

COURSE DELIVERY PLAN

SUBJECT NAME : FINANCIAL ACCOUNTING-I

DEGREE : I B COM (CS)



Year 2020-2021/ I Semester

Lecture #	Module #	Topics	Instructional Hours	Date of Completion	Faculty Sign	Remarks	HOD Sign
1	I	Average Due Date – Introduction, Objectives, Base Date and computation of Average Due Date	3	4-9-20	B.F.		
2		Account Current – Introduction, Objectives and Different Methods of calculating Interest under Account Interest. Computation of Account current interest under Forward Method and Backward Method	5	10-9-20	B.F.		
3		Computation of Account current interest under Red ink Interest Method, Daily Balances Method	3	14-9-20	B.F.		
4		Fire Insurance Claim – Meaning, Objective, Average Clause – computation of claim for loss of stock	7	23-9-20	B.F.		
5	II	Rectification of Errors – Meaning, Different types of Errors, Simple problems without opening suspense account,	5	30-9-20	B.F.		
6		Suspense Account – Rectifying errors by opening Suspense Account. Sale or Return – Meaning – Specimen journal entries and simple problem	8	10-10-20	B.F.		
7	III	Depreciation – Meaning , Causes, Types – Straight line method – Written down value method – Sinking fund method- Annuity method- Revaluation method – Depletion Unit method – Specimen Journal entries - Calculation of Depreciation under	4	17-11-20	B.F.		

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		Straight line Method – preparation of Machinery Account, Depreciation Account				
8		Calculation of Depreciation under Written down value method – Sinking fund method- Annuity method- Revaluation method – Depletion Unit method – preparation of Machinery Account, Depreciation Account	6	24-10-20	B.T.L.	
9	IV	Preparation of Final Accounts of a Sole Trading Concern- Adjustments Entries and Transfer entries for Closing Stock, Outstanding and Prepaid items, Depreciation, Provision for bad debts, Provision for Discount on debtors, Interest on Capital and Drawings, Manager's Commission.	5	4-11-20	B.T.L.	
10		Preparation of Trading A/c	4	12-11-20	B.T.L.	
11		Bad debts calculation and preparation of Profit and Loss A/c, Preparation of Balance Sheet without Adjustments	6	19-11-20	B.T.L.	
12		Preparation of Balance Sheet without Adjustments	6	28-11-20	B.T.L.	
13	V	Single Entry – Meaning, Features, Defects, Differences between single entry and Double Entry System – Statement of Affairs method- Conversion Method.	3	2-12-20	B.T.L.	
14		Calculation of Profit under Statement of Affairs Method	3	7-12-20	B.T.L.	
15		Format of Bills Receivable Account, Bills Payable Account, Sundry Debtors Account and	4	14-12-20	B.T.L.	

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Vaishnav College
Arumbakkam, Chennai - 600106.

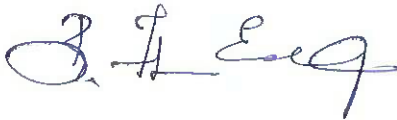
		Sundry Creditors Account - Calculation of Profit under Conversion Method without adjustment					
16		Calculation of Profit under Conversion Method with adjustment	3	9-1-21			

TEXT BOOKS:

1. T.S. Reddy & A.Murthy, Financial Accounting, Margham Publications, Chennai
2. R.L.Gupta & V.K.Gupta, Financial Accounting, Sultan Chand Publishers, New Delhi
3. Jain & Narang - Financial Accounting, Sultan Chand Publishers, New Delhi

REFERENCE BOOKS:

1. R.K.Gupta & Radhaswamy – Advanced Accounting Vol.I, Sultan Chand Publishers, New Delhi
2. Tulsian P.C, Financial Accounting, S.Chand & Co. New Delhi



Course Instructor

(B. FRANKLIN EDBURG)



Dept. IQAC Coordinator

(B. FRANKLIN EDBURG)



HOD

Head
Department of Corporate Secretaryship
Dwaraka Doss Goverdhan Doss
Vaishnav College (Shift II)
Arumbakkam, Chennai-600 106.

PRINCIPAL
Dwaraka Doss Goverdhan Doss
Vaishnav College
Arumbakkam, Chennai - 600106.

