



Dr. N.G.P. ARTS AND SCIENCE COLLEGE
 (An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)
 Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2nd Cycle)
 Dr. N.G.P.-Kalapatti Road, Coimbatore-641048, Tamil Nadu, India
 Web: www.drngpasc.ac.in | Email: info@drngpasc.ac.in | Phone: +91-422-2369100

Faculty: Management
Class: I BBA CA - A

Department: Management
Semester: I

Staff Name: D. Geethamani
Course: Business information system

Total hours: 60

S.No	Date	Hour	Unit	Topic	Hrs allotted	Lecture/ Tutorial / Student Seminar/G D	Work done as per Schedu le Yes/No	If No, Class Adjustment		Extra/ Special Class	
								Date	Hour	Date	Hour
1.	20.07.2020	5	I	Introduction to computer	1	Lecturer	Yes				
2.	20.07.2020	6	I	Generation of computers	1	Lecturer	Yes				
3.	21.07.2020	4	I	Types of computer systems	1	Lecturer	Yes				
4.	24.07.2020	3	I	Analogue	1	Lecturer	Yes				
5.	27.07.2020	5	I	Digital	1	Lecturer	Yes				
6.	27.07.2020	6	I	Hybrid computers	1	Lecturer	Yes				

7.	28.07.2020	4	I	WWW Intranets	1	Student Seminar	Yes				
8.	31.07.2020	3	I	Extranet	1	Lecturer	Yes				
9.	03.08.2020	5	I	Email uses and importance	1	Lecturer	Yes				
10.	03.08.2020	6	I	- Networking	1	Lecturer	Yes				
11.	04.08.2020	4	I	Types of Networks	1	Lecturer	Yes				
12.	07.08.2020	3	I	Types of Topologies	1	Discussion	Yes				
13.	10.08.2020	5	II	Components of computer system	1	Lecturer	Yes				
14.	10.08.2020	6	II	Input device	1	Lecturer	Yes				
15.	14.08.2020	3	II	output	1	Lecturer	Yes				
16.	17.08.2020	5	II	storage devices	1	Lecturer	Yes				
17.	17.08.2020	6	II	Software	1	Lecturer	Yes				
18.	18.08.2020	4	II	System software	1	Lecturer	Yes				
19.	21.08.2020	3	II	Application software	1	Lecturer	Yes				

20.	24.08.2020	5	II	Programming languages	1	Lecturer	Yes				
21.	24.08.2020	6	II	Flow chart and Program flow charts	1	Lecturer	Yes				
22.	25.08.2020	4	II	Flow chart and Program flow charts	1	Student Seminar	Yes				
23.	28.08.2020	3	II	Steps in developing a Computer Programme	1	Lecturer	Yes				
24.	08.09.2020	6	II	Steps in developing a Computer Programme	1	Discussion	Yes				
25.	11.09.2020	3	III	Hardware and Software Computer Systems	1	Lecturer	Yes				
26.	14.09.2020	5	III	Hardware and Software Computer Systems	1	Lecturer	Yes				
27.	14.09.2020	6	III	Importance of computers in business	1	Lecturer	Yes				
28.	15.09.2020	4	III	Importance of computers in business	1	Lecturer	Yes				
29.	18.09.2020	3	III	Data and Information	1	Lecturer	Yes				
30.	21.09.2020	5	III	Data and Information	1	Lecturer	Yes				
31.	21.09.2020	6	III	Data Processing	1	Student Seminar	Yes				
32.	22.09.2020	4	III	Business and Scientific computer systems	1	Lecturer	Yes				

33.	25.09.2020	3	III	Business and Scientific computer systems	1	Lecturer	Yes				
34.	28.09.2020	5	III	Computer applications in various areas of business	1	Lecturer	Yes				
35.	28.09.2020	6	III	Computer applications in various areas of business	1	Lecturer	Yes				
36.	29.09.2020	4	III	Computer related jobs in business.	1	Discussion	Yes				
37.	05.10.2020	5	IV	Emerging Trends in IT	1	Lecturer	Yes				
38.	05.10.2020	6	IV	Electronic Commerce	1	Lecturer	Yes				
39.	06.10.2020	4	IV	Electronic Commerce	1	Lecturer	Yes				
40.	09.10.2020	3	IV	Models of E-Commerce	1	Lecturer	Yes				
41.	12.10.2020	5	IV	Models of E-Commerce	1	Lecturer	Yes				
42.	12.10.2020	6	IV	Benefits and limitations of E-Commerce	1	Lecturer	Yes				
43.	13.10.2020	4	IV	Benefits and limitations of E-Commerce	1	Student Seminar	Yes				
44.	16.10.2020	3	IV	Electronic Data Interchange (EDI)	1	Lecturer	Yes				
45.	19.10.2020	5	IV	Electronic Data Interchange (EDI)	1	Lecturer	Yes				

46.	19.10.2020	6	IV	EDI Applications in business-Electronic Payment Cash	1	Lecturer	Yes				
47.	20.10.2020	4	IV	EDI Applications in business-Electronic Payment Cash	1	Lecturer	Yes				
48.	27.10.2020	4	IV	Smart Cards.	1	Discussion	Yes				
49.	02.11.2020	5	V	Types of Operation System	1	Lecturer	Yes				
50.	02.11.2020	6	V	Types of Operation System	1	Lecturer	Yes				
51.	03.11.2020	4	V	Functional and Cross functional System	1	Lecturer	Yes				
52.	03.11.2020	3	V	Functional and Cross functional System	1	Lecturer	Yes				
53.	06.11.2020	3	V	Meaning and role of Information System	1	Lecturer	Yes				
54.	06.11.2020	5	V	Types of information system	1	Lecturer	Yes				
55.	09.11.2020	5	V	Types of information system	1	Lecturer	Yes				
56.	09.11.2020	6	V	Management Information System	1	Student Seminar	Yes				
57.	10.11.2020	4	V	Management Information System	1	Lecturer	Yes				
58.	10.11.2020	5	V	Decision support systems	1	Lecturer	Yes				

59.	16.11.2020	6	V	Decision support systems	1	Lecturer	Yes				
60.	16.11.2020	6	V	Expert system	1	Discussion	Yes				

Number of Hours Allotted	Number of Hours Worked	Reason for Shortage, if any
60	60	-


(Mrs.D.Geethamani)
Staff In-charge


(Dr.S.Mohan)
HOD

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(Dr.D.Geetharamani)
Dean-Academics



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Faculty of Management

Department: BBA CA

Staff Name: Dr. Rukmathan R.

Class: III BBA CA 'B'

Semester: V

Course: Campus to corporate

Total hr: 36

S.No	Date	Hour	Unit	Topic	Hrs allot ted	Lecture/ Tutorial / Student Seminar/ GD	Work done as per Schedule Yes/No	If No, Class Adjustment		Extra/ Special Class	
								Date	Hour	Date	Hour
1	19.07.2020	2	I	Corporate Etiquette	1	Lecture	Yes				
2	22.07.2020	6	I	Corporate Etiquette	1	Lecture	Yes				
3	23.07.2020	2	II	Workplace Etiquette	1	Lecture	Yes				
4	26.07.2020	2	II	Workplace Etiquette	1	Lecture	Yes				
5	29.07.2020	6	III	Business Etiquette	1	Lecture	Yes				
6	30.07.2020	2	III	Business Etiquette	1	Lecture	Yes				

7	02.08.2020	2	IV	Email Etiquette	1	Lecture	Yes				
8	05.08.2020	6	IV	Email Etiquette	1	Lecture	Yes				
9	06.08.2020	2	V	Telephone Etiquette	1	Lecture	Yes				
10	09.08.2020	2	VI	Meeting Etiquette	1	Lecture	Yes				
11	12.08.2020	6	VI	Meeting Etiquette	1	Student Seminar	Yes				
12	13.08.2020	2	VII	Video clippings to watch and noting down the critical aspects pertaining to etiquettes.	1	Student Seminar	Yes				
13	17.08.2020	2	VII	Video clippings to watch and noting down the critical aspects pertaining to etiquettes.	1	Lecture	Yes				
14	20.08.2020	6	VIII	Paste your own photograph in formal and informal dress	1	Student Seminar	Yes				
15	21.08.2020	2	VIII	Paste your own photograph in formal and informal dress	1	Lecture	Yes				

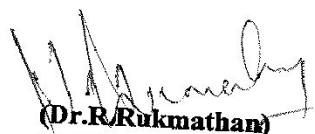
16	22.08.2020	5	IX	Dressing sense and grooming skills	1	Student Seminar	Yes				
17	24.08.2020	6	IX	Dressing sense and grooming skills	1	Lecture	Yes				
18	27.08.2020	2	X	Cut and paste various photographs from ad pictures to distinguish dressing for different occasions.	1	Student Seminar	Yes				
19	28.08.2020	2	X	Cut and paste various photographs from ad pictures to distinguish dressing for different occasions.	1	Lecture	Yes				
20	31.08.2020	6	XI	Students are expected to have an email id and work with groups, make mail attachments,	1	Student Seminar	Yes				
21	07.09.2020	2	XI	Students are expected to have an email id and work with groups, make mail attachments,	1	Lecture	Yes				

22	10.09.2020	2	XII	Join professional groups in social networks	1	Student Seminar	Yes				
23	11.09.2020	6	XII	Join professional groups in social networks	1	Lecture	Yes				
24	14.09.2020	2	XIII	Download and upload files using virtual memory	1	Student Seminar	Yes				
25	17.09.2020	2	XIII	Download and upload files using virtual memory	1	Lecture	Yes				
26	18.09.2020	6	XIV	Use of Electronic Devices in Modern Communication such as Fax, E	1	Student Seminar	Yes				
27	21.09.2020	2	XIV	Use of Electronic Devices in Modern Communication such as Fax, E	1	Lecture	Yes				
28	24.09.2020	2	XV	Work with social networking sites such as LinkedIn, Facebook, Orkut, Tumblr, Twitter	1	Student Seminar	Yes				
29	25.09.2020	6	XV	Work with social networking sites such as LinkedIn, Facebook, Orkut,	1	Lecture	Yes				

				Tumblr, Twitter							
30	28.09.2020	2	XVI	Mobile Communication	1	Lecture	Yes				
31	30.09.2020	2	XVII	Quantitative verbal aptitude – Practice	1	Student Seminar	Yes				
32	01.10.2020	6	XVII	Quantitative verbal aptitude – Practice	1	Lecture	Yes				
33	05.10.2020	2	XVII I	Shortcut routes – Workouts from previous year / batch tests	1	Student Seminar	Yes				
34	08.10.2020	2	XVII I	Shortcut routes – Workouts from previous year / batch tests	1	Lecture	Yes				
35	09.10.2020	6	XIX	Familiarize the various types of problems from quantitative aspects in competitive exams for employment and / or higher studies.	1	Student Seminar	Yes				
36	10.10.2020	2	XIX	Familiarize the various types of problems from quantitative aspects	1	Lecture	Yes				

				in competitive exams for employment and / or higher studies.								
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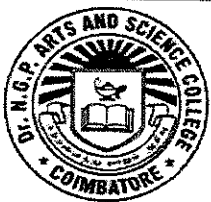
No.of Hours Allotted	No.of Hours Worked	Reason In case of Shortage,if any
36	36	


(Dr.R.Rukmathan)
Staff In-charge


(Dr.S.Mohan)
HOD

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Faculty of Management

Department: BBA CA

Staff Name: Dr. Abirami

Class: III BBA CA 'B'

Semester: V

Course: Campus to Corporate

Total hr: 36

S.No	Date	Hour	Unit	Topic	Hrs allotted	Lecture/ Tutorial / Student Seminar/ GD	Work done as per Schedule Yes/No	If No, Class Adjustment		Extra/ Special Class	
								Date	Hour	Date	Hour
1	20.07.2020	2	I	Corporate Etiquette	1	Lecture	Yes			29/07/21	V
2	21.07.2020	5	I	Corporate Etiquette	1	Lecture	Yes			01/10/21	III
3	22.07.2020	6	II	Workplace Etiquette	1	Lecture	Yes			07/10/21	VI
4	24.07.2020	4	II	Workplace Etiquette	1	Lecture	Yes			08/10/21	I
5	27.07.2020	2	III	Business Etiquette	1	Lecture	Yes			21/10/21	I

18	25.08.2020	5	X	Cut and paste various photographs from ad pictures to distinguish dressing for different occasions.	1	Student Seminar	Yes				
19	26.08.2020	6	X	Cut and paste various photographs from ad pictures to distinguish dressing for different occasions.	1	Lecture	Yes				
20	28.08.2020	4	XI	Students are expected to have an email id and work with groups, make mail attachments,	1	Student Seminar	Yes				
21	08.09.2020	5	XI	Students are expected to have an email id and work with groups, make mail attachments,	1	Lecture	Yes				
22	09.09.2020	6	XII	Join professional groups in social networks	1	Student Seminar	Yes				
23	11.09.2020	4	XII	Join professional groups in social networks	1	Lecture	Yes				
24	14.09.2020	2	XIII	Download and upload files using virtual memory	1	Student Seminar	Yes				
25	15.09.2020	5	XIII	Download and upload files using virtual memory	1	Lecture	Yes				
26	16.09.2020	6	XIV	Use of Electronic Devices in Modern Communication such as Fax, E	1	Student Seminar	Yes				

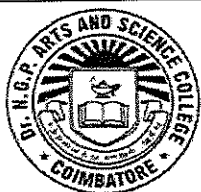
36	06.10.2020	5	XIX	Familiarize the various types of problems from quantitative aspects in competitive exams for employment and / or higher studies.	1	Lecture	Yes				
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Number of Hours Allotted	Number of Hours Worked	Reason for Shortage, if any
36	36	-


(Dr.V.Abirami)
 Staff In-charge


(Dr.S.Mohan)
 HOD
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Faculty of Management

Department: B.B.A. (CA)

Staff Name: Dr.S.N.Selvaraj

Class: III Year

Semester: V

Course: Cost and Management Accounting

Total hr: 60

S. No	Date	Hour	Unit	Topic	Hrs allotted	Lecture/ Tutorial / Student Seminar/ GD	Work done as per Schedule Yes/No	If No, Class Adjustment		Extra/ Special Class	
								Date	Hour	Date	Hour
1	18/05/2020	1	I	Meaning of Cost and Management Accounting	10 hrs	Lecture	Yes	-	-	-	-
2	19/05/2020	2	I	Definitions of Cost and Management Accounting	"	Lecture	Yes	-	-	-	-
3	22/05/2020	1	I	Scope of Cost and Management Accounting	"	Lecture	Yes	-	-	-	-
4	22/05/2020	2	I	Objectives of Cost and Management Accounting	"	Lecture	Yes	-	-	-	-
5	25/05/2020	3	I	Functions of Cost and Management Accounting	"	Lecture	Yes	-	-	-	-
6	25/05/2020	4	I	Merits and Demerits of Cost and Management Accounting	"	Lecture	Yes	-	-	-	-
7	27/05/2020	1	I	Distinction between Cost and Financial Accounting	"	Seminar	Yes	-	-	-	-

