

MES INSTITUTE OF MANAGEMENT , RAJAINAGAR BANGALORE									I SEMESTER BCOM
MASTER TIME TABLE ODD SEMESTER 2022=23									LANUAGES- Kannada/hindi/Sanskrit
	CLASS/SEM	8.40-9-35	9-35-10-30	10-30-11-25	BREAK	11-55- 12-50	12-50-1-45	1.45-240	English
	I SEM BCOM A	K/S/H	MM	MPA		ENG-ANU	DF	LIBRARY	Financial Accounting
M	I SEM BCOM B	K/SH	MPP	OEC-ECO		FA	MM		Management Principles and Applications
O	I SEM BBA	ENG-ANU	OEC-ECO	MM		K/S/H	FA		Principles of Marketing
N	III SEM BCOM A	BDA	ENG-ANU	K/S/H		COST A/C	ENG-ANU	SPORTS	OEC- Managerial Economics
D	IIISEM BCOM B	COST A/C	ENG-ANU	K/SH		FE & IA	BDA		digital Fluency
A	III SEM BBA	COST A/C	BDA	FE & IA		IC	OB		Yoga, Health and Wellness
Y	V SEM BCOM A	AA	AFM	IT-I		CDS	MTCA	SPORTS	
	V SEM BCOM B	IT-I	AA	MTCA		A&CG	CDS		III SEMEMSTER BC.OM
	V SEM BBA	BR	CDS	IDT		IT-I	AFM		LANUAGES- Kannada/hindi/Sanskrit
									English
	I SEM BCOM A	MM	K/S/H	MPP		OEC-ECO	ENG-ANU		Corporate Accounting
T	I SEM BCOM B	FA	K/SH	MPP		ENG-SANDHYA	DF		Business Statistics
U	I SEM BBA	OEC-SEC	ENG-ANU	MM		K/S/H	MM	LIBRARY	Financial Education & Investment Awareness
E	III SEM BCOM A	ENG-ANU	COST A/C	CORP A/C		CORP A/C	BDA	SPORTS	Cost Accounting
S	IIISEM BCOM B	CORP A/C	BDA	COST A/C		IC	FE & IA		OEC- Managerial Economics
D	III SEM BBA	BDA	FE & IA	COST A/C		OB	K/S/H	SPORTS	Sports and NSS
A	V SEM BCOM A	AA	AFM	IT-I		A&CG	MTCA		
Y	V SEM BCOM B	IT-I	AA	A&CG		MTCA	FS		V SEMESTER BCOM
	V SEM BBA	BR	CDS	SAPM		IT-I	AFM		Income Tax-II
									Auditing and Corporate Governance
W	I SEM BCOM A	ANU-ANU	DF	MPP		MM	K/S/H		Advanced Accounting
E	I SEM BCOM B	DF	FA	MPP		ENG-SANDHYA	K/SH		Methods and Techniques of Cost Accounting
D	I SEM BBA	OEC-ECO	MPA	MM		ANU-ANU	Y&M	Y&M	Financial Services
N	III SEM BCOM A	K/S/H	BDA	ENG-ANU		COST A/C	IC	LIBRARY	Advanced Financial Management
E	IIISEM BCOM B	K/SH	ENG-SANDHYA	BDA		FE & IA	CORP A/C	SPORTS	Practical Skill Development
S	III SEM BBA	BDA	ENG-ANU	K/S/H		COST A/C	COST A/C		BSD- Community Services
D	V SEM BCOM A	CDS	AA	FS		MTCA	IT-I		
A	V SEM BCOM B	AA	AFM	IT-I		FS	A&CG		
Y	V SEM BBA	IDT	BR	CDS		IT-I	INFO. TECH-I		

  
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<b>T</b>	<b>I SEM BCOM A</b>	ENG-ANU	FA	MPP		OEC-ECO	K/S/H		<b>I SEMESTER BBA</b>
<b>H</b>	<b>I SEM BCOM B</b>	FA	ENG-SANDHYA	MM		DF	K/SH		LANUAGES- Kannada/hindi/Sanskrit
<b>U</b>	<b>I SEM BBA</b>	DF	FA	ENG-ANU		K/S/H	MPP		English
<b>R</b>	<b>III SEM BCOM A</b>	K/S/H	ENG-ANU	FE & IA		IC	BDA		Management principles and Practice
<b>S</b>	<b>IIISEM BCOM B</b>	K/SH	FE & IA	COST A/C		ENG-SANDHYA	CORP A/C	SPORTS	Fundamentals of Accounting
<b>D</b>	<b>III SEM BBA</b>	ENG-ANU	LIBRARY	COST A/C		BDA	SPORTS		Marketing Management
<b>A</b>	<b>V SEM BCOM A</b>	FS	AA	A&CG		MTCA	LIBRARY		OEC-Managerial Economics
<b>Y</b>	<b>V SEM BCOM B</b>	AA	AFM	IT-I		CDS	A&CG	LIBRARY	Digital Fluency
	<b>V SEM BBA</b>	IDT	BR	INFO. TECH-I		AFM	SAPM		Yoga, Health and Wellness
	<b>I SEM BCOM A</b>	FA	FA	DF		OEC-ECO	MM		<b>III SEMESTER BBA</b>
	<b>I SEM BCOM B</b>	ENG-SANDHYA	MPP	EC-ECO		MM	Y&M	Y&M	LANUAGES- Kannada/hindi/Sanskrit
<b>F</b>	<b>I SEM BBA</b>	K/S/H	FA	FA		MPP	DF		English
<b>R</b>	<b>III SEM BCOM A</b>	COST A/C	BDA	FE & IA		CORP A/C	IC		Cost Accounting
<b>I</b>	<b>IIISEM BCOM B</b>	CORP A/C	ENG-SANDHYA	IC		COST A/C	LIBRARY		Organisational Behaviour
<b>D</b>	<b>III SEM BBA</b>	IC	OB	ENG-ANU		K/S/H	FE & IA		Statistics for Business Decisions
<b>A</b>	<b>V SEM BCOM A</b>	AFM	FS	A&CG		IT-I	IT-I		Financial Education & Investment Awareness
<b>Y</b>	<b>V SEM BCOM B</b>	A&CG	MTCA	CDS		AFM	FS	SPORTS	OEC- Managerial Economics
	<b>V SEM BBA</b>	IT-I	SAPM	AFM		IDT	INFO TECH-I		digital Fluency
									Yoga, Health and Wellness
	<b>I SEM BCOM A</b>	DF	FA			MPP	Y&M	Y&M	
<b>S</b>	<b>I SEM BCOM B</b>	OEC-ECO	MM			FA	LIBRARY		<b>V SEMEMSTER BBA</b>
<b>A</b>	<b>I SEM BBA</b>	MPA	FA			DF	MM		Income tax-II
<b>T</b>	<b>III SEM BCOM A</b>	K/S/H	CORP A/C			FE & IA	COST A/C		Business regulations
<b>U</b>	<b>IIISEM BCOM B</b>	K/S/H	IC			BDA	CORP A/C		Indirect Tax
<b>R</b>	<b>III SEM BBA</b>	OB	ENG=ANU			IC	K/S/H		Information & Technology-I
<b>D</b>	<b>V SEM BCOM A</b>	AFM	A&CG			CDS	FS		Advanced Financial Management
<b>A</b>	<b>V SEM BCOM B</b>	MTCA	FS			AFM	AA		Security Analysis and Portfolio Management
<b>Y</b>	<b>V SEM BBA</b>	SAPM	INFO TECH-I			SPORTS	LIBRARY		

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MASTER TIME TABLE EVEN SEMESTER 2022-23								
	CLASS/SEM	8.40-9.35	9.35-10.30	10.30-11.25	BREAK	11.55- 12.50	12.50-1.45	
M	II SEM BCOM A	LPB	OEC-SEC	AFA		K/S/H	CA/BM	LIBRARY
O	II SEM BCOM B	ENG	LPB	EVS		K/S/H	CA/BM	
N	II SEM BBA	BM	ENG	K/S/H		FA & R	NSS(SPORTS)	
D	IV SEM BCOM A	K/S/H	AI	ACA		OEC-LSC	BRF	
A	IV SEM BCOM B	K/S/H	ACA	ENG		OEC-LSC	CMT	
Y	IV SEM BBA	FMS	MA	AI		NSS (SPORTS)	ENG	
	VI SEM BCOM A	IT-II	C & I	SAPM		AGL	MA	
	VI SEM BCOM B	MA	AGL	IT-II		IFRS	SAPM	
	VI SEM BBA	RMD	SM	IB		ITB	C & i	
T	II SEM BCOM A	K/S/H	LPB	EVS		CA/BM	ENG	
U	II SEM BCOM B	K/S/H	ENG	ACA		CA/BM	OEC-SEC	LIBRARY
E	II SEM BBA	OEC-SEC	EVS	FA & R		NSS(SPORTS)	HRM	
S	IV SEM BCOM A	CMT	ACA	ENG		K/S/H	BRF	
D	IV SEM BCOM B	ACA	AI	BRF		K/S/H	NSS(SPORTS)	
A	IV SEM BBA	OEC-LSC	MA	K/S/H		FM	FMS	
Y	VI SEM BCOM A	SAPM	MA	IFRS		IF	AGL	
	VI SEM BCOM B	AGL	IF	IT-II		C & I	MA	
	VI SEM BBA	ITB	IT-II	IF		SM	RMD	NSS(SPORTS)
W	II SEM BCOM A	ENG	AFA	OEC-SEC			LPB	
E	II SEM BCOM B	LPB	ENG	AFA		OEC-SEC	EVS	
D	II SEM BBA	OEC-SEC	BM	K/S/H		ENG-ANU	HRM	
N	IV SEM BCOM A	K/S/H	CMT	ENG		ACA	NSS(SPORTS)	LIBRARY
E	IV SEM BCOM B	K/S/H	OEC-LSC	BRF		ENG-SANDHYA	CMT	NSS(SPORTS)
S	IV SEM BBA	ENG	OEC-LSC	AI		FM	K/S/H	
D	VI SEM BCOM A	SAPM	IT-II	AGL		IF	MA	
A	VI SEM BCOM B	IFRS	AGL	IF		C & I	IT-II	
Y	VI SEM BBA	IT-II	IF	IB		ITB	SM	

II SEMESTER BCOM			
LANUAGES- Kannada/hindi/Sanskrit			
English			
Advanced Financial Accounting			
Business Mathematics			
Corporate Administration			
Law & Practice of Banking			
Environmental Studie			
OEC- Spoken English for Corporate Jobs			
SPORTS &NSS			
IV SEMEMSTER BC.OM			
LANUAGES- Kannada/hindi/Sanskrit			
English			
Advanced Corporate Accounting			
Costing Methods & Techniques			
Business RegulATORY Framework			
Consitution of India			
OEC-Life Skills in Education			
Artificial Intelligence			
SPORTS AND NSS			
VI SEMESTER BCOM			
Income Tax-II			
Accounting for Government & Local Bodies			
Management Accounting			
Indian Accounting Standards and IFRS			
Security Analysis & Portfolio Management			
International Finance			
Creativity & Innovation			
Practical Skill Development			
BSD- Internship Programme			

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<b>T</b>	<b>II SEM BCOM A</b>	ENG-ANU	AFA	AFA		CA/BM	K/S/H	
<b>H</b>	<b>II SEM BCOM B</b>	OEC-SEC	ENG-SANDHYA	LPB		CA/BM	K/S/H	
<b>U</b>	<b>II SEM BBA</b>	ENG-SANDHYA	BM	HRM		FA&R	LIBRARY	
<b>R</b>	<b>IV SEM BCOM A</b>	ACA	CMT	ENG-SANDHYA		NSS(SPORTS)	AI	
<b>S</b>	<b>IV SEM BCOM B</b>	BRF	ACA	CMT		ENG-SANDHYA	NSS(SPORTS)	
<b>D</b>	<b>IV SEM BBA</b>	K/S/H	FM	FMS		ENF-ANU	OEC-LSC	LIBRARY
<b>A</b>	<b>VI SEM BCOM A</b>	C & I	IFRS	AGL		IF	IT-II	
<b>Y</b>	<b>VI SEM BCOM B</b>	MA	AGL	IF		SAPM	IFRS	NSS(SPORTS)
	<b>VI SEM BBA</b>	RMD	IF	ITB		IT-II	C & I	
<b>F</b>	<b>II SEM BCOM A</b>	K/S/H	EVS	OEC-SEC		CA/BM	ENG-ANU	
<b>R</b>	<b>II SEM BCOM B</b>	K/S/H	AFA	AFA		CA/BM	NSS(SPORTS)	NSS(SPORTS)
<b>I</b>	<b>II SEM BBA</b>	BM	K/S/H	HRM		OEC-LSC	EVS	
<b>D</b>	<b>IV SEM BCOM A</b>	OEC-LSC	OEC-LSC	ACA		CMT	BRF	
<b>A</b>	<b>IV SEM BCOM B</b>	AI	AFA	BRF		ENG-ANU	OEC-LSC	LIBRARY
<b>Y</b>	<b>IV SEM BBA</b>	MA	FMS	K/S/H		MA	NSS(SPORTS)	NSS(SPORTS)
	<b>VI SEM BCOM A</b>	SAPM	IFRS	SAPM		IF	AGL	
	<b>VI SEM BCOM B</b>	IT-II	SAPM	IF		IT-II	C & I	
	<b>VI SEM BBA</b>	SM	IF	IT-II		RMD	IT-II	
<b>S</b>	<b>II SEM BCOM A</b>	LPB	AFA	EVS		NSS(SPORTS)	NSS(SPORTS)	
<b>A</b>	<b>II SEM BCOM B</b>	EVS	ENG-ANU	AFA		AFA	LPB	
<b>T</b>	<b>II SEM BBA</b>	K/S/H	FA&R	ENG-ANU		EVS		
<b>U</b>	<b>IV SEM BCOM A</b>	OEC-LSC	BRF	K/S/H		CMT		
<b>R</b>	<b>IV SEM BCOM B</b>	AI	ACA	K/S/H		OEC-LSC		
<b>D</b>	<b>IV SEM BBA</b>	MA	AI	FM		ENG-ANU		
<b>A</b>	<b>VI SEM BCOM A</b>	SAPM	IFRS	IT-II		C & I	LIBRARY	NSS(SPORTS)
<b>Y</b>	<b>VI SEM BCOM B</b>	IT-II	SAPM	LIBRARY		IFRS		
	<b>VI SEM BBA</b>	SM	IB	C & I		LIBRARY		

