



SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

**(An Autonomous Institution)
TVR NAGAR, ARUPPUKOTTAI ROAD, MADURAI – 625 022**



ANNUAL QUALITY ASSURANCE REPORT 2020 - 21

Teaching Plan B.Com., Banking & Insurance 2020 - 21

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

DEPARTMENT OF COMMERCE – B.COM B&I

LESSON PLAN FOR THE ACADEMIC YEAR 2020-21

PREAMBLE (ODD SEMESTER)

S.No	Course code	Course name	Handling Faculty
I B.Com (Banking & Insurance)			
1	20UT101	Tamil I	Ms.R.Sailakshmi
2	20UH101	Hindi I	Mrs.S.Neela
3	20UEE102	English for Executives I	Mrs.R.Suganthi Hepzibha
4	20CO103	Financial Accounting I	Dr.S.Gurupriya
5	20CO104	Principles and practices of banking	Dr. D. SELVARAJ
6	20CO105	Principles of Insurance	Mrs.V.Padmavathy
7	20CO106	Principles of Management	Mr.R.Dhamotharan
8	20VE109	Value	Mr.Selvaraj

		education	
9	20PE110	Physical Education	Mr.P.Thangamuthu
II B.Com (Banking & Insurance)			
	19CO301	Company Accounts	Dr.S.Gurupriya
	19CO302	Practice of General Insurance	Mr.R.Dhamotharan
	19CO303	Legal and Regulatory Aspects of Banking I	B V Eswaran
	19CO304	Financial Management	Mrs.V.Padmavathy
	19NS311	Numerical Skills	Mr. R. Sivasubramanian
	19CO305	NME : Practical Banking	Mr. R. Dhamotharan
	19UBT309	Basic Tamil I	Ms.R.Sailakshmi
	19UAT310	Advanced Tamil I	Mrs.H.Geetha
	19CRT308	Campus Recruitment Training I	Mr.S.Sivakumar

		practical	
III B.Com (Banking & Insurance)			
	18CO501	Income Tax	Dr.S.Gurupriya
	18CO502	Cost Accounting	Mrs.V.Padmavathy
	18CO503	Business Economics	Mr.R.Dhamotharan
	18CO504	Financial Statistics	Mr. R. Sivasubramanian
	18CO506	Computerised Accounting	Dr. D. SELVARAJ
	18CRT509	Campus Recruitment Training III practical	Mr.S.Sivakumar

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : All First Year (Except F&IS)
Title of the Course : TAMIL **Course Code:** 20UT101
Year / Semester: 2020-2021/1 **Section:** **Total No. of Students:**
No.Of Credits: 3 **Total no. of Contact hours:50**

S. No	Topic	Reference / text Book Page No.	Teaching Aids	Mode of Delivery No. of Hours			Cummulative Hours
				L	T	P	
Unit I							
1	□□□□□□□□ - □□□□□□□□□□□□ □□□□□□□□□□ - □□□□□□□□ □□□□□.	R1-1,2/R2-154/R3-74	BB	2	2		4
2	□□□□□□□□ □□□□□□ - □□□□□□ □□□□□. □□□□□□□□ □□□□□□ □□□□□□□□ □□□□□□□□ - □□□□□□□□□.	R1- 5,6/ R3-50 /R4-68	BB	2	2		4
3	□□□□□□□□□□ - □□□□□□□□ □□□□□□ □□□□□□□□.	R1-6/ R5 - 1	BB	1	1		1

Unit II

4	□□□□ - □□□□□□ □□□□□, □□□□□.	R1-7/R6 -13/48		1	1		2
5	□□□□□□ □□□□□□ - □□□□□□□□□□ □□□□□□□□(□□□□□ □□□□□□□□);).	R1-8/ R7-26	BB	1	1		2
6	□□.□□□□□□- □□□□□□□□□□□□ □□□□□ (□□□□□□□□ □□□□□□□).	R1-10/ R8- 99	BB	1	1		2
7	□□□□□□□□□-□□□□□ □□□□□□□□□□ (□□□□□□ □□□□□□ □□□□□□□).	R1-8/ R9-121	BB	1	1		2
8	□□□□□ □□□□□□□□- □□□□□□□□□□□□□□ □□□□□ □□□□□□□□□□□□□□. 10 □□□□□ □□□□□□□□□□.	R1-20/ R10-38	BB	1	1		1

Unit III

9	□□□□□□□□□□□□□□- □□□□□□□□□□□□□□□.	R1-22/R11- 29	BB	1	1		2
10	□□□□□□□□□□-□□□□□□□□□.	R1-41/R12-61	BB	1	1		2
11	□□□□□-□□□□□□□□	R1-22/ R 13-47	BB	1	1		2
12	□□□.□□□.□□□□□□□□□- □□□□□□□□□□□□□□□□ □□□□□□□□□□□.	R1-29/R12-92	BB	1	1		2
13	□□□□□□□.□□□□□□□□ - □□□□□□□□□.	R1-66/ R12 -60	BB / PPT	1	1		1
Unit IV							
14	செய்தல் □□□□□□□□□□□□, லக்ஷ்மி □□□□□□□□□□□□, ர-மு □□□□□□□□□□□□.;	R1-76/R14- 236	BB	2	2		4
15	□□□□□□□□□□ □□□□□□□□□ - □□□□□□□□□□□□□□ □□□□□□□□, □□□□□□□□□□ □□□□ □□□□□□□□.	R1-79/ R14 -264	BB	2	2		4

16	□□□□□□□□ □□□□□□ - □□□□□□□□□□, □□□□□□□□□□, □□□□□□□□□□□□□□, □□□□□□, □□□□□□ □□ □□□□□□ □□□□□□□□□□ □□□□□□□□, □□□□□□□□□□ □□□□□□□□	R1-84/R14 -403	BB	1	1		1
Unit -V							
17	□□□□□□□□□□□□□□□□ □□□□□□□□□□ □□□□□□□□□□□□□□	R1-91/R15-258	BB	1	1		2
18	□□□□□□□□□□□□ □□□□□□□□□□ □□□□□□□□□□□□□□	R1-95/ R16-423	BB	1	1		2
19	□□□□□□□□□□□□□□□□ (□□□□□□□□□□□□ □□□□□□□□).	gilg;ghw;wy;	BB	3	3		5

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open educational resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDo), and Google Slides(GS) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.
[Mark the abbreviation in the teaching aids column]

COURSE PLAN FOR CONTENT BEYOND SYLLABUS

SL.NO	Module	Lecture	Planned Topics	Date	Time	Total No of Hours Allotted
1	1	Lecture1	□□□□□□□□□□□□□□ □□□□□□□□			
2		Lecture2	□□□□□□□ □□□□□□□			
3	2	Lecture1	□□□□□□□□ □□□□□□□□;			

Gaps in the Syllabus –To meet Industrial Requirements

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) /
				Hours beyond the Time Table (HB)
1	□□□□□□□ □□□□□□□□	Assignment		3
2	□□□□□□□□ □□□□□□□□ □□□□□□□□ □□□□□□□□	Seminar	3	
3	□□□□□□□ □□□□□□□□□□ □□□□□□□□□□□□□□	Peer teaching	2	

Resources [Citation style differs for each Programme, Kindly use the citation style (APA, MLA etc) applicable for your domain. This has been advised by the University Nominees and Experts last time]

Reference Books

R1	□□□□□□ □□□□□□ -1 – □□□□□□□□ □□□□□□□□□□ – □□□□□□□□ □□□□□□□□□□ □□□□□□□□.					
R2	□□□□□□□□□. □□□□□□□□ □□□□□□□□. □□□□□: □□□□□□□□□ □□□□□□□□□, 1920. Print.					
R3	□□□□□□□□□□. □□□□□□□□□ □□□□□□□□. □□□□□□□: □□□□□ □□□□□□□□□□□□□, □□□□□□□□ □□□□□□□, 1993. Print.					
R4	□□□□□□□□ □□□□□□. □□□□□□□□ □□□□□ □□□□□□□□. □□□□□□□: □□□□□□□□ □□□□□□□□, 1995 Print.					
R5	□□□□□□ □□□□□ □□□□□□□□ □□□□□□. □□□□□□□□. □□□□□□□: □□□□□□□□□ □□□□□□□, 1995 Print.					
R6	□□□□□□□□□. L+□□□□□□ □□□□□□□□□□. □□□□□□□: □□□□□□□□ □□□□□□□□, 1997 Print.					
R7	□□□□□. □□□□□□□□. □□□□□□□□□□: □□□□□□ □□□□□□□□□□, 1996. Print.					
R8	□□□□□□□□□□□□□□□. □□□□□□□□□□□□□□□□. □□□□□□□: □□□□□□ □□□□□□□□□□, 2002. Print.					
R9	□□. □□□□□□□. □□□□□□□□□+□□□□□□. □□□□□□□: □□□□□□ □□□□□□□□□□, 2009. Print.					
R10	□□□□□□□□□□. □□□□□□ □+□□□□□ □□□□□□□□□□□□□□□□□. □□□□□□□: □□□□□□□□ □□□□□□□, 2007. Print.					
R11	□□□□□□□□□□□□□□□□ □□□□□□□□ □□□□□□□□□□□□. □□□□□□□: □□□□□□□□□□□□□ □□□□□□ □□□□□□□□□□ □□□□□□□□□□□□□□. 2002 Print.					
R12	□□□□□□□□□□□□□. □□□□□. □□□□□□□□□□□□□□□□□□□□□ □□□□□□□□□□ □□□□□□□. □□□□□□□: □□□□□□□□ □□□□□□ □□□□□□□□. 2012 Print.					

R13	<p>□□□□□□ □□□□□□□□□□□□ □□□□□□□□□□□□. □□□□□: □□□□□□□□□□□□ □□□□□□ □□□□□□□□ □□□□□□□□□□□□, 2002Print.</p>
R14	□□.□□□□□□□□. □□□□□ □□□□□□□□□□ □□□□□□. □□□□□: □□□□□□□□ □□□□□□ □□□□□□□, 2007. Print.
R15	□□.□□□□□□□□□□□□. □□□□ □□□□□ □□□□ □□□□□□□□? □□□□□□: □□□□□□□□□□□, 1999. Print.
R16	□□□□□□□□□□□□. □□□□□□□□□□□□□□□ □□□□□□□□ □□□□□□□□□□□□. □□□□□□□□□□: □□□□□□ □□□□□□□□□□, 1999. Print.
	□□.□□□□□□□□□□. □□□□□ □□□□□□□ □□□□□□. □□□□□□: □□□□□□□□□ □□□□□□□. 2015 Print.

E – Books /Library INFLIBNET RESOURCES

E1	
E2	
E3	
E4	

Topics beyond Syllabus

Module 1	
M2	NA
M3	NA
M4	NA

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage (to be decided by the Department)
	SLIP / CLASS TEST	Unit/Portion to be decided by the Course Teacher and the HoD	15%
	I INTERNAL	UNIT - I, II, V	50%
	II INTERNAL	UNIT - III, IV, V	50%
	Summative Examination	ALL FIVE UNITS	100%

ASSESSMENT METHODOLOGY – DIRECT

	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Internal Examination	Yes	Yes	Yes	Yes	Yes

Assignment	Yes	Yes	Yes	Yes	Yes
Slip Test / Class Test	Yes	Yes	Yes	Yes	Yes
Project	No	No	No	No	No
Summative Examination	No	No	No	No	No

Assessment Indirect

	Yes/No	Yes/No	Yes/No
--	---------------	---------------	---------------

Assessment of Course Outcome by Student Feedback	Yes		
Feedback from Alumni	Yes		
Feedback from Educational Experts	Yes		

Feedback from Parents	Yes		
-----------------------	------------	--	--

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Mrs.H.Geetha		
Course Coordinator / In-charge	Ms.R.Sailakshmi		

Module Coordinator (One person who would coordinate all Courses in a Programme according to OBE)	Mrs.N.Selvi		
--	--------------------	--	--

Approved by				
	Name	Signature	Seal	Date
HoD	Mrs.N.Selvi			
Dean Academics	Dr.S.Priya			
Principal	Dr.R.Sujatha			

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : Animation,CS,MHS,Food Science,Fire and Safety, BBA and B.Com (Banking & Insurance& ACCA), Viscom and Networking

Title of the Course

: **Hindi I**

Year / Semester: **I YEAR/ I SEMESTER**

No.Of

Credits: **3**

Course Code:

20UH101

Section: **Total No. of Students:**

Total no. of Contact hours: 45

S. No	Topic	Reference / Text Book Page No.	Teaching Aids	Mode of Delivery No. of Hours			Cummulative Hours
				L	T	P	
Unit I							
1	□□□□□□ – peshevar.	R 1-4 / T1-79&80	BB	2	1		9

c

2	दकू सय महात्मा - dakoo say mahatma	R 1-7 / T1 -87	BB	2	1		
3	हमारा बरथ - hmara bharath	R 1-9 / T1-93	BB	2	1		
Unit II							
1	सुदगर और बलू - sowdagar aur baloo.	R 1-11 / T2- 104	BB	2	1		9
2	लालची कथा - Laalachi kutha.	R 1-12/ T2- 105	BB	2	1		
3	धरजी और हाथी - Dharji aur haathi	R 1-13/ T2- 116&117	BB	2	1		
Unit III							
1	सरल पाठ्यपुस्तक - पाठ्यपुस्तक -1 – pages 1 to 10. .	R 1-14 to 30 / T3-5 to 32	BB	2	1		9
2	वचन	R1-31	BB	2	1		
3	वचन	R1-32	BB	2	1		
Unit IV							
1	डॉक्टर और मरीज - Doctor and a patient.	R 1-33 / T4- 222	BB	2	1		9
2	दुकानदार और खरीदार - Shopkeeper and buyer. यात्री और ऑटो चालक - Traveller and Auto man.	R 1-34 / T4- 223	BB	2	1		
3	ग्राहक और फल विक्रेता और सब्जी विक्रेता - Customer or Fruit seller and vegetable seller.	R 1-35 / T4- 224	BB	2	1		
Unit V							

1	फलऔर □□□□□□□□□□ □□ □□ □□□ - Names of fruits and vegetables.	R 1-35&36	BB	2	1		9
2	□□□□ - Names of condiments.	R 1-37	BB	2	1		
3	□□□□□ - Numbers - 1 to 50.	R 1-37 & 38	BB	2	1		

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open educational resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDo), and Google Slides(GS) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

COURSE PLAN FOR CONTENT BEYOND SYLLABUS

SI.NO	Module	Lecture	Planned Topics	Date	Time	Total No of Hours Allotted
1	1	Lecture1	Framing words			
2	2	Lecture2	Framing simple sentences			
3	3	Lecture3	Asking			

			questions			
4	4	Lecture 4	Simple phrases			

Gaps in the Syllabus –To meet Industrial Requirements

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) /
				Hours beyond the Time Table (HB)
1	Framing words and sentences	Assignment		3
2		Seminar		
3		Peer teaching		
4	NA	Industrial Visit	NA	NA

Resources [Citation style differs for each Programme, Kindly use the citation style (APA, MLA etc) applicable for your domain. This has been advised by the University Nominees and Experts last time]

Reference Book	
R1	A Compiled book, covering all the topics of the syllabus prepared by the Department of Hindi.
Text Books	
T1	□□□□□□□□□□ □□□□ □□□□□□□□ □□□□ □□□□□□□□ □□□□□□ □□□□ □□□□□□□□ □□□□□□ □□□,□□□□□□□: □□□□□□ □□□□□□□□□□□□□□, □□□□□□ – 518

T2	□□□□□□ □□□□□□ □□□□□□I □□□□□□ □□□□ □□□□□□ □□□□□□ □□□, □□□□□ □□□□□□□□ - □□□□□□□□, 2010: □□□□□□□ □□□□□□□□□□□□ □□□, 2016 : □□□□□□□
T3	□□□□□□□□□□□□ □□□□ □□□□□□□□ □□□□□□□□□□□□ □□□□□□ □□□□ □□□□□□□□ □□□□□□ □□□, □□□□□□□ □□□□□□ □□□□□□ □□□□□□□□□□□□: □□□□□□ – 518.
T4	□□□□□□□□□□□□ □□□□ □□□□□□ □□□□□ □□□□□□□□□□□□ □□□□□□ □□□□ □□□□□□□□ □□□□□□ □□□, □□□□□□□ □□□□□□ □□□□□□ □□□□□□□□□□□□: □□□□□□ – 519.
Web Resources	
W1	
W2	
E – Books /Library INFLIBNET RESOURCES	
E1	
E2	
E3	
E4	

Topics beyond Syllabus

M1	NA
M2	NA
M3	NA

PORTION FOR EXAMINATION			
Sl. No.	Mode	Proposed Portions to be	Proportion (Portion) in

		Covered	Percentage (to be decided by the Department)
1	SLIP / CLASS TEST	UNIT - I	15%
2	I INTERNAL	UNIT - I, II, V	50%
3	II INTERNAL	UNIT - III, IV, V	50%
4	Summative Examination	ALL 5 UNITS	100%

ASSESSMENT METHODOLOGY – DIRECT

	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Internal Examination	Yes	Yes	Yes	Yes	Yes
Assignment	Yes	Yes	Yes	Yes	Yes
Slip Test / Class Test	Yes	Yes	Yes	Yes	Yes
Project	No	No	No	No	No
Summative Examination	No	No	No	No	No

Assessment Indirect

	Yes/No	Yes/No	Yes/No
Assessment of Course Outcome by Student Feedback	Yes		
Feedback from Alumni	No		
Feedback from Educational Experts	Yes		
Feedback from Parents	No		

Prepared by

Designation	Name	Signature	Date
--------------------	-------------	------------------	-------------

Course Coordinator / In-charges	Mrs.S.Neela	
Module Coordinator (One person who would coordinate all Courses in a Programme according to OBE)		

Approved by				
	Name	Signature	Seal	Date
HoD	Mrs.S.Neela			
Dean Academics	Dr.S.Priya			
Principal	Dr.R.Sujatha			

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : BBA and B.Com (Banking & Insurance& ACCA)

Title of the Course : English for Executives– I

**Course Code:
20UEE102**

Year / Semester: I YEAR/ I SEMESTER

Section:

**Total No. of
Students:**

No.Of Credits: 3

**Total no. of Contact
hours: 45**

Course Teacher (s) Name

S. No	Topic	Reference / text Book Page No.	Teachin g Aids	Mode of Delivery No. of Hours		
				L	T	P
Unit I						
1	Kinds of Sentences	R1-1 / R 06, 03	BB	2	1	
2	Parts of Speech	R1-3 / R 06, 03	BB/PPT /V	2	1	
3	Tenses	R1-6 / R 06, 03	BB	2	1	

Unit II						
1	My Financial Career - Stephen Leacock	R1-12	BB/V	3		
2	Tattered Blanket - Kamala Das	R1-20	BB/V	3		
3	The Antidote - R.K. Narayan	R1-25	BB/V	3		
Unit III						
1	Etymology	R1-31	PPT	2	1	
2	Prefixes and Suffixes	R1-33	PPT	2	1	
3	Antonyms and Synonyms	R1-35	PPT	2	1	
Unit IV						
1	Comprehension Passages	R1-36 / R 04	BB	3		
2	Note-Making	R1-42 / R 04	BB	3		
3	Precise-Writing	R1-46 / R 04	BB	3		
Unit V						
1	Types of Communication (Interpersonal, Listening & Emotional Intelligence)	R1	BB/PPT	2	1	
2	Network and Process of Communication	R1	BB/PPT	2	1	
3	Problems and Barrier in Communication	R1	BB/PPT	2	1	

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open educational resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDo), and Google Slides(GS) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Books

T1	General English-I, A Compiled book, covering all the topics of the syllabus prepared by the Department of English.
-----------	--

Reference Books

R1	Dr. Gupta C.B. Business Correspondence & Reporting -Business Law, Business Correspondence & Reporting (CA-Foundation) . New Delhi: Taxmann, 2018. Print.
-----------	---

R2	G.Radhakrishna Pillai. Emerald English Grammar and Composition . Bangalore: Emerald Publisher, 1998. Print.
-----------	--

R3	Paul Joseph Margaret. Bequest of Wings . USA: Macmillan India Limited, 1994. Print.
-----------	--

R4	Wren & Martin. High School English Grammar & Composition . India: S.Chand & Company Ltd, 1995. Print.
-----------	--

Web Resources

W1	https://www.enotes.com/topics/my-financial-career
----	---

W2	http://tatteredblanket.blogspot.com/
----	---

E – Books /Library INFLIBNET RESOURCES

E1	https://nlist.inflibnet.ac.in/search/Record/EBC483375
----	---

E2	https://nlist.inflibnet.ac.in/search/Record/EBC481114
----	---

E3	https://nlist.inflibnet.ac.in/search/Record/EBC1864716
----	---

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) /
--------	-------------------	-----------------	----------------------	-------------------------------------

				Hours beyond the Time Table (HB)
1	Essay Writing on Subjective Topics	Assignment		3
2	Extempore	Seminar	3	
3	On Any Modules	Peer teaching	2	
4	NA	Industrial Visit	NA	NA

Proposed Actions can be Assignments , Seminars, Peer Teaching, Industrial Visit , Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS

Sl.NO	Module	Lecture	Planned Topics	Date	Time	Total No of Hours Allotted
1	1	Lecture1	Lecture 1	Newspaper /Article reading		
2	2	Lecture2	Lecture 2	Collecting & Reporting News		

3	3	Lecture3	Lecture 3	Learning a New Word Everyday		
4	4	Lecture 4	Lecture 4	Public Speaking		

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage (to be decided by the Department)
1	SLIP / CLASS TEST	UNIT - I	15%
2	I INTERNAL	UNIT - I, II, V	50%
3	II INTERNAL	UNIT - III, IV, V	50%
4	Summative Examination	ALL 5 UNITS	100%

Prepared by

Designation	Name	Signature
Course Coordinator / In-charges	Ms.T.S.Sridevi	
Module Coordinator (One person who would coordinate all Courses in a Programme according to OBE)	Mrs.R.Suganthi Hepzibha	

Approved by

Name	Signature	Date

HoD	Mrs.R.Suganthi Hepzibha		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B.COM (BANKING & INSURANCE)

Programme Code : CO1004

Title of the Course : Financial Accounting I

Course Code :20CO103

Year / Semester : I / I

Section: A

Total No. of Students : 65

No of Credits : 4

Total No. of Contact Hours : 75

Course Teacher (s) Name : Dr.S.Gurupriya

Corresponding lab Paper : Yes / No

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I Fundamentals of Accounting							
1.	Definitions	Chapter 1 (Pg.No: 1.1, 1.7 – 1.12)	PPT	1			1
2.	Accounting Principles	Chapter 2 (2.2 – 2.11)	PPT	1			1
3.	Basic Accounting Concepts and Conventions	Chapter 2 (2.2 – 2.11)	PPT	1			1
4.	Basic Accounting procedures; Double Entry System	Chapter 3 (3.1- 3.10)	PPT	1			1
5.	Journal	Chapter 4 (4.1-	PPT		3		3

		4.15)					
6.	Ledger	Chapter 5 (5.5- 5.25	PPT		2		2
7.	Trial Balance	Chapter 5 (5.5- 5.25	PPT		2		2
8.	Final Accounts (Simple Problems only).	Chapter 12 (12.1- 12.95)	PPT		2		2
9.	Errors and Types: Rectification of errors	Chapter 12 (12.1- 12.95)	PPT		2		2
				4	11		15
UNIT – II Subsidiary Books & Single Entry System (Incomplete Records)							
10.	Subsidiary Books	Chapter 3 (3.10- 3.19	PPT		2		2
11.	Purchase and purchase return books	Chapter	PPT		2		2

