



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

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CRITERION 1

***1.1.1 Curriculum Planning  
and Implementation***

***LESSON PLAN***

**CORPORATE SECRETARYSHIP**

**ANNA ADARSH COLLEGE FOR WOMEN**  
**Department of Corporate Secretaryship Shift II**  
**Academic year 2021-22**  
**LESSON PLAN FOR ODD SEMESTER**  
**STAFF WISE LISTED**

**Name of the staff: Dr. G.REVATHI**

**Total Hours: 90**

**Name of the subject: MANAGEMENT ACCOUNTING**

**Year/Semester: III Year/ V Semester**

**Subject code:CYA5E**

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
1.	Management accounting – meaning, scope, importance and limitations- management accounting vs. Cost accounting- management accounting vs Financial accounting. Analysis and interpretation of financial statements, nature, objectives and tools- methods- comparative statement, common size statement and trend analysis.	15	Lecture hours for introduction and explaining the basic concept , Problems worked out in Determining Financial statement analysis	PPT and Microsoft word
2.	Ratio analysis and interpretation benefits and limitations, Classification of ratios- Liquidity, Profitability, turnover, computation of ratios- preparation of balance sheet.	20	Explained the concept, given the formulas, worked out the problems using black board and chalk.	Used Microsoft word as board and explained the problems ,google forms used and assignments given in GCR

3.	Funds- meaning- schedule of changes in working capital- funds from operation- funds flow statement- As3- cash flow from operating activities- Direct method- Indirect method- Investment activities- Financing activities- cash flow statement- (simple problems only)	20	Introduction given through lecturer, explained the concept and worked out the problems using black board and chalk.	Used Microsoft word as board and explained the problems, home works given and the assignments given in GCR.
4.	Budget and budgetary control- meaning- objectives, merits and demerits- types of budgets- production, cash and flexible.	15	Lecture hours for introduction and worked out the problems.	Used Microsoft word as board and explained the problems and assignments given in GCR and also material posted in GCR.
5.	Marginal costing (excluding decision- making) - Absorption costing and Marginal costing- CVP analysis- Break Even Analysis- Break Even Chart.	20	Lecture hours for introduction and worked out the problems.	Used Microsoft word as board and explained the problems and assignments given in GCR and also material posted in GCR.

**Note:** Internals will be conducted, unit wise assignment will be given to students, model exam will be conducted for the internal assessment of the students through google form, question paper been posed in GCR and students have uploaded answer script in GCR.

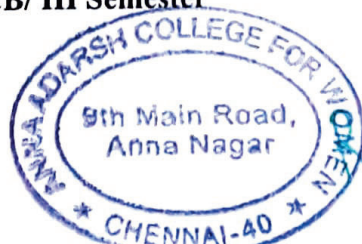
**References text books:**

- T.S. REDDY & Y. HARIPRASAD REDDY
- Dr. MAHESWARI.S.N

*G. Varalakshmi*

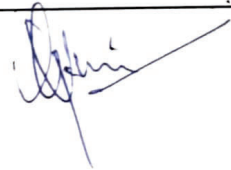
Name of the Staff: **Dr. G. VARALAKSHMI**  
Name of the Subject: **CORPORATE ACCOUNTING – I**  
Year/Semester: **II Year A&B/ III Semester**  
Subject code: **CYA3C**

**Total Hours: 90**



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UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY / INSTRUCTIONAL TECHNIQUES	ICT TOOLS
I	Issue of Shares - Types of Shares – Forfeiture of Shares- Reissue of Shares- Redemption of Preference Shares	20	<ul style="list-style-type: none"> <li>●Lecture</li> <li>●Activity – working out problems under each topic and comprehensive problems as well</li> </ul>	<ul style="list-style-type: none"> <li>● PPT</li> <li>● Google Forms</li> </ul>
II	Issue of Debentures – Redemption of Debentures- Profit prior to incorporation. Underwriting of Shares & Debentures	25	<ul style="list-style-type: none"> <li>● Lecture</li> <li>● Activity – working out problems under each topic and comprehensive problems as well</li> </ul>	<ul style="list-style-type: none"> <li>● PPT</li> <li>● Google Forms</li> </ul>



**Name of the Staff: Dr. G. VARALAKSHMI**  
**Name of the Subject: COMMERCIAL LAW**  
**Year/Semester: III Year A&B / V Semester**  
**Subject code: CYA5D**

**Total Hours: 90**

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY / INSTRUCTIONAL TECHNIQUES	ICT TOOLS
I	Meaning of Law - Sources of Law - Classification of Contract Express & Implied - Valid, Void & Voidable Contracts Executed & Executory Contracts - Unilateral & Bilateral Contracts.	20	<ul style="list-style-type: none"> <li>●Lecture</li> <li>●Activity – Case laws discussed</li> </ul>	<ul style="list-style-type: none"> <li>● PPT</li> <li>● Google Forms</li> </ul>
II	Structure and Formation of Contract - Essential Elements of Contracts Consensus-ad-idem. Offer –Acceptance Lawful Consideration- Capacity of parties - Free Consent Mistake Misrepresentation Fraud Coercion Undue influence Lawful Objects.	20	<ul style="list-style-type: none"> <li>●Lecture</li> <li>●Activity – Case laws discussed</li> </ul>	<ul style="list-style-type: none"> <li>● PPT</li> <li>● Google Forms</li> </ul>

	Discharge of Contracts Remedies for Breach of Contracts.			
V	Right of Unpaid Seller - Auction Sale	5	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Activity – Case laws discussed</li> </ul>	<ul style="list-style-type: none"> <li>• PPT</li> <li>• Google Forms</li> </ul>

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Name of the staff: DR.K.UMADEVI

TotalHours: 15

Name of the subject: COMPANY LAW & SECRETARIAL PRACTICE

Year/Semester: II Year/ III Semester

Subject code: AY23B

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
II	<b>PROSPECTUS &amp; SHARE CAPITAL:</b> Prospectus – Shelf Prospectus – Red herring Prospectus – Civil & Criminal liability for MIS- statement in Prospectus – Statement in lieu of Prospectus - Secretarial duties in the issue of Prospectus. Share capital – Alteration of Share capital – rights issue, Bonus issue, Private and preferential allotment – Dividend, interim dividends, warrants and mandates – Secretarial duties in the issue of share capital.	15	<ul style="list-style-type: none"> <li>• Used lecture method for explanation of basic concepts of Prospects and so on.</li> <li>• Given assignment</li> <li>• Done questioning and Discussion.</li> </ul>	Shared Animated Videos.

Name of the staff: Dr. K. UMADEVI

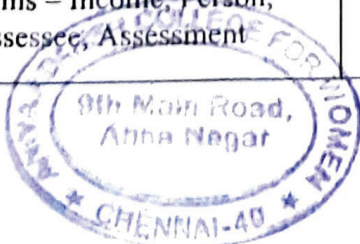
TotalHours: 90

Name of the subject: INCOME TAX LAW & PRACTICE I

Year/Semester: III Year/ V Semester

Subject code: CYA6F

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
I	<b>BASIC CONCEPT</b> Income Tax Act 1961 & relevance of Finance Act – Definition of important terms – Income, Person, Assessee, Assessment	20	Lecture hours for introduction and explaining the basic concept, definitions and important terms.	Microsoft White Board



*R. Shankar*

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	<p>Year and Previous Year – Broad features of Income</p> <p><b>RESIDENTIAL STATUS, INCIDENCE OF TAX &amp; BASIS OF CHARGE:</b> Taxable entities – Classification of Residential Status of taxable entities - Residential Status – Individual, firm, AOP, HUF and Companies – Incidence of Tax.</p> <p><b>EXEMPTED INCOMES:</b> Classification of exempted incomes – Incomes excluded from total income – Income forming part of total income but exempted from Tax.</p>		<p>Problems worked out in Determining Residential Status and Incidence of taxation. Exemptions explained in ppt.</p>	
2	<p><b>INCOME FROM SALARIES</b> Different forms of salary – Provident Funds – Allowances – Perquisites – Other items included in Salary – Qualifying amount for deduction u/s 80(c).</p>	25	<p>Explaining the provisions and make the students understand using blackboard and chalk. Explained the problems of taxman and worked out the problems in Reddy and Hari Prasad</p>	<p>Used Microsoft word as board and explained the problems and also used white board and marker to explain the problems /google forms used and assignments given in GCR</p>
3	<p><b>INCOME FROM HOUSE PROPERTY</b> Computation of Income from House Property – Let-out house – Self occupied house – Deduction allowed from house property – Unrealized rent – Loss under the head house property.</p>	15	<p>Lecture hours for explaining each provisions and illustrated all the provisions</p> <p>Explained the concept of let out house self-occupied and deemed to be let out. Problems solved from taxman and Reddy and Hari Prasad.</p>	<p>Used white board and marker/assignments given in GCR</p>