<b>II SEMESTER BBA</b>
LANGUAGES- Kannada/hindi/Sanskrit
English
Financial Accounting & Reporting
Human Resource Management
Business Mathematics
Environmental Studies
OEC- Spoken English for Corporate jobs
sports and NSS
<b>IV SEMESTER BBA</b>
LANGUAGES- Kannada/hindi/Sanskrit
English
Management Accounting
Financial Markets and Services
Financial Management
OEC-Life Skills in Education
Artificial Intelligence
SPORTS AND NSS
<b>VI SEMESTER BBA</b>
Income tax-II
International Business
Information Technology for Business – II
Strategic Management
International Finance
Risk Management and Derivatives
Creativity & Innovation
AECC- Compulsory Course

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**SUBJECT ALLOTMENT ODD SEMESTER 2022-23**

SL NO	STAFF NAME	CLASS	SUBJECT	HOURS	TOTAL NO OF HOURS
1	Dr.Sharada.S	VI SEM BCOM A & B	Advanced Accounting	8	8 HOURS
2	DR.Harini.M.S	VI SEM B.COM A & B	Income Tax-I	8	16 HOURS
		VI SEM BBA	Income Tax-I	4	
		I SEM BBA	Fundamentals of Accounting	4	
3	Smt.Rohini Patil	I SEM BCOM A	Management Principles and applications	4	17 HOURS
		III SEM BCOM A+B & III SEMBBA	Indian Constitution	9	
		V SEM BBA	Business Regulations	4	

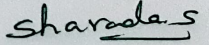
4	Dr.Vajreshwari S Murthy	I SEM BCOM A+B(Combined)	Kannada	4	16 HOURS
		I SEM BBA	Kannada	4	
		III SEM BCOM A+B (combined)	Kannada	4	
		III SEM BBA	Kannada	4	
5	Smt.Nalini .N	I SEM BCOM A+B	OEC (Managerial Economics)	6	17 HOURS
		I SEM BBA	OEC (Managerial Economics)	3	
		V SEM BCOM A+B	Financial Services	8	
6	Smt.Divyashree D V	III SEM BCOM A+B	Business Statistics	8	16 HOURS
		III SEM BBA	Statistics for Business Decisions	4	
		V SEM BBA	Information Technology for Business-I	4	
7	Smt.Anuradha K	I SEM BCOM A	English	4	16 HOURS
		I SEM BBA	English	4	

		III SEM BCOM A	English	4	
		III BBA	English	4	
8	Smt.Sanjana S	I SEM BCOM A+B	Financial Accounting	8	16 HOURS
		V SEM BCOM A+B	Methods and Techniques of Cost Accounting	8	
9	Smt.Chitra V	III SEM BBA	Organizational Behaviour	4	16 HOURS
		V SEM BCOM A+B	Auditing & Corporate Governance	8	
		V SEM BBA	Indirect Tax	4	
10	Sri.Vijay Kumar M	V SEM BCOM A+B	Advanced Financial Management	8+4=12	16 HOURS
		VE SEM BBA	Cost Accounting	4	
11	Smt.Sushmitha.V	I SEM BCOM A+B	Principles of Marketing	8	16 HOURS
		I SEM BBA	Marketing Management	4	
		V SEM BBA	Security Analysis and Portfolio Management	4	

12	Sri.Honurrappa M	I SEM BCOM A+B I SEM BBA	Yoga, health and wellness	6	15 HOURS
		III SEM BCOM A+B III SEM BBA	Sports And NSS	6	
		V SEM BCOM A+B V SEM BBA	Sports And NSS	3	
13	Dr.Kanchan S Kudchikar	I SEM BCOM A+B(Combined)	Hindi	4	16 HOURS
		I SEM BBA	Hindi	4	
		III SEM BCOM A+B (combined)	Hindi	4	
		III SEM BBA	Hindi	4	
14	Kum.Shahehaz Banu S	V SEM BCOM A+B V SEM BBA	Culture Diversity And Society	9	17 HOURS
		III SEM BCOM A+B	Corporate Accounting	8	
15	Kum.Poornima G M	I SEM BCOM A+B I SEM BBA	Digital Fluency	9	17 HOURS
		III SEM BCOM A+B	Cost Accounting	8	
16	Dr.Naveen Bhat	I SEM BCOM A+B(Combined)	Sanskrit	4	16 HOURS



		I SEM BBA	Sanskrit	4	
		III SEM BCOM A+B (combined)	Sanskrit	4	
		III SEM BBA	Sanskrit	4	
17	Sri. Naveen N	I SEM BCOM B	Management Principles and applications	4	17 HOURS
		I SEM BBA	Management Principles and Practice	4	
		III SEM BCOM A+B III SEM BBA	Financial Education & Investment Awareness	9	
18	Smt Sandhya Mohan (Part Time Faculty)	I SEM BCOM B	ENGLISH	4	8 HOURS
		III SEM BCOM B	ENGLISH	4	

  
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## SUBJECT ALLOTMENT EVEN SEMESTER 2022-23

SL.N o	Staff Name	Class	Subject	Hours	Total no of Hours
1	Dr.Sharada.S	VI SEM B.COM	Accounting for Government & Local Bodies	8 Hours	8 Hours
2	DR.Harini.M.S	VI SEM B.COM	Income Tax – II	8 Hours	17 Hours
		VI SEM BBA	Income Tax – II	4 Hours	
		IV SEM B.COM 'B'	Advanced Corporate Accounting	5 Hours	
3	Smt.Rohini Patil	II SEM B.COM	Law & Practice of Banking	8 Hours	16 Hours
		IV SEM B.COM	Business Regulation	8 Hours	
4	Dr.Vajreshwari S Murthy	II SEM B.COM & BBA	Kannada	8 Hours	16 Hours
		IV SEM B.COM & BBA	Kannada	8 Hours	
5	Smt.Nalini .N	IV SEM BBA	Financial Markets & Services	4 Hours	20 Hours
		VI SEM BBA	International Business	4 Hours	

		II SEM BBA	OEC- Spoken English for Corporate Jobs	3 Hours	
		VI SEM B.COM 'A' & 'B' & BBA	Creativity & Innovation	9 Hours	
6	Smt.Divyashree D V	II SEM BBA	Business Mathematics	4 Hours	21 Hours
		II SEM B.COM A & B	Business Mathematics	4 Hours	
		II SEM B.COM & BBA	Environmental Studies	9 Hours	
		VI SEM BBA	Information Technology for Business – II	4 Hours	
7	Smt.Anuradha K	II SEM B.COM & BBA	English	8 Hours	16 Hours
		IV SEM B.COM & BBA	English	8 Hours	
8	Smt.Sanjana S	II SEM B.COM	Advanced Financial Accounting (5+5)	10 Hours	18 Hours
		VI SEM B.COM	Management Accounting	8 Hours	
9	Smt.Chitra V	VI SEM B.COM	Indian Accounting Standards and IFRS	8 Hours	16 Hours
		IV SEM B.COM 'A'	Advanced Corporate Accounting	4 Hours	
		VI SEM BBA	Strategic Management	4 Hours	

10	Sri.Vijay Kumar M	VI SEM B.COM	Security Analysis & Portfolio Management	8 Hours	16 Hours
		IV SEM BBA	Financial Management	4 Hours	
		VI SEM BBA	Risk Management and Derivatives	4 Hours	
11	Smt.Sushmitha. V	VI SEM B.COM	International Finance	8 Hours	12 Hours
		VI SEM BBA	International Finance	4 Hours	
12	Sri.Honurrappa M	II SEM B.COM & BBA	Sports & NSS	12 Hours	24 Hours
		IV SEM B.COM & BBA	Sports & NSS	12 Hours	
13	Dr.Kanchan S Kudchikar	II SEM B.COM & BBA	Hindi	8 Hours	16 Hours
		IV SEM B.COM & BBA	Hindi	8 Hours	
14	Kum.Shahehaz Banu S	II SEM B.COM 'B'	Corporate Administration	4 Hours	16 Hours
		II SEM B.COM 'A & 'B'	OEC - Spoken English for Corporate Jobs ( 3+3)	6 Hours	
		IV SEM B.COM 'A' & BBA	Life Skills in Education	6 Hours	
15	Kum.Poornima G M	IV SEM B.COM	Costing Methods & Techniques	8 Hours	16 Hours
		IV SEM BBA	Management Accounting	4 Hours	
		II SEM BBA	Financial Accounting & Reporting	4 Hours	

16	Dr.Naveen Bhat	II SEM B.COM & BBA	Sanskrit	8 Hours	16 Hours
		IV SEM B.COM & BBA	Sanskrit	8 Hours	
17	Sri.Naveen N	II SEM BBA	Human Resource Management	4 Hours	20 Hours
		IV SEM B.COM 'B'	Life Skills in Education	3 Hours	
		II SEM B.COM A	Corporate Administration	4 Hours	
		IV SEM B.COM & BBA	Artificial Intelligence	9 Hours	
18	Smt. Sandhya Mohan	II SEM BCOM B'	ENGLISH	8 Hours	8 Hours
		IV SEM BCOM B			

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Mysore Education Society (Regd.)



# MES INSTITUTE OF MANAGEMENT

'Vidyavihara', # 25/1, 17th Main, 2nd Block, Rajajinagar, Bengaluru - 560 010.

YEAR : 2022 - 2023

**WORK DIARY**

Name : POORNIMA.G.M.

Designation : Assistant Professor

Department : Commerce and Management

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
November 2023	01	Introduction to cost Accounting - meaning, definition, objects, Importance & uses of CA, Diff b/w CA & FA, elements, classification, Limitation of CA.	Smart Board PDF, PPT & Lecturing	Students will learn about cost Acc & its limitations as well as Diff b/w CA & FA.	08	08	Completed
November to December	05	Cost Sheet - meaning, cost head Problems on cost sheet, Tender & Quotations.	Smart Board, PDF Lecturing, Chalk & Board	Students will learn to prepare cost sheet also Tender or Quotation.	14	16	Completed
December to January	02	Material cost - meaning, Importance & types of material, procurement, price - rise, material shortage, pricing of material issue & its problems. Material control - problems on level setting & LIFO.	Smart Board, Lecturing, Chalk & Board	Students will be able to prepare store ledger accounting, They will identify store levels.	12	18	Completed
January to February	03	Labour cost - meaning, types, attendance procedure Time keeping, payroll procedure, idle time, Abnormal loss - Idle time, Over time. Labour Turnover, methods of wage payment, TRS, PRS, TDPS, HPP, RPP - problems.	Smart Board PDF, Lecturing, Chalk & Board	Students are able to analyse overtime payment & able to calculate premium amount of wages payment.	08	09	Completed
February	04	Overhead - meaning, classification, apportionment allocation, Re-apportionment - problems under direct, Repeated distribution, Simultaneous Equations method, machine hour Rate - problems	Smart Board PDF, Lecturing, Chalk & Board	Students will understand classification & Basis of OH and also able to calculate machine hour Rate.	14	15	Completed

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
September 2022	01	Operating system, types, functions, user interface, examples of OS, ms-DOS, windows, mac OS, linux, solaris office automation tools - word, power point, spread sheet.	PPT, smart Board, lecturing, computer Lab-Activity.	Students will able to understand types of operating system & its uses in mobile & computer.	05	05	Completed
October to November	02	Computer network, types, network devices, Internet, web, security aspects, malware, Antivirus, HTTP & HTTPS, Firewall, Cookies, Hackers & Crackers	PPT, smart Board, Lecturing computer Lab (For Activities)	Students will able to analyse different network devices & malware types in computer & mobile	05	05	Completed
December to January	03	DBMS, R-DB model, e-learning platforms, Virtual meet & Scheduling a meeting, Online Forms creating & downloading digital foot print, Netizen, E-waste.	PPT, smart Board, Lecturing computer Lab	Students will understand DBMS concept and e-learning aspects as well as usage of e-learning practically.	05	05	Completed
September to January	04	Laboratory Activities - system configuration - mobile, computer, network device identification, ms office usage, Google meet scheduling, Google forms, creating railway Reservation in IRCTC, Youtube usage & uploading videos, e-learning platform Registration.	Internet, youtube PPT, smart Board, computer Lab, mobile phone.	Practically students will learn to use computer, ms office, e-learning platforms and system configuration.	30	27	Completed



Even Sem (CMT) **LESSON PLAN** Costing methods & Techniques (IV Bcom A+B)

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
May 2023	01	Job and contract costing - Job costing - meaning, features, problems on job cost sheet. contract costing - meaning, features, comparison b/w Job & contract costing treatment of profit on incomplete contracts - problems on preparation of contract account + contractor's account	Smart board, Pdf, Chalk & Board	Students are able to differentiate b/w Job & contract costing and able to prepare contract + contractor's account.	12	13	Completed
May to June 2023	02	marginal costing meaning, features, P/V ratio, MOS Angle of Incidence, BEP, Break Even chart - Problems on BEP	pdf, chalk and Board	student can easily able to calculate BEP and MOS to Analyse the sales.	12	13	Completed
June 2023 to July 2023	03	Service costing Application of service costing, service v/s production costing, Transport Service, Hospital, & Educational Institutions - problems on preparation of service cost statement -ent for Transport service.	pdf notes, Chalk & Board	Students are understanding about costing method applicable to service sectors and able to calculate Transport service cost.	10	12	Completed



Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
May 2023	01	Introduction to management accounting - meaning, objective, functions, Role of MA, Relationship b/w FA & MA, CA & MA, advantages & limitations Techniques of MA.	PPT, smart board, Pdf softcopy	Students are able to understand diff b/w MA & CA, MA & FA, MA meaning, features, merits & demerits.	08	05	Completed
May 2023	02	Budgetary control - meaning objectives, advantages & limitations types of budget, problem on flexible & cash budget.	Smart board Pdf softcopy Chalk & Board	Students are able to prepare Cash & flexible budget.	12	13	Completed
May to June 2023	04	marginal costing - meaning features, Pluratio, BEP, mos, Angle of incidence, BE chart, Analysis, Problem on BEP & mos.	Pdf softcopy Chalk & Board	able to understand BEP, mos, uses of BEP and able to calculate BEP & BEP chart.	10	11	Completed
June to July 2023	03	Cash flow Analysis - meaning of cash flow statement, uses & limitations, procedure for preparation of cash flow, operating activities, Investing and Financing activities & problems	Pdf softcopy Chalk & Board	Students are able to understand cash & cash equivalents & able to calculate operating, Investing, financing activities.	12	14	Completed



Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
May 2013	03	Issue of Shares & Debentures - meaning, types, Issue of Share at par, premium, at discount. Pro: Rata allotment; Journal Entries relating to Issue of shares and debentures, preparation of ledger accounts, vertical form Balance sheet preparation	Smart Board, Pdf softcopy, Chalk & Board	Students able to understand diff b/w shares & debenture and its application in Balance sheet.	12	18	completed
May to June 2013	04	Final Accounts of Joint stock company - preparation of financial statement, treatment of special items, tax deducted at source, advance payment of tax, provision for tax, depreciation, Int on debenture, sundronds, Transfer to reserves, preparation of statement of P&L and Balance Sheet as per Schedule - III of Companies Act 2013.	Pdf softcopy Smart Board Chalk & Board	Students are able to apply their companies Accounting knowledge by preparing P&L and Balance sheet as per Schedule III.	12	20	completed

# LESSON PLAN

(FA)

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
July 2023	05	Analysis of Financial statements meaning, types, methods, comparative statements, common size statements, Trend Analysis problems	chalk & Board	Students are able to analyze the financial statements in different methods.	08	08	Completed
July 2023	02	Final accounts of Partnership firms - meaning, features, content of partnership deed, Preparation of Financial accounts of partnership firm.	Pdf softcopy, Chalk & Board, Smart Board, Pen	Students understand Partnership deed content and able to prepare Partnership firm final accounts.	10	12	Completed
August 2023	01	Conversion of Single Entry system into Double Entry system - meaning, features, merits, demerits, types, need for conversion, Preparation of statement of affairs, cash book, memorandum trading account, Debtor A/c, Creditor A/c, B/R A/c, B/P A/c, Trading and P&L A/c and Balance sheet.	pdf, chalk & Board	Students are able to understand single entry & double entry preparation easily. Also, they are able to prepare P&L and Balance sheet using single entry.	10	10	Completed

Mysore Education Society (Regd.)



