFORMATION

Name of the Faculty	: Dr.N. Sampathlakshmi, HOD of Commerce
Department	: Commerce
Programme	: M.Com.
Programme Code	: MC
Name of the Programme	: HUMAN RESOURCE MANAGEMENT
Lecture Hours / Practical Hours	: 90 Hours

B. ABOUT THE COURSE

Course Objectives	Course Outcomes	Teaching Methodology
<ul style="list-style-type: none">• Make the students understand the basis concepts of human resource management and human resource information system• Provide knowledge to the students about human resource planning• Acquire knowledge about recruitment and selection procedure• Enable the students to learn about financial and non-financial incentives• Inculcate the students about employees health and safety	<p>After completion of the course, the student should be able to:</p> <ul style="list-style-type: none">• Understand about human resource management and human resource information system• Gain knowledge about human resource planning• Learn about recruitment sources and selection procedure• Acquire knowledge about financial and non-financial incentives• Know about employees health and safety.	<ul style="list-style-type: none">• Class room Chalk and Talk• Power point.• e- Module• Classes through Practical demonstration.• Seminar• Quiz• Assignment• Discussions

PLAN OF THE WORK

Unit / Modules	Topic to be covered	Proposed date	Lecture Hours	Practical Hours	Remarks
Unit I Content- 15 Hrs, Assessment -3 Hrs Total - 18 Hrs	<ul style="list-style-type: none"> Human resource management, meaning, definition, objectives Scope of HRM Functions of HRM Administrative and operative functions of HRM Evolution and development of HRM Role of HR Manager Qualities of HR Manager Recent trends in HRM practices Human Resource information system Need for Human Resource information system Benefits of Human Resource information system Computers in HRIS 	21.02.2022 To 15.03.2022	2 hrs. 2 hrs. 1 hr. 1 hr. 1 hr. 2 hrs. 1 hr. 1 hr. 2 hrs. 1 hr. 1 hr. 2 hrs. 2 hrs.	-	-
Unit II Content- 15 Hrs, Assessment -3 Hrs Total - 18 Hrs	<ul style="list-style-type: none"> Human Resource Planning Meaning, definition of Human Resource planning Objectives of HRP Need for HRP Importance of HRP Human Resource Planning Process Problems of Human Resource Planning Job analysis Techniques of Job analysis Job description Job Satisfaction Factors influencing job satisfaction Job specification, job 	16.03.2022 to 04.04.2022	1hr. 2hrs. 1hr. 1hr. 1hr. 2 hrs. 2 hrs. 1 hr. 2 hrs. 1 hr. 1 hr. 2 hrs. 1 hr.	-	-

	enrichment				
Unit III Content- 15 Hrs, Assessment – 3 Hrs Total – 18 Hrs	<ul style="list-style-type: none"> • Recruitment, meaning, definition • Internal source of recruitment • Merits and limitations of internal sources of recruitment • External sources of recruitment, • Advantages and disadvantages of external sources of recruitment • Selection procedure • Employment test, types • Employment interview • Kinds of employment interview • Steps involved in conducting employment interview • Training and development • On the job training • Off the job training • Importance of training • Career Planning • Objectives of Career planning • Succession planning 	04.04.2022 to 23.04.2022	1 hr. 1hr. 1 hr. 2 hrs. 1 hr. 1 hr. 1 hr. 1 hr. 1 hr. 1 hr. 2 hrs. 1 hr. 1 hr. 1 hr. 1 hr. 1 hr. 1 hr.	-	-
Unit IV Content- 15 Hrs, Assessment – 3Hrs Total – 18Hrs	<ul style="list-style-type: none"> • Wage and salary administration • Characteristics • Objectives • Types • Incentives • Importance of incentives • Financial incentives • Non-Financial incentives • Fringe benefits, meaning definition • Objectives of fringe benefits • Characteristics of fringe benefits • Employee morale • Employee productivity • Measures to be taken for morale building 	25.04.2022 to 02.05.2022	2 hrs. 1 hr. 1 hr. 1hr. 1 hr. 1 hr. 2 hrs. 1hr. 1hr. 1 hr. 2hrs. 1 hr. 1 hr. 2 hrs.		
Unit V	<ul style="list-style-type: none"> • Performance appraisal, 		1 hr.		

Content- 15 Hrs., Assessment – 3Hrs Total – 18Hrs	<ul style="list-style-type: none"> meaning, definition • Objectives of performance appraisal • Traditional methods of performance appraisal • Modern methods of performance appraisal • Employee health • Employee safety • Meaning and definition of health and safety • Importance of employee health and safety • Social security • Meaning, definition • Objectives of social security • Workers participation in management • Meaning and definition • Objectives of workers participation in management • Forms of workers participation in management 	02.05.2022 to 25.05.2022	1 hr. 2 hrs. 2 hrs. 1 hr. 1 hr. 1 hr. 1 hr. 1 hr. 1 hr. 1 hr. 2 hrs. 1 hr. 1 hr. 1 hr.		
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ACTIVITIES

Activities Name	Details
Test	Monthly Test- Unit-I (March) Monthly Test - Unit-II (April) CIA / Mid Semester – Unit-I - Unit-III (First 1/2 Unit)- 2 ½ Units (April) Monthly Test- Unit –IV (May) 25.11.2020 to 15.12.2020 CIA / Model Examination -Unit-III(Second 1/2 Unit) –Unit-V- 2 ½ Units (May)
Assignment	Assignment I –Unit –I and Unit –II (February) Assignment II – Unit –III and Unit – IV (February)
Quiz	Two Mark Quiz Test - Unit I – Unit – V (May)
Seminar	Unit –V (May)
Tutorial Ward Meeting	--

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TEACHING PLAN

A. GENERAL INFORMATION

Name of the Faculty	: Dr. N.K. Premavathi, Associate Professor
Department	: Commerce
Programme	: M.Com.
Programme Code	: PGC
Name of the Course	: Advanced Financial Management
Lecture Hours / Practical Hours	: 90 hours

B. ABOUT THE COURSE

Course Objectives	Course Outcomes	Teaching Methodology
<ul style="list-style-type: none">• To impart knowledge about basic concepts of financial management.• To provide knowledge on working capital management.• To educate the students on receivables and inventory management.• To inculcate knowledge about risk, return and valuation of securities.• To make the students to understand dividend policy.	<ul style="list-style-type: none">• Understand the basic concepts of financial management.• Estimate working capital requirements and cash planning.• Evaluate credit policies and assess various inventory levels.• Analyze risk and return, compute value of securities.• Acquire knowledge on dividend policy and theories of dividend policy.	<ul style="list-style-type: none">• Class room Chalk and Talk• Power Point presentation• e- Module

C. PLAN OF THE WORK

Unit / Modules	Topic to be covered	Proposed date	Lecture Hours	Practical Hours	Remarks
Unit - I Content- 15 Hrs. Assessment – 3 Hrs. Total - 18 Hrs.	<ul style="list-style-type: none"> Financial Management: Meaning, Nature and Scope of Finance 		5 Hrs.		
	<ul style="list-style-type: none"> Financial Goal – Profit vs. Wealth Maximisation 	21.02.2022	3 Hrs.		
	<ul style="list-style-type: none"> Finance Functions – Investment Decisions 	to 02.03.2022	4 Hrs.		
	<ul style="list-style-type: none"> Financing Decisions 	2	3 Hrs.		
	<ul style="list-style-type: none"> Dividend Decisions 		3 Hrs.		
Unit - II Content- 15 Hrs. Assessment – 3 Hrs. Total - 18 Hrs.	<ul style="list-style-type: none"> Working Capital Management – Concepts 		1 Hr.		
	<ul style="list-style-type: none"> Determinants of Working Capital 		2 Hrs.		
	<ul style="list-style-type: none"> Forecasting of Working Capital Requirements 		5 Hrs.		
	<ul style="list-style-type: none"> Cash Management Motives of holding Cash 	03.03.2022	2 Hrs.		
	<ul style="list-style-type: none"> Stages in Cash Management 	to 18.03.2022	2 Hrs.		
	<ul style="list-style-type: none"> Cash Planning 	2			
	<ul style="list-style-type: none"> Collection and Disbursement of Cash 		2 Hrs.		
	<ul style="list-style-type: none"> Optimum Cash Balance – Boumul Model 		2 Hrs.		
	<ul style="list-style-type: none"> Investment of Surplus Cash 		2 Hrs.		
Unit - III Content- 15 Hrs. Assessment – 3 Hrs. Total - 18 Hrs.	<ul style="list-style-type: none"> Receivables Management – Objectives 		2 Hrs.		
	<ul style="list-style-type: none"> Factors influencing size of Receivables 		2 Hrs.		
	<ul style="list-style-type: none"> Credit Policy – Credit Standard, Credit Term 		2 Hrs.		
	<ul style="list-style-type: none"> Collection Policy 		2 Hrs.		
	<ul style="list-style-type: none"> Incremental Analysis 				
	<ul style="list-style-type: none"> Problems worked 				
	<ul style="list-style-type: none"> Inventory Management – Meaning, Types of Inventory 	21.03.2022	1 Hr.		
<ul style="list-style-type: none"> Purpose of holding Inventory 	to 08.04.2022	2 Hrs.			
	2				

	<ul style="list-style-type: none"> • Excess or inadequate Inventory • EOQ – Problems • Levels of Stock -: Reorder Level, Minimum Level and Maximum Level– Problems • Techniques – ABC, VED, FSN and HML Analysis 		2 Hrs. 2 Hrs. 2 Hrs. 1 Hr.		
Unit - IV Content- 15 Hrs. Assessment – 3 Hrs. Total - 18 Hrs.	<ul style="list-style-type: none"> • Risk and Return – Meaning of Risk • Types – Relationship between Risk and Return Problems worked • Valuation of Securities – Valuation concept • Bond Valuation • Valuation of Preference Shares • Equity Valuation • Dividend Valuation approach • Earnings Capitalization approach 	11.04.202 2to 09.05.202 2	2 Hrs. 3 Hrs. 2 Hrs. 2 Hrs. 3 Hrs. 2 Hrs. 3 Hrs. 1 Hr.	-	-
Unit - V Content- 15 Hrs. Assessment – 3 Hrs. Total - 18 Hrs.	<ul style="list-style-type: none"> • Dividend – Meaning • Forms of Dividend • Dividend Policy – Meaning and Definition • Nature and Objectives • Determinants of Dividend Policy • Dividend Theories – Walter’s Model, Gordon’s Model, Modigliani-Miller Model – Problems worked 	10.05.202 2to 23.05.202 2	2 Hrs. 2 Hrs. 2 Hrs. 2 Hrs. 2 Hrs. 8 Hrs.	-	-

D. ACTIVITIES

Activities Name	Details
Test	Monthly Test- Unit-I (February) Monthly Test - Unit-III (March) CIA / Mid Semester – Unit – I, Unit – II, Unit-III(Second 1/2 Unit) 18.04.2022 to 25.04.2022 CIA / Model Examination -Unit-III(Second 1/2 Unit) –Unit-IV, Unit-V 24.05.2022 to 31.05.2022
Assignment	Assignment I – Unit –I (February) Assignment II – Unit –IV (May)

Quiz Seminar Tutorial Ward Meeting	Two Mark Quiz Test - Unit III, Unit - IV (April) Unit -IV (April) Monthly once
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TEACHING PLAN