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4	<b>PROFITS AND GAINS OF BUSINESS AND PROFESSION</b> Introduction – Computation of profits and gains of business and profession – Admissible deductions – Specific Disallowances – Depreciation – Loss under the head business and profession)	20	Lecture hours for explaining each provisions and illustrated all the provisions including Depreciation and exemptions	Solved problems in white board /Google form used to test the students
5	<b>ADMINISTRATION OF INCOME TAX ACT</b> Income tax authorities – procedure for assessment – PAN (Permanent Account Number) - Types of assessment.	10	Lecture hours for explaining Different types of tax assessment and tax authorities	Assignment given in GCR

*K. Umadevi*

Name of the staff: DR.K.UMADEVI

TotalHours: 20

Name of the subject: PROFESSIONAL ENGLISH

Year/Semester: III Year/ VI Semester

Subject code:

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
III	<b>NEGOTIATION STRATEGIES LISTENING:</b> Listening to interviews of specialists / Inventors in fields (Subject specific) Speaking: Brainstorming (Mind mapping). Small group discussions (Subject- Specific) Reading: Longer Reading text. Writing: Essay Writing (250 words) Vocabulary: Register specific - Incorporated into the LSRW tasks	10	<ul style="list-style-type: none"> <li>Explained the concepts with PPT.</li> <li>Test given in online</li> </ul>	

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V	<b>CRITICAL THINKING SKILLS LISTENING:</b> Listening comprehension- Listening for information. Speaking: Making presentations (with PPT-practice). Reading: Comprehension passages –Note making. Comprehension: Motivational article on Professional Competence, Professional Ethics and Life Skills) Writing: Problem and Solution essay– Creative writing –Summary writing Vocabulary: Register specific - Incorporated into the LSRW tasks	10	<ul style="list-style-type: none"> <li>• Explained the concepts with PPT.</li> <li>• Test given in online</li> </ul>	
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*K. J. S.*

Name of the staff: **Dr. B. PUNITHA**  
 subject: **Securities law & market operations**  
 Year/ Semester: **III Year/ V Semester**  
 Subject code: **CYA5B**

Total Hours: 90 Name of the

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
I	Features of SEBI Act 1992 and securities contract regulation act – SEBI guidelines relating to the functioning of the new issue market (NIM) – SEBI guidelines for disclosure and investor protection.	12	<ul style="list-style-type: none"> <li>➤ This chapter addresses the basic about SEBI. Therefore, conducted discussion and provided detailed explanation about SEBI and NIM.</li> <li>➤ Lecture method used to enlighten the topic SEBI briefly with guidelines provided by the SEBI act 1992 along with basic concept of NIM.</li> </ul>	
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			<ul style="list-style-type: none"> <li>➤ Group discussion conducted with various companies' latest shares listed in stock exchange.</li> </ul>	
II	<p>Primary market and secondary market, role and function of new issue market methods of flotation pricing of issues, promoter's contribution, offer documents – underwriting of issues and allotment of shares, appointment and role of merchant bankers, underwriting brokers, registrars, lead managers and bankers.</p>	<p>10</p> <p>3</p> <p>2</p>	<ul style="list-style-type: none"> <li>➤ Given explanation on different categories of markets available in the stock exchange.</li> <li>➤ Provided depth knowledge on NIM.</li> <li>➤ Group discussion was conducted about differences between various markets in the stock exchange.</li> <li>➤ provide e - notes on important topics</li> </ul>	
III	<p>Meaning, functions, important, limitations, mechanism of stock market trading – different types of orders, screen-based trading, internet-based trading, settlement and procedure, types of brokers, listing of securities in Indian stock exchange, classification and listing of securities.</p>	<p>10</p> <p>5</p> <p>5</p>	<ul style="list-style-type: none"> <li>➤ Explanation and procedure on stock exchange was given.</li> <li>➤ Provided notes on screen-based trading and internet trading with lecture method explanation.</li> <li>➤ Delivered assignment in brokers on stock exchange.</li> <li>➤ Articles were submitted by the students on the topic "Internet based trading and its usage" and corrected.</li> </ul>	
IV	<p>Trading pattern in OTCEI and NSE – meaning, significance and functions, procedure for listing of trading in OTC, NSE</p>	10	<ul style="list-style-type: none"> <li>● Explanation along with latest</li> </ul>	

	- functioning and trading pattern in capital market segment, security market indications - need and importance, BSE Sensex, NSE nifty and other index numbers.	5	notes on OTCEI provided with lecture method • Collected Newspaper articles on NIFTY and SENSEX for top companies of 15 days were submitted by the students.	
V	Meaning and significance, SEBI guidelines for other regulations relating to DEMAT trading, procedure of DEMAT trading, role of depositories and custodial services - introduction, definitions, types, risk involved, performance analysis and SEBI regulations for mutual funds	10 5 10	➤ Delivered lecture on DEMAT account. ➤ Seminar classes were conducted by the group of students. ➤ Assigned assignment on group basis. ➤ Detailed description given on the topic Mutual fund.	

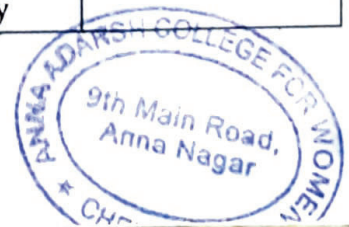
Name of the staff: Dr. B. PUNITHA  
Name of the subject: Corporate Accounting  
Year/ Semester: II Year A&B/ I Semester  
Subject code:AY23A

Total Hours: 90

*B. Punitha*

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
III	<b>Final Accounts</b> Final Accounts - Preparation of Profit & Loss account and Balance sheet- Managerial Remuneration	40	Used lecture method for explanation of basic concept of final accounts. Solved problems.	
IV	<b>Valuation of Goodwill &amp; Shares</b> Valuation of Goodwill & Shares - Meaning - Methods of valuation.	40	✓ Adopted Lecturer method for theory ✓ Solved problems  Done questioning and Discussion	
V	<b>Accounting for Insurance Companies</b>		✓ Adopted Lecturer method for theory	

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Insurance Accounts- Types- Final accounts of Life Insurance- Profit determination of Life Insurance	✓ Solved problems Done questioning and Discussion
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Name of the staff: Dr. B. PUNITHA

Total Hours: 15

Name of the subject: COMPANY LAW & SECRETARIAL PRACTICE

Year/ Semester: II Year / II Semester

Subject code: AY23B

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UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
II	<b>PROSPECTUS &amp; SHARE CAPITAL</b> Prospectus – Shelf Prospectus – Red herring Prospectus – Civil & Criminal liability for mis- statement in Prospectus – Statement in lieu of Prospectus - Secretarial duties in the issue of Prospectus. Share capital – Alteration of Share capital – rights issue, Bonus issue, Private and preferential allotment – Dividend, interim dividends, warrants and mandates – Secretarial duties in the issue of share capital.	15	✓ Used lecture method for explanation of basic concepts of Prospects and so on. ✓ Given assignment. ✓ Done questioning and Discussion.	Shared Videos.      Animated

Name of the staff: Dr. B. PUNITHA

Total Hours: 20

Name of the subject: PROFESSIONAL ENGLISH

Year/ Semester: I Year / I Semester

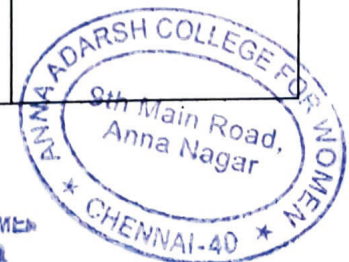
Subject code:

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UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY / INSTRUCTIONAL TECHNIQUES	ICT TOOLS
3	<b>NEGOTIATION STRATEGIES</b> Listening: Listening to interviews of specialists / Inventors in fields (Subject specific) Speaking: Brainstorming (Mind mapping). Small group discussions (Subject- Specific) Reading: Longer Reading text. Writing: Essay Writing (250 words)	10	Explained The Concepts with PPT. Test Given in Online	-

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	Vocabulary: Register specific - Incorporated into the LSRW tasks			
5	<b>CRITICAL THINKING SKILLS</b> Listening: Listening comprehension- Listening for information. Speaking: Making presentations (with PPT-practice). Reading: Comprehension passages –Note making. Comprehension: Motivational article on Professional Competence, Professional Ethics and Life Skills) Writing: Problem and Solution essay– Creative writing –Summary writing Vocabulary: Register specific - Incorporated into the LSRW tasks	10	Explained the Concepts with Ppt. Test Given In Online	-

*B. Asha*

Name of the staff: **Dr.M. Asha Banu**

Total Hours: **40**

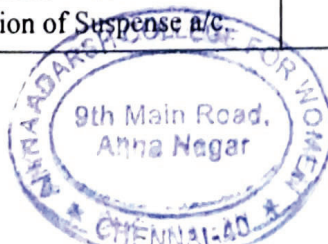
Name of the subject: **FINANCIAL ACCOUNTING**

