

Lesson Plan Summer 2024

Semester: 2nd

Subject : TH 2 Cost Accounting

Name of the Faculty : Smita Subhadarsini Sahoo

Semester from Date : 29/01/2024 to 13/05/24

Sl No	WEEK/ Month	No. Of Days/per week class allotted : 05	Topic to be covered
1	1st	1st	Cost Accounting meaning
2		2nd	Concept
3		3rd	Scope
4		4th	Objectives
5		5th	Principles
6	2nd	1st	Importance
7		2nd	Limitations of cost accounting
8		3rd	Cost concepts
9	3rd	1st	Cost Sheet
10		2nd	Cost Sheet
11		3rd	Job costing
12		4th	Batch Costing
13	4th	1st	Accounting for Material Concept
14		2nd	Technique of accounting for material
15		3rd	Technique of accounting for material
16		4th	Methods of pricing of materials issues – FIFO
17	5th	1st	Methods of pricing of materials issues – LIFO
18		2nd	Methods of pricing of materials issues – LIFO
19		3rd	Methods of pricing of materials issues – Average
20		4th	Treatment of material losses
21		5th	Treatment of material losses
22		1st	Techniques of material control – level setting

23	6th	2nd	Techniques of material control – Economic Ordering Quantity
24		3rd	ABC Analysis
25		4th	ABC Analysis
26		5th	VED Analysis
27	7th	1st	VED Analysis
28		2nd	Perpetual inventory system
29		3rd	Perpetual inventory system
30		4th	Just-In –Time
31	8th	1st	Accounting for labour cost
32		2nd	Accounting for labour cost
33		3rd	control procedure
34		4th	control procedure
35		5th	Labour turnover
36	9th	1st	Labour turnover
37		2nd	Idle time
38		3rd	Idle time
39		4th	overtime
40	10th	1st	Methods of wage payment and the Incentive schemes-Halsey
41		2nd	Methods of wage payment and the Incentive schemes-Halsey
42		3rd	Methods of wage payment and the Incentive schemes-Rowan
43		4th	Taylor's Differential piece wage plan
44		5th	Taylor's Differential piece wage plan
45	11th	1st	Taylor's Differential piece wage plan
46		2nd	Classification, Allocation & Apportionment of production overheads
47		3rd	Classification, Allocation & Apportionment of production overheads
48		4th	Classification, Allocation & Apportionment of production overheads
49		5th	Classification, Allocation & Apportionment of production overheads

50	12th	1st	Classification, Allocation & Apportionment of production overheads
51		2nd	Re-apportionment of Service department overheads; Absorption of overheads
52		3rd	Re-apportionment of Service department overheads; Absorption of overheads
53		4th	Re-apportionment of Service department overheads; Absorption of overheads
54		5th	Methods of absorption- actual and predetermined rates, blanket and multiple rates
55	13th	1st	Methods of absorption- actual and predetermined rates, blanket and multiple rates
56		2nd	Methods of absorption- actual and predetermined rates, blanket and multiple rates
57		3rd	Choice of and overhead absorption rate; Administration, selling and distribution overheads
58	14th	1st	Under absorption and over absorption of overheads
59		2nd	Under absorption and over absorption of overheads
60		3rd	Features and procedure of contract costing
61		4th	Features and procedure of contract costing
62	15th	1st	Uncompleted contract profit determination, Escalation clause
63		2nd	Cost plus contracts, Process costing, treatment of process losses and wastages

