



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



Name of the Assistant Professor : Dr. J.Jerlin Violet

Department : BBA

Class and Section: III Year VI sem

Shift : II

Subject: Business Environment

Week	Date	Topics
4	18-Jan-21	Students Went for Institutional Training
	19-Jan-21	Students Went for Institutional Training
	20-Jan-21	Students Went for Institutional Training
	21-Jan-21	Students Went for Institutional Training
	22-Jan-21	Students Went for Institutional Training
	23-Jan-21	Students Went for Institutional Training
	24-Jan-21	<b>Sunday</b>
5	25-Jan-21	Students Went for Institutional Training
	26-Jan-21	<b>REPUBLIC DAY</b>
	27-Jan-21	Students Went for Institutional Training
	28-Jan-21	<b>THAI POOSAM</b>
	29-Jan-21	Students Went for Institutional Training
	30-Jan-21	Students Went for Institutional Training
	31-Jan-21	<b>Sunday</b>

Week	Date	Topics
1	1-Feb-21	Students Went for Institutional Training
	2-Feb-21	Students Went for Institutional Training
	3-Feb-21	Students Went for Institutional Training
	4-Feb-21	Students Went for Institutional Training
	5-Feb-21	Students Went for Institutional Training
	6-Feb-21	Institutional Training Ends
	7-Feb-21	<b>Sunday</b>
2	8-Feb-21	Syllabus was given
	9-Feb-21	Introduction about the Subject
	10-Feb-21	The concept of Business Environment
	11-Feb-21	Nature of Business Environment
	12-Feb-21	Significance of Environment
	13-Feb-21	Group discussion
	14-Feb-21	<b>Sunday</b>
3	15-Feb-21	Overview of Political environment
	16-Feb-21	Overview of Cultural environment
	17-Feb-21	Overview of Legal environment
	18-Feb-21	Overview of Economic environment
	19-Feb-21	Overview of social environment
	20-Feb-21	Impacts of Political, Cultural environment on business
	21-Feb-21	<b>Sunday</b>
4	22-Feb-21	I Internal Assessment Examination
	23-Feb-21	I Internal Assessment Examination
	24-Feb-21	I Internal Assessment Examination
	25-Feb-21	I Internal Assessment Examination
	26-Feb-21	Impacts of Legal and Economic Environment on Business
	27-Feb-21	Impact of Social environment on Business
	28-Feb-21	<b>Sunday</b>

Week	Date	Topics
1	1-Mar-21	Strategic Decisions
	2-Mar-21	Important University questions were given - revision
	3-Mar-21	Political Environment
	4-Mar-21	Political Forces affecting Business
	5-Mar-21	Government and Business Relationship in India
	6-Mar-21	Government and Business Relationship
	7-Mar-21	<b>Sunday</b>
2	8-Mar-21	Role of Government in India
	9-Mar-21	Corporate Social Responsibility
	10-Mar-21	Arguments for and against social Responsibility
	11-Mar-21	Revision
	12-Mar-21	Fundamental Rights
	13-Mar-21	Social Environment
	14-Mar-21	<b>Sunday</b>
3	15-Mar-21	Social Factors and components of Social Environment
	16-Mar-21	Case study
	17-Mar-21	Cultural Lag and Cultural Shock
	18-Mar-21	Impact of Foreign Culture on Business
	19-Mar-21	Cultural Heritage, Social Attitudes
	20-Mar-21	Castes, Communities,
	21-Mar-21	<b>Sunday</b>
4	22-Mar-21	II Internal Assessment Examination
	23-Mar-21	II Internal Assessment Examination
	24-Mar-21	II Internal Assessment Examination
	25-Mar-21	II Internal Assessment Examination
	26-Mar-21	Joint Family Systems
	27-Mar-21	Linguistic Groups
	28-Mar-21	<b>Sunday</b>
5	29-Mar-21	Religious Groups
	30-Mar-21	Types of Social Organization
	31-Mar-21	Revision

Week	Date	Topics
1	1-Apr-21	<b>MAUNDY THURSDAY</b>
	2-Apr-21	<b>GOOD FRIDAY</b>
	3-Apr-21	<b>HOLY SATURDAY</b>
	4-Apr-21	<b>EASTER Sunday</b>
2	5-Apr-21	Economic Environment
	6-Apr-21	Nature and components of Economic Environment
	7-Apr-21	Economic systems and their Impact on Business
	8-Apr-21	Fiscal Deficit
	9-Apr-21	Plan Investment
	10-Apr-21	Five Year Planning
	11-Apr-21	<b>Sunday.</b>
3	12-Apr-21	Revision
	13-Apr-21	<b>TELUGU NEW YEAR</b>
	14-Apr-21	<b>TAMIL NEW YEAR</b>
	15-Apr-21	Financial Environment
	16-Apr-21	Financial System
	17-Apr-21	Commercial Bank
	18-Apr-21	<b>Sunday.</b>
4	19-Apr-21	Financial Institutions
	20-Apr-21	RBI Stock Exchange
	21-Apr-21	IDBI
	22-Apr-21	Non-banking Financial Companies NBFCs
	23-Apr-21	Revision
	24-Apr-21	Revision
	25-Apr-21	<b>Sunday.</b>
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 analyze the overall Business Environment
2. To evaluate its various components in business Decision Making
3. To analyze and examine the significant contemporary ethical issues and challenges existing throughout the professional business arena

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

1. an understanding about the various constituents of business Environment
2. knowledge about the various components in business decision making and corporate social responsibility
3. Know about the contemporary ethical issues.

**Modes of Content Delivery:**

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

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 : Dr. J.Jerlin Violet

Department : BBA

Class and Section: II Year IV sem

Shift : II

Subject: Human Resources Management

Week	Date	Topics
4	18-Jan-21	Syllabus was given
	19-Jan-21	Introduction about the Subject
	20-Jan-21	Nature of Human Resource Management
	21-Jan-21	Scope of Human Resource Management
	22-Jan-21	Difference between Personnel Management and Human Resource Management
	23-Jan-21	Environmental Human Resource Management
	24-Jan-21	<b>Sunday</b>
5	25-Jan-21	Human Resource planning
	26-Jan-21	<b>REPUBLIC DAY</b>
	27-Jan-21	recruitment
	28-Jan-21	<b>THAI POOSAM</b>
	29-Jan-21	Selection – factors affecting selection, importance of selection
	30-Jan-21	Methods of Selection
	31-Jan-21	<b>Sunday</b>

Week	Date	Topics
1	1-Feb-21	Uses of various tests , Interviews
	2-Feb-21	Case study
	3-Feb-21	Techniques in Selection and Placement
	4-Feb-21	Induction
	5-Feb-21	Training - Methods
	6-Feb-21	Techniques of training
	7-Feb-21	<b>Sunday</b>
2	8-Feb-21	Identification of training needs
	9-Feb-21	Methods and Process of Training needs Analysis
	10-Feb-21	Training and Development
	11-Feb-21	Types and process of training
	12-Feb-21	Features and Purposes of Management Development
	13-Feb-21	Performance Appraisal
	14-Feb-21	<b>Sunday</b>
3	15-Feb-21	Purpose and Procedure of Performance appraisal
	16-Feb-21	Methods of performance appraisal
	17-Feb-21	Transfer
	18-Feb-21	Promotion
	19-Feb-21	Termination of Services
	20-Feb-21	Revision
	21-Feb-21	<b>Sunday</b>
4	22-Feb-21	I Internal Assessment Examination
	23-Feb-21	I Internal Assessment Examination
	24-Feb-21	I Internal Assessment Examination
	25-Feb-21	I Internal Assessment Examination
	26-Feb-21	I Internal Assessment Examination
	27-Feb-21	Career Development
	28-Feb-21	<b>Sunday</b>

