



ST. THOMAS COLLEGE OF ARTS AND SCIENCE
Lesson Plan for the Even Semester 2020-2021



Name of the Assistant Professor: Dr. K.Karuppasamy

Department: DEPARTMENT OF B.COM (A&F)

Class and Section: I B.COM (A&F)

Shift : II

Subject: ADVANCED FINANCIAL ACCOUNTING

Week	Date	Topics
4	18-Jan-21	
	19-Jan-21	
	20-Jan-21	
	21-Jan-21	
	22-Jan-21	
	23-Jan-21	
	24-Jan-21	Sunday
5	25-Jan-21	
	26-Jan-21	REPUBLIC DAY
	27-Jan-21	
	28-Jan-21	THAI POOSAM
	29-Jan-21	
	30-Jan-21	
	31-Jan-21	Sunday

Week	Date	Topics
1	1-Feb-21	
	2-Feb-21	
	3-Feb-21	
	4-Feb-21	
	5-Feb-21	
	6-Feb-21	
	7-Feb-21	Sunday
2	8-Feb-21	
	9-Feb-21	
	10-Feb-21	
	11-Feb-21	
	12-Feb-21	
	13-Feb-21	
	14-Feb-21	Sunday
3	15-Feb-21	
	16-Feb-21	
	17-Feb-21	
	18-Feb-21	
	19-Feb-21	
	20-Feb-21	
	21-Feb-21	Sunday
4	22-Feb-21	UNIT-I: BRANCH ACCOUNTS: Meaning, Objectives and Types.
	23-Feb-21	Dependent Branches –Journal entries, When goods sent to branches at cost
	24-Feb-21	Problems solved to cost price.
	25-Feb-21	When goods sent of branches at invoice prices.
	26-Feb-21	Problems solved to invoice price.
	27-Feb-21	Problems solved to invoice price.
	28-Feb-21	Sunday

Week	Date	Topics
1	1-Mar-21	INTERNAL ASSESSMENT TEST-I
	2-Mar-21	INTERNAL ASSESSMENT TEST-I
	3-Mar-21	INTERNAL ASSESSMENT TEST-I
	4-Mar-21	INTERNAL ASSESSMENT TEST-I
	5-Mar-21	INTERNAL ASSESSMENT TEST-I
	6-Mar-21	Stock and Debtors Systems: Journals entries, when goods sent to branches at cost price.
	7-Mar-21	Sunday
2	8-Mar-21	Journals entries, when goods sent to branches at cost price.
	9-Mar-21	Problems solved at cost price.
	10-Mar-21	Problems solved at cost price
	11-Mar-21	Problems solved at cost price
	12-Mar-21	When goods sent to invoice price.
	13-Mar-21	Problems solved at invoice price.
	14-Mar-21	Sunday
3	15-Mar-21	Problems solved at invoice price.
	16-Mar-21	Problems solved at invoice price.
	17-Mar-21	Independent branches – Journal entries.
	18-Mar-21	Problems solved to independent branches.
	19-Mar-21	Problems solved to independent branches.
	20-Mar-21	Problems solved to independent branches.
	21-Mar-21	Sunday
4	22-Mar-21	INTERNAL ASSESSEMENT -II
	23-Mar-21	INTERNAL ASSESSEMENT -II
	24-Mar-21	INTERNAL ASSESSEMENT -II
	25-Mar-21	INTERNAL ASSESSEMENT -II
	26-Mar-21	INTERNAL ASSESSEMENT -II
	27-Mar-21	Unit: II Departmental Accounts Preparation of departmental accounts.
	28-Mar-21	Sunday
5	29-Mar-21	Preparation of departmental accounts.
	30-Mar-21	Inter-Departmental Transfers related problems solved
	31-Mar-21	Inter-Departmental Transfers related problems solved

Week	Date	Topics
1	1-Apr-21	MAUNDY THURSDAY
	2-Apr-21	GOOD FRIDAY
	3-Apr-21	HOLY SATURDAY
	4-Apr-21	EASTER Sunday
2	5-Apr-21	Inter-Departmental Transfers related problems solved- cost and selling price
	6-Apr-21	Inter-Departmental Transfers related problems solved- cost and selling price
	7-Apr-21	Unit-III Partnership Accounts:
	8-Apr-21	Admission of a Partner- Problems solved
	9-Apr-21	Admission of a Partner- Problems solved
	10-Apr-21	Admission of a Partner- Problems solved
	11-Apr-21	Sunday.
3	12-Apr-21	Admission of a Partner- Problems solved
	13-Apr-21	TELUGU NEW YEAR
	14-Apr-21	TAMIL NEW YEAR
	15-Apr-21	Retirement of a Partner- problems solved
	16-Apr-21	Retirement of a Partner- problems solved
	17-Apr-21	Death of a partner – problem solved.
	18-Apr-21	Sunday.
4	19-Apr-21	Unit-IV Dissolution of a partnership firm
	20-Apr-21	Problems solved
	21-Apr-21	Insolvency of a partner –problems solved
	22-Apr-21	Unit-V Accounting Standards for financial reporting.
	23-Apr-21	Objectives and uses of financial statements for users- Role of accounting standards
	24-Apr-21	International accounting standard. International accounting standard.
	25-Apr-21	Sunday.
5	26-Apr-21	Model Examination
	27-Apr-21	Model Examination
	28-Apr-21	Model Examination
	29-Apr-21	Model Examination
	30-Apr-21	Model Examination.