		3 (3.10-3.19)				
12.	sales and sales return books	Chapter 3 (3.10-3.19)	PPT		1	1
13.	Petty cash book, needs and simple problems	Chapter 3 (3.10-3.19)	PPT		1	1
14.	Cash book (Single Column, Double Column and Triple Column Books)	Chapter 3 (3.10-3.19)	PPT		3	3
15.	Single entry system: Meaning	Chapter 13 (13.1-13.7)	PPT		2	2
16.	Difference between Single Entry and Double Entry	Chapter 13 (13.1-13.7)	PPT		1	1
17.	Ascertainment of Profit	Chapter 13 (13.1-	PPT		2	2

		13.7)					
18.	Net-worth Method - Conversion Method (Simple Problems only).	Chapter 13 (13.1- 13.7)	PPT		1		1
					15		15
UNIT – III Bank Reconciliation Statement & Bill of Exchange							
19.	Bank Reconciliation Statement – Meaning	Chapter 6 (6.1- 6.21)	PPT		2		2
20.	Need	Chapter 6 (6.1- 6.21)	PPT		1		1
21.	Causes	Chapter 6 (6.1- 6.21)	PPT		1		1
22.	Problems	Chapter 6 (6.1- 6.21)	PPT		4		4
23.	Bills of Exchange: Meaning	Chapter 6 (6.1-	PPT		2		2

		6.21)					
24.	Trade Bill	Chapter 7 (7.1 – 7.20)	PPT		2		2
25.	Accommodation Bill	Chapter 7 (7.1 – 7.20)	PPT		1		1
26.	Discounting of Bill	Chapter 7 (7.1 – 7.20)	PPT		1		1
27.	Dishonor of Bill.	Chapter 7 (7.1 – 7.20)	PPT		1		1
					15		15
UNIT – IV Accounting for Non Trading Organization							
28.	Nature	Chapter 28 (28.1 – 28.96)	PPT		2		2
29.	Receipts and Payments Account	Chapter 28	PPT		3		3

		(28.1 – 28.96					
30.	Revenue and Capital Receipts and Expenditure	Chapter 28 (28.1 – 28.96	PPT		3		3
31.	Treatment of Special Items	Chapter 28 (28.1 – 28.96	PPT		3		3
32.	Income and Expenditure Account (Simple Problems only)	Chapter 28 (28.1 – 28.96	PPT		4		4
							15
UNIT – V Depreciation							
33.	Meaning	Chapter 9 (9.1 – 9.68)	PPT		1		1
34.	Purpose	Chapter 9 (9.1 –	PPT		1		1

		9.68)					
35.	Factors involved	Chapter 9 (9.1 – 9.68)	PPT		1		1
36.	Methods - Straight line	Chapter 9 (9.1 – 9.68)	PPT		2		2
37.	Written down Value	Chapter 9 (9.1 – 9.68)	PPT		2		2
38.	Sinking Fund	Chapter 9 (9.1 – 9.68)	PPT		2		2
39.	Insurance Policy	Chapter 9 (9.1 – 9.68)	PPT		2		2
40.	Annuity - Sale of Asset	Chapter 9 (9.1 – 9.68)	PPT		2		2
41.	Change in the Method of Depreciation	Chapter 9 (9.1 –	PPT		1		1

		9.68)					
42.	Depreciation Provision Method (Simple Problems only).	Chapter 9 (9.1 – 9.68)	PPT		1		1
							15
TOTAL HOURS							75

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open

Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Book

T1	Unit I : Chapter 1 (Pg.No:1.1, 1.7 – 1.12); : Chapter 2 (2.2 – 2.11) ;Chapter 3 (3.1-3.10) ; Chapter 4 (4.1-4.15); Chapter 5 (5.5-5.25); Chapter 12 (12.1-12.95), Chapter 3 (3.10-3.19); Chapter13 (13.1-13.7), Chapter 6 (6.1-6.21); Chapter 7 (7.1 – 7.20), Chapter 28 (28.1 – 28.96), Chapter 9 (9.1 – 9.68)
----	---

Reference Books

R1	1) Shukla M.C., Grewal T.S. and Gupta S.C, “Advanced Accountancy”, S.Chand Publications, Volume I, 2016.
R2	2) Gupta R.L. and Radhaswamy M, “Advanced Accountancy”, Sultan and Sons Publications, Volume I 2014.

Web Resources

W1	http://micft.unsl.edu.ar/financial_accounting_by_ts_reddy_and_murthy_guide.pdf
W2	https://ebook.vip-files.de/financial-accounting-by-ts-reddy-and-murthy.pdf

E – Books /Library INFLIBNET RESOURCES

E1	https://ess.inflibnet.ac.in/journals.php?pg=subject&res=Taylor+and+Francis&sub=Accounting+and+Finance
E2	https://ess.inflibnet.ac.in/journals.php?pg=subject&res=Springer+Link&sub=Accounting+and+Finance

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Bank Reconciliation Statement	Assignment		

2.	Accommodation Bill	Seminar		
3.	Discounting of Bill	Peer teaching		

** Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit , Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

SI.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1					
2					
3					
4					

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit - 1	20%
2.	I INTERNAL	Unit - I, II, III (upto Bank Reconciliation Statement)	50%
3.	II INTERNAL	Unit – III (from Bills of Exchange) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date

Course Coordinator / In-charge	Dr.S.Gurupriya		
Programme Co-ordinator	Mrs.V.Padmavathy		

Approved by			
	Name	Signature	Date
HoD	Mrs.V.Padmavathy		
Dean Academics			
Principal			

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE
COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B.COM. Banking & Insurance

Title of the Course	: Principles & Practices of Banking-I	Course Code	: 20CO104
Year / Semester	: I/ I	Section :	A
No of Credits	: 4	Total No. of Students	: 64
Course Teacher's Name	: Dr. D. SELVARAJ	Total No. of Contact Hours	: 60
		Corresponding lab Paper	: Yes / No

S. No	Topic	Reference / Text Book Page No.	Teaching Aids	Mode of Delivery No. of Hours			Cumulative Hours
				L	T	P	
UNIT I - Financial System and Banking System in India							
1	Indian Financial System	T 3	PPT	2	0	0	2
2	An overview of financial system	T 4	PPT	2	0	0	4
3	Functions of Bank (permitted Business and prohibited Business)	T 6	PPT	4	0	0	8
4	Banking Regulations	T 11	PPT	2	0	0	10
5	Recent developments in Indian Financial System	T 145	PPT	2	0	0	12
UNIT II - Overview of Banking							
1	Overview of Banking	T 25	PPT	2	0	0	14
2	Retail Banking	T 30	PPT	2	0	0	16
3	Wholesale Banking	T 36	PPT	2	0	0	18

4	International Banking & products	T 219	PPT	2	0	0	20
5	Various types of Accounts and Procedures	T 225	PPT	2	0	0	22
UNIT III - Functions of Banks							
1	Banker Customer General Relationship	T 161	PPT	3	0	0	27
2	Banker Customer Special Relationship	T 175	PPT	3	0	0	30
3	Ancillary Services	T 182	PPT	3	0	0	33
4	Cash management Services and Importance	T 234	PPT	3	0	0	36
UNIT IV - Negotiable Instruments							
1	Negotiable Instruments	T 201	PPT	2	0	0	38
2	Payment and Collection of Cheques and other Negotiable instruments	T 209	PPT	2	0	0	40
3	Duties and Responsibilities of paying Banker	T 231	PPT	2	0	0	42
4	Duties and Responsibilities of collecting Banker	T 240	PPT	2	0	0	44
5	Credit information companies, Fair practices code for Debt collection and Banking codes and Standard Board of India	T 248	PPT	4	0	0	48
UNIT V - Loans, Advances and Recovery Management							
1	Credit cards, Home Loans, Personal Loans, Customer Loans	T 335	PPT	2	0	0	50
2	Documentation	T 356	PPT	2	0	0	52
3	Types of Collaterals and their characteristics and modes of	T 371	PPT	4	0	0	56

	charging securities and non performing assets						
4	Classification and Norms	T 396	PPT	4	0	0	60

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open educational resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDo), and Google Slides(GS) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Books

T1	1. IIBF Principles & Practices of Banking (3rd Edition - 2015) Macmillan Publishers India Pvt Ltd, SBN : 978-9350-59729-3 Vetted by: Shri. Kamlesh Patel, Shri. R. Kalyansundar and Dr.K. Srinivasa Rao
----	---

Reference Books

R1	1. Principles of Banking – Reprint -2008, Indian Institutes of Banking and Finance- Macmillan Publishers India Pvt. Ltd
R2	1. Money Banking & Public Finance Ane’s Student Edition (8 th Edition),T.N. Hajela-Ane Books Private Limited.
R3	2. Banking Theory, Law and Practice, E.Gordon & K.Natarajan, Himalaya Publishing House.
R4	3. Modern Banking Law & Practice, S.M.Sundaram
R5	4. Money and Banking, R.R.Paul, Kalyani Publishers

Web source

W1	Online banking- https://www.researchgate.net/deref/https%3A%2F%2Fen.wikipedia.org%2Fwiki%2FOnline_banking
W2	Online Bank Account Management System- https://www.researchgate.net/deref/http%3A%2F%2Fwww.slideshare.net%2F
W3	E-Banking (Online Banking) and Its Role in Today's Society- https://www.researchgate.net/deref/http%3A%2F%2Fwww.freebanglatutorial.com%2F

E – Books /Library INFLIBNET RESOURCES

T1	https://ebookcentral.proquest.com/lib/inflibnet-ebooks/reader.action?docID=1683393
T2	https://ebookcentral.proquest.com/lib/inflibnet-ebooks/reader.action?docID=1934264
T3	https://ebookcentral.proquest.com/lib/inflibnet-ebooks/reader.action?docID=4691466

Gaps in the Syllabus – To Meet Industrial Requirements

S. No	Name of the Topic	Proposed Action	No. of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1	Financial Literacy	Assignment	1	1 HB

Resources [Citation style differs for each Programme, Kindly use the citation style (APA, MLA etc) applicable for your domain. This has been advised by the University Nominees and Experts last time]

COURSE PLAN FOR CONTENT BEYOND SYLLABUS* (Topics will be covered along with the Regular Time table)

SI.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	GD	Interactions	ADs, FEMA, LIBOR, MIBOR	1
2	2	GD	Interactions	Financial Products/ Instruments including ASBA, QIP	1

Portion for Examinations

S. No	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage (to be decided by the Dept)
1	Slip Test / Class Test	Every Unit	25
2	I Internal	Unit 1 to Unit 2.5	50
3	II Internal	Unit 2.6 to Unit 5	50
4	Summative Examination	Unit 1 to Unit 5	100

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Dr. D. SELVARAJ		
Programme Coordinator	Mrs. V. PADMAVATHY		

Approved by			
	Name	Signature	Date
Head of the Department	Mrs. V. PADMAVATHY		
Dean Academics	Dr. S. PRIYA		
Principal	Dr. R. SUJATHA		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B.Com B&I

Title of the Course : Principles of Insurance

Course Code : 20CO105

Year / Semester : 1 / 1

Section: Total No. of Students : 64

No of Credits : 3

Total No. of Contact Hours : 60

Course Teacher (s) Name : Mrs.V.Padmavathy

Corresponding lab Paper : No

Sl. No.	TOPIC	Reference / Text Book, Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT - I							
1.	Provides an understanding of risk management	IC 01/ Pg 1-21	PPT	1			1
2.	different types of risks	IC 01/ Pg 1-21	PPT	2			3
3.	management of risks, loss minimization techniques	IC 01/ Pg 1-21	PPT	2			5
4.	The basics and nature of insurance	IC 01/	PPT	1			6

		Pg 22-45					
5.	evolution and nature of insurance	IC 01/ Pg 22-45	PPT	2			8
6.	different classes of insurance	IC 01/ Pg 22-45	PPT	2			10
7.	importance of insurance , how insurance takes care of unexpected eventualities	IC 01/ Pg 22-45	PPT	2			12
UNIT - II							
8.	Management of risk by individuals	IC 01/ Pg 46-63	PPT	1			13
9.	Management of risk by insurers	IC 01/ Pg 46-63	PPT	1			14
10.	Fixing of premiums	IC 01/ Pg 46-63	PPT	1			15
11.	Reinsurance and its importance for insurers	IC 01/ Pg 46-63	PPT	1			16
12.	Role of insurance in economic development and social security	IC 01/ Pg 46-63	PPT	1			17

13.	Contribution of insurance to the society	IC 01/ Pg 46-63	PPT	1			18
14.	The various constituents of the insurance market	IC 01/ Pg 64 -93	PPT	1			19
15.	Operations of insurance companies ,operations of intermediaries	IC 01/ Pg 64 -93	PPT	2			21
16.	Insurance specialists	IC 01/ Pg 64 -93	PPT	1			22
17.	The role of regulators, other bodies connected with insurance	IC 01/ Pg 64 -93	PPT	1			23
18.	Management of risk by individuals	IC 01/ Pg 64 -93	PPT	1			24
UNIT - III							
19.	Understanding insurance customers	IC 01/ Pg 94-108	PPT	2			26
20.	Different customer needs,importance of customers , customer behavior when claim occurs	IC 01/ Pg 94-108	PPT	2			28
21.	Customer mindsets, customer satisfaction ,customer behavior at purchase point,	IC 01/ Pg 94-108	PPT	2			30

22.	Customer behavior when claim occurs, importance of ethical behavior.	IC 01/ Pg 94-108	PPT	2			32
23.	Terms of an insurance contract, principles which form the foundation of insurance	IC 01/ Pg 109 -143	PPT	2			34
24.	Significance of the principle of insurable interest ,the principle of indemnity, the principle of subrogation	IC 01/ Pg 109 -143	PPT	1			35
25.	The principle of contribution , disclosure of all relevant information,	IC 01/ Pg 109 -143	PPT	2			37
26.	Principle of utmost good faith , the relevance of proximate cause , the insurance contract.	IC 01/ Pg 109 -143	PPT	2			39

UNIT - IV

27.	Terms used in insurance ,	IC 01/ Pg 144-160	PPT	2			41
28.	terms common to both life and non-life insurance	IC 01/ Pg 144-160	PPT	3			44
29.	Terms are specific to life and non-life insurance	IC 01/ Pg 144-160	PPT	2			46
30.	how insurance terms are used.	IC 01/ Pg 144-160	PPT	3			49

UNIT - V

31.	The risk of dying early ,the risk of living too long - different products offered by life insurers	IC 01/ Pg 161-178	PPT	2			51
32.	Term plans ,pure endowment plans -,combinations of plans , traditional products	IC 01/ Pg 161-178	PPT	2			53
33.	linked policies , features of annuities and group policies	IC 01/ Pg 161-178	PPT	1			54
34.	Risks faced by the owner of assets , exposure to perils , features of products covering fire and allied perils	IC 01/ Pg 179-191	PPT	2			56
35.	products covering marine and transit risks - products covering financial losses due to accidents	IC 01/ Pg 179-191	PPT	2			58
36.	products covering financial losses due hospitalization - products covering miscellaneous risks.	IC 01/ Pg 179-191	PPT	2			60

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open educational resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDo), and Google Slides(GS) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Books

T1	“IC-01 Principles of Insurance”, Insurance Institute of India, 2019.
----	--

Reference Books

R1	Mishra M.N. & Mishra S.B., “Insurance Principles and Practice”, S.Chand and Company Limited, 2018, ISBN: 978-93-856-7607-9
R2	Murthy.A, “Principles and Practice of Insurance”, Margham Publication (India) 2012, ISBN: 978-93-81430-78-1.
R3	Neelam C.Gulati, “Principles of Insurance Management”, Excel Books, 2007 ISBN: 81-7446-556-1.

Web Resources

W1	https://insuranceinstituteofindia.com/
----	---

E – Books /Library INFLIBNET RESOURCES

E1	https://archive.org/details/IC-01
----	---

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Insurance – Terms& Conditions	Assignment	2	HT
2.	Insurance - Terminologies	Seminar	4	HT
3.	Insurance product Marketing	Peer teaching	5	HT

** Proposed Actions can be Assignments , Seminars, Peer Teaching, Industrial Visit , Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

SI.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	Lecture	PPT	Case study related to life insurance	1

2	2	Lecture	PPT	Case study related to General insurance	1
3	3	Lecture	PPT	Case study related to Motor insurance	1
4	4	Lecture	PPT	Case study related to Fire insurance	1
5	5	Lecture	PPT	Case study related to Marine insurance	1

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit - 1	20%

2.	I INTERNAL	Unit - I, II, III (upto Importance of ethical behaviour)	50%
3.	II INTERNAL	Unit – III (from Insurance contract) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Mrs.V.Padmavathy		
Module Coordinator (One person who would coordinate all Courses in a Programme according to OBE)	Mrs.V.Padmavathy		

Approved by

	Name	Signature	Seal	Date
HoD	Mrs.V.Padmavathy			
Dean Academics	Dr.S.Priya			
Principal	Dr.R.Sujatha			

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B.Com B&I

Programme Code : CO1004

Title of the Course : Principles of Management

Course Code : 20CO106

Year / Semester : I / I

Section:

Total No. of Students : 65

No of Credits : 4

Total No. of Contact Hours : 60

Course Teacher (s) Name : Mr.R.Dhamotharan

Corresponding lab Paper : No

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
1.	Management: meaning, definition, nature and Scope	Chap 1 Page-1.1	PPT	1			1
2.	Levels of Management	Chap 1 Page- 1.6	PPT	1			2
3.	Managerial role, responsibilities and skills	Chap 3 Page- 3.2	PPT	2			4
4.	Evolution of Management thoughts and approaches	Chap 3 Page- 3.2	PPT	2			6
5.	Functions of Management	Chap 6 Page- 6.1	PPT	2			8
6.	Trends and challenges of management in global scenario	Chap 6 Page- 6.1	GD	2			10
7.	Emerging Issues in Management	Chap 7 Page- 7.1	PPT	1			11

8.	Seminar/Quiz		GD	1			12
UNIT – II							
9.	Nature, purpose and functions of planning	Chap 8 Page- 8.1	PPT	1			13
10.	Importance and elements of planning	Chap 8 Page- 8.3	PPT	1			14
11.	Types of plans and MBO	Chap 8 Page- 8.5	PPT	1			15
12.	Steps in planning	Chap 8 Page- 8.6	PPT	2			17
13.	Planning tools and techniques, planning premises	Chap 8 Page- 8.8	PPT	1			18
14.	Strategic planning – concept and process	Chap 8 Page- 8.9	PPT	2			20
15.	Decision making- meaning and steps	Chap 8 Page- 8.10	PPT	2			22
16.	Techniques of Decision Making	Chap 8 Page- 8.11	PPT	1			23
17.	Seminar/Quiz		GD	1			24
UNIT – III							
18.	Organising- Nature and purpose	Chap 9 Page- 9.1	PPT	1			25
19.	Formal and Informal organisation	Chap 9 Page- 9.1	PPT	1			26
20.	Organisation chart and structure	Chap 9	V	2			28

		Page- 9.4					
21.	Types of organisation	Chap 9 Page- 9.6	PPT	1			29
22.	Line and Staff authority	Chap 9 Page- 9.7	PPT	1			30
23.	Departmentalization	Chap 9 Page- 9.8	GD	1			31
24.	Delegation of Authority	Chap 9 Page- 9.9	PPT	1			32
25.	Centralization and Decentralization	Chap 9 Page- 9.10	GD	2			34
26.	Span of Management	Chap 9 Page- 9.11	PPT	1			35
27.	Seminar/Quiz		GD	1			36

UNIT – IV

28.	Staffing : concept of staffing and staffing process	Chap 10 Page- 10.1	PPT	1			37
29.	Motivation: major theories	Chap 11 Page- 11.1	PPT	2			39
30.	Motivational Techniques	Chap 11 Page- 11.4	PPT	1			40
31.	Job satisfaction and Job enrichment	Chap 11 Page- 11.6	PPT	1			41
32.	Leadership: types and theories of Leadership	Chap 12 Page- 12.1	PPT	1			42

33.	Communication: process of Communication	Chap 15 Page- 15.1	PPT	2			44
34.	Barrier in Communication	Chap 15 Page- 15.1	GD	1			45
35.	Effective Communication	Chap 15 Page- 15.1	PPT	1			46
36.	Communication and IT	Chap 15 Page- 15.1	PPT	1			47
37.	Seminar/Quiz		GD	1			48
UNIT – V							
38.	Controlling: Definition and Characteristics	Chap 19 Page- 19.1	PPT	2			50
39.	Importance of Control and Stages in controlling process	Chap 19 Page- 19.3	WS	2			52
40.	Requisites of controlling and controlling techniques	Chap 19 Page- 19.6	PPT	2			54
41.	Productivity problems and Management	Chap 19 Page- 19.9	PPT	2			56
42.	Control and performance	Chap 19 Page- 19.10	WS	1			57
43.	Direct and Preventive Control	Chap 20 Page- 20.1	WS	2			59
44.	Seminar/Quiz		GOF	1			60

			/GD				
TOTAL HOURS							60

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open

Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Book

T1	Business Communication- Prasad
----	--------------------------------

Reference Books

R1	Business Communication- Rajendra Paul
R2	Business Communication Theory and practice- Lesikahar

Web Resources

W1	Business Communication Download book (freebookcentre.net)
----	---

E – Books /Library INFLIBNET RESOURCES

E1	Business Communication Download book (freebookcentre.net)
----	---

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Effective Communication	Seminar	3 hrs	HB

** Proposed Actions can be Assignments , Seminars, Peer Teaching, Industrial Visit , Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

SI.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	2	Lecture	PPT	Effective Communication	2 hrs
2	2	Lecture	PPT	Leadership skills	2 hrs

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – 1	20%
2	I INTERNAL	Unit - I, II, III (upto time and piece rate)	50%
3	II INTERNAL	Unit – III (from incentives) , IV, V	50%
4	End Semester Examination	Unit I to V	100%

Designation	Prepared by
--------------------	--------------------

	Name	Signature	Date
Course Coordinator / In-charge	Mr.R.Dhamotharan		
Programme Coordinator	Mrs.V.Padmavathy		

Approved by			
	Name	Signature	Date
HoD	Mrs.V.Padmavathy		

Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujataha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme: **B.Com B&I**

Title of the Course : VALUE EDUCATION

Section:

No of Credits : 2

Course Teacher (s) Name : Mr.Selvaraj

Course Code : Year / Semester : 20VE109

Total No. of Students : 65

Total No. of Contact Hours :30

Corresponding lab Paper: No

Sl. No.	TOPIC	Reference / Text Book_Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT I: INTRODUCTION TO VALUE EDUCATION							
1.	Objectives and components of value education — Human Values –			1			1
2.	Need for value education			1			2
3.	Significance and importance of value education			1			3
4.	Human Values			1			4
5.	Relation between moral values and religion			1			5
UNIT – II <u>VALUE EDUCATION FOR NATION BUILDING</u>							
6.	National and constitutional values			1			6
7.	Categorization of values			1			7
8.	Environmental ethical values			2			9
9.	National integration			1			10

10.	Value seeds			1			11
<u>UNIT III: HUMAN RIGHTS WITH INDIAN CONSTITUTION</u>							
11.	The concept of human rights – Universal declaration of human rights – Classification of human rights – social practice – Growth of fundamental rights in India – Human rights of Women and children – standard		W	1			12
12.	Universal declaration of human rights			1			13
13.	Classification of human rights			2			15
14.	social practice			1			16
15.	Growth of fundamental rights in India			2			18
16.	Human rights of Women and children			1			19
UNIT IV: MORAL VALUES, ETHICS AND GOOD MANNERS							
17.	Moral values and Ethics – Social values – Spiritual values – Good manners –			1			20
18.	Social values			2			22
19.	Spiritual values			1			23
20.	Good manners			1			24
21.	Character Building			2			26

UNIT – V : <u>EIGHT LIMBS OF YOGA</u>								
22.	<u>Yamas</u> <u>Niyama</u> <u>Āsana</u> <u>Prānāyāma</u> <u>Pratyāhāra</u> <u>Dhāraṇā</u> <u>Dhyāna</u> <u>Samādhi</u>				4			30

Text Books

T1	
T2	
T3	
T4	

Reference Books

R1	
R2	
R3	
R4	

Web Resources

W1	
W2	
W3	
W4	

E – Books /Library INFLIBNET RESOURCES

E1	
E2	
E3	
E4	

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.				
2.				