# MES INSTITUTE OF MANAGEMENT

'Vidyavihara', # 25/1, 17th Main, 2nd Block, Rajajinagar, Bengaluru - 560 010.

YEAR : 2022 - 23

## WORK DIARY

Name : Smt. SUSHMITHA V

Designation : ASSISTANT PROFESSOR

Department : DEPARTMENT OF COMMERCE AND MANAGEMENT

## LESSON PLAN

Month	Module	PRINCIPLES OF MARKETING Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
September	1.	Introduction - Nature - Scope - Importance of marketing; Concepts and Approaches of marketing - Need - want - Demand - Customer Value - Customer Creation; Evolution of marketing; Selling vs Marketing; Marketing Environment: Concept - Importance - Micro and Macro Environment - Marketing Management - meaning - importance	Classroom Lectures, Case Study, Powerpoint presentation	Understand the basic concepts of marketing and assess the marketing environment	12 hours	12 hours	Completed
September	2.	Consumer Behaviour: Nature and Importance - Consumer Buying Decision process; Factors influencing & Consumer buying behaviour; Market Segmentation: Concept, Importance and bases; Target market selection - Positioning Concept - importance and bases. Product differentiation vs	Powerpoint presentation, Case studies, Classroom lectures	Analyse the consumer behaviour in the present scenario & marketing segmentation.	12 hours	12 hours	Completed



# LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
		Market Segmentation. Marketing mix: Product - Price - Place and Promotion					
October	3. Product & Pricing	<p><u>Product</u>: Concept and importance - Product Classification - Concept of Product mix; Branding - Packaging and Labelling; Product Support Service; Product Life Cycle; New Product Development Process; Consumer Adoption Process.</p> <p><u>Pricing</u>: Significance. Factors affecting price of a product. Pricing policies &amp; strategies</p>	<p>Classroom Lectures, Powerpoint presentation, Illustrations, Case Studies</p>	Discovers the new product development and identify the factors affecting the price of the product in the present context.	12 hours	13 hours	Completed
November	4. Promotion & Distribution	<p><u>Promotion</u>: Nature &amp; Importance of promotion; Communication Process; Types of promotion: Advertising, Personal Selling; Public Relations &amp; Sales Promotion and their</p>	<p>Classroom Lectures, Case studies, Illustration, PPT</p>	Judge the impact of promotional techniques on the customers & importance of channels of distribution	12 hours	14 hours	Completed

# LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
		<p><u>Distinctive Characteristics ;</u>  <u>Promotion mix and factors</u>  <u>affecting promotion mix decisions</u>  <u>Distribution Channels and Physical</u>  <u>Distribution ; Channels of distrib-</u>  <u>ution - meaning and importance ;</u>  <u>Types of distribution channels ;</u>  <u>Functions of middlemen ; Factors</u>  <u>affecting choice of distribution</u>  <u>channel ; Wholesaling and</u>  <u>Retailing ; Types of retailers ;</u>  <u>E-retailing, Physical distributin</u></p>					
December	5.	<p>Social Marketing, Online Marketing,  Direct marketing, Services marketing,  Green marketing, Rural marketing,  Consumerism, Search Engine Market-  ing - mobile marketing - Market-  ing Analytics - Social media  marketing - Email marketing -</p>	<p>Case studies,  Group discussion,  Seminars,  Classroom  Lectures -</p>	<p>Outline the need  development in  the field of  marketing.</p>	3 hours	10 hours	Completed

# LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
		Live Video Streaming marketing - Network marketing, Any other recent developments in marketing					
		MARKETING MANAGEMENT					
September	1	Meaning & Definition, Concepts of Interschool marketing, Approaches to marketing, -ion to functions, Recent trends, E-business marketing, Tele-marketing, M-Business, Green marketing, Relationship, Concept, Digital, Social media marketing, E-tailing (meaning only)	Classroom Lectures, PPT, Case Study, Illustrations	Students were able to understand the concepts & functions of marketing	10	8	Completed
September	2	Marketing Environ- ment Micro Environment - the Company, Suppliers, marketing intermediaries, competitors, Public & Customers, Macro Environment - PESTEL factors	PPT, Case Study	Students were able to analyse marketing environment impacting the business	10	10	Completed

## LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
October	3	Meaning & Definition, Bases of market segmentation, requisites of sound market segmentation, Consumer behaviour - factors influencing consumer behaviour, Buying Decision Process	Seminars, Case Studies, Classroom Lectures	Segment the market and understand the consumer behaviour	10 hours	10 hours	Completed
November	4	Meaning, Elements of marketing mix (Four P's) - Product, Price, Place & Promotion. <u>Product</u> : Product mix, line, cycle, New Product Development, Reason for failure of new product, branding, Pricing, Packaging & labeling <u>Pricing</u> : Objectives, factors, pricing policies & methods of pricing; <u>Physical distribution</u> - meaning, factors, types of marketing channels <u>Promotion</u> : Meaning & significance	Classroom lectures, PPT, Illustration	Describe the 4 P's of marketing and also strategize marketing mix	10 hours	12 hours	Completed

## LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
		Personal selling and advertising (meaning only)					
	5	Meaning & Definition of Services, Difference between goods and Services, features of Services, 7Ps of Service Marketing (concepts only)	Classroom Lectures, PPT	Describe 7Ps of marketing mix (services)	0.6 hours	6 hours	Completed
		<u>SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT</u>					
November	1	Investments - meaning and differences between Investment, Trading and Speculation, Process of making and managing Investments, Investment goals and constraints	Classroom Lectures, Chalk & Board	Students were able to understand basics of Investment.	5 hours	5 hours	Completed
November	2	Non-marketable financial assets, Money	Seminars	Students were			

## LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
		Investment market instruments, Fixed Income alternatives, Derivatives, Equity Shares, Mutual funds, Real Estate, Life Insurance policies, Real estate, Precious and valuable items	Powerpoint presentation Illustration	able to analyse different investment alternatives	5 hours	5 hours	Completed
December	3	Stock Selections Fundamental Analysis, Economic, Industry Company analysis and stock valuation. & Technical analysis. Efficient market hypothesis. Portfolio Construction theories - Markowitz theory, Sharpe's Single Index model, Capital Asset Pricing model, Arbitrage Pricing Theory	Classroom lectures, PPT, Chalk and Board	Students were able to analyse and measure risk and return associated with investments	20 hours	18 hours	Completed
January	4	Pricing of Bonds, Returns on Bonds, Risks associated with bonds, duration & modified	PPT, Classroom lecture,	Measure the risk and return associated with bonds	14 hours	12 hours	Completed

# LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
		duration. Bond Portfolio Construction - Immunization Strategy	Chalk and Board				
January	5 Mutual fund	Mutual funds - Net Asset Value. Mutual fund returns - Dividend payment plan, Dividend Reinvestment plan, Bonus plan and Growth plan. Mutual fund evaluation - Sharpe's, Treynor's & Jensen's measure.	Classroom lecture, PPT, Chalk & Board	Describe the mechanism of mutual funds and measure its returns	12 hours	12 hours	Completed


  
 Jyoti P. K.  
 13/01/2023

## LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
		INTERNATIONAL FINANCE (6 <sup>th</sup> SEMESTER B.COM & BBA)					
May	1.	Evolution of International Monetary system, Bretton Woods Classic Gold Standard, International Monetary Fund, Exchange Rate System, Flexible Exchange Rate Regime, the current Exchange Rate agreements, European Monetary system, fixed vs Flexible Exchange Rate Regime	Classroom lectures, Casestudy, Powerpoint Presentation	Understand global financial environment and fundamental concepts of International Finance	06 hours	07 hours	Completed
May	2.	International Capital budgeting Influence of inflation on Capital budgeting decisions, Evaluation of foreign projects, Home Currency & foreign currency Approach, International Financing Decisions, Source of	PPT, Casestudies Classroom lectures	Application of International financing decisions and understand different sources of International finance	14	12 hours	Carried forward



# LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
		Finance - ADPs, GDPs, ECBs, FCBs, Plasma Bonds, International Working Capital Management, Netting, Leads & Lags					Completed
June	3	Purchasing Power Parity theory, Exchange Rate Parity theory, International Fisher Effect & Determination, Pure Expectations theory	Chalk & Board PPT	Apply Exchange rate theories in real business situations	17	06	Completed
July	4	Transaction risk, Translation risk, Economic risk, Risk Hedging Strategies, Internal Netting, Leads, Lags, External Forward, Futures, options Money-market hedging, Currency swaps	Seminars, Case Studies Chalk & Board PPT	Students were applied to analyze foreign exchange risks and methods to overcome it.	13	16	Completed

**LESSON PLAN**

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
July	5	Interest rate swaps, Interest forward Rate Agreements, Rate Interest Rate Futures, Risk Interest Rate Options, & Caps, Floors & Collars Risk Swaption Hedging Strategies	Classroom Lectures, Illustration, PPT	Students were able to understand Interest rate risk & risk hedging Strategies	12	9	Completed

Jushkoll  
27/10/2023

## EVEN SEMESTER

Class & Semester	Subject & Subject Code	Objectives	Out Come	Reference Book	Evaluation Plan
II ಸೆಮೆ 19.810	ಕನ್ನಡ	<p>* ಸೌಂದರ್ಯ ಪರಿಚಯ ಯುತಿಯುಲ ಪುರಿ-ಪುರಿಗೆ, ಕಾಲದಿಂದ-ಕಾಲಕ್ಕೆ ಬದಲಾವಣೆಗಳು * ನೆಲೆನಿಲುಪಡಿಸಲು ಕಾವ್ಯ- ಕಾವ್ಯ ಪರಿಚಯ. * ಭಕ್ತಿ-ವೈಚಿತ್ರ್ಯ-ವೈಚಿತ್ರ್ಯ ಮತ್ತು ಸ್ವಲ್ಪ ಸ್ವಲ್ಪ- ಶ್ರೀಮಾತೃಕವಾದ ಜೀವನಾನುಭವ ಮೂಲನೆಯ ಲಯ ಶಿಕ್ಷಣ</p>	<p>• ಸೌಂದರ್ಯದಲ್ಲೂ ಒಂದು ಕಾಲ ವ್ಯತ್ಯಯದಲ್ಲೂ ಸಾಮಾಜಿಕ ಮತ್ತು ಔದಾರ ಅನುಭವಗಳ ಅಭಿವ್ಯಕ್ತಿ ಮೂಡಿ ಬಂದ ಹೋರಾಟ ಮತ್ತು ಸೌಂದರ್ಯ ಅಭಿವ್ಯಕ್ತಿ ಮೂಡುವ • ಸೌಂದರ್ಯ ಪರಿಚಯ ಭಕ್ತಿಗ್ರಂಥ ಪರಿಚಯ.</p>	<p>* ಕನ್ನಡ ಶಾಂಕೃತಿ - ಕೆ. ಎ. ಕೆ. ಕೃಷ್ಣ    1       ಭಾವಯುಗಿ    - ಬಿ. ಕೆ. ಕೆ. ಯುಜ್ಜಯಂತಿ ಸೌಂದರ್ಯ ನಂದನ    1    ಕೃತಿಗಳು</p>	<p>* ಕಿರು ಕವಿತೆ ಅಭಿವ್ಯಕ್ತಿ ಭಾವನೆಯ ಹಂತ ಕೃತಿಗಳನ್ನು ಪ್ರಸ್ತುತಿಸಿ - ಸಬ ತರಗತಿಗಳಲ್ಲಿ ಸಂವಹಿಸುವಂತೆ ಮಾಡುವೆ.</p>
IV ಸೆಮೆ 19.810	ಕನ್ನಡ	<p>* ಸೌಂದರ್ಯದಲ್ಲೂ ಕಡಲಿನ ಮಹತ್ವ - ಮನುಷ್ಯನು ಅನುಭವಿಸುವ ಮನೋನಿಯಮ ಅಭಿವ್ಯಕ್ತಿ * ಸಮಾಜ ಸಮಸ್ಯೆ - ಸಮಾಜ ಸಮಸ್ಯೆಗಳ ತತ್ವದ ಕೈಕಳೆ, ಔದಾರ, ಸಾಮಾಜಿಕ, ಭಾವನಾತ್ಮಕ ಸಮಸ್ಯೆಗಳ ಹರಿವು ಕುರಿತು ಅಭಿವ್ಯಕ್ತಿ * ಸಮಾಜದ ವ್ಯವಸ್ಥೆಯು ಸಮಾಜದಲ್ಲಿ ಅಭಿವ್ಯಕ್ತಿ ಜೀವನಕ್ಕೆ ಅವಶ್ಯಕವಾದ ಮತಿಯು ಗೌರವದ ಅಂಶ</p>	<p>• ಮನುಷ್ಯನು ಅನುಭವಿಸುವ ಮನೋನಿಯಮ ರೀತಿಯ ಸೌಂದರ್ಯವನ್ನು ಬದುಕಿಸಿ- ಸಾಮಾಜಿಕ ಜೀವನದಲ್ಲಿ ಅಭಿವ್ಯಕ್ತಿ - ಬಿ. ಕೆ. ಕೆ. * ಸಮಾಜದ ವ್ಯವಸ್ಥೆಯು - ಕೆ. ಎ. ಕೆ. ಕೃಷ್ಣ ಮತ್ತು ಅನುಭವದ ಸಾಮಾಜಿಕ ಪ್ರಕ್ರಿಯೆಗಳಿಗೆ ಜನರ ಸಂಪರ್ಕ - ಯು. ಎ. ಎ. ಅಭಿವ್ಯಕ್ತಿ ಪರಿಚಯ.</p>	<p>* ಡಾ. ಎ. ಎ. ಎ. ದರ್ಶನ - ಡಾ. ಕೆ. ಕೆ. ಕೆ. ಭಾವನಾತ್ಮಕ * ಕುರಿತು ಅಭಿವ್ಯಕ್ತಿ ಶಾಂಕೃತಿ 36 ಸಂಪುಟ * ಕುರಿತು ಸೌಂದರ್ಯ ಪ್ರಸ್ತುತ ಕೃತಿಗಳು</p>	<p>ತರಗತಿಯ ನಿಯಮಿತವನ್ನು ಅಭಿವ್ಯಕ್ತಿ ಮಾಡಲು ಪ್ರೋತ್ಸಾಹಿಸಿ.</p>



