

## Lesson Plan Summer 2023

**Semester: 2nd**

**Subject : TH 2 Cost Accounting**

**Name of the Faculty : Smita Subhadarsini Sahoo**

**Semester from Date : 20/3/2023 to 27/6/2023**

Sl No	WEEK/ Month	No. Of Days/per wek class allotted : 05	No. Of Date/per wek class allotted : 05 Date	Topic to be covered	Actual Progress	Shortfall if any	Remark
1	1st	1st	20.03.2023	Cost Accounting meaning			
2		2nd	21.03.2023	Concept			
3		3rd	23.03.2023	Scope			
4		4th	23.03.2023	Objectives			
5		5th	24.03.2023	Principles			
6	2nd	1st	27.03.2023	Importance			
7		2nd	28.03.2023	Limitations of cost accounting			
8		3rd	31.03.2023	Cost concepts			
9	3rd	1st	3.04.2023	Cost Sheet			
10		2nd	4.04.2023	Cost Sheet			
11		3rd	6.04.2023	Job costing			
12		4th	6.04.2023	Batch Costing			
13	4th	1st	10.04.2023	Accounting for Material Concept			
14		2nd	11.04.2023	Technique of accounting for material			
15		3rd	13.04.2023	Technique of accounting for material			
16		4th	13.04.2023	Methods of pricing of materials issues – FIFO			
17	5th	1st	17.04.2023	Methods of pricing of materials issues – LIFO			
18		2nd	18.04.2023	Methods of pricing of materials issues – LIFO			
19		3rd	20.04.2023	Methods of pricing of materials issues – Average			
20		4th	20.04.2023	Treatment of material losses			
21		5th	21.04.2023	Treatment of material losses			
22	6th	1st	24.04.2023	Techniques of material control – level setting			
23		2nd	25.04.2023	Techniques of material control – Economic Ordering Quantity			
24		3rd	27.04.2023	ABC Analysis			

25		4th	27.04.2023	ABC Analysis			
26		5th	28.04.2023	VED Analysis			
27	7th	1st	1.05.2023	VED Analysis			
28		2nd	2.05.2023	Perpetual inventory system			
29		3rd	4.05.2023	Perpetual inventory system			
30		4th	4.05.2023	Just-In –Time			
31	8th	1st	8.05.2023	Accounting for labour cost			
32		2nd	9.05.2023	Accounting for labour cost			
33		3rd	11.05.2023	control procedure			
34		4th	11.05.2023	control procedure			
35		5th	12.05.2023	Labour turnover			
36	9th	1st	15.05.2023	Labour turnover			
37		2nd	16.05.2023	Idle time			
38		3rd	18.05.2023	Idle time			
39		4th	18.05.2023	overtime			
40	10th	1st	22.05.2023	Methods of wage payment and the Incentive schemes- Halsey			
41		2nd	23.05.2023	Methods of wage payment and the Incentive schemes- Halsey			
42		3rd	25.05.2023	Methods of wage payment and the Incentive schemes- Rowan			
43		4th	25.05.2023	Taylor’s Differential piece wage plan			
44		5th	26.05.2023	Taylor’s Differential piece wage plan			
45	11th	1st	29.05.2023	Taylor’s Differential piece wage plan			
46		2nd	30.05.2023	Classification, Allocation & Apportionment of production overheads			
47		3rd	1.06.2023	Classification, Allocation & Apportionment of production overheads			
48		4th	1.06.2023	Classification, Allocation & Apportionment of production overheads			
49		5th	2.06.2023	Classification, Allocation & Apportionment of production overheads			
50		1st	5.06.2023	Classification, Allocation & Apportionment of production overheads			
51		2nd	6.06.2023	Re-apportionment of Service department overheads; Absorption of overheads			