3				

COURSE PLAN FOR CONTENT BEYOND SYLLABUS

SI.NO	Module	Mode of delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1					
2					
3					

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage (to be decided by the Department)
	I INTERNAL	UNIT - I, II, III	50
	II INTERNAL	UNIT - III, IV, V	50
	Summative Examination	ALL FIVE UNITS	100

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge			
Module Coordinator (One person who would coordinate all Courses in a Programme according to OBE)			

Approved by

	Name	Signature	Date
HoD			
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

1	1	Introduction Track Events	30.09.2020	III	4	1	3	No
1	2	Relay , Hurdles, Middle Distance Race	07.10.2020	III		1	2	No
1	3,4	Long Distance Race Race Walking, Marathon, Officials and their Duties	14.10.2020	III		1	No	Yes
2	1	Introduction and Long jump	21.10.2020	III	4	1	3	No
2	2	Triple jump	28.10.2020	III		1	2	No
2	3,4	High jump , Pole Vault	04.11.2020	III		2	No	Yes
3	1	Introduction of Shot put throw	11.11.2020	III	4	1	3	No
3	2 & 3	Discus Throw & Hammer throw	18.11.2020	III		2	1	No
3	4	Javelin Throw	02.12.2020	III		1	No	Yes
4	1	Introduction of Basket Ball	09.12.2020	II	3	1	1	No
4	2 &3	Foot ball & Volley	16.12.2020	II		2	No	Yes

		ball						
5	1	Introduction of Ball Badminton	23.12.2020	IV	2	1	1	No
5	2	Kabaddi	06.01.2021	II		1	No	Yes

- Note :
If the portions are completed before the allotted hours, specify the engaged details of balance hours in the completion status**.

GAPS IN THE SYLLABUS

Topics Handled	Date[s]	Hours Allotted	Hours Taken	Completion Status
Physical Education	05.10.2020	1	17	Yes

CONTENT BEYOND SYLLABUS

Topics Handled	Date[s]	Hours Allotted	Hours Taken	Completion Status
Physical Education	11.01.2021	1	17	Yes

Designation	Verified by		
	Name	Signature	Date
Course Coordinator / In-charge	Mr.P.Thangamuthu		
Programme Coordinator	Mr.P.Thangamuthu		

Approved by			
	Name	Signature	Date
HoD			
Dean Academics			
Principal			

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B.COM (BANKING & INSURANCE)

Programme Code : CO1004

Title of the Course : COMPANY ACCOUNTS

Course Code :19CO301

Year / Semester : I / I

Section: A

Total No. of Students : 66

No of Credits : 4

Total No. of Contact Hours: 75

Course Teacher (s) Name : Dr.S.Gurupriya

Corresponding lab Paper : Yes / No

Sl. No.	TOPIC	Reference / Text Book_Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I ISSUE OF SHARES AND REDEMPTION OF PREFERENCE SHARES AND DEBENTURES							
45.	Shares - Definition - Issues of Shares	Chapter	PPT	2			1

46.	issue of shares at premium - issue of shares at discount	1 (1.1-1.125)	PPT		2		1
47.	forfeiture of shares - Re-issue of forfeited shares		PPT		2		1
48.	Redeemable preference shares - Conditions for Redemption	Chapter 3 (3.1-3.82)	PPT		3		1
49.	Replacement of capital by fresh issue of shares - Procedure for redemption. Issue of Debentures - Interest on Debentures		PPT		3		3
50.	Redemption without provision, Redemption out of provision (Sinking fund method only)		PPT		3		2
51.	Book building						
				2	13		15

UNIT – II FINAL ACCOUNTS AND ACCOUNTING STANDARDS

52.	Preparation of Final Accounts	Chapter 7 (7.1 – 7.116)	PPT		2		2
53.	Provisions relating to preparation of final accounts		PPT		2		2
54.	Profit and loss account and balance sheet		PPT		2		1
55.	Managerial remuneration		PPT		1		1
56.	Accounting Standards – Need and importance		PPT		2		3
57.	An overview of Indian Accounting Standards.		PPT		2		2

					15		15
UNIT – III VALUATION OF GOODWILL AND SHARES							
58.	Goodwill - Definition	Chapter 8 (8.1 - 8.112)	PPT		2		2
59.	Factors affecting valuation of goodwill		PPT		1		1
60.	Need - Methods of valuing Goodwill		PPT		1		1
61.	Simple profit method - Super profit method		PPT		4		4
62.	Valuation of shares - methods		PPT		2		2
63.	Net assets method - Yield method - Earning capacity method		PPT		2		2
					15		15
UNIT – IV LIQUIDATION OF COMPANIES							
64.	Meaning of Liquidation or Winding up	Chapter 11 (11.1 – 11.103)	PPT		2		2
65.	Modes of Winding up		PPT		3		3
66.	Liquidator's final statement of account		PPT		3		3
67.	Adjustment of the rights of contributories when the paid up amount on shares varies		PPT		3		3
68.	Statement of Affairs and Deficiency account.		PPT		4		4
							15
UNIT – V HOLDINGS COMPANIES ACCOUNTS							

69.	Minority Interest	Chapter 14 (14.1- 14.112)	PPT		1		1
70.	Cost of control or capital reserve		PPT		1		1
71.	Distinction between capital profits and Revenue Profits		PPT		1		1
72.	Elimination of common transactions		PPT		2		2
73.	Treatment of unrealized Profits		PPT		2		2
74.	Revaluation of assets and liabilities		PPT		2		2
75.	Preparation of consolidated balance sheet [Intercompany investment excluded]		PPT		2		2
							15
TOTAL HOURS							75

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open

Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Book

T1	Corporate Accounting - Vol: II (As Per Revised Schedule VI In New Format) - T.S. Reddy & A.
----	---

	Murthy, Margham Publications. Chapter 1 (1.1-1.125), Chapter 3 (3.1-3.82), Chapter 8 (8.1 -8.112), Chapter 11 (11.1 – 11.103), Chapter 14 (14.1-14.112)
--	---

Reference Books

R1	Corporate Accounting - R.L. Gupta & S. Radhaswamy
R2	Corporate Accounting - T.S. Moorthy & Y. Hari Prasad Reddy
R3	Advanced Accounting - M.C. Shukla & T.S., Grewal
R4	Advanced Accounting - Jain & Narang

Web Resources

W1	https://www.icsi.edu/media/webmodules/Corporate%20and%20Management%20Accounting.pdf
W2	https://www.icaai.org/post.html?post_id=12433

E – Books /Library INFLIBNET RESOURCES

E1	https://shodhganga.inflibnet.ac.in/simple-search?query=corporate+accounting&go=
E2	https://shodhganga.inflibnet.ac.in/handle/10603/111314

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Book Building	Assignment		
2.	Accounting Standards	Seminar		
3.	Liquidator's final statement of account	Peer teaching		

* *Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit , Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

SI.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1					

2					
3					
4					

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit - 1	20%
2.	I INTERNAL	Unit - I, II, III (upto Bank Reconciliation Statement)	50%
3.	II INTERNAL	Unit – III (from Bills of Exchange) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Dr.S.Gurupriya		
Programme Co-ordinator	Mrs.V.Padmavathy		

Approved by			
	Name	Signature	Date
HoD	Mrs.V.Padmavathy		

Dean Academics			
Principal			

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSEPLAN- 2020-2021 (ODD SEMESTER)

Name of the Programme :B.Com B&I

Programme Code : CO1004

Title of the Course :Practice of General Insurance

Course Code : 19CO302

Year / Semester : II/III

Total No. of Students : 65

No of Credits : 4

Total No. of Contact Hours : 60

Course Teacher (s) Name : Mr.R.Dhamotharan

Corresponding lab Paper : No

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT - I							
1.	Structure of Indian General Insurance Market	T Pg-5-9	PPT / WS	2			2
2.	International Insurance Market	T Pg-10-17	PPT	1			3
3.	Roles in Insurance	T Pg-18-23	PPT	3			6
4.	Claim Process	T Pg-24-27	PPT	1			7
5.	Structure of Insurance Policy	T Pg-44-50	PPT	1			8
6.	Interpretation of Insurance Policy	T Pg-51-55	PPT	1			9
7.	Proposal Forms & Certificates	T Pg-56-61	PPT	1			10
UNIT – II							
8.	Covers Provided under Fire Insurance Policy	T Pg-67-81	PPT/	1			11

	Special Policies & Special Endorsement		WS				
9.	Consequential Loss (Fire) Policy	T Pg-82-83	PPT	1			12
10.	Different Types of Marine Insurance Policies	T Pg-85-100	PPT/ WS	1			13
11.	Cover Provided under Marine Hull Policy	T Pg-101-104	PPT/ WS	1			14
12.	Cover Provided under Motor Insurance Policies	T Pg-108-121	PPT/ WS	1			15
13.	Motor Claims and Procedures	T Pg-122-126	PPT	1			16
14.	Cover Provided under Liability Insurance Policies	T Pg-127-135	PPT/ WS	1			17
15.	Cover Provided under Health Insurance Policies	T Pg-136-139	PPT/ WS	1			18
16.	Cover under Engineering Insurance Policies and Covers Available under Various Categories	T Pg-144-169	PPT/ WS	1			19

UNIT - III

17.	Concept of Underwriting	T Pg-174-175	PPT	1			20
18.	Underwriting Process	T Pg-177-184	PPT	1			21
19.	Risk Sharing & Risk Levels	T Pg-186-187	PPT	3			24
20.	Reinsurance	T Pg-188-197	PPT	3			27
21.	Premium Pricing Mechanism	T Pg-202-212	PPT	3			30
22.	Concept of Soft Market & Hard Market	T Pg-213-220	PPT	3			33
23.	Case Study	Google Classroom	PDF	2			35

UNIT - IV

24.	Basics of a Claim	T Pg-225-228	PPT/ WS	3			38
25.	Work through Claims Process	T Pg-229-234	PPT/ WS	3			41
26.	Claims Management	T Pg-235-244	PPT/ WS	3			44
27.	Case Study	Google Classroom	PDF	3			47

UNIT - V							
28.	Different Types of Reserves	T Pg-250-255	PPT	3			50
29.	Reserving Process followed by Insurance Companies	T Pg-256-259	PPT	4			54
30.	Premium Investment Strategies	T Pg-260-264	PPT	4			58
31.	Case Study	Google Classroom	PDF	2			60
TOTAL HOURS							60

* L- Lecture T- Tutorial (Problems / Example Programs /Revision Classes) P- Practical

* LCD/PPT/Black Board (BB)/Worksheet(Ws)/Video (V) / Group Discussion (GD)/Blended & Flipped (BF) /Open Educational Resources (OER) media that are freely accessible, Google tools like Drive(GRV) ,Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Book

T1	Practice of General Insurance – Insurance Institute of India
----	--

Reference Books

R1	Principles of Insurance – Insurance Institute of India
----	--

Web Resources

W1	https://www.udemy.com/course/fundamentals-of-insurance/
W2	https://www.udemy.com/course/an-overview-of-insurance-fraud/

E – Books /Library INFLIBNET RESOURCES

E1	http://www.freebookcentre.net/business-books-download/Basics-Of-Banking-And-Insurance.html
----	---

Gaps in the Syllabus

SL.NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Health Insurance during Pandemic Covid 19	Seminar	1 hr	HB

* *Proposed Actions can be Assignments , Seminars, Peer Teaching, Industrial Visit , Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

SI.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	Lecture	Case Study	Principles of Insurance	1 hr
2	2	Lecture	Case Study	Frauds in Insurance	1 hr

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – 1 (Roles of Insurers)	20%
2	I INTERNAL	Unit- I,II,III (First Half)	50%
3	II INTERNAL	Unit–III (Second Half) ,IV,V	50%
4	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Mr.R.Dhamotharan		
Programme Coordinator	Mrs.V.Padmavathy		

--	--	--	--

Approved by			
	Name	Signature	Date
HoD	Mrs.V.Padmavathy		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujataha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE
COURSE PLAN – 2020 – 21 (ODD/EVEN SEMESTER)

Name of the Programme :	II B Com	Programme Code :	B Com C&I
Course Name :	LRAB	Course Code :19CO303	
Year / Semester	II / IV	Section	

Total No. of Students	66	No. of Credits	
Corresponding lab Paper	Yes / No.	Total No. of Contact Hours	60
Course Teacher Name	B V ESWARAN		

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
1	LAWS ON RESPONSIBILITY OF PAYING BANK, LAWS ON RESPONSIBILITY OF COLLECTING BANK, INDEMNITIES, GUARANTEES – OBLIGATIONS OF BANKER, PRECAUTIONS AND RIGHTS	84-101, 126-141,	PPT, GD, WB, Q & A	L - 4	T - 2		6
2	LAWS RELATING TO BILL FINANCE, LETTER OF CREDIT, DEFERRED PAYMENTS	160-164, 144-153, 156, 7	PPT, GD, WB	L - 4	T - 2		6
UNIT – II							
1	LAWS RELATING TO SECURITIES, VALUATION OF SECURITIES, MODES OF CHARGING	169-203, 365-374	WB, LCD, PPT	L - 4	T - 2		6
2	REGN OF FIRMS, COS, CREATION OF CHARGE, SATISFACTION OF CHARGE	398-434	PPT, WB, LCD	L - 4	T - 2		6

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
UNIT – III							
1	TYPES OF BORROWERS, TYPES OF CREDIT FACILITIES,	104-123,	PPT, WB, LCD	L - 4	T - 2		6
2	SALE OF GOODS ACT, CONDITIONS, WARRANTIES ETC	381-393	PPT, WB	L - 4	T - 2		6
UNIT – IV							
1	COMPANIES ACT – FEATURES, TYPES, MoA, AoA, DOCTRINE OF ULTRA VIRES, INDOOR MANAGEMENT ETC	419-438	PPT, LCD	L - 4	T - 2		6
2	MEMBERSHIP, ACQUISITION, CESSATION, RIGHTS AND DUTIES, REGISTER OF MEMBERS, PROSPECTUS, DIRECTORS	439, 449	PPT, LCD	L - 4	T - 2		6
UNIT – V							
1	DEFINITION, TYPES OF PARTNERSHIP, RELATIONSHIP AMONG PARTNERS / WITH THIRD PARTIES, MINOR PARTNERS	397-412	PPT, WB, LCD	L - 4	T - 2		6
2	DISSOLUTION, EFFECT OF NON REGISTRATION, TP ACT	413 – 423, 463 - 472	LCD, WB, PPT	L - 4	T - 2		6
TOTAL HOURS							60

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Text Book

1. Textbook 1- LEGAL AND REGULATORY ASPECTS OF BANKING - IIBF

Reference Books

1. Reference Book 1- MERCANTILE LAW – N D KAPOOR
2. Reference Book 2 – BUSINESS LAW SULTAN CHAND & SONS p LTD

Web Resources

1. Web Resource 1- BANKING UPDATES
2. Web Resource 2

E – Books /Library INFLIBNET RESOURCES

1. eBook 1
2. eBook 2

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	ASSIGNMENTS	SEMINAR	5 - 10	HB (SUBJECT TO AVAILABILITY)
2.	VIDEO PRESENTATIONS	SHOWS	5 – 10	HB (SUBJECT TO AVAILABILITY)

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

SI.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	UPDATES	WEBSITES, LCD, GUEST LECTURES	PPT, LCD	LENDING PRACTICES	5
2	UPDATES	----DO----	PPT, LCD	SERVICE DELIVERY	5
3	UPDATES	----DO----	PPT, LCD	DIGITAL BANKING	5
4	PRACTICALS	IVs	INFO FROM BANKERS	LEARNING BY OBSERVATION AND REPORTS	5

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – I	20%
2.	I INTERNAL	Unit – I, II, III (up to -----)	50%
3.	II INTERNAL	Unit – III (from -----) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge			
Programme Coordinator			

Approved by			
	Name	Signature	Date
HoD			
Dean Academics			
Principal			

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B.Com B&I

Programme Code : CO1004

Title of the Course : Financial Management

Course Code : 19CO304

Year / Semester : II / III

Section:

Total No. of Students: 66

No of Credits : 5

Total No. of Contact Hours : 75

Course Teacher (s) Name : Mrs.V.Padmavathy

Corresponding lab Paper : No

Sl. No.	TOPIC	Reference / Text Book, Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT - I							
1.	Financial Management – Meaning, Definition	FM Pg- 1.1 -1.21	PPT	2			2
2.	Financial Management Objectives	FM Pg- 1.1 -1.21	PPT	2			4
3.	Scope and Functions of Financial Management	FM Pg- 1.1 -1.21	PPT	2			6
4.	Financing-Investment	FM Pg- 1.1 -1.21	PPT	2			8

5.	Dividend Decisions	FM Pg- 1.1 -1.21	PPT	2			10
6.	financial forecasting	FM Pg- 8.1 – 8.12	PPT	2			12
7.	Sources of funds	FM Pg- 11.1 - 11.14	PPT	2			14
8.	long term	FM Pg- 11.1 - 11.14	PPT	2			16
9.	shares	FM Pg- 11.1 - 11.14	PPT	2			18
10.	debentures	FM Pg- 11.1 - 11.14	PPT	2			20
11.	bonds	FM Pg- 11.1 -	PPT	2			22

		11.14					
12.	term loans- sources of short term loans	FM Pg- 11.1 - 11.14	PPT	2			24
UNIT – II							
13.	Capitalization	FM Pg- 9.1 -9.58	PPT	2			26
14.	Under and Over Capitalization	FM Pg- 9.1 -9.58	PPT	2			28
15.	Capital Structures	FM Pg- 9.1 -9.58	PPT	2			30
16.	Determinants of capital structure	FM Pg- 9.1 -9.58	PPT	2			32
17.	Computation of cost of capital	FM Pg- 7.1 -7.70	PPT	2			34
18.	Trading on Equity,	FM Pg- 7.1 -7.70	PPT	2			36
19.	Leverages - Types and Significance	FM Pg- 10.1 -10.	PPT	2			38

		44					
UNIT – III							
20.	Capital Budgeting Nature and Significance	FM Pg- 5.1 – 5.77	PPT	2			40
21.	Time value of money	FM Pg- 5.1 – 5.77	PPT	2			42
22.	Discounting and Compounding	FM Pg- 5.1 – 5.77	PPT	2			44
23.	Methods of evaluating Capital Expenditure proposals	FM Pg- 5.1 – 5.77	PPT	2			46
24.	Pay back period, Net Present Value	FM Pg- 5.1 – 5.77	PPT	2			48
25.	Internal Rate of Return - Average rate of return method (simple problems only)	FM Pg- 5.1 – 5.77	PPT	2			50
UNIT – IV							
26.	Working Capital Management – meaning, types of working capital	FM Pg- 13.1 – 13.52	PPT	2			52

27.	Nature of Working Capital Management,	FM Pg- 13.1 – 13.52	PPT	2			54
28.	Need for working capital	FM Pg- 13.1 – 13.52	PPT	2			56
29.	operating cycle, estimation of working capital requirement	FM Pg- 13.1 – 13.52	PPT	2			58
30.	Management of Cash, Inventory and Receivables, Cash Budget. (Simple problems only)	FM Pg- 14.1 – 16.48	PPT	2			60
UNIT – V							
31.	Dividend Decision: Introduction	FM Pg- 12.1 - 12.58	PPT	2			62
32.	Meaning and Definition	FM Pg- 12.1 -	PPT	2			64

		12.58					
33.	Dividend theories	FM Pg- 12.1 - 12.58	PPT	2			66
34.	Determinants of Dividend Policy	FM Pg- 12.1 - 12.58	PPT	2			68
35.	Types of Dividends	FM Pg- 12.1 - 12.58	PPT	2			70
36.	Bonus share	FM Pg- 12.1 - 12.58	PPT	1			71
37.	Stock split	FM Pg- 12.1 - 12.58	PPT	2			74
38.	Right issue	FM Pg- 12.1 - 12.58	PPT	2			75

TOTAL HOURS	75
--------------------	-----------

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open

Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Book

T1	Financial Management - Dr.Ramachandran, Dr.R.Srinivasan, Sriram Publications, revised on 2019
----	---

Reference Books

R1	Financial Management - M.Y.Khan and P.K.Jain
R2	Financial Management - I.M.Pandy

Web Resources

W1	https://www.icaew.com/library/library-collection/ebooks/financial-management
----	---

E – Books /Library INFLIBNET RESOURCES

E1	https://www.icaew.com/library/library-collection/ebooks/financial-management
----	---

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Sources of funds - International	Seminar	2	HT
2.	Capital budgeting techniques – Modern approach	Seminar	2	HT

* *Proposed Actions can be Assignments , Seminars, Peer Teaching, Industrial Visit , Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

SI.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	Lecture	PPT	Share certificates issued by companies	1
2	2	Lecture	Case study	Working capital management by manufacturing unit	2
3	3	Lecture	Case study	Capital budgeting techniques	2

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit - 1	20%

2.	I INTERNAL	Unit - I, II, III (upto Capital budgeting – Nature & significance)	50%
3.	II INTERNAL	Unit – III (from Capital budgeting techniques) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Mrs.V.Padmavathy		
Programme Coordinator	Mrs.V.Padmavathy		

UNIT - I							
1	Numbers	T-3	BB/ WB/ OER	1	1	0	2
2	LCM & HCF	T-51	BB/ WB/ OER	1	1	0	4
3	Simplification	T-95	BB/ WB/ OER	1	0	0	5
4		Averages	T-206	BB/ WB/ OER	1	0	0
UNIT - II							
5	Problems on Ages	T-264	BB/ WB/ OER	1	1	0	2
6		Time and Work	T-526	BB/ WB/ OER	1	1	0
7	Surd and indices	T-278	BB/ WB/ OER	1	1	0	6
UNIT - III							
8	Pipes & Cisterns	T-510	BB/ WB/ OER	1	1	0	2
9	Time & Distance	T-562	BB/ WB/ OER	1	1	0	4
10		Problems on trains.	T-612	BB/ WB/ OER	1	1	0
UNIT - IV							
11	Calendar	T-819	BB/ WB/ OER	1	1	0	2
12	Clocks	T-823	BB/ WB/ OER	1	1	0	4

13	Permutation and combination.	T-841	BB/ WB/ OER	2	2	0	8
UNIT - V							
14	Area	T-688	BB/ WB/ OER	2	1	0	3
16	Volume and Surface Area	T-766	BB/ WB/ OER	2	1	0	6
Total							30

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Text Book

T	R S Agarwal Revised edition (21 February 2017), 'Quantitative Aptitude' S.Chand Publishers.
---	---

Reference Books						
R1	AbhijitGuha (7th Ed, 2020), Quantitative Aptitude - Mc Graw Hills Publishers					
R2	Khattar Dinesh (2013, 3rd Edition), Quantitative Aptitude for Competitive Examinations, The Pearson Guide					

Web Resources

W1	https://www.indiabix.com/
W2	https://www.faceprep.in/quantitative-aptitude/

E – Books /Library INFLIBNET RESOURCES

E

<https://www.careerbless.com/aptitude/qa/home.php>

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

<u>Sl.No</u>	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1	I INTERNAL	Unit - I, II, III (50%)	50%
2	II INTERNAL	Unit – III (50%) , IV, V	50%
3	End Semester Examination	Unit I to V	100%

Prepared by

Designation	Name	Signature	Date
Course Coordinator / In-charge	Mr. R. Sivasubramanian		
Programme Coordinator			

Approved by

Designation	Name	Signature	Date
HoD	Mr. R. Sivasubramanian		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

F&IS,CS, ANI,NET,VIS,MCHM,B.COM,BBA,HONS&ACCA

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B.Com B&I

Programme Code : CO1004

Title of the Course : Practical Banking

Course Code : 19CO305

Year / Semester : II / III

Section:

Total No. of Students: 14

No of Credits : 2

Total No. of Contact Hours :

30

Course Teacher (s) Name : Mr. R.Dhamotharan

Corresponding lab Paper : No

Sl. No.	TOPIC	Reference / Text Book_Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT - I							

1.	Introduction to Banking - Bank – Meaning and Definition	NA	PPT	1			1
2.	Primary Functions - Secondary Functions,	NA	PPT	2			3
3.	Exercise 1 - Filling a Loan Application Form (Deposit)	NA	PPT	1			4
4.	Exercise 2 - Filling a Loan Application Form	NA	PPT	1			5

UNIT – II

5.	Banking Products - Deposit Products - SB-CA- FD- RD	NA	GD	2			7
6.	Loan Products - HL-AL-EL-AJL	NA	PPT	2			9
7.	Exercise 3 - Help Desk	NA	PPT	1			10
8.	Exercise 4 - Single Window Operation	NA	PPT	1			11

UNIT – III

9.	Vouchers - Meaning and Importance of Vouchers	NA	PPT	2			13
10.	Various Type of Vouchers	NA	V	2			15
11.	Exercise 5 Filling a Withdrawal Slip - Exercise 6 - Filling a Pay-in-slip	NA	PPT	1			16
12.	Exercise 7 -Drawing a Cheque	NA	WS	1			17
UNIT – IV							
13.	Credit Appraisal Techniques	NA	PPT	2			19
14.	Loan Appraisal - Debt Collection	NA	PPT	2			21
15.	Exercise 8 - Credit Appraisal Techniques	NA	V	1			22
16.	Exercise 9 - Recovery of loans	NA	WS	1			23

UNIT – V							
17.	E- Banking services	NA	GD	2			25
18.	ATMs (Automated Teller Machines)	NA	PPT	1			26
19.	Smart Cards - EFT	NA	V	1			27
20.	Mobile Banking - Internet Banking	NA	PPT	1			28
21.	How to operate E-banking services.	NA	V	2			30
TOTAL HOURS							30

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(Ws) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) /

Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs

(GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also

be included.