A. GENERAL INFORMATION

Name of the Faculty	: Dr. N.K. Premavathi, Associate Professor
Department	: Commerce
Programme	: B.Com.
Programme Code	: BC
Name of the Course	: Cost Accounting
Lecture Hours / Practical Hours	: 60 hours

B. ABOUT THE COURSE

Course Objectives	Course Outcomes	Teaching Methodology
<ul style="list-style-type: none"> • To impart knowledge about the basic concepts of cost accounting. • To enable the students to gain knowledge about material control and pricing of issues. • To educate the students about methods of wage payment, labour turnover, overtime and idletime. • To provide knowledge about overhead apportionment and absorption of overheads. 	<ul style="list-style-type: none"> • Explain the basic concepts of cost accounting. • Discuss about material control and pricing of issues. • Compute the wages of workers under different methods, labour turnover rate, overtime and idletime wages. • Apply the methods in overhead apportionment and 	<ul style="list-style-type: none"> • Class room Chalk and Talk • Power Point presentation • e- Module

<ul style="list-style-type: none"> To inculcate knowledge on job costing, contract costing and process costing. 	<p>absorption of overheads.</p> <ul style="list-style-type: none"> Prepare relevant accounts related to job costing, contract costing and process costing. 	
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C. PLAN OF THE WORK

Unit / Modules	Topic to be covered	Proposed date	Lecture Hours	Practical Hours	Remarks
Unit - II Content- 15 Hrs. Assessment – 3 Hrs. Total - 18 Hrs.	<ul style="list-style-type: none"> Meaning and Objectives of Material Control, Levels of Stock - Problems EOQ – Problems Just in Time – ABC Analysis – Perpetual Inventory System (AS – 2) Stores Ledger accounts - Pricing of Issues - FIFO, LIFO - Problems Simple Average and Weighted Average - Problems 	21.02.2022 to 09.03.2022	4 Hrs. 2 Hrs. 3 Hrs. 4 Hrs. 5 Hrs.	---	---
Unit - III Content- 15 Hrs. Assessment – 3 Hrs. Total - 18 Hrs.	<ul style="list-style-type: none"> Labour Cost – Methods of Wage Payment and Incentive Plans Time Rate, Piece Rate system - Problems Taylor’s Differential Piece Rate System - Problems Merricks’ Multiple Piece Rate System - Problems Labour Turnover - Problems Overtime and Idle Time - 	14.03.2022 to 06.04.2022	2 Hrs. 3 Hrs. 3 Hrs. 4 Hrs. 3 Hrs. 3 Hrs.	---	---

	Problems				
Unit - IV Content- 15 Hrs. Assessment – 3 Hrs. Total - 18 Hrs.	• Overhead – Meaning, Definition, Classification		2 Hrs.		
	• Allocation and Apportionment of Overheads - Problems	07.04.2022	5 Hrs.		
	• Absorption of Overheads - Problems	2 to 18.05.2022	4 Hrs.	---	---
	• Labour Hour Rate – Problems	2	3 Hrs.		
	• Machine Hour Rate - Problems		4 Hrs.		

D. ACTIVITIES

Activities Name	Details
Test	Monthly Test- Unit-II (February) Monthly Test - Unit-IV (May) CIA / Mid Semester – Unit – II, Unit-III(Second 1/2 Unit) 18.04.2022 to 25.04.2022 CIA / Model Examination - Unit-III(Second 1/2 Unit) -Unit-IV 24.05.2022 to 31.05.2022
Assignment	Assignment I – Unit –III (February) Assignment II – Unit –IV (March)
Quiz	Two Mark Quiz Test - Unit II, Unit III, Unit – IV, (April)
Seminar	Unit -IV (April)
Tutorial Ward Meeting	Monthly once

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TEACHING PLAN

A. GENERAL INFORMATION

Name of the Faculty : Dr.V.RENUGA, Associate Professor
Department : Commerce
Programme : M.Com.
Programme Code : MC
Name of the Paper : Income Tax Law and Practice
Lecture Hours / Practical Hours : 90 Hours

B. ABOUT THE COURSE

Course Objectives	Course Outcomes	Teaching Methodology
<ul style="list-style-type: none">To impart knowledge the basic concepts and computation of Income under the head the head salary.To enable the students to understand the procedure for computing income from	<p>Students will be able to</p> <ul style="list-style-type: none">Gain knowledge on the basic concepts of income tax and computation of income from salary.Learn the computation of	<ul style="list-style-type: none">Class room - Chalk and TalkPower point.

<p>house property and capital gains.</p> <ul style="list-style-type: none"> • To provide knowledge on the computation of income from business and other sources. • To inculcate the various deductions available for an individual and computation of the tax liability of an individual and firm. • To help the students to get an idea about the administrative procedures and clubbing of incomes. 	<p>income from house property and capital gains.</p> <ul style="list-style-type: none"> • Acquire knowledge on the income from business and other sources and deductions thereon. • Develop knowledge on the various deductions available and computation of tax liability of an individual and firm. <ul style="list-style-type: none"> • Understand the concept of clubbing of income and administrative procedures.. 	
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C. PLAN OF THE WORK

Unit / Modules	Topic to be covered	Proposed date	Lecture Hours	Practical Hours	Remarks
Unit I Content- 15 Hrs, Assessment - 3 Hrs Total - 18 Hrs	<ul style="list-style-type: none"> • Concepts & definitions • Income from Salary • Allowances • Perquisites • Gratuity • Pension • Profits in lieu of salary • Deductions – 80C • Provident Fund • Problems 	21.02.2022 To 15.03.2022	1 Hr. 2 Hrs. 1 Hr. 1 Hr. 1 Hr. 1 Hr. 1 Hr. 1 Hr. 1 Hr. 8 Hrs.	--	--
Unit II Content- 15 Hrs, Assessment - 3 Hrs Total - 18 Hrs	<ul style="list-style-type: none"> • Income from HP • Annual Value • Exempted Incomes • Self Occupied HP • Let out HP • Deductions • Problems • Income from capital gain • capital assets – types • capital gain – types • Exemptions • Problems 	16.03.2022 to 01.04.2022	1 Hr. 1 Hr. 1 Hr. 1 Hr. 1 Hr. 1 Hr. 1 Hr. 1 Hr. 1 Hr. 1 Hr. 3 Hrs. 1 Hr. 1 Hr. 1 Hr. 5 Hrs.	-	-
Unit III	<ul style="list-style-type: none"> • Income from Business 		2 Hrs.		

Content- 15 Hrs, Assessment - 3 Hrs Total - 18 Hrs	<ul style="list-style-type: none"> • Definitions • Deductions • Problems • Income from other sources • Items included • Deductions • Problems 	04.04.2022 to 23.04.2022	2 Hrs. 4Hrs. 2 Hrs. 2 Hrs. 1 Hr. 1 Hr. 4 Hrs.		
Unit IV Content- 15 Hrs, Assessment - 3 Hrs Total - 18 Hrs	<ul style="list-style-type: none"> • Deductions from TI • Problems • Computation of TI & tax liability of an Individual • Computation of TI & tax liability of a firm 	25.04.2022 To 02.05.2022	2 Hrs. 3 Hrs. 6 Hrs. 7 Hrs.		
Unit V Content- 15 Hrs, Assessment - 3 Hrs Total - 18 Hrs	<ul style="list-style-type: none"> • Aggregation of Income • Set off of losses • Carry forward of losses • Procedure for assessment • Filing of Return • PAN, TAN,TDS, TCS • Appeals • Revisions 	03.05.2022 To 20.05.2022	2 Hrs. 4 Hrs. 3 Hrs. 4 Hrs. 1 Hr. 1 Hr. 1 Hr. 2 Hrs.	-	-

D. ACTIVITIES

Activities Name	Details
Test	Monthly Test- Unit-I (March) Monthly Test - Unit-II (April) CIA / Mid Semester – Unit-I - Unit-II, Unit III (First 1/2 Unit)- 2 ½ Units (April) Monthly Test– Unit –IV (May) CIA / Model Examination -Unit-III(Second 1/2 Unit) –Unit-IV, Unit V- 2 ½ Units (May)
Assignment	Assignment I –Unit –I and Unit –II (February, March) Assignment II – Unit –III and Unit – IV (March, April)
Quiz	Two Mark Quiz Test - Unit I – Unit – V (May)
Seminar	Unit – I to V (May)
Tutorial Ward Meeting	--



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TEACHING PLAN

A. GENERAL INFORMATION

Name of the Faculty : Dr.V.RENUGA, Associate Professor
Department : Commerce
Programme : B.Com.
Programme Code : BC
Name of the Paper : Income Tax Law and Practice
Lecture Hours / Practical Hours : 60 Hours

B. ABOUT THE COURSE

Course Objectives	Course Outcomes	Teaching Methodology
<ul style="list-style-type: none">To make the students to understand the basic concepts of income tax.	Students will be able to <ul style="list-style-type: none">Gain knowledge on the basic concepts of	<ul style="list-style-type: none">Class room - Chalk and Talk

<ul style="list-style-type: none"> • To provide the knowledge on computation of income from salary • To enable the students to compute income from house property and capital gains. • To provide knowledge on computation of income from business and other sources. • To inculcate the students to compute the tax liability of an individual. 	<p>income tax and the residential status.</p> <ul style="list-style-type: none"> • Learn the computation of income from salary. • Acquire knowledge on the income from house property and capital gains and the deductions thereon. • Develop knowledge on the computation of income from business, profession and other sources. • Understand the deductions available and computation of total income of an individual. 	<ul style="list-style-type: none"> • Power point.
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C. PLAN OF THE WORK

Unit / Modules	Topic to be covered	Proposed date	Lecture Hours	Practical Hours	Remarks
Unit I Content- 15 Hrs, Assessment -3 Hrs Total - 18 Hrs.	<ul style="list-style-type: none"> • Concepts and Definitions • Capital & Revenue • Residential Status • Problems • Incomes exempt from tax 	21.02.2022 To 10.03.2022	5 Hrs. 2 Hrs. 2 Hrs. 6 Hrs. 3 Hrs.		
Unit II Content- 15 Hrs, Assessment -3 Hrs Total - 18 Hrs	<ul style="list-style-type: none"> • Income from Salary • Allowances • Perquisites • Gratuity • Pension • Profits in lieu of salary • Deductions – 80C • Provident Fund • Problems 	11.03.2022 to 25.03.2022	2 Hrs. 1 Hr. 1 Hr. 1 Hr. 1 Hr. 2 Hrs. 2 Hrs. 1 Hr. 7 Hrs.		
Unit IV Content- 15 Hrs, Assessment -3 Hrs Total - 18 Hrs	<ul style="list-style-type: none"> • Income from Business • Definitions • Deductions • Problems • Income from other sources • Items included • Deductions • Problems 	26.03.2022 To 13.04.2022	2 Hrs. 2 Hrs. 3Hrs. 2 Hrs. 2 Hrs. 1 Hr. 1 Hr. 5 Hrs.		
Unit V	<ul style="list-style-type: none"> • Deductions from TI 		4 Hrs.		