Year/ **1**

Subject code: **AY21A**

Semester: **I**

UNIT	CHAPTER	HOURS	METHODOLOGY	ICT TOOLS ADOPTED
I	Preparation of Financial Statement Final accounts of sole trading concern-Adjustments	15	<ul style="list-style-type: none"> <li>Lecture for theory</li> <li>Problem solving</li> <li>Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>Animated videos</li> <li>Google forms</li> <li>Spreadsheets</li> </ul>
II	Depreciation Accounting: Depreciation- Meaning –Causes-Types-Straight Line Method-Written down value method- Concept of useful life under Companies Act 2015	10	<ul style="list-style-type: none"> <li>Lecture for theory</li> <li>Problem solving</li> <li>Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>Animated videos</li> <li>Google forms</li> <li>Spreadsheets</li> </ul>
	Insurance Accounting: Insurance claims –Calculation of Claim amount-Average clause(Loss of stock only)	5	<ul style="list-style-type: none"> <li>Lecture for theory</li> <li>Problem solving</li> <li>Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>Animated videos</li> <li>Google forms</li> <li>Spreadsheets</li> </ul>
IV	Rectification of Errors Classification of Errors – Rectification of Errors – Preparation of Suspense a/c	10	<ul style="list-style-type: none"> <li>Lecture for theory</li> <li>Problem solving</li> <li>Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>Animated videos</li> <li>Google forms</li> <li>Spreadsheets</li> </ul>



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Name of the staff: Dr.M.Asha Banu

Total Hours: 15

Name of the subject: Company Law

Year/ Semester: II Year/ III

Subject code: DSC06

UNIT	CHAPTER	HOURS	METHODOLOGY	ICT TOOLS ADOPTED
V	Modes of Winding up - Winding up by the tribunal - Voluntary Winding up - NCLT - Special courts - Mediation and Conciliation panel.	15	Given detailed explanation about winding up of the company and NCLT etc., provided e-notes on important Topics	Oral quiz was conducted Seminar was conducted

Name of the staff: Dr.M.ASHA BANU

TotalHours: 90

Name of the subject: Entrepreneurial Development

Year/Semester: III Year/ VSemester

Subject code: CYE5A

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
I	Concept of Entrepreneurship - Entrepreneurship - Meaning - Types - Qualities of an Entrepreneur - Classification of Entrepreneurs - Factors influencing Entrepreneurship - Functions of Entrepreneur	20	<ul style="list-style-type: none"><li>• Lecture for theory</li><li>• Questioning &amp; Discussions</li></ul>	<ul style="list-style-type: none"><li>• Animated videos</li><li>• Google forms</li><li>• Spreadsheets</li></ul>
II	Entrepreneurial Development - Agencies - Commercial Banks - District Industries Centre - National Small Industries Corporation - Small Industries Development Organisation - Small Industries Service Institute - All India Financial Institutions (IDBI, IFCI, ICICI, IRDBI.)	20	<ul style="list-style-type: none"><li>• Lecture for theory</li><li>• Assignment</li><li>• Questioning &amp; Discussions</li></ul>	<ul style="list-style-type: none"><li>• Animated videos</li><li>• Google forms</li><li>• Spreadsheets</li></ul>

III	PROJECT MANAGEMENT Business Idea Generation Techniques - Identification of Business Opportunities - Feasibility Study - Marketing, Finance, Technology & Legal Formalities - Preparation of Project Report Tools of Appraisal	20	<ul style="list-style-type: none"> <li>• Lecture for theory</li> <li>• Assignment &amp; Seminar</li> <li>• Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>• Animated videos</li> <li>• Google forms</li> <li>• Spreadsheets</li> </ul>
IV	Entrepreneurial Development Programmes (EDP) - their role, relevance and achievements - Role of Government in organizing EDPs - critical evaluation.	15	<ul style="list-style-type: none"> <li>• Lecture for theory</li> <li>• Assignment &amp; Seminar</li> <li>• Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>• Animated videos</li> <li>• Google forms</li> <li>• Spreadsheets</li> </ul>
V	ECONOMIC DEVELOPMENT & ENTREPRENEURIAL GROWTH Role of Entrepreneur in economic growth - strategic approaches in the changing economic scenario for Small-Scale Entrepreneurs - Networking - Niche play, Geographic Concentration, Franchising / Dealership - Development of Women Entrepreneurship	15	<ul style="list-style-type: none"> <li>• Lecture for theory</li> <li>• Assignment</li> <li>• Seminar</li> </ul>	<ul style="list-style-type: none"> <li>• Animated videos</li> <li>• Google forms</li> <li>• Spreadsheets</li> </ul>

Name of the staff: Dr. U. THIRIPURASUNDARI TotalHours: 90

Name of the subject: BUSINESS STATISTICS

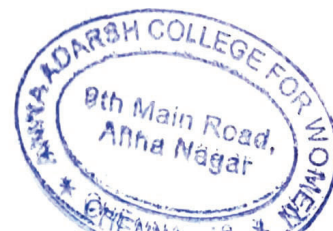
Year/Semester: II Year/ III Semester

Subject code: AY33A

UNI T	CHAPTERS	NO. OF HOURS	METHODOLOG Y/ INSTRUCTIONA L TECHNIQUES	ICT TOOLS
I	Meaning and Definition of Statistics- Collection and Tabulation of Statistical Data- Presentation of Statistical Data-Graphs and Diagrams	10	<ul style="list-style-type: none"> <li>• Lecture for theory</li> <li>• Small Problem solving</li> <li>• Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>• Animated videos</li> <li>• Google forms</li> </ul>

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II	Measures of Central Tendency- Arithmetic Mean, Median, Mode, Harmonic Mean and Geometric Mean. Measures of Variation- Standard Deviation -Mean Deviation- Quartile Deviation-Skeweness and Kurtosis- Lorenz Curve	15	<ul style="list-style-type: none"> <li>• Lecture for theory</li> <li>• Problem solving</li> <li>• Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>• Animated videos</li> <li>• Google forms</li> <li>• Spreadsheets</li> </ul>
III	Simple Correlation-Scatter Diagram- Karl Pearson's Correlation- Spearman's Rank Correlation- Regression- Meaning-Linear Regression	25	<ul style="list-style-type: none"> <li>• Lecture for theory</li> <li>• Problem solving</li> <li>• Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>• Animated videos</li> <li>• Google forms</li> <li>• Spreadsheets</li> </ul>
IV	Analysis of Time Series-Causes of Variation in Time Series Data -Components of Time Series- Additive and Multiplicative Models- Determination of Trend By Semi Average, Moving Average and Least Square (Linear Second Degree And Exponential) Methods- Computation of Seasonal Indices By Simple Average, Ratio to Moving Average, Ratio to Trend and Link Relative Methods	20	<ul style="list-style-type: none"> <li>• Lecture for theory</li> <li>• Problem solving</li> <li>• Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>• Animated videos</li> <li>• Google forms</li> <li>• Spreadsheets</li> </ul>
V	Meaning and Types of Index Numbers-Problems in Construction of Index Numbers- Methods of Construction of Price and Quantity Indices- Test of Adequacy- Errors in Index Numbers- Chain Base Index Numbers- Base Shifting -Splicing -Deflation -Customer Price Index and Its Uses- Statistical Quality Control	15	<ul style="list-style-type: none"> <li>• Lecture for theory</li> <li>• Problem solving</li> <li>• Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>• Animated videos</li> <li>• Google forms</li> <li>• Spreadsheets</li> </ul>

*R. Haritha*

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Name of the staff: Dr. U. THIRIPURASUNDARI  
 Name of the subject: Entrepreneurial Development  
 Year/Semester: III Year/ V Semester  
 Subject code: CYE5A

Total Hours: 90

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
I	Concept of Entrepreneurship – Entrepreneurship – Meaning – Types – Qualities of an Entrepreneur – Classification of Entrepreneurs – Factors influencing Entrepreneurship – Functions of Entrepreneur	20	<ul style="list-style-type: none"> <li>• Lecture for theory</li> <li>• Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>• Animated videos</li> <li>• Google forms</li> <li>• Spreadsheets</li> </ul>
II	Entrepreneurial Development – Agencies – Commercial Banks – District Industries Centre – National Small Industries Corporation – Small Industries Development Organisation – Small Industries Service Institute – All India Financial Institutions (IDBI, IFCI, ICICI, IRDBI.)	20	<ul style="list-style-type: none"> <li>• Lecture for theory</li> <li>• Assignment</li> <li>• Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>• Animated videos</li> <li>• Google forms</li> <li>• Spreadsheets</li> </ul>
III	PROJECT MANAGEMENT Business Idea Generation Techniques – Identification of Business Opportunities – Feasibility Study – Marketing, Finance, Technology & Legal Formalities – Preparation of Project Report Tools of Appraisal	20	<ul style="list-style-type: none"> <li>• Lecture for theory</li> <li>• Assignment &amp; Seminar</li> <li>• Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>• Animated videos</li> <li>• Google forms</li> <li>• Spreadsheets</li> </ul>
IV	Entrepreneurial Development Programmes (EDP) – their role, relevance and achievements – Role of Government in organizing EDPs – critical evaluation.	15	<ul style="list-style-type: none"> <li>• Lecture for theory</li> <li>• Assignment &amp; Seminar</li> <li>• Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>• Animated videos</li> <li>• Google forms</li> <li>• Spreadsheets</li> </ul>