8	27/05/2020	2	I	Distinction between Financial and Management Accounting	“	GD	Yes	-	-	-	-
9	29/05/2020	1	I	Elements of Cost Concepts	“	Lecture	Yes	-	-	-	-
10	21/07/2020	1	I	Costs Classification	“	Lecture	Yes	-	-	-	-
11	21/07/2020	2	II	Preparation of Cost Sheet	13hrs	Lecture	Yes	-	-	-	-
12	22/07/2020	3	II	Stores Control	“	Lecture	Yes	-	-	-	-
13	22/07/2020	4	II	EOQ – Economic Order Quantity	“	Lecture	Yes	-	-	-	-
14	24/07/2020	1	II	Maximum Reordering Level	“	Lecture	Yes	-	-	-	-
15	24/07/2020	2	II	Minimum Reordering Level	“	Lecture	Yes	-	-	-	-
16	28/07/2020	1	II	Reordering Levels	“	Seminar	Yes	-	-	-	-
17	28/07/2020	2	II	Pricing of Materials Issues	“	GD	Yes	-	-	-	-
18	29/07/2020	3	II	FIFO – First in First Out Method	“	Lecture	Yes	-	-	-	-
19	29/07/2020	4	II	LIFO – Last in First Out Method	“	Lecture	Yes	-	-	-	-
20	04/08/2020	3	II	Average Cost Method	“	Lecture	Yes	-	-	-	-
21	04/08/2020	4	II	Standard Price Method	“	Lecture	Yes	-	-	-	-
22	07/08/2020	3	II	Labor Cost	“	Lecture	Yes	-	-	-	-
23	07/08/2020	4	II	Remuneration and Incentives	“	Lecture	Yes	-	-	-	-
24	08/08/2020	2	III	Financial Statement Analysis	13hrs	Lecture	Yes	-	-	-	-

25	14/08/2020	1	III	Preparation of Comparative Statements	“	Lecture	Yes	-	-	-	-
26	14/08/2020	2	III	Preparation of Common Size Statements	“	Lecture	Yes	-	-	-	-
27	18/08/2020	1	III	Comparative Income Statements	“	Lecture	Yes	-	-	-	-
28	18/08/2020	2	III	Comparative Balances Sheets	“	Lecture	Yes	-	-	-	-
29	21/08/2020	1	III	Analysis and Interpretation	“	Seminar	Yes	-	-	-	-
30	21/08/2020	2	III	Ratio Analysis	“	Lecture	Yes	-	-	-	-
31	25/08/2020	1	III	Ratio Analysis	“	Lecture	Yes	-	-	-	-
32	25/08/2020	2	III	Classification of Ratios	“	Lecture	Yes	-	-	-	-
33	26/08/2020	3	III	Liquidity Ratios	“	Lecture	Yes	-	-	-	-
34	26/08/2020	4	III	Profitability Ratios	“	Lecture	Yes	-	-	-	-
35	28/08/2020	1	III	Solvency Ratios	“	Lecture	Yes	-	-	-	-
36	28/08/2020	2	III	Inter-firm Comparison	“	GD	Yes	-	-	-	-
37	08/09/2020	1	IV	Fund Flow Analysis	11hrs	Lecture	Yes	-	-	-	-
38	08/09/2020	2	IV	Meaning and Definition of Fund Flow Statement	“	Lecture	Yes	-	-	-	-
39	09/09/2020	3	IV	Parties Interested in Fund Flow Statement	“	Lecture	Yes	-	-	-	-
40	09/09/2020	4	IV	Procedure for Preparing Fund Flow Statement	“	Lecture	Yes	-	-	-	-
41	12/09/2020	3	IV	Statement of Changes in Working Capital	“	Lecture	Yes	-	-	-	-

42	12/09/2020	4	IV	Statement of Sources and Uses of Funds	“	Lecture	Yes	-	-	-	-
43	16/09/2020	4	IV	Funds From Operations	“	Lecture	Yes	-	-	-	-
44	17/09/2020	2	IV	Cash Flow Analysis	“	Lecture	Yes	-	-	-	-
45	17/09/2020	4	IV	Meaning of Cash Flow Statement	“	Lecture	No	17/09/2020	4	-	-
46	19/09/2020	1	IV	Distinction between Fund Flow and Cash Flow Statements	“	Seminar	Yes	-	-	-	-
47	21/09/2020	3	IV	Preparation of Cash Flow Statement as per AS3 (Revised)	“	GD	Yes	-	-	-	-
48	24/09/2020	2	V	Budgeting	13hrs	Lecture	Yes	-	-	-	-
49	25/09/2020	1	V	Types of Budgets	“	Lecture	Yes	-	-	-	-
50	26/09/2020	1	V	Classification According to Time	“	Lecture	Yes	-	-	-	-
51	28/09/2020	3	V	Classification According to Function	“	Lecture	Yes	-	-	-	-
52	03/10/2020	1	V	Classification According to Flexibility	“	Lecture	Yes	-	-	-	-
53	05/10/2020	3	V	Preparation of Various Budgets	“	Lecture	Yes	-	-	-	-
54	09/10/2020	1	V	Flexible Budgets	“	Lecture	Yes	-	-	-	-
55	10/10/2020	2	V	Cash Budgets	“	Lecture	Yes	-	-	-	-
56	12/10/2020	3	V	Zero Base Budgeting	“	Seminar	Yes	-	-	-	-
57	16/10/2020	3	V	Marginal Costing	“	GD	Yes	-	-	-	-
58	17/10/2020	2	V	P/V Ratio - Profit Volume Ratio	“	Lecture	Yes	-	-	-	-

59	19/10/2020	3	V	Break Even Analysis	"	Lecture	Yes	-	-	-	-
60	31/10/2020	2	V	Cost Volume Profit Analysis	"	Lecture	Yes	-	-	-	-
61	02/11/2020	3	I	Revision – Cost Accounting	Revision	Tutorial	Yes	-	-	02/11/2020	3
62	06/11/2020	1	I	Revision – Management Accounting	"	Lecture	Yes	-	-	06/11/2020	1
63	09/11/2020	3	I	Revision – Elements of Costs	"	Tutorial	Yes	-	-	09/11/2020	3
64	16/11/2020	3	I	Revision – Material, Labor and Expenses	"	Lecture	Yes	-	-	16/11/2020	3
65	21/11/2020	2	I	Revision –Cost Concepts	"	Lecture	Yes	-	-	21/11/2020	2
66	23/11/2020	3	I	Revision –Cost Benefits	"	Lecture	Yes	-	-	23/11/2020	3
67	27/11/2020	1	I	Revision – Cost Classification	"	Tutorial	Yes	-	-	27/11/2020	1
68	28/11/2020	2	I	Revision – According to Elements	"	Lecture	Yes	-	-	28/11/2020	2
69	30/11/2020	3	I	Revision – According to Time	"	Lecture	Yes	-	-	30/11/2020	3

Number of Hours Alloted	No. of Hours Worked	Reason for Shortage, if any
60	69	-


(Dr.S.N.Selvaraj)
Staff In-charge


(Dr.S.Mohan)
HOD
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Faculty of Management

Department: BBA CA

Staff Name: RASHOK KUMAR

Class: III BBA CA 'B'

Semester: V

Course: Customer Relationship Management

Total hr: 60

S.No	Date	Hour	Unit	Topic	Hrs allotted	Lecture/ Tutorial / Student Seminar/ GD	Work done as per Schedule Yes/No	If No, Class Adjustment		Extra/ Special Class	
								Date	Hour	Date	Hour
1	18/05/20	II	I	Overview of Relationship marketing	1	Lecture	Yes				
2	19/05/20	III	I	Overview of Relationship marketing	1	Lecture	Yes				
3	21/05/20	IV	I	Overview of Relationship marketing	1	Lecture	Yes				
4	23/05/20	I	I	Basis of building relationship	1	Lecture	Yes				
5	23/05/20	II	I	Basis of building relationship	1	Lecture	Yes				
6	25/05/20	I	I	Basis of building relationship	1	Lecture	Yes				

7	25/05/20	II	I	Types of relationship marketing	1	Lecture	Yes				
8	27/05/20	III	I	Types of relationship marketing	1	Lecture	Yes				
9	27/05/20	IV	I	Types of relationship marketing	1	Student Seminar	Yes				
10	28/05/20	I	I	Customer life cycle.	1	Lecture	Yes				
11	20/07/20	I	I	Customer life cycle.	1	Student Seminar	Yes				
12	20/07/20	II	I	Customer life cycle.	1	Lecture	Yes				
13	23/07/20	I	II	CRM	1	Lecture	Yes				
14	23/07/20	II	II	Overview and evolution of the concept	1	Lecture	Yes				
15	25/07/20	I	II	Overview and evolution of the concept	1	Lecture	Yes				
16	25/07/20	II	II	CRM and Relationship marketing	1	Lecture	Yes				
17	27/07/20	I	II	CRM and Relationship marketing	1	Lecture	Yes				
18	27/07/20	II	II	CRM and Relationship marketing	1	Lecture	Yes				
19	30/07/20	I	II	CRM strategy	1	Lecture	Yes				

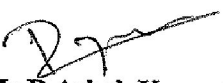
20	30/07/20	II	II	CRM strategy	1	Lecture	Yes				
21	3/08/20	I	II	CRM strategy	1	Student Seminar	Yes				
22	3/08/20	II	II	Importance of customer divisibility in CRM	1	Lecture	Yes				
23	6/08/20	I	II	Importance of customer divisibility in CRM	1	Lecture	Yes				
24	6/08/20	II	II	Importance of customer divisibility in CRM	1	Student Seminar	Yes				
25	13/08/20	I	III	Sales Force Automation	1	Lecture	Yes				
26	13/08/20	II	III	Sales Force Automation	1	Lecture	Yes				
27	17/08/20	I	III	Contact management	1	Lecture	Yes				
28	17/08/20	II	III	Contact management	1	Lecture	Yes				
29	20/08/20	I	III	Concept	1	Lecture	Yes				
30	20/08/20	II	III	Enterprise Marketing Management	1	Lecture	Yes				
31	24/08/20	I	III	Enterprise Marketing Management	1	Lecture	Yes				
32	24/08/20	II	III	Core Beliefs	1	Lecture	Yes				

33	27/08/20	I	III	Core Beliefs	1	Lecture	Yes				
34	27/08/20	II	III	CRM in India	1	Lecture	Yes				
35	7/09/20	I	III	CRM in India	1	Student Seminar	Yes				
36	7/09/20	II	III	CRM in India	1	Student Seminar	Yes				
37	10/09/20	I	IV	Value Chain	1	Lecture	Yes				
38	10/09/20	II	IV	Value Chain	1	Lecture	Yes				
39	14/09/20	I	IV	concept	1	Lecture	Yes				
40	15/09/20	III	IV	Integration Business Management	1	Lecture	Yes				
41	16/09/20	II	IV	Integration Business Management	1	Lecture	Yes				
42	17/09/20	IV	IV	Benchmarks and Metrics	1	Lecture	Yes				
43	19/09/20	II	IV	Benchmarks and Metrics	1	Lecture	Yes				
44	21/09/20	I	IV	Culture Change	1	Lecture	Yes				
45	22/09/20	III	IV	Culture Change	1	Student Seminar	Yes				

46	23/09/20	II	IV	alignment with customer eco system	1	Lecture	Yes				
47	24/09/20	IV	IV	alignment with customer eco system	1	Student Seminar	Yes				
48	26/09/20	III	IV	Vendor selection.	1	Lecture	Yes				
49	28/09/20	I	V	Database Marketing	1	Lecture	Yes				
50	29/09/20	III	V	Prospect database	1	Lecture	Yes				
51	30/09/20	II	V	Data warehouse and Data Mining	1	Lecture	Yes				
52	1/10/20	I	V	Data warehouse and Data Mining	1	Lecture	Yes				
53	3/10/20	III	V	Analysis of Customer Relationship Technologies	1	Lecture	Yes				
54	5/10/20	I	V	Best practices in marketing Technology	1	Lecture	Yes				
55	6/10/20	III	V	Best practices in marketing Technology	1	Lecture	Yes				
56	7/10/20	II	V	CRM in different sectors	1	Lecture	Yes				
57	8/10/20	I	V	CRM in different sectors	1	Lecture	Yes				
58	10/10/20	III	V	CRM in different sectors	1	Lecture	Yes				

59	12/10/20	I	V	CRM in different sectors	1	Student Seminar	Yes				
60	13/10/20	III	V	CRM in different sectors	1	Student Seminar	Yes				

Number of Hours Allotted	Number of Hours Worked	Reason for Shortage, if any
60	60	-


(Mr.R.Ashok Kumar)
Staff In-charge


(Dr.S.Mohan)
HOD

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Faculty of Management
Class: II BBA CA 'A'

Department: BBA CA
Semester: III

Staff Name: N. kiruthika
Course: ENTERPRENEURSHIP

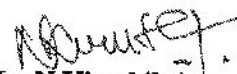
Total hr: 25

S.No	Date	Hour	Unit/Programs	Topic	Hrs allotted	Lecture/Tutorial / Student Seminar/ GD	Work done as per Schedule Yes/No	If No, Class Adjustment		Extra/ Special Class	
								Date	Hour	Date	Hour
1	06.01.2021	5	1	Entrepreneurship - Meaning	1	Lecture	Yes				
2	06.01.2021	6	1	Factors affecting Entrepreneurial Growth	1	Lecture	Yes				
3	20.01.2021	5	1	Types of Entrepreneur	1	Lecture	Yes				
4	20.01.2021	6	1	Qualities of a Successful Entrepreneur	1	Lecture	Yes				
5	27.01.2021	5	1	Functions of Entrepreneurs	1	Lecture	Yes				