[Mark the abbreviation in the teaching aids column]

Text Book

T1	Study material provided by Course faculty
----	---

Reference Books

R1	E.Gordon and K.Natarajan, Banking Theory, Law & Practice, Himalaya Publishing House, Mumbai, 2014.
R2	Sundharam K.P.M and Varshney P.N., Banking Theory, Law & Practice, Sultan Chand and Sons, New Delhi, 2014.

Web Resources

W1	https://www.freebookcentre.net/Business/Banks-and-Banking-Books.html
----	---

E – Books /Library INFLIBNET RESOURCES

E1	https://www.freebookcentre.net/Business/Banks-and-Banking-Books.html
----	---

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Primary Functions - Secondary Functions	Assignment	1	HB
2.	E- Banking services	Seminar	1	HB
3.	Credit Appraisal Techniques	Peer teaching	1	HB

* *Proposed Actions can be Assignments , Seminars, Peer Teaching, Industrial Visit , Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

SI.NO	Module	Mode of Delivery		Planned Topics	Total No of Hours Allotted

			Teaching Aids		
1		Lecture	PPT	Merchant Banking	1
2		Lecture	PPT	Role & Function of RBI	1
3		Lecture	Video	Financial Institutions and Services	1

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1	SLIP / CLASS TEST	Unit - 1	20%
2	I INTERNAL	Unit - I, II, III (upto Importance of Vouchers)	50%
3	II INTERNAL	Unit – III (from various types of Vouchers) , IV, V	50%
4	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	R.Dhamotharan		
Programme Coordinator	Mrs.V.Padmavathy		

Approved by			
	Name	Signature	Date
HoD	Mrs.V.Padmavathy		

Dean Academics	Dr.S.Priya		
Principal	DR.R.Sujatha		

Name of the Programme :
Title of the Course :
Year / Semester:

F&IS,CS,
 ANI,NET,VIS,MCHM,B.COM,BBA,HONS&
 ACCA

BASIC TAMIL
 2020-2021/1

Name of the Programme :
Title of the Course :
Year / Semester:

F&IS,CS,
 ANI,NET,VIS,MCHM,B.COM,BBA,HONS
 &ACCA

2020-2021/1

Reference / text Book Page No.	Teaching Aids	Mode of Delivery No. of Hours			Cumulative Hours
		L	T	P	
T 12 / R 04					
R1-1	BB	2	2		6
R1-2		1	1		2
R1-3	BB	1	1		2
R1-4	BB	1	1		1
R1-4	BB	1	1		1
R1-05	BB	1	1		6
R1-7	BB	2	2		3
R1-8	BB	1	1		3

R1-8	BB	3	3		6
------	----	---	---	--	---

Lecture	Planned Topics	Date	Time	Total No of Hours Allotted
Lecture1	□□□□□□□□□□□□□□ □□□□□□□□□□			

Proposed Portions to be Covered	Proportion (Portion) in Percentage (to be decided by the Department)
UNIT - I, II, V	50%
UNIT - III, IV, V	50%
ALL FIVE UNITS	100%

Yes/No	Yes/No	Yes/No	Yes/No
Yes	Yes	Yes	Yes
Yes	Yes	Yes	Yes
Yes	Yes	Yes	Yes
No	No	No	No
No	No	No	No

Yes/No	Yes/No
---------------	---------------

Signature	Date

--

Signature	Seal	Date

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : F&IS,CS
Title of the Course : ADVANCED TAMIL **Course Code:** 19UAT310
Year / Semester: 2020-2021/1 **Section:** **Total No. of Students:**
No.Of Credits: 2 **Total no. of Contact hours: 30**

S. No	Topic	Reference / text Book Page No.	Teaching Aids	Mode of Delivery No. of Hours			Cummulative Hours
				L	T	P	
Unit I							
1	□□□□□□□□ - □□□□□□□□□□□□> □□□□□□□□□□ □□□□□□□□□□ - □□□□□□□□ □□□□□□.	R1-1-4/ R1,2-154 / 74	BB	2	2		6
Unit II							
2	□□□□ - □□□□□□□□ □□□□□□, □□□□□□.	R1-6,7/R3-13/48		1	1		2

5	<p>□□□□□□ □□□□□□ - □□□□□□□□□□ □□□□□□□□(□□□□□□ □□□□□□□□);□□. □□□□□□□□ □□□□□□ □□□□□□□□□□</p>	R1-7,9/ R4-26/52	BB	1	1		2
6	<p>□□.□□□□□□□- □□□□□□□□□□□□ □□□□□□ (□□□□□□□□□□ □□□□□□□□).</p>	R1-10/R5- 99	BB	1	1		1
7	<p>□□□□□□□□□□-□□□□□□ □□□□□□□□□□□□ (□□□□□□□□ □□□□□□□□ □□□□□□□□□□□□□□). □□□□□□ □□□□□□□□□□- □□□□□□□□□□□□□□□□□□ □□□□□□ 10 □□□□□□ □□□□□□□□□□. .</p>	R1-15,19/ R6-121	BB	1	1		1
Unit III							
9	<p>□□□□□□□□□□□□ □□□□□□□□□□□□□□□□□□□□ □□□□□□□□□□ □□□□□□□□□□□□□□</p>	R1-37,38/ R8-23/ 40	BB	1	1		6
Unit IV							

15	□□□□□□□□□□ □□□□□□□□□□ - □□□□□□□□ □□□□□□□□ □□□□□□□□, □□□□□□□□□□ □□□□ □□□□□□□□.	R1-22/ R7 -264	BB	2	2		3
16	□□□□□□□□□ □□□□□□□□ - □□□□□□□□□□□□□□, □□□□□□□□□□□□□□, □□□□□□□□□□□□□□□□□□, □□□□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□□□□□□□□□	R1-24/R1-R7 -403	BB	1	1		3
Unit V							
19	□□□□□□□□□□□□□□□□□□□□□□□□ (□□□□□□□□□□□□□□□□□□□□□□□□).	gilg;ghw;wy;	BB	3	3		6

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open educational resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDo), and Google Slides(GS) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.
[Mark the abbreviation in the teaching aids column]

COURSE PLAN FOR CONTENT BEYOND SYLLABUS

Sl.NO	Module	Lecture	Planned Topics	Date	Time	Total No of Hours Allotted
1	1	Lecture1	□□□□□□□□□□□□ □□ □□□□□□□□□□			
2		Lecture2	□□□□□□□ □□□□□□□□□□			
3	2	Lecture1	□□□□□□□□□ □□□□□□□□□□;			

Gaps in the Syllabus –To meet Industrial Requirements

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) /
				Hours beyond the Time Table (HB)
1	□□□□□□□ □□□□□□□□	Assignment		3
2	□□□□□□□□ □□□□□□□□ □□□□□□□□□□ □□□□□□□□	Seminar	1	
3	□□□□□□□□ □□□□□□□□□□□□ □□□□□□□□□□□□□□□□	Peer teaching	2	

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage (to be decided by the Department)
	I INTERNAL	UNIT - I, II, V	50%
	II INTERNAL	UNIT - III, IV, V	50%
	Summative Examination	ALL FIVE UNITS	100%

ASSESSMENT METHODOLOGY – DIRECT

	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Internal Examination	Yes	Yes	Yes	Yes	Yes
Assignment	Yes	Yes	Yes	Yes	Yes

Slip Test / Class Test	Yes	Yes	Yes	Yes	Yes
Project	No	No	No	No	No
Summative Examination	No	No	No	No	No

Assessment Indirect

	Yes/No	Yes/No	Yes/No
Assessment of Course Outcome by Student Feedback	Yes		
Feedback from Alumni	Yes		

Feedback from Educational Experts	Yes		
Feedback from Parents	Yes		

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Mrs.H.Geetha		
Module Coordinator (One person who would coordinate all Courses in a Programme according to OBE)	Mrs.N.Selvi		

Approved by				
	Name	Signature	Seal	Date
HoD	Mrs.N.Selvi			
Dean Academics	Dr.S.Priya			
Principal	Dr.R.Sujatha			

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : BBA, B.Com (B&I, Hons, ACCA)			
Title of the Course	: CRT English I Practical		Course Code: 19CRT308
Year / Semester:	II YEAR / III SEMESTER	Section:	Total No. of Students:
No.Of Credits: 3			Total no. of Contact hours: 30
Course Teacher (s) Name : Mrs.R.Suganthi Hepzibha, Ms.T.S.Sridevi, Mr.C.Senthilkumar and Mr.V.V.Sundaram			

Course Teacher (s) Name

Course Teacher (s) Name						
S. No	Topic	Reference / text Book Page No.	Teaching Aids	Mode of Delivery No. of Hours		
		T 1 / R 04		L	T	P
Unit I						
1	Know thyself – SWOC Analysis	R1-1 / R 06, 03	BB	3		
2	Extempore Speaking	R1-3 / R 06, 03	BB/PPT/V	3		
Unit II						
1	Recap on Tenses	R1-12	BB	3		
2	Work with Tenses	R1-20	BB	3		
Unit III						
1	Vocabulary Building	WL	BB	2	1	
2	Sentence Stress and Pause Management	WL	BB	2	1	
Unit IV						
1	Overcoming Stage Fear	WL	BB	2	1	
2	Situational Conversations	WL	BB	2	1	
Unit V						
1	Tips on Effective Reading	R3-48	BB	2	1	
2	Public Speaking	WL	BB	2	1	

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open educational resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDo), and Google Slides(GS) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Reference Books

R1	Sanjay Kumar, Pushp Lata. Communication Skills. New Delhi: Oxford University Press, 1999. Print.
R2	Srivasan Hema. Communication Skills . Bangalore: Frank Brothers & Co. Ltd, 2004. Print.
R3	Dr.P.Prasad. The Functional Aspects of Communication Skills . Bangalore: S.K.Kataria and Sons Ltd, 2005. Print.

E – Books /Library INFLIBNET RESOURCES

E1	https://nlist.inflibnet.ac.in/search/Record/EBC483375
E2	https://nlist.inflibnet.ac.in/search/Record/EBC481114
E3	https://nlist.inflibnet.ac.in/search/Record/EBC1864716

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT)
				/
				Hours beyond the Time Table (HB)
1	Self Introduction	Assignment		3
2	Extempore	Seminar	3	
3	On Any Modules	Peer teaching		
4	NA	Industrial Visit	NA	NA

Proposed Actions can be Assignments , Seminars, Peer Teaching, Industrial Visit , Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS

Sl.NO	Module	Lecture	Planned Topics	Date	Time	Total No of Hours Allotted
1	1	Lecture1	Lecture 1	Newspaper/Article reading		
2	2	Lecture2	Lecture 2	Collecting & Reporting News		
3	3	Lecture3	Lecture 3	Learning a New Word Everyday		

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage (to be decided by the Department)
1	I INTERNAL	UNIT - I, II, V	50%
2	II INTERNAL	UNIT - III, IV, V	50%
3	Summative Examination	ALL 5 UNITS	100%

Prepared by

Designation	Name	Signature
Course Coordinator / In-charges	Mr.S.Sivakumar	
Module Coordinator	Mrs.R.Suganthi Hepzibha	

Approved by			
	Name	Signature	Date
HoD	Mrs.R.Suganthi Hepzibha		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B.COM (BANKING & INSURANCE)

Programme Code : CO1004

Title of the Course : INCOME TAX

Course Code :18CO501

Year / Semester : I / I

Section: A

Total No. of Students : 62

No of Credits : 4

Total No. of Contact Hours: 75

Course Teacher (s) Name : Dr.S.Gurupriya

Corresponding lab Paper : Yes / No

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I INTRODUCTION							
76.	Introduction –Canons of taxation	Chapter 1 (1.1 - 1.41)	PPT	2			1
77.	Various terms IT Act 1961		PPT		2		1
78.	Finance Bill - Previous year - Assessment year		PPT		2		1
79.	Definition of Person - Assessee-types-individual	Chapter 2, 3,4 (2.1 – 4.41)	PPT		3		1
80.	Concept of Income - Exempted Income to individuals		PPT		3		3
81.	Residential Status		PPT		3		2
82.	Incidence of Tax - Gross total income and total income of individual.		PPT				
				2	13		15
UNIT – II INCOME FROM SALARIES							
83.	Definition of the Head salaries – Features of Salary	Chapter 5 (5.1-	PPT		2		2
84.	Forms of Salary - Allowance		PPT		2		2
85.	Perquisites - Gratuity - Pension		PPT		2		1

86.	Types of Provident Fund	5.179)	PPT		1		1
87.	Treatment of Provident Fund- Deductions - Profit in lieu of Salary		PPT		2		3
88.	Computation of Taxable Salary		PPT		2		2
					15		15
UNIT – III INCOME FROM HOUSE PROPERTY AND BUSINESS OR PROFESSION							
89.	Gross Annual Value - Net Annual Value	Chapter 6, 7A & 7B (6.1- 7.187)	PPT		2		2
90.	Partly let out and partly Self occupied house		PPT		1		1
91.	Part of the year let out and part of the year self occupied- Unrealized rent		PPT		1		1
92.	Computation of House Property AND Computation of Income from Business,		PPT		4		4
93.	Profession - Deductions Definition - Methods of Accounting		PPT		2		2
94.	Expenses expressly allowed - allowed loss - Expenses expressly disallowed		PPT		2		2
					15		15
UNIT – IV INCOME FROM CAPITAL GAIN AND OTHER SOURCES							
95.	Computation of Income from Capital Gains - Definition	Chapter 8&9 (8.1- 9.77)	PPT		2		2
96.	Meaning of various terms		PPT		3		3
97.	Assets not included under capital asset		PPT		3		3
98.	Computation of Income from other sources - Definition		PPT		3		3

99.	Income that are taxed under other sources		PPT		4		4
							15
UNIT – V DEDUCTIONS							
0.	Deductions U/S 80C to 80U	Chapter 10, 11, 12, 13 & 14 (10.1- 14.58)	PPT		1		1
1.	Set off- Carried Forward - Clubbing		PPT		1		1
2.	Assessment of individual-tax liability		PPT		1		1
3.	tax deducted at source in respect of individual assesses		PPT		2		2
4.	Advance tax-E-filing		PPT		2		2
							15
TOTAL HOURS							75

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open

Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Book

T1	Students' Guide to Income Tax – T.S.REDDY AND MURTHY, Revised edition (as per latest AY) Margham Publications.
----	---

Reference Books

R1	Income Tax Law & Practice – V.P.GAUR, D.B.NARANG, Revised edition (as per latest AY) Kalyani Publications.
R2	Income Tax Law & Practice – Dr.Vinod Sinhania Dr.Monica Sinhania – Taxman Publisher.
R3	Income Tax Law & Accounts – Dr. H.C.Mehrotra, Revised Edition (as per latest AY) Sahitya Bhawan Publications
R4	Income Tax Law & Accounts – Dr.N.Hariharan, Revised Edition (as per latest AY) Vijay Nicole.

Web Resources

W1	https://icmai.in/upload/Students/Syllabus2016/Inter/Paper-7-Jan2020.pdf
W2	https://www.icai.org/post.html?post_id=10170

E – Books /Library INFLIBNET RESOURCES

E1	https://shodhganga.inflibnet.ac.in/handle/10603/195061
----	---

E2	https://shodhganga.inflibnet.ac.in/handle/10603/113120
----	---

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Canons of taxation	Assignment		
2.	Methods of Accounting	Seminar		
3.	Advance tax-E-filing	Peer teaching		

** Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit , Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

SI.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1					

2					
3					
4					

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit - 1	20%
2.	I INTERNAL	Unit - I, II, III (upto Bank Reconciliation Statement)	50%
3.	II INTERNAL	Unit – III (from Bills of Exchange) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Dr.S.Gurupriya		
Programme Co-ordinator	Mrs.V.Padmavathy		

Approved by			
	Name	Signature	Date
HoD	Mrs.V.Padmavathy		

Dean Academics			
Principal			

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B.Com B&I

Programme Code : CO1004

Title of the Course : Cost Accounting

Course Code : 18CO502

Year / Semester : III / V

Section:

Total No. of Students : 62

No of Credits : 4

Total No. of Contact Hours : 60

Course Teacher (s) Name : Mrs.V.Padmavathy

Corresponding lab Paper : No

Sl. No.	TOPIC	Reference / Text Book_Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT - I							
1.	Introduction – meaning of cost, costing and cost accounting	C.A Pg-1-19	PPT	1			1
2.	comparison between financial accounts and cost accounts	C.A Pg-1-19	PPT	1			2
3.	application of cost accounting – designing and installing a cost accounting system	C.A Pg-1-19	PPT	1			3
4.	cost concepts and classification of costs	C.A Pg-20-66	PPT	1			4
5.	cost unit – cost center – elements of cost	C.A Pg-20-66	PPT	1			5
6.	preparation of cost sheet – tenders and quotations	C.A Pg-20-66	PPT	1			6

7.	problems	C.A Pg- 20-66	PPT	2			8
8.	Reconciliation of Cost and Financial Accounts: Need for reconciliation	C.A Pg- 334-377	PPT	1			9
9.	Reasons for difference in profits	C.A Pg- 334-377	PPT	1			10
10.	Problems on preparation of Reconciliation statements including Memorandum Reconciliation account	C.A Pg- 334-377	PPT	2			12
UNIT – II							
11.	Classification of materials	C.A Pg- 67-79	PPT	1			13
12.	Material Control	C.A Pg- 67-79	PPT	2			15
13.	Purchasing procedure	C.A Pg- 67-79	PPT	1			16
14.	store keeping – techniques of Inventory control	C.A Pg- 80-107	PPT	1			17
15.	Setting of stock levels – EOQ	C.A Pg- 80-107	PPT	2			19

16.	Methods of pricing materials issues – LIFO – FIFO	C.A Pg- 108-142	PPT	2			21
17.	Weighted Average Method – Simple Average Method – Problems.	C.A Pg- 108-142	PPT	2			23
UNIT – III							
18.	Control of labour cost – Labour Turnover	C.A Pg- 146-162	PPT	1			24
19.	Causes and effects of labour turnover – Meaning of Time and Motion Study	C.A Pg- 146-162	PPT	2			26
20.	Merit Rating, Job Analysis, Time keeping and time booking	C.A Pg- 146-162	PPT	2			28
21.	idle time, causes and treatment – overtime	C.A Pg- 146-162	PPT	1			29
22.	methods of wage payment – Time Rate and Piece Rate	C.A Pg- 163-208	PPT	2			31
23.	Incentive Schemes – Halsey Premium Plan	C.A Pg- 163-208	PPT	2			33
24.	Rowan Bonus Plan – Taylor"s and Merrick"s differential piece rate systems – Problems	C.A Pg- 163-208	PPT	1			34

25.	Rowan Bonus Plan – Taylor"s and Merrick"s differential piece rate systems – Problems	C.A Pg- 163-208	PPT	2			36
UNIT – IV							
26.	Definition – Classification of overheads	C.A Pg- 211-250	PPT	2			38
27.	Procedure for accounting and control of overheads – Allocation of overheads	C.A Pg- 211-250	PPT	2			40
28.	Apportionment of overheads – Apportionment of Service department costs to production departments	C.A Pg- 211-250	PPT	2			42
29.	Repeated Distribution method – Simultaneous equation method	C.A Pg- 211-250	PPT	2			44
30.	absorption of OH"s – Methods of Absorption	C.A Pg- 251-300	PPT	1			45
31.	Percentage of direct material cost – Direct Labour Cost	C.A Pg- 251-300	PPT	1			46
32.	Prime Cost, Direct Labour hour rate and Machine Hour Rate – Problems	C.A Pg- 251-300	PPT	2			48
UNIT – V							

33.	Introduction – Job Costing – Batch Costing	C.A Pg- 427-481	PPT	1			49
34.	Contract Costing – Transport Costing	C.A Pg- 427-481	PPT	2			51
35.	Process Costing – Principles	C.A Pg- 482-543	PPT	2			53
36.	distinction between Process and Job	C.A Pg- 482-543	PPT	2			55
37.	Preparation of Process Accounts	C.A Pg- 482-543	PPT	2			57
38.	treatment of normal loss – abnormal loss	C.A Pg- 482-543	PPT	1			58
39.	apportionment of joint	C.A Pg- 482-543	PPT	1			59
40.	Unit costing	C.A Pg- 482-543	PPT	1			60
TOTAL HOURS							60

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Book

T1	Cost Accounting – R.S.N.Pillai & V.Bagavathi
----	--

Reference Books

R1	Cost accounting - S.N.Maheshwari
R2	Cost accounting – Principles and practice – M.N.Arora

Web Resources

W1	www.freebookcentre.net/business-books-download/Cost-Accounting-Study-Material.html
----	--

E – Books /Library INFLIBNET RESOURCES

E1	https://www.freebookcentre.net/business-books-download/Cost-Accounting-Study-Material.html
----	---

