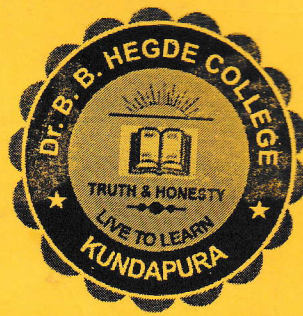


☎ 08254-235588

Dr. B.B. HEGDE FIRST GRADE COLLEGE
KUNDAPURA - 576201



TEACHERS' WORK DIARY
YEAR : 2017 - 2018

Name: Mrs. Raksha S. Shetty

Designation : Lecturer in Commerce

Department : Commerce

Name of the Teacher : Ms. Raksha S. Shetty
 Designation : Lecturer in Commerce
 Department : Commerce

Year : 2017-18

Class	Semester	Subject	No. of hrs per week	Total No. of hrs as per syllabus
<u>III B Com B</u>	<u>V</u>	<u>Business Taxation - III</u>	<u>05</u>	<u>60</u>
<u>II B Com A</u>	<u>III</u>	<u>Cost and Management A/c - I</u>	<u>06</u>	<u>72</u>
<u>II B BA</u>	<u>III</u>	<u>Commercial Law</u>	<u>02</u>	<u>24</u>
<u>I B Com D</u>	<u>I</u>	<u>Financial Accounting - I</u>	<u>03</u>	<u>30</u>

Total hrs per week : 16

Year : 2017-18

Class	Semester	Subject	No. of hrs per week	Total No. of hrs as per syllabus
<u>III B Com B</u>	<u>VI</u>	<u>Business Taxation - IV</u>	<u>05</u>	<u>60</u>
<u>II B Com A</u>	<u>IV</u>	<u>CAMA - II</u>	<u>06</u>	<u>72</u>
<u>I B Com D</u>	<u>II</u>	<u>Fin. Accounting - II</u>	<u>03</u>	<u>30</u>
<u>II B BA</u>	<u>IV</u>	<u>Human Resource Managem</u>	<u>02</u>	<u>24</u>

Total hrs per week : 16

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 Signature of HOD

[Signature]
 Principal

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 Signature of the Teacher

PLAN OF WORK

(Month - wise distribution of syllabus)

CLASS: II BBA

SUBJECT: Commercial Law

Month	No. of Hrs.	Chapter and topics in the syllabus to be covered (Broad Outlines)
JUNE	04	Nature and significance of law branches of law - Sources, how Contract - Essentials of Contract
JULY	06	offer - Types, Rules governing offer, Standing & Cross offer Acceptance - Meaning & Types
AUGUST	06	Bill of Exchange, Promissory Note & cheque - Crossing - Types Intellectual property rights
SEPTEMBER	06	Trade marks - functions - Copy Right Characteristics - Industrial Design Essentials
OCTOBER	02	Information Technology Act

TIME - TABLE

PERIODS DAYS	FORENOON			AFTERNOON		
	I	II	III	IV	V	VI
MON		II B Com 'A' CMA	III B Com 'B' BT		I B Com 'D' A/c	
TUES	III B Com 'B' BT	II BBA C.L				II B Com A CMA
WEDNES	III B Com 'B' BT	II B Com 'A' CMA		I B Com D A/c		
THURS	II B Com CMA	II BBA C.L		III B Com B BT		
FRI		II B Com A CMA		I B Com D A/c		
SATUR		III B Com B BT	II B Com A CMA			

DAILY REPORT

DAY & DATE	Period	Class	Topics Covered (Write Specific points only)
MONDAY 24/7/17	II	II Bcom A	Estimated Cost sheet
	III	III Bcom B	Assessment of Individuals
	V	I Bcom D	Depreciation
TUESDAY 25/7/17	I	III Bcom B	Assessment of Individuals
	II	II BBA	Essential Elements of an valid offer
	V	II Bcom A	Estimated Cost sheet
WEDNESDAY 26/7/17	I	III Bcom B	Assessment of Individuals
	II	II Bcom A	Estimated Cost sheet
	IV	I Bcom D	Depreciation
THURSDAY 27/7/17	I	II Bcom A	Committed leave
	II	II BBA	
	IV	III Bcom B	
FRIDAY 28/7/17	II	II Bcom A	Holiday
	IV	I Bcom D	
SATURDAY 29/7/17	II	II Bcom B	"Committed leave"
	III	II Bcom A	

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Principal

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DAILY REPORT

DAY & DATE	Period	Class	Topics Covered (Write Specific points only)
MONDAY 11/09/17	II	II B6n A	FIFO method
	III	III B6m B	Assessment of Co-operative Society
	V	I B6m D	Banks Reconciliation Statement
TUESDAY 12/09/17	I	III B6m B	Assessment of co-operative Society
	II	II BBA	Intellectual Property Rights
	IV	II B6m A	FIFO method
WEDNESDAY 13/09/17	I	III B6m B	Assessment of co-operative Society
	II	II B6m A	FIFO method
	IV	I B6m D	Bank Reconciliation Statement
THURSDAY 14/09/17	I	II B6m A	FIFO method
	II	II BBA	Information
	IV	III B6m B	Assessment of Co-operative Society
FRIDAY 15/09/17	II	II B6m A	Labour
	IV	I B6m D	Rectification of errors
SATURDAY 16/09/17	III	II B6m A	Labour
	II	III B6m B	Assessment of Company

Signature of HOD

Principal

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ACHIEVEMENTS of THE TEACHERS

<p>Conferences/Workshops/ Seminars/ Refreshers Courses attended and participated as Delegate/ Resource Person</p>	<p>" One day University level workshop on Revised B.Com. Curriculum" on Monday, 18th December, 2017 at University college, Hampanakatta, Mangalore — Attended</p>
<p>Publications</p>	
<p>Awards Won</p>	
<p>Honour Received</p>	

COMPENSATORY CLASSES CONDUCTED

Date	No. of Hours	Class	Topics Covered
08/08/17	One	IB Com D	Depreciation fund method
26/8/17	One	II B Com A	Fixation of Stock Levels
14/09/17	One	III B Com B	Assessment of Co-operative Society
28/09/17	One	III B Com B	Assessment of Company
29/09/17	3 Hours	IV B Com B	Assessment of Company
30/09/17	Three	III B Com B	Assessment of Company
4/10/17	One	I B Com D	Rectification of errors
4/10/17	Two	I B Com D	Rectification of errors
7/10/17	One	II B Com A	Revision
6/10/17	One	II B Com A	Revision
5/01/17	One	I B Com D	Hire purchase system
30/01/18	One	I B Com D	Hire purchase system
08/03/18	One	IV B Com B	Transaction Value
29/3/18	03	I B Com D	Consignment A/c
30/03/18	03	III B Com B	Input tax Credit
02/04/18	01	II B Com A	Reconciliation Statement
05/04/18	01	III B Com B	Input Tax Credit

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