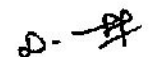
6	27.01.2021	6	2	Need and Objectives	1	Lecture	Yes				
7	03.02.2021	5	2	Course Contents and Curriculum	1	Lecture	Yes				
8	03.02.2021	6	2	Problems faced by EDP	1	Student Seminar	Yes				
9	17.02.2021	5	2	Steps for Starting a Small Industry	1	Student Seminar	Yes				
10	17.02.2021	6	2	Role of Entrepreneurship in Economic Development.	1	Student Seminar	Yes				
11	24.02.2021	5	3	Project - Meaning- Characteristics	1	Lecture	Yes				
12	24.02.2021	6	3	Project Classification and Project Selection	1	Lecture	Yes				
13	03.03.2021	5	3	Project Formulation: Need - Elements	1	Lecture	Yes				
14	03.03.2021	6	3	Project Appraisal Methods	1	Lecture	Yes				
15	17.03.2021	5	3	Contents of a Project Report.	1	Lecture	Yes				
16	17.03.2021	6	4	Sources of Finance	1	Lecture	Yes				
17	24.03.2021	5	4	Short term and Long term	1	Lecture	Yes				
18	24.03.2021	6	4	Commercial Banks	1	Lecture	Yes				

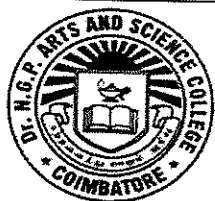
19	31.03.2021	5	4	IFCI - ICICI - IDBI	1	Lecture	Yes				
20	31.03.2021	6	4	IRBI - SIDBI - SIPCOT	1	Lecture	Yes				
21	14.04.2021	5	5	Need for Institutional Support	1	Student Seminar	Yes				
22	14.04.2021	6	5	DIC - SIDO	1	Student Seminar	Yes				
23	05.05.2021	5	5	NSIC - KVIC	1	Student Seminar	Yes				
24	05.05.2021	6	5	TCO	1	Lecture	Yes				
25	12.05.2021	5	5	Industrial Estates.	1	Student Seminar	Yes				

Number of Hours Allotted	Number of Hours Worked	Reason for Shortage, if any
25	25	-


(Mrs.N.Kiruthika)
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(Dr.S.Mohan)
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(Dr.D.Geetharamani)
 Dean-Academics



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Faculty of Management

Department: BBA CA

Staff Name: Dr.A.RAGUKUMAR

Class: II BBA CA 'B'

Semester: III

Course: Financial Accounting

Total hr: 60

S.No	Date	Hour	Unit	Topic	Hrs allotted	Lecture/ Tutorial / Student Seminar/ GD	Work done as per Schedule Yes/No	If No, Class Adjustment		Extra/ Special Class	
								Date	Hour	Date	Hour
1	16/07/2021	2	I	Basics of Financial Accounting	1	Lecture	Yes				
2	16/07/2021	3		Kinds of Accounts							
3	17/07/2021	4	I	Double Entry Book Keeping	1	Lecture	Yes				
4	19/07/2021	1	I	Rules of Double Entry System	1	Lecture	Yes				
5	20/07/2021	2	I	Preparation of Journal and Ledger	1	Lecture	Yes				

6	20/0 7/20 21	5	I	Preparation of Journal and Ledger							
7	22/0 7/20 21	2	I	Subsidiary Books	1	Lecture	Yes				
8	23/0 7/20 21	2	I	Cash Book – Types of Cash Book	1	Lecture	Yes				
9	23/0 7/20 21	3		Cash Book – Types of Cash Book							
10	24/0 7/20 21	4	I	Accounting Standards. (Theory and Problems).	1	Lecture	Yes				
11	26/0 7/20 21	2	I	Accounting Standards. (Theory and Problems).	1	Lecture	Yes				
12	27/0 7/20 21	4	I	Depreciation Methods, Depreciation – Meaning and Definition	1	Lecture	Yes				
13	28/0 7/20 21	2	I	Features of Depreciation	1	Lecture	Yes				
14	29/0 7/20 21	5	I	Causes for Depreciation – Methods of Depreciation	1	Student Seminar	Yes				
15	30/0 7/20 21	1	II	Fixed Installment Method	1	Student Seminar	Yes				
16	30/0 7/20 21	3		Fixed Installment Method							

17	02/2 8/20 21	2	II	Diminishing Balance Method	1	Lecture	Yes				
18	03/0 8/20 21	1	II	Diminishing Balance Method	1	Lecture	Yes				
19	04/0 8/20 21	5	II	Annuity Method	1	Lecture	Yes				
20	05/0 8/20 21	2	II	Annuity Method	1	Lecture	Yes				
21	06/0 8/20 21	5	II	Sinking Fund Method	1	Lecture	Yes				
22	09/0 8/20 21	3	II	Sinking Fund Method	1	Lecture	Yes				
23	10/0 8/20 21	4	II	Final Accounts	1	Student Seminar	Yes				
24	11/0 8/20 21	1	II	Final Accounts	1	Lecture	Yes				
25	11/0 8/20 21	5		Final Accounts							
26	12/0 8/20 21	5	II	Manufacturing Account	1	Student Seminar	Yes				
27	13/0 8/20 21	2	II	Manufacturing Account	1	Lecture	Yes				

28	14/0 8/20 21	5	III	Trading Account	1	Lecture	Yes				
29	16/0 8/20 21	3	III	Trading Account	1	Lecture	Yes				
30	17/0 8/20 21	1	III	Profit & Loss Account	1	Lecture	Yes				
31	19/0 8/20 21	1	III	Profit & Loss Account	1	Lecture	Yes				
32	19/0 8/20 21	2		Balance Sheet							
33	23/0 8/20 21	4	III	Balance Sheet	1	Lecture	Yes				
34	28/0 8/20 21	2	III	Balance Sheet	1	Lecture	Yes				
35	31/0 8/20 21	3	III	Problems with Simple Adjustments	1	Lecture	Yes				
36	01/0 9/20 21	1	III	Problems with Simple Adjustments	1	Lecture	Yes				
37	02/0 9/20 21	2	III		1	Lecture	Yes				
38	07/0 9/20 21	2	III		1	Lecture	Yes				

39	08/0 9/20 21	3	III		1	Lecture	Yes				
40	09/0 9/20 21		III		1	Lecture	Yes				
41	14/0 9/20 21	1	III		1	Student Seminar	Yes				
42	17/0 9/20 21	3	III		1	Student Seminar	Yes				
43	17/0 9/20 21	3									
44	20/0 9/20 21	2	III	Outstanding Expenses and Incomes	1	Lecture	Yes				
45	21/0 9/20 21	5	III	Outstanding Expenses and Incomes	1	Lecture	Yes				
46	22/0 9/20 21	3	III	Accrued Incomes and Expenses	1	Lecture	Yes				
47	23/0 9/20 21	1	III	Prepaid Expenses and Incomes (Problems only).	1	Lecture	Yes				
48	25/0 9/20 21	3	III	Prepaid Expenses and Incomes (Problems only).	1	Lecture	Yes				
49	25/0 9/20 21	6		Prepaid Expenses and Incomes (Problems only).							

50	30/09/2021	2	III	Accounts of Non- Trading Concerns	1	Lecture	Yes				
51	08/10/2021	5	IV	Characteristics of Non-trading Institutions	1	Lecture	Yes				
52	09/10/2021	3	IV	Differences between Trading and Non-trading Institutions	1	Lecture	Yes				
53	11/10/2021	1	IV	Income & Expenditure Account	1	Lecture	Yes				
54	12/10/2021	5	IV	Income & Expenditure Account	1	Student Seminar	Yes				
55	13/10/2021	2	IV	Receipts & Payments Account and Balance Sheet (Theory and Problems).	1	Lecture	Yes				
56	20/10/2021	5	IV	Receipts & Payments Account and Balance Sheet (Theory and Problems).	1	Student Seminar	Yes				
57	21/10/2021	1	IV	Receipts & Payments Account and Balance Sheet (Theory and Problems).	1	Lecture	Yes				
58	22/10/2021	5	IV	Accounts from Incomplete Records	1	Lecture	Yes				
59	23/10/21	2	IV	Preparation of Accounts from Incomplete Records	1	Lecture	Yes				

60	25/1 0/20 21	5	V	Preparation of Accounts from Incomplete Records	1	Lecture	Yes				
61	26/1 0/20 21	3	V	Features of Incomplete Records	1	Lecture	Yes				
62	27/1 0/20 21	1	V	Differences between Single Entry System	1	Lecture	Yes				
63	28/1 0/20 21	5	V	Double Entry System	1	Lecture	Yes				

Number of Hours Allotted	Number of Hours Worked	Reason for Shortage, if any
60	63	-


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(Dr.S.Mohan)
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Faculty of Management

Department: B.B.A.(CA)

Staff Name: Dr.S.N.Selvaraj

Class: II Year

Semester: III

Course: Financial Accounting

Total hr: 60

S. No	Date	Hour	Unit	Topic	Hrs allotted	Lecture/ Tutorial / Student Seminar/ GD	Work done as per Schedule Yes/No	If No, Class Adjustment		Extra/ Special Class	
								Date	Hour	Date	Hour
1	18/05/2020	3	I	Basic Accounting Concepts	15 hrs	Lecture	Yes	-	-	-	-
2	19/05/2020	3	I	Kinds of Accounts	"	Lecture	Yes	-	-	-	-
3	19/05/2020	4	I	Double Entry Book Keeping	"	Lecture	Yes	-	-	-	-
4	20/05/2020	1	I	Rules of Double Entry System	"	Lecture	Yes	-	-	-	-
5	21/05/2020	4	I	Preparation of Journal	"	Lecture	Yes	-	-	-	-
6	23/05/2020	1	I	Format of Journal Entries	"	Lecture	Yes	-	-	-	-

7	23/05/2020	2	I	Preparation of Ledger	“	Lecture	Yes	-	-	-	-
8	26/05/2020	3	I	Format of Ledger Entries	“	Lecture	Yes	-	-	-	-
9	26/05/2020	4	I	Subsidiary Books	“	Seminar	Yes	-	-	-	-
10	28/05/2020	1	I	Cash Book	“	GD	Yes	-	-	-	-
11	28/05/2020	2	I	Types of Cash Book	“	Lecture	Yes	-	-	-	-
12	30/05/2020	3	I	Single Column Cash Book	“	Lecture	Yes	-	-	-	-
13	30/05/2020	4	I	Double Column Cash Book	“	Lecture	Yes	-	-	-	-
14	20/07/2020	1	I	Triple Column Cash Book	“	Lecture	Yes	-	-	-	-
15	20/07/2020	2	I	Accounting Standards	“	Lecture	Yes	-	-	-	-
16	23/07/2020	3	II	Depreciation	11 hrs	Lecture	Yes	-	-	-	-
17	23/07/2020	4	II	Meaning and Definition of Depreciation	“	Lecture	Yes	-	-	-	-
18	25/07/2020	1	II	Features of Depreciation	“	Lecture	Yes	-	-	-	-
19	25/07/2020	2	II	Causes for Depreciation	“	GD	Yes	-	-	-	-
20	27/07/2020	1	II	Methods of Depreciation	“	Lecture	Yes	-	-	-	-
21	27/07/2020	2	II	Fixed Installment Method	“	Lecture	Yes	-	-	-	-
22	30/07/2020	3	II	Fixed Installment Method	“	Lecture	Yes	-	-	-	-

23	30/07/2020	4	II	Diminishing Balance Method	“	Lecture	Yes	-	-	-	-
24	03/08/2020	1	II	Diminishing Balance Method	“	Lecture	Yes	-	-	-	-
25	03/08/2020	2	II	Annuity Method	“	Lecture	Yes	-	-	-	-
26	06/08/2020	3	II	Sinking Fund Method	“	Lecture	Yes	-	-	-	-
27	06/08/2020	4	III	Manufacturing Account	12 hrs	Lecture	Yes	-	-	-	-
28	08/08/2020	1	III	Manufacturing Account	“	Lecture	Yes	-	-	-	-
29	10/08/2020	1	III	Trading Account	“	Lecture	Yes	-	-	-	-
30	10/08/2020	2	III	Trading Account	“	Lecture	Yes	-	-	-	-
31	13/08/2020	3	III	Profit & Loss Account	“	Lecture	Yes	-	-	-	-
32	13/08/2020	4	III	Profit & Loss Account	“	Lecture	Yes	-	-	-	-
33	17/08/2020	1	III	Balance Sheet	“	Lecture	Yes	-	-	-	-
34	17/08/2020	2	III	Balance Sheet	“	Lecture	Yes	-	-	-	-
35	20/08/2020	3	III	Problems with Simple Adjustments	“	Lecture	Yes	-	-	-	-
36	20/08/2020	4	III	Outstanding Expenses and Incomes	“	Lecture	Yes	-	-	-	-
37	24/08/2020	1	III	Accrued Incomes and Expenses	“	Seminar	Yes	-	-	-	-
38	24/08/2020	2	III	Prepaid Expenses and Incomes	“	GD	Yes	-	-	-	-

39	27/08/2020	3	IV	Accounting for Non-trading Institutions	12 hrs	Lecture	Yes	-	-	-	-
40	27/08/2020	4	IV	Accounting for Non-trading Institutions	"	Lecture	Yes	-	-	-	-
41	07/09/2020	1	IV	Characteristics of Non-trading Institutions	"	Lecture	Yes	-	-	-	-
42	07/09/2020	2	IV	Characteristics of Non-trading Institutions	"	Seminar	Yes	-	-	-	-
43	10/09/2020	3	IV	Differences between Trading and Non-trading Institutions	"	Lecture	Yes	-	-	-	-
44	10/09/2020	4	IV	Differences between Trading and Non-trading Institutions	"	GD	Yes	-	-	-	-
45	14/09/2020	4	IV	Income and Expenditure Account	"	Lecture	Yes	-	-	-	-
46	15/09/2020	1	IV	Income and Expenditure Account	"	Lecture	Yes	-	-	-	-
47	16/09/2020	3	IV	Receipts and Payments Account	"	Lecture	Yes	-	-	-	-
48	21/09/2020	4	IV	Receipts and Payments Account	"	Lecture	Yes	-	-	-	-
49	22/09/2020	1	IV	Balance Sheet	"	Lecture	Yes	-	-	-	-
50	25/09/2020	2	IV	Balance Sheet	"	Lecture	Yes	-	-	-	-
51	28/09/2020	4	V	Preparation of Accounts from Incomplete Records	10 hrs	Lecture	Yes	-	-	-	-
52	29/09/2020	1	V	Features of Incomplete Records	"	Lecture	Yes	-	-	-	-
53	01/10/2020	4	V	Difference between Single Entry System and Double Entry System	"	Lecture	Yes	-	-	-	-
54	05/10/2020	4	V	Preparing Statements of Affairs	"	Lecture	Yes	-	-	-	-