*R. Shankar*

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	<p>underwriting of issues and allotment of shares,</p> <p>appointment and role of merchant bankers, underwriting brokers, registrars, lead managers and bankers.</p>	<p>3</p> <p>2</p>	<ul style="list-style-type: none"> <li>• Provided depth knowledge on NIM.</li> <li>• Group discussion was conducted about differences between various markets in the stock exchange.</li> <li>• provide e - notes on important topics</li> </ul>	<p>conducted by using the google forms.</p>
III	<p>Meaning, functions, important, limitations, mechanism of stock market trading – different types of orders, screen-based trading, internet-based trading, settlement and procedure, types of brokers, listing of securities in Indian stock exchange, classification and listing of securities.</p>	<p>10</p> <p>5</p> <p>5</p>	<ul style="list-style-type: none"> <li>• Explanation and procedure on stock exchange was given.</li> <li>• Provided notes on screen-based trading and internet trading with lecture method explanation.</li> <li>• Delivered assignment in brokers on stock exchange.</li> <li>• Articles were submitted by the students on the topic “Internet based trading and its usage” and corrected.</li> </ul>	<p>Using lecture method, provided explanation with help e- content</p> <p>Spreadsheet shared</p>
IV	<p>Trading pattern in OTCEI and NSE – meaning, significance and functions, procedure for listing of trading in OTC, NSE – functioning and trading pattern in capital market segment, security market indications – need and importance, BSE Sensex, NSE nifty and other index numbers.</p>	<p>10</p>	<ul style="list-style-type: none"> <li>✓ Explanation along with latest notes on OTCEI provided with lecture method</li> <li>✓ Collected Newspaper articles on NIFTY and SENSEX for top companies of 15 days were submitted by the students.</li> </ul>	<p>Using lecture method, provided explanation with help e- content</p>

		5		
V	Meaning and significance, SEBI guidelines for other regulations relating to DEMAT trading, procedure of DEMAT trading, role of depositories and custodial services – introduction, definitions, types, risk involved, performance analysis and SEBI regulations for mutual funds	10 5 10	<ul style="list-style-type: none"> <li>➤ Delivered lecture on DEMAT account.</li> <li>➤ Seminar classes were conducted by the group of students.</li> <li>➤ Assigned assignment on group basis.</li> <li>➤ Detailed description given on the topic Mutual fund.</li> </ul>	Using lecture method, provided explanation with help e- content

Name of the staff: Mrs. P.PRIYA

TotalHours: 50

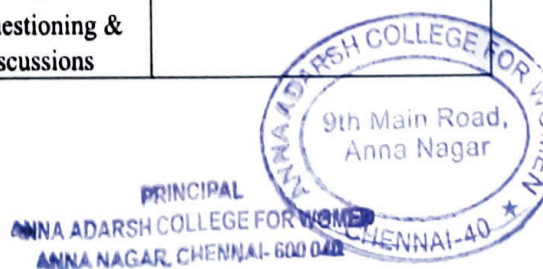
Name of the subject: FINANCIAL ACCOUNTING

Year/Semester: I Year/ I Semester

Subject code: AY21A

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
	Receipts and Payments-Income and expenditure-Balance sheet of Non Trading Organization	10	<ul style="list-style-type: none"> <li>● Lecture for theory</li> <li>● Problem solving</li> <li>● Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>● Animated videos</li> <li>● Google forms</li> <li>● Spreadsheets</li> </ul>
III I	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	<ul style="list-style-type: none"> <li>● Lecture for theory</li> <li>● Problem solving</li> <li>● Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>● Animated videos</li> <li>● Google forms</li> <li>● Spreadsheets</li> </ul>
IV	Bank Reconciliation Statement Bank Reconciliation Statement – Need and preparation.	10	<ul style="list-style-type: none"> <li>● Lecture for theory</li> <li>● Problem solving</li> <li>● Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>● Animated videos</li> <li>● Google forms</li> <li>● Spreadsheets</li> </ul>

*R. Praveen*



V	<b>Hire Purchase and Installment System</b> Hire Purchase System- Default and repossession-Hire purchase trading account Installment System-Calculation of Profit.	15	<ul style="list-style-type: none"> <li>● Lecture for theory</li> <li>● Problem solving</li> <li>● Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>● Animated videos</li> <li>● Google forms</li> <li>● Spreadsheets</li> </ul>
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Name of the staff: Mrs. P.PRIYA

TotalHours: 60

Name of the subject: COMPANY LAW & SECRETARIAL PRACTICE

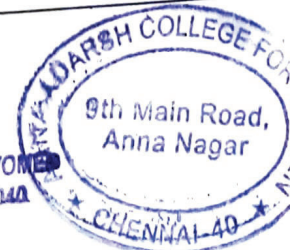
Year/Semester: II Year /III Semester

Subject code:DSC06

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
I	<p>Evolution of Company law – Meaning and characteristics of a company – Stages of incorporation – e-filing – Memorandum of Association and Articles of Association – Alteration</p> <p>– Effects of registration – Doctrine of constructive notice – Ultravires and indoor management – lifting of Corporate veil.</p> <p>Role and importance of Company Secretary – Key Managerial Personnel – Compliance officer – Compulsory Appointment – Qualification and disqualifications – Powers, duties and responsibilities of Secretary – Resignation and removal of Company Secretary – Officer in default.</p>	20	Group discussion conducted for understanding purpose	<p>Using lecture method, provided explanation with help e- content</p> <p>Spreadsheet shared</p>
III	<p>Members – Rights and responsibilities – who can be a member – member, shareholder, contributory – difference – transfer and transmission of shares (including depository mode) – Nomination and its importance.</p>	20	Given details explanation for become member of the company and	Assigned home work

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IV	Directors – Women Director – Independent Director and Whole time Key Managerial Personnel-Director Identification Number and its significance – duties, qualification and disqualification.  Board meeting, shareholder meeting, committee meeting, mandatory committee meeting – Role and composition – Powers of the board – Notice , Agenda, minutes and resolution – Secretarial duties in meetings.	20	Explanation along with latest notes Provided by the company act 2013	Online test was conducted
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Name of the staff: Dr. V.LEELAVATHY

TotalHours: 90

Name of the subject: BUSINESS COMMUNICATION

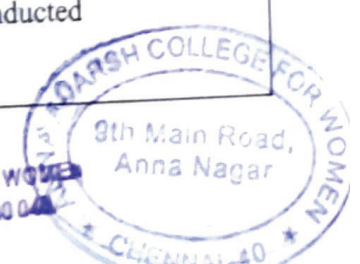
Year/Semester: I Year / I Semester

Subject code: CPZ1B

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
I	Definition – Methods – Types – Principles of effective Communication – Barriers to Communication – Business Letters – Layout.	20	Provoking questions which were asked to think for them to come out from the subject fear.	Online test was conducted
II	Kinds of Business Letters: Interview – Application for a situation – Interview -Appointment – Acknowledgement – Promotion – Enquiries – Reply letter – Orders – Sales letter – Circular letter – Complaintletter.	25	Group discussion conducted for understanding purpose	Online test was conducted
III	Bank Correspondence – Insurance Correspondence – Agency Correspondence – Correspondence with Shareholders, Directors.	15	Given explanation on different categories of corresponding letters	Assigned Online Assignment
IV	Report Writing – Meetings – Agenda - Minutes of Meeting – Memorandum – Office Order – Circular – Notes.	15	Provided depth knowledge on report writing, meetings etc.,	Online test was conducted
V	Modern Forms of Communication: Fax – E-mail – Video Conferencing – Internet – Websites – uses of the various forms of communication.	15	YouTube links were used for detailed explanation about modern form of communication	Online test was conducted

*R. Shankar*

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Name of the staff: Dr. V.LEELAVATHY

TotalHours: 30

Name of the subject: BASIC ELEMENTS OF LOGISTICS & SUPPLY CHAIN MANAGEMENT

Year/Semester: I Year BCA /I Semester

Subject code: BPK3B

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
I	Logistics Concept & Significance - Logistics System Fundamentals Transport System: Railway, Road, Air, Waterways, Pipe Lines, Animals and Animal driven vehicles - Economics of transportation Stocking Policies-Storage and handling capacities - Warehousing.	15	The chapter addresses the basic about logistics, transportation, types of transportations etc., therefore conducted discussion and provided detailed explanation	E – Content shared in GCR
II	Packaging Principles, functions and types - Containerization - Concepts - Infrastructure - Inventory Policy - Concept of Supply Chain Management and its strategic role in the organization - Intra and Inter Organization Supply Chain.	15	Given explanation on different categories of packaging and concepts	E – Content shared in GCR