## EVEN SEMESTER

Class & Semester	Subject & Subject Code	Objectives	Out Come	Reference Book	Evaluation Plan
II ಸೆಮೆ 19.ಗೊ	ಕನ್ನಡ	<p>* ಸೌಂದರ್ಯ ಪರಿಚಯ ಯುತಿಯುಲ ಪುರಿ-ಪ್ರತಿಗೊ, ಕಾಲಕಂಡ-ಕಾಲಕ್ಕೆ 99ವ್ಯಕ್ತಿಯು</p> <p>* ನವೀನತೆ: ಸೌಂದರ್ಯಕ್ಕೆ ಕಾವ್ಯ- ಕೃಷ್ಣಾ ಪಾಠಕಲ್ಪನೆ.</p> <p>* ಭಕ್ತಿ - ಪುಟ್ಟಾ ಕತೆ-ಪುಟ್ಟಾಣಕೆ ಯುತ್ತು ಸ್ವರೂಪ ಕೃಷ್ಣೆ - ಶ್ರೀಮದಾತ್ಮಕವಾದ ಜೀವನಾನುಭವ ಮುಖ್ಯವೆಯ ಒದ್ದಿ ಕವಿಯರಿ</p>	<p>• ಸಾಹಿತ್ಯದಲ್ಲಿ ಒಂದು ಕಾಲ ಹೆಚ್ಚಿನಲ್ಲಿನ ಸಾಮಾಜಿಕ ಮತ್ತು ಓದಿನ ಅನುಭವಗಳನ್ನು ಎದುರಿಸಿ ಯುಡಿ ಒಂದು ಹೊಸದಾದ ಯುತ್ತು ಸಾಹಿತ್ಯ ಅಭಿವ್ಯಕ್ತಿ ಮೂಡುವ</p> <p>• ಸಾಹಿತ್ಯ ಚರಿತ್ರೆಯ ಭೃಷ್ಟಿಗಳ ತರಗತಿಗಳು.</p>	<p>* ಕನ್ನಡ ಸಾಂಸ್ಕೃತಿಕ - ಕೆ.ವೆ.ಸಿ.ಕೃಷ್ಣಮೂರ್ತಿ    ಸೆ       ಕವಿಯುಲವಿ    - ಬಿ.ಕೆ. ಒ.ಕೆ. ಯುಯುಧರ ಸಾಹಿತ್ಯ ನಂದನ    ಸಂ    ಕೃತಿಗಳು</p>	<p>* ಕಿರು-ವಿವರಣೆ ಅಭಿವ್ಯಕ್ತಿ 99ವ್ಯಕ್ತಿಯು ಕೃಷ್ಣಾಪುಸ್ತಕ ಕೃಷ್ಣಾಪುಸ್ತಕ - ಕೆ.ವೆ. ತರಗತಿಗಳು ಸಂವಯೋಗ ಮುಖ್ಯವೆ.</p>
IV ಸೆಮೆ 19.ಗೊ	ಕನ್ನಡ	<p>* ಸಾಹಿತ್ಯದಲ್ಲಿ ಕಡಲನುಹುಟ್ಟು - ಯುತ್ತು ತಿಳಿಯುವ ವಿದ್ಯಾವಿಯನ್ನು ಅಭಿಯುವ</p> <p>* ಸುವರ್ಣ ಸುವರ್ಣಾಳು - ಸುವರ್ಣ ಸುವರ್ಣಾಳು ತಕ್ಕದಡಿ ಕೃಷ್ಣಾಣಕ, ಓದಿನ, ಸಾಮಾಜಿಕ, ಭಾವೀಕ ಸಮಾಜತೆಯ ಹಕ್ಕಿನ ಕುರು ಅಭಿಯುವ</p> <p>* ಸಂಕೀರ್ಣ ವ್ಯವಸ್ಥೆಯು ಸಮಗ್ರದಲ್ಲಿ ವಿವ್ಯಾಧಿ ಜೀವನಕ್ಕೆ ಅವಶ್ಯವಿಯವ ಯತಿಯ ಗೊಳವಡ ಅಂಶ</p>	<p>• ಯುಯುಯವ ವಚನ, ಭಕ್ತಿ, ರೀತಿನ ಸಾಹಿತ್ಯವನ್ನು ಬದುಕನ- ಸಾಮಾಜಿಕ ಹನ್ನೆಯುಲ ರಮಣನ - ಬಿ.ವಿ.ಕೆ.</p> <p>* ಸುವರ್ಣವಾದ ಷಾಲು ಹಂಚಿ - ಕೊಂಡ ರಾಜರಿಯು ಹಕ್ಕುಗಳನ್ನು ಯುತ್ತು ಎರಡುವ ರಾಜರಿಯು ಪ್ರಯೋಗಗಳಿಗೆ ಒಸರ ಸಂಪನ್ಮ - ಯ ನಿಯವನ್ನು ಅಭಿವ್ಯಕ್ತಿ ವಡಿಸಲಾಗಿದೆ.</p>	<p>* ಕಾರ್ನಾಟಕ ದಶನ - ಲೋ. ದಾ. ಕೊಗೊಡ 99ವ್ಯಕ್ತಿಯು * ಕುರಿ ಯುಯುವ ಸಾಂಸ್ಕೃತಿಕ ಸಂಪನ್ಮ * ಕುವರ್ಣ ಸಾಹಿತ್ಯ ಹುತ್ತು ಕೃತಿಗಳು</p>	<p>ತರಗತಿಯ ನಿಯುಕೃಷ್ಣಮೂರ್ತಿ ಅಭಿವ್ಯಕ್ತಿ ಮುಖ್ಯವೆ ಪ್ರೀತಿವೆ.</p>

5<sup>th</sup> Sem BBA

### LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
September		History of India	PPT	History of India	16	16	Done
				History of India			
				History of India			
				History of India			
October		History of India	PPT	History of India	16	16	Done
				History of India			
				History of India			
November		History of India	PPT	History of India	16	16	Done
				History of India			
				History of India			
December		History of India	PPT	History of India	8	8	Done
				History of India			
				History of India			
		Revision					

# LESSON PLAN

TIBBA

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
May 23		Introduction ਅੰਗਰੇਜ਼ੀ/ਅੰਗਰੇਜ਼ੀ ਪੜ੍ਹਾਈ 1	PPT Explanation	ਅੰਗਰੇਜ਼ੀ/ਅੰਗਰੇਜ਼ੀ ਪੜ੍ਹਾਈ	16		Done
June 23		ਅੰਗਰੇਜ਼ੀ ਪੜ੍ਹਾਈ: 1 ਅੰਗਰੇਜ਼ੀ - 2	PPT Explanation	ਅੰਗਰੇਜ਼ੀ ਪੜ੍ਹਾਈ	16		Done
July 25		ਅੰਗਰੇਜ਼ੀ ਪੜ੍ਹਾਈ: 1 ਅੰਗਰੇਜ਼ੀ 2 ਅੰਗਰੇਜ਼ੀ ਪੜ੍ਹਾਈ	PPT Explanation	ਅੰਗਰੇਜ਼ੀ ਪੜ੍ਹਾਈ: 1 ਅੰਗਰੇਜ਼ੀ ਪੜ੍ਹਾਈ	16		Done
August 25		ਅੰਗਰੇਜ਼ੀ ਪੜ੍ਹਾਈ 1	PPT	ਅੰਗਰੇਜ਼ੀ ਪੜ੍ਹਾਈ: 1	8		Done
		Revision					

2nd Pong BBA

### LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
September		ଅଧ୍ୟାୟ ୧ (୧-୩)	PPT	ଅଧ୍ୟାୟ ୧ ୧.୧-୧.୩ ୧.୪ (ଅଧ୍ୟାୟ ୧)	16	16	Done
October		ଅଧ୍ୟାୟ ୨ (୪-୬) ଅଧ୍ୟାୟ ୩ (୭-୯)	Explanation	ଅଧ୍ୟାୟ ୨ ୨.୧-୨.୩	16	16	Done
Nov		ଅଧ୍ୟାୟ ୪ (୧୦-୧୨) Continue	Explanation	ଅଧ୍ୟାୟ ୪ ୪.୧-୪.୩	16	16	Done
Dec		ଅଧ୍ୟାୟ ୫ (୧୩-୧୫) ବିଦ୍ୟୁତ୍ ସମ୍ପର୍କ	PPT	ଅଧ୍ୟାୟ ୫ - ୫.୧-୫.୩ ୫.୪-୫.୬	8	8	Done
		Revision					



## LESSON PLAN IV B B 2

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
May 23		Drama, Dramawhany, Drama kit (रस, भाव, शक्ति)	PPT & explanation	अभिनेता अभिनेत्री नाटक में भागीदारी करना।	16		
June 23		अभिनेता अभिनेत्री Act-1 का रसः)	PPT & explanation	अभिनेता।	16		
July 23		अभिनेता Act 2 - रसः।	PPT & explanation	अभिनेता Dialogues.	16.		
August 23		अभिनेता	PPT Question Bank		8		
		Revision					



## LESSON PLAN II Block.

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
Jan 2023		Introduction ਮਾਨਵੀ ਸੰਸਕ੍ਰਿਤੀ ਅਤੇ ਮੁੱਲ:	PPT & Explanatory	ਮਾਨਵੀ ਸੰਸਕ੍ਰਿਤੀ ਅਤੇ ਮੁੱਲ: ਪੜ੍ਹਾਈ:	16		Done
Jan 23		ਮਾਨਵੀ ਸੰਸਕ੍ਰਿਤੀ ਸੰਸਕ੍ਰਿਤੀ ਅਤੇ ਮੁੱਲ - ਪੜ੍ਹਾਈ	PPT Explanatory	ਚੈਪਟਰ 1-12	16		Done
Jan 23		ਮਾਨਵੀ ਸੰਸਕ੍ਰਿਤੀ ਸੰਸਕ੍ਰਿਤੀ ਅਤੇ ਮੁੱਲ ਮਾਨਵੀ ਸੰਸਕ੍ਰਿਤੀ	PPT Explanatory	ਚੈਪਟਰ 1-12 ਮੁੱਲ ਅਤੇ ਮਾਨਵੀ ਸੰਸਕ੍ਰਿਤੀ	16		Done
Jan 23		ਯੁਵ ਸੰਸਕ੍ਰਿਤੀ	PPT	ਚੈਪਟਰ 1-2, 12-13	8		Done
		Revision					



## LESSON PLAN IV Blom

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
May'18		Drama, Dramatics (Dramatic activities)	PPT, Explanation	ଅନୁଭବ ସମୀକ୍ଷା	16		Done
June'18		ବାର୍ତ୍ତା - ୨୫୫	PPT Explanation	ଅନୁଭବ-୨୫୫ Dialogues	16		Done
July'18		ବାର୍ତ୍ତା - ୨୫୫	PPT Explanation	ଅନୁଭବ-୨୫୫ Dialogues	16		Done
August'18		ପଠନ	Question Bank solving	ପଠନ ସମୀକ୍ଷା	8		Done
			Revision				

# LESSON PLAN

[ODD Semester]

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
Nov 22 - Jan 23	Unit 1	Organisation Behaviour (3 Sem BBA) Organisational Behavior, organisational Behavior meaning, Definition, scope and Application in Management - Contribution of other disciplines to OB - Emerging issues in organisational behavior, Personal factors, Environmental factors, organisation systems and resources, Personality - Meaning, Determinants and Traits of personality, Perception - Meaning, Factors influencing Perception, Perceptual Process, Perceptual Error.	PPT, Black Board	Demonstrate an understanding of role of OB in business organisations.	16	21	Completed
Jan 23	Unit 2	Group and Team Dynamics Group dynamics, meaning, types of group, Development of groups, stages of group development, Determinants of group behavior. Team Dynamics, meaning, types of teams, Conflict - sources of conflict and ways of resolving conflict.	PPT Black Board	Demonstrate an ability to understand individual and group behavior in an organisation.	10	08	Completed
Jan - Feb 2023	Module 3	Change Management. Introduction to Change Management meaning of change, Importance and Nature of planned change factors Influencing change - Resistance to change, Overcoming Resistance change	PPT, Black Board	students will be able to understand way to resist themselves when there is change.	08	08	Completed

## LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
Feb. 2023	4	Organisational Development meaning and Nature of OD, Process of organisational development, overview of Entering and Contracting Diagnosing meaning of Diagnosing Model for Diagnosing, organisational systems Organisational level, Group level and Individual level)	PPT	It enable students to understand efficiency of organisational Development. Also to diagnosing at different level.	12	10	Completed
Feb 2023	5	OD Interventions Designing effective OD Interventions, How to design effective Interventions, overview of OD Interventions, Human Process Interventions, Techno structural Interventions, HRM Interventions and Strategic change Interventions Conditions for optimal success of OD	PPT.	process of organisational Development and Intervention How to design the effective Interventions	10	09	Completed