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Joint product and by-products in Process costing	Seminar	3 hrs	HB

* *Proposed Actions can be Assignments , Seminars, Peer Teaching, Industrial Visit , Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

SI.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	Lecture	Video	Cost sheet prepared by company	2 hrs
2	2	Lecture	PPT	Process costing prepared in cotton mill	2 hrs

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit - 1	20%
2.	I INTERNAL	Unit - I, II, III (upto time and piece rate)	50%
3.	II INTERNAL	Unit – III (from incentives) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Mrs.V.Padmavathy		
Programme Coordinator	Mrs.V.Padmavathy		

--	--	--	--

Approved by

	Name	Signature	Date
HoD	Mrs.V.Padmavathy		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujataha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B.Com B&I

Programme Code : CO1004

Title of the Course : Business Economics

Course Code : 18CO503

Year / Semester : III / V

Section:

Total No. of Students : 62

No of Credits : 4

Total No. of Contact Hours : 60

Course Teacher (s) Name : Mr.R.Dhamotharan

Corresponding lab Paper : No

Sl. No.	TOPIC	Reference / Text Book_Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
1.	Meaning – Definition - Concepts of managerial economics Factors influencing managerial decisions	R-Chap: 1 Page. 5	PPT	2			2
2.	Managerial economics and other disciplines	R-Chap: 1 Page. 11	PPT	1			3
3.	Objectives of the firm	R-Chap: 1 Page. 30	PPT	1			4
4.	Objectives of the firm	R-Chap: 1 Page. 30	PPT	1			5

5.	Managerial decisions theoretical concepts	R-Chap: 1 Page. 18	PPT	2			7
6.	Managerial decisions theoretical concepts	R-Chap: 1 Page. 18	V	1			8
7.	Seminar/Quiz	NA	GOF/GD	2			10
UNIT – II							
8.	Demand forecasting Concept and measurement of elasticity of demand	R-Chap: 7 Page. 109	PPT	3			13
9.	Price, income and cross elasticity's; Average revenue, marginal revenue, and elasticity of demand	R-Chap: 6 Page. 90	PPT	2			15
10.	Price, income and cross elasticity's; Average revenue, marginal revenue, and elasticity of demand	R-Chap: 6 Page. 90	PPT	3			18
11.	Determinants of elasticity of demand; Importance of elasticity of demand.	T-Chap: 4 Page 86	PPT	2			20
12.	Determinants of elasticity of demand; Importance of elasticity of demand.	T-Chap: 4 Page 86	PPT	2			22
13.	Determinants of elasticity of demand; Importance of elasticity of demand.	T-Chap: 4 Page 86	PPT	2			24
14.	Seminar/quiz/ TEST		GOF/GD	1			25
UNIT – III							
15.	Production function	T-Chap: 5 Page 89	PPT	2			27

16.	Least cost combination of inputs	T-Chap: 5 Page 89	PPT	1			28
17.	Factor productivities and returns to scale	T-Chap: 5 Page 89	V	2			30
18.	Factor productivities and returns to scale	T-Chap: 5 Page 89	PPT	2			32
19.	Statistical production function	T-Chap: 5 Page 89	PPT	1			33
20.	statistical production function	T-Chap: 5 Page 89	V	1			34
21.	Managerial uses of productions function	T-Chap: 5 Page 89	PPT	1			35
22.	Managerial uses of productions function	T-Chap: 5 Page 89	V	1			36
23.	Cost Concepts – accounting costs and economic costs	T-Chap: 6 Page 132	PPT	1			37
24.	Determinants of cost– cost-output relationship – estimation of cost-output relationship.	T-Chap: 6 Page 132	PPT	3			40
25.	Seminar/quiz/ TEST		PPT	1			41
UNIT – IV							
26.	Meaning – Objectives of Pricing	R-Chap: 11	PPT	2			43

	Determinants of price	Page 182					
27.	Pricing under different objectives	R-Chap: 11 Page 182	PPT	3			46
28.	Pricing under different market structures	R-Chap: 11 Page 165	PPT	1			47
29.	Pricing discrimination	R-Chap: 11 Page 183	PPT	2			49
30.	Pricing of joint products	R-Chap: 11 Page 183	PPT	1			50
31.	Pricing methods in practice	R-Chap: 11 Page 183	PPT	1			51
32.	Seminar/quiz/ TEST		GOF/GD	1			52
UNIT – V							
33.	Definition of business cycle – characteristics	R-Chap: 15 Page 239	PPT	2			54
34.	Phases – definition meaning of inflation	R-Chap: 11	WS	1			55

		Page 244					
35.	Characteristics of inflation	R-Chap: 11 Page 244	PPT	1			56
36.	Types of inflation – effects of inflation	R-Chap: 11 Page 244	PPT	1			57
37.	Anti inflationary measures – deflation – effects of deflation	R-Chap: 11 Page 244	WS	1			58
38.	Control of deflation – stagflation	R-Chap: 11 Page 244	WS	1			59
39.	Seminar/quiz/ TEST		GOF/GD	1			60
TOTAL HOURS							55

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open

Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google

Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Book

T1	Business Economics- Dr.S.Sankaran
----	-----------------------------------

Reference Books

R1	Managerial Economics- D.N.Diwedi
R2	Managerial Economics- E Narayanan Nadar

Web Resources

W1	https://www.freebookcentre.net/business-books-download/Managerial-Economics.html
----	---

E – Books /Library INFLIBNET RESOURCES

E1	https://www.freebookcentre.net/business-books-download/Managerial-Economics.html
----	---

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Law of Demand	Seminar	3 hrs	HB

* *Proposed Actions can be Assignments , Seminars, Peer Teaching, Industrial Visit , Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

SI.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	2	Lecture	PPT	Consumer Behaviour: Cardinal Utility	2 hrs
2	2	Lecture	PPT	Ordinal Utility	2 hrs

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
---------	------	---------------------------------	------------------------------------

1.	SLIP / CLASS TEST	Unit – 1	20%
2	I INTERNAL	Unit - I, II, III (upto time and piece rate)	50%
3	II INTERNAL	Unit – III (from incentives) , IV, V	50%
4	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Mr.R.Dhamotharan		
Programme Coordinator	Mrs.V.Padmavathy		

Approved by

	Name	Signature	Date
HoD	Mrs.V.Padmavathy		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujataha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE
COURSE PLAN – 2020– 2021 (ODD SEMESTER)

Name of the Programme : B.Com (B&I)

Programme Code : CO1004

Title of the Course : Financial Statistics

Year / Semester : III / V

No of Credits : 4

Course Teacher Name : Mr. R. Sivasubramanian

Course Code : 18CO504

Total No. of Students : 62

Total No. of Contact Hours : 5

Corresponding Lab Paper : Yes / No

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT - I							
1	Primary and Secondary data	T-27	BB/ WB/ OER	1	1	0	2
2	Methods of data collection	T-27	BB/ WB/ OER	1	1	0	4
3	Tabulation of data	T-50	BB/ WB/ OER	1	1	0	6
4	Graphs and charts, Frequency distributions	T-100	BB/ WB/ OER	2	1	0	9
5	Diagrammatic presentation of frequency distributions	T-81	BB/ WB/ OER	2	1	0	12
UNIT - II							
6	Common measures of central tendency –	T-124	BB/ WB/ OER	1	0	0	1
7	Arithmetic mean, median and mode;	T-126	BB/ WB/ OER	1	1	0	3
8	Partition values- quartiles, deciles, percentiles	T-156	BB/ WB/ OER	1	1	0	5

9	Measures of Dispersion- Common measures dispersion	T-241	BB/ WB/ OER	1	1	0	7
10	range, quartile deviations,	T-244	BB/ WB/ OER	1	1	0	9
11	mean deviation and standard deviation.	T-250	BB/ WB/ OER	2	1	0	12
UNIT - III							
12	Simple correlation analysis	T-396	BB/ WB/ OER	1	0	0	1
13	Karl Pearson's Co-efficient of Correlation	T-399	BB/ WB/ OER	2	1	0	4
14	Spearman's Rank Correlation	T-417	BB/ WB/ OER	2	1	0	7
15	Introduction to Regression	T-465	BB/ WB/ OER	1	0	0	8
16	Difference between correlation and Regression	T-467	BB/ WB/ OER	1	0	0	9
17	Regression Equation X on Y and Y on X (Simple problems).	T-469	BB/ WB/ OER	2	1	0	12
UNIT - IV							
18	Index Numbers – Meaning and definition	T-526	BB/ WB/ OER	1	0	0	1
19	Types of index number	T-528	BB/ WB/ OER	1	0	0	2
20	Problems in the construction of index numbers	T-531	BB/ WB/ OER	2	1	0	5
21	choice of formulae – consumer price index	T-534	BB/ WB/ OER	1	1	0	7
22	method of constructing consumer price index	T-551	BB/ WB/ OER	1	1	0	9
23	precautions in the use of cost of living index numbers	T-553	BB/ WB/ OER	2	1	0	12

UNIT - V							
24	Time Series Analysis - Meaning and definition -	T-591	BB/ WB/ OER	1	0	0	1
25	Components of time series	T-593	BB/ WB/ OER	2	1	0	4
26	Measurement of secular trend (linear trend only)	T-596	BB/ WB/ OER	1	1	0	6
27	fitting a straight line trend	T-604	BB/ WB/ OER	2	1	0	9
28		T-615	BB/ WB/ OER	2	1	0	12
Total							60

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(Ws) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Text Book

T	R.S.N.Pillai ,Bagavathy (8th Edition), Statistics Theory and Practice, S.Chand Publishers
---	---

Reference Books

R1	Arumugam, Issac,(2009) Statistics,New Gamma publishing House, Thiruchendur road, Palayamkottai - 627 002.
R2	D.K. Sancheti&V.K. Kapoor, Statistics, (7th Edition), Sultan Chand& sons, New Delhi.

Web Resources

W	https://mathworld.wolfram.com/
---	---

E – Books /Library INFLIBNET RESOURCES

E	https://www.statisticshowto.com/statistics-basics/.
---	--

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

<u>Sl.No</u>	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1	I INTERNAL	Unit - I, II, III (50%)	50%
2	II INTERNAL	Unit – III (50%) , IV, V	50%
3	End Semester Examination	Unit I to V	100%

Prepared by

Designation	Name	Signature	Date
Course Coordinator / In-charge	Mr. R. Sivasubramanian		
Programme Coordinator			

Approved by

Designation	Name	Signature	Date
HoD	Mr. R. Sivasubramanian		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE
COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B.COM. Banking & Insurance

Title of the Course : **Computerised Accounting** Course Code : **18CO506**
Year / Semester : III/V Section : A Total No. of Students : 62
No of Credits : 2 Total No. of Contact Hours : 24
Course Teacher's Name : Dr. D. SELVARAJ Corresponding lab Paper : ~~Yes~~/ No

S. No	Topic	Reference / Text Book Page No.	Teaching Aids	Mode of Delivery No. of Hours			Cumulative Hours
				L	T	P	
UNIT I – Tally Fundamentals							
1	Features of Tally	R 1	PPT	1	0	0	1
2	The Tally Start-up Screen	R 2	PPT	1	0	0	2
3	Tally Screen components	R 3	PPT	1	0	0	3
4	Mouse/Keyboard conventions – The Tally Clock	R 3-6	PPT	1	0	0	4
UNIT II – Creating & Maintaining Company Data							
1	Creating & Maintaining information about a company	R 7	PPT	3	0	0	7
2	Modifying Company information	R 12-15	PPT	2	0	0	9
UNIT III – Charts of Accounts							
1	Predefined Groups of Accounts	R 49	PPT	1	0	0	10
2	Displaying – Altering – Altering	R 50	PPT	1	0	0	11
3	Deleting Groups to the Charts of Accounts	R 51	PPT	1	0	0	12
4	Creating – Adding – Displaying – Deleting Ledgers	R 52	PPT	2	0	0	14

UNIT IV – Maintaining Stock Details							
1	Creation of Stock Groups	R 43	PPT	2	0	0	16
2	Displaying – Altering Stock Groups	R 44	PPT	1	0	0	17
3	Creation of Stock Godowns	R 46	PPT	1	0	0	18
4	Displaying – Altering Stock Godowns	R 48	PPT	1	0	0	19
UNIT V – Tally Vouchers							
1	Types of Vouchers	R 53	PPT	1	0	0	20
2	Inventory details in Vouchers	R 54	PPT	2	0	0	22
3	Display Books of Accounts and Financial Statements	R 55-56	PPT	2	0	0	24

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(Ws) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open educational resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDo), and Google Slides(GS) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Books

T1	2. K.K.Nadhani, Implementing Tally 9.2 BPB Publications, New Delhi, 2000.
-----------	---

Reference Books

R1	2. Computer & Financial Accounting with Tally 9.0, Dream Tech Press.
R2	3. Introducing Tally ERP 9, Excel Books Private Limited.
R3	4. Comdex Tally.ERP 9 Course Kit with GST and MS Excel - by Vikas Gupta
R4	5. Learn Tally.ERP 9 With GST Book by Gaurav Agrawal
R5	6. Tally.Erp Quintessential Course With Free Cd+Vat Book - by VISHNU P. SINGH

Web source

W1	http://www.tally9.info/
W2	https://customer.tallysolutions.com/customerapp
W3	https://byjus.com/maths/tally-marks

E – Books /Library INFLIBNET RESOURCES

T1	Tally ERP9 at a Glance - Attitude Academy: Best Training Institute (https://www.attitudetallyacademy.com/)
T2	GST in Tally.ERP9 - Attitude Academy: Best Training Institute (https://www.attitudetallyacademy.com/)

T3	Payroll in Tally.ERP9 - Attitude Academy: Best Training Institute (https://www.attitudetallyacademy.com/)
-----------	---

Gaps in the Syllabus – To Meet Industrial Requirements

S. No	Name of the Topic	Proposed Action	No. of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1	Preparation of Financial Statements	Assignment	1	1 HB

Resources [Citation style differs for each Programme, Kindly use the citation style (APA, MLA etc) applicable for your domain. This has been advised by the University Nominees and Experts last time]

COURSE PLAN FOR CONTENT BEYOND SYLLABUS* (Topics will be covered along with the Regular Time table)

SI.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	GD	Interactions	GST (Goods and Services Tax)	1
2	2	GD	Interactions	Financial e-Accounting	1

Portion for Examinations

S. No	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage (to be decided by the Dept)
1	Slip Test / Class Test	Every Unit	25
2	I Internal	Unit 1 to Unit 2.5	50
3	II Internal	Unit 2.6 to Unit 5	50
4	Summative Examination	Unit 1 to Unit 5	100

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Dr. D. SELVARAJ		
Programme Coordinator	Mrs. V. PADMAVATHY		

Approved by			
	Name	Signature	Date
Head of the Department	Mrs. V. PADMAVATHY		

Dean Academics	Dr. S. PRIYA		
Principal	Dr. R. SUJATHA		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B.Sc (Animation, Viscom, FIS, FS&PM, MCHM, CS, Networking), BBA, B.Com (B&I, Hons, ACCA)			
Title of the Course : CRT English III Practical		Course Code: 18CRT509	
Year / Semester: III YEAR / V SEMESTER		Section:	Total No. of Students:
No.Of Credits: 3			Total no. of Contact hours: 30

Course Teacher (s) Name : Mrs.R.Suganthi Hepzibha, Ms.T.S.Sridevi, Mr.C.Senthilkumar and Mr.V.V.Sundaram

Course Teacher (s) Name

S. No	Topic	Reference / text Book Page No.	Teaching Aids	Mode of Delivery No. of Hours		
				L	T	P
		T 1 / R 04		L	T	P

Unit I

1	Self Introduction	WL	BB	3		
2	Acquiring Confidence in Speaking English	WL	BB/PPT/V	3		

Unit II

1	Life Skills – Leadership, Time Management, Team Building and Social Skills	R3-49	BB	3		
2	Resume Writing	R2-113	BB	3		

Unit III

1	Basics of Personal Interview	WL	BB	2	1	
2	Mock Interview	NA	BB	2	1	

Unit IV

1	Basics of Group Discussion	WL	BB	2	1	
2	Mock Group Discussion	NA	BB	2	1	

Unit V

1	Placement Training – Vocabulary, Sentence Correction, Essay Writing	WL	BB	2	1	
2	Communication Practice for Placements	NA	BB	2	1	

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) /

Open educational resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDo), and Google Slides(GS) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.
[Mark the abbreviation in the teaching aids column]

Reference Books

R1	Sanjay Kumar, Pushp Lata. Communication Skills. New Delhi: Oxford University Press, 1999. Print.
R2	Srivasan Hema. Communication Skills . Bangalore: Frank Brothers & Co. Ltd, 2004. Print.
R3	Dr.P.Prasad. The Functional Aspects of Communication Skills . Bangalore: S.K.Kataria and Sons Ltd, 2005. Print.

E – Books /Library INFLIBNET RESOURCES

E1	https://nlist.inflibnet.ac.in/search/Record/EBC483375
E2	https://nlist.inflibnet.ac.in/search/Record/EBC481114
E3	https://nlist.inflibnet.ac.in/search/Record/EBC1864716

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) /
				Hours beyond the Time Table (HB)
1	Extempore	Seminar	3	
2	On Any Modules	Peer teaching		
3	NA	Industrial Visit	NA	NA

Proposed Actions can be Assignments , Seminars, Peer Teaching, Industrial Visit , Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS

Sl.NO	Module	Lecture	Planned Topics	Date	Time	Total No of Hours Allotted
1	1	Lecture1	Lecture 1	Newspaper/Article reading		
2	2	Lecture2	Lecture 2	Collecting & Reporting News		
3	3	Lecture3	Lecture 3	Learning a New Word Everyday		

PORTION FOR EXAMINATION						
Sl. No.	Mode	Proposed Portions to be Covered		Proportion (Portion) in Percentage (to be decided by the Department)		
1	I INTERNAL	UNIT - I, II, V		50%		
2	II INTERNAL	UNIT - III, IV, V		50%		

3	Summative Examination	ALL 5 UNITS	100%
---	-----------------------	-------------	------

Prepared by

Designation	Name	Signature
Course Coordinator / In-charges	Mr.S.Sivakumar	
Module Coordinator	Mrs.R.Suganthi Hepzibha	

Approved by

	Name	Signature	Date
HoD	Mrs.R.Suganthi Hepzibha		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE
DEPARTMENT OF COMMERCE – B.COM B&I

LESSON PLAN FOR THE ACADEMIC YEAR 2020-21

PREAMBLE (EVEN SEMESTER)

S.No	Course code	Course name	Handling Faculty
I B.Com (Banking & Insurance)			
1	20UT201	General Tamil II	Ms.Sai Lakshmi
2	20UH201	Hindi II	Mrs. S. Neela
3	20UEE202	English for Executives II	Ms. T.S.Sridevi
4	20CO203	Financial accounting II	Dr. S.Gurupriya
5	20CO204	Principles and Practice of Banking II	Mrs. V.Padmavathy
6	20CO205	Practice of Life Insurance	Mr. Kodiyarasu
7	20CO206	Business Communication	Mr. R. Dhamotharan

8	20CO207	Aptitude & Reasoning Skills	Mr. Sivasubramanian
9	20ES210	Environmental studies	Mr. Kodiyarasu
II B.Com (Banking & Insurance)			
1	19CO401	Accounting for Banking and Insurance	Dr. S.Gurupriya
2	19CO402	Services Marketing	Mr. Kodiyarasu
3	19CO403	Legal & regulatory aspects of Banking II	Mr. B.Eswaran
4	19CO404	Banking Technology	Mr. Rajkumar
5	19CO405	NME Consumer Affairs	Mr. R. Dhamotharan
6	19WR409	Reasoning Skills	Mr. Sivasubramanian
7	19UAT410	Basic Tamil IV	Ms.Sai Lakshmi
8	19UAT411	Advanced Tamil IV	Mrs. H. Geetha
9	19CRT409	Campus Recruitment Training English II Practical	Mr. S. Sivakumar

III B.Com (Banking & Insurance)			
1	18CO601	Management accounting	Dr. S.Selvaraj
2	18CO602	Indirect Taxes	Dr. S.Gurupriya
3	18CO603	Auditing	Mrs. V.Padmavathy

**SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE
COURSE PLAN – 2020 – 21 (ODD/EVEN SEMESTER)**

Name of the Programme :	ANI/VIS/CS/Net/MCHM/FSPM/B.Com B&I/HONS&ACCA/BBA		
Course Name :	General Tamil II	Course Code :	20UT201

Year / Semester	I/II	Section	
Total No. of Students		No. of Credits	3
Corresponding lab Paper	Yes / No.	Total No. of Contact Hours	3
Course Teacher Name			

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
1	திருஞானசம்பந்தர்- (திருஆலவாய்	CM/2	BB	2			2
2	திருநாவுக்கரசர் - (நமச்சிவாய திருப்பதிகம்)	CM/3	BB	2			2
3	சுந்தரர் – (திருப்பூவணம் திருத்தலம்)	CM/4	BB	2			2
4	ஹெ.ஆ.கிருஷ்ணப்பிள்ளை(இரட்சணிய மனோகரம்)	CM/5	BB	3			3
UNIT – II							
5	பொய்கையாழ்வார் - (முதல் திருவந்தாதி)	CM/6	BB	2			2
6	நம்மாழ்வார்- (திருவாய்மொழியில்)	CM/7	BB	2			2
7	ஆண்டாள் -(திருப்பாவை)	CM/8	BB	2			2
8	குணங்குடி மஸ்தான் சாகிபு (பராபரக்கண்ணி)	CM/9	BB	3			3

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
UNIT – III							
9	பலவீனத்தை பந்தாடுவோம் - வெ.இறையன்பு	CM/10	BB	2			2
10	தமிழ்நாட்டு காளை விளையாட்டும் மேல்நாட்டு காளைப்போரும்-முனைவர் ஆ.முத்தையா-	CM/15	BB	2			2
11	இன்றியமையா இதழியல் கலை - முனைவர்.மா.பா.குருசாமி	CM/24	BB	2			2
12	தமிழில் அறிவியல் -மணவை. முஸ்தபா -	CM/28	BB	2			2
13	கறுப்பு- முனைவர் தொ. பரமசிவன்	CM/34	BB	1			1
UNIT – IV							
14	சொல்வகைகள்	CM/39	BB	3			3
15	அணிஇலக்கணம்	CM/42	BB	3			3
16	வினாவும் – விடையும்,	CM/44	BB	3			3
UNIT – V							
17	பக்தி இலக்கியத்தின் தோற்றமும் வளர்ச்சியும்	CM/48	BB	3			3
18	உரைநடையின் தோற்றமும் வளர்ச்சியும்	CM/50	BB	3			3
19	கட்டுரைப்பயிற்சி.	-	BB	3			3
TOTAL HOURS							45

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Course Material

1. பொதுத்தமிழ்II – பாடநூல் தொகுப்பு கல்லூரித் -தமிழ்த்துறை வெளியீடு

Reference Books

3. தேவாரம்.சைவசித்தாந்த நூற்பதிப்புக்கழக வெளியீடு, சும்பகோணம்: 1990. Print.
4. நாலாயிரதிவ்வியப்பிரபந்தம்.சைவசித்தாந்த நூற்பதிப்புக்கழக வெளியீடு,1992 .Print.
5. சங்க இலக்கியமும் உரைநடையும்.மதுரை காமராசர் வெளியீடு, சென்னை: 1982. Print.
6. இதழியல்கலை.முனைவர்.மா.பா.குருசாமி.தமிழ்ப்புத்தக்காலயம், சென்னை: 1975. Print.
7. பயன்பாட்டுத்தமிழ் இலக்கணம்.மணிவாசகர் பதிப்பகம், மதுரை: 1995.Print.
8. தண்டியலங்காரம்.சைவ சித்தாந்த நூற் பதிப்புக் கழக வெளியீடு,சென்னை: 1976.Print.
9. தமிழ் இலக்கிய வரலாறு-1 .மது.ச.விமலானந்தம். முல்லை நிலையம், சென்னை: 1976.Print.