V. Leelavathy

Name of the staff: Dr. V.LEELAVATHY

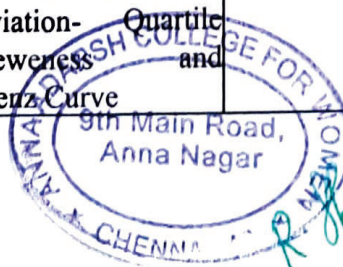
TotalHours: 60

Name of the subject: BUSINESS STATISTICS

Year/Semester: II Year A&B / III Semester

Subject code: CYB3A

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
I	Meaning and Definition of Statistics- Collection and Tabulation of Statistical Data- Presentation of Statistical Data-Graphs and Diagrams	15	<ul style="list-style-type: none"><li>• Lecture for theory</li><li>• Small problem solving</li><li>• Question and answer</li></ul>	E – Content shared in GCR
II	Measures of Central Tendency- Arithmetic Mean, Median, Mode, Harmonic Mean and Geometric Mean. Measures of Variation- Standard Deviation -Mean Deviation- Quartile Deviation-Skewness and Kurtosis- Lorenz Curve		<ul style="list-style-type: none"><li>• Lecture for theory</li><li>• Small problem solving</li><li>• Question and answer</li></ul>	Online test was conducted



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Name of the staff: Dr. V.LEELAVATHY  
 Name of the subject: COMMERCIAL LAW  
 Year/Semester: III Year A&B/ IV Semester  
 Subject code: CYA5D

TotalHours: 45

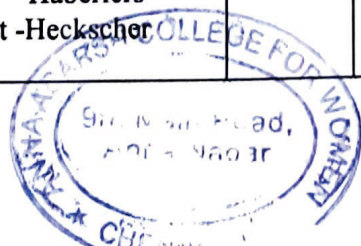
UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
III	Contract of Indemnity & Guarantee - Essential Difference between Contract of Indemnity & Contract of Guarantee - Revocations of Continuing Guarantee - Surety's Liability - Rights of Surety-Discharge of Surety from Liability - Bailment - Pledge.	20	Given clear explanation about contract and indemnity and guarantee etc.,	Shared e-contents
IV	Contract of Agency - Essentials creation of agency - Kinds of Agents Agent - Authority - Duties and Rights of Principal - Agent when personally liable - Delegations of Authority-Sub-Agent - Substituted Agent - Termination of Agency - Irrevocable Agency	15	Provided depth knowledge about the contract of agency and agents etc.,	<ul style="list-style-type: none"> <li>●Class test was conducted</li> <li>●Seminar was conducted</li> </ul>
V	Law of Sale of Goods Definition - Sale and Agreement to Sell - Sale and Hire Purchase -Conditions & Warranties - Duties & Rights of Buyer & Seller - Right of Unpaid Seller.	10	Given latest updates about sale of goods act	Provided the important question based on university examinations

*V. Leelavathy*

Name of the staff: Dr. R.SARANYA  
 Name of the subject: INTERNATIONAL TRADE  
 Year/Semester: I Year / I Semester  
 Subject code:

TotalHours: 90

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
I	Theories of International Trade – Ricardo – Haberlers Opportunity cost -Heckscher Ohlin theorem.	15	<ul style="list-style-type: none"> <li>● Lecture for theory</li> <li>● Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>● Animated videos</li> <li>● Google forms</li> <li>● Spreadsheets</li> </ul>



*R. Saranya*

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II	Trade policy – case for protection – Regional integration – European Union – EEC- UNCTAD – GATT – Asian – Development Bank.	20	<ul style="list-style-type: none"> <li>● Lecture for theory</li> <li>● Assignment</li> <li>● Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>● Animated videos</li> <li>● Google forms</li> <li>● Spreadsheets</li> </ul>
III	WTO – Functions of WTO – An Overview	20	<ul style="list-style-type: none"> <li>● Lecture for theory</li> <li>● Assignment &amp; Seminar</li> <li>● Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>● Animated videos</li> <li>● Google forms</li> <li>● Spreadsheets</li> </ul>
IV	Balance of payments – Disequilibrium – Remedies – Exchange control – Purchasing Power parity Theory.	15	<ul style="list-style-type: none"> <li>● Lecture for theory</li> <li>● Assignment &amp; Seminar</li> <li>● Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>● Animated videos</li> <li>● Google forms</li> <li>● Spreadsheets</li> </ul>
V	International monetary system – IMF – SDR – International liquidity – IBRD.	20	<ul style="list-style-type: none"> <li>● Lecture for theory</li> <li>● Assignment</li> <li>● Seminar</li> </ul>	<ul style="list-style-type: none"> <li>● Animated videos</li> <li>● Google forms</li> <li>● Spreadsheets</li> </ul>

*R. Saranya*

*R. Shanthi*

*G. Perate*  
*27/01/2022*

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**ANNA ADARSH COLLEGE FOR WOMEN**  
**Department of Corporate Secretaryship Shift II**  
**Academic year 2021-22**  
**LESSON PLAN FOR EVEN SEMESTER**  
**STAFF WISE LISTED**

**Name of the staff: Dr.G.REVATHI**

**Total Hours: 70**

**Name of the subject: COST ACCOUNTING**

**Year/Semester: III Year/ VISEmester**

**Subject code: CYA6E**

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
1.	Cost Accounting definition, meaning and objectives- advantages and importance- distinction between cost and financial accounting- elements of cost and preparation of cost sheets and tenders.	20	Explaining about the concept by giving lecture. Working out the problems on the board.	PPT and Microsoft word
2.	Materials – stores record- purchase records- purchase order- goods received note- Bin card- Stores ledger- inventory control- ABC Analysis- Economic ordering quantity-maximum, minimum and reordering levels- methods of pricing issues- perpetual inventory system.	20	Giving introduction about the theoretical part and working out the problems on the board	Used Microsoft word as board and explained the problems,google forms used and assignments given in GCR Making the students to work out the problems and giving home work.
3.	Labour- importance of labour cost control- various methods of wage payments- calculation of wages- methods of incentives (Bonus) scheme- Recording labour time- treatment of “over time” and “idle time”- labour turn over (LTO)	15	Explaining the concept and giving the formulas and working out the problems on the board.	Used Microsoft word as board and explained the problems, home works given and the assignments given in GCR.

4.	Overheads (factory, administration, selling and distribution)- definition and meaning of overheads- classification- apportionment of overheads- redistribution (secondary distribution)- absorption of overheads including " Machine Hour Rate"	15 hours	Explaining the concept and giving the formulas and working out the problems on the board.	Used Microsoft word as board and explained the problems and assignments given in GCR and also material posted in GCR.
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**Note:** Internals will be conducted, unit wise assignment will be given to students, model exam will be conducted for the internal assessment of the students through google form, question paper been posed in GCR and students have uploaded answer script in GCR.

**References text books:**

- T.S. REDDY & Y. HARIPRASAD REDDY

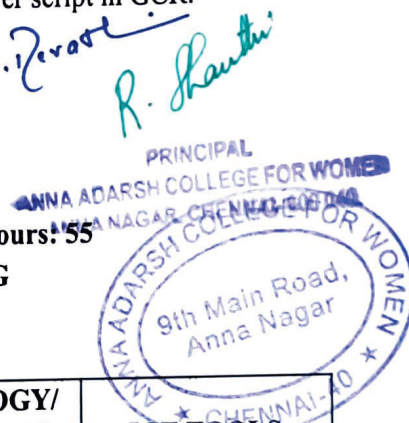
**Name of the Staff:** Dr. G. VARALAKSHMI

**Total Hours:** 55

**Name of the Subject:** ADVANCED FINANCIAL ACCOUNTING

**Year/Semester:** I Year A&B/ II Semester

**Subject code:** AY22A



UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT-TOOLS
I	<b>Branch Accounts</b> Dependent Branches - Stock and Debtors system - Distinction between Wholesale Profit and Retail Profit - Independent Branches (Foreign Branches excluded)	15	<ul style="list-style-type: none"> <li>•Lecture</li> <li>•Activity – working out problems under each topic and comprehensive problems as well</li> </ul>	PPT Google Forms
II	<b>Departmental Accounts</b> Basis of Allocation of Expenses – Calculation of Profit - Inter-departmental Transfer at cost or Selling Price	20	<ul style="list-style-type: none"> <li>•Lecture</li> <li>•Activity – working out problems under each topic and comprehensive problems as well</li> </ul>	PPT Google Forms
III	<b>Partnership Accounts</b> Admission of a Partner – Retirement of a Partner – Death of a Partner	20	<ul style="list-style-type: none"> <li>•Lecture</li> <li>•Activity – working out problems under each topic and comprehensive problems as well</li> </ul>	PPT Google Forms

Name of the Staff: Dr. G. Varalakshmi

Total Hours: 30

Name of the Subject: Goods And Services Tax & Customs Law

Year/Semester: III Year A&B / VI Semester

Subject code: CYA6G

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
IV	The Customs Act, 1962 - Definitions- Territorial Waters of India, High Seas, Indian Customs Water- Levy and Collection of Customs duty - Types of Custom Duties, Valuation of goods .	15	<ul style="list-style-type: none"><li>Lecture</li></ul>	PPT Google Forms
V	Customs Procedures, Import and Export Procedures, Baggage Rules & Exemptions	15	<ul style="list-style-type: none"><li>Lecture</li></ul>	PPT Google Forms