Course Objectives :

1. To enable the students to understand system of preparing financial statement.
2. To understand systems of Branches Accounts and preparing accounts in head office
3. To familiarize the students with knowledge about financial reporting standards.

Course Outcomes : Upon completion of this course students will have:

1. The students able to understand the preparation of financial statements for business units.
2. To students are gained knowledge for preparation of financial reports.
3. To students know the differences between Accounting standards and IFRS.

Modes of Content Delivery:

1. Classroom/Lab Teaching	
2. Online Resources	
3. Slides	
4. Expert Lecture	
5. Group Discussion	
6. Seminar	
7. Case Study	



ST. THOMAS COLLEGE OF ARTS AND SCIENCE
Lesson Plan for the Even Semester 2020-2021



Name of the Assistant Professor: Dr. K.Karuppasamy

Department: DEPARTMENT OF B.COM (A&F)

Class and Section: II B.COM (A&F) AND (BM)

Shift : II

Subject: FINANCIAL SERVICES

Week	Date	Topics
4	18-Jan-21	Unit – I Financial services –concept - Objectives
	19-Jan-21	Functions and characteristics of financial services.
	20-Jan-21	Financial services market.
	21-Jan-21	Financial service constituents.
	22-Jan-21	Growth of financial services in India.
	23-Jan-21	Growth of financial services in India.
	24-Jan-21	Sunday
5	25-Jan-21	Financial services environment.
	26-Jan-21	REPUBLIC DAY
	27-Jan-21	Players in the financial markets.
	28-Jan-21	THAI POOSAM
	29-Jan-21	Interest rate determination.
	30-Jan-21	Macro-economic aggregates inn India.
	31-Jan-21	Sunday

Week	Date	Topics
1	1-Feb-21	Unit-II Merchant bankers and public issue management.
	2-Feb-21	Definition, functions, code of conduct.
	3-Feb-21	Public issue management – concept and functions
	4-Feb-21	Categories of securities issue.
	5-Feb-21	Mechanics of public issue management.
	6-Feb-21	Role of Issue manager.
	7-Feb-21	Sunday
2	8-Feb-21	Marketing of issue – New issues market.
	9-Feb-21	Differences between New issue market and secondary market.
	10-Feb-21	Underwriting and its Types.
	11-Feb-21	Benefits of underwriting.
	12-Feb-21	Unit – III Money market and stock exchange.
	13-Feb-21	Characteristics, functions of money market.
	14-Feb-21	Sunday
3	15-Feb-21	Indian capital market.
	16-Feb-21	Constituents of Indian capital market.
	17-Feb-21	New financial institutions and instruments.
	18-Feb-21	Investor protection.
	19-Feb-21	Stock exchange function.
	20-Feb-21	Stock exchange services- features.
	21-Feb-21	Sunday
4	22-Feb-21	INTERNAL ASSESSMENT TEST- I
	23-Feb-21	INTERNAL ASSESSMENT TEST- I
	24-Feb-21	INTERNAL ASSESSMENT TEST- I
	25-Feb-21	INTERNAL ASSESSMENT TEST- I
	26-Feb-21	INTERNAL ASSESSMENT TEST- I
	27-Feb-21	Role of money markets.
	28-Feb-21	Sunday

Week	Date	Topics
1	1-Mar-21	Stock exchange traders.
	2-Mar-21	Regulations of stock exchanges
	3-Mar-21	Depository services.
	4-Mar-21	SEBI – Functions and working.
	5-Mar-21	Unit-IV leasing: Characteristics of leasing.
	6-Mar-21	Types of leasing.
	7-Mar-21	Sunday
2	8-Mar-21	Participants – myths about leasing
	9-Mar-21	Hire purchase and lease financing
	10-Mar-21	Differences between lease and factoring.
	11-Mar-21	Mechanism and function of a factor.
	12-Mar-21	Factoring and players and types.
	13-Mar-21	Operational profile of Indian factoring.
	14-Mar-21	Sunday
3	15-Mar-21	Operational problems of factoring services.
	16-Mar-21	Differences between factoring and bills discounting.
	17-Mar-21	Consumer finance- Mechanism and sources.
	18-Mar-21	Demand for consumer finance.
	19-Mar-21	Consumer finance insurance.
	20-Mar-21	
	21-Mar-21	Sunday
4	22-Mar-21	INTERNAL ASSESSMENT TEST- II
	23-Mar-21	INTERNAL ASSESSMENT TEST- II
	24-Mar-21	INTERNAL ASSESSMENT TEST- II
	25-Mar-21	INTERNAL ASSESSMENT TEST- II
	26-Mar-21	INTERNAL ASSESSMENT TEST- II
	27-Mar-21	Unit-V Venture Capital: Origin and Growth of venture capital.
	28-Mar-21	Sunday
5	29-Mar-21	Investment nurturing methods.
	30-Mar-21	Mutual funds meaning and importance.
	31-Mar-21	Portfolio management process in mutual funds.