COURSE DELIVERY PLAN

SUBJECT NAME : PRINCIPLES OF MANAGEMENT

DEGREE : I B COM (CS)

Year 2020-2021/ I Semester

Lecture #	Module #	Topics	Instructional Hours	Date of Completion	Faculty Sign	Remarks	HOD Sign
1	I	Importance - Definition - Nature and Scope of Management process	5	5-9-20			
2		Role and Functions of a Manager - Development of Scientific Management and other Schools of Thought and approaches	5	12-9-20			
3	II	Nature - Importance - Types - Steps in Planning	5	21-9-20			
4		Objectives - Policies - Procedures and Methods	5	30-9-20			
5		Decision-making - Process of Decision-making -Types.	5	8-10-20			
6	III	Types of Organizations - Organization Structure	5	15-10-20			
7		Span of Control and Committees - Departmentalization	5	22-10-20			
8		Formal & Informal Organization.	5	31-10-20			
9	IV	Authority - Delegation - Decentralization -	5	10-11-20			
10		Responsibility - Direction - Nature and Purpose- Leadership	5	18-11-20			
11		Functions of a Leader-	5	25-11-20			
12		Theories and styles of Leadership.	5	26-11-20			
13	V	Co-ordination - Need, Type and Techniques and Requisites for excellent	5	7-12-20			
14		Co-ordination - Controlling	5	14-12-20			

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Arumbakkam, Chennai - 600106.

15		Meaning and Importance - Control Process.	5	11-1-21		
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TEXT BOOKS:


- 1) 1. Business Management - C.B.Gupta – Sultan Chand Publishers
- 2) Principles of Management - L.M.Prasad – Sultan Chand Publishers
- 3) Principles of Management - P.C.Tripathi&P.N.Reddy TATA McGraw Hill Publishers
- 4) Business Management - N.Premavathy – Prasanna Publishers

Note: Latest edition of the books to be referred

REFERENCE BOOKS:

- 1) Essentials of Management - Weihrich and Koontz – TATA McGraw Hill Publishers
- 2) Principles of Management – Dinakar Pagare – Sultan Chand Publishers


Course Instructor


Dept. IQAC Coordinator

(B. Franklin Edberg)


HOD

Head
Department of Corporate Secretaryship
Dwaraka Doss Goverdhan Doss
Vaishnav College (Shift II)
Arumbakkam, Chennai-600 106.



PRINCIPAL
Dwaraka Doss Goverdhan Doss
Vaishnav College
Arumbakkam, Chennai - 600106.

COURSE DELIVERY PLAN

SUBJECT NAME : PRINCIPLES OF MARKETING

DEGREE : I B COM (CS)

Year 2020-2021/ I Semester

Lecture #	Module #	Topics	Instruct ional Hours	Date of Completion	Faculty Sign	Remarks	HOD Sign
1	I	Introduction to marketing – Meaning – Definition – functions of markets – classification of marketing functions – functions of exchange	5	18-6-20	R.V.R		
2		Buying – types of buying – Assembling – need, advantages, problems – selling – methods – functions – market risk -classification of risk – standardization and grading – market information	5	26-6-20	R.V.R		
3		Classification of markets – consumer market – industrial market – features of marketing – role and importance of marketing – innovation in modern marketing	4	30-6-20	R.V.R		
4	II	Various components of marketing environment – micro environment – the company – marketing intermediaries	4	15-7-20	R.V.R		
5		Customers – public – types of public – macro environment – demographic environment – economic environment – natural environment – Technological environment – socio-cultural environment – major cultural values of society -potential environment	4	31-7-20	R.V.R		
6		Market Segmentation – Definition – Levels of Segmentation – Mass Marketing – Segment Marketing – Niche Marketing – Local Marketing – Individual Marketing – Patterns of Market Segmentation – Homogeneous Preferences – Diffused Preferences – Clustered Preferences.	4	18-8-20	R.V.R		
7		Market Segmentation Procedure – Survey Stage,	6	8-9-20	R.V.R		