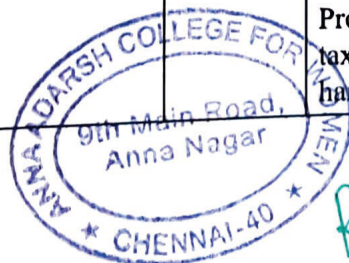
Name of the staff: DR.K.UMADEVI

TotalHours: 90

Name of the subject: Income tax Law and practice II

Year/Semester: III Year/ VI Semester

UNI T	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
II	Income chargeable to tax under the head Income from Other Sources – Dividends – Interest on Securities – Casual Income – Other Incomes – Deduction from Income from Other Sources – Loss under the head Other Sources.	15	Explaining the provisions and make the students understand using blackboard and chalk. Explained the problems of taxman and worked out the problems in Reddy and Hari Prasad	Used Microsoft word as board and explained the problems and also used white board and marker to explain the problems
III	<b>SET-OFF AND CARRY FORWARD OF LOSSES:</b> Provisions relating to Set-off & Carry forward and Set-off of Losses.	10	Explained the concept of inter head and intra head, Exemptions for inter head and intra head and carry forward provisions. Problems solved from taxman and reddy and hari Prasad.	Used white board and marker/ assignments given in GCR



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IV	<b>DEDUCTIONS FROM GROSS TOTAL INCOME:</b> Deductions in respect of certain payments – Deduction in respect of income (Deductions applicable to Individuals only)	20	Lecture hours for explaining each provisions and illustrated all the provisions	Solved problems in white board / Google form used to test the students
V	<b>ASSESSMENT OF INDIVIDUALS:</b> Assessment of Individuals – Tax rates – Computation of Tax liability of Individuals.	15	Lecture hours for explaining Tax Rates of individuals less than 60, senior citizen and super senior citizen. Tax rates for long term and short-term capital gain. Explained Rebate. Problems solved in the class by using blackboard and chalk.	Problems solved from Reddy and Hari Prasad Using white board and marker Google form used

Name of the staff: Dr. K. UMADEVI TotalHours: 90

Name of the subject: INDIRECT TAXATION

Year/Semester: II Year/ IV Semester

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
IV	GST Audit Assessment and Audit under GST- Demands and Recovery- Appeals and revision- Advance ruling Offences and Penalties - NAPA (National Anti Profiteering Authority).	10	<ul style="list-style-type: none"> <li>●Lecture for theory</li> <li>●Explained all the terms with real examples.</li> </ul>	<ul style="list-style-type: none"> <li>● Animated videos</li> <li>● Google forms</li> </ul>



*K. Umaji*

*R. Shanthi*

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V	Customs duty The custom duty- Levy and collection of customs duty- Organisations of custom departments- Officers of customs- powers- Appellate Machinery Infringement of the Law-Offences and Penalties- Exemptions from duty customs duty draw back- duties free Zones - Export Incentive Schemes.	20	<ul style="list-style-type: none"> <li>• Lecture for theory</li> <li>• Assignment &amp; seminar</li> <li>• Group discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Animated videos</li> <li>• Google forms</li> </ul>
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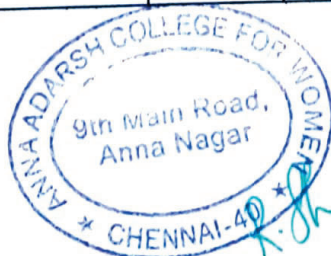
*K. Punitha*  
Total Hours: 30

Name of the staff: Dr. B. PUNITHA

Name of the subject: INDUSTRIAL LAW

Year/ Semester: III Year/VI Semester Subject code: CYA6B

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
II	<b>Industrial Disputes Act 1947:</b> Definitions – Authorities under the Act – Reference of Disputes – Procedures and Powers of Authorities – Strikes and Lock-outs – Lay-off & Retrenchment – Special Provisions relating to Lay-off, Retrenchment & Lock-outs	20	<ul style="list-style-type: none"> <li>• This chapter addresses the basic about Industrial Disputes. Therefore, planning to conduct discussion and provide detailed explanation about concepts of industrial law.</li> </ul>	<ul style="list-style-type: none"> <li>• E – content will be shared in GCR</li> <li>• Will Share animated videos.</li> </ul>
V	<b>Employees Provident Fund and Miscellaneous Provision Act, 1952</b> Objects- definition- provident fund schemes- contribution and recovery – penalties and offences	10	<ul style="list-style-type: none"> <li>• Will provide depth knowledge on PF.</li> <li>• Group discussion.</li> <li>• e - notes on important topics</li> </ul>	



*B. Punitha*

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Name of the staff: Dr. B. PUNITHA Total Hours: 90

Name of the subject: Corporate Accounting

Year/ Semester: II Year A&B / I Semester Subject code: CSC09

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
I	<b>Internal Reconstruction</b> Meaning - Alteration of share capital – Accounting Procedures	15	<ul style="list-style-type: none"><li>• Lecturer method for theory</li><li>• Solving problems</li><li>• Questioning and Discussion.</li></ul>	
II	<b>Amalgamation, Absorption &amp; External Reconstruction</b> Meaning- Amalgamation in the nature of Merger, Purchase - External Reconstruction – Applicability of AS 14- Calculation of Purchase consideration (all methods) – Journal Entries in the books of Transferor and Transferee Companies, Revised Balance Sheet (excluding inter - company holdings)	40	<ul style="list-style-type: none"><li>•Lecturer method for theory</li><li>•Solving problems</li><li>•Questioning and Discussion</li></ul>	
III	<b>Liquidation</b> Meaning – Preparation of Liquidator's Final Statement of Accounts – Calculation of Liquidator Remuneration.		<ul style="list-style-type: none"><li>•Lecturer method for theory</li><li>•Solving problems</li><li>•Questioning and Discussion</li></ul>	

*R. Shanthi*

*B. Punita*

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Name of the staff: Dr. B. PUNITHA

Total Hours: 30

Name of the subject: SECURITIES LAWS & MARKET OPERATIONS

Year/ Semester: II Year / IV Semester

Subject code: DSA04

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
II	<b>Secondary Market / Stock Exchange:</b> Origin & Management of stock exchanges in India – Characteristics – Functions – Members – Granting recognition to stock exchanges – Listing of securities & registration of brokers – Kinds of brokers in stock exchange – NSE – BSE – OTCEI – SEBI Guidelines relating to listing of securities.	15	<ul style="list-style-type: none"><li>• Will use lecture method for explanation of basic concepts.</li><li>• Planning to give assignment.</li><li>• Questioning and Discussion.</li></ul>	
IV	<b>Mechanism of Stock Market Trading:</b> Screen based trading and internet-based trading – Demat trading and role of depositories Market Derivatives, advantages and its types – futures, hedge fund, forward, options & swaps Market indexes – SENSEX, NIFTY & CNX NIFTY (Basics)	15	<ul style="list-style-type: none"><li>• Will use lecture method for explanation of basic concepts.</li><li>• Planning to give assignment.</li><li>• Questioning and Discussion.</li></ul>	

*R. Punitha*

*B. S. S. S.*

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Name of the staff: Dr. U. Thiripurasundari

TotalHours: 90

Name of the subject: Income tax Law and practice II

Year/Semester: III Year/ VI Semester

Subject code: CYA6F

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
I	<b>CAPITAL GAINS:</b> Capital Assets – Meaning and Kinds – Procedure for computing Capital Gains – Cost of Acquisition – Exemption of Capital Gains – Loss under head Capital Gain	20	Lecture hours for introduction and explaining the concept of cost of acquisition. Exemptions explained in ppt. problems of Taxman worked out in the class.	Microsoft White Board
III	<b>AGGREGATION OF INCOME</b> Provisions relating to income of other persons to be clubbed in Assesses Total Income – Income of minor Child – Deemed Incomes.	10	Lecture hours for explaining each provisions and illustrated all the provisions	Used white board and marker/ assignments given in GCR
	<b>SET-OFF AND CARRY FORWARD OF LOSSES:</b> Provisions relating to Set-off & Carry forward and Set-off of Losses.	10	Explained the concept of inter head and intra head, Exemptions for inter head and intra head and carry forward provisions. Problems solved from Taxman and Reddy and Hari Prasad.	