Week	Date	Topics
1	1-Apr-21	MAUNDY THURSDAY
	2-Apr-21	GOOD FRIDAY
	3-Apr-21	HOLY SATURDAY
	4-Apr-21	EASTER Sunday
2	5-Apr-21	Credit rating system.
	6-Apr-21	Growth factors of credit rating system.
	7-Apr-21	Credit rating process.
	8-Apr-21	Global and domestic credit rating agencies.
	9-Apr-21	Principles of insurance.
	10-Apr-21	Life and Non-life insurance.
	11-Apr-21	Sunday.
3	12-Apr-21	IRDA Meaning and importance.
	13-Apr-21	TELUGU NEW YEAR
	14-Apr-21	TAMIL NEW YEAR
	15-Apr-21	Powers and pension fund.
	16-Apr-21	Objectives and functions of pension fund
	17-Apr-21	Types of pension.
	18-Apr-21	Sunday.
	4	19-Apr-21
20-Apr-21		Pension investment policy.
21-Apr-21		Pension financing.
22-Apr-21		Revision.
23-Apr-21		Revision.
24-Apr-21		Revision.
25-Apr-21		Sunday.
5		26-Apr-21
	27-Apr-21	MODEL EXAM
	28-Apr-21	MODEL EXAM
	29-Apr-21	MODEL EXAM
	30-Apr-21	MODEL EXAM

Course Objectives :

1. To enable the students to understand the world of financial services.
2. To facilitate the understanding of the various financial services.
3. To know the investment avenues available in the financial markets.

Course Outcomes : Upon completion of this course students will have:

1. To understand the investment opportunities in the financial markets.
2. To understand the online trading relating to share markets.
3. To understand the basic terms used in the financial markets.

Modes of Content Delivery:

1. Classroom/Lab Teaching	
2. Online Resources	
3. Slides	
4. Expert Lecture	
5. Group Discussion	
6. Seminar	
7. Case Study	



ST. THOMAS COLLEGE OF ARTS AND SCIENCE
Lesson Plan for the Even Semester 2020-2021



Name of the Assistant Professor: M.RODHA AMMAL

Department: COMMERCE

Class and Section: I B.COM ACCOUNTING & FINANCE

Shift : II

Subject: PRINCIPLES OF MANAGEMENT

Week	Date	Topics
4	18-Jan-21	
	19-Jan-21	
	20-Jan-21	
	21-Jan-21	
	22-Jan-21	
	23-Jan-21	
	24-Jan-21	Sunday
5	25-Jan-21	
	26-Jan-21	REPUBLIC DAY
	27-Jan-21	
	28-Jan-21	THAI POOSAM
	29-Jan-21	
	30-Jan-21	
	31-Jan-21	Sunday

Week	Date	Topics
1	1-Feb-21	
	2-Feb-21	
	3-Feb-21	
	4-Feb-21	
	5-Feb-21	
	6-Feb-21	
	7-Feb-21	Sunday
2	8-Feb-21	
	9-Feb-21	
	10-Feb-21	
	11-Feb-21	
	12-Feb-21	
	13-Feb-21	
	14-Feb-21	Sunday
3	15-Feb-21	
	16-Feb-21	
	17-Feb-21	
	18-Feb-21	
	19-Feb-21	
	20-Feb-21	
	21-Feb-21	Sunday
4	22-Feb-21	DEFINITION OF MANAGEMENT
	23-Feb-21	IMPORTANCE OF MANAGEMENT
	24-Feb-21	IMPORTANCE OF MANAGEMENT
	25-Feb-21	NATURE AND SCOPE OF MANAGEMENT
	26-Feb-21	NATURE AND SCOPE OF MANAGEMENT
	27-Feb-21	PROCESS OF MANAGEMENT
	28-Feb-21	Sunday

Week	Date	Topics
1	1-Mar-21	ROLE AND FUNCTIONS OF MANAGERS
	2-Mar-21	LEVELS OF MANAGEMENT
	3-Mar-21	SCIENTIFIC MANAGEMENT
	4-Mar-21	CONTRIBUTION TO MANAGEMENT BY DIFFERENT SCHOOLS OF THOUGHT
	5-Mar-21	NATURE OF PLANNING
	6-Mar-21	IMPORTANCE OF PLANNING
	7-Mar-21	Sunday
2	8-Mar-21	TYPES OF PLANNING
	9-Mar-21	STEPS IN PLANNING
	10-Mar-21	OBJECTIVES OF PLANNING
	11-Mar-21	POLICIES
	12-Mar-21	DECISION MAKING PROCESS
	13-Mar-21	DECISION MAKING PROCESS
	14-Mar-21	Sunday
3	15-Mar-21	TYPES OF DECISION
	16-Mar-21	HRM
	17-Mar-21	HRM
	18-Mar-21	MEANING OF HRM
	19-Mar-21	MEANING OF HRM
	20-Mar-21	NATURE AND SCOPE OF HRM
	21-Mar-21	Sunday
4	22-Mar-21	NATURE AND SCOPE OF HRM
	23-Mar-21	MEANING AND TYPES OF ORGANISATION
	24-Mar-21	PRINCIPLES
	25-Mar-21	FORMAL AND INFORMAL ORGANISATION
	26-Mar-21	ORGANISATION STRUCTURE
	27-Mar-21	SPAN OF CONTROL
	28-Mar-21	Sunday
5	29-Mar-21	DEPARMENTALISATION
	30-Mar-21	BASIS
	31-Mar-21	MEANING AND IMPORTANCE OF DEPARTMENTALISATION