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	செய்தித்தாள்கள் வாசித்தல்		2	(HB)

2.	புத்தகம் வாசித்தல்		2	(HB)

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1.1	Assignment	2	கட்டுரை எழுதுதல்	2
1	1.1.1	Seminar	2	புத்தகம் வாசித்து விமர்சனம் செய்தல்	2
2	2.1	Peer teaching	2	நடைமுறை நிகழ்வுகளை கலந்தாலோசித்தல்	2

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – I	20%
2.	I INTERNAL	Unit – I, II, III (up to -----)	40%
3.	II INTERNAL	Unit – III (from -----) , IV, V	40%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Mrs . N . SELVI		

Approved by

	Name	Signature	Date
HoD	Mrs . N . SELVI		
Dean Academics	Dr.S.PRIYA		
Principal	Dr.R.SUJATHA		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE
COURSE PLAN – 2020 – 21 (EVEN SEMESTER)

Name of the Programme :	B.Sc Animation, Viscom, CS, Networking, Food Science & Processing, Fire & Industrial
--------------------------------	---

	Safety and Marine Catering Hotel Management, B.Com B&I, Honors and ACCA		
Course Name :	Hindi II	Course Code :	20UH201
Year / Semester	I / II	Section	
Total No. of Students		No. of Credits	3
Corresponding lab Paper	No	Total No. of Contact Hours	45
Course Teacher Name	Mrs.S.Neela		

Sl. No.	TOPIC	Course Material Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I - गद्य(Prose)							
1	चालीस करोड़ कुरते कहाँ से.....- Chaleeskaroodkurthea khan say	CM-02	BB / PPT	2	1		3
2	दक्षिण भारत हिन्दी प्रचार सभा – Dhakshin Bharath Hindi pracharsabha	CM-3	BB / PPT	2	1		3
3	हिंदी दिवस – Hindi divas	CM-6	BB / PPT	2	1		3

Sl. No.	TOPIC	Course Material Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
4	ओलपिकि में भारतीय महिलाओं ने झंडे गाड दिए – Olympic Meinbharatheeya mahilaon ney jande gadhdiyea	CM-4	BB / PPT	2	1		3
UNIT – II - आधुनिक कविता (Adhoonikkavitha)							
5	सीखो - Seeko	CM-7	BB / PPT	1	1		2
6	बड़ा कौन है ?- badakounhai	CM-8	BB / PPT	1	1		2
7	पुष्प की अभलिषा – pushpakeeabhilasha	CM-11	BB / PPT	1	1		2
8	एक बूँद - Eakhboondh	CM-9	BB / PPT	1	1		2
UNIT – III - सामान्य व्याकरण (Applied grammar)							
9	हन्दि प्रचार वाहर्नी I – Hindi prachaarvahinee (11 to 20)	CM-14 to 33	BB / PPT	2	1		3
10	सुबोध हन्दि रचना 1 – Subodh Hindi rachna(5 to 11)	CM-34 to 54	BB / PPT	2	1		3

Sl. No.	TOPIC	Course Material Page No	*Teaching Aids	Mode of Delivery			Cumulative Hours
				No of Hours			
11	वलिोम शब्द – opposites - Selected 25	CM-13	BB / PPT	2	1		3
UNIT – IV - राष्ट्रीय ज्ञान (National knowledge)							
12	राष्ट्रगान - जन-गण-मन -National Anthem-Jana-Gana-Mana	CM-56	BB / PPT	3	1		4
13	वन्देमातरम् – vandematharam (First two paragraphs)	CM-57 to 59	BB / PPT	2	1		3
UNIT – V – पत्र लेखन (Letter Writing)							
14	निजी पत्र - Personal Letter (Asking permission to father for tour, Letter to friend to study Hindi)	CM-60	BB / PPT	2	1		3
15	कार्यालय पत्र - Official Letter (Asking for loan, Opening a bank account)	CM-61	BB / PPT	2	1		3
16	वाणजियि पत्र - Commercial letter (Ordering books to the book company, Letter to the company regarding missing parcel)	CM-62	BB / PPT	2	1		3
TOTAL HOURS							45

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Course Material

10. **Hindi II.** A Compiled book, covering all the topics of the syllabus prepared by the Department of Hindi.

Reference Books

- 1) प्रश्नोत्तर सहति मध्यमा पाठ्य सामग्री | दक्षिण भारत हन्दी प्रचार सभा, मद्रास : पहला संस्करण – जून, 2018 चौथा पुनर्मुद्रण – जून , 2019 :मुद्रक | Page nos.22, 24, 40 and 45, 9 and 11
- 2) प्रश्नोत्तर सहति प्राथमिक पाठ्य सामग्री | दक्षिण भारत हन्दी प्रचार सभा, मद्रास : पहला संस्करण - सतिम्बर, 2010 तेरहवाँ पुनर्मुद्रण – जून, 2016 :मुद्रक | Page nos. 57 and 73, 33 to 51,129 to 150
- 3) Dr.K.M.Chandra Mohan. Hindi Vatayan. Viswavidhalaya Prakasan Chowk, Varanasi-221001:Print.

Webliography

- 4) https://en.wikipedia.org/wiki/Jana_Gana_Man
https://en.wikipedia.org/wiki/Vande_Mataram

Gaps in the Syllabus

SL. NO	Name of the Topic	Proposed Action	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Speaking Skill – Self Introduction		2	HT
2.	Reading Skill – Reading Activity		2	HT
3.	Speaking Skill – Assignment		1	HB

* Proposed Actions can be Assignments, Seminars, Peer Teaching, and Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – IV	20%
2.	I INTERNAL	Unit – II, I(Chapter 1 & 2)	50%
3.	II INTERNAL	Unit – I (Chapter 3 & 4) , III,V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	S.Neela		

Approved by			
	Name	Signature	Date
HoD	S.Neela		

Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE
COURSE PLAN – 2020 – 21 (ODD/EVEN SEMESTER)

Name of the Programme :	B.Com (Banking & Insurance), BBA (Logistics & Shipping Management), B.Com (Hon-ACCA)		
Course Name :	English for Executives II	Course Code :	20UEE202
Year / Semester	I / II	Section	
Total No. of Students		No. of Credits	3
Corresponding lab Paper	No	Total No. of Contact Hours	45
Course Teacher Name	Ms.T.S.Sridevi		

Sl. No.	TOPIC	Course Material Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I - GRAMMAR							
1	Sentence Pattern: Introduction- Types of Sentence Pattern	Pg.No: 1-9	BB /	2	1		3

Sl. No.	TOPIC	Course Material Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
	- Subject – Verb – Object – Direct Object – Indirect Object - Complement – Adjunct		PPT				
2	Direct-Indirect Speech: Introduction - Procedure for converting Direct speech into Indirect speech - Rules for converting Direct speech into Indirect speech - Change in pronouns - Change in tenses - Change in modals - Changes for Assertive Sentences – Changes for Imperative sentences - Changes for Exclamatory sentences - Changes for Interrogative sentences - Punctuation in Direct speech - Rules for converting Indirect speech into Direct speech.	Pg.No: 10-17	BB / PPT	2	1		3
3	Active Voice – Passive Voice: Introduction – Usage:Active Voice. Passive voice – Reasons for using Passive voice - Changing Active voice to Passive voice - Changing Passive voice to Active voice (Changes for nine tenses) - Suggestions for using Active and passive voice.	Pg.No: 18-21	BB / PPT	2	1		3
UNIT – II – LANGUAGE STUDY							
4	Article Writing: Introduction – Format – Points to remember – Steps to write an article – Exercises.	Pg.No: 22-26	BB / PPT	3			3
5	Report Writing: – Introduction – Format – Points to remember – Steps to write an article – Exercises.	Pg.No: 26-33	BB / PPT	3			3
6	Meetings: – Introduction – Need for an Agenda – Minutes of a Meeting – Action Taken Report.	Pg.No: 34-38	BB / PPT	3			3
UNIT – III - VOCABULARY							
7	Idioms & Phrases: Importance (Selected 50)	Pg.No: 38-	BB	2	1		3

Sl. No.	TOPIC	Course Material Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
		47					
8	Synonyms & Antonyms: Importance of learning words (Selected 50)	Pg.No: 47-49	BB	2	1		3
9	One Word Substitution: Importance – Usage in the Sentence (Selected 50)	Pg.No: 49-51	BB	2	1		3
UNIT – IV – ENRICHING WRITING SKILLS							
10	Essay Writing: Introduction – Types of Essays – Narrative Essay – Argumentative Essays – Personal Essays – Descriptive Essays.	Pg.No: 52-57	BB / PPT	3			3
11	Writing Formal Letters: Types of Letters – Formal Letters: Detailed format -Date – Salutation – Subject - Body of the letter - First paragraph - Second paragraph - Complimentary Closure - Sample Letters; Informal Letters: Detailed format -Date – Salutation – Body of the letter - First paragraph - Second paragraph - Complimentary Closure – Exercises.	Pg.No: 57-60	BB / PPT	3			3
12	E-Mail Writing: Introduction - Format – Writing an Effective E-mail - Sample Passages with answers - Exercises	Pg.No: 61-65	BB / PPT	3			3
UNIT – V – SENTENCE CORRECTION							
13	Correct Usage: Nouns – Pronouns - Adjectives – Verb– Definition – Rules.	Pg.No: 66-77	BB / PPT	2	1		3
14	Correct Usage: Adverb – Preposition – Conjunction – Interjection - Definition – Rules.	Pg.No: 78-88	BB / PPT	2	1		3

Sl. No.	TOPIC	Course Material Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
15	Exercises: Nouns – Pronouns - Adjectives – Verb– Adverb – Preposition – Conjunction – Interjection	Pg.No: 67, 69, 73, 77, 80, 83, 84, 88	BB / PPT	2	1		3
TOTAL HOURS							45

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Course Material

11. English for Executives II, A Compiled book, covering all the topics of the syllabus prepared by the Department of English.

Reference Books

12. SrivasanHema. Communication Skills. Bangalore: Frank Brothers & Co. Ltd, 2004. Print.

13. Wren & Martin. High School English Grammar & Composition. India: S.Chand& Company Ltd, 1995. Print.

14. G.RadhakrishnaPillai. Emerald English Grammar and Composition. Bangalore: Emerald Publisher, 1998. Print.

15. Dr.K.Alex. Soft Skills. New Delhi: S.Chand& Company Ltd, 1997. Print.

16. Dr. Gupta C.B. **Business Correspondence & Reporting -Business Law, Business Correspondence & Reporting** (CA-Foundation). New Delhi: Taxmann, 2018. Print.
17. A.P.Bhardwaj. **General English for Competitive Examinations**. New Delhi: Dorling Kindersley (India) Pvt. Ltd, 2013. Print.
18. Michael Swan. **Practical English Usage**. New Delhi: Oxford University Press,2008.Print
19. Randolph Quirck, Sidney Greenbaum, Geoffrey Leech, Jan Svartvik. **A Comprehensive Grammar of the English Language**. New Delhi: Dorling Kindersley (India) Pvt. Ltd, 2010. Print.
20. John Adair. **The Effective Communicator**. Noida: Anubha Printers. 2005. Print.

E – Books /Library INFLIBNET RESOURCES

21. <https://nlist.inflibnet.ac.in/search/Record/EBC483375>
22. <https://nlist.inflibnet.ac.in/search/Record/EBC481114>
23. <https://nlist.inflibnet.ac.in/search/Record/EBC1864716>

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Speaking Skill – Elocution and Debate		3	HT
2.	Reading Skill – Reading Activity		2	HT
3.	Speaking Skill – Assignment		1	HB

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1		Newspaper	Reading Skill – Newspaper	1
2	2		Magazine	Reading Skill – Article / Magazine	1
3	3		Oral	Speaking Skill – Debate	1

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – I	20%
2.	I INTERNAL	Unit – I, II, III (Chapter 1 & 2)	50%
3.	II INTERNAL	Unit – III (Chapter 2 & 3) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	T.S.Sridevi		

Approved by			
	Name	Signature	Date
HoD	R.Suganthi Hepzibha		

Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE
COURSE PLAN – 2020 – 21 (ODD/EVEN SEMESTER)

Name of the Programme :	B.Com (Banking & Insurance)	Programme Code :	CO1004
Course Name :	Financial Accounting – II	Course Code :	20CO203
Year / Semester	I / II	Section	
Total No. of Students	65	No. of Credits	4
Corresponding lab Paper	Yes / No.	Total No. of Contact Hours	90
Course Teacher Name	Dr.S.Gurupriya		

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I Consignment and Joint Venture account							
	Methods of keeping accounts	Chapter	PPT	3			3

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
	Abnormal and Normal Losses	26 (Pg.No:26 .1-26.97), 27 (27.1-27.88)	PPT	4			7
	Valuation of Unsold stock		PPT	4			11
	Difference between Joint venture and Consignment		PPT	3			14
	Joint venture and Partnership.		PPT	3			17
	Test/Seminar/quiz		PPT	1			18
UNIT – II Branch and Departmental Accounts							
	Types of Branches	Chapter 25 (25.1-25.88), 24 (24.1-2.42)	PPT	3			3
	Sale of goods above and below invoice price		PPT	3			6
	Final Account System		PPT	3			9
	Methods of Departmental accounts		PPT	2			11
	Allocation of expenses		PPT	3			14
	Technique of Departmental accounts		PPT	3			17
	Test/Seminar/quiz		PPT	1			18
UNIT – III Royalty accounts and Insolvency Accounts							
	Minimum rent	Chapter 21 (21.1-21.56), 22 (22.1-22.38)	PPT	2			2
	Short working		PPT	2			4
	Sub lease, Recoupment		PPT	3			7
	Insolvency accounts - Act of insolvency		PPT	2			9

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
	Official Receivers, assignees		PPT	3			12
	preferential creditors, Secured and unsecured creditors		PPT	2			14
	Deficiency account		PPT	3			17
	Test/Seminar/quiz		PPT	1			18
UNIT – IV Hire purchase and Installment Accounts							
	Books of Hire purchaser and Hire vendor	Chapter 20 (20.1 – 20.59)	PPT	2			2
	Calculation of interest, principal amount		PPT	3			5
	installment and Down payment		PPT	3			8
	Default , Re-possession		PPT	3			11
	Complete and Partial		PPT	3			14
	Hire purchase Trading account		PPT	1			15
	Installment accounts		PPT	1			16
	Difference between Hire purchase and Installment Accounting System.		PPT	1			17
	Test/Seminar/quiz		PPT	1			18
UNIT – V Account Current and Average Due Date							
	Introduction of Partnership	Chapter 15 ((15.1 – 15.21), 14 (14.1 – 14.24)	PPT	2			2
	Meaning – Partnership Deed		PPT	2			4
	Admission		PPT	3			7
	Retirement		PPT	2			9

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
	Dissolution		PPT	2			11
	Insolvency		PPT	3			14
	Meaning of Limited Liability Partnership		PPT	3			17
	Test/Seminar/quiz		PPT	1			18
TOTAL HOURS							90

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Text Book

1. T.S. Reddy & A. Murthy (2012), “Advanced Accountancy” (2nd ed.)
Volume I” Margham Publications

Reference Books

1. M. C. Shukla, T.S.Grewa S.C.Gupta (2019), Advanced Accounts
(17th ed), Volume I, S.Chand Publications.
2. R.L.Gupta, M.Radhaswamy (2014), Advanced Accountancy, (13th ed.), Volume I, Sultan & Sons Publications

Web Resources

24. <https://www.icaai.org/post/sm-foundation-p1-may2021onwards>
25. https://www.icaai.org/post.html?post_id=15583

E – Books /Library INFLIBNET RESOURCES

1. <https://resource.cdn.icaai.org/54228ccbmp43538.pdf>

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Accounting as a Measurement Discipline – Valuation Principles, Accounting Estimates	Guest Lecture	2	HB
2.	Sale of Goods on Approval or Return Basis	Guest Lecture	2	HB

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	4	Online	PPT	Final Accounts of Non-Manufacturing Entities	2
2	2	Online	PPT	Inventories	1

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – I	20%
2.	I INTERNAL	Unit – I, II, III (up to Hire purchase)	50%
3.	II INTERNAL	Unit – III (from Installment accounts) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Dr.S.Gurupriya		
Programme Coordinator	Mrs.V.Padmavathy		

Approved by			
	Name	Signature	Date
HoD	Mrs.V.Padmavathy		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN - 2020 - 21 (ODD/EVEN SEMESTER)

Name of the Programme : B.Com (B&I) **Programme Code :**

Course Name : Practice of Life Insurance **Course Code :** 20CO205

Year / Semester : I / II **Section:** **Total No. of Students :**

No of Credits : 3

Total No. of Contact Hours :

Course Teacher(s) Name : A.Kodiyarasu

Corresponding lab Paper: Yes / No

Sl. No.	TOPIC	Reference / Text Book_Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I (Pg.No: 1 - 22)							
1.	Overview of the Indian Insurance Market	2					
2.	Growth of Insurance business in India	2					
3.	Organizational structure of the Life Insurance Corporation of India (LIC)	7					
4.	Postal Life Insurance	10					
5.	Organizational structure of Postal Life Insurance	10					
6.	Appointment of life insurance agents and their functions	11					
7.	Need of an agent in life insurance selling	12					
8.	Appointment of agents	13					
9.	Remuneration to agents	16					
10.	Trends in life insurance distribution channels	18					

11.	Concept of premium	23					
12.	Different types of premium	30					
13.	Different factors considered in calculating premium	36					
14.	Bonus in policies	40					
15.	Different types of bonus in life insurance policies	41					
UNIT – II							
1.	Different types of life insurance plans	47					
2.	Term Plan	53					
3.	Endowment Plan	54					
4.	Money Back Insurance Plan	55					
5.	Whole-Life Insurance Plan	55					
6.	Unit Linked Insurance Plans (ULIPs)	63					
7.	Joint Life Insurance Plans	58					
8.	Child Insurance Plans	58					
9.	Rider benefits	65					
10.	Industrial life insurance	68					
11.	MWP Policies	70					
12.	Keyman insurance	73					
13.	Health insurance and its types	74					

14.	Understand the concept of annuity	83					
15.	Different types of annuity plans	86					
16.	Advantages and disadvantages of annuity	90					
17.	Annuity Vs Life Insurance	83					
18.	Important terms used in annuity	92					
UNIT – III							
1.	Importance of group insurance schemes	96					
2.	Main features of group insurance schemes	98					
3.	Eligibility conditions in group insurance	101					
4.	Different types of group insurance schemes	103					
5.	Group Term Insurance Scheme	104					
6.	Group Gratuity Scheme	108					
7.	Group Superannuation scheme	110					
8.	Types of group superannuation schemes	110					
9.	Group Leave Encashment scheme	113					
10.	Employees Deposit-Linked insurance Scheme	114					
11.	Group Insurance Scheme in-lieu of EDLI	114					
12.	Social Security Scheme	115					
13.	Concept of Unit-linked policies	121					

14.	ULIP premium and its break-up	122					
15.	Types of funds in ULIPS	124					
16.	Traditional plans Vs ULIPS	126					
17.	How ULIPS work	126					
18.	Top Up & NAV	127					
19.	Features of ULIPS	130					
20.	Revival of ULIPS	132					
21.	IRDA guidelines on ULIPS	135					
UNIT – IV							
1.	Fundamentals of life insurance contracts	143					
2.	Principles of utmost good faith	145					
3.	Insurable interest	146					
4.	Life insurance policy application and process	149					
5.	Proposal form and related documents	151					
6.	Importance of a policy document	165					
7.	Format of a policy document	166					
8.	Policy schedule and its various components	169					
9.	Conditions and privileges in a policy document	171					
10.	Duplicate policies	176					

11.	Premium calculations	188					
12.	Surrender value and non-forfeiture options	194					
13.	Revival of lapsed policies and its types	199					
14.	Revival of postal life insurance policies	207					
15.	Premium calculations	207					
16.	Surrender value and non-forfeiture options	219					
UNIT – V (Pg:211 - 226)							
1.	Assignment of life insurance policies	211					
2.	Conditional assignment	212					
3.	Absolute assignment	213					
4.	Process of Assignment	214					
5.	Nomination	215					
6.	Process of Nomination	215					
7.	Features of Nomination	216					
8.	Assignment Vs Nomination	217					
9.	Surrender of policies	219					
10.	Foreclosure of insurance policies	220					
11.	Different types of policy claims	228					
12.	Survival Benefits	231					

13.	Death Claims	232					
14.	Maturity Claims	230					
15.	Submission of Proof of title at claim processing stage	233					
16.	Early Claims & Nonearly claims	235					
17.	Documents required for processing early claims	235					
18.	Death due to un-natural causes or accidents	237					
19.	Nomination	238					
20.	Assignment	239					
21.	Waiver of evidence of title	239					
22.	Claims Concession Clause and Extended Claims Concession Clause	240					
23.	Presumption of Death	241					
24.	Insurance Riders	242					
25.	Accidental Death Benefit rider	243					
26.	Permanent Death Benefit Rider	245					
27.	IRDA regulations Claim payments	248					

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Text Book

T1	IC 02 – Practice of Life Insurance – Insurance Institute of India (Revised Edition 2016)
----	--

Reference Books

R1	
R2	

Web Resources

W1	
W2	
W3	

E – Books /Library INFLIBNET RESOURCES

E1	
E2	

Gaps in the Syllabus

Sl. No.	Name of the Topic	Proposed Action	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.				
2.				

