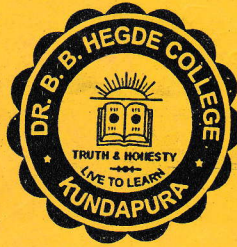


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Dr. B. B. HEGDE FIRST GRADE COLLEGE
KUNDAPURA - 576 201



TEACHERS' WORK DIARY

YEAR : 2016 - 2017

Name: MRS. ANITHA CORREA

Designation: LECTURER IN COMMERCE

Department: COMMERCE

Name of the Teacher : Mrs. AVITHA CORREA

Designation : Lecturer

Department : Commerce

Year : 2016


Class	Semester	Subject	No. of hrs per week	Total No. of hrs as per syllabus
I BCOM A	I	Business Statistics and Mathematics	04	48
II BBM	III	Marketing Management	03	60
IBBA	I	Accounting I	04	48
III BCOM B	V	Financial Management I	05	60

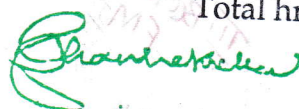
Total hrs per week : 16

Year : 2017

Class	Semester	Subject	No. of hrs per week	Total No. of hrs as per syllabus
I BCOM A	II	Business Statistics and Mathematics	04	48
II BBM	IV	Computer Applications in Management	03	60
IBBA	II	Accounting II	04	48
III BCOM B	VI	Financial Management II	05	60

Total hrs per week : 16


Signature of HOD


Principal


Signature of the Teacher

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PLAN OF WORK

(Month - wise distribution of syllabus)

CLASS: II BBA

SUBJECT: Marketing Management

Month	No. of Hrs.	Chapter and topics in the syllabus to be covered (Broad Outlines)
JUNE		
JULY	17	Chapter I: Introduction to MMgmt. Market, Marketing, MMgmt. Evolution, Concepts. Contemporary issues in Marketing.
AUGUST		Chapter II: Marketing Mix and its Elements Product: features, types, Core concepts, dimensions, Stages, failure, PLC, Product Mix, Pricing importance, objectives, factors affecting methods, Pricing strategies.
SEPTEMBER		Chapter III: Promotion and Distribution Communication mix & its elements, Advertising, publicity, personal selling, Sales promotion, public relations. Distribution - Channels
OCTOBER		Channels for consumer goods and industrial goods. Retail Management retail mix. retail formats.

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PLAN OF WORK

(Month - wise distribution of syllabus)

CLASS: IBBA.

SUBJECT: Accounting I.

Month	No. of Hrs.	Chapter and topics in the syllabus to be covered (Broad Outlines)
JUNE		
JULY	14	Chapter I: Introduction - Origin - Concepts Conventions, Single Entry, Double Entry. Journal - Journalizing.
AUGUST		Chapter II: Subsidiary Books. - Purchases, Sales, Purchase returns, Sales returns. Cash Book, B/R, B/P, Bank Reconciliation Statement Chapter III: Depreciation - Methods, Trial Balance, Rectification of Errors - Suspense A/c.
SEPTEMBER		Chapter IV: Final A/c of Sole Trader. Trading A/c. P & L A/c. Balance sheet
OCTOBER		Final A/cs ...

PLAN OF WORK

(Month - wise distribution of syllabus)

CLASS: III Bcom B

SUBJECT: Financial Management

Month	No. of Hrs.	Chapter and topics in the syllabus to be covered (Broad Outlines)
JUNE		
JULY	18	Chapter I: Nature of Financial Mgmt. Meaning, definition, Scope, Objectives Growing Importance. Chapter II: Capital Structure - Debt, Equity, Debt-Equity Ratio. Leverages.
AUGUST		Leverages contd. Chapter III: Basic financial concepts. - ROI, Probability, S.D, Co-efficient of variation. Sensitivity Analysis, Range Risk-Return Trade-off, Beta factor, Alfa factor Chapter IV: Issue of Equity Shares - Rational Public Issue, Rights Issue, Book-building Financial intermediaries, Issue Procedure.
SEPTEMBER		Chapter V: Stock Exchange. - Role, Types options, futures, Listing of shares, Speculators SEBI - formation, Functions, Powers. Chapter VI: Time Value of Money - Interest
OCTOBER		Compound Interest, NPV, Perpetuity Future value, Present value.