Content- 15 Hrs, Assessment -3 Hrs Total - 18 Hrs	<ul style="list-style-type: none"> • Problems • Computation of TI & tax liability of an Individual 	18.04.2022 To 16.05.2022	5 Hrs. 9 Hrs.		-
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D. ACTIVITIES

Activities Name	Details
Test	Monthly Test- Unit-I (March) Monthly Test - Unit-II (April) CIA / Mid Semester – Unit-I - Unit-II, Unit III (First 1/2 Unit)- 2 ½ Units (April) Monthly Test– Unit –IV (May) CIA / Model Examination -Unit-III(Second 1/2 Unit) –Unit-IV, Unit V- 2 ½ Units (May)
Assignment	Assignment I –Unit –I and Unit –II (March) Assignment II – Unit –III and Unit – IV (April)
Quiz	Two Mark Quiz Test - Unit I – Unit – V (April)
Seminar	Unit – I to V (May)
Tutorial Ward Meeting	--

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Teaching Plan

A. General Information

Name of Faculty : Dr. R.Krishnaveni, Associate Professor

Department : Commerce

Programme : M.Com.

Programme Code : MC

Title of the Paper : Teaching and learning skills

Lecture Hours : 75 Hours

B. Course Information

Course Objectives	Course Outcome	Teaching Methodology
<ul style="list-style-type: none"> To enable the students to develop the skill of Teaching Aptitude. To acquire knowledge of Instructional Technology and its applications. To provide the knowledge of communication skill with special reference to its elements, types and development. To inculcate the students about the development skills of ICT and apply them in teaching and learning context. To make the students to develop different teaching skills. 	<ul style="list-style-type: none"> Understand the basic concepts of Teaching Aptitude Gain knowledge on ICT and apply them in teaching and learning context. Develop communication skills with special reference to listening, speaking, reading and writing. Acquire knowledge about how to use Instructional Technology effectively in a classroom. Learn about different teaching skills for putting the content across to targeted audience. 	<ul style="list-style-type: none"> Class room Chalk and Talk. Power point presentation e- Modules Showing models to the students to make them understand.

. Plan of the Work.

Unit/Module	Topic to be covered	Proposed date	Lecture Hours	Remarks
Unit I Content – 12Hours Assessment – 3 Hours Total – 15 Hours	<ul style="list-style-type: none"> Teaching: Introduction- Nature, Objectives, Characteristics and basic requirements. Learners Characteristics, Factors affecting teaching, Methods of Teaching. 	21.02.2022 to 28.02.2022	2 hrs. 2hrs. 2hrs. 3hrs. 3hrs. 3hrs.	

<p>Unit II Content – 12Hours Assessment – 3 Hours Total – 15 Hours</p>	<ul style="list-style-type: none"> • Instructional Technology: Definition, Objectives • Types – Difference between Technology and Instruction – • Lecture Technique: Steps, • Planning of a Lecture, Delivery of a Lecture Narration in tune with the nature of different disciplines • Lecture with power point presentation – Versatility of lecture Technique • Demonstration: Characteristics, Principles, • Planning Implementation and Evaluation – • Teaching – Learning Techniques: Team Teaching, Group Discussion, • Seminar, Workshop, Symposium and panel Discussion • Modes of teaching: CAI,CMI and WBI. 	<p>01.03.2022 To 10.03.2022</p>	<p>1 hr. 1 hr. 1 hr. 1 hr. 2 hrs. 1 hr. 1 hr. 1 hr. 3 hrs. 3 hrs. .</p>	
<p>Unit III Content – 12Hours Assessment – 3 Hours Total – 15 Hours</p>	<ul style="list-style-type: none"> • Communication: Definitions –Nature , Characteristics • Types of Communication: Spoken and Written, • Non-verbal Communication Intrapersonal, Interpersonal, • Group and Mass Communication – • Barriers to Communication: Mechanical, Physical, Linguistic & Cultural – • Effective Classroom Communication and dynamics. 	<p>11.03.2022 to 24.03.2022</p>	<p>2 hrs. 3 hrs. 2 hrs. 3 hrs. 2 hrs. 3 hrs.</p>	
<p>Unit IV Content – 12Hours Assessment – 3</p>	<ul style="list-style-type: none"> • ICT- Definition, Meaning, Features, • Advantages, Disadvantages of ICT 	<p>25.03.2022 To 13.04.2022</p>	<p>1 hr. 1 hr.</p>	

Hours Total – 15 Hours	<ul style="list-style-type: none"> • Uses, Trends, Integration of ICT in teaching and learning • ICT applications: Using word processors, • ICT applications :Spread sheets • ICT applications: Power point slides in the classroom. • Basics of Internet • e-mailing 		3 hrs. 3 hrs. 1 hr. 3 hrs. 1 hr. 2 hrs.	
Unit V Content – 12Hours Assessment – 3 Hours Total – 15 Hours	<ul style="list-style-type: none"> • Teaching Skill: Definition, Meaning • Nature – Types of teaching skills: skill of set Induction • Skill of stimulus variation, • Skill of explaining, • Skill of probing Questions, • Skill of black board writing • Skill of closure – • Integration of teaching Skills – • Evaluation of teaching skills. 	29.04.2022 to 13.05.2022	1 hr. 3 hrs. 1hr. 1 hr. 1 hr. 1 hr. 3 hrs. 3 hrs.	

D.ACTIVITIES

ACTIVITIES NAME	DETAILS
Test	Monthly Test- Unit I&II CIA /Mid Semester –Unit I &II 18.04.2022 to 26.04.2022
Assignment	CIA / Model Examination Unit III -V Assignment - Unit I Assignment – Unit IV
Quiz	Monthly once
Seminar Tutorial Ward Meeting	Monthly once

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Teaching Plan

A General Information

Name of Faculty : Dr. R.Krishnaveni, Associate Professor
Department : Commerce
Programme : B.Com.
Programme Code : BC
Title of the Paper : Management Accounting
Lecture Hours : 90 Hours

B. Course Information

Course Objectives	Course Outcome	Teaching Methodology
To enable the students to know the importance of Management Accounting and its concepts	Acquire knowledge about the Basics of Management Accounting.	1.Class room Chalk and Talk.
To acquire knowledge about the Financial Statement Analysis.	Gain knowledge on Financial Statement Analysis.	2. Power point presentation
To make the students to understand the Fund flow and Cash flow.	Learn to prepare Fund Flow and Cash Flow.	3. e- Modules
To provide knowledge on Marginal costing and Standard costing.	Familiarise the concepts of m Marginal costing and Standard costing.	4. Showing models to the students to make them understand.
To inculcate the students about the Budget and Budgetary control.	Understand the knowledge about Budget and Budgetary Control.	

C. Plan of the Work

Unit/Modules	Topic to be covered	Proposed date	Lecture Hours	Remarks
Unit I Content – 15Hours Assessment – 3 Hours Total – 18Hours	<ul style="list-style-type: none"> • Management Accounting - Meaning • Nature and Scope of Management Accounting • Objectives, Relation between Management Accounting and Financial Accounting • Management Accounting and Cost Accounting • Advantages and Limitations of Management Accounting. 	21.02.2022 to 28.02.2022	3 hrs. 3 hrs. 4 hrs. 4 hrs. 4 hrs.	
Unit II Content – 15Hours Assessment – 3 Hours Total – 18Hours	<ul style="list-style-type: none"> • Comparative Statement in Management Accounting • Common Size Statement in Management Accounting • Trend Analysis in Management Accounting • Ratio Analysis in Management Accounting Profitability Ratios, • Activity Ratios in Management Accounting • Solvency Ratios in Management Accounting • Uses and Limitations of Ratios. 	01.03.2022 to 16.03.2022	1 hr. 3 hrs. 3 hrs. 4 hrs. 3 hrs. 3 hrs. 1 hr.	
Unit III Content – 15Hours Assessment – 3 Hours Total – 18Hours	<ul style="list-style-type: none"> • Fund Flow Analysis- Flow of Funds - Funds From Operations • Schedule of Changes in Working Capital • Fund flow Statement- Managerial uses of Fund Flow analysis • Cash Flow Analysis–Cash Flow Statement as per New Format • Accounting Standard-3, Managerial uses of Cash Flow Analysis. 	17.03.2022 to 24.03.2022	3 hrs. 4 hrs. 4 hrs. 4 hrs. 3 hrs.	
Unit IV Content – 15Hours Assessment – 3 Hours Total – 18Hours	<ul style="list-style-type: none"> • Marginal Costing - Problems • Cost Volume Profit Analysis • Break Even Analysis -Problems • Managerial Applications, Standard Costing • Material – Problems • Labour – Problems • Variances- Problems 	25.03.2022 to 13.04.2022	3 hrs. 2 hrs. 3 hrs. 1 hr. 3 hrs. 3 hrs. 3 hrs.	

Unit V Content – 15Hours Assessment – 3 Hours Total – 18Hours	• Budget, Budgetary Control – Meaning Significances	29.04.2022 to	1 hr.	
	• Types of Budget –Production Budget	13.05.2022	2 hrs.	
	• Sales Budget		2 hrs.	
	• Purchase Budget		3 hrs.	
	• Cash Budget		4 hrs.	
	• Flexible Budget		4 hrs.	
	• Master Budget		2 hrs.	

D.ACTIVITIES

ACTIVITIES	DETAILS
Test	Monthly Test- Unit I&II CIA /Mid Semester –Unit I &II 18.04.2022 to 26.04.2022 CIA / Model Examination Unit III -V
Assignment	Assignment - Unit I Assignment – Unit IV
Quiz	Monthly once
Seminar	
Tutorial Ward Meeting	Monthly once



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Teaching Plan

A General Information

Name of Faculty : Dr. R.Krishnaveni, Associate Professor
Department : Commerce
Programme : B.Com.
Programme Code : CU
Title of the Paper : Marketing
Lecture Hours : 15 Hours

B. Course Information

Course Objectives	Course Outcome	Teaching Methodology
<ul style="list-style-type: none">To impart knowledge about various aspects and functions of marketing.To provide information about buyer behaviour.To inculcate knowledge about pricing and distribution.To expose the students about promotion mix.To educate the students about MIS and direct marketing.	<ul style="list-style-type: none">Understand the basic concepts and functions of marketing.Assess about consumer behaviour, product and brand strategies.Understand the pricing decisions and distribution channels.Acquire knowledge about advertising and personal selling.Learn about the recent trends in direct marketing and MIS.	<ul style="list-style-type: none">Class room Chalk and Talk.Power point presentatione- ModulesShowing models to the students to make them understand

C. Plan of the Work.

Unit/Modules	Topic to be covered	Proposed date	Lecture Hours	Remarks
Unit I Content – 15Hours Assessment – 3 Hours Total – 18Hours	<ul style="list-style-type: none"> • Marketing-Evolution • Definition –Classifications • Objective- Modern concepts • Social marketing – Role of marketing in economic development. • Functions – Buying and Selling • Transportation – Warehousing • Standardization and Grading • Packaging 	21.02.2022 to 16.03.2022	1 hr. 2 hrs. 2 hrs. 2 hrs. 2 hrs. 3 hrs. 3 hrs. 3 hrs.	
Unit II Content – 15Hours Assessment – 3 Hours Total – 18Hours	<ul style="list-style-type: none"> • New product Planning and Development • Product Mix • Product Life Cycle 	18.03.2022 to 29.04.2022	6 hrs. 6 hrs. 6 hrs.	