*R. Shanthi*  
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Name of the staff: Dr. U. THIRIPURASUNDARI  
 Name of the subject: Indirect Taxation  
 Year/Semester: II Year/ IV Semester

TotalHours: 90

UNI T	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
I	Introduction History and Objectives of Taxation - Canons of Taxation - Tax system in India - Direct and Indirect Taxes- Meaning and Types - powers of Union and States to levy taxes	20	<ul style="list-style-type: none"> <li>• Lecture for theory</li> <li>• Assignment &amp; Seminar</li> <li>• Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>• Animated videos</li> <li>• Google forms</li> <li>• Spreadsheets</li> </ul>
II	GST – Overview & Concepts Background behind implementing GST- The need for GST- Business impact- Objectives and Benefits of GST-SGST- CGST and IGST- Taxes covered by GST- Definitions - Scope and Coverage Scope of supply- Levy of tax- Rate Structure- Taxable Events - Types of Suppliers - Composite and Mixed Suppliers - Composite Levy - Cross empowerment.	20	<ul style="list-style-type: none"> <li>• Lecture for theory</li> <li>• Assignment &amp; Seminar</li> <li>• Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>• Animated videos</li> <li>• Google forms</li> <li>• Spreadsheets</li> </ul>
III	GST Taxation/ Assessment proceedings Return- Refunds- Input Tax Credit- Reverse charge Mechanism, Transitional Provisions composition under GST- Administrative structure of GST-Officers as per CGST Act- Officers as per SGST Act-Jurisdiction- Appointment Powers.	20	<ul style="list-style-type: none"> <li>• Lecture for theory</li> <li>• Assignment &amp; Seminar</li> <li>• Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>• Animated videos</li> <li>• Google forms</li> <li>• Spreadsheets</li> </ul>

*R. Shanthi*

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*V. EPSL*



Name of the staff: Mrs.P.PRIYA

TotalHours: 35

Name of the subject: ADVANCED FINANCIAL ACCOUNTING

Year/Semester: I Year/ II Semester

Subject code: AY22A

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
IV	<b>Partnership Accounts</b> Dissolution of a Partnership Firm – Insolvency of a Partner– Insolvency of all Partners-	10	<ul style="list-style-type: none"><li>• Lecture for theory</li><li>• Problem solving</li><li>• Questioning &amp; Discussions</li></ul>	<ul style="list-style-type: none"><li>• Animated videos</li><li>• Google forms</li><li>• Spreadsheets</li></ul>
	Piecemeal Distribution of cash in case of Liquidation of Partnership Firm.	10	<ul style="list-style-type: none"><li>• Lecture for theory</li><li>• Problem solving</li><li>• Questioning &amp; Discussions</li></ul>	<ul style="list-style-type: none"><li>• Animated videos</li><li>• Google forms</li><li>• Spreadsheets</li></ul>
V	Accounting Standards for financial reporting Objectives and uses of financial statements for users-Role of accounting standards-Development of accounting standards in India	15	<ul style="list-style-type: none"><li>• Lecture for theory</li><li>• Problem solving</li><li>• Questioning &amp; Discussions</li></ul>	<ul style="list-style-type: none"><li>• Animated videos</li><li>• Google forms</li><li>• Spreadsheets</li></ul>
	Requirements of international accounting standards- Role of developing IFRS- IFRS adoption or convergence in India-Implementation plan in India – IndAS-Difference between IndAS and IFRS		<ul style="list-style-type: none"><li>• Lecture for theory</li><li>• Problem solving</li><li>• Questioning &amp; Discussions</li></ul>	<ul style="list-style-type: none"><li>• Animated videos</li><li>• Google forms</li><li>• Spreadsheets</li></ul>

*R. Shanthi*

PRINCIPAL

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*P. Priya*

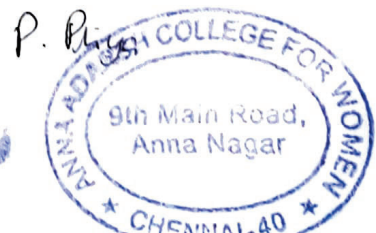


Name of the staff: Mrs. P.PRIYA  
 Name of the subject: INDUSTRIAL LAW  
 Year/Semester: III Year/ VI Semester  
 Subject code: CYA6E

TotalHours: 60

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
I	Definitions – Health – Safety – Welfare – Working Hours of Adults – Employment of Women – Employment of Young Persons – Leave with Wages.	20	Assigned Assignment to submit a report on welfare, health and safety measures taken by the manufacturing industries of their choice.	e-content shared in GCR
III	Need for the Act – Scope & Coverage of the Act – Definitions – Employer’s liability for Compensation (Section 3) including Theory of Notional Extension & Occupational Diseases – Defences available to Employer – Amount & Distribution of Compensation – Notice & Claim – Medical Examination - Obligations & Rights of Employers & Employees - Schedules to the Act	20	Assigned Assignment to submit a report regarding employee’s compensation.	Group Seminar was conducted
V	<b>Employees Provident Fund and Miscellaneous Provision Act,1952:</b> Objects definition Provident fund schemes. Contribution- and recovery. Penalties and offenses for false claims.	20	<ul style="list-style-type: none"> <li>Provided vibrant understanding about provident fund meaning and its basic concepts.</li> <li>PPT classes are conducted for Penalties and offenses for false claims</li> </ul>	PPT

*P. Priya*  
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Name of the staff: Mrs. P.PRIYA

TotalHours: 30

Name of the subject: EVERYDAY BANKING (NME)

Year/Semester: I Year BCA / II Semester

Subject code:

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
I	Banking Definition - pass book-cheque book - Format of Cheque - Filling up of Cheque- Deposit Challan - Filling up Clearing cheque-Transfer cheque-Collection Cheque -Payable at par- Demand Draft - application filling - Account Opening form - Filling up Documents required - Debit Card Credit Card - ATM Machine - Cash Deposit Machine - Pass book printing machine. MICR- IFSC- Fund transfer through ECS-NEFT-RTGS-Form filling for Fund transfer.	15	The chapter addresses the basic about Banking , types of cheque etc., therefore conducted discussion and provided detailed explanation	E – Content shared in GCR
II	On line Banking - Sign up Process Requirements - Log in Customer ID-User ID Pass word - Hints for creating Pass words - change of pass word - on line transactions - Account statements - Fund Transfer-Payment of bills-Utility payments-Loans-Repayment for Loans- other services. Mobile Banking - meaning - importance- Advantages - Mobile Applications (App) WAP (Wireless Application Protocol). USSD (Unstructured Supplementary Service Data)- Registration process-through Mobiles - Process at Bank Branch - ATM- User ID-MPIN-	15	Given explanation on different online banking methods and benefits etc.,	E – Content shared in GCR

*P. Shanthi*  
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change of MPIN IMPS D(Immediate Mobile Payment System) - UPI(Unified Payment interface) - BHIM(Bharat Interface for money)- NPCI (National Payment Corporation of India) - Bank account Management Transfer Funds - paying Bills - Locating ATMs QR code payments Alerts and notifications Tracking Spending habits. Cash back Safe banking methods.			
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Name of the staff: Dr. V.LEELAVATHY

P. P. Raja  
TotalHours: 10

Name of the subject: PROFESSIONAL ENGLISH

Year/Semester: I Year B / II Semester

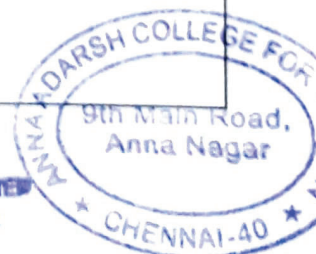
Subject code:PZ1CB

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
IV	Clear and effective communication is essential in a workplace. Although there are various channels of communication such as E-mail, circulars, WhatsApp etc. a lack of effective communication will end in misunderstanding with the boss, co- workers, or colleagues. This will bring down productivity as it may result in a breakdown of communication and therefore relationships. Effective communication is the art of saying the right words in the right way at the right time. This will lead to improving confidence and a positivity ultimately leading to career growth.  Leaders need to recognise the	10	Display photos, audio clips and videos, as well as encouraging the students to participate question and answer session	Online material used for detailed explanation

R. J. J. J.

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<p>importance of having strong internal communications in their organizations. Leaders also need to recognize the importance of formal communication channels within the organization. This will keep the organization glued together and move towards one unified goal and purpose. This communication between leaders and their teams, or between team members, keeps employees informed of important changes in the organization. It also provides them an outlet to share their own thoughts.</p>			
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Name of the staff: Dr. V.LEELAVATHY

Total Hours: 90

Name of the subject: SECURITIES LAW & MARKET OPERATIONS

Year/Semester: II Year A&B / VI Semester

Subject code: DSA04

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
I	Meaning – Functions of New issue market – Methods of floating new issues – Players involved in the new issue market (Merchant bankers – Underwriters – Brokers - Registrar- Lead managers & Banks) – Role of SEBI relating to the new issue market – SEBI Guidelines for disclosure & Investor Protection.	40	<ul style="list-style-type: none"> <li>• Lecture method</li> <li>• Group discussion</li> </ul>	e-content shared in GCR
II	Treasury bills- Commercial bills- Certificate of deposits- Equity shares- Preference shares- Sweat equity shares- Debentures- American Depository Receipts- Global Depository Receipts- Exchange	30	Using lecture method, provided explanation about different types of bills and deposits	e-content shared in GCR
III	Meaning – Functions – Credit rating in India – Credit rating	20	Assigned Assignment to submit a report about	Group Seminar was conducted

traded funds & exchange traded notes – Mutual Funds.			
agencies in India – CRISIL & CARE		credit rating agency in India	

*V. Leelavathy*

Name of the staff: Dr. V.LEELAVATHY

Total Hours: 90

Name of the subject: CORPORATE ACCOUNTING

Year/Semester: II Year A&B / VI Semester

Subject code:CYA4C

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
I	Meaning - Alteration of share capital – Accounting Procedures.	20	Lecture Method for explain theory	Used word document and black board for explanation of the problems
III	Holding Company –Subsidiary company - Meaning – Preparation of Consolidated Final Statement of Accounts – Treatment of Dividend. ( Inter-Company Owning excluded)		Oral Diagnostic quiz a start of the intervention which is responsive based on answers to an earlier question. This helps us more clearly identify not just misconceptions and weaknesses, but also where a student’s strengths lie and what therefore needs less time spent on.	Used word document and black board for explanation of the problems
IV	Bank accounts - Concept of Non-Performing Assets (NPA)- Asset classification - Preparation of Final accounts of banking companies.		Working out problems under the each topic	Google form Word documents