Signature of Subject Teacher

Smriti Sukhadewini Sahni

Lesson Plan Summer 2024

Semester: 2nd

Subject: PR 2 Stenography & DCO

Name of the Faculty: Smita Subhadarsini Sahoo

Semester from Date: 29/01/2024 to 13/05/24

Sl No	WEEK/Month	No. Of Days/per week class allotted : 04	Topic to be covered
1	1st	1st	Special Contraction
2		2nd	Special Contraction
3		3rd	Special Contraction
4		4th	Exercises from Special Contraction
5	2nd	1st	Exercises from Special Contraction
6		2nd	Exercises from Special Contraction
7		3rd	Advanced phraseography and specialized phraseography
8	3rd	1st	Advanced phraseography and specialized phraseography
9		2nd	Advanced phraseography and specialized phraseography
10		3rd	Practice from exercise of monthly magazine. Dictation and reading
11	4th	1st	Practice from exercise of monthly magazine. Dictation and reading
12		2nd	Transcription on Computer
13		3rd	Transcription on Computer
14	5th	1st	Entering date and time, Entering date in a series
15		2nd	Entering date and time, Entering date in a series
16		3rd	Entering date and time, Entering date in a series
17		4th	Entering date and time, Entering date in a series
18	6th	1st	Manipulating cell contents, Using drag and drop, deleting data
19		2nd	Manipulating cell contents, Using drag and drop, deleting data
20		3rd	Manipulating cell contents, Using drag and drop, deleting data
21		4th	Manipulating cell contents, Using drag and drop, deleting data
22		1st	Inserting rows and columns, deleting rows and columns

Lesson Plan Summer 2024

Semester: 6th

Subject : TH 1 Financial Markets & Services

Name of the Faculty : Smita Subhadarsini Sahoo

Semester from Date : 29/01/2024 to 13/05/24

Sl No	WEEK/Month	No. Of Days/per week class allotted : 05 Date	Topic to be covered
1	1st	1st	Meaning, importance of Financial system
2		2nd	Meaning, importance of Financial system
3		3rd	Meaning, importance of Financial system
4		4th	Meaning, importance of Financial system
5		5th	Function, structure of Indian Financial System
6	2nd	1st	Function, structure of Indian Financial System
7		2nd	Function, structure of Indian Financial System
8		3rd	Function, structure of Indian Financial System
9		4th	Players in Financial market
10		5th	Players in Financial market
11	3rd	1st	Players in Financial market
12		2nd	Players in Financial market
13		3rd	Instruments in the financial system
14		4th	Instruments in the financial system
15	4th	1st	Instruments in the financial system
16		2nd	Meaning, instruments in money market
17		3rd	Capital Market: Instruments, Bill Market, FOREX Market
18	5th	1st	Capital Market: Instruments, Bill Market, FOREX Market
19		2nd	Capital Market: Instruments, Bill Market, FOREX Market
20		3rd	Capital Market Instruments and its features
21		4th	Capital Market Instruments and its features
22		5th	Capital Market Instruments and its features
23	6th	1st	ADR and GDR, Government Security types
24		2nd	ADR and GDR, Government Security types
25		3rd	ADR and GDR, Government Security types
26		4th	Shares Vs Debentures, Regulatory authorities in capital market

27		5th	Shares Vs Debentures, Regulatory authorities in capital market
28	7th	1st	Shares Vs Debentures, Regulatory authorities in capital market
29		2nd	Primary Markets / New issue Market: Meaning and concept
30		3rd	Primary Markets / New issue Market: Meaning and concept
31	8th	1st	Primary Markets / New issue Market: Meaning and concept
32		2nd	Primary Markets / New issue Market: Meaning and concept
33		3rd	Operators in NIM
34		4th	Operators in NIM
35		5th	Operators in NIM
36	9th	1st	Operators in NIM
37		2nd	Methods of new issues
38		3rd	Methods of new issues
39		4th	Methods of new issues
40		5th	Methods of new issues
41	10th	1st	NIM Vs stock Exchange
42		2nd	NIM Vs stock Exchange
43		3rd	NIM Vs stock Exchange
44		4th	Secondary Market / Stock Exchange : Meaning, NSE, OTCEI, SHCIL
45		5th	Secondary Market / Stock Exchange : Meaning, NSE, OTCEI, SHCIL
46	11th	1st	Secondary Market / Stock Exchange : Meaning, NSE, OTCEI, SHCIL
47		2nd	Secondary Market / Stock Exchange : Meaning, NSE, OTCEI, SHCIL
48		3rd	Secondary Market / Stock Exchange : Meaning, NSE, OTCEI, SHCIL
49		4th	Functions of stock exchange, Functional members of stock exchange
50		5th	Functions of stock exchange, Functional members of stock exchange
51	12th	1st	Functions of stock exchange, Functional members of stock exchange
52		2nd	Functions of stock exchange, Functional members of stock exchange