D.ACTIVITIES

ACTIVITIES NAME	DETAILS
Test	Monthly Test- Unit I&II CIA /Mid Semester –Unit IV 18.04.2022 to 26.04.2022 CIA / Model Examination Unit IV
Assignment	Assignment - Unit I Assignment – Unit II
Quiz	Monthly once
Seminar	
Tutorial Ward Meeting	Monthly once

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TEACHING PLAN

A. GENERAL INFORMATION

Name of the Faculty : Dr.R.Latha, Assistant Professor
Department : Commerce
Programme : B.Com.
Programme Code : BC
Name of the Course : BANKING THEORY LAW AND PRACTICE
Lecture Hours / Practical Hours : 60 Hours

B. ABOUT THE COURSE

Course Objectives	Course Outcomes	Teaching Methodology
<ul style="list-style-type: none">To familiarize with the variety of services provided by the bank and their functions.To acquaint about the bank account operations.To understand the requirements of a customer and their relationship.To understand the implication of cheques and their importance.To know the various modes of fund transfer involved in a bank.	<ul style="list-style-type: none">Understand the functions of bank and distinguish different types and kinds of bank.Recognize the underlying concepts of bank account operations.Comprehend different types of customer, their obligation and needs and able to understand the relationship between a banker and customer.Understand the basic requisites of a cheque and be familiar with different types of cheques and their significance.	<ul style="list-style-type: none">Class room Chalk and TalkPower point.e- ModuleSeminarQuizAssignmentDiscussions

	<ul style="list-style-type: none"> Realize the concepts of various modes of fund transfer techniques. 	
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C. PLAN OF THE WORK

Unit / Modules	Topic to be covered	Proposed date	Lecture Hours	Practical Hours	Remarks
UNIT I Content – 9 Hrs. Assessment – 3 Hrs. Total - 12Hrs.	Introduction of Banking <ul style="list-style-type: none"> Definition and Meaning of Banking. Role of Banks in Economic Development Types of Banks and functions. RBI norms for banks. 	21-02-2022 to 26-02-2022	3 hrs. 3 hrs. 3 hrs. 3 hrs.		
Unit II (Content – 9 Hrs. Assessment – 3 Hrs.) (12 Hrs.)	Operation of Bank Account <ul style="list-style-type: none"> Operation of Bank Account Opening of accounts KYC - savings, current and fixed deposit accounts- Pass book Paying Banker – Rights and Duties, Statutory Protection Role of Collecting Banker CDM, Mobile Banking and Demat Account. 	28-02-2022 to 05-03-2022	1 hr. 3 hrs. 2 hrs. 3 hrs. 3 hrs.		
UNIT III (Content – 9 Hrs. Assessment – 3 Hrs.) (12 Hrs.)	Types of Customers <ul style="list-style-type: none"> Types of customers, account holders – procedure and practice for opening, conducting and closing of accounts of customers Particulars of individuals including minor, illiterate persons, married women, lunatics, drunkards, societies. Particulars of customer’ attorney, charitable 	07-03-2022 to 18-03-2022	3 hrs. 3 hrs. 3 hrs.	-	-

	institutions, trustees, liquidators, receivers, local authorities Employee obligation <ul style="list-style-type: none"> Steps to be taken on death, lunacy. 		3 hrs.		
UNIT IV (Content – 9 Hrs. Assessment – 3 Hrs.) Total (12Hrs.)	Cheques <ul style="list-style-type: none"> Definition of cheques and Requisites of a cheque Material Alteration - Marking and Crossing Different forms of Crossing and their Significance Loss of Cheques in transit. 	21-03-2022 To 08-04-2022	3 hrs. 3 hrs. 3hrs. 3hrs.		
UNIT V (Content – 9 Hrs. Assessment – 3 Hrs.) Total (12 Hrs.)	Alternate Channels of Banking <ul style="list-style-type: none"> Alternate Channels of Banking and E- Banking of Personal Identification Number Electronic Fund Transfer Electronic Clearing Systems and Interbank Transfer RTGS, NEFT, SWIFT and Core Banking of AML, CIBIL 	11-04-2022 To 29-04-2022	3hrs. 3hrs. 3hrs. 3hrs.		

ACTIVITIES:

Activities Name	Details
Test	Monthly Test- Unit-I (March) Monthly Test - Unit-II (April) (21-03-2022 – 25-03-2022) CIA / Mid Semester – Unit-I (full unit) - Unit-II (Full Unit) - Unit III (½ Unit). Monthly Test– Unit –IV (March)
Assignment	CIA / Model Examination -Unit-I – Unit-V (April) Assignment I –Unit –I and Unit –II (March) Assignment II - Unit – V (April)
Quiz	Two Mark Quiz Test - Unit I – Unit – V (March)
Seminar	Unit –V (April)
Tutorial Ward Meeting	Weekly once

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EVEN SEMESTER - 2021 - 2022
TEACHING PLAN

A. GENERAL INFORMATION

Name of the Faculty : Dr.R.Latha, Assistant Professor
Department : Commerce
Programme : M.Com.
Programme Code : PGC
Name of the Course : CUSTOMER RELATIONSHIP MANAGEMENT
Lecture Hours / Practical Hours : 90 Hours

B. ABOUT THE COURSE

Course Objectives	Course Outcomes	Teaching Methodology
<ul style="list-style-type: none">To impart knowledge about concepts relating to customer relationship management.To make the students to understand about customer profile analysis.To educate the students about customer loyalty.To equip the students about the technology used for relationship marketing.To provide knowledge about trends in CRM.	<ul style="list-style-type: none">Understand the basic concepts of CRM.Gain knowledge about customers.Understand CRM loyalty.Acquire knowledge about Technology for Relationship Marketing.Expose to the trends in CRM.	<ul style="list-style-type: none">Class room Chalk and TalkPower point.e- ModuleSeminarQuizAssignmentDiscussions

C. PLAN OF THE WORK

Unit / Modules	Topic to be covered	Proposed date	Lecture Hours	Practical Hours	Remarks
UNIT I	<ul style="list-style-type: none">Definition and meaning of		1hr.		

<p>Content – 15 Hrs. Assessment – 3 Hrs. Total - 18 Hrs</p>	<p>CRM</p> <ul style="list-style-type: none"> • Concepts of CRM • Evolution of CRM • Types of CRM <ul style="list-style-type: none"> ○ Operational CRM ○ Collaborative CRM ○ Analytical CRM • Advantages on types of CRM • Techniques of CRM • Internal and external relationship • Benefits of relationship communication • CRM strategy • Advantages of CRM • Benefits of CRM 	<p>25-02-2022 to 05-03-2022</p>	<p>2hrs. 1hr. 2hrs.</p> <p>1hr. 2hrs. 2hrs.</p> <p>1hr.</p> <p>2hrs. 2hrs. 1hr. 1hr..</p>		
<p>Unit II (Content – 15 Hrs. Assessment – 3 Hrs.) Total (18 Hrs.)</p>	<ul style="list-style-type: none"> • Customer information Database • Customer database and marketing database • Customer profiling. • Types of Customer Relationship • Consumer behavior • Factors that influence customer behavior • Stages of consumer decision making • Individual and group customers • Model of consumer behavior • Customer life time value • Challenges of CLV • Calculating the customer CLV and Advantages of CLV • Tips for profitable customer segments and Challenges of CRM 	<p>07-03-2022 to 16-03-2022</p>	<p>1hr.</p> <p>2hrs.</p> <p>1hr. 1hr.</p> <p>1hr. 2hrs.</p> <p>2hrs.</p> <p>2hrs.</p> <p>2hrs.</p> <p>1hr. 1hr. 1hr.</p> <p>1hr.</p>		
<p>UNIT III (Content – 15 Hrs. Assessment – 3 Hrs.) Total (18 Hrs.)</p>	<ul style="list-style-type: none"> • Definition and Meaning of loyalty • Types of loyalty • Loyalty type behavior • Difference between Transactional and emotional loyalty • Customer loyalty ladder • Importance of Loyalty strategy, step structure and structure secrets 	<p>17-03-2022 To 31-03-2022</p>	<p>1hr.</p> <p>2hrs. 1hr. 2hrs.</p> <p>2hrs. 2hrs.</p>	<p>-</p>	<p>-</p>

ACTIVITIES:

Activities Name	Details
Test	Monthly Test- Unit-I (March) Monthly Test - Unit-II (April) (21-03-2022 - 25-03-2022) CIA / Mid Semester – Unit-I (full unit) - Unit-II (Full Unit) - Unit III (½ Unit.
Assignment	CIA / Model Examination -Unit-I – Unit-V (April) Assignment I –Unit –I and Unit –II (March) Assignment II - Unit – V (April)
Quiz	Two Mark Quiz Test - Unit I – Unit – V (April)
Seminar	Unit –V (April)
Tutorial Ward Meeting	Weekly once

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EVEN SEMESTER - 2021 - 2022**TEACHING PLAN****A. GENERAL INFORMATION**

Name of the Faculty : Dr.R.Latha, Assistant Professor
Department : Commerce
Programme : M.Com.
Programme Code : PGC
Name of the Course : MS OFFICE AND ACCOUNTING SOFTWARE PACKAGE

PRACTICAL

Lecture Hours / Practical Hours : 30 Hours

B. ABOUT THE COURSE

Course Objectives	Course Outcomes	Teaching Methodology
<ul style="list-style-type: none"> To make the students to understand the basics of 	<ul style="list-style-type: none"> Understand the basic of computers. 	<ul style="list-style-type: none"> Class room Chalk and Talk

<p>computers.</p> <ul style="list-style-type: none"> To enable the students to acquire knowledge on MS Word 2007. To provide knowledge about MS Excel and Power Point. To educate the students about accounting software package. To impart knowledge on inventory accounting. 	<ul style="list-style-type: none"> Learn about MS Word 2007. Familiarise with MS Excel and Power Point. Gain practical knowledge on accounting software package. Understand about inventory accounting using tally. 	<ul style="list-style-type: none"> Power point. e- Module Seminar Quiz Assignment Discussions
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PLAN OF THE WORK

Unit / Modules	Topic to be covered	Proposed date	Lecture Hours	Practical Hours	Remarks
UNIT I Content – 09 Hrs. Assessment – 3 Hrs. Total - 12Hrs	MS WORD <ul style="list-style-type: none"> Creating Business Letters Creating Application for job with Bio – data. Creating Circular letter with Mail Merge option. Creating table using split and merge option. 	24-02-2022 to 05-03-2022	3hrs. 3hrs. 3hrs. 3hrs.		
Unit II (Content – 09 Hrs. Assessment – 3 Hrs.) (12 Hrs.)	MS EXCEL & POWER POINT <ul style="list-style-type: none"> Creating Worksheet for Mark Sheet and Pay Slip Creating Charts Filtering data using Auto Filter, Custom Filter using comparison operators Preparation of Organisation Chart of a Company using Power Point 	08-03-2022 To 16-03-2022	3 hrs. 3 hrs. 3hrs. 3hrs.		