Week	Date	Topics
1	1-Apr-21	MAUNDY THURSDAY
	2-Apr-21	GOOD FRIDAY
	3-Apr-21	HOLY SATURDAY
	4-Apr-21	EASTER Sunday
2	5-Apr-21	POLICIES
	6-Apr-21	MEANING AND TYPES
	7-Apr-21	PROCEDURES
	8-Apr-21	FORECASTING
	9-Apr-21	AUTHORITY
	10-Apr-21	DEFINATION OF AUTHORITY
	11-Apr-21	Sunday.
3	12-Apr-21	SOURCES OF AUTHORITY
	13-Apr-21	TELUGU NEW YEAR
	14-Apr-21	TAMIL NEW YEAR
	15-Apr-21	LIMITATION OF AUTHORITY
	16-Apr-21	DIFFERENCE BETWEEN AUTHORITY AND RESPONSIBILITY
	17-Apr-21	DELEGATION OF AUTHOROITY
	18-Apr-21	Sunday.
4	19-Apr-21	MEANING OF AUTHORITY
	20-Apr-21	PRINCIPLES AND IMPORTANCE
	21-Apr-21	CENTRALISATION VS DECENTRALISATION
	22-Apr-21	DIRECTION
	23-Apr-21	NATURE
	24-Apr-21	PURPOSE CO- ORDINATION
	25-Apr-21	Sunday.
5	26-Apr-21	NEED
	27-Apr-21	TYPES OF TEACHNIQUES
	28-Apr-21	TYPES OF TEACHNIQUES
	29-Apr-21	IMPORTANCE
	30-Apr-21	CONTROL PROCESS

Course Objectives :

1. TO MAKE THE STUDENTS TO UNDERSTAND THE BASIC CONCEPTS OF MANAGEMENT
2. TO PREPARE THE STUDENTS TO KNOW ABOUT BUSINESS OPPORTUNITIES.
3. TO KNOW THE SIGNIFICANCE OF THE MANAGEMENT IN BUSINESS

Course Outcomes : Upon completion of this course students will have:

1. STUDENTS WITH THIS DEGREE HAVE AN UPPER EDGE OVER THOSE WHO HAVE FINISHED ONLY THEIR B.COM DEGREE.
2. STUDENTS WITH THIS DEGREE HAVE AN OPPORTUNITY BOTH IN BUSINESS AND TRADE.
3. WITH THIS DEGREE STUDENT CAN EASILY FIND THE IDEAL CAREER PART FOR THEIR FUTURE.

Modes of Content Delivery:

1. Classroom/Lab Teaching	
2. Online Resources	
3. Slides	
4. Expert Lecture	
5. Group Discussion	
6. Seminar	
7. Case Study	

IQAC Coordinator

Head of the Department

Principal



ST. THOMAS COLLEGE OF ARTS AND SCIENCE
Lesson Plan for the Even Semester 2020-2021

Name of the Assistant Professor: M.RODHA AMMAL

Department: B.COM (A & F)

Class and Section: II B.COM ACCOUNTING & FINANCE

Shift: II

Subject: PRINCIPLES OF MANAGEMENT

Week	Date	Topics
4	18-Jan-21	DEFINITION OF MANAGEMENT
	19-Jan-21	IMPORTANCE OF MANAGEMENT
	20-Jan-21	IMPORTANCE OF MANAGEMENT
	21-Jan-21	NATURE AND SCOPE OF MANAGEMENT
	22-Jan-21	NATURE AND SCOPE OF MANAGEMENT
	23-Jan-21	PROCESS OF MANAGEMENT
	24-Jan-21	Sunday
5	25-Jan-21	PROCESS OF MANAGEMENT
	26-Jan-21	REPUBLIC DAY
	27-Jan-21	ROLE AND FUNCTIONS OF MANAGERS
	28-Jan-21	THAI POOSAM
	29-Jan-21	ROLE AND FUNCTIONS OF MANAGERS
	30-Jan-21	LEVELS OF MANAGEMENT
	31-Jan-21	Sunday

Week	Date	Topics
1	1-Feb-21	LEVELS OF MANAGEMENT
	2-Feb-21	SCIENTIFIC MANAGEMENT
	3-Feb-21	SCIENTIFIC MANAGEMENT
	4-Feb-21	CONTRIBUTION TO MANAGEMENT BY DIFFERENT SCHOOLS OF THOUGHT
	5-Feb-21	CONTRIBUTION TO MANAGEMENT BY DIFFERENT SCHOOLS OF THOUGHT
	6-Feb-21	NATURE OF PLANNING
	7-Feb-21	Sunday
2	8-Feb-21	NATURE OF PLANNING
	9-Feb-21	IMPORTANCE OF PLANNING
	10-Feb-21	IMPORTANCE OF PLANNING
	11-Feb-21	TYPES OF PLANNING
	12-Feb-21	TYPES OF PLANNING
	13-Feb-21	STEPS IN PLANNING
	14-Feb-21	Sunday
3	15-Feb-21	STEPS IN PLANNING
	16-Feb-21	OBJECTIVES OF PLANNING
	17-Feb-21	OBJECTIVES OF PLANNING
	18-Feb-21	POLICIES
	19-Feb-21	POLICIES
	20-Feb-21	DECISION MAKING PROCESS
	21-Feb-21	Sunday
4	22-Feb-21	DECISION MAKING PROCESS
	23-Feb-21	TYPES OF DECISION
	24-Feb-21	TYPES OF DECISION
	25-Feb-21	MEANING AND TYPES OF ORGANISATION
	26-Feb-21	MEANING AND TYPES OF ORGANISATION
	27-Feb-21	PRINCIPLES
	28-Feb-21	Sunday