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
NOV 2022	1	Basis of Taxation, GST - Framework and definition meaning of Tax, Different types of taxes. difference b/w direct and indirect tax structure of Indian Taxation	Chalk & talk	To understand the tax framework in India etc	06	04	Completed
NOV 2022	2	Goods and Service tax - Framework and definitions Introduction to GST, Salient features Constitutional Framework definitions of some important terms, Orientation to CGST, SGST and IGST, Types of Supply, Exemptions from GST	Chalk & talk	To understand GST, its Constitutional framework and understand different types of Taxes in GST.	12	15	Completed
Dec 22	3	Time, place, and value of supply TOs, nature of goods and services, problems on ascertaining Time & supply POS, in case of GST in case of services (both general and specific cases) Problems on identifying POS, value of supply, Meaning of Inclusive & Exclusive Problem on value of supply	Chalk, talk, illustration	To enable the students to calculate the value of supply and identify different types of supply.	18	19	Completed



# LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
Jan'23 - Feb'23	4	GST Liability, Input tax Credit and GST procedure. Rets of GST, classification of goods and services and Rats based on classification, problems on computation of GST liability ITC Meaning Procees for availing ITC Problems on ITC and Net GST liability Registration under GST Tax, Tax Invoice Issu & Collection of GST. Composition Scheme, due date for payment of GST	Chalk, talk & illustration PPT	To understand the Registration procedure, who are liability for registration, Rats in GST, Procees understand how to claim ITC.	12	11	Completed
<del>Jan</del> - Feb 2023	5	Customs Duty Import & Export procedures, Custom duty, Meaning and Background, Types of Customs Duty valuation for Custom duty Calculation of Custom duty liability - Problems	Chalk, talk & illustration	To understand the Procedure for Import and Export to calculate the custom duty and different types of duties	08	07	Completed

5th Sem

Month  
Nov'22  
to Dec'22

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
Nov '22 to Dec '22	1	Introduction to Auditing	PB, Jyn & chalk Board, Talk	To understand the Meaning of Audit, to Short Audit, Recent trends in Audit, Audit Report to write types of Audit	14	27	Completed
		Introduction, Meaning, Definition, Objectives, difference b/w Accounting & Auditing - Type of Audit - Advantages preparation before commencement of New Audit - Audit Notebook Audit working paper, Audit program. Audit Report, Recent Trends in Auditing - Digital Auditing Forensic Audit Nature & Significance of Audit: Tax Audit - Cost Audit Management Audit Company Auditor - Appointment Qualification - Power, Duties & Liabilities - Professional Ethics of Auditor					
Dec 29 Jan 23	2	Internal Control	PPT, chalk, Talk	To enable students to understand the control Financial and non-financial aspects, understand	10	08	Completed
		Meaning and objectives Internal Control Meaning objectives and Fundamental principles, Internal					

# LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
		Check Records: Wage payment, Cash Sales, Cash purchase, Internal Audit Meaning Advantages and Disadvantages of Internal Audit Differences b/w Internal checks Internal Audit	PPT, talk & chalk	Terms Internal Audit, Internal check.			
Jan'23	3	Vouching Meaning, definition, Importance, Routine checking and Vouching, Voucher, Types of Voucher, Vouching of Receipts Cash Sales Receipts from debtors, proceeds of Sale of Investment, Vouching of payment, Cash payments payment in Credit, deferred Revenue Expenditure	PPT, talk & chalk	To understand the term Vouching its Importance in Auditing and procedure to follow in vouching	10	12	Complete
Jan-23	4	Verification & Valuation of Assets & Liabilities Meaning & Objectives of Audit & Auditor's Position as regards the	PPT talk & chalk	To understand the Verification & Valuation of Assets & Liabilities	12	11	Complete







## EVEN SEMESTER

Class & Semester	Subject & Subject Code	Objectives	Out Come	Reference Book	Evaluation Plan
II Sem	BWM & Environmental Studies	* To develop and provide awareness and concerns about environment & the problems associated with it.	* Able to illustrate the cases on Environmental issues through diagrams, life examples in an interactive sessions.	* Agrawal K.C. (2001) Environmental Biology Nishi Publication Ltd. * Odum E.P & Anderson Fundamentals of Ecology	1A Marks allotted is 20 * One internal test Marks 10
III Sem	BBA	* To create a prevention measure of future Problems for Environmental growth. * To understand the importance of Natural resources and its uses to the future generation	* Able to address complex environmental issues from a problem-oriented, cross cultural and historical context of environmental issues and links b/n Human & Nature.		* Attendance * Mini Project on EIS topics 10 marks each
IV Sem	Information Technology	* To make students understand application in various Electronic business activities and its processing. It provides sufficient support for real business world information through computer application	* Able to analyze the importance of IT and IS. * Able to demonstrate the foundations of E-business * Able analyze branding & pricing strategies and implement in their professional in future	N. Sumar - E-commerce & Accounting * Diman, Prag & Sharma E-C, A manager guide to E-business, Parity Books International	1A marks allotted is 40 * Two internal test 10 marks each * Assignment 10 * Practical record 10 marks each
VI Sem	BBA Business I				





# LESSON PLAN : ODD SEM

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours	
					Prescribed	Taken
		<u>BBA: Statistics for Business decision</u>			56 hrs	
Nov	Introduction & Statistics	* Meaning, function, uses to Collection and sampling * Tabulation of Data * Diagrammatic representation	PPT presentation Problem Solving Graphical	* Able to employ the analysis of data effectively using tabulation and represent data in graphical form	12	12
Nov	Measure & Central tendency	* Mean * Median * Mode for individual Discrete and Continuous series	Problem Solving Approach	* Able to define & calculate range of dataset, recognize the behaviour of dataset	10	16
Dec	Measure of Dispersion & Skewness	* Standard deviation * Karl Pearson's Coefficient of Skewness (Unimodal)	Problem Solving approach	* Able to identify the variation in dataset and degree of distortion.	12	12
Jan	Correlation & Regression Analysis	* Meaning, types * Karl Pearson Coefficient of Correlation * PE, regression, regression equation	PPT presentation Problem Solving	* Able to identify the strength and direction of a linear relationship b/w variables & their dependent variable changes	14	13
Feb	Time series analysis	* Components * Straightline using least square Method * Estimation of trend value	PPT presentation Graphical presentation	* Able to understand the underlying cause of trends of systemic patterns over time	08	6
Feb		Revision on all units	Unit test		08	

# LESSON PLAN ODD SEM

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours	
					Prescribed	Taken
		<u>III</u> <u>Block: Business Statistics</u>			56hrs	
Nov	Introduction to Statistics	* Meaning, functions, Uses Collection & sampling of Data * Tabulation of Data * Diagrammatic representation	PPT presentation Problem Solving Graphical	* Able to employ the analysis of data effectively using tabulation & represent data in the graphical form	06	08
Nov & Dec	Measures of Central Tendency	* Mean * Median * Mode for individual Discrete and Continuous series	Problem Solving approach	* Able to define & calculate range of dataset & recognise the behaviour of dataset and its occurrence	16	14
Dec	Measures of Dispersion	* Range, Quartile deviation * Standard deviation * Co-efficient of variation	Problem Solving approach	* Able to identify the variation in dataset and degree of distribution	14	12
Jan	Correlation Analysis	* Meaning, types of Correlation * Karl Pearson Coefficient of Correlation & Probable error	PPT presentation Problem Solving approach	* Able to identify the strength and direction of a linear relationship b/w the variables	10	14
Feb	Regression Analysis	* Meaning, Regression lines & equation * Calculation of regression equation when regression coefficients given	PPT presentation Problem Solving approach	* Able to know the dependent variable changes occurring in dataset	10	14
Feb		Revision on all units	Unit Test		08	10

## LESSON PLAN ODD SEM

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours	
					Prescribed	Taken
		<u>5<sup>th</sup> Sem Information Technology for business</u>			55 hrs	
Nov	Information Technology	* Data Processing, information systems introduction, Managerial & their activities Resources of information systems & Components	PPT presentation	* Able to understand data processing to form info in business	10	10
Dec	Sub Systems of IS	* TPS * MIS * DSS * CDSS * OAS * EIS * Expert System	PPT presentation	* Able to know the application of information system at various levels in different information systems	12	10
Jan	Database Management System	* Data, information of Database, * Types, Models, Adv & disadvantages * Data warehouse, Data mining * Datamart, MS Access & Report	PPT presentation Lab session	* Able to implement data process and increase the business value using MS access.	11	12
Jan & Feb	M.S Excel in Business	* Introduction to MS Excel features, Cell reference, Data Analysis, charts, Pivot table, What if Analysis, functions of M.S Excel.	PPT presentation Laboratory session	* Able to practically know to access the S/W and understand its processing mode	14	11
Feb	Recent trends in IT	* Virtualization * cloud Computing * IOT * Green Marketing * Artificial Intelligence, * Machine learning * Grid Computing	PPT presentation	* Able to know recent info technology trends in the present world	05	08

# LESSON PLAN EVEN SEMESTER

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours	
					Prescribed	Taken
		From B.Com & BBA ' BUSINESS			56 hrs	
		<u>MATHEMATICS</u>				
April & May	UNIT: 1 Number System	Prime numbers, LCM & HCF Relationship b/n HCF & LCM	Problem solving	*Able to understand the properties of numbers and the concept of HCF & LCM	6	8 hrs
May & June	Theory of Equations	Types of equation, Linear equation Simultaneous equation & Quadratic equation and problems	Problem Solving.	*Able to recognise & appreciate the use of algebraic expressions using methods & formulae	12	13
June	Matrices & Determinants	* Operation on Matrix (Addition & Subtraction) * Determinants, Cramer's rule. * Inverse of Matrix	Problem Solving.	*Able to analyse & operate with matrix on live examples. *Able to learn & solve determinants by applying formulae & problems solving	10	08
July	Commercial & Financial Mathematics	* Simple & Compound Interest * Profit & Proportation * Annuities & Bill of discounting	Problem Solving.	* Students able to solve applied mathe in day to day transactions in the real world	10	12 hrs

# LESSON PLAN

EVEN SEMESTER

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours	
					Prescribed	Taken
July	Progression	<ul style="list-style-type: none"> <li>* Arithmetic Progression</li> <li>* Arithmetic Mean</li> <li>* Geometric Progression</li> <li>* Geometric Mean</li> </ul>	Problem Solving	<ul style="list-style-type: none"> <li>* Able to differentiate b/w multiple quantities</li> <li>* Able to recognise the sequence of numbers, series of numbers and its arrangement on finite and infinite numbers</li> </ul>	10	Others
Aug.	Index & Logarithm	<ul style="list-style-type: none"> <li>* Applying the Index laws</li> <li>* Applying the logarithms law</li> <li>* To use the log table.</li> </ul>	Problem Solving & interactive session	<ul style="list-style-type: none"> <li>* Able to identify and use power law, logarithm and will know to apply the laws of indices and hold on analyzing the exponentials.</li> </ul>	6	4 hrs

# LESSON PLAN EVEN SEM

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours	
					Prescribed	Taken
		II sem Bcom & BBA. <u>Environmental Studies</u>			32 hrs	
May	Introduction to Environmental studies	<ul style="list-style-type: none"> <li>* Multidisciplinary nature</li> <li>* Scope and importance</li> <li>* Sustainability.</li> </ul>	Powerpoint & Group discussion	Students able to know changes & impact of technologies in the public.	2 hrs	04
May	Ecosystems	<ul style="list-style-type: none"> <li>* Ecological pyramids</li> <li>* Ecosystems</li> <li>* Types of Ecosystem</li> <li>* Food chain, Food web</li> <li>* Ecological succession</li> </ul>	Powerpoint & Group discussion with Interactive session	* Able to differentiate b/n various ecosystems & their energy flow from one level to another level for maintaining Ecological balance.	6 hrs	07
June	Natural Resources	<ul style="list-style-type: none"> <li>* Natural Resources types</li> <li>* Case studies</li> <li>* Uses &amp; its importance</li> <li>* Case studies on Pollution</li> </ul>	PPT, videos & Group discussion	* Able to know the importance of natural resources & its requirement for future	8 hrs	09
June	Environmental pollution	<ul style="list-style-type: none"> <li>* types, causes &amp; effects &amp; Control</li> <li>* Solid waste management</li> </ul>	Interactive session with PPT	* Able to understand the impact of pollution on society and environment	8 hrs	05

# LESSON PLAN

EVEN SEM

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours	
					Prescribed	Taken
July	Environment Policies & Practices	* Climate change, Global warming * Ozone layer, effects and controls * Impact on human community * EPA & various acts	PPT & Group discussion Interactive session	* Able to understand adverse change in the climatic condition day to day	8hrs	06
Aug.	Human Communities & the Environment	* Human Population & its impact * Disaster management * Environmental Ethics * Public awareness	PPT & Group discussion & interactive session	* Able to understand their responsibility over environment conservation Using technology to own our environment disaster	6hrs	04
Aug	Biodiversity & its Conservation	* Levels of Biodiversity * Threats * Ecosystem & Biodiversity services	PPT, videos, charts, discussion	* Able to know the conservation of all Biotic species on the environmental and economic growth on world	8hrs	07

# LESSON PLAN EVEN SEM

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours	
					Prescribed	Ta
		<u>Vis Sem: BBA Information Technology for Business</u>			56hr	
April	Internet & N/W Infrastructure	* Internet, Intranet & Extranet * Application of Google * Network Infrastructure	Powerpoint & Lecture Method	* Able to familiarize with internet & Applications of Google in today's activities	12 hrs	
May	E-commerce to E-C	* E-commerce, features, characteristics * Models of E-C * Revenue Models	Powerpoint & Lecture method	* Able to know essential skill for online business issues & its importance in problem solving	12 hrs	
May & June	Electronic Payment system	* Types of Payments * Advantages & Disadvantages of E-C	Powerpoint & Lecture Method	* Able to understand the increase in efficiency & effectiveness of digital payment for all transactions	18 hrs	
July	E-B Marketing & Advertising	* Types of Marketing * CRM & its Role * Marketing strategies	Powerpoint & Lecture Method	* Able to understand the use & importance of CRM & Marketing skills in Modern world	10 hrs	
Aug	Social M/w & Online Communication	* Social M/w, portals, * Growth & Development	Powerpoint & Lecture Method	* Able to discuss and examine the need for social m/w.	10 hr	



Mysore Education Society (Regd.)



# MES INSTITUTE OF MANAGEMENT

'Vidyavihara', # 25/1, 17th Main, 2nd Block, Rajajinagar, Bengaluru - 560 010.