ACTIVITIES:

Activities Name	Details
Test	Model Practical Exam 20.04.2022
Tutorial Ward Meeting	Weekly Once

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TEACHING PLAN

A. GENERAL INFORMATION

Name of the Faculty : Dr.P.Rajeswari, Assistant Professor
 Department : Commerce
 Programme : B.Com.
 Programme Code : CU
 Name of the Paper : Business Accounting

Lecture Hours / Practical Hours : 90 Hours

B. ABOUT THE COURSE

Course Objectives	Course Outcomes	Teaching Methodology
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<ul style="list-style-type: none"> • To impart knowledge about branch and departmental accounts. • To provide knowledge about hire purchase and installment purchase system. • To make the students to understand about royalty accounts. • To enable the students to gain working knowledge about fire insurance claims for loss of stock and profit. • To inculcate knowledge on preparation of insolvency accounts of individuals. 	<ul style="list-style-type: none"> • Understand the methods of branch and departmental accounts. • Gain knowledge on hire purchase and installment purchase system. • Acquire knowledge about royalty accounts. • Understand fire insurance claims for loss of stock and profit. • Prepare insolvency accounts of individuals. 	<ul style="list-style-type: none"> • Class room Chalk and Talk • Power point. • e- Module
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C. PLAN OF THE WORK

Unit / Modules	Topic to be covered	Proposed date	Lecture Hours	Practical Hours	Remarks
Unit I Content- 15 Hrs. Assessment - 3Hrs. Total – 18 Hrs.	<ul style="list-style-type: none"> • Meaning and objectives of branch account • Types of Branch Account • Accounting methods: Debtors System, Stock and Debtors System, • Branch Final Account System Meaning, Concept and objectives of Departmental Accounts • Problem and Solution 	09.03.2022 to 04.03.2022	1 hr. 1 hr. 6 hrs. 3 hrs. 1 hr. 6 hrs.	-	-
Unit II Content- 15 Hrs. Assessment - 3Hrs. Total – 18 Hrs	<ul style="list-style-type: none"> • Hire-Purchase Meaning, concept, objectives, Transactions and Journal entries • Ledger accounts in the books of Hire Vendors and Hire Purchaser • Default and Repossession Installment Purchase System 	09.03.2022 To 05.04.2022	4 hrs. 8 hrs. 6 hrs.		
Unit III Content- 15 Hrs. Assessment - 3Hrs. Total – 18 Hrs	<ul style="list-style-type: none"> • Meaning , Concept and objectives of royalty accounts • Meaning of Lessor, Lessee, Minimum Rent, and Short 	07.04.2022 To	2 hrs. 2 hrs.		

	workings, <ul style="list-style-type: none"> Recoupment of shortworkings Accounting entries and ledger accounts 	10.05.2022	4 hrs. 10 hrs.		
Unit IV Content- 15 Hrs. Assessment - 3Hrs. Total – 18 Hrs	<ul style="list-style-type: none"> Fire Insurance claims for loss of Stock Calculation of Claims for loss of Profits, Average clause 	10.05.2022 to 25.05..2022	7 hrs. 11 hrs.		
Unit V Content- 15 Hrs. Assessment - 3Hrs. Total – 18 Hrs.	<ul style="list-style-type: none"> Insolvency accounts Statement of Affairs Deficiency Account 	26.05.2022 to 03.06.2022	3 hrs. 9 hrs. 6 hrs.		

ACTIVITIES

Activities Name	Details
Test	Monthly Test- Unit- I (March) CIA / Mid Semester – Unit-I & II (April) 04.04.2022 to 16.04.2022 CIA / Model Examination –Unit III to V 20.05.2022 to 30.05.2022
Assignment	
Quiz	Assignment I – Unit –I (April)
Seminar	Assignment II – Unit – II (May)
Tutorial Ward Meeting	Monthly once

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TEACHING PLAN

A. GENERAL INFORMATION

Name of the Faculty : Dr.P.Rajeswari, Assistant Professor

Department : Commerce

Programme : M.Com

Programme Code : PGC

Name of the Paper : Strategic Management

Lecture Hours / Practical Hours : 60 Hours

B. ABOUT THE COURSE

Course Objectives	Course Outcomes	Teaching Methodology
<ul style="list-style-type: none"> To provide knowledge about leadership and decision making strategies. To impart knowledge about situation analysis. To educate the students on corporate strategies. To gain knowledge on business strategies. To inculcate knowledge about strategic evaluation and control. 	<p>Understanding</p> <ul style="list-style-type: none"> Learn about leadership and decision making strategies. Acquire knowledge about situation analysis. Familiarize with corporate strategies. Understand the strategies relating to business units. Gain knowledge on evaluation and control strategies. 	<ul style="list-style-type: none"> Class room Chalk and Talk Power point. e- Module

C. PLAN OF THE WORK

Unit / Modules	Topic to be covered	Proposed date	Lecture Hours	Practical Hours	Remarks
<p>Unit III Content- 15 Hrs. Assessment -3 Hrs. Total - 18 Hrs.</p>	<ul style="list-style-type: none"> Corporate Strategies Grand Strategies Stability Strategies Expansion Strategies Retrenchment Strategies Combination Strategies 	<p>21.02.2022 to 17.03.2021</p>	<p>3 Hrs. 3 Hrs. 3 Hrs. 3 Hrs. 3 Hrs.</p>	-	-
<p>Unit IV Content- 15 Hrs, Assessment -3 Hrs Total - 18 Hrs</p>	<ul style="list-style-type: none"> Business Strategies Total Quality Management Functional Strategies BCG Growth Share Matrix Strategic Choice Development of Policies 	<p>18.03.2022 to 15.04.2022</p>	<p>3 Hrs. 3 Hrs. 3 Hrs. 3 Hrs. 3 Hrs.</p>	-	-

Unit V Content- 15 Hrs, Assessment -3 Hrs Total – 18 Hrs	<ul style="list-style-type: none"> • Strategic Control and Evaluation 	16.04.2022 To 15.05.2022	2 Hrs	-	-
	<ul style="list-style-type: none"> • Establishing Strategic Control 		2 Hrs		
	<ul style="list-style-type: none"> • Premise Control 		3 Hrs		
	<ul style="list-style-type: none"> • Implementation Control 		3 Hrs		
	<ul style="list-style-type: none"> • Strategic Surveillance 		3 Hrs		
	<ul style="list-style-type: none"> • Special Alert Council 		2 Hrs		
<ul style="list-style-type: none"> • Strategic Issues in Managing Technology and Innovation 	3Hrs				

D. ACTIVITIES

Activities Name	Details
Test	Monthly Test- Unit- I (March) CIA / Mid Semester – Unit-I & II (April) 04.04.2022 to 16.04.2022 CIA / Model Examination –Unit III to V 20.05.2022 to 30.05.2022
Assignment	
Quiz	Assignment I – Unit –I (April)
Seminar	Assignment II – Unit – II (May)
Tutorial Ward Meeting	Monthly once

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TEACHING PLAN

A. GENERAL INFORMATION

Name of the Faculty : Dr.P.Rajeswari, Assistant Professor

Department : Commerce

Programme : M.Com
 Programme Code : PGC
 Name of the Paper : MS OFFICE AND ACCOUNTING SOFTWARE PACKAGE - THEORY
 Lecture Hours / Practical Hours : 30 Hours

B. ABOUT THE COURSE

Course Objectives	Course Outcomes	Teaching Methodology
<ul style="list-style-type: none"> To make the students to understand the basics of computers. To enable the students to acquire knowledge on MS Word 2007. To provide knowledge about MS Excel and Power Point. To educate the students about accounting software package. To impart knowledge on inventory accounting. 	<ul style="list-style-type: none"> Understand the basic of computers. Learn about MS Word 2007. Familiarise with MS Excel and Power Point. Gain practical knowledge on accounting software package. Understand about inventory accounting using tally. 	<ul style="list-style-type: none"> Class room Chalk and Talk Power point. e- Module

C. PLAN OF THE WORK

Unit / Modules	Topic to be covered	Proposed date	Lecture Hours	Practical Hours	Remarks
Unit I Content- 9 Hrs. Assessment - 3Hrs. Total – 12 Hrs.	<ul style="list-style-type: none"> Computer meaning and characteristics Components and Types of computers Structure of computer Input and output devices 	09.03.2022 to 16.03.2022	3 hrs. 3 hrs. 3 hrs. 3 hrs.	-	-
Unit III Content- 9 Hrs. Assessment - 3 Hrs. Total - 12 Hrs.	<ul style="list-style-type: none"> Introduction to MS Excel Features Editing and Formatting Worksheet Different types of Charts Filtering of data Financial and Statistical Functions MS Power Point Slide Design and Preparation 	19.03.2022 to 10.04.2022	3 hrs. 3 hrs. 3 hrs. 3 hrs. 3 hrs. 3 hrs. 3 hrs. 3 hrs.		

Unit IV Content- 9 Hrs. Assessment -3 Hrs. Total - 12 Hrs.	<ul style="list-style-type: none"> • Introduction to Accounting Software Package • Features of Tally • Company Creation • Create, Alter, Delete Groups, ledger, vouchers • Types of Accounting Vouchers 	15.04.2022 to 29.04.2022	1 hr. 2 hrs. 3 hrs. 3 hrs. 3 hrs.		
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ACTIVITIES

Activities Name	Details
Test	Monthly Test- Unit- I (March) CIA / Mid Semester – Unit-I & II (April) 04.04.2022 to 16.04.2022 CIA / Model Examination –Unit III to V 20.05.2022 to 30.05.2022
Assignment	
Quiz	Assignment I – Unit –I (April)
Seminar	Assignment II – Unit – II (May)
Tutorial Ward Meeting	Monthly once

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I

TEACHING PLAN

A. GENERAL INFORMATION

Name of the Faculty

: Dr.P.Rajeswari, Assistant Professor

Department : Commerce
 Programme : M.Com
 Programme Code : PGC
 Name of the Paper : MS OFFICE AND ACCOUNTING SOFTWARE PACKAGE - PRACTICAL

Lecture Hours / Practical Hours : 15 Hours

B. PLAN OF THE WORK

Unit / Modules	Topic to be covered	Proposed date	Lecture Hours	Practical Hours	Remarks
Unit I Content- 9 Hrs. Assessment - 3 Hrs. Total - 12 Hrs.	<ul style="list-style-type: none"> MS WORD Creating business letters. Creating Application for job with Bio – data. Creating Circular letter with Mail Merge option. Creating table using split and merge option. 	7.03.2022 to 25.05.2022	-	1 hrs. 2 hrs. 3 hrs. 3 hrs. 3 hrs.	-

C. ACTIVITIES

Activities Name	Details
Test	Monthly Test- Unit- I (March) CIA / Mid Semester – Unit-I & II (April) 04.04.2022 to 16.04.2022 CIA / Model Examination –Unit III to V 20.05.2022 to 30.05.2022
Assignment	Assignment I – Unit –I (April) Assignment II – Unit – II (May)
Quiz, Seminar	Monthly once
Tutorial Ward Meeting	---

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TEACHING PLAN

A. GENERAL INFORMATION

Name of the Faculty : Dr.P.Rajeswari, Assistant Professor
 Department : Commerce
 Programme : M.Com.
 Programme Code : PGC
 Name of the Course : CUSTOMER RELATIONSHIP MANAGEMENT
 Lecture Hours / Practical Hours : 15 Hours

B. ABOUT THE COURSE

Course Objectives	Course Outcomes	Teaching Methodology
<ul style="list-style-type: none"> To impart knowledge about concepts relating to customer relationship management. To make the students to understand about customer profile analysis. To educate the students about customer loyalty. To equip the students about the technology used for relationship marketing. To provide knowledge about trends in CRM. 	<ul style="list-style-type: none"> Understand the basic concepts of CRM. Gain knowledge about customers. Understand CRM loyalty. Acquire knowledge about Technology for Relationship Marketing. Expose to the trends in CRM. 	<ul style="list-style-type: none"> Class room Chalk and Talk Power point. e- Module Seminar Quiz Assignment Discussions

PLAN OF THE WORK

UNIT V (Content – 15 Hrs. Assessment – 3 Hrs.) (Total - 18 Hrs.)	<ul style="list-style-type: none"> Meaning, Process, Benefits of CRM Different levels of CRM Data warehousing architecture Importance and Advantages of data warehousing Definition and meaning of Data mining data mining vs. data warehousing Types of data mining Advantages & disadvantages of data mining Implementation and Techniques of data mining Needs of data extraction Data extraction process Steps in the data mining process Challenges of Data mining Benefits and features of CRM software Top rated and Comparison of CRM 	15.03.2022 to 14.05.2022	1hr. 1hr. 1hr. 1hr. 1hr. 1hr. 2hrs. 1hr. 2hrs. 1hr. 1hr. 1hr. 1hr. 1hr.
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D. ACTIVITIES