52	12th	3rd	8.06.2023	Re-apportionment of Service department overheads; Absorption of overheads			
53		4th	8.06.2023	Re-apportionment of Service department overheads; Absorption of overheads			
54		5th	9.06.2023	Methods of absorption- actual and predetermined rates, blanket and multiple rates			
55	13th	1st	12.06.2023	Methods of absorption- actual and predetermined rates, blanket and multiple rates			
56		2nd	13.06.2023	Methods of absorption- actual and predetermined rates, blanket and multiple rates			
57		3rd	16.06.2023	Choice of and overhead absorption rate; Administration, selling and distribution overheads			
58	14th	1st	19.06.2023	Under absorption and over absorption of overheads			
59		2nd	22.06.2023	Under absorption and over absorption of overheads			
60		3rd	22.06.2023	Features and procedure of contract costing			
61		4th	23.06.2023	Features and procedure of contract costing			
62	15th	1st	26.06.2023	Uncompleted contract profit determination, Escalation clause			
63		2nd	27.06.2023	Cost plus contracts, Process costing, treatment of process losses and wastages			

*Smita Sukhadaria Sahar*

Signature of Subject Teacher

## Lesson Plan Summer 2023

**Semester: 2nd**

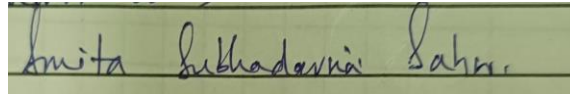
**Subject : PR 2 Stenography & DEO**

**Name of the Faculty : Smita subhadarsini sahuo**

Sl No	WEEK/Month	No. Of Days/per week class allotted : 04	No. Of Date/per week class allotted : 04 Date	Topic to be covered	Actual Progress	Shortfall if any	Remark
1	1st	1st	21.03.2023	Special Contraction			
2		2nd	22.03.2023	Special Contraction			
3		3rd	24.03.2023	Special Contraction			
4		4th	25.03.2023	Exercises from Special Contraction			
5	2nd	1st	28.03.2023	Exercises from Special Contraction			
6		2nd	29.03.2023	Exercises from Special Contraction			
7		3rd	31.03.2023	Advanced phraseography and specialized phraseography			
8	3rd	1st	4.04.2023	Advanced phraseography and specialized phraseography			
9		2nd	5.04.2023	Advanced phraseography and specialized phraseography			
10		3rd	8.04.2023	Practice from exercise of monthly magazine. Dictation and reading			
11	4th	1st	11.04.2023	Practice from exercise of monthly magazine. Dictation and reading			
12		2nd	12.04.2023	Transcription on Computer			
13		3rd	15.04.2023	Transcription on Computer			
14	5th	1st	18.04.2023	Entering date and time, Entering date in a series			
15		2nd	19.04.2023	Entering date and time, Entering date in a series			
16		3rd	21.04.2023	Entering date and time, Entering date in a series			
17		4th	22.04.2023	Entering date and time, Entering date in a series			
18		1st	25.04.2023	Manipulating cell contents, Using drag and drop, deleting data			

19	6th	2nd	26.04.2023	Manipulating cell contents, Using drag and drop, deleting data			
20		3rd	28.04.2023	Manipulating cell contents, Using drag and drop, deleting data			
21		4th	29.04.2023	Manipulating cell contents, Using drag and drop, deleting data			
22	7th	1st	2.05.2023	Inserting rows and columns, deleting rows and columns			
23		2nd	3.05.2023	Inserting rows and columns, deleting rows and columns			
24		3rd	6.05.2023	Inserting rows and columns, deleting rows and columns			
25	8th	1st	9.05.2023	Margin cells, Inserting and deleting cells			
26		2nd	10.05.2023	Margin cells, Inserting and deleting cells			
27		3rd	12.05.2023	Margin cells, Inserting and deleting cells			
28		4th	13.05.2023	Creating slide show by using animation technique			
29	9th	1st	16.05.2023	Creating slide show by using animation technique			
30		2nd	17.05.2023	Creating slide show by using animation technique			
31		3rd	20.05.2023	Slide master			
32	10th	1st	23.05.2023	Slide master			
33		2nd	24.05.2023	Slide master			
34		3rd	26.05.2023	Slide master			
35		4th	27.05.2023	Clips Art			
36	11th	1st	30.05.2023	Clips Art			
37		2nd	31.05.2023	Clips Art			
38		3rd	2.06.2023	Picture and Editing			
39		4th	3.06.2023	Picture and Editing			
40	12th	1st	6.06.2023	Picture and Editing			
41		2nd	7.06.2023	Picture and Editing			
42		3rd	9.06.2023	Creating New Files, Entering Text			
43		4th	10.06.2023	Creating New Files, Entering Text			
44	13th	1st	13.06.2023	Creating New Files, Entering Text			
45		2nd	16.06.2023	Defining Style, Saving Files, Creating Frame			
46		3rd	17.06.2023	Defining Style, Saving Files, Creating Frame			