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	III	Analysis Stage, Profiling Stages – Bases for Segmenting Consumer Markets – Geographic Segmentation – Demographic Segmentation – Psychographic Segmentation – Behavioural Segmentation					
8		Benefits of Market Segmentation – Limitations of Market Segmentation – Factors Determining Segmentation – Criteria For Segmentation – Marketing Mix – Definition – Elements of Marketing Mix – Product – Price – Place – promotion	6	19-9-20			
9		Product – Concept of Product – Definition – Features of Product – Product Level – Classification of Product – Consumer Goods – Industrial Goods – Product Mix – New Product Development – Stages In New Product Development – Product Life Cycle – Price – Factors Influencing Price – Internal Factors – External Factors – Pricing Objectives – Pricing Policy – Cost Oriented Pricing – Competition Oriented Pricing – Value Oriented Pricing – Kinds of Pricing Decisions – Problems In Pricing Decision	5	29-9-20			
10	IV	Definition of channels of distribution – features- types of distribution- consumer goods – industrial goods -factors influencing channel for services	4	7-10-20			
11		Middlemen – classification – Retailers – types of retailers – chain stores – mile order – franchising – arguments in favour of middle man and against middlemen	4	13-10-20			
12	V	Consumer Behaviour – Definition –Need For Consumer Behaviour – Buying Motives –Classification Buying Motives – Product Motives – Patronage Motives – Motives And Needs – Freud’s Theory of Motivation – Maslow Theory of Motivation – Decision Making by Customers – High	5	22-10-20			

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 Vaishnav College
 Azhambakkam, Chennai - 600106.

		Involvement of Decision Making –(Need Recognition, Search for Information, Evaluation of Alternatives, Purchase Decision , Post Purchase Behaviour) Low Involvement of Decision Making – Buying Decision Making Process for New Product					
13		Consumerism – Reason for Consumerism – Regulations for Consumer Protection – Redressal of Consumer Disputes – Central Consumer Protection – State Consumer Protection Council – Role of District Forum – Introduction to E Marketing – Local Area Network (LAN) – Wide Area Network (WAN) Modem – Advantages of E-Marketing – Types of E-Commerce Business – E-Commerce In India	4	31-10-20			


TEXT BOOKS:

1. C B Gupta & Dr. Rajan Nair –Marketing Management, Sultan Chand Publishers, New Delhi
2. Philip Kotler – Principles of Marketing, Prentice- Hall of India ,Eastern Economy Edition
3. Majaro, Simon. The Essence of Marketing. Prentice Hall, New Delhi.
4. L. Natarajan, Marketing , Margham Publications, Chennai

REFERENCE BOOKS:

1. William J Stanton – Marketing, Prentice- Hall of India ,Economy Edition


Course Instructor
[Dr. R. VASUDEVAN]


Dept. IQAC Coordinator
(B. FRANKLIN EDBURG)


HOD

Head
Department of Corporate Secretaryship
Dwaraka Doss Goverdhan Doss
Vaishnav College (Shift II)
Arumbakkam, Chennai-600 106.



PRINCIPAL
Dwaraka Doss Goverdhan Doss
Vaishnav College
Arumbakkam, Chennai - 600106.

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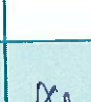



SUBJECT NAME: Non-Major Elective – I EVERYDAY BANKING (30 hours)

DEGREE: I B COM (CS)

Year 2020-2021/ I Semester

Lecture #	Module #	Topics	Instructional Hours	Date of Completion	Faculty Sign	Remarks	HOD Sign
1	I	Banking – Definition – Pass book Cheque book - Format of Cheque – Filling up of Cheque – Clearing cheque – Transfer cheque – Collection Cheque	3	12-6-20	<i>[Signature]</i>		<i>[Signature]</i>
2		Deposit Challan – Filling up	1	17-6-20	<i>[Signature]</i>		<i>[Signature]</i>
3		Payable at par – Demand Draft – application filling	2	23-6-20	<i>[Signature]</i>		<i>[Signature]</i>
4		Account Opening form – Filling up – Documents required	2	30-6-20	<i>[Signature]</i>		<i>[Signature]</i>
5		Debit Card – Credit Card	1	10-7-20	<i>[Signature]</i>		<i>[Signature]</i>
6		ATM Machine – Cash Deposit Machine – Pass book printing machine.	2	17-7-20	<i>[Signature]</i>		<i>[Signature]</i>
7		MICR- IFSC	1	25-7-20	<i>[Signature]</i>		<i>[Signature]</i>
8		Fund transfer through ECS – NEFT – RTGS	2	31-7-20	<i>[Signature]</i>		<i>[Signature]</i>
9		Form filling for Fund transfer.	1	13-8-20	<i>[Signature]</i>		<i>[Signature]</i>
10	II						
11		On line Banking - Sign up – Process – Requirements – Log in – Customer ID – User ID – Pass word – Hints for creating Pass words – change of pass word	2	21-8-20	<i>[Signature]</i>		<i>[Signature]</i>
12		on line transactions – Account statements – Fund Transfer – Payment of bills – Utility payments	2	21-8-20	<i>[Signature]</i>		<i>[Signature]</i>
13		Loans – Repayment for Loans	1	12-9-20	<i>[Signature]</i>		<i>[Signature]</i>

