



Punjab Association's
ANNA ADARSH COLLEGE FOR WOMEN
(Affiliated to University of Madras)
ANNA NAGAR, CHENNAI 600040

CRITERION 1

***1.1.1 Curriculum Planning
and Implementation***

LESSON PLAN

COMMERCE - BANK MANAGEMENT

B.COM BANK MANAGEMENT
SHIFT II
LESSON PLAN
ACADEMIC YEAR: 2021-2022

R. Senthil

PRINCIPAL
ANNA ADARSH COLLEGE FOR WOMEN
ANNA NAGAR, CHENNAI-600 040

J. Sankar



ANNA ADARSH COLLEGE FOR WOMEN
Department of B.COM BANK MANAGEMENT II
Academic year 2021-2022

Name of the staff: **DR.J.SANKARI**
 Name of the subject: **Financial Accounting**
 Subject code: **CZ21A**

Total Hours: 45
 Year/ Semester: 1/ 1st

UNIT	CHAPTER	HOURS	METHODOLOGY	ICT TOOLS ADOPTED
UNIT I: Preparation of Financial Statement	Receipts and Payments- Income and expenditure- Balance sheet of non trading organisation	15	LECTURE, CHALK AND TALK METHOD	GCR, SPREADSHEETS, PPTs
UNIT II: Depreciation and Insurance Claims	Depreciation Accounting: Depreciation- Meaning – Causes-Types-Straight Line Method-Written down value method- Concept of useful life under Companies Act 2015 Insurance Accounting: Insurance claims – Calculation of Claim amount-Average clause(Loss of stock only)	15	LECTURE, CHALK AND TALK METHOD	GCR, SPREADSHEETS, PPTs
UNIT V: Hire Purchase and Instalment System	Hire Purchase System- Default and repossession- Hire purchase trading account Instalment System- Calculation of Profit.	15	LECTURE, CHALK AND TALK METHOD	GCR, SPREADSHEETS, PPTs

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ANNA ADARSH COLLEGE FOR WOMEN
Department of B.COM BANK MANAGEMENT II
Academic year 2021-2022

Name of the staff: **DR.J.SANKARI**

Name of the subject: **Business Communication**

Subject code: **CZ21B**

Total Hours: **45**

Year/ Semester: **1/ 1st**

UNIT	CHAPTER	HOURS	METHODOLOGY	ICT TOOLS ADOPTED
UNIT I: Communication	Definition – Methods – Types – Principles of effective Communication – Barriers to Communication – Business Letters – Layout.	15	LECTURE. CHALK AND TALK METHOD	GCR, PPTs
UNIT IV: Reports and Meetings	Report Writing – Meetings – Agenda - Minutes of Meeting – Memorandum – Office Order – Circular – Notes.	15	LECTURE. CHALK AND TALK METHOD	GCR, PPTs
UNIT V: Forms of Communication	Modern Forms of Communication: Fax – E-mail – Video Conferencing – Internet – Websites – uses of the various forms of communication.	15	LECTURE. CHALK AND TALK METHOD	GCR, PPTs

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ANNA ADARSH COLLEGE FOR WOMEN
Department of B.COM BANK MANAGEMENT II
Academic year 2021-2022

Name of the staff: Ms.Aparna Shashivarnam
 Name of the subject: Financial Accounting
 Ist
 Subject code: CZ21A

Total Hours: 45
Year/ Semester: 1/

UNIT	CHAPTER	HOURS	METHODOLOGY	ICT TOOLS ADOPTED
UNIT I: Preparation of Financial Statement	Final accounts of sole trading concern- Adjustments	15	LECTURE, CHALK AND TALK METHOD	GCR, SPREADSHEETS, PPTs
UNIT III: Single entry system	Meaning and Features of Single entry-Defects- Difference between single entry and double entry system-Methods of calculation of Profit- Statement of Affairs Method-Conversion Method	15	LECTURE, CHALK AND TALK METHOD	GCR, SPREADSHEETS, PPTs
UNIT IV: Rectification of Errors and Bank Reconciliation Statement	Classification of Errors – Rectification of Errors – Preparation of Suspense a/c. Bank Reconciliation Statement – Need and preparation.	15	LECTURE, CHALK AND TALK METHOD	GCR, SPREADSHEETS, PPTs

R. Hanthi

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ANNA ADARSH COLLEGE FOR WOMEN
Department of B.COM BANK MANAGEMENT

Academic year 2021-2022

Name of the staff: Ms. Aparna Shashivarnam
Name of the subject: Business Communication
Subject code: CZ21B

Total Hours: 45
Year/ Semester: 1/ 1st

UNIT	CHAPTER	HOURS	METHODOLOGY	ICT TOOLS ADOPTED
UNIT II: Business Letters	Kinds of Business Letters: Interview – Application for a situation – Interview – Appointment – Acknowledgement – Promotion – Enquiries – Reply letter – Orders – Sales letter – Circular letter – Complaint letter.	25	LECTURE, CHALK AND TALK METHOD	GCR, PPTs
UNIT III: Correspondence	Bank Correspondence – Insurance Correspondence – Agency Correspondence – Correspondence with Shareholders. Directors.	20	LECTURE, CHALK AND TALK METHOD	GCR, PPTs