YEAR : 2022 - 23

## WORK DIARY

Name : Dr. KANCHAN S. KUDCHIKAR

Designation : Asst. Prof. in Hindi

Department : HINDI







## LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours	
					Prescribed	Taken
Nov-2022	9, 8, 1	संपुक्त परिवार, पेशे, कबीर के पद,	chalk & Blackboard	Value of joint family, value of sawskars, importance of Kabir		10
Dec-2022	5, 3	जो वीत ग्रह, मातृ मंदिर में	chalk & Blackboard	Its all about motivation & country		10
Jan-2023	2, 6, 4, 8, 7	प्रेमाश्रित, मंदिर, दुःख, पेशे आचार्य दर्शन,	"	Messra's love towards lord Krishna, about God, some culture and poverty & corruption.		15
Feb.	Grammar	प्रतिवेदन, सामान्य लेखन, प्रतिवेदन लेख	"	Report writing, news writing, Revision.		15

B. com - 1<sup>st</sup> Sem

# LESSON PLAN Management Principles & Applications.

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
Sep & Oct	01	Introduction - Meaning & Imp of Mgmt Int to Managerial Functions - Essence of Managership Mgmt Evolution of the Mgmt thoughts Classical Organisational theories - Neo-classical theories - Modern organizational theories.	Chalk & Board	Understanding the basic concept of Management & Evolution of Mgmt	12		Completed
Oct & Nov	02	Introduction - Meaning - Nature - Purpose - Types Planning of plan - Planning process, strategic planning. Concept - Process - Imp & limitations Environment analysis & diagnosis - Meaning & Imp & Techniques - Decision Making - Concept & Imp - Committee & Group decision making process	Chalk & Board	To learn the importance of planning, Techniques & Decision making process.	12		Completed
Nov	03	Introduction - Meaning - Concept & process of Organizing Organizing - An overview - Span of mgmt, Different types of authority, - Decentralizing Delegation of authority, - Formal & Informal structures, - Principles of organizing. Network organisation structure.	Chalk & Board PPT	To know the Organizational Concept, & various organisation structure	12		Completed

# LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
Nov & Dec	D4	Introduction - Staffing - Concept of Staffing Staffing process, Motivation - Concept - Imp & Extrinsic & Intrinsic - Major Motivation Leadership theories, - Leadership - Concept - Imp major theories of leadership - Transactional Leadership - Transformational & Transacting Leadership - Communication - Concept purpose - Process - oral & written communication Formal & Informal, Network Barriers to communication, Overcoming barriers to communication	Chalk & Board PPT	To learn the importance & process of staffing. Theories of motivation & Leadership Concept - To know the importance of communication	12		Completed
Dec	D5	Control - Concept, Process - Limitations, Controlling Principles of effective control - Major & Techniques of control - Ratio analysis, ROI Coordination Budgetary Control, EVA, PERT/CPM Emerging issues in mgt, Coordination Meaning - Nature - Imp - Principles of coordination	Chalk & Board PPT	To understand the Control & Coordination Principles & Techniques	12		Completed

BBA

1<sup>st</sup> Sem

## LESSON PLAN Management Principles &amp; Practice

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
Sep & Oct	01	Int - Meaning Evolution of Mgmt thought Int to Pre-Scientific Mgmt Era, classical Mgmt Era - Neo-classical Mgmt Era, Modern Mgmt Era, Nature & characteristics, Scope & Functional areas of Mgmt Mgmt as a Science, Art or Profession Mgmt & Administration. Principles of Mgmt	chalk & Board	Understanding the basic concept of mgmt & evolution of mgmt	10		Completed
Oct	02	Nature, Imp & purpose of planning - Planning process, objectives, Types of plans & Decision making - Imp & steps. MBO & MBE - Meaning only	chalk & Board, PPT	To learn the Imp of planning, Techniques & <del>Decision making</del> types Decision making process.	08		Completed
Nov	03	Nature & Purpose of Organisation, Organising Principles of organising, Delegation of & authority, Types of Organisation. Staffing Departmentation, Committee, Centralization vs Decentralization of authority & Responsibility span of control) - Nature & Imp of staffing	chalk & Board PPT	To know the organising structure, staffing process & Importance	12		Completed



# LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
Nov.	04	Meaning & Nature of direction, Principles of direction - Communication - Meaning & Imp. Process, Barriers & steps to overcome Communicability barriers, Types of communication, Motivation theories - leadership - Meaning, Types, characteristics, styles	Chalk & Board PPT	To learn the principles of direction, communication barriers, & leadership styles, Motivation theories	12		Completed
Dec	05	Co-ordination - Meaning, Imp & Principles Controlling - Meaning & steps in controlling & Essentials of Effective Control system Controlling Techniques of Control.	Chalk & Board PPT	Understanding co-ordination & controlling principles & Techniques	07		Completed
Dec.	06	BSR - Meaning, Arguments For & Against BSR Green Mgmt Meaning & Action & Managerial Ethics, - Meaning, Imp. Managerial Factors that determine Ethical or Ethics Unethical Behaviour.	PPT's Chalk & Board PPT	BSR Importance, Green mgmt & Managerial ethics importance in Organisation	07		Completed



# LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
	01						
	Int. to HRM	Meaning & Definition of HRM, Features & Objectives, Dist HRM & PM, Imp. Functions & process of HRM, Role of HR Managers, Trends influencing HR Practice.	PPT	Ability to describe the role & responsibility of HRM, functions on business.	10	12	Completed
	02						
	HRP Recruitment & selection	HRP - Meaning & Imp, Process of HRP, HR Demand Forecasting - Meaning & Techniques, & HR Supply Forecasting, Succession Planning - Meaning & Features, Job analysis - Meaning & uses of Job analysis, Process of Job analysis - Job description, Job specification, Job enlargement, Job rotation, Job enrichment (Meaning), Recruitment - Meaning, Methods, Factors affecting recruitment, Sources of Recruitment, Selection - Meaning, 7 steps in process, Psychometric test, for selection, Barriers to effective selection, Making selection effective, Placement, Gamification - Meaning & Features	PPT Chalk & Board	Ability to describe HRP, Recruitment, & selection process.	14	18	Completed

2<sup>nd</sup> Sem BBA

## LESSON PLAN

Human Resource Management

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
	03						
	Induction Training Compensation	Induction - Meaning, objective, & purpose of Induction, Problems faced during induction, Induction Program planning, Training - Need, Benefits, Assessment & Methods of Training & development, Kirkpatrick Model, Career Development, Compensation - Direct & Indirect & Structure	PPT Chalk & Board	Ability to describe <del>HR</del> Induction, Training & compensation Aspect	10	12	Completed
	04						
	PA Promotion Transfer	performance Appraisal - Meaning & Definition, Objective, & Methods of PA - Uses & Limitations of PA, Process of PA, Promotion - Meaning & Definition, Purpose & Basis of promotion, Transfer - Meaning, Reasons, Types, of transfer, Right sizing of work force, Need for R.S.	PPT	Ability to explain Performance Appraisal & its process, and also Purpose & basis of Promotion & Transfer.	14	15	Completed
	05						
	Employee Engagement	EE - Meaning, Types of EE					



A<sup>th</sup> Sem BBA & B Com

# LESSON PLAN - Artificial Intelligence

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
	AI						
May	Azure	i) Introduction to AI on Azure		Appraise the theory of AI, & significant AI, & also components involved in solving an AI Problem			
June	AI	ii) Use visual tools to create machine Learning models with Azure ML	PPT				
		(AI-900) iii) Explore Computer Vision in Microsoft Azure	Chalk				
		iv) Explore natural language Processing	&				
		v) Explore Conversational AI	Board				
		vi) Tune Model Hyperparameters - Azure ML					
		vii) Neural Network Regression - Module Resource - Azure ML			05	08	Completed
		Practical					
July		1) Prepare Data					
		2) Model the Data	PPT				
		3) Visualize the data					
		4) Analyse the data					
		5) Deploy & Maintainable Deliverable			13	15	Completed

## LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
July	02						
August	Data Analyst Associate	Get started with Microsoft data analytics Prepare Data for analysis Model Data for Power BI		Illustrate the working of AI Algorithms in the given context			
	DA-100	Visualize data in Power BI Data analysis in Power BI Manage workspaces & datasets in Power BI, Key Influencers Visualisation Tutorial- Power BI Smart Narrative Tutorial- Power BI	PPT				
					08	10	Completed
August		Practical Describe AI workload & considerations Describe Fundamental principles of ML on Azure Describe Feature of computer vision workload on Azure Describe Feature of NLP workload on Azure	PPT	Apply the AI concepts to build an expert system to solve the real world problems			
					13	13	Completed

## LESSON PLAN ① Corporate Administration

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
May	01	Introduction to Company Definition, features, Highlights of Co's Act 2013, kinds of Companies	PPT, Board.	Students were able to understand the framework of Co's Act 2013 & types of Co's	12	15	Completed
June	02	Formation of companies. Stages of formation, MOA, AOA, prospectus, e-filing, ROC, Global Co's	Board & PPT	Enabled to identify the stages & documents required to start a Co. in India.	12	10	Completed
June, July, August	03	Company Administration. Key Managerial Personnel - MD, WTD, CS, Auditors, Appointment, powers & duties, qualification, position, Removal & dismissal	MS word, Board	Analyse the roles & Responsibilities of key management Personnel in Corporate administration	12	15	Completed
August	04	Corporate Meetings Types, importance, Types Requisites of a valid meeting.	MS word & Board	Examine the procedure involved in corporate meeting & Role of CS in the meetings	10	06	Completed
August	05	Winding up Meaning, Modes, Consequences official liquidator. Roles and Responsibilities	MS word & Board	Evaluate the role of liquidator in process of winding up of the company.	10	06	Completed



## LESSON PLAN ③ Life Skills in Education

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
May & June	01	Concept of life skills : Meaning & importance of life skills , Recommendations of life skills by WHO , Strategies for developing life skills.	PPT , Video Presentations Case studies	Students were able to elaborate on the different types of life skills	14	14	Completed
June, July & August	02	Communication & Professional skills. <u>Communication skills</u> : Listening , Speaking , Reading and writing . <u>Professional skills</u> : Resume skills , Career skills - Interview skills , GD skills , Team skills , exploring career opportunities	PPT Case, studies	Ability to understand and adopt the different ways and means for life skills.	14	16	Completed
August	03	Leadership and managerial skills , Human values - Love & Compassion , Justice & HR , Constitutional values. Role of education in developing life skills	PPT , Videos , Case studies	Justification of the significance of life skill education & explain the role of education in development of life skills	14	08	Completed

## ODD SEMESTER

Class & Semester	Subject & Subject Code	Objectives	Out Come	Reference Book	Evaluation Plan
I Sem Bcom 'A'	MPTA	Make the student to acquire with basic principles of Management and its applications in the organization	<ul style="list-style-type: none"> <li>a) Understand the identify the different theories of orga<sup>n</sup> which are relevant in the present context</li> <li>b) Design and demonstrate the strategic plan for the attainment of organisational goal</li> <li>c) Differentiate the different types of authority and choose the best one in the present context</li> <li>d) Choose the best controlling technique for better productivity of an organisation.</li> </ul>	<p>Harold Koontz Essentials of Mgt (2012)</p> <p>B.P. Singh &amp; A.K. Singh Essentials of Mgt Management Principles and Applications R.K. Sharma Wiley and Publishers</p>	<p>① Assignments</p> <p>② 2 Tests</p>
II Sem Bcom & BBA	Citizen and The Indian Constitution	<p>This course aims at Understanding the Concept of Citizenship. This course supports to develop an understanding of mindfulness, empathy and compassion and use these as tools to enhance one's emotional wellbeing and social relationship within a society. It further helps nation building by inculcating responsible citizenship among the student.</p>	<ul style="list-style-type: none"> <li>• Take part in social reconstruction as responsible individual and will learn to develop own identities</li> <li>• Demonstrates pro-social behaviour towards others including those belonging to a different race ethnicity culture colour gender/religion</li> <li>• Understand the appearance rights and privacy of others fellow citizenship</li> </ul>		<p>① field visit</p> <p>② Two-Tests</p> <p>③ Assignments</p>

## ODD SEMESTER

Class & Semester	Subject & Subject Code	Objectives	Out Come	Reference Book	Evaluation Plan
III BBA	Business Regulation	Introduce the students to the various business regulations and to familiarize them with common issue of relevance.	As the Business Management students they learn about various provisions of law applicable to the business activities.	N. D. Kapoor Business Law. (Sultan chand Pub) S S Gulshan Business Law.	IA Test-2 Assignment
III Bcom BBA	Indian Constitution AEC	The purpose of the course is to familiarize the students with the key elements of Indian Const. The course has been designed to cover the journey of the India from its emergence as a Republic. This will enable the students to understand various political Institutions that are operationalised under the Indian Constitution.	After completing the course students will enable to * Understand the philosophy of the constitution & its structure * Measures the powers & functions of various offices under the constitution. * Appreciate the role of the constitution in a democracy.	. D D. Basu Introduction to Indian Constitution . J N Pandey The constitution of India	IA Tests-2 Assignment field visit Report.



## EVEN SEMESTER

Class & Semester	Subject & Subject Code	Objectives	Out Come	Reference Book	Evaluation Plan
B.Com IV Sem	Business Regulatory framework Course Code 405	The purpose of the course is to familiarize the student with the key elements of rules and regulations applicable to regulate B.S. activities. The course is designed to cover the various laws applicable to business transactions.	1. On the successful completion of the student will be able to a. Comprehend the laws relating to Contracts and its applications in B.S. activities. b. Comprehend the Laws of Sale of goods and rights and duties of a buyer and a seller c. Understand the importance of NI & its provisions relating to cheque & NI d. Understand the significance of Consumer Protection Act & its features e. Understand the need of Environment Protection.	1. Avatar Singh Bus. Law Eastern Book Co. N. D. Kapoor B. Law Sultan Chand Publication S. S. N. Maheshwari and S. K. Maheshwari B. Law, National Publishing house.	60 Marks Term end examination 40 Marks 2 Tests 1 Assignment Skill develop ment activities

Management Principles and Applications. **LESSON PLAN** I Sem Bcom

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
Sep & Oct	I	Meaning & importance of Mgt. Evolution theories management Theories of Mgt	Chalks & Board	Understand the basic concept of Management and learn about various functions of Management.	12	15	Completed
Oct.	I & II	Meaning, Nature & purpose of Planning Types of planning	Chalk & Board	Learn about importance of planning	10	14	Completed
Nov.	II & III	Environmental Analysis SWOT, TOUW, Organizing (C line and staff functioning)	Chalk & Board	Learn the importance of Human Resources in Staffing of organization	12	12	Completed
Nov	III	Organizing. Formal and informal structures	Chalks & Board	Know the importance of leadership			
Dec.	IV	Staffing and leading, process importance, Leadership major theories and communication			12	14	Completed
Dec.	V	Controlling & Co-ordination concept, process, limitation Co-ordination - meaning Nature and importance Principles of co-ordination	Chalk & Board	Understand the importance of controlling and co-ordination of organization	12	12	Completed
Jan.		Revision	Discussion	Prepare the student for exams.		3	Completed

~~Classroom~~ citizenship and Indian Constitution **LESSON PLAN** III Sem Bcom and BBA.