55	06/10/2020	4	V	Format of Statement of Affairs	“	Lecture	No	06/10/2020	4	-	-
56	07/10/2020	3	V	Missing Items from Incomplete Records	“	Seminar	Yes	-	-	-	-
57	08/10/2020	4	V	Calculation of Capital	“	GD	Yes	-	-	-	-
58	09/10/2020	2	V	Difference between Statement of Affairs and Balance Sheet	“	Lecture	Yes	-	-	-	-
59	12/10/2020	4	V	Format of Statement of Profit and Loss	“	Lecture	Yes	-	-	-	-
60	13/10/2020	1	V	Calculation of Profit and Loss	“	Lecture	Yes	-	-	-	-
61	14/10/2020	3	I	Revision –Accounting Concepts	Revision	Lecture	Yes	-	-	14/10/2020	3
62	15/10/2020	4	I	Revision – Kinds of Accounts	“	Lecture	Yes	-	-	15/10/2020	4
63	16/10/2020	2	I	Revision – Double Entry Book Keeping	“	Tutorial	Yes	-	-	16/10/2020	2
64	19/10/2020	4	I	Revision – Rules of Double Entry	“	Lecture	Yes	-	-	19/10/2020	4
65	20/10/2020	1	I	Revision – Journal Entries	“	Tutorial	Yes	-	-	20/10/2020	1
66	21/10/2020	3	I	Revision – Journal Entries	“	Lecture	Yes	-	-	21/10/2020	3
67	22/10/2020	4	I	Revision – Journal Entries	“	Tutorial	Yes	-	-	22/10/2020	4
68	27/10/2020	1	I	Revision – Ledger Posting	“	Tutorial	Yes	-	-	27/10/2020	1
69	28/10/2020	3	I	Revision – Ledger Posting	“	Tutorial	Yes	-	-	28/10/2020	3
70	29/10/2020	4	I	Revision – Ledger Posting	“	Lecture	Yes	-	-	29/10/2020	4

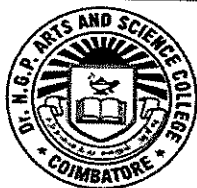
71	02/11/2020	4	I	Revision – Subsidiary Books	“	Lecture	Yes	-	-	02/11/2020	4
72	03/11/2020	1	I	Revision – Purchases Book	“	Lecture	Yes	-	-	03/11/2020	1
73	04/11/2020	3	I	Revision – Sales Book	“	Lecture	Yes	-	-	04/11/2020	3
74	05/11/2020	4	I	Revision – Maintaining Cash Book	“	Lecture	Yes	-	-	05/11/2020	4
75	06/11/2020	2	I	Revision – Simple Cash Book	“	Tutorial	Yes	-	-	06/11/2020	2
76	09/11/2020	4	I	Revision – Double Column Cash Book	“	Tutorial	Yes	-	-	09/11/2020	4
77	10/11/2020	1	I	Revision – Triple Column Cash Book	“	Tutorial	Yes	-	-	10/11/2020	1
78	11/11/2020	3	I	Revision – AS1 to 15	“	GD	Yes	-	-	11/11/2020	3
79	12/11/2020	4	I	Revision – AS 16 to 32	“	Lecture	Yes	-	-	12/11/2020	4
80	16/11/2020	4	II	Revision – Depreciation	Revision	Lecture	Yes	-	-	16/11/2020	4
81	23/11/2020	4	II	Revision – Features of Depreciation	“	Lecture	Yes	-	-	23/11/2020	4
82	26/11/2020	4	II	Revision – Causes of Depreciation	“	Lecture	Yes	-	-	26/11/2020	4

Number of Hours Alloted	No. of Hours Worked	Reason for Shortage, if any
60	82	-


(Dr.S.N.Selvaraj)
Staff In-charge


(Dr.S.Mohan)
HOD
DR. S. MOHAN
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Dean-Academics



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Faculty: Management

Department: Management

Staff Name: A.RAGUKUMAR

Class: II BBA CA – A

Semester: III

Course: Financial Management

Total hours: 60

S.No	Date	Hour	Unit	Topic	Hrs allotted	Lecture/ Tutorial / Student Seminar/GD	Work done as per Schedule Yes/No	If No, Class Adjustment		Extra/ Special Class	
								Date	Hour	Date	Hour
1.	21/07/2020	3,4	I	Finance Functions: Meaning	1	Lecturer	Yes				
2.	22/07/2020	1,6	I	Definition and Scope of Finance Functions	1	Lecturer	Yes				
3.	23/07/2020	3,5	I	Objectives of Financial Management	1	Lecturer	Yes				
4.	28/07/2020	3,4	I	Profit Maximization and Wealth Maximization	1	Lecturer	Yes				
5.	29/07/2020	1,6	I	Basics of Time Value of Money	1	Lecturer	Yes				
6.	30/07/2020	3,5	I	Sources of Finance	1	Lecturer	Yes				

7.	04/08/2020	3,4	I	Short term	1	Student Seminar	Yes				
8.	05/08/2020	1,6	I	Bank Sources	1	Lecturer	Yes				
9.	06/08/2020	3,5	I	Long term	1	Lecturer	Yes				
10.	12/08/2020	1,6	I	Shares	1	Lecturer	Yes				
11.	13/08/2020	3,5	I	Debentures	1	Lecturer	Yes				
12.	18/08/2020	3,4	I	Preferred Stock, Debt	1	Discussion	Yes				
13.	19/08/2020	1,6	II	Financing Decision	1	Lecturer	Yes				
14.	20/08/2020	3,5	II	Cost of Capital	1	Lecturer	Yes				
15.	25/08/2020	3,4	II	Classification of Cost	1	Lecturer	Yes				
16.	26/08/2020	1,6	II	Cost of Specific Sources of Capital	1	Lecturer	Yes				
17.	27/08/2020	3,5	II	Cost of Equity Capital	1	Lecturer	Yes				
18.	08.09.2020	3,4	II	Cost of Preference Share Capital Cost of Debt	1	Lecturer	Yes				
19.	10.09.2020	1,6	II	Cost of Preference Share Capital Cost of Debt	1	Lecturer	Yes				

20.	10.09.2020	3,5	II	Cost of Reserves	1	Lecturer	Yes				
21.	14.09.2020	3,4	II	Weighted Average Cost of Capital	1	Lecturer	Yes				
22.	14.09.2020	1,6	II	Determination of WACC	1	Student Seminar	Yes				
23.	15.09.2020	3,5	II	Operating Leverage	1	Lecturer	Yes				
24.	15.09.2020	3,4	II	Financial Leverage	1	Discussion	Yes				
25.	18.09.2020	1,6	III	Capital Structure	1	Lecturer	Yes				
26.	18.09.2020	3,5	III	Factors Influencing Capital Structure	1	Lecturer	Yes				
27.	21.09.2020	3,5	III	Factors Influencing Capital Structure	1	Lecturer	Yes				
28.	30/09/2020	1,6	III	Designing Capital Structure	1	Lecturer	Yes				
29.	01/10/2020	3,5	III	Optimal Capital Structure Capital Structure Theory	1	Lecturer	Yes				
30.	06/10/2020	3,4	III	Optimal Capital Structure Capital Structure Theory	1	Lecturer	Yes				
31.	07/10/2020	1,6	III	Dividend and Dividend Policy	1	Student Seminar	Yes				
32.	08/10/2020	3	III	Meaning, Classification	1	Lecturer	Yes				

33.	08/10/2020	5	III	Sources Available for Dividends	1	Lecturer	Yes				
34.	13/10/2020	3	III	Sources Available for Dividends	1	Lecturer	Yes				
35.	13/10/2020	4	III	General Determinants of Dividend Policy	1	Lecturer	Yes				
36.	14/10/2020	1	III	General Determinants of Dividend Policy	1	Discussion	Yes				
37.	14/10/2020	6	IV	Working Capital Management	1	Lecturer	Yes				
38.	15/10/2020	3	IV	Working Capital Management	1	Lecturer	Yes				
39.	15/10/2020	5	IV	Concepts	1	Lecturer	Yes				
40.	20/10/2020	3	IV	Importance	1	Lecturer	Yes				
41.	20/10/2020	4	IV	Determinants of Working Capital	1	Lecturer	Yes				
42.	21/10/2020	1	IV	Cash Management	1	Lecturer	Yes				
43.	21/10/2020	6	IV	Motives for Holding Cash	1	Student Seminar	Yes				
44.	22/10/2020	3	IV	Objectives of Cash Management	1	Lecturer	Yes				
45.	22/10/2020	5	IV	Strategies of Cash Management	1	Lecturer	Yes				

46.	27/10/2020	3	IV	Receivables Management	1	Lecturer	Yes				
47.	27/10/2020	4	IV	Objectives	1	Lecturer	Yes				
48.	28/10/2020	1	IV	Credits policies	1	Discussion	Yes				
49.	28/10/2020	6	V	Investment Decision	1	Lecturer	Yes				
50.	29/10/2020	3	V	Capital Budgeting	1	Lecturer	Yes				
51.	29/10/2020	5	V	Features of Capital Budgeting	1	Lecturer	Yes				
52.	03/11/2020	3	V	Objectives of Capital Budgeting	1	Lecturer	Yes				
53.	03/11/2020	4	V	Objectives of Capital Budgeting	1	Lecturer	Yes				
54.	04/11/2020	1	V	Preparation of Various Types of Capital Budgeting	1	Lecturer	Yes				
55.	04/11/2020	6	V	Methods of Capital Budgeting	1	Lecturer	Yes				
56.	05/11/2020	3	V	Payback Period Method	1	Student Seminar	Yes				
57.	05/11/2020	5	V	ARR Method	1	Lecturer	Yes				

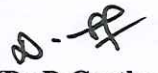
58.	10/11/2020	3,4	V	NPV Method	1	Lecturer	Yes				
59.	11/11/2020	1,6	V	IRR Method	1	Lecturer	Yes				
60.	12/11/2020	3,5	V	PI Method	1	Discussion	Yes				

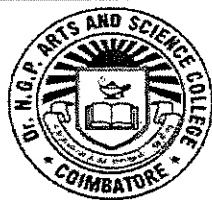
Number of Hours Allotted	Number of Hours Worked	Reason for Shortage, if any
60	63	-


(Dr.A.Ragukumar)
 Staff In-charge


(Dr.S.Mohan)
 HOD

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 Dean-Academics



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Faculty: Management

Department: Management

Staff Name: Mrs.N.Kiruthika

Class: III BBA CA – A

Semester: III

Course: Financial Management

Total hours: 60 hours

S.No	Date	Hour	Unit	Topic	Hrs allotted	Lecture/ Tutorial / Student Seminar/GD	Work done as per Schedule Yes/No	If No, Class Adjustment		Extra/ Special Class	
								Date	Hour	Date	Hour
1.	20.07.2020	4	I	Finance Functions: Meaning	1	Lecturer	Yes				
2.	20.07.2020	5	I	Definition and Scope of Finance Functions	1	Lecturer	Yes				
3.	21.07.2020	2	I	Objectives of Financial Management	1	Lecturer	Yes				
4.	21.07.2020	3	I	Profit Maximization and Wealth Maximization	1	Lecturer	Yes				
5.	23.07.2020	1	I	Basics of Time Value of Money	1	Lecturer	Yes				

6.	23.07.2020	5	I	Sources of Finance	1	Lecturer	Yes				
7.	27.07.2020	4	I	Short term	1	Student Seminar	Yes				
8.	27.07.2020	5	I	Bank Sources	1	Lecturer	Yes				
9.	28.07.2020	2	I	Long term	1	Lecturer	Yes				
10.	28.07.2020	3	I	Shares	1	Lecturer	Yes				
11.	30.07.2020	1	I	Debentures	1	Lecturer	Yes				
12.	30.07.2020	5	I	Preferred Stock, Debt	1	Discussion	Yes				
13.	03.08.2020	4	II	Financing Decision	1	Lecturer	Yes				
14.	03.08.2020	5	II	Cost of Capital	1	Lecturer	Yes				
15.	04.08.2020	2	II	Classification of Cost	1	Lecturer	Yes				
16.	04.08.2020	3	II	Cost of Specific Sources of Capital	1	Lecturer	Yes				
17.	06.08.2020	1	II	Cost of Equity Capital	1	Lecturer	Yes				

18.	06.08.2020	5	II	Cost of Preference Share Capital Cost of Debt	1	Lecturer	Yes				
19.	10.08.2020	4	II	Cost of Preference Share Capital Cost of Debt	1	Lecturer	Yes				
20.	10.08.2020	5	II	Cost of Reserves	1	Lecturer	Yes				
21.	13.08.2020	1	II	Weighted Average Cost of Capital	1	Lecturer	Yes				
22.	13.08.2020	5	II	Determination of WACC	1	Student Seminar	Yes				
23.	17.08.2020	4	II	Operating Leverage	1	Lecturer	Yes				
24.	17.08.2020	5	II	Financial Leverage	1	Discussion	Yes				
25.	18.08.2020	2	III	Capital Structure	1	Lecturer	Yes				
26.	18.08.2020	3	III	Factors Influencing Capital Structure	1	Lecturer	Yes				
27.	20.08.2020	1	III	Factors Influencing Capital Structure	1	Lecturer	Yes				
28.	20.08.2020	5	III	Designing Capital Structure	1	Lecturer	Yes				
29.	24.08.2020	4	III	Optimal Capital Structure Capital Structure Theory	1	Lecturer	Yes				

30.	24.08.2020	5	III	Optimal Capital Structure Capital Structure Theory	1	Lecturer	Yes				
31.	25.08.2020	2	III	Dividend and Dividend Policy	1	Student Seminar	Yes				
32.	25.08.2020	3	III	Meaning, Classification	1	Lecturer	Yes				
33.	27.08.2020	1	III	Sources Available for Dividends	1	Lecturer	Yes				
34.	27.08.2020	5	III	Sources Available for Dividends	1	Lecturer	Yes				
35.	08.09.2020	2	III	General Determinants of Dividend Policy	1	Lecturer	Yes				
36.	08.09.2020	3	III	General Determinants of Dividend Policy	1	Discussion	Yes				
37.	10.09.2020	1	IV	Working Capital Management	1	Lecturer	Yes				
38.	10.09.2020	5	IV	Working Capital Management	1	Lecturer	Yes				
39.	14.09.2020	4	IV	Concepts	1	Lecturer	Yes				
40.	14.09.2020	5	IV	Importance	1	Lecturer	Yes				
41.	15.09.2020	2	IV	Determinants of Working Capital	1	Lecturer	Yes				

42.	15.09.2020	3	IV	Cash Management	1	Lecturer	Yes				
43.	18.09.2020	1	IV	Motives for Holding Cash	1	Student Seminar	Yes				
44.	18.09.2020	5	IV	Objectives of Cash Management	1	Lecturer	Yes				
45.	21.09.2020	4	IV	Strategies of Cash Management	1	Lecturer	Yes				
46.	21.09.2020	5	IV	Receivables Management	1	Lecturer	Yes				
47.	22.09.2020	2	IV	Objectives	1	Lecturer	Yes				
48.	22.09.2020	3	IV	Credits policies	1	Discussion	Yes				
49.	24.09.2020	1	V	Investment Decision	1	Lecturer	Yes				
50.	24.09.2020	5	V	Capital Budgeting	1	Lecturer	Yes				
51.	28.09.2020	4	V	Features of Capital Budgeting	1	Lecturer	Yes				
52.	28.09.2020	5	V	Objectives of Capital Budgeting	1	Lecturer	Yes				
53.	29.09.2020	2	V	Objectives of Capital Budgeting	1	Lecturer	Yes				

54.	29.09.2020	3	V	Preparation of Various Types of Capital Budgeting	1	Lecturer	Yes				
55.	01.10.2020	1	V	Methods of Capital Budgeting	1	Lecturer	Yes				
56.	01.10.2020	5	V	Payback Period Method	1	Student Seminar	Yes				
57.	05.10.2020	4	V	ARR Method	1	Lecturer	Yes				
58.	05.10.2020	5	V	NPV Method	1	Lecturer	Yes				
59.	06.10.2020	2	V	IRR Method	1	Lecturer	Yes				
60.	06.10.2020	3	V	PI Method	1	Discussion	Yes				

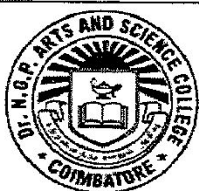
Number of Hours Allotted	Number of Hours Worked	Reason for Shortage, if any
60	60	-


(Mrs.N.Kirutlaka)
Staff In-charge


(Dr.S.Mohan)
HOD

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Faculty: Management

Department: Management

Staff Name: Dr. Rukmathan R.