Activities Name	Details
Test	Monthly Test- Unit- I(March) CIA / Mid Semester – Unit-I & II (April) 04.04.2022 to 16.04.2022
Assignment	CIA / Model Examination –Unit III to V 20.05.2022 to 30.05.2022
Quiz	Assignment I – Unit –I (April)
Seminar	Assignment II – Unit – II (May)
Tutorial Ward Meeting	Monthly once



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TEACHING PLAN

A. GENERAL INFORMATION

Name of the Faculty : Dr.R.Jamuna Devi, Assistant Professor
 Department : Commerce
 Programme : B.Com
 Programme Code : BC
 Name of the Paper : ENTREPRENEURIAL DEVELOPMENT
 Lecture Hours / Practical Hours : 90 Hours

B. ABOUT THE COURSE

Course Objectives	Course Outcomes	Teaching Methodology
<ul style="list-style-type: none"> • Expose the students about the various aspects related to Entrepreneurship • Impart knowledge on various Nodal agencies and their schemes • Enable the students to know about Entrepreneurial Development Programme • Inculcate knowledge on Entrepreneurial Growth • Educate the students about Project Management 	Understanding <ul style="list-style-type: none"> • Formulate the various aspects of Entrepreneurship • Outline the Nodal agencies and their schemes • Assess the knowledge about Entrepreneurial Development Programme • Plan to gain knowledge on Entrepreneurial Growth • Create an understanding of Project Management 	<ul style="list-style-type: none"> • Class room Chalk and Talk • Power point. • e- Module

C. PLAN OF THE WORK

Unit / Modules	Topic to be covered	Proposed date	Lecture Hours	Practical Hours	Remarks
Unit I Content- 15Hrs, Assessment - 3Hrs Total – 18Hrs	<ul style="list-style-type: none"> • Concept of Entrepreneurship • Meaning of Entrepreneurship • Entrepreneurship Types • Qualities of an Entrepreneur • Classification of Entrepreneurs • Factors influencing Entrepreneurship • Functions of 	21.02.202 2 To 09.03.202 2	2 Hrs. 3 Hrs. 3 Hrs. 3 Hrs. 3 Hrs. 2 Hrs. 2Hrs.	-	-

	Entrepreneurs				
Unit II Content- 15Hrs, Assessment - 3Hrs Total – 18 Hrs	<ul style="list-style-type: none"> • Entrepreneurial Development • Commercial Banks • District Industries Centre • Tamil Nadu Industrial and Investment Corporation (TIIC) • National Small Industries Corporation (NSIC) • Small Industries Development Organisation • Small Industries Service Institute • All India Financial Institutions • IDBI & IFCI • ICICI & IRDBI 	10.03.2022 to 27.03.2022	2 Hrs. 2 Hrs. 2 Hrs. 2 Hrs. 2 Hrs. 2 Hrs. 2 Hrs. 1 Hr. 1 Hr.		
Unit III Content- 15Hrs, Assessment - 3Hrs Total – 18 Hrs	<ul style="list-style-type: none"> • Entrepreneurial Development Programmes (EDP) • Role, relevance • Entrepreneurial achievements • Role of Governments • NGOs in organizing EDPs • Critical 	28.03.2022 to 18.04.2022	4 Hrs. 3 Hrs. 3 Hrs. 3 Hrs. 3 Hrs. 2 Hrs.		
Unit IV Content- 15Hrs, Assessment - 3Hrs Total – 18 Hrs	<ul style="list-style-type: none"> • Economic development and entrepreneurial growth • Role of entrepreneur in economic growth • Strategic approaches in the changing economic scenario for Micro • Small and Medium Enterprises (MSME) • Networking, Niche play • Geographic concentration, • Franchising and Dealership • Development of Women Entrepreneurship 	19.04.2022 to 10.05.2022	3 Hrs. 2 Hrs. 3 Hrs. 2 Hrs. 2 Hrs. 2 Hrs. 2 Hrs.		
Unit V Content- 15Hrs, Assessment - 3Hrs Total – 18 Hrs	<ul style="list-style-type: none"> • Business idea generation techniques • Identification of Business opportunities • Feasibility study • Marketing, Finance • Technology and Legal 	11.05.2022 To 29.05.2022	3 Hrs. 3 Hrs. 2 Hrs. 4 Hrs. 2 Hrs.	-	-

	Formalities <ul style="list-style-type: none"> • Preparation of Project Report • Tools of Appraisal 	2	2 Hrs. 2 Hrs.		
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D. ACTIVITIES

Activities Name	Details
Test	Monthly Test- (February) CIA / Mid Semester – Unit-I - Unit-III (First 1/2 Unit)- 2 ½ Units (April) 18.04.22-05.5.22 CIA / Model Examination -Unit-III(Second 1/2 Unit) –Unit-V- 2 ½ Units (May) 29.05.22-10.06.22
Assignment	Assignment I-Unit-I and Unit-II(February) Assignment II-Unit-IV Unit –V(April)
Quiz	Two Mark Quiz Test –Unit I-Unit-IV(May)
Tutorial Ward Meeting	Monthly Once

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TEACHING PLAN

A. GENERAL INFORMATION

Name of the Faculty : Dr.R.Jamuna Devi, Assistant Professor

Department : Commerce

Programme : B.Com

Programme Code : BC

Name of the Paper : INVESTMENT MANAGEMENT

Lecture Hours / Practical Hours : 75 Hours

B. ABOUT THE COURSE

Course Objectives	Course Outcomes	Teaching Methodology
<ul style="list-style-type: none"> • To impart knowledge about basic concept relating to investment management. • To provide knowledge on corporate securities. • To educate the students about Securities and Exchange Board of India. • To inculcate the students about knowledge on fundamental analysis. • To enable the students to gain knowledge about technical analysis. 	<ul style="list-style-type: none"> • Understand the basic concept of investment management. • Gain knowledge about corporate securities. • Acquire knowledge about Securities Exchange Board of India. • Understand the fundamental analysis. • Learn about technical analysis. 	<ul style="list-style-type: none"> • Class room Chalk and Talk • Power point. • e- Module

C. PLAN OF THE WORK

Unit / Modules	Topic to be covered	Proposed date	Lecture Hours	Practical Hours	Remarks
Unit I Content- 12Hrs, Assessment - 3 Hrs Total - 15Hrs	<ul style="list-style-type: none"> • Introduction of investment 		2 Hrs.		
	<ul style="list-style-type: none"> • Investment Meaning, Definition 		3 Hrs.		
	<ul style="list-style-type: none"> • Characteristics of investment 	21.02.2022	2 Hrs.		
	<ul style="list-style-type: none"> • Scope of investment 	2	3 Hrs.		
	<ul style="list-style-type: none"> • Principles of investment 	To	2 Hrs.		
<ul style="list-style-type: none"> • Investment Avenues 	09.03.2022	3 Hrs.			
		2			

	Investment Speculation.	Vs.			
Unit II Content- 12Hrs, Assessment - 3 Hrs Total -15 Hrs.	<ul style="list-style-type: none"> • Corporate Securities • Shares • Stocks • Types of Equity Shares • Allotment of Shares • Bonus Shares • Right Shares • Guidelines Bonds • Book Building 	10.03.202 2 to 27.03.202 2	2 Hrs. 2 Hrs. 2 Hrs. 2 Hrs. 2 Hrs. 1 Hr. 2 Hrs.		
Unit III Content- 12Hrs, Assessment - 3 Hrs Total - 15Hrs	<ul style="list-style-type: none"> • Securities and Exchange Board of India • Function of SEBI • Objectives of SEBI • Powers of SEBI • Functions Provisions regarding New Issues • IPO 	28.03.202 2 to 18.04.202 2	3 Hrs. 2 Hrs. 3 Hrs. 2 Hrs. 3 Hrs. 2 Hrs.	-	-
Unit IV Content- 12Hrs, Assessment -3 Hrs Total - 15Hrs	<ul style="list-style-type: none"> • Security Analysis • Functional Approach • Economic Forecasting • Forecasting Techniques 	19.04.202 2 to 10.05.202 2	3 Hrs. 4 Hrs. 4 Hrs. 4 Hrs.	-	-
Unit V Content- 12Hrs, Assessment -3 Hrs Total - 15Hrs	<ul style="list-style-type: none"> • Technical Analysis, • Timing of Investment Decision • Technical Indicators • Tools of Technical 	11.05.202 2 To 29.05.202 2	3 Hrs. 4 Hrs. 4 Hrs. 4 Hrs.	-	-

D. ACTIVITIES

Activities Name	Details
Test	Monthly Test-Unit-I (February) CIA/Mid Semester-Unit-I,II&III(First ½ Unit)-2 ½ Unit(April) 18.04.22-05.5.22 CIA/Model Examination-Unit-III(Second ½ Unit),Unit IV & Unit V-2 ½ Unit(May) 29.05.22-10.06.22
Assignment	Assignment I-Unit-I and Unit-II(February) Assignment II-Unit-IV Unit -IV(April)
Quiz	Two Mark Quiz Test -Unit I-Unit-IV(May)
Tutorial Ward Meeting	Monthly Once



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TEACHING PLAN

A. GENERAL INFORMATION

Name of the Faculty	: Dr.R.Jamuna Devi, Assistant Professor
Department	: Commerce
Programme	: M.Com.
Programme Code	: MC
Name of the Paper	: SECURITYANALYSIS & PORTFOLIO MANAGEMENT
Lecture Hours / Practical Hours	: 75 Hours

B. ABOUT THE COURSE

Course Objectives	Course Outcomes	Teaching Methodology
<ul style="list-style-type: none"> • Understand the various alternatives available for investment. • Introduce the operations of securities market. • Understand the fundamental analysis and portfolio analysis. • Provide information regarding bond portfolio management strategies • To make sound investment decision in the context of portfolio investment. 	<ul style="list-style-type: none"> • Create an awareness about risk and return of different investments • Analyse theoretical and practical background in the field of investment. • Help them to understand security analysis and management. • Design and manage the bond and portfolio. • Demonstrate current structure and regulation of the Indian financial sector. 	<ul style="list-style-type: none"> • Class room Chalk and Talk • Power point.