Week	Date	Topics
1	1-Mar-21	PRINCIPLES
	2-Mar-21	FORMAL AND INFORMAL ORGANISATION
	3-Mar-21	FORMAL AND INFORMAL ORGANISATION
	4-Mar-21	ORGANISATION STRUCTURE
	5-Mar-21	ORGANISATION STRUCTURE
	6-Mar-21	SPAN OF CONTROL
	7-Mar-21	Sunday
2	8-Mar-21	SPAN OF CONTROL
	9-Mar-21	DEPARMENTALISATION
	10-Mar-21	DEPARMENTALISATION
	11-Mar-21	BASIS
	12-Mar-21	BASIS
	13-Mar-21	MEANING AND IMPORTANCE OF DEPARTMENTALISATION
	14-Mar-21	Sunday
3	15-Mar-21	MEANING AND IMPORTANCE OF DEPARTMENTALISATION
	16-Mar-21	POLICIES
	17-Mar-21	POLICIES
	18-Mar-21	MEANING AND TYPES
	19-Mar-21	MEANING AND TYPES
	20-Mar-21	PROCEDURES
	21-Mar-21	Sunday
4	22-Mar-21	PROCEDURES
	23-Mar-21	FORECASTING
	24-Mar-21	FORECASTING
	25-Mar-21	AUTHORITY
	26-Mar-21	AUTHORITY
	27-Mar-21	DEFINATION OF AUTHORITY
	28-Mar-21	Sunday
5	29-Mar-21	DEFINATION OF AUTHORITY
	30-Mar-21	SOURCES OF AUTHORITY
	31-Mar-21	SOURCES OF AUTHORITY

Week	Date	Topics
1	1-Apr-21	MAUNDY THURSDAY
	2-Apr-21	GOOD FRIDAY
	3-Apr-21	HOLY SATURDAY
	4-Apr-21	EASTERSunday
2	5-Apr-21	LIMITATION OF AUTHORITY
	6-Apr-21	DIFFERENCE BETWEEN AUTHORITY AND RESPONSIBILITY
	7-Apr-21	DIFFERENCE BETWEEN AUTHORITY AND RESPONSIBILITY
	8-Apr-21	DELEGATION OF AUTHORITY
	9-Apr-21	DELEGATION OF AUTHORITY
	10-Apr-21	MEANING OF AUTHORITY
	11-Apr-21	Sunday.
3	12-Apr-21	MEANING OF AUTHORITY
	13-Apr-21	TELUGU NEW YEAR
	14-Apr-21	TAMIL NEW YEAR
	15-Apr-21	PRINCIPLES AND IMPORTANCE
	16-Apr-21	PRINCIPLES AND IMPORTANCE
	17-Apr-21	CENTRALISATION VS DECENTRALISATION
	18-Apr-21	Sunday.
4	19-Apr-21	CENTRALISATION VS DECENTRALISATION
	20-Apr-21	DIRECTION
	21-Apr-21	DIRECTION
	22-Apr-21	NATURE
	23-Apr-21	PURPOSE CO- ORDINATION
	24-Apr-21	NEED
	25-Apr-21	Sunday.
5	26-Apr-21	TYPES OF TECHNIQUES
	27-Apr-21	REQUISITES FOR EXCELLENT CO- ORDINATION
	28-Apr-21	CONTROLLING
	29-Apr-21	IMPORTANCE
	30-Apr-21	CONTROL PROCESS





Course Objectives:

1. TO MAKE THE STUDENTS TO UNDERSTAND THE BASIC CONCEPTS OF MANAGEMENT
2. TO PREPARE THE STUDENTS TO KNOW ABOUT BUSINESS OPPORTUNITIES.
3. TO KNOW THE SIGNIFICANCE OF THE MANAGEMENT IN BUSINESS.

Course Outcomes: Upon completion of this course students will have:

1. STUDENTS WITH THIS DEGREE HAVE AN UPPER EDGE OVER THOSE WHO HAVE FINISHED ONLY THEIR B.COM DEGREE.
2. STUDENTS WITH THIS DEGREE HAVE AN OPPORTUNITY BOTH IN BUSINESS AND TRADE.
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Modes of Content Delivery:

1.ClassRoom/Lab Teaching	
2.Expert Lecture	
3.Group Discussion	
4.Seminar	

IQAC Coordinator

Head of the Department

Principal



ST. THOMAS COLLEGE OF ARTS AND SCIENCE
Lesson Plan for the Even Semester 2020-2021



Name of the Assistant Professor: M.RODHA AMMAL

Department: COMMERCE

Class and Section: II B.COM (A & F)

Shift : II

Subject: BUSINESS COMMUNICATION

Week	Date	Topics
4	18-Jan-21	DEFINITION OF COMMUNICATION
	19-Jan-21	DEFINITION OF COMMUNICATION
	20-Jan-21	METHODS OF COMMUNICATION
	21-Jan-21	METHODS OF COMMUNICATION
	22-Jan-21	TYPES OF COMMUNICATION
	23-Jan-21	TYPES OF COMMUNICATION
	24-Jan-21	Sunday
5	25-Jan-21	PRINCIPLES OF EFFECTIVE COMMUNICATION
	26-Jan-21	REPUBLIC DAY
	27-Jan-21	BUSSINESS LETTERS
	28-Jan-21	THAI POOSAM
	29-Jan-21	BUSSINESS LETTERS
	30-Jan-21	LAY OUT
	31-Jan-21	Sunday