PLAN OF WORK

(Month - wise distribution of syllabus)

CLASS: I B Com A

SUBJECT: Business Statistics
and Mathematics

Month	No. of Hrs.	Chapter and topics in the syllabus to be covered (Broad Outlines)
December JUNE	04	Chapter 1: Correlation Analysis. Karl Pearson's Co-efficient of Correlation.
January JULY	16	Spearman's Rank Correlation, Co-efficient of Determination. Chapter 2: Regression Analysis. Chapter 3: Time Series - Application.
February AUGUST	18	Time Series - Moving Averages, Fitting a Straight Line Trend. Chapter 4: Arithmetic - Trade Discount Simple Interest. Compound Interest
March SEPTEMBER	18	Arithmetic - Nominal and Effective Rate of Interest. Unit 5: Arithmetic with Banks - True Discount Bankers Discount. Bankers Gain
April. OCTOBER	04	Squared One Date.

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PLAN OF WORK

(Month - wise distribution of syllabus)

CLASS: II BBM

SUBJECT: Computer Applications
in Management

Month	No. of Hrs.	Chapter and topics in the syllabus to be covered (Broad Outlines)
December NOV	02	Chapter 2: Computer Networking. Advantages - Types of Networks.
January JULY	11	Network Topology, Internet. DBMS - Models Chapter 3: MIS - Concept, Definition, Need. Benefits, Functions.
February AUGUST	11	Role of MIS, Importance. Components Hardware. Programs. Levels of Management. Information Systems. Chapter 4: MIS - Communication process.
March SEPTEMBER	15	Planning, Identification of Inputs, Budgets, Scheduling. MIS - process Data & Information Characteristics of Information. Sources of Information.
April OCTOBER	03.	MIS and decision making.

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PLAN OF WORK

(Month - wise distribution of syllabus)


CLASS: I BBA

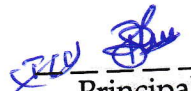
SUBJECT: Accounting II

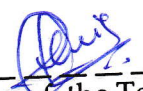
Month	No. of Hrs.	Chapter and topics in the syllabus to be covered (Broad Outlines)
<u>December</u> JUNE	04	Unit I: Final Account of Non-Trading Concerns Revenue and Capital items Classification.
<u>January</u> JULY	15	Final A/cs - Income & Expenditure Balance Sheet. Unit II: Consignment Account. - Invoice Price method.
<u>February</u> AUGUST	16	Consignment Accounts. Unit III Partnership Accounts - Admission. Retirement.
<u>March</u> SEPTEMBER	18	Unit IV: Death of a Partner. Dissolution.
<u>April.</u> OCTOBER	04	Piece meal distribution

DAILY REPORT

DAY & DATE	Period	Class	Topics Covered (Write specific points only)
MONDAY 29.8.16	III	III Bcom B FM	unit IV: Issue of E. Shares -
	IV	I Bcom A BSM	Inclusive Series, open end, Class Interval.
	V	I BBA AIC	Three Column Cash Book.
TUESDAY 30.8.16	I	I Bcom A BSM.	less than Series, More than series.
	II	III Bcom B FM	Rationale for Issue. Public Issue.
	IV	I BBA AIC.	Three Column Cash Book.
WEDNESDAY 31.8.16	I	II BBM MKTng	Marketing Strategies.
	III	III Bcom B FM.	External Procedure.
THURSDAY 01.09.16	I	III Bcom B FM	External Procedure contd..
	III	I BBA AIC	Three Column Cash Book.
	IV	II BBM MKTng	Product Mix Strategies.
FRIDAY 02.09.16			No Regular class (Strike)
SATURDAY 03.09.16	I	II BBM MKTng	Elements of Product mix - Branding
	III	III Bcom B FM	Rights Issue Book Building. Intro.