* *Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.No.	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No. of Hours Allotted
1					
2					
3					
4					

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – I	20
2.	I INTERNAL	Unit – I, II, III (up to -----)	50
3.	II INTERNAL	Unit – III (from -----) , IV, V	50
4.	End Semester Examination	Unit I to V	100
Designation		Prepared by	
		Name	Signature
			Date
Course Coordinator / In-charge			
Programme Coordinator			

Approved by			
	Name	Signature	Date
HoD			

Dean Academics			
Principal			

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (EVEN SEMESTER)

Name of the Programme : B.Com B&I

Programme Code : CO1004

Title of the Course : Business Communication

Course Code : 20CO206

Year / Semester : I / II

Section:

Total No. of Students : 65

No of Credits : 4

Total No. of Contact Hours : 60

Course Teacher (s) Name : Mr.R.Dhamotharan

Corresponding lab Paper : No

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
43.	Introduction to communication	Chap 1- Page EC 1	PPT	2			2
44.	Meaning and scope	Chap 1- Page EC 1	PPT	2			4
45.	Need, process of communication	Chap 1- Page EC 1	PPT	2			6
46.	One way and two way communication	Chap 1- Page EC 34	PPT	2			8
47.	Oral, written, formal and informal communication	Chap 1- Page EC 34	PPT	2			10
48.	Upward, downward, intra and inter personal communication	Chap 1- Page EC 34	V	1			11

49.	Barriers to communication	Chap 1- Page EC 50	PPT	2			13
50.	Seminar/ test	NA	GD	1			14
UNIT – II							
51.	Essentials of business letter	Chap 3- Page BC 1	PPT	2			16
52.	Forms and kind of business letter	Chap 3- Page BC 1	PPT	2			18
53.	Characteristics of business letter	Chap 3- Page BC 1	PPT	1			19
54.	Enquires, offer,	Chap 3- Page BC 28	PPT	1			20
55.	Quotation, order conformation, cancelation	Chap 3- Page BC 28	PPT	1			21
56.	Credit, status enquiry, claims	Chap 3- Page BC 51	PPT	2			23
57.	Complaints and adjustments	Chap 3- Page BC 65	PPT	2			25
58.	Seminar/ test	NA	GD	1			26
UNIT – III							

59.	Letter of application	Chap 4- Page EE 14	PPT	2			28
60.	Application situations	Chap 4- Page EE 14	PPT	2			30
61.	Reference and testimonial	Chap 4- Page EE 14	V	2			32
62.	Appointment order	Chap 4- Page EE 14	PPT	2			34
63.	Drafting an advertisement copy for situation vacant	Chap 4- Page EE 14	PPT	2			36
64.	Seminar/ test	NA	GD	1			37

UNIT – IV

65.	Banking correspondence, meaning	Chap 3- Page BC 11	PPT	2			39
66.	Correspondence reg dishonour of cheque	Chap 3- Page BC 11	PPT	2			41
67.	requesting for loans and advances	Chap 3- Page BC 11	PPT	2			43

68.	Overdrafts, informing the banker about loss of atm	Chap 3- Page BC 11	PPT	1			44
69.	Issue of passbook and account statement	Chap 3- Page BC 11	PPT	2			46
70.	Seminar/ test	NA	GD	1			47
UNIT – V							
71.	Insurance correspondence , meaning and scope	Chap 3- Page BC 12	PPT	2			49
72.	Renewal of policy	Chap 3- Page BC 12	WS	2			51
73.	Premium default	Chap 3- Page BC 12	PPT	2			53
74.	Requisition letter	Chap 3- Page BC 12	PPT	2			55
75.	Claim form	Chap 3- Page BC 12	WS	2			57
76.	Surrender of policy document	Chap 3- Page BC 12	WS	2			59

77.	Seminar/ test	Chap 3- Page BC 12	GOF /GD	1				60
TOTAL HOURS								60

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open

Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Book

T1	Business Communication- Rajendra paul
----	---------------------------------------

Reference Books

R1	Business Communication- Asha Kaul
R2	Business Communication Theory and practice- Lesikahar

Web Resources

W1	Business Communication Download book (freebookcentre.net)
----	---

E – Books /Library INFLIBNET RESOURCES

E1	Business Communication Download book (freebookcentre.net)
----	---

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Business Letters with real life example	Seminar	3 hrs	HB

* *Proposed Actions can be Assignments , Seminars, Peer Teaching, Industrial Visit , Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

SI.NO	Module	Mode of		Planned Topics	Total No of Hours
-------	--------	---------	--	----------------	-------------------

		Delivery	Teaching Aids		Allotted
1	2	Lecture	PPT	Consumer Behaviour: Cardinal Utility	2 hrs
2	2	Lecture	PPT	Ordinal Utility	2 hrs

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – 1	20%
2	I INTERNAL	Unit - I, II, III (upto time and piece rate)	50%
3	II INTERNAL	Unit – III (from incentives) , IV, V	50%
4	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Mr.R.Dhamotharan		
Programme Coordinator	Mrs.V.Padmavathy		

Approved by			
	Name	Signature	Date
HoD	Mrs.V.Padmavathy		

Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujataha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020– 2021 (EVEN SEMESTER)

Name of the Programme: B.Com (B & I)

Programme Code : 20NS207

Title of the Course : Aptitude and Reasoning Skills

Course Code: 20NS207

Year / Semester : I / II

Total No. of Students : 65

No of Credits : 2

Total No. of Contact Hours : 2

Course Teacher Name : S. Suriaprakash

Corresponding lab Paper : Yes / No

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours	Cumulative Hours
---------	-------	-------------------------------	----------------	------------------------------	------------------

				L	T	P	
UNIT - I							
1.	Numbers	T1-1	BB/ WB/ OER	1	0	0	1
2.	LCM & HCF	T1-51	BB/ WB/ OER	2	0	0	3
3.	Simplification	T1-95	BB/ WB/ OER	1	0	0	4
4.	Averages	T1-206	BB/ WB/ OER	1	1	0	6
UNIT – II							
5.	Problems on Ages	T1-264	BB/ WB/ OER	1	1	0	2
6.	Time and Work	T1-526	BB/ WB/ OER	1	1	0	4
7.	Surd and indices	T1-276	BB/ WB/ OER	1	1	0	6
UNIT – III							
8.	Pipes & Cisterns	T1-510	BB/ WB/ OER	1	1	0	2
9.	Time & Distance	T1-562	BB/ WB/ OER	1	1	0	4
10.	Problems on trains.	T1-612	BB/ WB/ OER	1	1	0	6
UNIT – IV							

11.	Series	T2-1	BB/ WB/ OER	1	1	0	2
12.	Classification	T2-206	BB/ WB/ OER	1	1	0	4
13.	Logical Venn diagram	T2-346	BB/ WB/ OER	1	1	0	6
UNIT – V							
14.	Coding and Decoding	T2-169	BB/ WB/ OER	2	1	0	3
15.	Blood relationship	T2-220	BB/ WB/ OER	2	1	0	6
TOTAL							30

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Book

T1	1) Agarwal R.S, 'A modern approach to Logical reasoning' Chand Publishers.
T2	2) Agarwal R.S, 'Quantitative Aptitude' Chand Publishers.

Reference Books

R1	1. B S SIJWALI, INDU SIJWAL, "A new approach to Reasoning Verbal & Nonverbal (English)"
R2	2. Abhijit Guha, Quantitative Aptitude - Mc Graw Hills Publishers

Web Resources

W1	https://www.indiabix.com/
----	---

E – Books /Library INFLIBNET RESOURCES

E1	https://www.careerride.com/mcq-topics/logical-reasoning-mcq-questions-placement-tests-187.aspx
----	---

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	I INTERNAL	Unit - I, II, III (50%)	50%
2.	II INTERNAL	Unit – III (50%) , IV, V	50%
3.	End Semester Examination	Unit I to V	100%

Prepared by

Designation	Name	Signature	Date
Course Coordinator / In-charge	Mr. S. Suria Prakash		
Programme Coordinator			

Approved by

Designation	Name	Signature	Date
HoD	Mr. Sivasubramanian		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE
COURSE PLAN – 2020 – 21 (ODD/EVEN SEMESTER)

Name of the Programme :	II	Programme Code :	
Course Name :	Accounting for Banking and Insurance	Course Code :	19CO401
Year / Semester	II	Section	-
Total No. of Students	66	No. of Credits	4
Corresponding lab Paper	Yes / No.	Total No. of Contact Hours	90
Course Teacher Name	Dr.S.Gurupriya		

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I Final accounts of Banking Companies							
1	Regulation of Banking Companies	Chapter 12 (pg.no.12.1 – 12.134)	PPT	1			1
2	Guidelines of RBI		PPT	1			2
3	Notes on Accounts and Disclosure of accounting policies		PPT	1			3
4	Capital adequacy norms, items requiring special attention in preparation of final accounts		PPT	2			5
5	computation of rebate on bills discounted		PPT	1			6
6	Income from non-performing assets , basis for treating credit facility as NPA		PPT	1			7
7	Asset classification and provision, classification of investments		PPT	2			9
8	Final accounts		PPT	2			11
9	preparation of Profit and loss account		PPT	3			14
10	Preparation of balance sheet.		PPT	3			17
11	Seminar/quiz/ TEST		PPT	1			18
	Hours						18

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
UNIT – II Banking Operations & Accounting Functions							
1	Preparation of Vouchers, cash receipt and payment entries	IIBF (Page No: 348-356)	PPT	2			2
2	Clearing inward and outward entries, transfer debit and credit entries		PPT	3			5
3	KYC different documents to satisfy KYC, verify KYC and authenticity of documents Operational aspects in regard to opening of all types of accounts		PPT	3			8
4	Scrutiny of loan applications/documents, allowing drawals and		PPT	3			11
5	Counting entries involved at various stages, operational aspects of CBS		PPT	3			14
6	Environment etc., Back office operations in banks, handling of unreconciled entries in banks		PPT	3			17
	Seminar/quiz/ TEST		PPT	1			18
	Hours						18
UNIT – III Final Accounts of Life Insurance Companies							
1	Life Insurance Companies Types of Insurance, Various terms		PPT	4			4
2	Statutory requirements, subsidiary account books		PPT	5			9

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
3	Revenue account ,balance sheet		PPT	4			13
4	Ascertainment of profit, treatment of profit.		PPT	4			17
	Seminar/quiz/ TEST		PPT	1			18
	Hours						18
UNIT – IV Final accounts of General Insurance Companies							
1	General insurance – revenue account	Chapter 13 (pg.no.13. 35 – 13.166)	PPT	3			3
2	restriction on commission – deposits		PPT	2			5
3	reinsurance (& Commission) – limits on expenses		PPT	3			8
4	surveyors or loss account – investments		PPT	3			11
5	forms of revenue accounts		PPT	3			14
6	balance sheet – minimum margin for security		PPT	1			15
7	General insurance – revenue account		PPT	2			17
	Seminar/quiz/ TEST		PPT	1			18
	Hours						18
UNIT – V Fire insurance Claims							
1	Meaning – Loss of Stock	Chapter 18	PPT	6			6

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
2	Average Clause – Consequential loss or loss of profits	(pg.no.18.1 - 18.47)	PPT	6			12
3	Terms used – Entries in the books of accounts		PPT	5			17
	Seminar/quiz/ TEST		PPT	1			18
		Hours					18
TOTAL HOURS							90

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Text Book

26. R.L. Gupta & S. Radhaswamy (2012), “Advanced Accountancy”, Sultan Chand & Sons.

Reference Books

1. R.L. Gupta & S. Radhaswamy (2012), Corporate Accounting Sultan Chand & Sons
2. T.S. Moorthy & Y. Hari Prasad Reddy (2018), “Corporate Accounting”, Margham Publication, ISBN 978-93-81430-79-8.
3. Arulanandam & Raman (2012), “Corporate Accounting:”Himalaya Publishing House, ISBN 13:9788174938572.
4. S.P. Jain & K.L. Narang (2019), Advanced Accountancy Vol.II (22nd Ed.), Kalyani Publishers ISBN: 9780925587336

Web Resources

27. http://sdeuoc.ac.in/sites/default/files/sde_videos/SLM-BCom-CORPORATE%20ACCOUNTING.pdf

28. <http://www.universityofcalicut.info/syl/BComIIISem197.pdf>

E – Books /Library INFLIBNET RESOURCES

29. <http://www.freebookcentre.net/Business/Business-and-Finance-Books.html>

30. <https://www.studynama.com/community/threads/b-com-corporate-accounting-notes-ebook-book-free-pdf-download-updated-syllabus.3216/>

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Amalgamation	Peer Teaching	1	HB – 1 Hr
2.	Non-Banking Financial Companies	Peer Teaching	1	HB – 1 Hr

* Proposed Actions can be Assignments, Seminars, Peer Teaching, and Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	I & II	Online	PPT	E-Commerce and World Wide Web	3

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – I	20%

2.	I INTERNAL	Unit – I, II, III (up to Profit & Loss A/c for Life)	50%
3.	II INTERNAL	Unit – III (from Banking companies Final Accounts) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation		Prepared by		
		Name	Signature	Date
Course Coordinator / In-charge		Dr.S.Gurupriya		
Programme Coordinator		Mrs.V.Padmavathy		

Approved by			
	Name	Signature	Date
HoD	Mrs.V.Padmavathy		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD/EVEN SEMESTER)

Name of the Programme : B.Com (ACCA)

Programme Code :

Course Name : Services Marketing

Course Code : 19CO402

Year / Semester : II / 4 Section:

Total No. of Students :

No of Credits : 4

Total No. of Contact Hours : 60

Course Teacher(s) Name : Mr.A.Kodiyarasu

Corresponding lab Paper : Yes / No

Sl. No.	TOPIC	Reference / Text Book Page No.	*Teaching Aids	Mode of Delivery No. of Hours			Cumulative Hours (60)
				L	T	P	
UNIT – I							
1.	Introduction to marketing	28-58	L	6	-	-	12 Hours
2.	Characteristics of services, classification of services		L		-	-	
3.	Distinction between goods and services		L		-	-	
4.	Growth and future of service sector		L	-	-		
5.	Customer expectations of services		L	5	-	-	
6.	Level of expectations, zone of tolerance		T	-	1	-	
UNIT – II							
1.	Marketing mix	117-134	L	3	-	-	12 Hours
2.	Service product-concepts		L		-	-	
3.	supplementary services		L		-	-	

4.	new services		L	4	-	-		
5.	Cost of services		L		-	-		
6.	Pricing		L		-	-		
7.	Objectives of pricing		L		-	-		
8.	Cost based pricing		L	3	-	-		
9.	Monetary and non monetary costs		L		-	-		
10.	Value based pricing		L	-	-			
11.	Pricing tactics		T	-	2	-		
12.	Applications of pricing	T	-	-				
UNIT – III								
1.	Promotion	136 to 164	L	3	-	-		12 Hours
2.	Designing the promotional mix		L		-	-		
3.	Personal selling		L		-	-		
4.	Advertising		L	3	-	-		
5.	Sales promotion		L		-	-		
6.	Publicity and public relations		L		-	-		
7.	Service location		L	4	-	-		
8.	Factors affecting choice of service location		L		-	-		
9.	Distribution		L	-	-			
10.	Methods of distributing services		T	-	2	-		
11.	Challenges in distribution of services		T	-		-		
UNIT – IV								
1.	Marketing of financial and insurance services	184-216	L	3	-	-	12 Hours	
2.	Major characteristics		L		-	-		
3.	Technological innovations		L		-	-		
4.	Profile of consumer		L	2	-	-		
5.	Financial marketing strategy		L		-	-		
6.	Bank product		L		-	-		
7.	E-banking		L		-	-		
8.	Pricing		L		-	-		

9.	New product development		L	2	-	-		
10.	Regulatory mechanism		L		-	-		
11.	Financial product mix		L		-	-		
12.	Quality standards		L		-	-		
13.	Products if LIC of India		L	3	-	-		
14.	Insurance promotion mix		L		-	-		
15.	Place		T	-	2	-		
16.	People			-	-	-		
UNIT – V								
1.	CRM in banking and insurance sectors	7-27	L	5	-	-		12 Hours
2.	Meaning		L		-	-		
3.	Features and Role of CRM		L		-	-		
4.	Advantages		L		-	-		
5.	Traditional marketing and CRM		L	2	-	-		
6.	Implementation and process of CRM		L	-	-			
7.	CRM in banking sector		T	-	-	-		
8.	CRM in insurance business		T	-	5	-		
Total Hours				48	12	-	60 Hours	

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column].

Text Book

T1	Dr.S.Shajahan (2016), Services Marketing, Himalaya Publishing house.
T2	S.Shanmugasundaram (2008), “Customer Relationship Management” Prentice Hall of India Pvt. Ltd., New Delhi.

Reference Book

R1	Services Marketing –second edition by R.Srinivasan, PHI Publications.
R2	Services Marketing: People, Technology, Strategy, 7th Edition by Christopher H Loveloc.
R3	CRM Emerging Concepts, Tools & Applications, Jagdish Shet, Atul Parvatiya, Tata Mcgraw Hill.

Web Resources

W1	https://www.bluleadz.com/blog/15-places-to-get-the-best-digital-marketing-resources
W2	https://www.webfx.com/knowledge-base.html
W3	https://buffer.com/library/marketing-resources/

E – Books /Library INFLIBNET RESOURCES

E1	MS006819 Services Marketing Rajendra Nargundkar, Tata Mcgraw hill Education Pvt. Ltd.
E2	MS007137 Services Marketing Lovestock, Christopher, Pearson education.
E3	MS001319 Services Marketing K. Rama Mohana Rao, Pearson education.

Gaps in the Syllabus

Sl. No.	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	CRM in Banking sector	Assignments	3	HB

* *Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS) - Nil

Sl.No.	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1					
2					
3					
4					

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – I	20
2.	I INTERNAL	Unit – I, II, III (up to -----)	50
3.	II INTERNAL	Unit – III (from -----) , IV, V	50
4.	End Semester Examination	Unit I to V	100

Designation	Prepared by		
	Name	Signature	Date

Course Coordinator / In-charge	A.Kodiyarasu		
Programme Coordinator	Mrs.V.Padmavathy		

Approved by			
Designation	Name	Signature	Date
HoD			
Dean Academics			
Principal			

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 2021 (EVEN SEMESTER)

Name of the Programme: B.Sc Computer Science (Security System Specialization)

Programme Code : CO1004

Title of the Course : Banking Technology

Course Code : 19CO404

Year / Semester : II / IV

Section: A & B

Total No. of Students : 66

No of Credits : 4

Total No. of Contact Hours : 4

Course Teacher (s) Name : Mr. J. Rajkumar

Corresponding lab Paper : Yes / No

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT - I							
78.	Definition	T- 413	PPT	1	0	0	1
79.	E-commerce Meaning and Concept	T- 414	PPT	1	0	0	1
80.	Traditional and E-commerce	T- 414	PPT	1	0	0	1
81.	Advantages and Disadvantages	T- 415	PPT	1	0	0	1
82.	Bank computerization	T- 415	V & BB	1	0	0	1
83.	Computer Systems	T- 416	V & GD	1	0	0	1
84.	LAN	T- 417	PPT	1	0	0	1
85.	Topology	T- 418	PPT	1	0	0	1
86.	WAN	T- 419	PPT	1	0	0	1

87.	Protocols	T- 420	PPT	1	0	0	1
88.	Uninterrupted Power System (UPS)	T- 423	PPT	1	0	0	1
89.	Core Banking	T- 424	PPT	1	0	0	1

UNIT – II

90.	Introduction to Electronic Payment systems	T- 430	PPT	1	0	0	1
91.	Personal Identification Number (PIN)	T- 435	PPT	2	0	0	2
92.	Electromagnetic Cards	T- 436	OER	1	0	0	1
93.	Electronic Banking	T- 441	PPT	2	0	0	2
94.	Signature storage	T- 444	PPT	1	0	0	1
95.	Retrieval system	T- 415	PPT	1	0	0	1
96.	Cheque Truncation	T- 416	PPT	1	0	0	1
97.	Note and Coin Counting Machine	T- 446	PPT	2	0	0	2
98.	Mircrofiche	T- 447	PPT	1	0	0	1

UNIT – III

99.	Introduction	T- 453	PPT	1	0	0	1
------------	--------------	--------	-----	---	---	---	---

100.	Advent of IT in Banking	T- 454	OER	1	0	0	1
101.	Data Communication Networks	T- 455	PPT	1	0	0	1
102.	Network Scenerio	T- 456	PPT	1	0	0	1
103.	Major Networks in India	T- 457	PPT	1	0	0	1
104.	Emerging Trends in Communication Networks	T- 458	V & GD	1	0	0	1
105.	Evolution of EFT systems	T- 460	PPT	1	0	0	1
106.	Telex Communication	T- 461	PPT	1	0	0	1
107.	Structured Message Transfer System using SWIFT	T- 462	PPT	1	0	0	1
108.	Automated Clearing Systems	T- 464	PPT	1	0	0	1
109.	Two Level Funds Transfer Systems	T- 465	PPT	1	0	0	1
110.	E-Banking Development in India	T- 466	PPT	1	0	0	1
UNIT – IV							
111.	Introduction	T- 475	PPT	1	0	0	1
112.	Trends in Technology Developments	T- 475	PPT	1	0	0	1
113.	Data Warehousing and Data Mining	T- 476	PPT	1	0	0	1

114.	Role and uses of Technology Upgradation	T- 477	PPT	1	0	0	1
115.	Data and Message Transferring	T- 478	V & GD	1	0	0	1
116.	Corporate Websites	T- 479	V & GD	1	0	0	1
117.	Management Information Systems	T- 479	PPT	1	0	0	1
118.	Global Trends in Banking Systems	T- 480	PPT	1	0	0	1
119.	Impact of IT on Banks	T- 481	PPT	1	0	0	1
120.	Changes in Organizational Structure and Orientation	T- 482	PPT	1	0	0	1
121.	Impact on Service Quality and Human Resources	T- 483	PPT	1	0	0	1
122.	Impact on Privacy and Confidentiality of Data	T- 484	PPT	1	0	0	1

UNIT – V

123.	Introduction	T- 489	PPT	1	0	0	1
124.	Risk Concern Areas	T- 490	OER	1	0	0	1
125.	Different Types of Treats	T- 491	PPT	1	0	0	1
126.	Control Mechanism	T- 493	PPT	1	0	0	1
127.	Computer Audit	T- 496	V & GD	1	0	0	1

128.	Information Systems Audit (IS Audit)	T- 497	V & GD	1	0	0	1
129.	Controls to be looked and evaluated in IS Audit	T- 498	PPT	1	0	0	1
130.	Information Systems Security (ISS)	T- 499	PPT	1	0	0	1
131.	Evaluation Requirements	T- 505	PPT	1	0	0	1
132.	Computer Hardware and Software	T- 506	PPT	1	0	0	1
133.	Disaster Recovery Management for Computer Environment	T- 507	V & GD	1	0	0	1
134.	Legal Framework for Electronic Transactions	T- 508	PPT	1	0	0	1
TOTAL							60

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Book

T	1) Dr.SNV Siva Kumar et.al., (2019), “Principles and Practices of Banking” (3 rd Ed.), Indian Institutes of Banking and Finance, Macmillan Publishers India Pvt. Ltd
---	---

Reference Books

R1	1. Dr.K.Abirami Devi AND Dr.M.Alagammai (2012), “E-Commerce”Margam Publications, ISBN-13 : 978-9381430125
R2	2. DavidWhiteley,(2000), “E-Commerce”,Strategy,Technologiesand Applications,Mc.Graw-Hill,ISBN: 0077095529 9780077095529
R3	3. Prevention of Cyber-crimes & Fraud Management 2017, M/s Macmillian India Limited

Web Resources

W1	https://www.cognizant.com/banking-technology-solutions
W2	https://www.tutorialspoint.com
W3	https://www.ukessays.com/essays/information-technology/difference-between-internet-banking-and-electronic-banking-information-technology-essay.php

E – Books /Library INFLIBNET RESOURCES

E1	http://intronetworks.cs.luc.edu/current2/ComputerNetworks.pdf
E2	https://www.researchgate.net/publication/317003155_A_Practical_Guide_to_Computer_Network_and_Internet_Technologies
E3	https://ebookcentral.proquest.com/lib/inflibnet-ebooks/detail.action?docID=5218413

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

SI.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	PPT	PPT	Advantage of using Block Chain in Banking	2

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	I INTERNAL	Unit - I, II, III (50%)	50%

2.	II INTERNAL	Unit – III (50%) , IV, V	50%
3.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Mr. J. Rajkumar		
Programme Coordinator	Mrs. V. Padmavathy		

Approved by			
	Name	Signature	Date
HoD	Mrs. V. Padmavathy		
Dean Academics	Dr. S. Priya		

Principal	Dr. R. Sujatha		
------------------	----------------	--	--

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020– 2021 (EVEN SEMESTER)

Name of the Programme: B.Com (B&I)