Week	Date	Topics
1	1-Mar-21	Objectives and Importance of Career development
	2-Mar-21	Remuneration
	3-Mar-21	Components of Remuneration
	4-Mar-21	Seminar
	5-Mar-21	Advantages and Disadvantages of Remuneration
	6-Mar-21	Group discussion
	7-Mar-21	<b>Sunday</b>
2	8-Mar-21	Incentives – Pre requisites
	9-Mar-21	Types of incentive schemes / Plans
	10-Mar-21	Advantages and Disadvantages of Incentives
	11-Mar-21	Fringe Benefits- Objectives and Principles
	12-Mar-21	Fringe Benefits – Types and importance
	13-Mar-21	Motivation
	14-Mar-21	<b>Sunday</b>
3	15-Mar-21	Theories of Motivation
	16-Mar-21	Theories of Motivation
	17-Mar-21	Welfare measures to employees
	18-Mar-21	Social security measures
	19-Mar-21	Labour relations
	20-Mar-21	Trade Unions- objectives and Functions
	21-Mar-21	<b>Sunday</b>
4	22-Mar-21	II Internal Assessment Examination
	23-Mar-21	II Internal Assessment Examination
	24-Mar-21	II Internal Assessment Examination
	25-Mar-21	II Internal Assessment Examination
	26-Mar-21	II Internal Assessment Examination
	27-Mar-21	Functions of Trade Unions
	28-Mar-21	<b>Sunday</b>
5	29-Mar-21	Forms of Collective Bargaining
	30-Mar-21	Workers Participation in Management
	31-Mar-21	Types and Effectiveness



Week	Date	Topics
1	1-Apr-21	<b>MAUNDY THURSDAY</b>
	2-Apr-21	<b>GOOD FRIDAY</b>
	3-Apr-21	<b>HOLY SATURDAY</b>
	4-Apr-21	<b>EASTER Sunday</b>
2	5-Apr-21	Strikes – Causes and prevention
	6-Apr-21	Lock Outs – causes and Prevention
	7-Apr-21	Resolution and prevention of Industrial Disputes
	8-Apr-21	Industrial disputes and Settlement
	9-Apr-21	Revision
	10-Apr-21	Human Resource Audit
	11-Apr-21	<b>Sunday.</b>
3	12-Apr-21	Nature of Human Resource Audit
	13-Apr-21	<b>TELUGU NEW YEAR</b>
	14-Apr-21	<b>TAMIL NEW YEAR</b>
	15-Apr-21	Benefits of Human Resource Audit
	16-Apr-21	Scope of Human Resource Audit
	17-Apr-21	Approaches of Human Resource Audit
	18-Apr-21	<b>Sunday.</b>
	4	19-Apr-21
20-Apr-21		Revision
21-Apr-21		Revision
22-Apr-21		Revision
23-Apr-21		Revision
24-Apr-21		Revision
25-Apr-21		<b>Sunday.</b>
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 HR Management and system at various levels in general and in certain specific industries or organizations.
2. To help the students focus on and analyse the issues and strategies required to select and develop manpower resources
3. To develop relevant skills necessary for application in HR related issues

**Course Outcomes : Upon completion of this course students will be able:**

1. To develop the understanding of the concept of human resource management and to understand its relevance in organizations.
2. To develop necessary skill set for application of various HR issues.
3. To integrate the knowledge of HR concepts to take correct business decisions.

**Modes of Content Delivery:**

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

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: Dr.B.KrishnaKumar

Department : BBA

Class and Section: III BBA VI Sem

Shift : II

Subject: Services Marketing

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	<b>Sunday</b>
5	25-Jan-21	
	26-Jan-21	<b>REPUBLIC DAY</b>
	27-Jan-21	
	28-Jan-21	<b>THAI POOSAM</b>
	29-Jan-21	
	30-Jan-21	
	31-Jan-21	<b>Sunday</b>

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	<b>Sunday</b>
2	8-Feb-21	A brief introduction about service marketing
	9-Feb-21	Growth of the service sector
	10-Feb-21	The concept of service
	11-Feb-21	Characteristics of service
	12-Feb-21	Classification of service, designing of the service
	13-Feb-21	Blueprinting using technology
	14-Feb-21	<b>Sunday</b>
3	15-Feb-21	Introduction of service marketing
	16-Feb-21	Meaning of service marketing mix, service marketing mix
	17-Feb-21	Characteristics of service marketing mix
	18-Feb-21	Effective management of service marketing
	19-Feb-21	Pricing strategies and tactics
	20-Feb-21	7Ps of service marketing
	21-Feb-21	<b>Sunday</b>
4	22-Feb-21	INTERNAL ASSESSMENT-I
	23-Feb-21	INTERNAL ASSESSMENT-I
	24-Feb-21	INTERNAL ASSESSMENT-I
	25-Feb-21	INTERNAL ASSESSMENT-I
	26-Feb-21	INTERNAL ASSESSMENT-I
	27-Feb-21	7Ps of service marketing
	28-Feb-21	<b>Sunday</b>

Week	Date	Topics
1	1-Mar-21	Product, price ,place ,promotion, people, process and physical evidence
	2-Mar-21	Advertising for service
	3-Mar-21	Personal selling
	4-Mar-21	Cross selling
	5-Mar-21	Sales promotion
	6-Mar-21	Marketing demand
	7-Mar-21	<b>Sunday</b>
2	8-Mar-21	Supply through capacity planning
	9-Mar-21	Segmentation
	10-Mar-21	Internal marketing of services
	11-Mar-21	External versus internal orientation of service strategy
	12-Mar-21	Delivering quality of service
	13-Mar-21	Delivering quality of service
	14-Mar-21	<b>Sunday</b>
3	15-Mar-21	Causes of service
	16-Mar-21	Quality gap
	17-Mar-21	The customer expectations
	18-Mar-21	Various perceived service gap
	19-Mar-21	Factor and techniques to resolve gap
	20-Mar-21	Customer relationship management
	21-Mar-21	<b>Sunday</b>
4	22-Mar-21	INTERNAL ASSESSMENT-II
	23-Mar-21	INTERNAL ASSESSMENT-II
	24-Mar-21	INTERNAL ASSESSMENT-II
	25-Mar-21	INTERNAL ASSESSMENT-II
	26-Mar-21	INTERNAL ASSESSMENT-II
	27-Mar-21	Quality standards
	28-Mar-21	<b>Sunday</b>
5	29-Mar-21	Quality standards
	30-Mar-21	Quality standards factor and solutions
	31-Mar-21	Service performance and gap