47	14th	1st	21.06.2023	Inserting and Removing			
48		2nd	23.06.2023	Inserting and Removing			
49		3rd	24.06.2023	Pages, Adding Shapes			
50	15th	1st	27.06.2023	Pages, Adding Shapes			

A rectangular box containing a handwritten signature in black ink on a light green background. The signature reads "Anita Subhadarini Sahas".

Signature of Subject Teacher

## Lesson Plan Summer 2023

**Semester: 4th**

**Subject : TH 2 Marketing Management**

**Name of the Faculty : Smita Subhadarshini Sahoo**

**Semester from Date : 13/2/2023 to 23/5/2023**

Sl No	WEEK/ Month	No. Of Days/per wek class allotted : 05	No. Of Date/wee k class allotted : 05 Date	Topic to be covered	Actual Progress	Shortfall if any	Remark
1	1st	1st	13.02.23	Nature of Marketing			
2		2nd	13.02.23	Nature of Marketing			
3		3rd	14.02.23	Scope of marketing.			
4		4th	14.02.23	Importance of marketing.			
5		5th	16.02.23	Evolution of Marketing concepts			
6	2nd	1st	20.02.23	Marketing Mix			
7		2nd	20.02.23	Marketing Environment			
8		3rd	21.02.23	Marketing Environment			
9		4th	21.02.23	Marketing Process			
10		5th	23.02.23	Marketing Process			
11	3rd	1st	27.02.23	Consumer Behaviour: concept			
12		2nd	27.02.23	Consumer Behaviour: Consumer buying process			
13		3rd	28.02.23	Factors influencing consumer buying decisions			
14		4th	28.02.23	Factors influencing consumer buying decisions			
15		5th	2.03.23	Factors influencing consumer buying decisions			
16	4th	1st	6.03.23	Market segmentation – Concept			
17		2nd	6.03.23	Market segmentation – Concept			
18		3rd	9.03.23	Positioning importance and bases			
19	5th	1st	13.03.23	Positioning importance and bases			
20		2nd	13.03.23	Product differentiation vs. Market segmentation			
21		3rd	14.03.23	Product differentiation vs. Market segmentation			
22		4th	14.03.23	Product differentiation vs. Market segmentation			
23		5th	16.03.23				
24	6th	1st	20.03.23	Product: Meaning and importance			
25		2nd	20.03.23	Product: Meaning and importance			
26		3rd	21.03.23	Product: Meaning and importance			
27		4th	21.03.23	Product classifications			
28		5th	23.03.23	Product classifications			
29	7th	1st	27.03.23	Concept of product mix			
30		2nd	27.03.23	Concept of product mix			
31		3rd	28.03.23	Branding, Packing and Labelling			