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14	Mobile Banking – meaning – importance – Advantages	1	15-9-20		
15	USSD (Unstructured Supplementary Service Data)- Registration process – through Mobiles - Process at Bank Branch	2	24-9-20		
16	ATM- User ID-MPIN- change of MPIN	1	30-9-20		
17	IMPS D(Immediate Mobile Payment System) - UPI(Unified Payment interface) – BHIM(Bharat Interface for money)- NPCI (National Payment Corporation of India)	2	13-10-20		
18	Bank account Management – Transfer Funds – paying Bills – Locating ATMs -	2	21-10-20		
19	QR code payments- Alerts and notifications- Tracking Spending habits – Cash back-Safe banking methods	2	29-10-20		


REFERENCE BOOKS :


1. B.Santhanam- Banking & Financial systems, Margham Publications
2. S.N.Maheshwari Banking theory, law and practice , Kalyani Publications
3. Parameswaran- Indian Banking, S.Chand & Co


WEB REFERENCES:

1. https://en.wikipedia.org/wiki/Online_banking
2. <https://www.sbi.co.in/portal/web/services/internet-banking>
3. <https://www.hdfcbank.com/assets/popuppages/netbanking.htm>
4. <https://www.investopedia.com/terms/m/mobile-banking.asp>
5. www.scotiabank.com/mobile/ca/en/0,,5181,00.html


Course Instructor
(R. INDUMATHI)


Dept. IQAC Coordinator
(B. FRANKLIN EDBORG)


HOD
Head
Department of Corporate Secretaryship
Dwaraka Doss Goverdhan Doss
Vaishnav College (Shift II)
Arumbakkam, Chennai-600 106.


PRINCIPAL
Dwaraka Doss Goverdhan Doss
Vaishnav College
Arumbakkam, Chennai - 600106.

COURSE DELIVERY PLAN

SUBJECT NAME : Financial Accounting-II

DEGREE : I B COM (CS)

Year 2020-2021/ II Semester

Lecture #	Module #	Topics	Instructional Hours	Date of Completion	Faculty Sign	Remarks	HOD Sign
1	I	Branch Accounts-Types of Branches -Accounting treatment in respect of Dependent Branches	4	5-2-21	AKS		
		Specimen Journal entries - calculation of Branch profit under Debtors system.	4	12-2-21	AKS		
2	I	Accounting treatment under Stock & Debtors system - Computation of Branch profit Gross and Net profit	4	18-2-21	AKS		
		Branch Stock Account, Branch Profit and Loss A/c, Branch Adjustment A/c	4	24-2-21	AKS		
3	II	Royalty accounts - Introduction and objectives - Meaning -Minimum Rent, Shortworkings-	3	27-2-21	AKS		
4		Preparation of Royalty Table using fixed and fluctuating method	3	6-3-21	AKS		
5		Accounting treatment in the books of Lessor	3	12-3-21	AKS		
6		Accounting treatment in the books of Lessee	3	18-3-21	AKS		
7		Effect of strike.	4	24-3-21	AKS		
8	III	Hire Purchase and Instalment System- Meaning, objectives -Difference between Hire Purchase and Instalment System	3	30-3-21	AKS		

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Dwaraka Doss Goverdhan Doss
Vaishnav College
Arumbakkam, Chennai - 600106.


9		Calculation of Interest under various situation – No cash price, No rate of interest – No instalment price - Passing Journal Entries In the books of Hire Vendor and hirer - preparation of Asset A/c	6	6-4-21	ASL	DE
10		Default and Repossession.	3	12-4-21	ASL	DE
11		Passing Journal Entries In the books of Hire Vendor and hirer – preparation of Asset A/c	4	19-4-21	ASL	DE
12	IV	Partnership Accounts – Admission of a Partner	8	26-4-21	ASL	DE
13		Retirement of a Partner – Death of a Partner.	8	3-5-21	ASL	DE
14	V	Dissolution of partnership – Insolvency of a partner (application of Garner Vs Murray rule) – Insolvency of all the partners - Introduction	2	4-5-21	ASL	DE
15		Dissolution of partnership – Specimen Journal Entries and problems	4	7-5-21	ASL	DE
16		Insolvency of a partner (application of Garner Vs Murray rule) – simple problems	2	10-5-21	ASL	DE
17		Insolvency of all the partners simple problems	3	13-5-21	ASL	DE