		3rd	Functions of stock exchange, Functional members of stock exchange
54		4th	Functions of stock exchange, Functional members of stock exchange
55		5th	Commission brokers, Jobbers, Authorized clerks , Arbitrageur, Security dealers,Speculators
56	13th	1st	Commission brokers, Jobbers, Authorized clerks , Arbitrageur, Security dealers,Speculators
57		2nd	Commission brokers, Jobbers, Authorized clerks , Arbitrageur, Security dealers,Speculators
58		3rd	Meaning, Types : Fund based, Fee Based
59		4th	Meaning, Types : Fund based, Fee Based
60		5th	Meaning, Types : Fund based, Fee Based
61	14th	1st	Merchant Banking : Meaning, Role in capital market
62		2nd	Merchant Banking : Meaning, Role in capital market
63		3rd	Merchant Banking : Meaning, Role in capital market
64		4th	Mutual Fund : Meaning, Types
65		5th	Mutual Fund : Meaning, Types
66	15th	1st	Credit Rating : Meaning, objectives, benefits
67		2nd	Credit Rating : Meaning, objectives, benefits
68		3rd	Credit rating agencies: CRISIL, CARE Ltd , IICRA ,rating symbols

Signature of Subject Teacher

Amrita Subhadra Devi Sahas

Lesson Plan Summer 2024

Semester **4th**
 Subject : TH 2 Marketing Management
 Name of the Faculty : Smita Subhadarsini Sahoo
 Semester from Date : 29/01/2024 to 13/05/24

Sl No	WEEK/ Month	No. Of Days/per week class allotted :05	Topic to be covered
1	1st	1st	Nature of Marketing
2		2nd	Nature of Marketing
3		3rd	Scope of marketing.
4		4th	Importance of marketing.
5		5th	Evolution of Marketing concepts
6	2nd	1st	Marketing Mix
7		2nd	Marketing Environment
8		3rd	Marketing Environment
9		4th	Marketing Process
10		5th	Marketing Process
11	3rd	1st	Consumer Behaviour: concept
12		2nd	Consumer Behaviour: Consumer buying process
13		3rd	Factors influencing consumer buying decisions
14		4th	Factors influencing consumer buying decisions
15		5th	Factors influencing consumer buying decisions
16	4th	1st	Market segmentation – Concept
17		2nd	Market segmentation – Concept
18		3rd	Positioning importance and bases
19	5th	1st	Positioning importance and bases
20		2nd	Product differentiation vs. Market segmentation
21		3rd	Product differentiation vs. Market segmentation
22		4th	Product differentiation vs. Market segmentation
24	6th	1st	Product: Meaning and importance
25		2nd	Product: Meaning and importance
26		3rd	Product: Meaning and importance
27		4th	Product classifications
28		5th	Product classifications
29	7th	1st	Concept of product mix
30		2nd	Concept of product mix
31		3rd	Branding, Packing and Labelling
32		4th	Product-Support
33	8th	1st	New Product Development.

34		2nd	Pricing and Promotion Significance
35		3rd	Factors affecting price of a Product
36		4th	Factors affecting price of a Product
37		5th	Pricing Policies and strategies
38	9th	1st	Pricing Policies and strategies
39		2nd	Nature and importance of promotion
40		3rd	Nature and importance of promotion
41		4th	Types of promotion
42		5th	Types of promotion
43	10th	1st	Advertising
44		2nd	Advertising
45		3rd	Personal selling
46		4th	Personal selling
47		5th	public relations & sales promotion
48	11th	1st	public relations & sales promotion
49		2nd	Channels of distribution – meaning
50		3rd	Channels of distribution – importance
51		4th	Types of distribution channels
52		5th	Types of distribution channels
53	12th	1st	Wholesaling and retailing
54		2nd	Wholesaling and retailing
55		3rd	Factors affecting choice of distribution channel
56		4th	Factors affecting choice of distribution channel
57		5th	Physical Distribution
58	13th	1st	Types of retailing – store based
59		2nd	Types of retailing – non- store based retailing
60		3rd	Types of retailing – chain stores
61		4th	Specialty stores
62		5th	Retail vending machines
63	14th	1st	Mail order houses
64		2nd	Retail co- operatives.
65		3rd	Retail co- operatives.
66		4th	Rural marketing Growing Importance
67		5th	Distinguishing characteristics of rural markets
68	15th	1st	Understanding rural consumers and rural markets
69		2nd	Marketing mix planning for rural markets
70		3rd	Recent developments in marketing: Social marketing

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4th

Direct marketing, Services marketing, green marketing

Signature of Subject Teacher

Smriti Sukhadaria Sahni