Week	Date	Topics
1	1-Apr-21	<b>MAUNDY THURSDAY</b>
	2-Apr-21	<b>GOOD FRIDAY</b>
	3-Apr-21	<b>HOLY SATURDAY</b>
	4-Apr-21	<b>EASTER Sunday</b>
2	5-Apr-21	Key factors and strategies for closing the gap
	6-Apr-21	Communication to the customer
	7-Apr-21	External communication
	8-Apr-21	Internal communication
	9-Apr-21	Promise
	10-Apr-21	The promise versus delivery gap
	11-Apr-21	<b>Sunday.</b>
3	12-Apr-21	Developing appropriate
	13-Apr-21	<b>TELUGU NEW YEAR</b>
	14-Apr-21	<b>TAMIL NEW YEAR</b>
	15-Apr-21	Effective communication
	16-Apr-21	Service quality
	17-Apr-21	Derivations of customer benefit concept
	18-Apr-21	Augmented service offer
4	19-Apr-21	Customer participation
	20-Apr-21	A brief introduction marketing of service
	21-Apr-21	Financial services
	22-Apr-21	Health services
	23-Apr-21	Hospitality services
	24-Apr-21	Travel, hotel and tourism
	25-Apr-21	<b>Sunday.</b>
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. The objective of this course is to supplement basic marketing and marketing strategy courses by focusing on problems and strategies specific to marketing of services.
2. Problems commonly encountered in marketing services -- such as inability to inventory, difficulty in synchronizing demand and supply, difficulty in controlling quality -- will be addressed.
3. Strategies used by successful services marketers to overcome these difficulties will be discussed.

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

1. Examine the nature of services and distinguish between products and services
2. Identify the major elements needed to improve the marketing of services
3. Appraise the nature and development of services marketing strategy

**Modes of Content Delivery:**

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



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

Name of the Assistant Professor : Dr.B.Krishnakumar

Department : BBA

Class and Section: II BBA IV Sem

Shift : II

Subject: BUSINESS REGULATORY FRAMEWORK

Week	Date	Topics
4	18-Jan-21	Introduction of Indian contract Act
	19-Jan-21	Law of contract, the Indian contract act
	20-Jan-21	Kinds of agreement
	21-Jan-21	Classification of contract
	22-Jan-21	Essentials of a valid contract, capacity of contract
	23-Jan-21	Minors in Indian law, persons of unsound mind
	24-Jan-21	<b>Sunday</b>
5	25-Jan-21	Free consent
	26-Jan-21	<b>REPUBLIC DAY</b>
	27-Jan-21	Discharge of a contract
	28-Jan-21	<b>THAI POOSAM</b>
	29-Jan-21	Essentials of valid contract, performance of valid contract
	30-Jan-21	Quantum meritis
	31-Jan-21	<b>Sunday</b>



Week	Date	Topics
1	1-Feb-21	Elements of contract
	2-Feb-21	Types of agreement
	3-Feb-21	Offer and acceptance
	4-Feb-21	Essentials of valid offer
	5-Feb-21	Essentials of valid acceptance
	6-Feb-21	Communication of offer and acceptance
	7-Feb-21	<b>Sunday</b>
2	8-Feb-21	Consideration
	9-Feb-21	Performance of contract
	10-Feb-21	Quasi contract
	11-Feb-21	Discharge of contract
	12-Feb-21	Contract of indemnity an guarantee
	13-Feb-21	Contract of guarantee
	14-Feb-21	<b>Sunday</b>
3	15-Feb-21	Kinds of guarantee
	16-Feb-21	Revocation of a continuing guarantee
	17-Feb-21	Rights of surety
	18-Feb-21	Essentials of bailment
	19-Feb-21	Contract of agency
	20-Feb-21	Duties and rights of an agent
	21-Feb-21	<b>Sunday</b>
4	22-Feb-21	INTERNAL ASSESSMENT-I
	23-Feb-21	INTERNAL ASSESSMENT-I
	24-Feb-21	INTERNAL ASSESSMENT-I
	25-Feb-21	INTERNAL ASSESSMENT-I
	26-Feb-21	INTERNAL ASSESSMENT-I
	27-Feb-21	Duties and rights of principal
	28-Feb-21	<b>Sunday</b>

Week	Date	Topics
1	1-Mar-21	Kinds of agent
	2-Mar-21	Sale of Goods Act
	3-Mar-21	Formation of contract of sale
	4-Mar-21	Conditions and warranties
	5-Mar-21	Transfer of ownership
	6-Mar-21	Indian Companies Act
	7-Mar-21	<b>Sunday</b>
2	8-Mar-21	Procedure for incorporation of companies
	9-Mar-21	Prospectus, shares and debentures
	10-Mar-21	Members and membership rights
	11-Mar-21	Management and administration of company
	12-Mar-21	Oppression and mismanagement
	13-Mar-21	Amalgamation and winding up
	14-Mar-21	<b>Sunday</b>
3	15-Mar-21	Corporate governance
	16-Mar-21	Corporate social responsibility
	17-Mar-21	Law of trade marks
	18-Mar-21	Law of trademarks
	19-Mar-21	Copyright
	20-Mar-21	Copyright
	21-Mar-21	<b>Sunday</b>
4	22-Mar-21	INTERNAL ASSESSMENT - II
	23-Mar-21	INTERNAL ASSESSMENT - II
	24-Mar-21	INTERNAL ASSESSMENT - II
	25-Mar-21	INTERNAL ASSESSMENT - II
	26-Mar-21	INTERNAL ASSESSMENT - II
	27-Mar-21	Patents
	28-Mar-21	<b>Sunday</b>
5	29-Mar-21	Patents
	30-Mar-21	Patents
	31-Mar-21	Designs

Week	Date	Topics
1	1-Apr-21	<b>MAUNDY THURSDAY</b>
	2-Apr-21	<b>GOOD FRIDAY</b>
	3-Apr-21	<b>HOLY SATURDAY</b>
	4-Apr-21	<b>EASTER Sunday</b>
2	5-Apr-21	Designs
	6-Apr-21	Intellectual Property rights
	7-Apr-21	Intellectual Property rights
	8-Apr-21	RTP
	9-Apr-21	RTP
	10-Apr-21	IDRA
	11-Apr-21	<b>Sunday.</b>
3	12-Apr-21	IDRA
	13-Apr-21	<b>TELUGU NEW YEAR</b>
	14-Apr-21	<b>TAMIL NEW YEAR</b>
	15-Apr-21	Basic computer and cyber security
	16-Apr-21	Basic computer and cyber security
	17-Apr-21	Basic computer and cyber security
	18-Apr-21	<b>Sunday.</b>
4	19-Apr-21	Information technology Law
	20-Apr-21	Information technology Law
	21-Apr-21	Information technology Law
	22-Apr-21	Information technology Law
	23-Apr-21	Cybercrime and investigating procedures
	24-Apr-21	Cybercrime and investigating procedures
	25-Apr-21	<b>Sunday.</b>
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. introduces the student to the legal and ethical framework of business
2. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined.
3. the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them.

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

1. Identify the elements of a contract.
2. Describe the structure of the Indian court system
3. Identify laws, conditions and regulations in national and international work environments.