C. PLAN OF THE WORK

Unit / Modules	Topic to be covered	Proposed date	Lecture Hours	Practical Hours	Remarks
Unit I Content- 12Hrs, Assessment - 3 Hrs Total - 15Hrs.	<ul style="list-style-type: none"> • Introduction to Investment • Nature • Scope and Objectives • Media, Factors Favorable for Investment • Investment Management, Security and Non-Security Forms of Investment • The Investment Process 	21.02.202 2 To 09.03.202 2	2 Hrs. 1 Hr. 3 Hrs. 3 Hrs. 3 Hrs. 3 Hrs.	- -	- -

	and Stages in Investment.				
Unit II Content- 12Hrs, Assessment - 3 Hrs Total -15 Hrs	<ul style="list-style-type: none"> • New issue market • Role of New Issue Market • The Relationship of New issue market and Stock Exchanges • Mechanism of Security Trading in Stock Exchanges • Listing of Securities • Legal Control & Stock Exchanges in India. 	10.03.202 2 to 27.03.202 2	2 Hrs. 2 Hrs. 3 Hrs. 3 Hrs. 2 Hrs. 3 Hrs.	-	-
Unit III Content- 12Hrs, Assessment - 3 Hrs Total - 15Hrs	<ul style="list-style-type: none"> • Security Analysis • Approaches to Security Analysis • Technical, fundamental analysis • Random Walk theory • Market Indicators, Dow Theory • Efficient Market Hypothesis 	28.03.202 2 to 18.04.202 2	1 Hr. 3 Hrs. 3 Hrs 3 Hrs. 3 Hrs. 2 Hrs.	-	-
Unit IV Content- 12Hrs, Assessment - 3 Hrs Total - 15Hrs	<ul style="list-style-type: none"> • Portfolio construction • Portfolio Analysis • Traditional Vs. Modern Risk and Return • Rational of Diversification of Investment • Markovitz theory • Capital Asset Pricing Model 	19.04.202 2 to 10.05.202 2	3 Hrs. 2 Hrs. 3 Hrs. 3 Hrs. 2 Hrs. 2 Hrs.	-	-
Unit V Content- 12Hrs, Assessment - 3 Hrs Total - 15Hrs	<ul style="list-style-type: none"> • Investment Companies in India • Mutual Fund Operations in India • Unit Trust of India Schemes • SEBI guidelines for Mutual Fund • RBI guidelines for Mutual Fund. 	11.05.202 2 To 29.05.202 2	3 Hrs. 3 Hrs. 3 Hrs. 3Hrs. 3Hrs.	-	-

D. ACTIVITIES

Activities Name	Details
Test	Monthly Test-Unit-I (February) CIA/Mid Semester-Unit-I,II&III(First ½ Unit)-2 ½ Unit(April) 18.04.22-05.5.22 CIA/Model Examination-Unit-III(Second ½ Unit),Unit IV & Unit V-2 ½ Unit(May) 29.05.22-10.06.22
Assignment	Assignment I-Unit-I and Unit-II(February) Assignment II-Unit-IV Unit -IV(April)
Quiz	Two Mark Quiz Test -Unit I-Unit-IV(May)
Tutorial Ward Meeting	Monthly Once



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TEACHING PLAN

A. GENERAL INFORMATION

Name of the Faculty : Dr.R.Jamuna Devi, Assistant Professor

Department : Commerce

Programme : M.Com

Programme Code : PGC

Name of the Paper : STRATEGIC MANAGEMENT

Lecture Hours / Practical Hours : 15 Hours

B. ABOUT THE COURSE

Course Objectives	Course Outcomes	Teaching Methodology
<ul style="list-style-type: none">• To provide knowledge about leadership and decision making strategies.• To impart knowledge about situation analysis,.• To educate the students on corporate strategies.• To gain knowledge on business strategies.• To inculcate knowledge about strategic evaluation and control.	<p>Understanding</p> <ul style="list-style-type: none">• Learn about leadership and decision making strategies.• Acquire knowledge about situation analysis.• Familiarize with corporate strategies.• Understand the strategies relating to business units.• Gain knowledge on evaluation and control strategies.	<ul style="list-style-type: none">• Class room Chalk and Talk• Power point.• e- Module

C. PLAN OF THE WORK

Unit / Modules	Topic to be covered	Proposed date	Lecture Hours	Practical Hours	Remarks
Unit II Content- 15Hrs, Assessment – 3 Hrs Total -18 Hrs	<ul style="list-style-type: none"> • SWOC Analysis • Environment Scanning and Industry Analysis • Vision • Mission • Goals and Objectives • Social Responsibility and Business Ethics 	10.03.2022 to 27.03.2022	3 Hrs. 3 Hrs. 3 Hrs. 3 Hrs. 3 Hrs.		

D. ACTIVITIES

Activities Name	Details
Test Assignment Quiz Tutorial Ward Meeting	Monthly Test-Unit-I (February) CIA/Mid Semester-Unit-I,II&III(First ½ Unit)-2 ½ Unit(April) 18.04.22-05.5.22 CIA/Model Examination-Unit-III(Second ½ Unit),Unit IV & Unit V-2 ½ Unit(May) 29.05.22-10.06.22 Assignment I-Unit-II (April) Two Mark Quiz Test –Unit I-Unit-IV(May) Monthly Once

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TEACHING PLAN

A. GENERAL INFORMATION

Name of the Faculty	: Ms. G. Marie Anisha
Department	: Commerce
Programme	: B. Com.
Programme Code	: CU
Name of the Paper	: Marketing
Lecture Hours / Practical Hours	: 60 Hours

B. ABOUT THE COURSE

Course Objectives	Course Outcomes	Teaching Methodology
<ul style="list-style-type: none">• To impart knowledge about various aspects and functions of marketing.• To provide information about buyer behavior.• To inculcate knowledge about pricing and distribution.• To expose the students about promotion mix.• To educate the students about MIS and direct marketing.	<ul style="list-style-type: none">• Understand the functions of marketing.• Gain knowledge about buyer behavior.• Enrich their knowledge on pricing and distribution.• Acquire knowledge on promotional activities.	<ul style="list-style-type: none">• Class room – Chalk and Talk• Power point.

C. PLAN OF THE WORK

Unit / Modules	Topic to be covered	Proposed date	Lecture Hours	Practical Hours	Remarks
UNIT - I Content- 15 Hrs. Assessment- 3 Hrs. Total – 18 Hrs.	<ul style="list-style-type: none"> • Modern Concepts - Social Marketing - Warehousing • Standardisation- Grading and packaging 	15-03-2022 To 20-03-2022	2hrs. 2hrs.		
UNIT - II Content- 15Hrs. Assessment-3Hrs. Total – 18 Hrs.	<ul style="list-style-type: none"> • Branding, Brand loyalty • ISO series and AGMARK, ISI 	21-03-2022 To 30-03-2022	2hrs. 2hrs.		
UNIT - III Content-15 Hrs, Assessment-3 Hrs Total – 18 Hrs	<ul style="list-style-type: none"> • Pricing objectives Kinds of Pricing Factors affecting pricing decisions • Channels of distribution – Meaning – Types of distribution channels • Factors affecting choice of channels of distribution 	31-03-2022 To 13-04-2022	2hrs. 2hrs. 2hrs.		
UNIT - IV Content-15 Hrs, Assessment-3 Hrs Total – 18 Hrs	<ul style="list-style-type: none"> • Advertising – Definition, Importance, Objectives, Merits and Demerits of Advertising • Kinds of advertising, Advertising media – social media. • Sales promotion – Methods – Personal selling – Qualities – Functions of salesman. 	27-03-2022 To 09-05-2022	2hrs. 2hrs. 2hrs.		
UNIT - V Content-15 Hrs, Assessment-3 Hrs Total – 18 Hrs	<ul style="list-style-type: none"> • Marketing Information System – Marketing Research – Features • Direct Marketing – e-business – Telemarketing – On line marketing 	10-05-2022 To 17-05-2022	3hrs. 3hrs.		

D. ACTIVITIES

Activities Name	
Test	Monthly Test- Unit-I (March) CIA / Mid Semester – Unit-I - Unit-II, Unit III (First 1/2 Unit)- 2 ½ Units (April)
Assignment	Assignment I – Promotional activities (March)
Seminar	Monthly once
Tutorial Ward Meeting	---



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TEACHING PLAN

A. GENERAL INFORMATION

Name of the Faculty : Ms. G. Marie Anisha

Department : Commerce

Programme : B. Com.

Programme Code : CU

Name of the Paper : Business Economics

Lecture Hours / Practical Hours: 30 Hours

B. ABOUT THE COURSE

Course Objectives	Course Outcomes	Teaching Methodology
<ul style="list-style-type: none">• To impart knowledge about the concept of business economics and macroeconomics.• To gain knowledge about demand and indifference curve analysis.• To study about the various functions of production.• To inculcate knowledge about supply and cost concepts.• To provide knowledge about the various market structure.	<ul style="list-style-type: none">• Understand the basicthe concept of business economics and macroeconomics.• Gain knowledge about about demand and indifference curve analysis.• Enrich they're about the various functions ofproduction.• Acquire knowledge about supply and cost concepts.• Learn about market structure.	<ul style="list-style-type: none">• Class room Chalk and Talk• Power point

C. PLAN OF THE WORK

Unit / Modules	Topic to be covered	Proposed date	Lecture Hours	Practical Hours	Remarks
UNIT – I Content-15 Hrs, Assessment-3 Hrs Total – 18 Hrs	<ul style="list-style-type: none"> Business Economics – Meaning - Definition – Scope and Nature Concepts applied in Business Economics – Micro and Macro Economics applied to business. 	17-03-2022 To 28-03-2022	9 hrs. 9 hrs.		
UNIT – III Content-15 Hrs. Assessment-3 Hrs. Total – 18Hrs.	<ul style="list-style-type: none"> Production Function – Iso quant curve – Scale Production. Economics of large-scale production – Limitations. 	04-04-2022 To 13-04-2022	9 hrs. 9 hrs.		

D. ACTIVITIES

Activities Name	
Test	Monthly Test- Unit-I (March) CIA / Mid Semester – Unit-I - Unit-II, Unit III (First 1/2 Unit)- 2 ½ Units (April)
Assignment	Assignment I – Current Economic Affairs (March)
Seminar	Monthly once
Tutorial Ward Meeting	---

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TEACHING PLAN

A. GENERAL INFORMATION

Name of the Faculty : Ms. G. Marie Anisha

Department : Commerce

Programme : B. Com.

Programme Code : BC

Name of the Paper : Human Resource Management

Lecture Hours / Practical Hours: 90 Hours

B. ABOUT THE COURSE:


Course Objectives	Course Outcomes	Teaching Methodology
<ul style="list-style-type: none">• To make students understand the basic concepts of human resource management and human resource information system.• To provide knowledge to the students about human resource planning.• To acquire knowledge about recruitment and selection procedure.• To enable the students to learn about different methods of training and organization development.• To inculcate the students about human resource accounting and human resource audit.	<ul style="list-style-type: none">• Understand the basic concepts of human resource management and human resource information system.• Gain knowledge about human resource planning• Acquire knowledge about recruitment and selection procedure• Enable the students to learn about different methods of training and organization development• Learn about human resource accounting and human resource audit.	<ul style="list-style-type: none">• Class room Chalk and Talk• Power point

B. PLAN OF THE WORK

UNIT/MODULES	TOPICS TO BE COVERED	PROPOSED DATE	LECTURE HOURS	REMARKS
UNIT - I Content – 15 Hours Assessment – 3 Hours Total – 18 Hours	<ul style="list-style-type: none"> • Introduction – Concepts of HRM • Functions – HRM Department • Qualities and Role of HR manager • Human Resource Information System – e-HRM. 	15-3-2022 To 22-3-2022	4 hrs. 4 hrs. 5 hrs. 5 hrs.	
UNIT – II Content – 15 Hours Assessment – 3 Hours Total – 18 Hours	<ul style="list-style-type: none"> • Human Resource Planning – Meaning • Functions of Human Resource Planning – Need for HRP • Benefits – Job analysis • Job Description – Job Specification 	23-3-2022 To 31-3-2022	4 hrs. 5 hrs. 4 hrs. 5 hrs.	
UNIT – III Content – 15 Hours Assessment – 3 Hours Total – 18 Hours	<ul style="list-style-type: none"> • Recruitment – Selection Process • Employment Tests and Interview • Placement - Induction 	04-4-2022 To 08-4-2022	6 hrs. 6 hrs 6 hrs.	
UNIT – IV Content – 15 Hours Assessment – 3 Hours Total – 18 Hours	<ul style="list-style-type: none"> • Training and Development – Principles of training • Methods – Evaluation of Training Programme • Organization Development 	11-4-2022 To 29-4-2022	6 hrs. 6 hrs. 6 hrs.	
UNIT- V Content – 15 Hours Assessment – 3 Hours Total – 18 Hours	<ul style="list-style-type: none"> • Maintenance of HR – Fringe benefits • Personnel Research – Human Resource Accounting and audit • Uses of HR – Audit Report for business improvement. 	02-05-2022 To 10-05-2022	6 hrs. 6 hrs. 6 hrs.	