Week	Date	Topics
1	1-Feb-21	LAY OUT
	2-Feb-21	LAY OUT
	3-Feb-21	MEANING OF BUSSINESS
	4-Feb-21	KINDS OF BUSSINESS LETTERS
	5-Feb-21	KINDS OF BUSSINESS LETTERS
	6-Feb-21	KINDS OF BUSSINESS LETTERS
	7-Feb-21	Sunday
2	8-Feb-21	APPLICATION FOR A SITUATION
	9-Feb-21	APPLICATION FOR A SITUATION
	10-Feb-21	INTERVEIW
	11-Feb-21	INTERVEIW
	12-Feb-21	APPOINMENT LETTER
	13-Feb-21	APPOINMENT LETTER
	14-Feb-21	Sunday
3	15-Feb-21	PROMOTION
	16-Feb-21	PROMOTION
	17-Feb-21	PROMOTION
	18-Feb-21	ENQUIRIES
	19-Feb-21	ENQUIRIES
	20-Feb-21	ENQUIRIES
	21-Feb-21	Sunday
4	22-Feb-21	REPLY TO THE ENQUIRES
	23-Feb-21	REPLY TO THE ENQUIRES
	24-Feb-21	REPLY TO THE ENQUIRES
	25-Feb-21	ORDERS
	26-Feb-21	ORDERS
	27-Feb-21	ORDERS
	28-Feb-21	Sunday

Week	Date	Topics
1	1-Mar-21	SALES LETTER
	2-Mar-21	SALES LETTER
	3-Mar-21	SALES LETTER
	4-Mar-21	CURICULAM LETTER
	5-Mar-21	CURICULAM LETTER
	6-Mar-21	CURICULAM LETTER
	7-Mar-21	Sunday
2	8-Mar-21	BANK CORRESPONDANCE
	9-Mar-21	BANK CORRESPONDANCE
	10-Mar-21	BANK CORRESPONDANCE
	11-Mar-21	INSURANCE CORRESPONDANCE
	12-Mar-21	INSURANCE CORRESPONDANCE
	13-Mar-21	INSURANCE CORRESPONDANCE
	14-Mar-21	Sunday
3	15-Mar-21	AGENCIES CORRESPONDANCE
	16-Mar-21	AGENCIES CORRESPONDANCE
	17-Mar-21	AGENCIES CORRESPONDANCE
	18-Mar-21	CORESSPONDANCE WITH SHARE HOLDERS & DIRECTORS
	19-Mar-21	CORESSPONDANCE WITH SHARE HOLDERS & DIRECTORS
	20-Mar-21	CORESSPONDANCE WITH SHARE HOLDERS & DIRECTORS
	21-Mar-21	Sunday
4	22-Mar-21	REPORTS
	23-Mar-21	REPORTS
	24-Mar-21	MEANING
	25-Mar-21	MEETINGS
	26-Mar-21	MEETINGS
	27-Mar-21	MEETINGS
	28-Mar-21	Sunday
5	29-Mar-21	AGENDA
	30-Mar-21	AGENDA
	31-Mar-21	AGENDA

Week	Date	Topics
1	1-Apr-21	MAUNDY THURSDAY
	2-Apr-21	GOOD FRIDAY
	3-Apr-21	HOLY SATURDAY
	4-Apr-21	EASTER Sunday
2	5-Apr-21	MINIUTES
	6-Apr-21	MINIUTES
	7-Apr-21	MEMORANDUM OFFICE OTHER
	8-Apr-21	MEMORANDUM OFFICE OTHER
	9-Apr-21	CIRCULAR NOTES
	10-Apr-21	CIRCULAR NOTES
	11-Apr-21	Sunday.
3	12-Apr-21	MODERN FORM
	13-Apr-21	TELUGU NEW YEAR
	14-Apr-21	TAMIL NEW YEAR
	15-Apr-21	MODERN FORM
	16-Apr-21	FAX
	17-Apr-21	EMAIL
	18-Apr-21	Sunday.
4	19-Apr-21	EMAIL
	20-Apr-21	EMAIL
	21-Apr-21	INTERNET
	22-Apr-21	VIDEO CONFERENCE
	23-Apr-21	VIDEO CONFERENCE
	24-Apr-21	INTERNET
	25-Apr-21	Sunday.
5	26-Apr-21	INTERNET
	27-Apr-21	WEBSITES
	28-Apr-21	WEBSITES
	29-Apr-21	USES OF VARIOUS FORMS OF COMMUNICATION
	30-Apr-21	USES OF VARIOUS FORMS OF COMMUNICATION

Course Objectives :

1. TO FACILITATE THE STUDENTS TO UNDERSTAND THE CONCEPT OF COMMUNICATION.
2. TO KNOW THE BASIC TECHNIQUES OF BUSINESS STRATEGIES
3. THE MODERN FORMS OF COMMUNICATION.

Course Outcomes : Upon completion of this course students will have:

1. STUDENTS WITH THIS DEGREE HAVE AN UPPER EDGE OVER THOSE WHO HAVE FINISHED ONLY THEIR B.COM DEGREE.
2. STUDENTS WITH THIS DEGREE HAVE AN OPPORTUNITY BOTH IN BUSINESS AND TRADE.
3. WITH THIS DEGREE STUDENT CAN EASILY FIND THE IDEAL CAREER PART FOR THEIR FUTURE.