**Modes of Content Delivery:**

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



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



Name of the Assistant Professor : Dr.B. Krishna Kumar      Department : BBA

Class and Section: I BBA I Sem      Shift : II

Subject: Management 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	<b>Sunday</b>
5	25-Jan-21	
	26-Jan-21	<b>REPUBLIC DAY</b>
	27-Jan-21	
	28-Jan-21	<b>THAI POOSAM</b>
	29-Jan-21	
	30-Jan-21	
	31-Jan-21	<b>Sunday</b>

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	<b>Sunday</b>
2	8-Feb-21	
	9-Feb-21	
	10-Feb-21	
	11-Feb-21	
	12-Feb-21	
	13-Feb-21	
	14-Feb-21	<b>Sunday</b>
3	15-Feb-21	
	16-Feb-21	
	17-Feb-21	
	18-Feb-21	
	19-Feb-21	
	20-Feb-21	
	21-Feb-21	<b>Sunday</b>
4	22-Feb-21	UNIT-I: Management Accounting Meaning
	23-Feb-21	Functions of financial accounting
	24-Feb-21	Limitations of financial accounting
	25-Feb-21	Cost accounting- definitions and functions
	26-Feb-21	Characteristics of cost accounting
	27-Feb-21	Distinction between financial accounting and management accounting
	28-Feb-21	<b>Sunday</b>

Week	Date	Topics
1	1-Mar-21	INTERNAL ASSESSMENT-I
	2-Mar-21	INTERNAL ASSESSMENT-I
	3-Mar-21	INTERNAL ASSESSMENT-I
	4-Mar-21	INTERNAL ASSESSMENT-I
	5-Mar-21	INTERNAL ASSESSMENT-I
	6-Mar-21	Functions of management accounting
	7-Mar-21	<b>Sunday</b>
2	8-Mar-21	Duties of management accountant
	9-Mar-21	Organization of management accounting
	10-Mar-21	UNIT-II: Financial statement analysis meaning and nature
	11-Mar-21	Functions of financial statements
	12-Mar-21	Limitations of financial statements
	13-Mar-21	Analysis and interpretation
	14-Mar-21	<b>Sunday</b>
3	15-Mar-21	Types of analysis
	16-Mar-21	Techniques and tools of financial statements
	17-Mar-21	Limitations of financial statement analysis
	18-Mar-21	Problems
	19-Mar-21	Problems
	20-Mar-21	Problems
	21-Mar-21	<b>Sunday</b>
4	22-Mar-21	INTERNAL ASSESSMENT - II
	23-Mar-21	INTERNAL ASSESSMENT - II
	24-Mar-21	INTERNAL ASSESSMENT - II
	25-Mar-21	INTERNAL ASSESSMENT - II
	26-Mar-21	INTERNAL ASSESSMENT - II
	27-Mar-21	Problems
	28-Mar-21	<b>Sunday</b>
5	29-Mar-21	UNIT-III: Ratio Analysis
	30-Mar-21	Modes of expression of ratio
	31-Mar-21	Steps in ratio analysis

Week	Date	Topics
1	1-Apr-21	<b>MAUNDY THURSDAY</b>
	2-Apr-21	<b>GOOD FRIDAY</b>
	3-Apr-21	<b>HOLY SATURDAY</b>
	4-Apr-21	<b>EASTER Sunday</b>
2	5-Apr-21	Classification of ratios
	6-Apr-21	Problems
	7-Apr-21	Problems
	8-Apr-21	Problems
	9-Apr-21	UNIT-IV: Funds flow and cash flow analysis
	10-Apr-21	Budget and budgetary control
	11-Apr-21	<b>Sunday.</b>
3	12-Apr-21	Problems
	13-Apr-21	<b>TELUGU NEW YEAR</b>
	14-Apr-21	<b>TAMIL NEW YEAR</b>
	15-Apr-21	Problems
	16-Apr-21	Problems
	17-Apr-21	Problems
	18-Apr-21	<b>Sunday.</b>
4	19-Apr-21	UNIT-V: Marginal costing
	20-Apr-21	Absorption costing
	21-Apr-21	Marginal costing
	22-Apr-21	CVP analysis
	23-Apr-21	Problems
	24-Apr-21	Problems
	25-Apr-21	<b>Sunday.</b>
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 enhance the abilities of learners to develop the concept of management accounting and its significance in the business
2. To enhance the abilities of learners to analyze the financial statements
3. To make the students develop competence with their usage in managerial decision making and control.

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

1. Understand various costing systems and management systems
2. Analyze cost-volume-profit techniques to determine optimal managerial decisions.
3. Analyse and provide recommendations to improve the operations of organisations through the application of Cost and Management accounting techniques

**Modes of Content Delivery:**

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



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

Name of the Assistant Professor: Dr.C.Addlin Pooviga

Department : BBA

Class and Section: I BBA I Sem

Shift : II

Subject: Business Communication

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	<b>Sunday</b>
5	25-Jan-21	
	26-Jan-21	<b>REPUBLIC DAY</b>
	27-Jan-21	
	28-Jan-21	<b>THAI POOSAM</b>
	29-Jan-21	
	30-Jan-21	
	31-Jan-21	<b>Sunday</b>

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	<b>Sunday</b>
2	8-Feb-21	
	9-Feb-21	
	10-Feb-21	
	11-Feb-21	
	12-Feb-21	
	13-Feb-21	
	14-Feb-21	<b>Sunday</b>
3	15-Feb-21	
	16-Feb-21	
	17-Feb-21	
	18-Feb-21	
	19-Feb-21	
	20-Feb-21	
	21-Feb-21	<b>Sunday</b>
4	22-Feb-21	<b>Syllabus given; Introduction of the Subject ‘ Communication’</b>
	23-Feb-21	Methods of Communication
	24-Feb-21	Types of Communication
	25-Feb-21	Barriers to Communication
	26-Feb-21	Barriers to Communication
	27-Feb-21	Kinds of Business Letter
	28-Feb-21	<b>Sunday</b>

Week	Date	Topics
1	1-Mar-21	Internal Assessment Exam -I
	2-Mar-21	Internal Assessment Exam -I
	3-Mar-21	Internal Assessment Exam -I
	4-Mar-21	Internal Assessment Exam -I
	5-Mar-21	Internal Assessment Exam -I
	6-Mar-21	Interview Letter
	7-Mar-21	<b>Sunday</b>
2	8-Mar-21	Interview Letter
	9-Mar-21	Appointment Letter
	10-Mar-21	Acknowledgement
	11-Mar-21	Quotation Letter
	12-Mar-21	Order Letter : Reply to Order, Change in Order & Cancellation of Order
	13-Mar-21	Sales letter and its Types
	14-Mar-21	<b>Sunday</b>
3	15-Mar-21	Compliant Letter
	16-Mar-21	Bank Correspondence
	17-Mar-21	Bank Correspondence
	18-Mar-21	Insurance Correspondence
	19-Mar-21	Exercise on letter writing
	20-Mar-21	Exercise on letter writing
	21-Mar-21	<b>Sunday</b>
4	22-Mar-21	Internal Assessment Exam -II
	23-Mar-21	Internal Assessment Exam -II
	24-Mar-21	Internal Assessment Exam -II
	25-Mar-21	Internal Assessment Exam -II
	26-Mar-21	Internal Assessment Exam -II
	27-Mar-21	Agency Correspondence
	28-Mar-21	<b>Sunday</b>
5	29-Mar-21	Agency Correspondence
	30-Mar-21	Preparing of CV and Cover Letter
	31-Mar-21	Preparing of CV and Cover Letter