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
Nov.	UNIT I Chapter I	Making of Indian Constitution	Lecture	Know the <del>best</del> history of constitution and	4	6	Complete
	Chapter II	Fundamental rights, duties, DPSP	Lecture	to know our fundamental rights, duties.	4	6	Complete
Dec.	Chapter III	Union Govt.	Lecture	Know about President	4	6	Complete
Dec.	Chapter IV	State Govt	Lecture	PM, and Council of minist. to gain knowledge of Governor, CM & Council of ministers	4	6	Complete
Jan.	Chapter V	Judiciary → Supreme court ↳ High court	Lectures (field study)	to know the functionality of Courts in India	4	6	Complete
	Chapter VI	Election Commission of India	Court visit Lecture	Understand the importance of voting and to know the function of Election commission	4	6	Complete
	Feb.	<b>Revisions,</b> group discussions. class-room presentations	Interactions		2	2	

## Business Regulations.

## LESSON PLAN V Sem B.B.A.

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
Oct.	I	Indian contract Act and Sale of Goods Act	PPT & Lecture	Students will be familiarized with rules regarding contracts and provisions of Sale of goods Act	18	13	Incomplete
Nov.	I	Sale of goods Act	PPT			8	Completed
	II	Consumer Right Protection Act	Lecture	To know the rights of Consumers -	7	14	Incomplete
	II	Competition Act	Lecture				Completed
Dec	I & II	Consumer Protection Act & FEMA	Lecture	To understand <del>know</del> foreign Exchange transaction	6	6	Completed
JAN.	IV	Indian Patents Law					
	V	Cyber Law	Lecture	Students understand rules about patents and Cyber Crimes and Piracy	12	12	Completed
Feb	V	Environment Protection Act	Lecture	and Piracy	6	6	Completed
		Revision	Discuss	Create an awareness about Environment	3	3	Completed



# Law and Practice of Banking.

## LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
May	I	Introduction to Banking	Lecture	Understand the concept of Banking and functions of Banker.	12	14	Complete
	II	Paying Banker & Collecting Banker	Lecture	To understand the Role and Responsibility of Banker.	12	12	Complete
	III	Customers and Account holder	Lecture	To know the different types of customer.	10	11	Complete
	IV	Negotiable Instruments	Lecture.	To Understand the different types of NI and their significance.	12	10	Complete
	V	Recent development in Banking	Lecture and Presentations by students	To know the modern services provided by using Technology.	10	10	Complete

## Law and Practice of Banking.

## LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
May	I	Introduction to Banking	Lecture	Understand the concept of Banking and functions of Banker.	12	14	Complete
	II	Paying Banker & Collecting Banker	Lecture	To understand the Role and Responsibility of Banker.	12	12	Complete
	III	Customers and Account holder	Lecture	To know the different types of customer.	10	11	Complete
	IV	Negotiable Instruments	Lecture.	To understand the different types of NI and their significance.	12	10	Complete
	V	Recent development in Banking	Lecture and Presentations by students	To know the modern services provided by using Technology.	10	10	Complete

Mysore Education Society (Regd.)



# MES INSTITUTE OF MANAGEMENT

'Vidyavihara', # 25/1, 17th Main, 2nd Block, Rajajinagar, Bengaluru - 560 010.

YEAR : 2022 - 2023

**WORK DIARY**

Name : S. Sanjana

Designation : Lecturer

Department : Commerce & Management

## LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
September	01	Bridge course on meaning of Accounting, Book Keeping, advantages & Disadvantages of Accounting, Uses of Accounting, Different Branches of Accounting, Accounting standards & various Accounting Standards	PPT	Understand the theoretical frame work of Accounting standards.	10	14	Completed
Sep	04	Introduction - Meaning, Terms in Royalty	PPT	Understand the treatment of Royalty transaction	12	04	To be Completed
Oct	04	Journal entries in the books of lessee problems with Journal	Black Board	—————	12	13	Completed

## LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
Nov	05	Branch Accounts Meaning of Branch, Types of Branches, Accounting journal entries in the books of Head office at 1st part	PPT	Demonstrating Treatment of dependent & independent branches	12		Completed
Nov	01	Job & Batch Costing meaning, Advantages Limitations & of Job & Batch Costing problems on Job Cost Sheet & EBQ Calculations	PPT & Black Board	Understand Job & Batch sheet preparation	12	12	Completed
	05	Activity based Costing - meaning, Cost Driver, Cost pool & problems	PPT & Black Board	To understand the different b/w Traditional & ABC Costing	12		Completed

## LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
Dec	03	Consignment Accounts - Consignee, Consignor, Ledger A/c's on the Consignor's Books, Normal Loss, Abnormal Loss	PPT & Black Board	Understand Consignment Chapter with normal & ab normal loss	12	13	Completed
	02	Contract Accounts:- Contractor, Contractee, Advantages Special items in Contract Contract A/c's in the books of Contractor	Black Board	Understand the Contract account preparation	12	12	Completed
Jan	02	Financial statements of Sole proprietors - Income statements, Balance sheet of manufacturing & non-manufacturing concerns	PPT & Black Board	To understand preparation of Income statement & B/S.	12	10	Completed
	03	Contract Operating Costing Introduction, meaning and application of operating costing - hospital costing Transport Costing - Problems on Transport Costing & hospital Costing	PPT & Black Board	To understand how Service Industry works.	12	10	Completed

## LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours	
					Prescribed	Taken
April	01	Meaning, Scope, Relationship of/ to FA & MA, CA & MA, advantages & Disadvantages & Management Accounting, Comparative Common size & Trend & Management Reporting	PPT & Board	To make students well versed with preparation & management Reports	12	12
May	01	Insurance claim for loss of stock Meaning, Need & Advantages, Special Terminologies in Insurance Problems on claim calculation	PPT & Board	To make students know how claim is calculated when there is fire	10	12
May	04	Marginal Costing - meaning advantages, Features, disadvantages Break Even point, Profit volume Ratio, MGS - Problems on Break even chart & CVP analysis	PPT & Board	understand the concept & Marginal Costing & Calculation & CVP analysis	12	12
May	05	Standard Costing - meaning, advantages, Features, disadvantages Various Analysis, Material variance, Labour Variance & O/H Variance Budget - meaning, Objectives	PPT & Board	Understand how variance analysis is done	12	12

## LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
		advantages, disadvantages of Budgetary Control, Types of Budgets - Problems on Flexible & Cash Budget	Board	Preparation of Budgets	12	12	Completed
May & June	02	Hire purchase System - Meaning Hire Purchase & Installment purchase - Definition Hire purchase agreement - Hire purchase Price - Cash Price Hire purchase Charges, Net Cash Price - Journal entries & ledger accounts in books of Hire purchase & H.V	PPT & Board	To understand Hire purchase system journal entries are passed	10	10	Completed
June	05	Emerging Trends in Accounting Digital Transformation of Accounting - Big Data Analytics in Accounting & Cloud Computing - Green Accounting HR Accounting - Inflation Accounting - Database Accounting	PPT & Board	To understand Digital transformation in accounting	08	06	Completed



## LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours	
					Prescribed	Taken
June & July	03	Departmental accounts meaning, feature, Prep <sup>n</sup> of Statement of Trading & P&L in Columnar form & Vertical form Internal Transfer of goods	PPT & Board	To know apporportionment of Expenses & preparation of Trading & P&L A/C	12	14
June & July	03	Cash flow statement. Meaning, Definition of Cash flow - Concept of Cash & Cash Equivalents Uses of Cash flow statement Limitations, Difference b/w CFS & FFS Preparation of CFS according to Ind AS-7	PPT & Board	To know preparation of CFS	10	14

## LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
July	05	Ratio Analysis - meaning & Definition of Ratio, Accounting Ratio, Ratio Analysis - Uses & Limitations Classification of Ratios Liquidity Ratios, profitability Ratios & Solvency Ratios	PPT & Board	TO understand How ratio analysis plays a important role in analyzing financial statements.	12	12	Completed
July	05	Conversion of Single Entry System to Double Entry System Single Entry system - meaning features - Merits - Demerit types. Conversion of DES Need - Preparation of BSOA - Cash Book - memorandum Trading A/c - Total Debtors A/c - Total Creditors A/c BR A/c - B/P A/c - Statement of Trading & P/L & B/S	PPT & Board.	TO know Conversion of SES to DES.	12	12	Completed

Mysore Education Society (Regd.)



# MES INSTITUTE OF MANAGEMENT

'Vidyavihara', # 25/1, 17th Main, 2nd Block, Rajajinagar, Bengaluru - 560 010.

YEAR : 2022 - 23

## WORK DIARY

Name : Ms. SHAHEENAZ BANU. S

Designation : Assistant Professor

Department : Commerce and Management

## ODD SEMESTER

Class & Semester	Subject & Subject Code	Objectives	Out Come	Reference Book	Evaluation Plan
V sem	Culture, Diversity & Society	To enable students to understand different cultures, languages, and other secular values of our country & make them socially responsible citizens.	It made students knowledgeable about the various factors relevant to Indian society and supports them to protect national integrity.	1) CDS, by Dr. Ravindranath Badi Himalaya Publishing House	10marks - Test 1 10marks - Test 2 10marks - Attendance <u>30 + 70 = 100</u>
VI sem	Corporate Accounting	To enable students to have a comprehensive awareness about the provisions of Company's Act and Corporate Accounts.	It enabled students to get familiarized with accounting provisions under Co's Act & their application	1) Anil Kumar, Rajesh Kumar, Masiyappa, Himalaya Publishers. 2) Jalind Narang Kalyani. 3) Rugsana Anjum. Mc Graw-Hill.	10 - Test 1 10 - Assignment 10 - Test 2 10 - Practical exercise <u>40 + 60 = 100</u>



Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
Nov & Dec	01	Geographical diversity, Religious, Linguistic diversity, Cultural Diversity, Unity in Diversity.	Board ppt, Videos	It enabled students to understand the distinctiveness and enlightened them with the concept of 'Unity in Diversity'	12	16	Completed
Dec & Jan	02	Rural society, Indian family in Transition, Social stratification, Gender Discrimination, Evils of Caste System	PPT, Videos, Quiz	Students learnt about the significance of family system and Rural society of India.	12	10	Completed
Jan &	03	Child Labour, Bonded Labour, Migrant Labour, Mass Media & its impact, Monoculturalism, Macdonaldisation - Contemporary challenges in India.	Quiz, PPT & Board	Students were able to learn the contemporary challenges faced by Indians and how exactly Media impacts the society.	12	16	Completed

# LESSON PLAN ② Corporate Accounting

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
Nov & Dec	03	<u>Valuation of G/W :</u> Avg pjt method, Capitalization method, Super profit method, Annuity Method - Problems	MS Word, Board.	Enabled students to know that the intangible assets of the co also needs to be valued.	12	10	Completed
Dec & Jan	04	<u>Valuation of Corporate Securities</u> Meaning, Need, Factors affecting, Intrinsic value, Yield method, EPS method, Fair Value Method - Problems. Valuation of Preference Shares & Debentures.	Word, Board	Students gained knowledge about different methods of valuing the different securities of a company.		14	Completed
Jan & Feb	01	<u>Underwriting of Corporate Securities</u> Meaning of U/w, SEBI guidelines regarding U/w, Types of U/w, Firm U/w, Marked & Unmarked Application, fully and partially underwritten - Problems	Board teaching	Role of underwriters in the process of capital formation was understood in a practical manner.	12	17	Completed

## LESSON PLAN

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
Feb	02	<u>Profile prior to incorporation</u> Meaning, calculation of Sales Ratio, Time Ratio, weighted Ratio, vertical format of P/L, ascertaining of pre & post incorporation → Problems	Board teaching	The profile earned by the Co prior to its incorporation is also an important consideration & hence to be found out through Ratios	10	10	Completed
Feb	05	<u>Final Accounts of a Co</u> Statutory provisions regarding preparation of financial statements of Co's as per schedule III of Cos Act 2013 and IND AS-1, Treatment of Special Items preparation of st of P/L and B/S.	Board teaching Ms. word	Preparation of P/L & B/S for a company to know its financial position was learnt by the students	14	10	Completed



## LESSON PLAN

### ① Corporate Administration

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
May	01	Introduction to Company Definition, features, Highlight of Co's Act 2013, kinds of Companies	PPT, Board	- Students were able to understand the framework of Co's Act 2013 & types of Co's	12	15	Completed
June	02	Formation of companies. Stages of formation, MOA, AOA, prospectus, e-filing, ROC, Global co's	Board & PPT	- Enabled to identify the stages & documents required to start a co. in India.	12	10	Completed
June, July, August	03	Company Administration. Key Managerial Personnel - MD, WTD, CS, Auditors, Appointment, powers & duties, qualification, position, Removal & dismissal	MS Word, Board	Analyse the roles & responsibilities of key management personnel in corporate administration	12	15	Completed
August	04	Corporate Meetings Types, importance, Types Requisites of a valid meeting.	MS word & Board	Examine the procedure involved in corporate meeting & Role of CS in the meetings	10	06	Completed
August	05	Winding up Meaning, Modes, Consequences & Board official liquidator - Roles and responsibilities	MS word & Board	Evaluate the role of liquidator in process of winding up of the company.			

## LESSON PLAN ② Spoken English for Corporate Jobs

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
May & June	01	English for front desk. Management: Greeting, Welcoming, complaints handling, Giving information, Consultation, Apologizing.	PPT, MS Word, for exercises	Students learnt the skills for effective front desk management.	14	16	Completed
June & July	02	Fluency & Etiquette: Polite words, persuading words, Intonation, Voice Modulation.	PPT, MS Word, Board, Videos.	Students developed & started using appropriate vocabulary & voice modulation.	12	13	Completed
July & August	03	Business Speeches: Principles for effective speech & Presentations, Introduction & Vote of thanks, Use of Audio-Visual aids in Presentation.	MS word, Board	Students were able to use corporate language etiquettes, & audio visual aids in corporate communication.	08	06	Completed
August	04	Cross - Cultural Communication. Dealing with language differences, Probing questions to get information, Cross - Cultural Communication etiquette	PPT, MS Word, Videos	Students were able to deal with language differences & also Cross cultural communication etiquettes	08	08	Completed

## LESSON PLAN ③ Life Skills in Education

Month	Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
					Prescribed	Taken	
May & June	01	Concept of life skills : Meaning & importance of life skills , Recommendations of life skills by WHO , Strategies for developing life skills.	PPT , Video presentations Case studies	Students were able to elaborate on the different types of life skills	14	14	Completed
June, July & August	02	Communication & Professional skills. <u>Communication skills</u> :- Listening , Speaking , Reading and writing . <u>Professional skills</u> : Resume skills , Career skills - Interview skills , GD skills , Team skills , exploring career opportunities	PPT Case, studies	Ability to understand and adopt the different ways and means for life skills.	14	16	Completed
August	03	Leadership and managerial skills , Human values - Love & compassion , Justice & HR , Constitutional values. Role of education in developing life skills	PPT , Videos , Case studies	Justification of the significance of life skill education & explain the role of education in development of life skills	14	08	Completed

Mysore Education Society (Regd.)