 Signature of HOD


 Principal


 Signature of the Teacher

DAILY REPORT

DAY & DATE	Period	Class	Topics Covered (Write specific points only)
MONDAY 30.01.17	I	I BBA A/c II	Consignment - Invoice price method.
	III	III Bcom B FM II	Unit III Cost of Capital. Cost of Equity - Dividend yield method.
	IV	III Bcom A BSM II	Moving averages - Trend.
TUESDAY 31.01.17	I	III Bcom A BSM II	Moving averages.
	II	III Bcom B FM II	Dividend Growth Method.
	IV	I BBA A/c II	Consignment Accounts.
WEDNESDAY 01.02.17	I	II BBM CAM.	Characteristics of MIS.
	IV	III Bcom B FM II	Cost of Pref. Shares - Irredeemable P.S.
THURSDAY 02.02.17	I	II BBM CAM	Functions of MIS.
	III	III Bcom B FM II	Cost of Pref. Share - Redeemable P. Share
	IV	I BBA A/c II	Consignment - Invoice Method.
FRIDAY 03.02.17	I	I BBA A/c II	Consignment - Invoice method.
	II	I Bcom A BSM II	Even Numbers & Fitting a trend
	IV	I Bcom A BSM II	No Regular class - due to Talents Day. <i>practise</i>
SATURDAY 04.02.17			
			Talents Day.

Signature of HOD

Principal

Signature of the Teacher

**ACHIEVEMENTS
of
THE TEACHERS**

<p>Conferences/ Workshops/ Seminars/Refreshers Courses attended and participated as Delegate/ Resource Person</p>	<p>Attended a workshop on Bloom Vsem & VISEM revised Curriculum at Kalēel SDPT college on 19.7.2016.</p>
<p>Publications</p>	
<p>Awards Won</p>	
<p>Honour Received</p>	

INVOLVEMENT IN COLLEGE ACTIVITIES

Date	Role played by you in the extra curricular activities of the college Attended / Supervised / Monitored / Guided / Consulted / Organized
28.8.16	Guided the Students for 'Konkani Vidy Samelana'.


Types of Leave / Month	C.L.	O.O.D.	R.H.	EL/Others
June				
July		19th July. Attended Workshop on revised syllabus.		
August	24th Aug. C.L. due to Personal work.			
September				
October				
November				
December				
January	16th Jan. C.L. due to personal reason.			
February				
March				
April				

Signature

Signature

Date	ASmins	III Bcom B	Components of D.C. Requirement
21.1.2017	1 hour	I BBA	Consignment Account.
23.1.2017	55 mins	III Bcom B	Cost of Capital - Dividend yield method
30.1.2017	45 mins	I BBA	Admission of partner.
16.2.2017	30 mins	III Bcom B	Gordon's Model.
25.2.2017	45 mins	I BBA	Retirement.
6.3.2017	50 mins	I BBA	Retirement.
13.3.2017	2.30 hrs	I BBA	Proportional distribution of cash.
01.4.2017	2.30 hrs	I BBA	Proportional distribution of cash.

Date	No. of Hours	Class	Topics Covered
27.8.16	1.30 hrs	III Bcom B.	Alfa Factor.
29.8.16	1.30 hrs	I BBA.	Petty Cash Book.
2.9.16	2 hrs	III Bcom B	Time value of Money - Compounding NPV, Discounting, Perpetuity
2.9.16	2 hrs	II BBM.	Packaging, Labelling, After Sales Service
3.9.16	45 mins	I BBA.	Bank Reconciliation Statement.
5.9.16	55 mins	BBBA	Bank Reconciliation Statement
6.9.16	45 mins	IBBA	Depreciation Accounting.
8.9.16	3 hrs.	IBcom A.	Median (Continuous, inclusive, exclusive. Less than, more than).
7.9.16	50 mins	IBBA	Mode - Individual, discrete, continuous Inclusive.
9.9.16	50 mins	IBBA.	Annuity Method.
9.9.16	50 mins	IBBA.	Trial Balance, final A/c - format (Trading A/c)
9.9.16	50 mins	IBBA.	Types of Policies (pricing)
9.9.16	2.30 hrs	II BBM.	Tools of Promotion.
9.9.16	45 mins	IBBA.	Final A/c.
9.9.16	1 hr	IBBA	Final A/c.
10.10.16	2.30 hrs	IBcom A.	Continuous Series of Std. Deviation.
10.10.16	2.30 hrs.	IBcom A.	Index Nos.: Simple, Weighted, Laspeyres's Paasche's.
13.10.16	45 mins	IBBA	Final A/c.
17.10.16	30 mins	IBBA.	Rectification of Errors.
17.10.16	2.30 hrs.	IBcom A.	Family Budget Method. Q.P. Problems.


 Praveen