Week	Date	Topics
1	1-Apr-21	<b>MAUNDY THURSDAY</b>
	2-Apr-21	<b>GOOD FRIDAY</b>
	3-Apr-21	<b>HOLY SATURDAY</b>
	4-Apr-21	<b>EASTERSunday</b>
2	5-Apr-21	Report Writing : Principles & Types
	6-Apr-21	Agenda;Minutues of Meeting
	7-Apr-21	Case Study
	8-Apr-21	Case Study
	9-Apr-21	Office Order
	10-Apr-21	Circular & Notes
	11-Apr-21	<b>Sunday.</b>
3	12-Apr-21	Seminar
	13-Apr-21	<b>TELUGU NEW YEAR</b>
	14-Apr-21	<b>TAMIL NEW YEAR</b>
	15-Apr-21	Seminar
	16-Apr-21	Introduction on 'Modern Forms of Communication'
	17-Apr-21	Fax-E-mail
	18-Apr-21	<b>Sunday.</b>
4	19-Apr-21	Video-Conferencing
	20-Apr-21	Internet and its uses
	21-Apr-21	Importance of Websites
	22-Apr-21	Websites and its uses in Business
	23-Apr-21	Revision I,II and III
	24-Apr-21	Revision IV and V
	25-Apr-21	<b>Sunday.</b>
5	26-Apr-21	<b>Model Examination</b>
	27-Apr-21	<b>Model Examination</b>
	28-Apr-21	<b>Model Examination</b>
	29-Apr-21	<b>Model Examination</b>
	30-Apr-21	<b>Model Examination</b>



### Course Objectives :



1. To have an insight on the various types of communication
2. To understand the importance of modern forms of communication in business
3. To impart the correct practices of Effective Business writing strategies

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

1. The ability to demonstrate his/her ability to write error free letters with business Vocabulary & Grammar.
2. To distinguish among various levels of organizational communication and communication barriers
3. The ability to present the importance of his/her verbal and non-verbal communication ability through presentations

### Modes of Content Delivery:

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

IQAC Coordinator

Head of the Department

Principal

## Lesson Plan for the Even Semester 2020-2021

Name of the Assistant Professor: Dr.C.Addlin Pooviga

Department: BBA

Class and Section: II BBA

Shift : II

Subject: Management Information System (MIS)

Week	Date	Topics
4	18-Jan-21	Syllabus Given
	19-Jan-21	Introduction of Information System
	20-Jan-21	Characteristics and the uses of MIS
	21-Jan-21	Pre-Requisites of an effective MIS
	22-Jan-21	MIS support for Planning, Organizing and Controlling
	23-Jan-21	MIS support for Planning, Organizing and Controlling
	24-Jan-21	<b>Sunday</b>
5	25-Jan-21	Structure of MIS
	26-Jan-21	<b>REPUBLIC DAY</b>
	27-Jan-21	Structure of MIS
	28-Jan-21	<b>THAI POOSAM</b>
	29-Jan-21	Information for Decision Making
	30-Jan-21	Information for Decision Making
	31-Jan-21	<b>Sunday</b>

Week	Date	Topics
1	1-Feb-21	Limitation of MIS
	2-Feb-21	Concept of System
	3-Feb-21	System Classification
	4-Feb-21	System Classification
	5-Feb-21	Types of Models
	6-Feb-21	Types of Models
	7-Feb-21	<b>Sunday</b>
2	8-Feb-21	Introduction to Information system
	9-Feb-21	Categories of Information System
	10-Feb-21	Business Information System
	11-Feb-21	Business Information System
	12-Feb-21	Strategic Information System
	13-Feb-21	Strategic Information System
	14-Feb-21	<b>Sunday</b>
3	15-Feb-21	Competitive Advantage
	16-Feb-21	Development of computers
	17-Feb-21	Evolution of computers
	18-Feb-21	Evolution of computers
	19-Feb-21	Classification of Computers
	20-Feb-21	Classification of Computers
	21-Feb-21	<b>Sunday</b>
4	22-Feb-21	Internal Assessment Exam –I
	23-Feb-21	Internal Assessment Exam –I
	24-Feb-21	Internal Assessment Exam –I
	25-Feb-21	Internal Assessment Exam –I
	26-Feb-21	Internal Assessment Exam –I
	27-Feb-21	Input Devices
	28-Feb-21	<b>Sunday</b>



Week	Date	Topics
1	1-Mar-21	Input devices
	2-Mar-21	Output Devices
	3-Mar-21	Output Devices
	4-Mar-21	Anatomy of a Computer
	5-Mar-21	Secondary Storage and File Organization
	6-Mar-21	Secondary Storage and File Organization
	7-Mar-21	<b>Sunday</b>
2	8-Mar-21	Computer Software
	9-Mar-21	Database Management System
	10-Mar-21	Types of Databases
	11-Mar-21	System Analysis and Design
	12-Mar-21	Case Study
	13-Mar-21	Case Study
	14-Mar-21	<b>Sunday</b>
3	15-Mar-21	Role of System Analyst
	16-Mar-21	System Development Life Cycle
	17-Mar-21	System Development Life Cycle
	18-Mar-21	Seminar
	19-Mar-21	Seminar
	20-Mar-21	Seminar
	21-Mar-21	<b>Sunday</b>
4	22-Mar-21	Internal Assessment Exam –II
	23-Mar-21	Internal Assessment Exam –II
	24-Mar-21	Internal Assessment Exam –II
	25-Mar-21	Internal Assessment Exam –II
	26-Mar-21	Internal Assessment Exam –II
	27-Mar-21	Decision Support System
	28-Mar-21	<b>Sunday</b>
5	29-Mar-21	Components of Decision Support System
	30-Mar-21	Functional Management Information System
	31-Mar-21	Functional Management Information System

Week	Date	Topics
1	1-Apr-21	<b>MAUNDY THURSDAY</b>
	2-Apr-21	<b>GOOD FRIDAY</b>
	3-Apr-21	<b>HOLY SATURDAY</b>
	4-Apr-21	<b>EASTER Sunday</b>
2	5-Apr-21	Data Flow representation of the financial MIS Functions
	6-Apr-21	Marketing Information system
	7-Apr-21	Case Study
	8-Apr-21	Case Study
	9-Apr-21	Manufacturing or Production Information System
	10-Apr-21	Manufacturing or Production Information System
	11-Apr-21	<b>Sunday.</b>
3	12-Apr-21	Computer-Aided Engineering
	13-Apr-21	<b>TELUGU NEW YEAR</b>
	14-Apr-21	<b>TAMIL NEW YEAR</b>
	15-Apr-21	Seminar
	16-Apr-21	Seminar
	17-Apr-21	Seminar
	18-Apr-21	<b>Sunday.</b>
4	19-Apr-21	Human Resource Information system
	20-Apr-21	Human Resource Information system
	21-Apr-21	Introduction of Business Process Outsourcing
	22-Apr-21	Introduction of Business Process Outsourcing
	23-Apr-21	Business Process Redesign
	24-Apr-21	Pros and Cons of BPO
	25-Apr-21	<b>Sunday.</b>
5	26-Apr-21	<b>Model Examination</b>
	27-Apr-21	<b>Model Examination</b>
	28-Apr-21	<b>Model Examination</b>
	29-Apr-21	<b>Model Examination</b>
	30-Apr-21	<b>Model Examination</b>




**Course Objectives :**

1. To understand the basic principles and working of information technology
2. To contrast and compare how information technology support business processes
3. To have a deep insight on the importance of internet and its application

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

1. Understand the fundamental concepts of management information system.
2. Interpret and recommend the use of information technology to solve business problems.
3. Develop the overall perspective of the importance of internet technologies in business administration