Programme Code : CO1004

Title of the Course : Reasoning Skills

Course Code : 19WR409

Year / Semester : II / IV

Total No. of Students : 66

No of Credits : 2

Total No. of Contact Hours : 3

Course Teacher (s) Name : R.Sivasubramanian

Corresponding lab Paper : Yes / No

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT - I							

1.	Series	T-1	BB/ WB/ OER	2	0	0	2
2.	Classification	T-206	BB/ WB/ OER	2	0	0	4
3.	Logical Venn diagram	T-346	BB/ WB/ OER	2	0	0	6
UNIT – II							
4.	Coding and Decoding	T-169	BB/ WB/ OER	2	1	0	3
5.	Blood relationship	T-220	BB/ WB/ OER	2	1	0	6
UNIT – III							
6.	Direction Sense Test,	T-324	BB/ WB/ OER	2	1	0	3
7.	Schedule Day/Date/Time	T-459	BB/ WB/ OER	2	1	0	6
UNIT – IV							
8.	Ranking	T-417	BB/ WB/ OER	2	0	0	2
9.	Symbols and Notations	T-420	BB/ WB/ OER	2	0	0	4
10.	Inequality	T-429	BB/ WB/ OER	2	2	0	6

UNIT – V

11.	Analogy (nonverbal)	T-136	BB/ WB/ OER	1	0	0	1
12.	Odd Man Out	T-303	BB/ WB/ OER	1	1	0	3
13.	Mirror Images,	T-267	BB/ WB/ OER	1	0	0	4
14.	Grouping Images	T-270	BB/ WB/ OER	1	1	0	6
TOTAL							30

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(Ws) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Book

T	1) Agarwal R.S, 'A modern approach to Logical reasoning' Chand Publishers.
---	--

Reference Books

R1	1. B S SIJWALI, INDU SIJWAL, “A new approach to Reasoning Verbal & Nonverbal (English)”
----	---

Web Resources

W1	https://www.indiabix.com/
----	---

E – Books /Library INFLIBNET RESOURCES

E1	https://www.careerride.com/mcq-topics/logical-reasoning-mcq-questions-placement-tests-187.aspx
----	---

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	I INTERNAL	Unit - I, II, III (50%)	50%
2.	II INTERNAL	Unit – III (50%) , IV, V	50%
3.	End Semester Examination	Unit I to V	100%

Prepared by

Designation	Name	Signature	Date
Course Coordinator / In-charge	Mr. Sivasubramanian		
Programme Coordinator			

Approved by

	Name	Signature	Date
HoD	Mr. Sivasubramanian		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

**SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE
COURSE PLAN – 2020 – 21 (EVEN SEMESTER)**

Name of the Programme :	ANI/VIS/CS/NET/MCHM/FSPM/F&IS/HONS&ACCA/ B.Com B&I/BBA	Programme Code :	
Course Name :	Basic Tamil IV	Course Code :	19UBT410
Year / Semester	II / II	Section	
Total No. of Students	24	No. of Credits	2
Corresponding lab Paper	No	Total No. of Contact Hours	30
Course Teacher Name	Ms.R.Sailakshmi		

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
1	பழங்கள்	CM/1	BB	1			1
2	காய்கறிகள்	CM/2	BB	1			1
3	மளிகைப்பொருட்கள்	CM/3	BB	1			1
	அறுசுவை	CM/4	BB	1			1
	சந்தையில் பயன்படுத்தும் சொற்கள்	CM/5	BB	1			1
	உரையாடல்	CM/6	BB	1			1
UNIT – II							
	மருத்துவத்துறை தொடர்பானவை	CM/7	BB	1			1
	கல்வித்துறை தொடர்பானவை	CM/8	BB	1			1
	விளையாட்டு தொடர்பானவை	CM/9	BB	1			1
	புவியியல்துறை தொடர்பானவை	CM/10	BB	1			1
	வானியல்துறை, வீடு தொடர்பானவை	CM/11	BB	1			1
	பொதுச் சொற்கள்	CM/12	BB	1			1

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
UNIT – III							
	எழுத்து வேறுபாடுகள்	CM/13	BB	2			2
	பிரித்து எழுதுதல்	CM/14	BB	2			2
	சேர்த்து எழுதுதல்	CM/15	BB	2			2
UNIT – IV							
	சொல்லும் பொருளும்	CM/16	BB	1			2
	எதிர்ச்சொல்	CM/17	BB	1			2
	மரபும் வழுவும்	CM/18	BB	1			1
	மொழிபெயர்ப்பு - தமிழ்-ஆங்கிலம்	CM/19	BB	1			1
	மொழிபெயர்ப்பு - ஆங்கிலம் - தமிழ்	CM/20	BB	2			2
UNIT – V							
	தமிழ் நூல்களும் ஆசிரியர்களும்	CM/21	BB	1			1
	பொன்மொழிகள்	CM/22	BB	1			1
	சிறப்புத் தொடர்கள்	CM/23	BB	2			2
	உரையாடல்	-	BB	2			2
TOTAL HOURS							30

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Course Material

1. அடிப்படைத் தமிழ்; - II – பாடநூல் தொகுப்பு வெளியீடு தமிழ்த்துறை கல்லூரித் -

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	உரையாடல்		2	(HB)
2.	புத்தகம் வாசித்தல்		2	(HB)

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

SI.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	Assignment	1	மொழிபெயர்ப்பு	1
2		Seminar	1	புத்தகம் விமர்சனம் செய்தல்	1
3	2	Peer teaching	1	நடைமுறை நிகழ்வுகளை கலந்தாலோசித்தல்	1

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	I INTERNAL	Unit – I, II, III (up to -----)	50%
2.	II INTERNAL	Unit – III (from -----) , IV, V	50%
3.	End Semester Examination	Unit I to V	100%
Designation		Prepared by	
		Name	Signature
Course Coordinator / In-charge		Ms . R . Sailakshmi	Date

Approved by			
	Name	Signature	Date
HoD	Mrs . N . SELVI		
Dean Academics	Dr.S.PRIYA		
Principal	Dr.R.SUJATHA		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE
COURSE PLAN – 2020 – 21 (ODD/EVEN SEMESTER)

Name of the Programme :	CS/F&IS	Programme Code :	
--------------------------------	--------------------	-------------------------	--

Course Name :	Advanced Tamil IV	Course Code :	19UAT411
Year / Semester	II / II	Section	
Total No. of Students	23	No. of Credits	2
Corresponding lab Paper	No	Total No. of Contact Hours	30
Course Teacher Name	H.GEETHA		

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
1	நாயன்மார் பாடல்கள்	CM/1	BB	2			2
2	ஆழ்வார் பாடல்கள்	CM/2	BB	2			2
3	சிலப்பதிகாரம்	CM/3	BB	2			2
UNIT – II							
	தமிழ் மொழியின் வரலாறு	CM/5	BB	2			3
	செம்மொழிகளும் தமிழும்	CM/7	BB	2			3
UNIT – III							
	திருக்குறள் (ஒழுக்கமுடைமை1-10)	CM/9	BB	2			2

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
	திருக்குறள் (விருந்தோம்பல் 1-10)	CM/10					2
	நாலடியார் (செல்வம் நிலையாமை 1-5)	CM/11					2
UNIT – IV							
	தமிழ்ச் சொற்களும் பிறமொழிச் சொற்களும்	CM/12	BB	3			2
	சொல் வகைகள்	CM/14	BB	3			2
	வினா, விடை – வகைகள்	CM/16	BB	3			2
UNIT – V							
	கட்டுரைப் பயிற்சி	--	BB	3			6
TOTAL HOURS							30

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Course Material

2. பொதுத்தமிழ்-IV- பாடநூல் தொகுப்பு கல்லூரித் -தமிழ்த்துறை வெளியீடு

Reference Books

3. தேவாரம்.சைவசித்தாந்த நூற்பதிப்புக்கழக வெளியீடு.கும்பகோணம்: 1990. Print
4. நாலாயிரதிவ்வியப்பிரபந்தம்.சைவசித்தாந்த நூற்பதிப்புக்கழக வெளியீடு. 1992. Print.
5. ஞா.மாணிக்கவாசகன். சிலப்பதிகாரம் ,உமா பதிப்பகம், சென்னை: 1976.Print.
6. மு.வரதராசனார் உரை . திருக்குறள், சைவ சித்தாந்த நூற்பதிப்புக் கழகம்,1996. Print.
7. அ.மாணிக்கம். நாலடியார், மணிவாசகர் பதிப்பகம்,மதுரை :1982. Print.
8. பயன்பாட்டுத்தமிழ் இலக்கணம். மணிவாசகர் பதிப்பகம்> மதுரை: 1995.Print.

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	செய்தித்தாள்கள் வாசித்தல்		2	(HB)
2.	புத்தகம் வாசித்தல்		2	(HB)

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	Assignment	2	கட்டுரை எழுதுதல்	2
2		Seminar	2	புத்தகம் வாசித்து விமர்சனம் செய்தல்	2
3	2	Peer teaching	2	நடைமுறை நிகழ்வுகளை கலந்தாலோசித்தல்	2

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	I INTERNAL	Unit – I, II, III (up to -----)	50%
2.	II INTERNAL	Unit – III (from -----) , IV, V	50%
3.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	N . SELVI		

Approved by			
	Name	Signature	Date
HoD	Mrs . N . SELVI		
Dean Academics	Dr.S.PRIYA		
Principal	Dr.R.SUJATHA		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE
COURSE PLAN – 2020 – 21 (ODD/EVEN SEMESTER)

Name of the Programme :	B.Com Banking & Insurance, B.Com Honours, B.Com Hnonours – ACCA and BBA		
Course Name :	Campus Recruitment Training English II Practical	Course Code :	19CRT409
Year / Semester	II / IV	Section	
Total No. of Students		No. of Credits	2
Corresponding lab Paper		Total No. of Contact Hours	30
Course Teacher Name	Mr.S.Sivakumar		

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
1	Communication an Overview	R3-45	GD			3	3
2	7 C's of Communication	R3-48	GD			3	3
UNIT – II							
3	Coffee Pot	R3-23	GD			3	3
4	Self Introduction	R3-25	GD			3	3
UNIT – III							
5	E-mail & Telephonic Etiquette	R1-142	LCD			3	3
6	Resume Etiquette	R1-112	LCD			3	3
UNIT – IV							
7	Presentation and its types	R5-89	GD			2	2
8	Do's & Don'ts of Presentations	R5-90	PPT			4	4
UNIT – V							
9	Importance of Body Language in a Professional atmosphere	R2-112	LCD			2	2

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
10	Do's & Don'ts of Body Language	R2-114	LCD			4	4
TOTAL HOURS							30

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* **LCD** / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Reference Books

31. Sanjay Kumar, Pushp Lata. **Communication Skills**. Oxford University Press.
32. Srinivasan Hema. **Communication Skills**. Bangalore: Frank Brothers & Co. Ltd, 2004. Print.
33. Dr.P.Prasad, S.K.Kataria and Sons. **The Functional Aspects of Communication Skills**. New Delhi: Arif Printers.2001. Print.
34. Michael Swan. **Practical English Usage**. New Delhi: Oxford University Press,2008.Print
35. Randolph Quirk, Sidney Greenbaum, Geoffrey Leech, Jan Svartvik. **A Comprehensive Grammar of the English Language**. New Delhi: Dorling Kindersley (India) Pvt. Ltd, 2010. Print.
36. John Adair. **The Effective Communicator**. Noida: Anubha Printers. 2005. Print.

E – Books /Library INFLIBNET RESOURCES

37. <https://nlist.inflibnet.ac.in/search/Record/EBC483375>
38. <https://nlist.inflibnet.ac.in/search/Record/EBC481114>
39. <https://nlist.inflibnet.ac.in/search/Record/EBC1864716>

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Speaking Skill – Group Discussion		3	HT
2.	Reading Skill – Reading Activity		2	HT
3.	Speaking Skill – Assignment		1	HB

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1		Newspaper	Reading Skill – Newspaper	1
2	2		Magazine	Reading Skill – Article / Magazine	1
3	3		Oral	Speaking Skill – Debate	1

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – I	20%
2.	I INTERNAL	Unit – I, II, III (Chapter 1)	50%
3.	II INTERNAL	Unit – III (Chapter 2) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Mr.S.Sivakumar		

Approved by			
	Name	Signature	Date
HoD	R.Suganthi Hepzibha		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B.Com B&I

Programme Code : CO1004

Title of the Course : Management Accounting

Course Code : 18CO601

Year / Semester : III / VI

Section:

Total No. of Students : 62

No of Credits : 4

Total No. of Contact Hours : 60

Course Teacher (s) Name : Dr.D.Selvaraj

Corresponding lab Paper : No

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT - I							
1.	Definition – objectives – Scope	M.APg-1-19	PPT	1			1
2.	Functions – Advantages and limitations	M.APg-1-19	PPT	1			2
3.	Difference between Cost Finance and Management accounting	M.APg-1-19	PPT	1			3
4.	Financial Statement Analysis	M.APg-20-66	PPT	1			4
5.	Comparative statements	M.APg-20-66	PPT	1			5
6.	Common size statements	M.APg-20-66	PPT	1			6
7.	Comprehensive problems	M.APg-20-66	PPT	2			8
8.	Trend Analysis	M.APg-334-377	PPT	1			9

9.	Comprehensive problems	M.APg-334-377	PPT	1			10
UNIT – II							
10.	Ratio Analysis Definition – Significance and Limitations – Classification	M.APg-67-79	PPT	1			11
11.	Liquidity, Solvency,	M.APg-67-79	PPT	2			13
12.	Turnover and Profitability ratios	M.APg-67-79	PPT	1			14
13.	Computation of Ratios from Financial Statements	M.APg-80-107	PPT	1			15
14.	Preparation of Financial Statement from Ratios	M.APg-80-107	PPT	2			17
15.	Comprehensive problems	M.APg-108-142	PPT	2			19
UNIT – III							
16.	Concept of Funds, Sources and Uses of Funds	M.APg-146-162	PPT	1			20
17.	Preparation of Fund Flow Statement	M.APg-146-162	PPT	2			23
18.	Importance and Limitations	M.APg-146-162	PPT	2			25
19.	Concept of Cash Flow	M.APg-146-162	PPT	1			26
20.	Objectives	M.APg-163-208	PPT	2			28
21.	Benefits and Limitations	M.APg-163-208	PPT	2			30

22.	Preparation Cash Flow Statement as Per AS3	M.APg-163-208	PPT	1			31
UNIT – IV							
23.	Budgeting - Definition – Objectives	M.APg-211-250	PPT	2			33
24.	Essentials – Uses and Limitations	M.APg-211-250	PPT	2			35
25.	Budgetary control	M.APg-211-250	PPT	2			37
26.	Characteristics - Advantages and Limitations	M.APg-211-250	PPT	2			39
27.	Classification of Budgets	M.APg-251-300	PPT	1			40
28.	Preparation of Material Purchase, Production, Sales, Cash and Flexible Budget	M.APg-251-300	PPT	3			44
29.	Zero Base Budgeting	M.APg-251-300	PPT	2			46
UNIT – V							
30.	Standard cost and Marginal costing	M.APg-482-543	PPT	3			49
31.	meaning – definition advantages and disadvantages	M.APg-482-543	PPT	2			51
32.	Analysis and computation of variance	M.APg-482-543	PPT	3			54
33.	Break-Even Analysis (Chart, Assumptions and Angle of Incidence)	M.APg-482-543	PPT	3			57

34.	CVP analysis — PV ratio – Contribution	M.APg-482-543	PPT	3			60
TOTAL HOURS							60

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE
COURSE PLAN – 2020 – 21 (EVEN SEMESTER)

Name of the Programme :	B.Com (Banking & Insurance)	Programme Code :	CO1004
Course Name :	INDIRECT TAXES	Course Code :	18CO602
Year / Semester	III / VI	Section	
Total No. of Students	62	No. of Credits	4
Corresponding lab Paper	Yes/ No.	Total No. of Contact Hours	90
Course Teacher Name	Dr.S.Gurupriya		

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I Introduction of GST							
	Meaning of GST- Definitions of GST	Unit I (pg.No 1 – 10)	PPT	1			1
	Meaning of goods, meaning of service		PPT	2			3
	objectives of GST, Features of GST		PPT	2			5
	advantages of implementation of GST		PPT	2			7
	Difference between current tax structure and GST structure		PPT	2			9
	Types of GST in India. Meaning, definition and scope of CGST		PPT	2			11
	objective of CGST , Feature of CGST		PPT	2			13
	Meaning, definition and scope of IGST		PPT	2			15
	Meaning of SGST, features of SGST and CGST, IGST and UGST		PPT	1			16
	Difference between CGST and SGST		PPT	1			17
	Quiz/ Seminar/ Test		PPT	1			18

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
UNIT – II Registration							
	Registration GST- Procedure for registration	Unit II (Pg. No: 11 – 22)	PPT	1			1
	person liable for registration, person not liable for registration		PPT	3			4
	Type of registration, compulsory registration		PPT	2			6
	deemed registration, causal dealer registration		PPT	1			7
	special provision for causal taxable person and nonresident Taxable person		PPT	3			10
	registration process for new application		PPT	2			12
	compound dealer registration		PPT	1			13
	black listing dealer		PPT	2			15
	surrender of registration, cancellation of registration		PPT	2			17
	Quiz/ Seminar/ Test		PPT	1			18
UNIT – III Valuation							
	Valuation of goods and service: Valuation of GST	Unit III (Pg.No:23 – 34)	PPT	1			1
	Valuation rules for supply of goods and service		PPT	2			3
	general valuation rules, valuation of discount, discount transaction value		PPT	2			5
	method of valuation		PPT	2			7
	computer value method		PPT	2			9
	Residual value method		PPT	1			10
	Assessment and Return, of assessment and retunes		PPT	2			12

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
	Type of assessment under GST		PPT	1			13
	Meaning of first return Procedure for first return		PPT	2			15
	annual return final return, assessment of tax and tax liabilities		PPT	1			16
	simple problems in all level, Time period for filing of return		PPT	1			17
	Quiz/ Seminar/ Test		PPT	1			18
UNIT – IV GSTN Framework and Refund							
	Meaning of refund, excess payment of tax due to mistakes refund of pre-deposit for filing appeals	Unit IV (Pg No:35 – 41)		3			3
	refund during investigation where no lesser actual liability arises			4			7
	Refund due to year and or valuation based discount by credit note			4			11
	Meaning of GSTN (GST network) power and function of GSTN concept of frame worked			4			15
	Skill development to student for GST application			2			17
	Quiz/ Seminar/ Test			1			18
UNIT – V							
	Meaning of customs goods and custom duty	Unit – V (Pg.No: 42 – 47)		4			4
	feature of customs act, objective type of import			2			6
	customs law and rules, determination of assessable value for customs			4			10
	computation of assessable value			4			14
	calculation of payable tax liabilities (custom duty)			3			17

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
	Quiz/ Seminar/ Test			1			18
TOTAL HOURS							

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Text Book

40. Indirect Taxes – IPC Syllabus from ICAI

Reference Books

41. GST 7 lectures, vision book house
42. 2. Fundamentals Of GST and customs Act, Himalaya publishing house.
43. GST law and practice; Himalaya publishing house.
44. Goods and service tax by mariyappan; Himalaya publishing house

Web Resources

45. <https://corporatefinanceinstitute.com/resources/knowledge/other/indirect-taxes/>
46. <https://www.investopedia.com/terms/i/indirecttax.asp>

E – Books /Library INFLIBNET RESOURCES

47. <https://resource.cdn.icai.org/62648bos020121-cp1.pdf>
48. <https://resource.cdn.icai.org/62673bos020121-mod4-cp1.pdf>

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Liability to Pay Tax in Certain Cases	Guest Lecture	2	HB
2.	Basic Concepts relating to Export Promotion Schemes under FTP	Guest lecture	2	HB

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	2	Online	PPT	Payment of Tax, Interest and Other Amounts	1
2	2	Online	PPT	Tax Deduction at Source and Collection of Tax at Source	1

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – I	20%
2.	I INTERNAL	Unit – I, II, III (up to Methods of valuation)	50%
3.	II INTERNAL	Unit – III (from Computer Value method) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Dr.S.Gurupriya		
Programme Coordinator	Mrs.V.Padmavathy		

Approved by			
	Name	Signature	Date
HoD	Mrs.V.Padmavathy		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B.Com B&I

Programme Code : CO1004

Title of the Course : Auditing

Course Code : 18CO603

Year / Semester : III / VI

Section:

Total No. of Students : 62

No of Credits : 4

Total No. of Contact Hours : 45

Course Teacher (s) Name : Mrs.V.Padmavathy

Corresponding lab Paper : No

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT - I							

1.	Auditing : Meaning and Definition	1 - 23	PPT	1			1
2.	Accountancy and Auditing	1 - 23	PPT	1			2
3.	Types of Audit	1 – 23	PPT	2			4
4.	Advantages of Auditing	1 - 23	PPT	2			6
5.	Preparation Before Commencement of New Audit	1 - 23	PPT	2			8
UNIT – II							
6.	Internal Check: Meaning & Objects of IC	112 - 119	PPT	1			9
7.	Internal Control-Meaning Definition	112 - 119	PPT	2			11
8.	Fundamental Principles	112 - 119	PPT	1			12
9.	Internal Check as Regards Wages, Cash Sales, Cash Purchases	112 - 119	PPT	2			14
10.	Internal Check in a Departmental Stores	112 - 119	PPT	1			15
11.	Internal Audit – Meaning, Importance	112 - 119	PPT	1			16
12.	Advantages and Disadvantages of Internal Audit	112 - 119	PPT	2			18
UNIT – III							
13.	Verification & Valuation of Assets & Liabilities, Meaning and Objectives	171 - 205	PPT	2			20

14.	Position of An Auditor as Regards to the Valuation of Assets	171 - 205	PPT	2			22
15.	Verification and Valuation Of Different Items	171 - 205	PPT	2			24
16.	Assets –Fixed Assets –Goodwill	171 - 205	PPT	2			26
17.	Stock in Trade – Investments	171 - 205	PPT	1			27
18.	Liabilities – Capital – Debentures	171 - 205	PPT	1			28
19.	Bills Payable - Sundry Creditors - Contingent Liabilities	171 - 205	PPT	2			30
UNIT – IV							
20.	Audit of Different Organisations Under Computerized Environment	321 - 335	PPT	1			31
21.	Drafting of Audit Program For Trading And Non-Trading Organisation In A Tabular Form.	321 - 335	PPT	2			33
22.	Preparation of Clean and Qualified Audit Report With Special Reference to Manufacturing And Other Companies	321 - 335	PPT	2			35
23.	Audit Report	321 - 335	PPT	1			36
24.	Uses And Constraints of Computerised Audit	321 - 335	PPT	1			37
25.	Tallying, Voucher Entry- Account Information	321 - 335	PPT	1			38
UNIT – V							

26.	Auditing Standards & Recent Trends In Auditing	516 -542	PPT	2			40
27.	Mandatory Auditing Standards Issued by the Institute of Chartered Accountants Of India	516 -542	PPT	2			42
28.	Professional Ethics of an Auditor	516 -542	PPT	1			43
29.	Nature and Significance of Cost Audit	390 - 403	PPT	2			45
30.	Nature and Significance of Tax Audit	414 - 420	PPT	1			46
31.	Nature and Significance of Management Audit	404 - 413	PPT	2			48
TOTAL HOURS							48

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open

Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Book

T1	Practical Auditing – BN.Tandon, S.Sudharsanam & S.Sundharabahu
----	--

Reference Books

R1	Auditing - T.R., Sharma
R2	Auditing – Dinakar Pagare

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	CAAT	Seminar	3 hrs	HB

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

SI.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	Lecture	Video	Audit of sole trading concern	2 hrs
2	2	Lecture	Video	Audit of Partnership firm	2 hrs

--	--	--	--	--	--

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit - 1	20%
2.	I INTERNAL	Unit - I, II, III (upto Verification of Assets)	50%
3.	II INTERNAL	Unit – III (from Verification of Liabilities) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Mrs.V.Padmavathy		

Programme Coordinator	Mrs.V.Padmavathy		

Approved by			
	Name	Signature	Date
HoD	Mrs.V.Padmavathy		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujataha		