Name of the Teacher: Indu Bala Class:B.COM PPI I/CAV I

**Lesson Plan**

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| **S No** | **Period** | **Topics to be Covered** | **Academic Activity to be Organized** |
|  | **17-31 July 2017** | **Meaning, nature and scope of economics; micro and macroeconomics Nature of demand function: law of demand ,elasticity of demand: price, income and cross; measurement,methods of price elasticity of demand.Theories of demand: cardinal utility approach** |  |
|  | **01-31 Aug 2017** | **Production function: meaning and concepts, law of variableproportions; economies and diseconomies of scale; law of returns to scale;** | **Group Dissuasion/quiz session** |
|  | **01-30 Sept 2017** | **Cost concepts; Theory of costs: traditional and modern.Equilibrium of firm and industry under perfect competition.price and output determination under monopoly.price discrimination;price determination under monopolistic competition** |  |
|  | **01-31 Oct 2017** | **Chamberlin’s approach, monopolistic competition monopoly.Indifference curve approach: assumptions, properties equilibrium, price ,Income and substitution effects, limitations** | **Group dissuasion** |
|  | **01-13 Nov 2017** | **TEST & REVISION SESSION** |  |

**Topics of Assignments/ Class Tests to be given to the Students:**

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| **Assignment 1** | **Utility approach** |
| **Assignment 2** | **Cardinal approach regarding utility** |
| **Class Test** | **Law of demand/ elasticity of demand/ different cost curves**  **/ utility approach** |

Name of the Teacher: Indu Bala Class:B.COM OMSP V/CAV V

**Lesson Plan**

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| **S No** | **Period** | **Topics to be Covered** | **Academic Activity to be Organized** |
|  | **17-31 July 2017** | **Membership in companies; Company management and administration; Directors: legal position,** | **Group dissuasion** |
|  | **01-31 Aug 2017** | **qualification, appointment, removal; Powers, duties & liabilities of directors; audit & auditors; Prevention of oppression & mismanagement** | **Presentation** |
|  | **01-30 Sept 2017** | **compromise, REVISION SESSION; arrangement, reconstruction and amalgamation; winding up: meaning, modes of winding up: procedure and consequences of winding up. BORROWING POWERS** | **Group dissuasion**  **/Quiz competition** |
|  | **01-31 Oct 2017** | **Management personnel: managing director, whole time director, manager Dividend; accounts of companies; Meetings: kinds of meetings; requisites of a valid meeting:; , authority, notice & agenda, quorum, chairperson & conduct of meeting, resolutions, minutes & proxy** | **Group dissuasion** |
|  | **01-13 Nov 2017** | **TESTS & REVISION SESSION** |  |

**Topics of Assignments/ Class Tests to be given to the Students:**

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| **Assignment 1** | **BORROWING POWERS** |
| **Assignment 2** | **COMPANY SECRETRY** |
| **Class Test** | **MEMBERSHIP/ANNUAL GENERAL MEETING/DIVIDEND** |

Name of the Teacher: Indu Bala Class:B.COM OMSP V

**Lesson Plan**

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| **S No** | **Period** | **Topics to be Covered** | **Academic Activity to be Organized** |
|  | **17-31 July 2017** | **Office Stationary**  **Aug. Types of papers and envelopes**  **control of consumption of papers,**  **control of consumption OF ink,**  **typewriting ribbons, carbon papers ;control of consumption OF , pins, clips, erasers etc. issue thereof** | **Oral Presentation** |
|  | **01-31 Aug 2017** | **stock and stock record**  **Meeting: Notice, agenda,**  **Physical facilities, quorum,**  **providing secretarial assistance**  **Using Information : working knowledge of making use of information**  **from different sources- Telephone Directory, Post Office Guide,** | **Group dissuasion**  **/ presentation** |
|  | **01-30 Sept 2017** | **Railway Time Table, Teleprinter, Telex, Fascimle,**  **telegraphy.Making** | **Presentation** |
|  | **01-31 Oct 2017** | **Travel Arrangement,Preparing tour programme, railway and air reservation booking**  **Hotel accommodation, fitting of form for Tour advance**  **NOV preparing TA Bills.** | **Group dissuasion** |
|  | **01-13 Nov 2017** | **TESTS & REVISION SESSION** |  |

**Topics of Assignments/ Class Tests to be given to the Students:**

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| **Assignment 1** | **Post office guide** |
| **Assignment 2** | **T.A Bills** |
| **Class Test** | **T.A Bill, MAKINNG TRAVEL ARRRANGEMENT,NOTICE & AGENDA** |

Name of the Teacher: Indu Bala Class:B.COM General I

**Lesson Plan**

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| **S No** | **Period** | **Topics to be Covered** | **Academic Activity to be Organized** |
|  | **17-31 July 2017** | **Business Communication: Meaning, Basic forms of communicating, Communication models**  **and processes**  **Effective listening:** | **Role playing** |
|  | **01-31 Aug 2017** | **, Effective communication, Theories of Communication; Audience Analysis.**  **Self-Development and Communication: Development of positive personal attitudes; SWOT**  **analysis; Votes model of independence, Whole communication; Body Language: Kinesics,**  **Proxemics, Para language.** | **Group dissuasion** |
|  | **01-30 Sept 2017** | **Principles of effective listening, Factors affecting**  **listening exercise, Oral, written and video sessions.**  **Corporate communication: Formal and informal communication network, Business** | **Group dissuasion** |
|  | **01-31 Oct 2017** | **Miscommunication (Barriers); Improving communication, Practices in business communication;**  **Group discussion; Mock interviews; Seminars; Effective listening exercises, Individual and**  **group presentation; Report writing and its contents.**  **Modern Forms of Communicating: Fax, E-mail, Video Conferencing, etc.** | **Group dissuasion**  **/oral presentation** |
|  | **01-13 Nov 2017** | **Test & Revision** |  |

**Topics of Assignments/ Class Tests to be given to the Students:**

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| **Assignment 1** | **Request/good news/ bad news/persuasive Letters** |
| **Assignment 2** | **Report Writing** |
| **Class Test** | **Barriers of communication, formal & Informal comm./Swot Analysis** |