**Modes of Content Delivery:**

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

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: Dr.C.Addlin Pooviga

Department : BBA

Class and Section: III BBA VI Sem

Shift : II

Subject: Customer Relationship Management (CRM)

Week	Date	Topics
4	18-Jan-21	Introduction of the subject
	19-Jan-21	Communication: Need ,Process and Channels
	20-Jan-21	Types of Communication
	21-Jan-21	Types of Communication
	22-Jan-21	Barriers of Communication
	23-Jan-21	Barriers of Communication
	24-Jan-21	<b>Sunday</b>
5	25-Jan-21	Verbal Skills
	26-Jan-21	<b>REPUBLIC DAY</b>
	27-Jan-21	Listening Skills
	28-Jan-21	<b>THAI POOSAM</b>
	29-Jan-21	Interpersonal Communication
	30-Jan-21	Intrapersonal Communication
	31-Jan-21	<b>Sunday</b>

Week	Date	Topics
1	1-Feb-21	Business Letters
	2-Feb-21	Business Letters
	3-Feb-21	CRM : Definition, Elements, Process and Types
	4-Feb-21	CRM : Definition, Elements, Process and Types
	5-Feb-21	CRM : Definition, Elements, Process and Types
	6-Feb-21	CRM : Limitations and Benefits
	7-Feb-21	<b>Sunday</b>
2	8-Feb-21	CRM as Competitive Environment
	9-Feb-21	CRM as Competitive Environment
	10-Feb-21	Public Relations: Functions and Types
	11-Feb-21	Public Relations: Functions and Types
	12-Feb-21	Challenges of Public Relations
	13-Feb-21	Tools for Public Relation Campaign
	14-Feb-21	<b>Sunday</b>
3	15-Feb-21	Image Building : Sources and Process
	16-Feb-21	Image Building : Sources and Process
	17-Feb-21	Building Brand Image through CRM
	18-Feb-21	Building Brand Image through CRM
	19-Feb-21	Seminar
	20-Feb-21	Seminar
	21-Feb-21	<b>Sunday</b>
4	22-Feb-21	Internal Assessment Exam –I
	23-Feb-21	Internal Assessment Exam –I
	24-Feb-21	Internal Assessment Exam –I
	25-Feb-21	Internal Assessment Exam –I
	26-Feb-21	CRM in Banks
	27-Feb-21	Banker customer relationship
	28-Feb-21	<b>Sunday</b>

Week	Date	Topics
1	1-Mar-21	Building customer relations
	2-Mar-21	Building customer relations
	3-Mar-21	Retaining and Enlarging customer base
	4-Mar-21	Retaining and Enlarging customer base: Techniques
	5-Mar-21	E-CRM: A tool for Retaining and Enlarging customer database
	6-Mar-21	Customer Services in Bank
	7-Mar-21	<b>Sunday</b>
2	8-Mar-21	Products and services offered by Banks
	9-Mar-21	Delivering Quality Service
	10-Mar-21	Customer Service Skills for Bank Employees
	11-Mar-21	Quality Circles : Process, Structure and Techniques
	12-Mar-21	Quality Circles : Process, Structure and Techniques
	13-Mar-21	Quality Circles : Process, Structure and Techniques
	14-Mar-21	<b>Sunday</b>
3	15-Mar-21	Case Study
	16-Mar-21	Nature and Types of Customer
	17-Mar-21	Complaint Redressal Methods
	18-Mar-21	Complaint Redressal Methods
	19-Mar-21	Talwar and Goiporia Committee Report
	20-Mar-21	Talwar and Goiporia Committee Report
	21-Mar-21	<b>Sunday</b>
4	22-Mar-21	Internal Assessment Exam –II
	23-Mar-21	Internal Assessment Exam –II
	24-Mar-21	Internal Assessment Exam –II
	25-Mar-21	Internal Assessment Exam –II
	26-Mar-21	Case Study
	27-Mar-21	Case Study
	28-Mar-21	<b>Sunday</b>
5	29-Mar-21	Customer Service Committee
	30-Mar-21	Customer Service Committee
	31-Mar-21	Customer Day

Week	Date	Topics
1	1-Apr-21	<b>MAUNDY THURSDAY</b>
	2-Apr-21	<b>GOOD FRIDAY</b>
	3-Apr-21	<b>HOLY SATURDAY</b>
	4-Apr-21	<b>EASTER Sunday</b>
2	5-Apr-21	COPRA Forum
	6-Apr-21	COPRA Forum
	7-Apr-21	Banking Ombudsman Scheme
	8-Apr-21	Banking Ombudsman Scheme
	9-Apr-21	Banking Ombudsman Scheme
	10-Apr-21	Case Study
	11-Apr-21	<b>Sunday.</b>
3	12-Apr-21	Market Segmentation
	13-Apr-21	<b>TELUGU NEW YEAR</b>
	14-Apr-21	<b>TAMIL NEW YEAR</b>
	15-Apr-21	Factors influencing market segmentation
	16-Apr-21	Factors influencing market segmentation
	17-Apr-21	Database marketing
	18-Apr-21	<b>Sunday.</b>
4	19-Apr-21	Marketing Research
	20-Apr-21	Marketing Research
	21-Apr-21	Customer Satisfaction
	22-Apr-21	Customer Satisfaction: Tools, Review and Evaluation
	23-Apr-21	Revision of Unit-I and Unit-II
	24-Apr-21	Revision of Unit-III
	25-Apr-21	<b>Sunday.</b>
5	26-Apr-21	Revision of Unit-IV and Unit-V
	27-Apr-21	<b>Model Examination</b>
	28-Apr-21	<b>Model Examination</b>
	29-Apr-21	<b>Model Examination</b>
	30-Apr-21	<b>Model Examination</b>




**Course Objectives :**

1. To enable the students understand the basic concepts of Customer relationship management
2. To Understand how customer relations is related to other business functions and its importance to the success of the business entity.
3. To study the importance of customer and their attitude as it relates to marketing

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

1. The basic understanding of customer relationship management application.
2. The ability to understand the organizational need, benefits and process of creating long-term value for individual customers
3. The importance of CRM and how it has been successfully implemented in various organizations and what does it take to ensure a successful implementation

**Modes of Content Delivery:**

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

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: Dr.K.Ramprabha

Department : BBA

Class and Section: III BBA VI Sem

Shift : II

Subject: Business Taxation

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	<b>Sunday</b>
5	25-Jan-21	
	26-Jan-21	<b>REPUBLIC DAY</b>
	27-Jan-21	
	28-Jan-21	<b>THAI POOSAM</b>
	29-Jan-21	
	30-Jan-21	
	31-Jan-21	<b>Sunday</b>

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	<b>Sunday</b>
2	8-Feb-21	UNIT-I: Introduction to taxation
	9-Feb-21	Objectives of taxation
	10-Feb-21	Characteristics of taxation
	11-Feb-21	Importance of taxation
	12-Feb-21	Direct Tax and Indirect tax
	13-Feb-21	Types of direct Tax
	14-Feb-21	<b>Sunday</b>
3	15-Feb-21	Types of indirect tax
	16-Feb-21	Merits and demerits of direct tax
	17-Feb-21	Merits and demerits of indirect tax
	18-Feb-21	Canons of taxation
	19-Feb-21	Canons of taxation
	20-Feb-21	Canons of taxation
	21-Feb-21	<b>Sunday</b>
4	22-Feb-21	INTERNAL ASSESSMENT-I
	23-Feb-21	INTERNAL ASSESSMENT-I
	24-Feb-21	INTERNAL ASSESSMENT-I
	25-Feb-21	INTERNAL ASSESSMENT-I
	26-Feb-21	INTERNAL ASSESSMENT-I
	27-Feb-21	UNIT-II: Central Excise Duty introduction
	28-Feb-21	<b>Sunday</b>