32		4th	28.03.23	Product-Support			
33	8th	1st	3.04.23	New Product Development.			
34		2nd	3.04.23	Pricing and Promotion Significance			
35		3rd	4.04.23	Factors affecting price of a Product			
36		4th	4.04.23	Factors affecting price of a Product			
37		5th	6.04.23	Pricing Policies and strategies			
38	9th	1st	10.04.23	Pricing Policies and strategies			
39		2nd	10.04.23	Nature and importance of promotion			
40		3rd	11.04.23	Nature and importance of promotion			
41		4th	11.04.23	Types of promotion			
42		5th	13.04.23	Types of promotion			
43	10th	1st	17.04.23	Advertising			
44		2nd	17.04.23	Advertising			
45		3rd	18.04.23	Personal selling			
46		4th	18.04.23	Personal selling			
47		5th	20.04.23	public relations & sales promotion			
48	11th	1st	24.04.23	public relations & sales promotion			
49		2nd	24.04.23	Channels of distribution – meaning			
50		3rd	25.04.23	Channels of distribution – importance			
51		4th	25.04.23	Types of distribution channels			
52		5th	27.04.23	Types of distribution channels			
53	12th	1st	1.05.23	Wholesaling and retailing			
54		2nd	1.05.23	Wholesaling and retailing			
55		3rd	2.05.23	Factors affecting choice of distribution channel			
56		4th	2.05.23	Factors affecting choice of distribution channel			
57		5th	4.05.23	Physical Distribution			
58	13th	1st	8.05.23	Types of retailing – store based			
59		2nd	8.05.23	Types of retailing – non- store based retailing			
60		3rd	9.05.23	Types of retailing – chain stores			
61		4th	9.05.23	Specialty stores			
62		5th	11.05.23	Retail vending machines			
63	14th	1st	15.05.23	Mail order houses			
64		2nd	15.05.23	Retail co- operatives.			
65		3rd	16.05.23	Retail co- operatives.			
66		4th	16.05.23	Rural marketing Growing Importance			
67		5th	18.05.23	Distinguishing characteristics of rural markets			
68	15th	1st	22.05.23	Understanding rural consumers and rural markets			
69		2nd	22.05.23	Marketing mix planning for rural markets			
70		3rd	23.05.23	Recent developments in marketing: Social marketing			
71		4th	23.05.23	Direct marketing, Services marketing, green marketing			



Amita Sukhadaria Sahar

Signature of Subject Teacher

## Lesson Plan Summer 2023

**Semester: 6th**

**Subject : TH 1 Financial Market and Services**

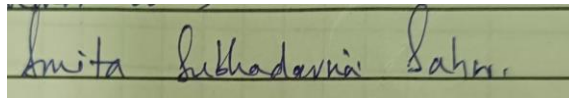
**Name of the Faculty : Smita Subhadarshini Sahoo**

**Semester from Date : 13/2/2023 to 23/5/2023**

Sl No	WEEK/Month	No. Of Days/per week class allotted : 05 Date	Date	Topic to be covered	Actual Coverage	Short fall if any	Remark
1	1st	1st	13.02.2023	Meaning, importance of Financial system			
2		2nd	13.02.2023	Meaning, importance of Financial system			
3		3rd	14.02.2023	Meaning, importance of Financial system			
4		4th	15.02.2023	Meaning, importance of Financial system			
5		5th	16.02.2023	Function, structure of Indian Financial System			
6	2nd	1st	20.02.2023	Function, structure of Indian Financial System			
7		2nd	20.02.2023	Function, structure of Indian Financial System			
8		3rd	21.02.2023	Function, structure of Indian Financial System			
9		4th	22.02.2023	Players in Financial market			
10		5th	23.02.2023	Players in Financial market			
11	3rd	1st	27.02.2023	Players in Financial market			
12		2nd	28.02.2023	Players in Financial market			
13		3rd	1.03.2023	Instruments in the financial system			
14		4th	2.03.2023	Instruments in the financial system			
15	4th	1st	6.03.2023	Instruments in the financial system			
16		2nd	6.03.2023	Meaning, instruments in money market			
17		3rd	9.03.2023	Capital Market: Instruments, Bill Market, FOREX Market			
18	5th	1st	13.03.2023	Capital Market: Instruments, Bill Market, FOREX Market			
19		2nd	13.03.2023	Capital Market: Instruments, Bill Market, FOREX Market			
20		3rd	14.03.2023	Capital Market Instruments and its features			
21		4th	15.03.2023	Capital Market Instruments and its features			
22		5th	16.03.2023	Capital Market Instruments and its features			
23		1st	20.03.2023	ADR and GDR, Government Security types			