Class: II BBA CA - B

Semester: III

Course: Marketing Management

Total hour: 60

S.No	Date	Hour	Unit	Topic	Hrs allotted	Lecture/ Tutorial / Student Seminar/GD	Work done as per Schedule Yes/No	If No, Class Adjustment		Extra/ Special Class	
								Date	Hour	Date	Hour
1.	18/06/20	5	I	Marketing- Definition	1	Lecturer	Yes				
2.	19/06/20	6	I	Marketing vs Selling	1	Lecturer	Yes				
3.	20/06/20	3	I	Evolution of Marketing	1	Lecturer	Yes				
4.	22/06/20	1	I	Marketing Concepts	1	Lecturer	Yes				
5.	23/06/20	3	I	Importance of Marketing in Developing Countries	1	Lecturer	Yes				
6.	24/06/20	5	I	Functions of Marketing	1	Lecturer	Yes				

7.	25/06/20	6	I	Marketing Environment	1	Student Seminar	Yes				
8.	26/06/20	3	I	Micro Environment	1	Lecturer	Yes				
9.	29/06/20	1	I	Macro Environment	1	Lecturer	Yes				
10.	30/06/20	3	I	Various Environmental Factors Affecting the Marketing Functions	1	Lecturer	Yes				
11.	01/07/20	5	I	Various Environmental Factors Affecting the Marketing Functions	1	Lecturer	Yes				
12.	02/07/20	6	I	Case study discussion	1	Discussion	Yes				
13.	03/07/20	3	II	Buyer Behaviour: Determinants	1	Lecturer	Yes				
14.	06/07/20	1	II	Buying Motives	1	Lecturer	Yes				
15.	07/07/20	3	II	Buying Process	1	Lecturer	Yes				
16.	08/07/20	5	II	Marketing Psychology	1	Lecturer	Yes				
17.	09/07/20	6	II	Market Segmentation	1	Lecturer	Yes				
18.	10/07/20	3	II	Criteria for Segmentation, Bases of segmentation	1	Lecturer	Yes				

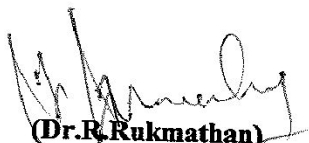
19.	21/07/20	1	II	Benefits of segmentation	1	Lecturer	Yes				
20.	22/07/20	3	II	Targeting	1	Lecturer	Yes				
21.	23/07/20	5	II	Positioning	1	Lecturer	Yes				
22.	24/07/20	6	II	Marketing Channel: Functions , Types	1	Student Seminar	Yes				
23.	27/07/20	3	II	Channel Selection	1	Lecturer	Yes				
24.	28/07/20	1	II	Case study discussion	1	Discussion	Yes				
25.	29/07/20	3	II I	Product : Consumer Goods	1	Lecturer	Yes				
26.	30/07/20	5	II I	Industrial Goods	1	Lecturer	Yes				
27.	31/07/20	6	II I	Characteristics	1	Lecturer	Yes				
28.	03/08/20	3	II I	Product Life Cycle(PLC)	1	Lecturer	Yes				
29.	04/08/20	1	II I	Product Mix : Dimensions	1	Lecturer	Yes				
30.	05/08/20	3	II I	Determining factors	1	Lecturer	Yes				
31.	06/08/20	5	II I	Strategies - Product Modification	1	Student Seminar	Yes				

32.	07/08/20	6	II I	Product Elimination	1	Lecturer	Yes				
33.	10/08/20	3	II I	Packing –Importance	1	Lecturer	Yes				
34.	11/08/20	1	II I	New Product Development	1	Lecturer	Yes				
35.	12/08/20	3	II I	Failure of a Product	1	Lecturer	Yes				
36.	13/08/20	5	II I	Case study discussion	1	Discussion	Yes				
37.	14/08/20	6	I V	Pricing : Objectives	1	Lecturer	Yes				
38.	17/08/20	3	I V	Factors Influencing Pricing Decisions	1	Lecturer	Yes				
39.	18/08/20	1	I V	Kinds of pricing	1	Lecturer	Yes				
40.	19/08/20	3	I V	Policies	1	Lecturer	Yes				
41.	20/08/20	5	I V	Procedure for Price Determination	1	Lecturer	Yes				
42.	21/08/20	6	I V	Physical Distribution	1	Lecturer	Yes				
43.	24/08/20	3	I V	Importance of Physical Distribution	1	Student Seminar	Yes				
44.	25/08/20	1	I V	Activities involved in Physical Distribution	1	Lecturer	Yes				

45.	26/08/20	3	I V	Marketing Risks	1	Lecturer	Yes				
46.	27/08/20	5	I V	Causes of Marketing Risks	1	Lecturer	Yes				
47.	28/08/20	6	I V	Methods of handling Risk	1	Lecturer	Yes				
48.	07/09/20	3	I V	Case study discussion	1	Discussion	Yes				
49.	08/09/20	1	V	Advertising: Meaning	1	Lecturer	Yes				
50.	09/09/20	3	V	Importance	1	Lecturer	Yes				
51.	10/09/20	5	V	Media of Advertising , Newspaper	1	Lecturer	Yes				
52.	11/09/20	6	V	Radio , Television	1	Lecturer	Yes				
53.	14/9/20	3	V	Film ,Outdoor	1	Lecturer	Yes				
54.	15/9/20	1	V	Window Display ,Exhibition	1	Lecturer	Yes				
55.	16/9/20	3	V	Sales Promotion : Meaning	1	Lecturer	Yes				
56.	17/9/20	5	V	Methods of Sales Promotion	1	Student Seminar	Yes				

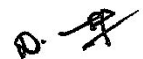
57.	18/9/20	6	V	Public Relation : Objectives	1	Lecturer	Yes				
58.	05/10/20	3	V	Functions - Types	1	Lecturer	Yes				
59.	06/10/20	1	V	Personal Selling : Steps ,Publicity	1	Lecturer	Yes				
60.	07/10/20	3	V	Case study discussion	1	Discussion	Yes				

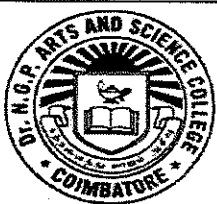
No.of Hours Allotted	No.of Hours Worked	Reason In case of Shortage,if any
60	60	


(Dr.R. Rukmathan)
Staff In-charge


(Dr.S.Mohan)
HOD

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(Dr.D.Geetharamani)
Dean-Academics



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Faculty: Management

Department: Management

Staff Name: Dr.V.Abirami

Class: II BBA CA - B
Total hour: 60

Semester: III

Course: Marketing Management

S.No	Date	Hour	Unit	Topic	Hrs allotted	Lecture/ Tutorial / Student Seminar/GD	Work done as per Schedule Yes/No	If No, Class Adjustment		Extra/ Special Class	
								Date	Hour	Date	Hour
1.	20.07.2020	4	I	Introduction of services	1	Lecturer	Yes				
2.	21.07.2020	6	I	Types of Services	1	Lecturer	Yes				
3.	22.07.2020	2	I	Difference between Product and Services Marketing	1	Lecturer	Yes				
4.	23.07.2020	3	I	Characteristics of Services	1	Lecturer	Yes				
5.	24.07.2020	2	I	Service Marketing System	1	Lecturer	Yes				
6.	27.07.2020	4	I	Service Quality	1	Lecturer	Yes				

7.	28.07.2020	6	I	Customer expectations	1	Student Seminar	Yes				
8.	29.07.2020	2	I	Understanding Customer Expectations	1	Lecturer	Yes				
9.	30.07.2020	3	I	Understanding Customer Expectations	1	Lecturer	Yes				
10.	31.07.2020	2	I	Zone of Tolerance	1	Lecturer	Yes				
11.	03.08.2020	4	I	Targeting	1	Lecturer	Yes				
12.	04.08.2020	6	I	Positioning of Service.	1	Discussion	Yes				
13.	05.08.2020	2	II	Marketing mix	1	Lecturer	Yes				
14.	06.08.2020	3	II	Services Marketing Mix	1	Lecturer	Yes				
15.	07.08.2020	2	II	Special Characteristics of Services	1	Lecturer	Yes				
16.	10.08.2020	4	II	Traditional Marketing Mix	1	Lecturer	Yes				
17.	12.08.2020	2	II	Augmented Marketing Mix	1	Lecturer	Yes				
18.	13.08.2020	3	II	Developing the Service Product	1	Lecturer	Yes				
19.	14.08.2020	2	II	Intangible Product	1	Lecturer	Yes				

20.	17.08.2020	4	II	Product planning	1	Lecturer	Yes				
21.	18.08.2020	6	II	Service Product Planning	1	Lecturer	Yes				
22.	19.08.2020	2	II	Service Pricing Strategy	1	Student Seminar	Yes				
23.	20.08.2020	3	II	Services Promotions	1	Lecturer	Yes				
24.	21.08.2020	2	II	Services Distributions	1	Discussion	Yes				
25.	24.08.2020	4	III	Physical Evidence	1	Lecturer	Yes				
26.	25.08.2020	6	III	Importance of Physical Evidence	1	Lecturer	Yes				
27.	26.08.2020	2	III	Importance of Physical Evidence	1	Lecturer	Yes				
28.	27.08.2020	3	III	Elements of Physical Evidence	1	Lecturer	Yes				
29.	28.08.2020	2	III	Service marketing	1	Lecturer	Yes				
30.	08.09.2020	6	III	Role of Communication in Service Marketing	1	Lecturer	Yes				
31.	09.09.2020	2	III	Role of Communication in Service Marketing	1	Student Seminar	Yes				
32.	10.09.2020	3	III	People and Internal Communication	1	Lecturer	Yes				

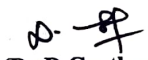
46.	01.10.2020	3	IV	Insurance	1	Lecturer	Yes				
47.	05.10.2020	4	IV	Banking	1	Lecturer	Yes				
48.	06.10.2020	6	IV	Health Care Industries	1	Discussion	Yes				
49.	07.10.2020	2	V	Global Perspective	1	Lecturer	Yes				
50.	08.10.2020	3	V	Services in Global Perspective	1	Lecturer	Yes				
51.	09.10.2020	2	V	Global Services Marketing	1	Lecturer	Yes				
52.	12.10.2020	4	V	International Marketing of Services	1	Lecturer	Yes				
53.	13.10.2020	6	V	International Marketing of Services	1	Lecturer	Yes				
54.	14.10.2020	2	V	Recent Trends	1	Lecturer	Yes				
55.	15.10.2020	3	V	Principal Driving Force in Global Marketing of Services	1	Lecturer	Yes				
56.	16.10.2020	2	V	Principal Driving Force in Global Marketing of Services	1	Student Seminar	Yes				
57.	27.10.2020	6	V	Key Decisions in Global Marketing	1	Lecturer	Yes				
58.	28.10.2020	2	V	Services Strategy	1	Lecturer	Yes				

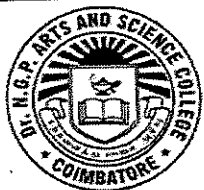
59.	29.10.2020	3	V	Services Strategy	1	Lecturer	Yes				
60.	02.11.2020	4	V	Organizing for Global Marketing.	1	Discussion	Yes				

Number of Hours Allotted	Number of Hours Worked	Reason for Shortage, if any
60	60	-


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Faculty of Management

Department: B.B.A.(CA)

Staff Name: Dr.S.N.Selvaraj

Class: I Year

Semester: I

Course: Management Concepts

Total hr: 60

S. No	Date	Hour	Unit	Topic	Hrs allotted	Lecture/ Tutorial / Student Seminar/ GD	Work done as per Schedule Yes/No	If No, Class Adjustment		Extra/ Special Class	
								Date	Hour	Date	Hour
1	15/09/2020	3	I	Definitions of Management	12 hrs	Lecture	Yes	-	-	-	-
2	17/09/2020	1	I	Evolution of Management Theory	"	Lecture	Yes	-	-	-	-
3	17/09/2020	3	I	Evolution of Management Theory	"	Lecture	No	17/09/2020	3	-	-
4	19/09/2020	2	I	Contributions of F.W.Taylor	"	Lecture	No	19/09/2020	2	-	-
5	19/09/2020	3	I	Contributions of Henry Fayol	"	Lecture	Yes	-	-	-	-
6	22/09/2020	3	I	Contributions of Elton Mayo	"	Lecture	Yes	-	-	-	-