Week	Date	Topics
1	1-Mar-21	Classification of central excise duty
	2-Mar-21	Levy and collection of central excise duty
	3-Mar-21	Clearance of excisable goods
	4-Mar-21	Exemption form excise duty
	5-Mar-21	Excise duty and small-scale industries
	6-Mar-21	Excise and exports
	7-Mar-21	<b>Sunday</b>
2	8-Mar-21	Demand, rebate and refund of central excise duty
	9-Mar-21	Demand, rebate and refund of central excise duty
	10-Mar-21	Offences and penalties
	11-Mar-21	Settlement
	12-Mar-21	Appellate provisions
	13-Mar-21	Appellate provisions
	14-Mar-21	<b>Sunday</b>
3	15-Mar-21	UNIT-III: Customs duty
	16-Mar-21	Levy and collection of customs duty
	17-Mar-21	Levy and collection of customs duty
	18-Mar-21	Organisation of the customs department
	19-Mar-21	Organisation of the customs department
	20-Mar-21	Officers of customs
	21-Mar-21	<b>Sunday</b>
4	22-Mar-21	INTERNAL ASSESSMENT-II
	23-Mar-21	INTERNAL ASSESSMENT-II
	24-Mar-21	INTERNAL ASSESSMENT-II
	25-Mar-21	INTERNAL ASSESSMENT-II
	26-Mar-21	INTERNAL ASSESSMENT-II
	27-Mar-21	Powers Appellate machinery
	28-Mar-21	<b>Sunday</b>
5	29-Mar-21	Infringement of the law
	30-Mar-21	Infringement of the law
	31-Mar-21	Offences and penalties

Week	Date	Topics
1	1-Apr-21	<b>MAUNDY THURSDAY</b>
	2-Apr-21	<b>GOOD FRIDAY</b>
	3-Apr-21	<b>HOLY SATURDAY</b>
	4-Apr-21	<b>EASTER Sunday</b>
2	5-Apr-21	Exemption from duty
	6-Apr-21	Customs duty drawback
	7-Apr-21	Duty free zones
	8-Apr-21	UNIT-IV: Central Sales Tax Act
	9-Apr-21	Levy and collection of CST
	10-Apr-21	Important definitions
	11-Apr-21	<b>Sunday.</b>
3	12-Apr-21	Sales purchase in the course of export and import
	13-Apr-21	<b>TELUGU NEW YEAR</b>
	14-Apr-21	<b>TAMIL NEW YEAR</b>
	15-Apr-21	Sales purchase in the course of export and import
	16-Apr-21	Liability of tax
	17-Apr-21	Registration of dealers
	18-Apr-21	<b>Sunday.</b>
4	19-Apr-21	Goods of special importance
	20-Apr-21	Offences and penalties
	21-Apr-21	UNIT-V: Value Added Tax
	22-Apr-21	Objectives, levy of VAT
	23-Apr-21	Arguments in favor of VAT
	24-Apr-21	Tax of different services , rate of services
	25-Apr-21	<b>Sunday.</b>
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 make the students understand the basic concepts, definitions and terms related to direct taxation.
2. To make the students understand the basic concepts, definitions and terms related to Goods and Service tax (GST).
3. To help the students to understand the compliance related to documentation under the new indirect tax regime.

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

1. Students will be able to identify the technical terms related to direct taxation
2. Students should be able to understand various terms related to Goods and Service tax(GST).
3. Students will be able to know the contents and format for various documents like tax invoice, bill of supply, debit note, credit note etc.

**Modes of Content Delivery:**

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



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



Name of the Assistant Professor: Dr.K.Ramprabha

Department : BBA

Class and Section: II Year IV Sem

Shift : II

Subject: Financial Services

Week	Date	Topics
4	18-Jan-21	Introduction to financial system
	19-Jan-21	Financial Institutions- Introduction, components
	20-Jan-21	Financial markets – Introduction, components
	21-Jan-21	Financial Institutions – Introduction, components
	22-Jan-21	Financial Services – Concept
	23-Jan-21	Importance of Financial Services
	24-Jan-21	<b>Sunday</b>
5	25-Jan-21	Importance of Financial Services
	26-Jan-21	<b>REPUBLIC DAY</b>
	27-Jan-21	Characteristics of financial services
	28-Jan-21	<b>THAI POOSAM</b>
	29-Jan-21	Characteristics of financial services
	30-Jan-21	Objectives of Financial Services
	31-Jan-21	<b>Sunday</b>

Week	Date	Topics
1	1-Feb-21	Growth of financial services in India
	2-Feb-21	Growth of financial services in India
	3-Feb-21	Growth of financial services in India
	4-Feb-21	Growth of financial services in India
	5-Feb-21	Growth of financial services in India
	6-Feb-21	Growth of financial services in India
	7-Feb-21	<b>Sunday</b>
2	8-Feb-21	Problems in Financial Sector
	9-Feb-21	Problems in Financial Sector
	10-Feb-21	Financial Services Environment
	11-Feb-21	Financial Services Environment
	12-Feb-21	Financial Services Environment
	13-Feb-21	Financial Services Environment
	14-Feb-21	<b>Sunday</b>
3	15-Feb-21	Players in Financial Markets
	16-Feb-21	Players in Financial Markets
	17-Feb-21	Players in Financial Markets
	18-Feb-21	Financial Services Interest rate determination
	19-Feb-21	Group Discussion
	20-Feb-21	Revision
	21-Feb-21	<b>Sunday</b>
4	22-Feb-21	INTERNAL ASSESSMENT - I
	23-Feb-21	INTERNAL ASSESSMENT - I
	24-Feb-21	INTERNAL ASSESSMENT - I
	25-Feb-21	INTERNAL ASSESSMENT - I
	26-Feb-21	INTERNAL ASSESSMENT - I
	27-Feb-21	Merchant Banking - Concept
	28-Feb-21	<b>Sunday</b>

Week	Date	Topics
1	1-Mar-21	Merchant Banking - Concept
	2-Mar-21	Functions of Merchant Banking – Introduction
	3-Mar-21	Functions of Merchant Banking
	4-Mar-21	Merchant Bankers’ Code of Conduct
	5-Mar-21	Issue Management- Meaning
	6-Mar-21	Functions of Issue management
	7-Mar-21	<b>Sunday</b>
2	8-Mar-21	Underwriting – concept
	9-Mar-21	Types of underwriting
	10-Mar-21	Functions of underwriting
	11-Mar-21	Mechanics of underwriting
	12-Mar-21	Underwriting agencies
	13-Mar-21	Capital Market - concepts
	14-Mar-21	<b>Sunday</b>
3	15-Mar-21	Functions of capital market
	16-Mar-21	Indian capital market
	17-Mar-21	Characteristics of capital market
	18-Mar-21	Stock exchange – concept
	19-Mar-21	Functions of Stock exchange
	20-Mar-21	Role of SEBI
	21-Mar-21	<b>Sunday</b>
4	22-Mar-21	INTERNAL ASSESSMENT – II
	23-Mar-21	INTERNAL ASSESSMENT - II
	24-Mar-21	INTERNAL ASSESSMENT - II
	25-Mar-21	INTERNAL ASSESSMENT - II
	26-Mar-21	INTERNAL ASSESSMENT - II
	27-Mar-21	Unit – III: Leasing and hire purchase – concept
	28-Mar-21	<b>Sunday</b>
5	29-Mar-21	Mechanism of Financial Lease
	30-Mar-21	Characteristics of lease
	31-Mar-21	Types of lease