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ANNA ADARSH COLLEGE FOR WOMEN
 Department of **B.COM BANK MANAGEMENT II**
 Academic year 2021-2022

Name of the staff: **DR.J.SANKARI**

Name of the subject :Principles of management
 Subject code: **CZ22B**

Total Hours: 45
Year Semester: 1/ IInd

UNIT	CHAPTER	HOURS	METHODOLOGY	ICT TOOLS ADOPTED
Unit I: Introduction	Unit I: Introduction Definition – Importance – Nature and Scope of Management – Process of Management - Role and functions of Managers - Levels of Management Scientific Management Contributions to Management by different Schools of thought	15	LECTURE, CHALK AND TALK METHOD, GROUP DISCUSSIONS.	GCR, PPTs
Unit II: Planning	Nature – Importance -Types of Planning - Steps in planning - Objectives of Planning – Policies - Decision making Process-Types of Decisions. HRM- Meaning, - Nature and scope of HRM.	15	LECTURE, CHALK AND TALK METHOD, GROUP DISCUSSIONS.	GCR, PPTs
Unit III: Organization	Meaning and Types of organizations - Principles – Formal and Informal organization - Organisation Structure – Span of Control	15	LECTURE, CHALK AND TALK METHOD, GROUP DISCUSSIONS.	GCR, PPTs

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ANNA ADARSH COLLEGE FOR WOMEN
 Department of B.COM BANK MANAGEMENT II
 Academic year 2021-2022

Name of the staff: **DR.J.SANKARI** Total Hours: 45
 Name of the subject : Treasury management Year/ Semester: 1/ IInd
 Subject code: CB22A

UNIT	CHAPTER	HOURS	METHODOLOGY	ICT TOOLS ADOPTED
UNIT I: Introduction	Asset Liability Management - Objective - Concept - Risk Management - Interest rate Risk.	15	LECTURE, CHALK AND TALK METHOD, GROUP DISCUSSIONS.	GCR, PPTs
UNIT II: Treasury Management	Concept of Treasury Management - Deployment of Statutory / Surplus funds - Need for Specialized approach in the Bank - Role and Functions of Treasury Department.	15	LECTURE, CHALK AND TALK METHOD, GROUP DISCUSSIONS.	GCR, PPTs
UNIT III: Money Market	Domestic Money Market - Source of funds - Capital	15	LECTURE, CHALK AND TALK METHOD, GROUP DISCUSSIONS.	GCR, PPTs

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 Academic year 2021-2022

Name of the staff: Ms. Aparna Shashivarnam

Name of the subject : Principles of management

Subject code: CZ22B

Total Hours: 45

Year/ Semester: 1/ IInd

UNIT	CHAPTER	HOURS	METHODOLOGY	ICT TOOLS ADOPTED
Unit III: Organization	–Departmentalisation – Basis - Meaning and Importance of Departmentalisation. Policies - Meaning and Types – Procedures - Forecasting.	15	LECTURE, CHALK AND TALK METHOD, GROUP DISCUSSIONS.	GCR, PPTs
Unit IV: Authority and Responsibility	Authority – Definition – Sources – Limitations – Difference between Authority and Responsibility – Delegation of Authority – Meaning – Principles and importance – Centralisation Vs Decentralisation- Leadership & Communication	15	LECTURE, CHALK AND TALK METHOD, GROUP DISCUSSIONS.	GCR, PPTs
Unit V: Direction Co- ordination & Control	Direction – Nature - Purpose. Co-ordination – Need – Types and Techniques – Requisites for Excellent Co- ordination. Controlling Meaning – Importance – Control Process.	15	LECTURE, CHALK AND TALK METHOD, GROUP DISCUSSIONS.	GCR, PPTs

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Academic year 2021-2022

Name of the staff: Ms.Aparna Shashivarnam **Total Hours: 45**
Name of the subject : Treasury management **Year/ Semester: 1/ IInd**
Subject code: CB22A

UNIT	CHAPTER	HOURS	METHODOLOGY	ICT TOOLS ADOPTED
UNIT III: Money Market	Reserves - SLR - CRR - Surplus cash - Market Players.	15	LECTURE. CHALK AND TALK METHOD.GROUP DISCUSSIONS.	GCR, PPTs
UNIT IV: Securities	Money Market Instruments and Players - Government Securities - Treasury Bill- CP - CD - Call Money Banks and Specified Institutions.	15	LECTURE.CHALK AND TALK METHOD.GROUP DISCUSSIONS.	GCR, PPTs
UNIT V: Foreign Treasury Management	Foreign Currency Market - Combined Treasury Management - RBI and Regulatory Functions	15	LECTURE.CHALK AND TALK METHOD.GROUP DISCUSSIONS.	GCR, PPTs

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