Modes of Content Delivery:

1.ClassRoom/Lab Teaching	
2. Online Resources	
3. Slides	
4. Expert Lecture	
5. Group Discussion	
6. Seminar	
7. Case Study	



ST. THOMAS COLLEGE OF ARTS AND SCIENCE
Lesson Plan for the Even Semester 2020-2021



Name of the Assistant Professor : JINY BEN K Department: COMMERCE
Class and Section : I B.COM (A & F) Shift : II
Subject : FINANCIAL ANALYTICS AND CONTROL

Week	Date	Topics
4	18-Jan-21	
	19-Jan-21	
	20-Jan-21	
	21-Jan-21	
	22-Jan-21	
	23-Jan-21	
	24-Jan-21	Sunday
5	25-Jan-21	
	26-Jan-21	REPUBLIC DAY
	27-Jan-21	
	28-Jan-21	THAI POOSAM
	29-Jan-21	
	30-Jan-21	
	31-Jan-21	Sunday
Week	Date	Topics
1	1-Feb-21	
	2-Feb-21	
	3-Feb-21	
	4-Feb-21	
	5-Feb-21	
	6-Feb-21	
	7-Feb-21	Sunday
2	8-Feb-21	
	9-Feb-21	
	10-Feb-21	
	11-Feb-21	

	12-Feb-21	
	13-Feb-21	
Week	Date	Topics
2	14-Feb-21	Sunday
3	15-Feb-21	
	16-Feb-21	
	17-Feb-21	
	18-Feb-21	
	19-Feb-21	
	20-Feb-21	
	21-Feb-21	Sunday
4	22-Feb-21	UNIT 1: Accounting information systems.
	23-Feb-21	Enterprise resource planning systems.
	24-Feb-21	Enterprise performance management systems.
	25-Feb-21	Data policies and procedures.
	26-Feb-21	Life cycle of data.
	27-Feb-21	Controls against security breaches.
	28-Feb-21	Sunday
Week	Date	Topics
1	1-Mar-21	INTERNAL ASSESSEMENT I
	2-Mar-21	INTERNAL ASSESSEMENT I
	3-Mar-21	INTERNAL ASSESSEMENT I
	4-Mar-21	INTERNAL ASSESSEMENT I
	5-Mar-21	INTERNAL ASSESSEMENT I
	6-Mar-21	UNIT 2: Systems development life cycle.
	7-Mar-21	Sunday
2	8-Mar-21	Process automation.
	9-Mar-21	Innovation application.
	10-Mar-21	Business intelligence.
	11-Mar-21	Data mining.
	12-Mar-21	Analytic tools.
	13-Mar-21	Data visualization.
	14-Mar-21	Sunday
3	15-Mar-21	UNIT 3: behavior & Cost object, Fixed and Variable overhead expenses.

	16-Mar-21	Process costing, Life –cycle costing.
	17-Mar-21	Activity based costing, Job order costing, Joint &By- product costing.
Week	Date	Topics
3	18-Mar-21	Absorption costing, Variable costing.
	19-Mar-21	Actual and normal costs & Standard costs. Allocation of service department costs.
	20-Mar-21	Determination of Allocation Base. Plant wide vs. departmental overhead.
	21-Mar-21	Sunday
4	22-Mar-21	INTERNAL ASSESSEMENT II
	23-Mar-21	INTERNAL ASSESSEMENT II
	24-Mar-21	INTERNAL ASSESSEMENT II
	25-Mar-21	INTERNAL ASSESSEMENT II
	26-Mar-21	INTERNAL ASSESSEMENT II
	27-Mar-21	UNIT 4: Lean manufacturing.
	28-Mar-21	Sunday
5	29-Mar-21	Enterprise resource planning (ERP)
	30-Mar-21	Theory of constraints& throughput costing.
	31-Mar-21	Capacity management & analysis.
Week	Date	Topics
1	1-Apr-21	MAUNDY THURSDAY
	2-Apr-21	GOOD FRIDAY
	3-Apr-21	HOLY SATURDAY
	4-Apr-21	EASTER Sunday
2	5-Apr-21	Value chain analysis.
	6-Apr-21	Value added concepts best practice analysis.
	7-Apr-21	Process analysis.
	8-Apr-21	Activity based management.
	9-Apr-21	Continuous improvement concepts.
	10-Apr-21	Best practice analysis.
	11-Apr-21	Sunday.
3	12-Apr-21	Cost of quality analysis.
	13-Apr-21	TELUGU NEW YEAR
	14-Apr-21	TAMIL NEW YEAR
	15-Apr-21	Efficient accounting processes.

	16-Apr-21	UNIT 5: Internal control structure & management philosophy.
	17-Apr-21	Internal control policies for safeguarding & assurance.
Week	Date	Topics
3	18-Apr-21	Sunday.
4	19-Apr-21	Internal control risks.
	20-Apr-21	Corporate governance.
	21-Apr-21	External audit requirements.
	22-Apr-21	System controls & security measures.
	23-Apr-21	REVISION FOR MODEL EXAM
	24-Apr-21	REVISION FOR MODEL EXAM
	25-Apr-21	Sunday.
5	26-Apr-21	MODEL EXAM
	27-Apr-21	MODEL EXAM
	28-Apr-21	MODEL EXAM
	29-Apr-21	MODEL EXAM
	30-Apr-21	MODEL EXAM

Course Objectives :

1. To understand information systems, data governance, technology-enabled finance transformation and the application of data analytics and visualization.
2. To be able to define cost behavior and types of costs, classify costing systems and compare different types of costs.
3. To understand supply chain management and business process improvement.
4. To understand governance, risk, compliance, system controls and security measures for internal controls.

Course Outcomes : Upon completion of this course students will have:

1. The idea about how the information technology plays a vital role in accounting.
2. The knowledge on various costing systems and their usage.
3. The idea about supply chain management and internal control structure.