7	24/09/2020	1	I	Contributions of Peter F Drucker	“	Lecture	Yes	-	-	-	-
8	26/09/2020	3	I	Management: A Science or An Art?	“	Lecture	Yes	-	-	-	-
9	26/09/2020	4	I	Managerial Functions	“	Lecture	Yes	-	-	-	-
10	28/09/2020	2	I	Managerial Roles	“	Seminar	Yes	-	-	-	-
11	29/09/2020	4	I	Nature of Management Process	“	Lecture	Yes	-	-	-	-
12	01/10/2020	1	I	Scope of Management Process	“	GD	Yes	-	-	-	-
13	03/10/2020	2	II	Meaning and Purpose of Planning	11 hrs	Lecture	No	03/10/2020	2	-	-
14	03/10/2020	4	II	Characteristics of Planning	“	Lecture	Yes	-	-	-	-
15	05/10/2020	2	II	Planning Premises	“	Lecture	Yes	-	-	-	-
16	08/10/2020	3	II	Steps in Planning	“	Lecture	No	08/10/2020	3	-	-
17	10/10/2020	1	II	Types of Planning	“	Lecture	Yes	-	-	-	-
18	10/10/2020	4	II	Objectives and Policies	“	Lecture	Yes	-	-	-	-
19	12/10/2020	2	II	Management by Objectives	“	Lecture	Yes	-	-	-	-
20	13/10/2020	3	II	Management by Exemption	“	Lecture	Yes	-	-	-	-
21	15/10/2020	1	II	Types of Policies	“	Seminar	Yes	-	-	-	-
22	15/10/2020	3	II	Process of Decision Making	“	Lecture	No	15/10/2020	3	-	-

23	17/10/2020	1	II	Types of Decisions	“	GD	Yes	-	-	-	-
24	17/10/2020	4	III	Organizing: Definitions and Features	13 hrs	Lecture	Yes	-	-	-	-
25	19/10/2020	2	III	Types of Organization	“	Lecture	Yes	-	-	-	-
26	20/10/2020	3	III	Organizational Structures	“	Lecture	Yes	-	-	-	-
27	22/10/2020	1	III	Organizational Structures	“	Lecture	Yes	-	-	-	-
28	27/10/2020	3	III	Span of Control	“	Lecture	Yes	-	-	-	-
29	28/10/2020	1	III	Use of Staff Units	“	Seminar	Yes	-	-	-	-
30	31/10/2020	1	III	Use of Committees	“	GD	Yes	-	-	-	-
31	31/10/2020	4	III	Delegation of Authority	“	Lecture	Yes	-	-	-	-
32	09/11/2020	2	III	Decentralization	“	Lecture	Yes	-	-	-	-
33	10/11/2020	3	III	Centralization	“	Lecture	Yes	-	-	-	-
34	12/11/2020	1	III	Staffing: Process of Staffing	“	Lecture	Yes	-	-	-	-
35	16/11/2020	2	III	Sources of Manpower	“	Lecture	Yes	-	-	-	-
36	17/11/2020	3	III	Selection Process	“	Lecture	Yes	-	-	-	-
37	19/11/2020	1	IV	Nature of Direction	12 hrs	Lecture	Yes	-	-	-	-
38	21/11/2020	1	IV	Principles of Effective Direction	“	Lecture	Yes	-	-	-	-

39	23/11/2020	2	IV	Elements of Direction	“	Lecture	Yes	-	-	-	-
40	24/11/2020	4	IV	Coordination in Direction	“	Lecture	Yes	-	-	-	-
41	26/11/2020	1	IV	Importance of Direction	“	Lecture	Yes	-	-	-	-
42	26/11/2020	3	IV	Facilitates Change	“	Lecture	Yes	-	-	-	-
43	28/11/2020	1	IV	Techniques of Direction	“	Lecture	Yes	-	-	-	-
44	28/11/2020	4	IV	Three Techniques	“	Seminar	Yes	-	-	-	-
45	30/11/2020	2	IV	Role of Supervisor	“	GD	Yes	-	-	-	-
46	01/12/2020	3	IV	Responsibilities of Supervisor	“	Lecture	Yes	-	-	-	-
47	03/12/2020	1	IV	Kinds of Supervisors	“	Lecture	Yes	-	-	-	-
48	05/12/2020	1	IV	Qualities of Supervisor	“	Lecture	Yes	-	-	-	-
49	05/12/2020	4	V	Meaning of Control	12 hrs	Lecture	Yes	-	-	-	-
50	07/12/2020	1	V	Importance of Control	“	Lecture	Yes	-	-	-	-
51	08/12/2020	3	V	Control of Process	“	Lecture	Yes	-	-	-	-
52	12/12/2020	1	V	Requirement of Effective Control System	“	Lecture	Yes	-	-	-	-
53	12/12/2020	4	V	Control Techniques	“	Lecture	Yes	-	-	-	-
54	14/12/2020	2	V	Coordination	“	GD	Yes	-	-	-	-

55	15/12/2020	3	V	Need for Coordination	"	Seminar	Yes	-	-	-	-
56	17/12/2020	1	V	Types of Coordination	"	Lecture	Yes	-	-	-	-
57	19/12/2020	1	V	Budgetary Controls	"	Lecture	Yes	-	-	-	-
58	19/12/2020	4	V	Budgetary Controls	"	Lecture	Yes	-	-	-	-
59	22/12/2020	3	V	Non-budgetary Controls	"	Lecture	Yes	-	-	-	-
60	24/12/2020	1	V	Non-budgetary Controls	"	Lecture	Yes	-	-	-	-
61	26/12/2020	2	I	Revision – Contributions of F.W.Taylor	Revision	Lecture	Yes	-	-	26/12/2020	2
62	26/12/2020	4	I	Revision – Contributions of Henry Fayol	"	Tutorial	Yes	-	-	26/12/2020	4
63	28/12/2020	2	I	Revision – Contributions of Elton Mayo	"	Tutorial	Yes	-	-	28/12/2020	2
64	29/12/2020	3	I	Revision – Contributions of Peter F Drucker	"	Lecture	Yes	-	-	29/12/2020	3
65	31/12/2020	1	I	Revision – Management: A Science or An Art?	"	Lecture	Yes	-	-	31/12/2020	1

Number of Hours Alloted	No. of Hours Worked	Reason for Shortage, if any
60	65	-


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Faculty: Management

Department: Management

Staff Name: Mrs.N.Kiruthika

Class: III BBA CA – A

Semester: III

Course: Management Concepts and Professional Communication

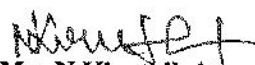
Total hours: 25 hours

S.No	Date	Hour	Unit	Topic	Hrs allotted	Lecture/ Tutorial / Student Seminar/GD	Work done as per Schedule Yes/No	If No, Class Adjustment		Extra/ Special Class	
								Date	Hour	Date	Hour
1.	22.07.2020	5	I	Significance and meaning of Management	1	Lecturer	Yes				
2.	22.07.2020	6	I	Combination of Art & Science	1	Lecturer	Yes				
3.	29.07.2020	5	I	Management as a Profession	1	Lecturer	Yes				
4.	29.07.2020	6	I	Management Vs Administration	1	Lecturer	Yes				
5.	05.08.2020	5	I	Levels and roles of Management	1	Lecturer	Yes				

6.	05.08.2020	6	II	Functions of Management		Lecturer	Yes				
7.	12.08.2020	5	II	Nature and purpose of planning		Student Seminar	Yes				
8.	12.08.2020	6	II	Organizing, staffing, directing, controlling, decision making		Lecturer	Yes				
9.	19.08.2020	5	II	Process of Decision Making	1	Lecturer	Yes				
10.	19.08.2020	6	II	Global planning	1	Lecturer	Yes				
11.	26.08.2020	5	III	Introduction to Soft Skills & Hard skills	1	Lecturer	Yes				
12.	26.08.2020	6	III	Employability Skills, career skills	1	Discussion	Yes				
13.	09.09.2020	5	III	Grooming as a professional with values	1	Lecturer	Yes				
14.	09.09.2020	6	III	Self-Introduction and introducing the topic	1	Lecturer	Yes				
15.	16.09.2020	5	III	Individual presentation practice	1	Lecturer	Yes				
16.	16.09.2020	6	IV	Introduction and participation to Group Discussion	1	Lecturer	Yes				
17.	23.09.2020	5	IV	Understanding group dynamics	1	Lecturer	Yes				

18.	23.09.2020	6	IV	Brainstorming the topic	1	Lecturer	Yes				
19.	30.09.2020	5	IV	GD strategies	1	Lecturer	Yes				
20.	30.09.2020	6	IV	Activities to improve GD skills	1	Lecturer	Yes				
21.	07.10.2020	5	V	Interview etiquette and Dress code	1	Lecturer	Yes				
22.	07.10.2020	6	V	Body language	1	Student Seminar	Yes				
23.	14.10.2020	5	V	Attending job interviews	1	Lecturer	Yes				
24.	14.10.2020	6	V	One to one interview & Panel interview	1	Discussion	Yes				
25.	21.10.2020	5	V	FAQs Related to job interviews	1	Lecturer	Yes				

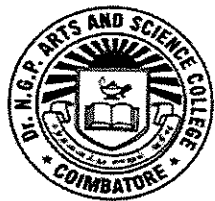
Number of Hours Allotted	Number of Hours Worked	Reason for Shortage, if any
25	25	-


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Staff In-charge


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Faculty of Management

Department: BBA CA

Staff Name: Dr.A.RAGUKUMAR

Class: II BBA CA 'B'

Semester: III

Course: Organisational Behavior

Total hr: 60

S.No	Date	Hour	Unit	Topic	Hrs allotted	Lecture/ Tutorial / Student Seminar/ GD	Work done as per Schedule Yes/No	If No, Class Adjustment		Extra/ Special Class	
								Date	Hour	Date	Hour
1	16/0 7/20 21	2	I	Organisational Behavior - Definition	1	Lecture	Yes				
2	19/0 7/20 21	4	I	Organisational Behavior - Definition	1	Lecture	Yes				
3	20/0 7/20 1	1	I	Nature	1	Lecture	Yes				
4	22/0 7/20 21	2	I	Scope	1	Lecture	Yes				
5	23/0 7/20 21	2	I	Key Elements of OB	1	Lecture	Yes				

6	26/0 7/20 21	2	I	Importance of Organizational Behavior	1	Lecture	Yes				
7	27/0 7/20 21	4	I	Models of OB	1	Lecture	Yes				
8	28/0 7/20 21	2	I	Models of OB	1	Lecture	Yes				
9	29/0 7/20 21	4	I	Concepts and Relevance of OB in Modern Management	1	Lecture	Yes				
10	30/0 7/20 21	2	I	Hawthorne Experiment	1	Lecture	Yes				
11	02/0 8/20 21	5	I	Concepts and Relevance of OB in Modern Management	1	Student Seminar	Yes				
12	03/0 8/20 21	1	I	Hawthorne Experiment	1	Student Seminar	Yes				
13	04/0 8/20 21	2	II	Personality	1	Lecture	Yes				
14	05/0 8/20 21	1	II	Types	1	Lecture	Yes				
15	09/0 8/20 21	5	II	Factors influencing Personality							
16	10/0 8/20 21	2	II	Perception: Factors affecting Perception	1	Lecture	Yes				
17	10/0 8/20 21	5	II	Motivation: Theories (Maslow, Herzberg, Mc.Gregor)	1	Lecture	Yes				

18	12/0 8/20 21	3	II	Motivation: Theories (Maslow, Herzberg, Mc.Gregor)	1	Lecture	Yes				
19	14/0 8/20 21	4	II	Motivation: Theories (Maslow, Herzberg, Mc.Gregor)							
20	16/0 8/20 21	1	II	Techniques of Motivation	1	Lecture	Yes				
21	16/0 8/20 21	5	II	Techniques of Motivation							
22	17/0 8/20 21	2	II	Transactional Analysis	1	Student Seminar	Yes				
23	17/0 8/20 21	5	II	Brain Storming.	1	Lecture	Yes				
24	19/0 8/20 21	3	II	Brain Storming.	1	Student Seminar	Yes				
25	23/0 8/20 21	1	III	Individual Differences	1	Lecture	Yes				
26	23/0 8/20 21	5	III	Individual Differences	1	Lecture	Yes				
27	28/0 8/20 21	4	III	Causes	1	Lecture	Yes				
28	31/0 8/20 21	2	III	Factors influencing individual differences	1	Lecture	Yes				
29	02/0 9/20 21	3	III	Group	1	Lecture	Yes				

30	03/09/2021	1	III	Types of Group	1	Lecture	Yes				
31	14/09/2021	2	III	Group Dynamics	1	Lecture	Yes				
32	21/09/2023	2	III	Group Norms	1	Lecture	Yes				
33	23/09/2021	3	III	Team Building	1	Lecture	Yes				
34	25/09/2021		III	Sociometry	1	Lecture	Yes				
35	27/09/2021	1	III	Conflict: Types of Conflict	1	Lecture	Yes				
36	27/09/2021	5	III	Resolution of Conflict	1	Lecture	Yes				
37	28/09/2021	2	IV	Leadership	1	Lecture	Yes				
38	28/09/2021	5	IV	Importance		Lecture	Yes				
39	30/09/21	3	IV	Leadership Styles		Lecture	Yes				
40	11/10/2021	1	IV	Leadership Styles	1	Lecture	Yes				
41	11/10/2021	5	IV	Leadership Theories (Managerial Grid, Fiedler's Contingency)	1	Student Seminar	Yes				

42	12/1 0/20 21	2	IV	Leadership Theories (Managerial Grid, Fiedler's Contingency)	1	Student Seminar	Yes				
43	12/1 0/20 21	5	IV	Leadership Theories (Managerial Grid, Fiedler's Contingency)	1	Lecture	Yes				
44	21/1 0/20 21	3	IV	Power: Sources of Power	1	Lecture	Yes				
45	25/1 0/20 21	1	IV	Power: Sources of Power	1	Lecture	Yes				
46	25/1 0/20 21	5	IV	Power Center	1	Lecture	Yes				
47	26/1 0/20 21	2	IV	Power & Politics	1	Lecture	Yes				
48	26/1 0/20 21	5	IV	Power & Politics	1	Lecture	Yes				
49	28/1 0/20 21	1	V	Stress – Types of Stress	1	Lecture	Yes				
50	08/1 0/20 21	5	V	Stress – Types of Stress	1	Lecture	Yes				
51	08/1 0/20 21	2	V	Prevention and Management of Stress	1	Lecture	Yes				
52	09/1 0/20 21	5	V	Balancing Work and Life	1	Student Seminar	Yes				
53	09/1 0/20 21	3	V	Organizational Change	1	Lecture	Yes				