Week	Date	Topics
1	1-Apr-21	<b>MAUNDY THURSDAY</b>
	2-Apr-21	<b>GOOD FRIDAY</b>
	3-Apr-21	<b>HOLY SATURDAY</b>
	4-Apr-21	<b>EASTER Sunday</b>
2	5-Apr-21	Advantages and limitations of leasing
	6-Apr-21	Factoring – concept
	7-Apr-21	Mechanism of Factoring
	8-Apr-21	Functions of a factor
	9-Apr-21	Unit – IV: Venture Capital – Concepts
	10-Apr-21	Stages in venture capital financing
	11-Apr-21	<b>Sunday.</b>
3	12-Apr-21	Styles of Venture financing
	13-Apr-21	<b>TELUGU NEW YEAR</b>
	14-Apr-21	<b>TAMIL NEW YEAR</b>
	15-Apr-21	Credit Rating – Concept
	16-Apr-21	Credit Rating process
	17-Apr-21	Consumer finance
	18-Apr-21	<b>Sunday.</b>
4	19-Apr-21	Unit – V: Mutual Funds – Concepts
	20-Apr-21	Types of mutual funds
	21-Apr-21	Functions of mutual funds and advantages of mutual funds
	22-Apr-21	Institutions involved in mutual funds
	23-Apr-21	Case Study
	24-Apr-21	Revision
	25-Apr-21	<b>Sunday.</b>
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. Provide an in-depth view of the process in financial management of the firm
2. Develop knowledge on the allocation, management and funding of financial resources
3. Enhancing student's ability in dealing short-term dealing with day-to-day working capital decision; and also longer-term dealing, which involves major capital investment decisions and raising long-term finance.

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

1. Explain the concept of fundamental financial concepts, especially time value of money
2. Apply capital budgeting projects using traditional methods.
3. Analyze the main ways of raising capital and their respective advantages and disadvantages in different circumstances

**Modes of Content Delivery:**

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



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



Name of the Assistant Professor: Dr.K.Ramprabha

Department : BBA

Class and Section: I BBA I Sem

Shift : II

Subject: International Trade

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	<b>Sunday</b>
5	25-Jan-21	
	26-Jan-21	<b>REPUBLIC DAY</b>
	27-Jan-21	
	28-Jan-21	<b>THAI POOSAM</b>
	29-Jan-21	
	30-Jan-21	
	31-Jan-21	<b>Sunday</b>

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	<b>Sunday</b>
2	8-Feb-21	
	9-Feb-21	
	10-Feb-21	
	11-Feb-21	
	12-Feb-21	
	13-Feb-21	
	14-Feb-21	<b>Sunday</b>
3	15-Feb-21	
	16-Feb-21	
	17-Feb-21	
	18-Feb-21	
	19-Feb-21	
	20-Feb-21	
	21-Feb-21	<b>Sunday</b>
4	22-Feb-21	UNIT-I: Introduction to international trade
	23-Feb-21	Difference between internal and international trade
	24-Feb-21	Difference between internal and international trade
	25-Feb-21	Need for international trade
	26-Feb-21	Importance of international trade
	27-Feb-21	Importance of international trade
	28-Feb-21	<b>Sunday</b>

Week	Date	Topics
1	1-Mar-21	INTERNAL ASSESSMENT - I
	2-Mar-21	INTERNAL ASSESSMENT - I
	3-Mar-21	INTERNAL ASSESSMENT - I
	4-Mar-21	INTERNAL ASSESSMENT - I
	5-Mar-21	INTERNAL ASSESSMENT - I
	6-Mar-21	Features of international trade
	7-Mar-21	<b>Sunday</b>
2	8-Mar-21	Features of international trade
	9-Mar-21	Composition of India's foreign trade
	10-Mar-21	Composition of India's foreign trade
	11-Mar-21	UNIT-II: Theories of foreign trade
	12-Mar-21	Absolute Cost Advantage theory
	13-Mar-21	Absolute Cost Advantage theory
	14-Mar-21	<b>Sunday</b>
3	15-Mar-21	Comparative theory
	16-Mar-21	Comparative theory
	17-Mar-21	Neo classic theory
	18-Mar-21	Neo classic theory
	19-Mar-21	Modern theory
	20-Mar-21	Modern theory
	21-Mar-21	<b>Sunday</b>
4	22-Mar-21	INTERNAL ASSESSMENT - II
	23-Mar-21	INTERNAL ASSESSMENT - II
	24-Mar-21	INTERNAL ASSESSMENT - II
	25-Mar-21	INTERNAL ASSESSMENT - II
	26-Mar-21	INTERNAL ASSESSMENT - II
	27-Mar-21	UNIT-III: Balance of trade
	28-Mar-21	<b>Sunday</b>
5	29-Mar-21	Balance of trade
	30-Mar-21	Balance of payment concepts
	31-Mar-21	Balance of payment concepts

Week	Date	Topics
1	1-Apr-21	<b>MAUNDY THURSDAY</b>
	2-Apr-21	<b>GOOD FRIDAY</b>
	3-Apr-21	<b>HOLY SATURDAY</b>
	4-Apr-21	<b>EASTER Sunday</b>
2	5-Apr-21	Causes of disequilibrium
	6-Apr-21	Causes of disequilibrium
	7-Apr-21	Methods to correct disequilibrium
	8-Apr-21	Methods to correct disequilibrium
	9-Apr-21	Fixed and floating exchange rates
	10-Apr-21	Fixed and floating exchange rates
	11-Apr-21	<b>Sunday.</b>
3	12-Apr-21	UNIT-IV: International monetary system
	13-Apr-21	<b>TELUGU NEW YEAR</b>
	14-Apr-21	<b>TAMIL NEW YEAR</b>
	15-Apr-21	International monetary system
	16-Apr-21	IMF
	17-Apr-21	IMF
	18-Apr-21	<b>Sunday.</b>
4	19-Apr-21	International liquidity
	20-Apr-21	International liquidity
	21-Apr-21	IBRD
	22-Apr-21	UNIT-V: WTO introduction
	23-Apr-21	WTO functions
	24-Apr-21	WTO and its implications with special reference to India
	25-Apr-21	<b>Sunday.</b>
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 familiarize students with the process of international and domestic trade procedures.
2. To form a base of policy framework in International Trading with special emphasis on India
3. The course will examine international trade theory, international trade policy, and trading blocks

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

1. The students will be able to explain the concepts in trade documentation in international business with respect to foreign trade
2. Apply the current business phenomenon and to evaluate the global business environment in terms of economic, social and legal aspects
3. Integrate concept in international business concepts with functioning of global trade

**Modes of Content Delivery:**

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