Modes of Content Delivery:

1. Classroom/Lab Teaching	
2. Online Resources	
3. Slides	
4. Expert Lecture	
5. Group Discussion	
6. Seminar	
7. Case Study	

IQAC Coordinator

Head of the Department

Principal



ST. THOMAS COLLEGE OF ARTS AND SCIENCE
Lesson Plan for the Even Semester 2020-2021

Name of the Assistant Professor: JINY BEN K

Department : B.Com (G)

Class and Section : II.B.Com B

Shift : II

Subject : Indirect Taxation

Week	Date	Topics
4	18-Jan-21	Unit –I History of Taxation
	19-Jan-21	Objectives of Taxation
	20-Jan-21	Tax System in India
	21-Jan-21	Tax system in India
	22-Jan-21	Direct Tax & Indirect Tax
	23-Jan-21	Meaning & Types
	24-Jan-21	Sunday
5	25-Jan-21	Differences between Direct & Indirect Tax
	26-Jan-21	REPUBLIC DAY
	27-Jan-21	Powers of Union
	28-Jan-21	THAI POOSAM
	29-Jan-21	Powers of State to Levy Taxes
	30-Jan-21	Unit –II GST –Introduction
	31-Jan-21	Sunday
Week	Date	Topics
1	1-Feb-21	Background behind implementing GST
	2-Feb-21	Need for GST
	3-Feb-21	Business impact of GST
	4-Feb-21	Types of GST
	5-Feb-21	Benefits of GST
	6-Feb-21	Scope & Coverage
	7-Feb-21	Sunday
Week	Date	Topics
2	8-Feb-21	Scope of Supply
	9-Feb-21	Levy of Tax
	10-Feb-21	Rate Structure
	11-Feb-21	Taxable Events

	12-Feb-21	Taxable Events
	13-Feb-21	Unit –III Assessment Procedures
	14-Feb-21	Sunday
3	15-Feb-21	Return
	16-Feb-21	Refunds
	17-Feb-21	Input Tax Credit
	18-Feb-21	Reverse Charge Mechanism
	19-Feb-21	Transitional Provisions
	20-Feb-21	Composition under GST
	21-Feb-21	Sunday
4	22-Feb-21	Administrative Structure of GST
	23-Feb-21	Administrative Structure of GST
	24-Feb-21	Officers as per CGST
	25-Feb-21	CIA -1
	26-Feb-21	Officers of SGST
	27-Feb-21	Jurisdiction
	28-Feb-21	Sunday
Week	Date	Topics
1	1-Mar-21	Appointment Powers
	2-Mar-21	Appointment Powers
	3-Mar-21	GST Audit – Introduction
	4-Mar-21	Unit IV Audit under GST

Week	Date	Topics
	5-Mar-21	Demands
	6-Mar-21	Recovery
	7-Mar-21	Sunday
2	8-Mar-21	Appeals
	9-Mar-21	Revision
	10-Mar-21	Advance ruling
	11-Mar-21	Advance Ruling
	12-Mar-21	Offences
	13-Mar-21	Offences
	14-Mar-21	Sunday

3	15-Mar-21	Penalties
	16-Mar-21	Penalties
	17-Mar-21	Need for GST in India
	18-Mar-21	Impact of GST on Indian Economy
	19-Mar-21	GSTN – Goods and Services Tax Network
	20-Mar-21	GSTIN – goods and Services Tax Identification Number
	21-Mar-21	Sunday
4	22-Mar-21	Appeals to appellate authority
	23-Mar-21	Powers of authority
	24-Mar-21	Minor Breaches under GST
	25-Mar-21	CIA-II
	26-Mar-21	General rules regarding Penalty
	27-Mar-21	Unit -V Indian Customs Act – Introduction
	28-Mar-21	Sunday
5	29-Mar-21	Objectives of Custom Duty
	30-Mar-21	Types of customs Duties
	31-Mar-21	Importance of customs duty

Week	Date	Topics
1	1-Apr-21	MAUNDY THURSDAY
	2-Apr-21	GOOD FRIDAY
	3-Apr-21	HOLY SATURDAY
	4-Apr-21	EASTER Sunday
2	5-Apr-21	Features of Customs Duty
	6-Apr-21	Baggage - Definition
	7-Apr-21	Explanation for Baggage
	8-Apr-21	Levy of customs duty
	9-Apr-21	Collection
	10-Apr-21	Exemption from Customs duty
	11-Apr-21	Sunday.
3	12-Apr-21	Officers of Customs
	13-Apr-21	TELUGU NEW YEAR
	14-Apr-21	TAMIL NEW YEAR

	15-Apr-21	Duty Drawback
	16-Apr-21	Types of Drawback
	17-Apr-21	Rate of Drawback
	18-Apr-21	Sunday.
4	19-Apr-21	Appeals & Revision
	20-Apr-21	Procedure for Appeal
	21-Apr-21	Offences
	22-Apr-21	Prosecutions
	23-Apr-21	Revision for Model
	24-Apr-21	Revision for Model
	25-Apr-21	Sunday.
5	26-Apr-21	Model Exam
	27-Apr-21	Model Exam
	28-Apr-21	Model Exam
	29-Apr-21	Model Exam
	30-Apr-21	Model Exam

Course Objectives:

1. To make the students to gain knowledge of the Principles of Indirect Taxation
2. To enable the students to gain knowledge of GST
3. To know about Customs Duty

Course Outcomes: Upon completion of this course students will have:

1. The idea of Various Taxes levied in India
2. Distinguish the earlier tax system and present indirect system
3. The idea of Levy & Collection of GST

Modes of Content Delivery:

1. Classroom/Lab Teaching	
2. Online Resources	
3. Slides	
4. Expert Lecture	
5. Group Discussion	
6. Seminar	
7. Case Study	

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