C. ACTIVITIES

Activities Name	
Test	Monthly Test- Unit-I (March) CIA / Mid Semester – Unit-I - Unit-II, Unit III (First 1/2 Unit)- 2 ½ Units (April)
Assignment	Assignment I – E HRM (March)
Seminar	Monthly once
Tutorial Ward Meeting	



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TEACHING PLAN

A. GENERAL INFORMATION

Name of the Faculty : Ms. G. Marie Anisha

Department : Commerce

Programme : B. Com.

Programme Code : BC

Name of the Paper : Cost Accounting

Lecture Hours / Practical Hours: 30 Hours

B. ABOUT THE COURSE

Course Objectives	Course Outcomes	Teaching Methodology
<ul style="list-style-type: none">• To impart knowledge about the basic concepts of cost accounting.• To enable the students to gain knowledge about material control and pricing issues.• To educate the students about methods of wage payment, labor turnover, overtime and idle time.• To provide knowledge about overhead apportionment and absorption of overheads.• To inculcate knowledge on job costing, contract costing and process costing.	<ul style="list-style-type: none">• Explain the basic concepts of cost accounting.• Discuss about material control and pricing of issues.• Compute the wages of workers under different methods, labour turnover rate, overtime and idle time wages.• Apply the methods in overhead apportionment and absorption of overheads.• Prepare relevant accounts related to job costing, contract costing and process costing.	<ul style="list-style-type: none">• Class room - Chalk and Talk• Power point.

C. PLAN OF THE WORK

Unit / Modules	Topic to be covered	Proposed date	Lecture Hours	Remarks
UNIT - I Content- 15 Hrs, Assessment - 3 Hrs. Total - 18 Hrs	<ul style="list-style-type: none"> • Cost Accounting – Meaning and Definition – Objectives • Advantages – Elements of Cost – Costing System • Methods and Techniques – Cost Units • Cost Center – Classification of Costs – Cost sheet 	17-03-2022	4 hrs.	
		To	5 hrs.	
		07-04-2022	4 hrs.	
			5 hrs.	

C. Activities

Activities Name	
Test	Monthly Test- Unit-I (March) CIA / Mid Semester – Unit-I - Unit-II, Unit III (First 1/2 Unit)- 2 ½ Units (April)
Assignment	Assignment I – Classification of cost (March)
Seminar	Monthly once
Tutorial Ward Meeting	-----

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TEACHING PLAN

A. GENERAL INFORMATION

Name of the Faculty : Ms. G. Marie Anisha

Department : Commerce

Programme : B. Com.

Programme Code : BC

Name of the Paper : Indirect Tax Laws

Lecture Hours / Practical Hours: 30 Hours

B. ABOUT THE COURSE

Course Objectives	Course Outcomes	Teaching Methodology
<ul style="list-style-type: none">• To impart knowledge about basic concept relating to indirect tax laws.• To enable the students to gain knowledge about GST.• To provide knowledge about procedure to levy (CGST, SGST)• To inculcate knowledge on procedure to levy IGST.	<ul style="list-style-type: none">• Gain knowledge on the basic concepts of indirect tax and the Tax system in India.• Acquire knowledge about Goods and Service tax.• Understand the procedure for registration under GST.• Acquire knowledge about CGST, SGST, IGST.	<ul style="list-style-type: none">• Class room – Chalk and Talk• Power point.

C. PLAN OF THE WORK

Unit / Modules	Topic to be covered	Proposed date	Lecture Hours	Remarks
UNIT I Content- 4 Hrs. Assessment – 2 Hrs. Total - 6 Hrs.	<ul style="list-style-type: none"> • Introduction • Tax – Meaning – Objectives • Canons of taxation – Tax system in India • Classification of Tax – Direct and Indirect taxes in India. 	15-03-2022 To 23-03-2022	2hrs. 2hrs. 2hrs.	
UNIT II Content- 4 Hrs. Assessment – 2 Hrs. Total - 6 Hrs.	<ul style="list-style-type: none"> • GST – Meaning – Features – Advantages and Disadvantages • Structure of GST- CGST – IGST – UGST • GST council – Powers and Functions. 	24-03-2022 To 01-04-2022	2hrs. 2hrs. 2hrs.	
UNIT III Content- 4 Hrs. Assessment – 2 Hrs. Total - 6 Hrs.	<ul style="list-style-type: none"> • Registration Under GST – Procedure for Registration – Person Liable for Registration • Compulsory Registration – Special Provisions for casual Taxable persons – Non-Resident taxable Persons • Exempted goods and services – Rates of GST. 	12-04-2022 To 16-04-2022	2hrs. 2hrs 2hrs	
UNIT IV Content- 4 Hrs. Assessment – 2 Hrs. Total - 6 Hrs.	<ul style="list-style-type: none"> • Procedure relating to levy (CGST, SGST)- • Scope of supply • Tax liability on mixed and composite supply. 	27-04-2022 To 09-05-2022	2hrs. 2hrs. 2hrs.	
UNIT V Content- 4 Hrs. Assessment – 2 Hrs. Total - 6 Hrs.	<ul style="list-style-type: none"> • Procedure relating to IGST – Interstate supply, Intra state, Zero rates supply. • Value taxable supply – Computation of taxable and tax liability • Tax credit eligibility, apportionment inputs on capital goods. 	10-05-2022 To 14-05-2022	2hrs. 2hrs. 2hrs.	

D. Activities

Activities Name	
Test	Monthly Test- Unit-I (March) CIA / Mid Semester – Unit-I - Unit-II, Unit III (First 1/2 Unit)- 2 ½ Units (April)
Assignment	Weekly Test – Canons of Taxation (March)
Seminar	Assignment I – GST Rates (March)
Tutorial Ward Meeting	Monthly once -----



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TEACHING PLAN

A. GENERAL INFORMATION

Name of the Faculty : Ms. G. Marie Anisha
Department : Commerce
Programme : M. Com.
Programme Code : PGC
Name of the Paper : MS Office and Accounting Software Package-Theory
Lecture Hours / Practical Hours: 15 Hours

B. ABOUT THE COURSE

COURSE OBJECTIVES	COURSE OUTCOME	TEACHING METHODOLOGY
<ul style="list-style-type: none">• To make the students to understand the basics of computers.• To enable the students to acquire knowledge on MS Word 2007.• To provide knowledge about MS Excel and Power Point.• To educate the students about accounting software package.• To impart knowledge on inventory accounting	<ul style="list-style-type: none">• Understand the basic of computers.• Learn about MS Word 2007.• Familiarize with MS Excel and Power Point.• Gain practical knowledge on accounting software package.• Understand about inventory accounting using tally	<ul style="list-style-type: none">• Class room Chalk and Talk• Power point.

C. PLAN OF THE WORK

Unit / Modules	Topic to be covered	Proposed date	Lecture Hours	Practical Hours	Remarks
UNIT III Content- 15 Hrs. Assessment – 3 Hrs. Total -18 Hrs.	<ul style="list-style-type: none"> • Introduction to MS Excel - Features - Editing and Formatting Worksheet • Different types of Charts -Filtering of data - Financial and Statistical Functions • MS Power Point - Slide Design and Preparation 	18.03.2022 To 13.04.2022	6 hrs. 6 hrs. 6 hrs.		

C. ACTIVITIES

Activities Name	Details
Test	Monthly Test- Unit- I (March) CIA / Mid Semester – Unit-I & II (April) 04.04.2022 to 16.04.2022 CIA / Model Examination –Unit III to V 20.05.2022 to 30.05.2022
Assignment	Assignment I – Unit -III (April)
Quiz	-----
Seminar	Monthly once
Tutorial Ward Meeting	-----

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TEACHING PLAN

A. GENERAL INFORMATION

Name of the Faculty : Ms. G. Marie Anisha

Department : Commerce

Programme : M. Com.

Programme Code : PGC

Name of the Paper : MS Office and Accounting Software
Package

Practical

Lecture Hours / Practical Hours: 15 Hours

Unit / Modules	Topic to be covered	Proposed date	Lecture Hours	Practical Hours	Remarks
Unit I Content- 15 Hrs. Assessment - 3 Hrs. Total -18 Hrs.	<ul style="list-style-type: none">• Creating Worksheet for Marksheet and Pay Slip – Creating Charts• Filtering data using Auto filter, Custom Filter using comparison operators• Preparation of Organization Chart of a Company using Power Point.	18.03.2022 To 13.04.2022		6 hrs. 6 hrs. 6 hrs.	-

C. ACTIVITIES

Activities Name	Details
Test	Monthly Test- Unit- I (March) CIA / Mid Semester – Unit-I & II (April) 04.04.2022 to 16.04.2022 CIA / Model Examination –Unit III to V 20.05.2022 to 30.05.2022
Assignment	Assignment I – Unit –III (April)
Quiz	-----
Seminar	Monthly once
Tutorial Ward Meeting	-----



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TEACHING PLAN

A. GENERAL INFORMATION

Name of the Faculty : Ms. G. Marie Anisha

Department : Commerce

Programme : M. Com.

Programme Code : MC

Name of the Paper : Security Analysis & Portfolio Management

Lecture Hours / Practical Hours: 15 Hours

B. ABOUT THE COURSE

Course Objectives	Course Outcomes	Teaching Methodology
<ul style="list-style-type: none">• Understand the various alternatives available for investment.• Introduce the operations of securities market.• Understand the fundamental analysis and portfolio analysis.• Provide information regarding bond portfolio management strategies• To make sound investment decision in the context of portfolio investment.	<ul style="list-style-type: none">• Create an awareness about risk and return of different investments• Analyse theoretical and practical background in the field of investment.• Help them to understand security analysis and management.• Design and manage the bond and portfolio.• Demonstrate current structure and regulation of the Indian financial sector.	<ul style="list-style-type: none">• Class room Chalk and Talk• Power point.

C. PLAN OF THE WORK

Unit / Modules	Topic to be covered	Proposed date	Lecture Hours	Practical Hours	Remarks
Unit V Content- 12Hrs. Assessment -3 Hrs Total - 15Hrs.	<ul style="list-style-type: none">Investment Companies in India -- Mutual Fund Operations in IndiaUnit Trust of India SchemesSEBI guidelines for Mutual Fund RBI guidelines for Mutual Fund.	18-03-2022 To 13-04-2022	5 hrs. 5 hrs. 5 hrs.		

D. ACTIVITIES

Activities Name	
Test	Monthly Test-Unit-I (February) CIA/Mid Semester-Unit-I,II&III(First ½ Unit)-2 ½ Unit(April) 18.04.22-05.5.22 SEBI Guidelines (April 2022)
Assignment	Two Mark Quiz Test –Unit I-Unit-IV(May)
Quiz	Monthly Once
Tutorial Ward Meeting	



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