54	11/1 0/20 21	1	V	Stability Vs Change	1	Student Seminar	Yes				
55	12/1 0/20 21	5	V	Proactive Vs Reaction Change	1	Lecture	Yes				
56	13/1 0/20 21	2	V	Change Process	1	Lecture	Yes				
57	15/1 0/20 21	5	V	Resistance to Change	1	Lecture	Yes				
58	15/1 0/20 21	3	V	Resistance to Change	1	Lecture	Yes				
59	16/1 0/20 21	5	V	Managing Change	1	Lecture	Yes				
60	16/1 0/20 21	2	V	Managing Change	1	Lecture	Yes				

Number of Hours Allotted	Number of Hours Worked	Reason for Shortage, if any
60	60	-


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 Staff In-charge


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Faculty of Management

Department: BBA CA

Staff Name: RASHOK KUMAR

Class: II BBA CA 'B'

Semester: III

Course: Organisational Behavior

Total hr: 60

S.No	Date	Hour	Unit	Topic	Hrs allotted	Lecture/ Tutorial / Student Seminar/ GD	Work done as per Schedule Yes/No	If No, Class Adjustment		Extra/ Special Class	
								Date	Hour	Date	Hour
1	18/0 5/20	I	I	Organisational Behavior - Definition	1	Lecture	Yes				
2	19/0 5/20	II I	I	Organisational Behavior - Definition	1	Lecture	Yes				
3	20/0 5/20	I V	I	Nature	1	Lecture	Yes				
4	21/0 5/20	II I	I	Scope	1	Lecture	Yes				
5	26/0 5/20	II I	I	Key Elements of OB	1	Lecture	Yes				
6	26/0 5/20	I V	I	Importance of Organizational Behavior	1	Lecture	Yes				

7	29/05/20	II I	I	Models of OB	1	Lecture	Yes				
8	29/05/20	I V	I	Models of OB	1	Lecture	Yes				
9	21/7/20	II I	I	Concepts and Relevance of OB in Modern Management	1	Lecture	Yes				
10	24/7/20	I	I	Hawthorne Experiment	1	Lecture	Yes				
11	24/7/20	II	I	Concepts and Relevance of OB in Modern Management	1	Student Seminar	Yes				
12	28/7/20	I V	I	Hawthorne Experiment	1	Student Seminar	Yes				
13	31/7/20	I	II	Personality	1	Lecture	Yes				
14	31/7/20	II	II	Types	1	Lecture	Yes				
15	4/8/20	II I	II	Factors influencing Personality	1	Lecture	Yes				
16	4/8/20	I V	II	Perception: Factors affecting Perception	1	Lecture	Yes				
17	7/8/20	I	II	Motivation: Theories (Maslow, Herzberg, Mc.Gregor)	1	Lecture	Yes				
18	7/8/20	II	II	Motivation: Theories (Maslow, Herzberg, Mc.Gregor)	1	Lecture	Yes				

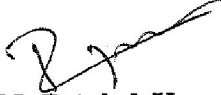
19	8/8/20	II I	II	Motivation: Theories (Maslow, Herzberg, Mc.Gregor)	1	Student Seminar	Yes				
20	8/8/20	I V	II	Techniques of Motivation	1	Lecture	Yes				
21	14/8/20	I	II	Techniques of Motivation	1	Student Seminar	Yes				
22	14/8/20	II	II	Transactional Analysis	1	Lecture	Yes				
23	18/8/20	II	II	Brain Storming.	1	Lecture	Yes				
24	18/8/20	I V	II	Brain Storming.	1	Lecture	Yes				
							Yes				
25	21/8/20	I	III	Individual Differences	1	Lecture	Yes				
26	21/8/20	II	III	Individual Differences	1	Lecture	Yes				
27	25/8/20	II I	III	Causes	1	Lecture	Yes				
28	25/8/20	I V	III	Factors influencing individual differences	1	Lecture	Yes				
29	28/8/20	I	III	Group	1	Lecture	Yes				
30	28/8/20	II	III	Types of Group	1	Lecture	Yes				

31	8/9/20	II I	III	Group Dynamics	1	Lecture	Yes				
32	8/9/20	I V	III	Group Norms	1	Lecture	Yes				
33	11/9/20	I	III	Team Building	1	Lecture	Yes				
34	14/9/20	II	III	Sociometry	1	Lecture	Yes				
35	15/9/20	I V	III	Conflict: Types of Conflict	1	Student Seminar	Yes				
36	16/9/20	II I	III	Resolution of Conflict	1	Student Seminar	Yes				
					1		Yes				
37	17/9/20	II	IV	Leadership	1	Lecture	Yes				
38	18/9/20	I	IV	Importance	1	Lecture	Yes				
39	21/9/20	II	IV	Leadership Styles	1	Lecture	Yes				
40	22/9/20	I V	IV	Leadership Styles	1	Lecture	Yes				
41	23/9/20	II I	IV	Leadership Theories (Managerial Grid, Fiedler's Contingency)	1	Lecture	Yes				
42	24/9/20	II	IV	Leadership Theories (Managerial Grid, Fiedler's Contingency)	1	Lecture	Yes				

43	25/9/20	I	IV	Leadership Theories (Managerial Grid, Fiedler's Contingency)	1	Lecture	Yes				
44	28/9/20	II	IV	Power: Sources of Power	1	Lecture	Yes				
45	29/9/20	II I	IV	Power: Sources of Power	1	Lecture	Yes				
46	1/10/20	II	IV	Power Center	1	Student Seminar	Yes				
47	5/10/20	II	IV	Power & Politics	1	Lecture	Yes				
48	6/10/20	II I	IV	Power & Politics	1	Student Seminar	Yes				
					1		Yes				
49	8/10/20	II	V	Stress - Types of Stress	1	Lecture	Yes				
50	9/10/20	I	V	Stress - Types of Stress	1	Lecture	Yes				
51	9/10/20	I V	V	Prevention and Management of Stress	1	Lecture	Yes				
52	12/10/20	II	V	Balancing Work and Life	1	Lecture	Yes				
53	13/10/20	I V	V	Organizational Change	1	Lecture	Yes				
54	15/10/20	II	V	Stability Vs Change	1	Lecture	Yes				

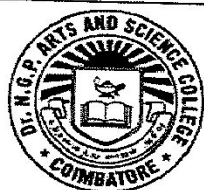
55	16/10/20	I	V	Proactive Vs Reaction Change	1	Lecture	Yes				
56	16/10/20	I	V	Change Process	1	Lecture	Yes				
57	19/10/20	II	V	Resistance to Change	1	Lecture	Yes				
58	20/10/20	I	V	Resistance to Change	1	Student Seminar	Yes				
59	22/10/20	II	V	Managing Change	1	Lecture	Yes				
60	27/10/20	II	V	Managing Change	1	Student Seminar	Yes				

Number of Hours Allotted	Number of Hours Worked	Reason for Shortage, if any
60	60	-


(Mr.R.Ashok Kumar)
Staff In-charge


(Dr.S.Mohan)
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(Dr.D.Geetharamani)
Dean-Academics



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Faculty: Management

Department: BBA CA

Staff Name: Dr. Rukmathan R.

Class: II BBA CA 'A'

Semester: III

Course: Organisational Behavior

Total hr: 60

S. No	Date	Hour	Unit	Topic	Hrs allotted	Lecture/ Tutorial / Student Seminar/ GD	Work done as per Schedule Yes/No	If No, Class Adjustment		Extra/ Special Class	
								Date	Hour	Date	Hour
1	18/06/20	1	I	Organisational Behavior - Definition	1	Lecture	Yes				
2	19/06/20	5	I	Organisational Behavior - Definition	1	Lecture	Yes				
3	20/06/20	4	I	Nature	1	Lecture	Yes				
4	22/06/20	1	I	Scope	1	Lecture	Yes				
5	23/06/20	3	I	Key Elements of OB	1	Lecture	Yes				
6	24/06/20	4	I	Importance of Organizational Behavior	1	Lecture	Yes				

7	25/06/20	1	I	Models of OB	1	Lecture	Yes				
8	26/06/20	5	I	Models of OB	1	Lecture	Yes				
9	29/06/20	1	I	Concepts and Relevance of OB in Modern Management	1	Lecture	Yes				
10	30/06/20	3	I	Hawthorne Experiment	1	Lecture	Yes				
11	01/07/20	4	I	Concepts and Relevance of OB in Modern Management	1	Student Seminar	Yes				
12	02/07/20	1	I	Hawthorne Experiment	1	Student Seminar	Yes				
13	03/07/20	5	I	Hawthorne Experiment	1	Student Seminar	Yes				
14	06/07/20	1	II	Personality	1	Lecture	Yes				
15	07/07/20	3	II	Types	1	Lecture	Yes				
16	08/07/20	4	II	Factors influencing Personality	1	Lecture	Yes				
17	09/07/20	1	II	Perception: Factors affecting Perception	1	Lecture	Yes				
18	10/07/20	5	II	Motivation: Theories (Maslow, Herzberg, Mc.Gregor)	1	Lecture	Yes				
19	21/07/20	3	II	Motivation: Theories (Maslow, Herzberg, Mc.Gregor)	1	Lecture	Yes				

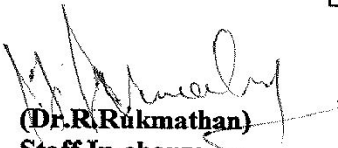
20	22/07/20	4	II	Motivation: Theories (Maslow, Herzberg, Mc.Gregor)	1	Student Seminar	Yes				
21	23/07/20	1	II	Techniques of Motivation	1	Lecture	Yes				
22	24/07/20	5	II	Techniques of Motivation	1	Student Seminar	Yes				
23	27/07/20	1	II	Transactional Analysis	1	Lecture	Yes				
24	28/07/20	3	II	Brain Storming.	1	Lecture	Yes				
25	29/07/20	4	II	Brain Storming.	1	Lecture	Yes				
26	30/07/20	1	II	Brain Storming.	1	Lecture	Yes				
27	31/07/20	5	III	Individual Differences	1	Lecture	Yes				
28	03/08/20	1	III	Individual Differences	1	Lecture	Yes				
29	04/08/20	3	III	Causes	1	Lecture	Yes				
30	05/08/20	4	III	Factors influencing individual differences	1	Lecture	Yes				
31	06/08/20	1	III	Group	1	Lecture	Yes				
32	07/08/20	5	III	Types of Group	1	Lecture	Yes				

33	10/08/20	1	III	Group Dynamics	1	Lecture	Yes				
34	11/08/20	3	III	Group Norms	1	Lecture	Yes				
35	12/08/20	4	III	Team Building	1	Lecture	Yes				
36	13/08/20	1	III	Sociometry	1	Lecture	Yes				
37	14/08/20	5	III	Conflict: Types of Conflict	1	Student Seminar	Yes				
38	17/08/20	1	III	Resolution of Conflict	1	Student Seminar	Yes				
39	18/08/20	3	III	Resolution of Conflict	1	Student Seminar	Yes				
40	19/08/20	4	IV	Leadership	1	Lecture	Yes				
41	20/08/20	1	IV	Importance	1	Lecture	Yes				
42	21/08/20	5	IV	Leadership Styles	1	Lecture	Yes				
43	24/08/20	1	IV	Leadership Styles	1	Lecture	Yes				
44	25/08/20	3	IV	Leadership Theories (Managerial Grid, Fiedler's Contingency)	1	Lecture	Yes				
45	26/08/20	4	IV	Leadership Theories (Managerial Grid, Fiedler's	1	Lecture	Yes				

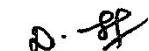
				Contingency)							
46	27/08/20	1	IV	Leadership Theories (Managerial Grid, Fiedler's Contingency)	1	Lecture	Yes				
47	28/08/20	5	IV	Power: Sources of Power	1	Lecture	Yes				
48	07/09/20	1	IV	Power: Sources of Power	1	Lecture	Yes				
49	08/09/20	3	IV	Power Center	1	Student Seminar	Yes				
50	09/09/20	4	IV	Power & Politics	1	Lecture	Yes				
51	10/09/20	1	IV	Power & Politics	1	Student Seminar	Yes				
52	11/09/20	5	IV	Power & Politics	1	Student Seminar	Yes				
53	14/9/20	1	V	Stress - Types of Stress	1	Lecture	Yes				
54	15/9/20	3	V	Stress - Types of Stress	1	Lecture	Yes				
55	16/9/20	4	V	Prevention and Management of Stress	1	Lecture	Yes				
56	17/9/20	1	V	Balancing Work and Life	1	Lecture	Yes				
57	18/9/20	5	V	Organizational Change	1	Lecture	Yes				

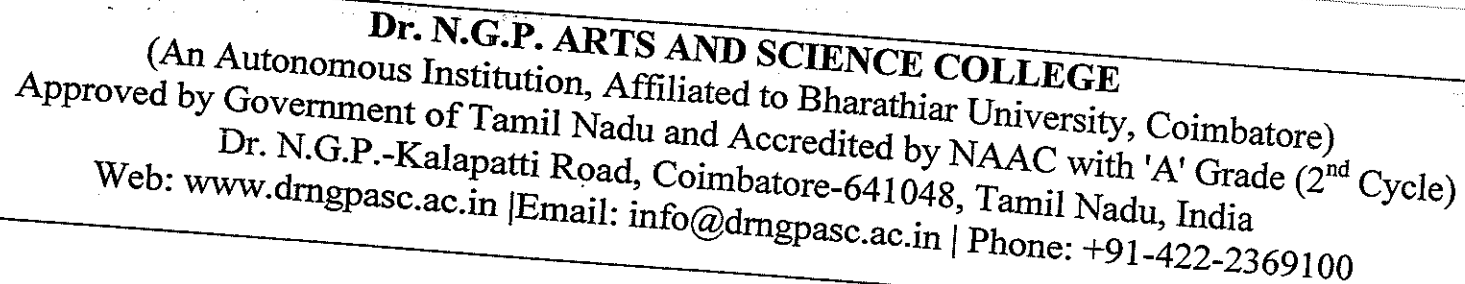
58	05/10/20	1	V	Stability Vs Change	1	Lecture	Yes				
59	06/10/20	3	V	Proactive Vs Reaction Change	1	Lecture	Yes				
60	07/10/20	4	V	Change Process	1	Lecture	Yes				
61	08/10/20	1	V	Resistance to Change	1	Lecture	Yes				
62	09/10/20	5	V	Resistance to Change	1	Student Seminar	Yes				
63	12/10/20	1	V	Managing Change	1	Lecture	Yes				
64	13/10/20	3	V	Managing Change	1	Student Seminar	Yes				
65	14/10/20	4		Revision	1	Lecture	Yes				
66	15/10/20	1		Revision	1	Lecture	Yes				