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*V. Leelavathy*



Name of the staff: Dr. R.SARANYA

Total Hours: 90

Name of the subject: BUSINESS ECONOMICS

Year/Semester: I Year / II Semester

Subject code:

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
I	Introduction to Economics – Wealth, Welfare and Scarcity Views on Economics - Positive and Normative Economics - Definition – Scope and Importance of Business Economics - Concepts: Production Possibility frontiers – Opportunity Cost – Accounting Profit and Economic Profit – Incremental and Marginal Concepts – Time and Discounting Principles – Concept of Efficiency- <b>Business Cycle:- Inflation, Depression, Recession, Recovery, Reflation and Deflation.</b>	20	<ul style="list-style-type: none"><li>● Lecture for theory</li><li>● Questioning &amp; Discussions</li></ul>	<ul style="list-style-type: none"><li>● Animated videos</li><li>● Google forms</li><li>● Spreadsheets</li></ul>
II	Demand and Supply Functions: - Meaning of Demand – Determinants and Distinctions of demand – Law of Demand – Elasticity of Demand – Demand Forecasting – Supply concept and Equilibrium	20	<ul style="list-style-type: none"><li>● Lecture for theory</li><li>● Assignment</li><li>● Questioning &amp; Discussions</li></ul>	<ul style="list-style-type: none"><li>● Animated videos</li><li>● Google forms</li><li>● Spreadsheets</li></ul>
III	Consumer Behaviour : Law of Diminishing Marginal Utility – Equimarginal Utility – Indifference Curve – Definition, Properties and equilibrium.	15	<ul style="list-style-type: none"><li>● Lecture for theory</li><li>● Assignment &amp; Seminar</li><li>● Questioning &amp; Discussions</li></ul>	<ul style="list-style-type: none"><li>● Animated videos</li><li>● Google forms</li><li>● Spreadsheets</li></ul>
IV	Production: Law of Variable Proportion – Laws of Returns to Scale – Producer's		<ul style="list-style-type: none"><li>● Lecture for theory</li><li>● Assignment &amp; Seminar</li></ul>	<ul style="list-style-type: none"><li>● Animated videos</li><li>● Google forms</li><li>● Spreadsheets</li></ul>



	equilibrium – Economics of Scale - Cost Classification – Break Even Analysis	15	<ul style="list-style-type: none"> <li>• Questioning &amp; Discussions</li> </ul>	
V	Product Pricing: Price and Output Determination under Perfect Competition, Monopoly – Discriminating monopoly – Monopolistic Competition – Oligopoly – Pricing objectives and Methods	20	<ul style="list-style-type: none"> <li>• Lecture for theory</li> <li>• Assignment</li> <li>• Seminar</li> </ul>	<ul style="list-style-type: none"> <li>• Animated videos</li> <li>• Google forms</li> <li>• Spreadsheets</li> </ul>

Name of the staff: Ms. S.RAMYA

Total Hours: 90

Name of the subject: CORPORATE MANAGEMENT

Year/Semester: I Year A / II Semester

Subject code: DSCO4

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
I	Nature and functions of Management-Principles-rol e and function of Manager-Levels of Management- Development of Scientific Management and other Schools of thought and Approaches.	15	<ul style="list-style-type: none"> <li>•Used lecture method for explanation of basic concept of management.</li> <li>•Group discussion was done.</li> </ul>	<ul style="list-style-type: none"> <li>•E-content shared in GCR</li> <li>•Shared animated videos regarding functions of manager and level of management.</li> </ul>
II	Planning-need and importance-forms-types-steps- decision making- types -process. Organisation-types-Organisati on structure- Centralization and Decentralization-Departmenta tion.	25	<ul style="list-style-type: none"> <li>•Lecture for theory</li> <li>•Assignment</li> <li>•Questioning &amp; Discussions</li> </ul>	Shared you tube videos for process of planning and types of organization
III	Human Resource-HRM and Personnel Management-Recruitment, Selection and Training methods -Human Resource Audit.	15	<ul style="list-style-type: none"> <li>•Used lecture method for explanation of basic concept of Human Resource Audit</li> <li>Group discussion was done.</li> </ul>	<ul style="list-style-type: none"> <li>•E-content shared in GCR</li> <li>•Shared animated videos regarding Recruitment, Selection and Training methods</li> </ul>

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R. Shanthi



IV	Performance Appraisal-methods-promotions and transfer-incentives-monetary and non-monetary-welfare and social security measures.	15	<ul style="list-style-type: none"> <li>• Provided description on performance appraisal.</li> <li>• Given seminar</li> <li>• Conducted group discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Animated videos</li> <li>• Google forms</li> <li>• Spreadsheets</li> </ul>
V	Direction-purpose-requirements of effective direction-motivation theories. Coordination-need, type and techniques for excellent coordination-controlling-meaning and importance-control process.	20	<ul style="list-style-type: none"> <li>• Adopted lecture method</li> <li>• Assigned assignment</li> </ul>	Shared you tube videos for motivation theories.

Name of the staff: Ms. S.RAMYA

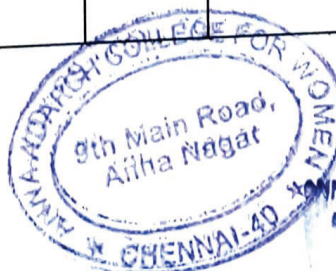
Total Hours: 70

Name of the subject: GOODS & SERVICES TAX & CUSTOMS LAW

Year/Semester: III Year A&B / VI Semester

Subject code: CYA6G

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
I	Direct and indirect taxes-features of indirect taxes-genesis of GST in India -concept of GST – Need for GST in India-framework of GST as introduced in India-benefits of GST.	20	<ul style="list-style-type: none"> <li>• Lecturing</li> <li>• Chalkboard instruction</li> <li>• Brainstorming</li> <li>• Online Assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Animated videos</li> <li>• Google forms</li> <li>• Spreadsheets</li> </ul>
II	Concept of supply (section 7 of CGST act) - composite and mixed supplies (Section 8 of CGST act)-interstate supply (section 7 of IGST act)-intra state supply (Section 8 of the IGST act)-time of supply (section 12 and 13 of CGST act)-value of supply open (Section 15 of CGST act)	25	<ul style="list-style-type: none"> <li>• Lecturing</li> <li>• Chalkboard instruction</li> <li>• Brainstorming</li> <li>• Online Assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Animated videos</li> <li>• Google forms</li> <li>• Spreadsheets</li> </ul>



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III	Levy and collection of CGST and IGST -composition levy-input tax credit-eligibility and conditions - registration-persons liable for registration-compulsory registration-procedure for registration - amendment of registration - cancellation of registration-tax invoice, credit and debit notes	25	<ul style="list-style-type: none"> <li>• Lecturing</li> <li>• Chalkboard instruction</li> <li>• Brainstorming</li> <li>• Online Assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Animated videos</li> <li>• Google forms</li> <li>• Spreadsheets</li> </ul>
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Name of the staff: Ms. S.RAMYA

TotalHours: 20

Name of the subject: COST ACCOUNTING

Year/Semester: III Year A&B / VI Semester

Subject code: CYA6E

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
V	Unit Costing-Job Costing (Excluding Contract Costing)-Process Costing-Simple Process Accounts (Excluding Inter Process Profits and Equivalent Production, Joint Product)-Operation and Operating Costing.	20	<ul style="list-style-type: none"> <li>• Lecture for theory</li> <li>• Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>• Google forms</li> <li>• Spreadsheets</li> </ul>

*S. Ramya*

*R. Shanthi*

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Name of the staff: Ms. S.RAMYA

TotalHours: 10

Name of the subject: PROFESSIONAL ENGLISH

Year/Semester: I YearA/ II Semester

Subject code: PZ1CB

UNIT	CHAPTERS	NO. OF HOURS	METHODOLOGY/ INSTRUCTIONAL TECHNIQUES	ICT TOOLS
IV	<p><b>Creativity and Imagination</b></p> <p><b>Creativity</b> is the process of translating thoughts into truth, fresh and creative. The capacity to look the universe in various directions, locate secret trends, connect otherwise unrelated phenomena and develop ideas. Creativity requires two processes i.e., perception, and development.</p> <p><b>Imagination</b> is the capacity to develop and construct in the mind, without any instant senses, new topics, sensations, and concepts. It is also defined as the development of experiences in one's mind that can re-create past experiences such as vibrant memories with likely modifications, or can be invented entirely and potentially spectacular scenes. Imagination helps render knowledge suitable to solve challenges and is important to incorporate</p>	10	Display photos, audio clips and videos, as well as encouraging the students to participate question and answer secession	Online material used for detailed explanation

*S. Ramya*  
*R. Shanthi*

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*G. Perash*  
27/01/2022