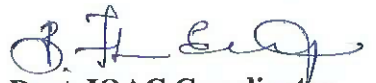
TEXT BOOKS:


1. T.S. Reddy & A.Murthy, Financial Accounting, Margham Publications, Chennai
2. R.L.Gupta & V.K.Gupta, Financial Accounting, Sultan Chand Publishers, New Delhi
3. Jain & Narang - Financial Accounting, Sultan Chand Publishers, New Delhi

REFERENCE BOOKS:

1. R.K.Gupta & Radhaswamy – Advanced Accounting Vol.I, Sultan Chand Publishers, New Delhi
2. Tulsian P.C, Financial Accounting, S.Chand & Co. New Delhi
3. S.Parthasarathy & A.Jaffarulla- Financial Accounting, Vrinda Publishers


Course Instructor
(A.KARTHIK)


Dept. IQAC Coordinator
(B. Franklin Edleraj)


PRINCIPAL
Dwaraka Doss Goverdhan Doss
Vaishnav College
Arumbakkam, Chennai - 600106.


HOD
Head
Department of Corporate Secretaryship
Dwaraka Doss Goverdhan Doss
Vaishnav College (Shift II)
Arumbakkam, Chennai-600 106.

COURSE DELIVERY PLAN

SUBJECT NAME : BUSINESS COMMUNICATION

DEGREE : I B COM (CS)

Year 2020-2021/ II Semester

Lecture #	Module #	Topics	Instructional Hours	Date of Completion	Faculty Sign	Remarks	HOD Sign
1	I	Business communication – meaning – importance.	4	5-2-21	<i>[Signature]</i>		<i>[Signature]</i>
2		Physical aspects of business letter.	4	9-2-21	<i>[Signature]</i>		<i>[Signature]</i>
3		Structure of business letter – Essentials of good business letter.	4	16-2-21	<i>[Signature]</i>		<i>[Signature]</i>
4	II	Trade enquiries and replies.	3	20-2-21	<i>[Signature]</i>		<i>[Signature]</i>
5		Quotations.	5	27-2-21	<i>[Signature]</i>		<i>[Signature]</i>
6		Orders.	2	3-3-21	<i>[Signature]</i>		<i>[Signature]</i>
7		Complaints and Settlement.	3	8-3-21	<i>[Signature]</i>		<i>[Signature]</i>
8	III	Trade references and status enquiries	4	16-3-21	<i>[Signature]</i>		<i>[Signature]</i>
9		Collection Letters	3	22-3-21	<i>[Signature]</i>		<i>[Signature]</i>
10		Circular letters Application for appointments.	3	26-3-21	<i>[Signature]</i>		<i>[Signature]</i>
11	IV	Corporate Correspondence.	5	31-3-21	<i>[Signature]</i>		<i>[Signature]</i>
12		Correspondence with Directors - Shareholders	5	7-4-21	<i>[Signature]</i>		<i>[Signature]</i>
13	V	Government agencies and others	5	15-4-21	<i>[Signature]</i>		<i>[Signature]</i>
14		Reports - kinds - Annual report - Report by individuals and committees.	5	26-4-21	<i>[Signature]</i>		<i>[Signature]</i>
15		Report on meeting – Speech writing - Role of computers in Business Correspondence.	5	5-5-21	<i>[Signature]</i>		<i>[Signature]</i>


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Dwaraka Doss Goverdhan Doss
Vaishnav College
Arumbakkam, Chennai - 600106.

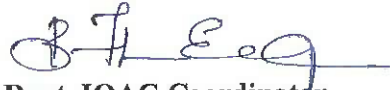
TEXT BOOKS:

1. Rajendra Pal, Essentials of Business Communication, Sultan Chand Publishers, New Delhi
2. N. S. Raghunathan & B. Santhanam, Business Communication, Margham Publications, Chennai.

REFERENCE BOOKS:


1. R. C. Bhatia, Business Communication, Books Pvt. Ltd, New Delhi.
2. L. Gartside - Modern Business Correspondence.
3. Ramesh and Pattresh - Effective Business English And Correspondence.


Course Instructor
(R. INDUMATHI)


Dept. IQAC Coordinator
(B. FRANKLIN EDBERG)


HOD

Head
Department of Corporate Secretaryship
Dwaraka Doss Goverdhan Doss
Vaishnav College (Shift II)
Arumbakkam, Chennai-600 106.


PRINCIPAL
Dwaraka Doss Goverdhan Doss
Vaishnav College
Arumbakkam, Chennai - 600106.