24	6th	2nd	20.03.2023	ADR and GDR, Government Security types			
25		3rd	21.03.2023	ADR and GDR, Government Security types			
26		4th	22.03.2023	Shares Vs Debentures, Regulatory authorities in capital market			
27		5th	23.03.2023	Shares Vs Debentures, Regulatory authorities in capital market			
28		7th	1st	27.03.2023	Shares Vs Debentures, Regulatory authorities in capital market		
29	2nd		27.03.2023	Primary Markets / New issue Market: Meaning and concept			
30	3rd		28.03.2023	Primary Markets / New issue Market: Meaning and concept			
31	8th	1st	3.04.2023	Primary Markets / New issue Market: Meaning and concept			
32		2nd	3.04.2023	Primary Markets / New issue Market: Meaning and concept			
33		3rd	4.04.2023	Operators in NIM			
34		4th	5.04.2023	Operators in NIM			
35		5th	6.04.2023	Operators in NIM			
36	9th	1st	10.04.2023	Operators in NIM			
37		2nd	10.04.2023	Methods of new issues			
38		3rd	11.04.2023	Methods of new issues			
39		4th	12.04.2023	Methods of new issues			
40		5th	13.04.2023	Methods of new issues			
41	10th	1st	17.04.2023	NIM Vs stock Exchange			
42		2nd	17.04.2023	NIM Vs stock Exchange			
43		3rd	18.04.2023	NIM Vs stock Exchange			
44		4th	19.04.2023	Secondary Market / Stock Exchange : Meaning,NSE,OTCEI,SHCIL			
45		5th	20.04.2023	Secondary Market / Stock Exchange : Meaning,NSE,OTCEI,SHCIL			
46	11th	1st	24.04.2023	Secondary Market / Stock Exchange : Meaning,NSE,OTCEI,SHCIL			
47		2nd	24.04.2023	Secondary Market / Stock Exchange : Meaning,NSE,OTCEI,SHCIL			
48		3rd	25.04.2023	Secondary Market / Stock Exchange : Meaning,NSE,OTCEI,SHCIL			
49		4th	26.04.2023	Functions of stock exchange, Functional members of stock exchange			
50		5th	27.04.2023	Functions of stock exchange, Functional members of stock exchange			
51	12th	1st	1.05.2023	Functions of stock exchange, Functional members of stock exchange			
52		2nd	1.05.2023	Functions of stock exchange, Functional members of stock exchange			
53		3rd	2.05.2023	Functions of stock exchange, Functional members of stock exchange			
54		4th	3.05.2023	Functions of stock exchange, Functional members of stock exchange			

55		5th	4.05.2023	Commission brokers, Jobbers, Authorized clerks , Arbitrageur, Security dealers,Speculators			
56	13th	1st	8.05.2023	Commission brokers, Jobbers, Authorized clerks , Arbitrageur, Security dealers,Speculators			
57		2nd	8.05.2023	Commission brokers, Jobbers, Authorized clerks , Arbitrageur, Security dealers,Speculators			
58		3rd	9.05.2023	Meaning, Types : Fund based, Fee Based			
59		4th	10.05.2023	Meaning, Types : Fund based, Fee Based			
60		5th	11.05.2023	Meaning, Types : Fund based, Fee Based			
61	14th	1st	15.05.2023	Merchant Banking : Meaning, Role in capital market			
62		2nd	15.05.2023	Merchant Banking : Meaning, Role in capital market			
63		3rd	16.05.2023	Merchant Banking : Meaning, Role in capital market			
64		4th	17.05.2023	Mutual Fund : Meaning, Types			
65		5th	18.05.2023	Mutual Fund : Meaning, Types			
66	15th	1st	22.05.2023	Credit Rating : Meaning, objectives, benefits			
67		2nd	22.05.2023	Credit Rating : Meaning, objectives, benefits			
68		3rd	23.05.2023	Credit rating agencies: CRISIL, CARE Ltd , IICRA ,rating symbols			



Signature of Subject Teacher