No.of Hours Allotted	No.of Hours Worked	Reason In case of Shortage,if any
60	60	


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Course: Research Methods for Management

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8	26/05/2020	3	I	Research Process		Lecture	Yes	-	-	-	-
9	26/05/2020	4	I	Research Problem - Components		Lecture	Yes	-	-	-	-
10	28/05/2020	3	I	Research Design -Types		Lecture	Yes	-	-	-	-
11	28/05/2020	4	I	Research Design -Types		Lecture	Yes	-	-	-	-
12	29/05/2020	1	I	Sampling Design -Steps		Lecture	Yes	-	-	-	-
13	29/05/2020	2	I	Sampling Methods		Lecture	Yes	-	-	-	-
14	30/05/2020	4	I	Sampling Methods		Lecture	Yes	-	-	-	-
15	21/07/2020	3	I	Sample Size -Factors Influencing		Lecture	Yes	-	-	-	-
16	21/07/2020	4	II	Sampling Errors		Lecture	Yes	-	-	-	-
17	23/07/2020	3	II	Data – Primary and Secondary	15hrs	Lecture	Yes	-	-	-	-
18	23/07/2020	4	II	Observation Method –Merits and Demerits		Lecture	Yes	-	-	-	-
19	24/07/2020	1	II	Types of Observation		Lecture	Yes	-	-	-	-
20	24/07/2020	2	II	Personal Interview Method – Types		Lecture	Yes	-	-	-	-
21	25/07/2020	4	II	Personal Interview Method – Merits and Demerits		Lecture	Yes	-	-	-	-
22	28/07/2020	3	II	Telephone Interview – Merits and Demerits		Lecture	Yes	-	-	-	-
23	28/07/2020	4	II	Questionnaire Method- Merits and Demerits		Lecture	Yes	-	-	-	-
24	30/07/2020	3	II	Main Aspects of a Questionnaire		Lecture	Yes	-	-	-	-

25	30/07/2020	4	II	Essentials of a Good Questionnaire		Lecture	Yes	-	-	-	-
26	31/07/2020	1	II	Schedule Method Questionnaire vs Schedule		Lecture	Yes	-	-	-	-
27	31/07/2020	2	II	Collection of Secondary Data		Lecture	Yes	-	-	-	-
28	04/08/2020	3	II	Different Scales for Measuring Attitudes of People		Lecture	Yes	-	-	-	-
29	04/08/2020	4	II	Different Scales for Measuring Attitudes of People		Lecture	Yes	-	-	-	-
30	06/08/2020	3	II	Editing, Coding		Lecture	Yes	-	-	-	-
31	06/08/2020	4	II	Tabulation		Lecture	Yes	-	-	-	-
32	07/08/2020	1	III	Hypothesis – Characteristics of Good Hypothesis	15hrs	Lecture	Yes	-	-	-	-
33	07/08/2020	2	III	Types of Hypothesis		Lecture	Yes	-	-	-	-
34	08/08/2020	4	III	Type I and Type II Error		Lecture	Yes	-	-	-	-
35	11/08/2020	3	III	Procedure for Hypothesis Testing		Lecture	Yes	-	-	-	-
36	11/08/2020	4	III	Z Test		Lecture	Yes	-	-	-	-
37	14/08/2020	1	III	Z Test		Lecture	Yes	-	-	-	-
38	14/08/2020	2	III	Z Test		Lecture	Yes	-	-	-	-
39	18/08/2020	3	III	T Test		Lecture	Yes	-	-	-	-
40	18/08/2020	4	III	T Test		Lecture	Yes	-	-	-	-
41	20/08/2020	3	III	T Test		Lecture	Yes	-	-	-	-

42	20/08/2020	4	III	Chi square Test		Lecture	Yes	-	-	-	-
43	21/08/2020	1	IV	Chi square Test		Lecture	Yes	-	-	-	-
44	21/08/2020	2	IV	Chi square Test		Lecture	Yes	-	-	-	-
45	25/08/2020	3	IV	ANOVA Test		Lecture	Yes	-	-	-	-
46	25/08/2020	4	IV	ANOVA Test		Lecture	Yes	-	-	-	-
47	27/08/2020	3	IV	Interpretation - Essentials	11 hrs	Lecture	Yes	-	-	-	-
48	27/08/2020	4	IV	Precautions in Interpretation		Lecture	Yes	-	-	-	-
49	28/08/2020	1	IV	Steps in Writing Process		Lecture	Yes	-	-	-	-
50	28/08/2020	2	IV	Layout of Research Report		Lecture	Yes	-	-	-	-
51	08/09/2020	3	IV	Layout of Research Report		Lecture	Yes	-	-	-	-
52	08/09/2020	4	IV	Layout of Research Report		Lecture	Yes	-	-	-	-
53	10/09/2020	3	V	Types of Report		Lecture	Yes	-	-	-	-
54	10/09/2020	4	V	Types of Report		Lecture	Yes	-	-	-	-
55	11/09/2020	1	V	Mechanics of Writing a Research Report		Lecture	Yes	-	-	-	-
56	11/09/2020	2	V	Mechanics of Writing a Research Report		Lecture	Yes	-	-	-	-
57	14/09/2020	2	V	Precautions for Writing Research Reports		Lecture	Yes	-	-	-	-
58	15/09/2020	4	V	Product Research New Product Research	15 hrs	Lecture	Yes	-	-	-	-

59	16/09/2020	1	V	Product Life Cycle Research		Lecture	Yes	-	-	-	-
60	17/09/2020	3	V	Motivation Research -Nature		Lecture	Yes	-	-	-	-
61	18/09/2020	2	V	Motivation Research Techniques		Lecture	Yes	-	-	-	-
62	21/09/2020	2	V	Motivation Research Techniques		Lecture	Yes	-	-	-	-
63	22/09/2020	4	V	Motivation Research Techniques		Lecture	Yes	-	-	-	-
64	23/09/2020	1	V	Advertising Research Copy Testing- Pre-testing		Lecture	Yes	-	-	-	-
65	25/09/2020	2	V	Copy Testing- Post-testing		Lecture	Yes	-	-	-	-
66	28/09/2020	2	V	Copy Testing- Post-testing		Lecture	Yes	-	-	-	-
67	30/09/2020	1	V	Media Selection Research		Lecture	Yes	-	-	-	-
68	01/10/2020	2	V	Sales Control Research Sales Forecasting		Lecture	Yes	-	-	-	-
69	05/10/2020	2	V	Sales Analysis		Lecture	Yes	-	-	-	-
70	08/10/2020	2	V	Sales Potential		Lecture	Yes	-	-	-	-
71	12/10/2020	2	V	Price Research		Lecture	Yes	-	-	-	-
72	15/10/2020	2	V	Distribution Research		Lecture	Yes	-	-	-	-
73	17/10/2020	2	I	Revision		Lecture	-	-	-	-	-
74	20/10/2020	4	I	Revision		Lecture	-	-	-	-	-
75	22/10/2020	2	I	Revision		Seminar	-	-	-	-	-

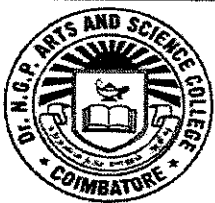
76	23/10/2020	2	II	Revision		Lecture	-	-	-	-	-
77	27/10/2020	4	II	Revision		Lecture	-	-	-	-	-
78	31/10/2020	2	II	Revision		Seminar	-	-	-	-	-
79	02/11/2020	2	III	Revision		Lecture	-	-	-	-	-
80	06/11/2020	2	III	Revision		Lecture	-	-	-	-	-
81	09/11/2020	2	III	Revision		Seminar	-	-	-	-	-
82	16/11/2020	2	IV	Revision		Lecture	-	-	-	-	-
83	24/11/2020	4	IV	Revision		Lecture	-	-	-	-	-
84	25/11/2020	1	IV	Revision		Seminar	-	-	-	-	-
85	27/11/2020	2	V	Revision		Lecture	-	-	-	-	-
86	28/11/2020	2	V	Revision		Lecture	-	-	-	-	-
87	30/11/2020	2	V	Revision		Seminar	-	-	-	-	-

Number of Hours Alloted	No. of Hours Worked	Reason for Shortage, if any
72	87	-


(Dr.S.Mohan)
Staff In-charge


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Faculty: Management

Department: Management

Staff Name: Dr.V.Abirami

Class: III BBA CA - A

Semester: V

Course: Research Methods for Management

Total hours: 60

S.No	Date	Hour	Unit	Topic	Hrs allotted	Lecture/ Tutorial / Student Seminar/ GD	Work done as per Schedule Yes/No	If No, Class Adjustment		Extra/ Special Class	
								Date	Hour	Date	Hour
1.	20.07.2020	1	I	Definition of research	1	Lecturer	Yes				
2.	21.07.2020	2	I	Importance	1	Lecturer	Yes				
3.	22.07.2020	5	I	Types of Research	1	Lecturer	Yes				
4.	23.07.2020	4	I	Research Process	1	Lecturer	Yes				
5.	24.07.2020	1	I	Research Problem	1	Lecturer	Yes				
6.	27.07.2020	1	I	Selection	1	Lecturer	Yes				

20.	17.08.2020	1	II	Attitude Measurement Scaling Techniques	1	Lecturer	Yes				
21.	18.08.2020	2	II	Attitude Measurement Scaling Techniques	1	Lecturer	Yes				
22.	19.08.2020	5	II	Editing	1	Student Seminar	Yes				
23.	20.08.2020	4	II	Coding	1	Lecturer	Yes				
24.	21.08.2020	1	II	Tabulation	1	Discussio n	Yes				
25.	24.08.2020	1	III	Hypothesis	1	Lecturer	Yes				
26.	25.08.2020	2	III	Characteristics of a Good Hypothesis	1	Lecturer	Yes				
27.	26.08.2020	5	III	Types	1	Lecturer	Yes				
28.	27.08.2020	4	III	Type I and Type II Errors	1	Lecturer	Yes				
29.	28.08.2020	1	III	Procedure for Hypothesis Testing	1	Lecturer	Yes				
30.	08.09.2020	2	III	Procedure for Hypothesis Testing	1	Lecturer	Yes				
31.	09.09.2020	5	III	Z test	1	Student Seminar	Yes				
32.	10.09.2020	4	III	T test	1	Lecturer	Yes				

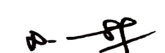
46.	01.10.2020	4	IV	Precautions for Writing Research Reports	1	Lecturer	Yes				
47.	05.10.2020	1	IV	Graphical representation of Results.	1	Lecturer	Yes				
48.	06.10.2020	2	IV	Graphical representation of Results.	1	Discussion	Yes				
49.	07.10.2020	5	V	Product Research	1	Lecturer	Yes				
50.	08.10.2020	4	V	New Product Development	1	Lecturer	Yes				
51.	09.10.2020	1	V	Product Life Cycle	1	Lecturer	Yes				
52.	12.10.2020	1	V	Price Research	1	Lecturer	Yes				
53.	13.10.2020	2	V	Motivation Research	1	Lecturer	Yes				
54.	14.10.2020	5	V	Nature	1	Lecturer	Yes				
55.	15.10.2020	4	V	Techniques	1	Lecturer	Yes				
56.	16.10.2020	1	V	Advertising Research	1	Student Seminar	Yes				
57.	27.10.2020	2	V	Sales Control Research	1	Lecturer	Yes				
58.	28.10.2020	5	V	Sales Analysis and Sales Potential	1	Lecturer	Yes				

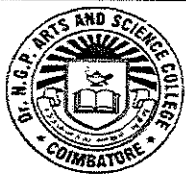
59.	29.10.2020	1	V	Media research	1	Lecturer	Yes				
60.	02.11.2020	1	V	Distribution Research.	1	Discussion	Yes				

Number of Hours Allotted	Number of Hours Worked	Reason for Shortage, if any
60	60	-


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Faculty: Management

Department: B.B.A.(CA) Staff Name: Mrs.N.Kiruthika

Class: II BBA(CA)- A

Semester:

Course: Women's rights

Total Hrs: 25 hours

S.No	Date	Hour	Unit	Topic	Lecture/ Student Seminar	Tutorial- GD / MCQ /Class Test
1.	20.07.2020	1	I	Laws and Legal Systems and Change	Lecturer	
2.	23.07.2020	4	I	Constitutional law and CEDAW	Lecturer	
3.	28.07.2020	1	I	International Human Rights	Lecturer	
4.	30.07.2020	4	I	Laws and Norms, Laws and Social Context	Lecturer	
5.	04.08.2020	1	I	Laws and Social Context, Constitutional and Legal Framework	Lecturer	

6.	06.08.2020	4	II	Politics Of Land And Gender In India: Introduction	Lecturer	
7.	13.08.2020	4	II	Faces of Poverty	Student Seminar	
8.	18.08.2020	1	II	Land as Productive Resources	Lecturer	
9.	20.08.2020	4	II	Locating Identities	Lecturer	
10.	25.08.2020	1	II	Women's Claims to Land, Right to Property	Lecturer	
11.	27.08.2020	4	III	Women's Rights, Access to Justice, Introduction	Lecturer	
12.	08.09.2020	1	III	Criminal Law, Crime Against Women	Discussion	
13.	10.09.2020	4	III	Domestic Violence, Dowry Related Harassment	Lecturer	
14.	15.09.2020	1	III	Sexual Abuse and Rape	Lecturer	
15.	17.09.2020	4	III	Law Enforcement Agency	Lecturer	

16.	22.09.2020	1	IV	Violence Against Women, Domestic Violence	Lecturer	
17.	24.09.2020	4	IV	The Protection of Women from Domestic Violence Act, 2005	Lecturer	
18.	01.10.2020	4	IV	The Marriage Validation Act, 1982	Lecturer	
19.	06.10.2020	1	IV	The Hindu Widow Re- marriage Act, 1856	Lecturer	
20.	08.10.2020	4	IV	The Dowry Prohibition Act, 1961.	Lecturer	
21.	13.10.2020	1	V	Special Women Welfare Laws	Lecturer	
22.	15.10.2020	4	V	Sexual Harassment at Work Places, Rape and Indecent Representation	Student Seminar	
23.	20.10.2020	1	V	The Indecent Representation (Prohibition) Act, 1986	Lecturer	

24.	22.10.2020	4	V	The Immoral Traffic (Prevention) Act, 1956, Role of Rape Crisis Centers	Discussion	
25.	27.10.2020	1	V	Acts Enacted for Women Development and Empowerment	Lecturer	

Extra Classes Planned (if any)

S.No	Date	Hour	Unit	Topic	Lecture/ Student Seminar	Tutorial- GD / MCQ /Class Test	Student Feedback


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