# MES INSTITUTE OF MANAGEMENT

'Vidyavihara', # 25/1, 17th Main, 2nd Block, Majajinagar, Bengaluru - 560 010.

YEAR : 2022 - 2023

## WORK DIARY

Name : Mrs. NALINI. N

Designation : Assistant Professor

Department : Commerce & Management

# LESSON PLAN

Odd Sem: Managerial Economics

Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
				Prescribed	Taken	
Unit (1)	Introduction to M.Eco & forecasting					
CH-1 30 <sup>th</sup> July 27 <sup>th</sup> Aug	Meaning, nature & Scope of M.Eco, organisational goals Objectives of Business firm <del>etc etc</del>	PPT's	Introduction to M.Economics	3	4	finished
CH-2	Application of Eco to solve managerial problem  [These two chapters revisited again]	PPT & Board-teach	Learning curve marginal principle	5	7	finished
CH-3	Demand & its determinants Law of demand, Elasticity of demand & demand forecasting [Probs: Least Square method & Regression]	PPT & Board teaching	Learn statistical tool for sales trend projection using time series method.	6		

**LESSON PLAN**

Module	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
				Prescribed	Taken	
Unit 2	Production Analysis, cost Analysis & determination of Price			14		
2 CH-1	Managerial Application of Production function, Law of Returns to Scale & Law of Variable Proportions. Least cost combination of Inputs	PPT & Board	Planning of Production function in relation to cost	4		
2 CH-2	Cost concepts - Types, cost-op relationship in Short Run & Long Run with Problems	PPT & Board Teaching	Cost calculations are learnt	4		
-2 CH-3	Price & op determination Perfect Competition, Monopoly, monopolistic competition & oligopoly	PPT & Board	Understanding different markets	6		

11/11/2023

# LESSON PLAN

S. No.	Topics	Teaching Methodology	Module Outcome	No. of Hours		Status
				Prescribed	Taken	
1-3	Pricing methods, Profit mgmt & Capital Budgeting			14		
1	Pricing methods	PPT's	understanding Pricing strategies	5	5	
2	Profit Analysis - meaning & Types. Break-even Analysis with Problems	PPT & Board teaching	understanding BEP	5	6	Complete
3	Capital Budgeting - meaning, Importance, Techniques, Payback & NPV method	PPT & Board teaching	understanding Capital Budgeting in P/n activity	4	3	

**SUB: FINANCIAL SERVICES**

MONTH	UNITS	TOPICS	METHODOL OGY	MODULE OUTCOME	NO OF HOURS		STATUS
					PRESCRI BED	TAKEN	
2 <sup>nd</sup> Nov & 21 <sup>st</sup> Nov 2022	Unit 1: OVERVIEW OF FINANCIAL SERVICES	Concept of Financial Services, Objectives, Functions and Characteristics of Financial Services, Financial Services Market – Concept and Constituents. Types of Financial Services – Fund Based and Fee Based, Growth of Financial Services in India, Problems of Financial Services Sector	Chalk And Board Method and PPT's	Students are able to understand the presence of systematic financial system and its core functioning. They are also able to understand the different types of financial services	08 Hrs.	10 hours	COMPLETED
22 <sup>nd</sup> Nov & 8th Dec 2022	Unit 2: FUND BASED FINANCIAL SERVICES I: LEASING, HIRE- PURCHASE AND	Leasing – Introduction, Concept of Leasing and Classification, Advantages and Limitations of Leasing, Financial Evaluation of Leasing – from Lessor's perspective and Lessee's Perspective. Hire-Purchase and Consumer Credit: Introduction,	Chalk And Board Method, PPT's And practical assignments	This unit helps the students to understand the different types of financial arrangement and agreement	14 Hrs	12 hours	COMPLETED



	CONSUMER CREDIT.	Conceptual Framework, Legal Framework, Financial Evaluation					
8 <sup>th</sup> Dec 2022-8 <sup>th</sup> jan2023	Unit 3: FUND BASED FINANCIAL SERVICES II: FACTORING, BILL DISCOUNTING AND VENTURE CAPITAL FINANCING	Factoring: Introduction, Mechanism of Factoring, Functions of a Factor, Types / Forms of Factoring, Factoring in India. Bill Discounting: Introduction, Types of Bills - Demand Bill, Usance Bill and Documentary Bills. Creating of Bill of Exchange, Discounting of a Bill of Exchange. Bill Market Schemes. Venture Capital Financing: Introduction and Features, Stages of Financing – Early State Financing and Later Stage Financing. Indian Venture Capital Scenario. SEBI Venture Capital Funds (VCFs) Regulations, 1996.	Chalk And Board Method, PPT's and Interactive session on	This unit helps the students to understand fund based financial service	14 Hrs.	20 hours	COMPLETED
10 <sup>th</sup> jan 2023 -18 <sup>th</sup> jan2023	Unit 4: FEE BASED FINANCIAL SERVICES I: MERCHANT BANKING.	Genesis, Definition, Functions of Merchant Bankers, Merchant Bankers' Code of Conduct, Regulatory Framework – Operational Guidelines	Chalk And Board Method and PPT's	This unit makes students to understand the operation and services of merchant banking	10 Hours	8 hours	COMPLETED

<p>19<sup>th</sup> jan2023 to 6<sup>th</sup> feb 2023</p>	<p>Unit 5: FEE BASED FINANCIAL SERVICES II: STOCK BROKING, DEPOSITO RIES, CREDIT RATING.</p>	<p>Stock Broking: Stockbrokers, Registration, Conditions of Registration, General Obligations and Responsibilities. Depositories: Depository System, m, Depositories Act, Rights / Obligations of Depositories, Participants, Issuers and Beneficial Owners. Credit Rating: Introduction, Regulatory Framework, Credit Rating Agencies, Rating Process and Methodology.</p>	<p>Chalk And Board Method and PPT's</p>	<p>This unit teaches them stock broking, operation of depository system in the trading activity</p>	<p>10 Hrs</p>	<p>14 HOURS</p>	<p>COMPLETED</p>
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## SUBJECT: FINANCIAL MARKETS AND SERVICES

MONTH	UNITS	TOPICS	METHODOLOGY	MODULE OUTCOME	NO OF HOURS		STATUS
					PRESCRIBED	TAKEN	
5/5/2023 TO 20/5/2023	UNIT-1	Module No. 1: Overview of Indian Financial System Introduction to Financial System – Features, Constituents of Financial System; Financial Institutions; Financial Services; Financial Markets and Financial Instruments, Financial Regulators (a brief profile of RBI, SEBI, IRDAI).	Power Point Presentation	On successful completion of the course, the students will be able to: Understand the Overview of Indian financial system.	08	8	COMPLETED
21/5/2023 TO 5/6/2023	UNIT-2	Module No. 2: Financial Institutions Meaning, Need for Financial Institutions; Banks – Meaning, Types of Banks, Role of Banks, Insurance Companies – Meaning, Types of Insurance, Role of Insurance; NBFC'S – Meaning, Types of NBFC's , Role of NBFC's, EXIM Bank – Meaning, Role and Objectives; Asset Management Companies (AMC) – Meaning, Role of AMC in Mutual Funds.	Power Point Presentation	Understand the different types of financial institutions and their role	14	15	COMPLETED

26/6/2023 TO 12/7/2023	UNIT-3	Module No. 3: Financial Services Financial Services – Meaning, Objectives, Functions, Characteristics; Types of Financial Services - Merchant Banking – Functions and Operations, Leasing, Factoring, Bill Discounting, Credit Card, Debit Card, Loans and Advances – Meaning and Types, Venture Capital & Credit Rating.	Power Point Presentation	Understand concept of financial services, types and functions.	12	08	COMPLETED
8/6/2023 TO 19/6/2025	UNI-4	Module No. 4: Financial Markets Meaning and Definition, Types of Financial Markets, Role and Functions of Financial Markets, Constituents of Financial Markets- Money Market , Capital Market – Primary and Secondary Market, Methods of Issue of shares in the primary market, -Stock Exchange – Role and Function of Stock Exchange.	Power Point Presentation	Understand the different types of financial market and its role	12	12	COMPLETED

6/6/2023 TO/2025	UNIT-5	Module No. 5: Financial Instruments 10 Meaning, Types of Instruments-Money Market Instruments-Commercial Paper, CD's Treasury Bills, Promissory Notes, Bills of Exchange, Money at Call and Short Notice; Capital Market and Instruments- Equity Shares, Preference Shares, Debenture/ Bonds, Public Deposits.	Power Point Presentation	Understand the different types of financial Instruments and its features.	10	10	COMPLETED
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MONTH	UNITS	SUB: CRATIVITY AND INNOVATION TOPICS	METHODOLOGY	MODULE OUTCOME	NO OF HOURS		STATUS
					PRESCRIBED	TAKEN	
8/5/2023 to 27/5/2023	UNIT-1	Meaning of creativity and innovation- characteristics-factors-importance of creativity- creativity process-tools and techniques of creativity-thinking hats of creativity-barriers to creativity-theories of creativity-creative personalities	Power point presentation	To give insight in to creativity and innovation	10	12	completed
29/5/2023 to 19/6/2023	UNIT-2	Innovation management-meaning and difference between creativity and innovation-characteristics-importance- innovation management process- measures of innovation-typology- economic aspects of innovation-case studies on innovation	Power point presentation	To develop appreciation for creativity and innovation among students	20	28	completed
26/6/2023 to 18/7/2023	UNIT-3	Understanding the forms and characteristics of various painting traditions (cave paintings, Ajanta murals, Indian miniatures, traditional and folk arts) SCULPTURE: Indian sculpture and temple architecture CONTEMPORARY ART FORMS: Photography, films, graphic animation and digital arts PERFORMING ARTS: Music, dance and theatre and poetry, literature with examples	Power point presentation	To enhance sensitivity about creativity and innovation	12	18	completed

**SUBJECT: INTERNATIONAL BUSIENSS**

MONTH	UNITS	TOPICS	METHODOLOGY	MODULE OUTCOME	NO OF HOURS		STATUS
					PRESCRIBED	TAKEN	
21/4/2023 to 9/5/2023	Unit 1: INTRODUCTION TO INTERNATIONAL BUSINESS	Meaning and Definition of International Business – Theories of International Trade – Economic Theories – Forms of International Business - Nature of International Business Unit	Power point presentation	Students were able to understand the concept of International business	10Hrs	12 hours	COMPLETED
24/5/2023 to 30/5/2023	2: MODES OF ENTRY INTO INTERNATIONAL BUSINESS	Mode of Entry – Exporting – Licensing – Franchising – Contract Manufacturing – Turn Key Projects – Foreign Direct Investment – Mergers, Acquisitions and Joint Ventures – Comparison of different modes of Entry.	Power point presentation	Students wew able to understand the modes of entry for international business	12 Hrs	06 hours	COMPLETED
5/6/2023 to 14/6/2023	Unit 3: GLOBALIZATION	16Hrs Globalization: Meaning - Features – Stages –Production – Investment and Technology, Globalization – Advantages and Disadvantages – Methods and Essential Conditions for Globalization. MNC’s and International Business: Definitions – Distinction between Indian Companies – MNC – Global Companies and TNC –	Power point presentation	Students were able to understand the globalization and MNC’s	16 Hrs	08 hours	COMPLETED

		Organizational Transformations – Merits and Demerits of MNC"s in India					
16/6/2023 to 17/6/2023	Unit 4: INTERNATIONAL MARKETING INTELLIGENCE	Information required – Source of Information – International Marketing Information System and Marketing Research.	Power point presentation	Students were able to learn the importance of marketing intelligence systems	4 hours	4 hours	COMPLETED
19/6/2023 to 3/7/32023	Unit 5: EXIM TRADE	Export Trade, Procedure, Steps & Documentation, Direction of India's Trade – Export Financing – Documents related to Export Trade – Export Marketing – Import Trade, Procedure, Steps, Documentations and Problems - EXIM Policy - Balance of Payment – Disequilibrium and Measures for Rectification - Institutions connected with EXIM Trade.	Power point presentation	Students were able to understand the concept of EXIM TRADE proceduress and various procedures and balance of payment disequilibrium	10 Hrs	12 hours	COMPLETED



**SUBJECT: SPOKEN ENGLISH FOR CORPORATE JOBS**

MONTH	UNITS	TOPICS	METHODOLOGY	MODULE OUTCOME	NO OF HOURS		STATUS
					PRESCRIBED	TAKEN	
24/5/2023 to 14/6/2023	<b>Unit I: English for Front Desk Management</b>	Greeting, Welcoming Dealing with Complaints, Giving Instructions or Directions Giving Information About Various Facilities, Distance, Area, Local Specialties, Consultation and Solution of Problems Accepting Praises and Criticism, Apologizing	Power point presentation	Helps in front desk management	10Hrs	12 hours	COMPLETED
16/6/2023 to 27/6/2023	<b>Unit II - Fluency and Etiquette</b>	<b>Polite sentences and words</b> <b>2. Use of persuading words</b> <b>3. Intonation and voice Modulation</b> <b>4. Developing Vocabulary Language Fluency In the business world-wide cross-culture</b>	Power point presentation	Helps in developing business english	12 Hrs	06 hours	COMPLETED
29/6/2023 to 3/7/2023	Unit 3: Business speeches	Principles of Effective Speech and Presentations. Speeches: Introduction, Vote of Thanks, Occasional Speech, Theme Speech. Use of Audio- Visual Aids in Presentations	Power point presentation	Helps in learning good business communication skills	10 Hrs	08 hours	COMPLETED

5/7/2023 to12/7/2023	Unit 4: Cross-cultural communication	Dealing with Language Differences Probing Questions to get information Etiquette in Cross-cultural Communication	Power point presentation	Helps in understanding differences in cross-cultural communication	10 hours	4 hours	COMPLETED
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