

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

COURSE PLAN (November 2024 – April 2025)

Department : B.Voc (BFSI)
Name/s of the Faculty : Ms.G.Bhuvaneswari
Course Title : Cost and Management Accounting
Course Code : 23VB/VM/CM36
Shift : II

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	Define the relationship between cost and management accounting	K1
CO2	Interpret on various techniques used in management and cost accounting	K2
CO3	Apply the different tools for determining various costs and overheads	K3
CO4	Analyse and interpret on costs and budget	K4
CO5	Assess the methods of project appraisal for computation of overheads	K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Nov 18 – 25, 2024 (Day Order 1-6)	1	Introduction	K1	3	1	Lecture with PPT	
		1.1 Meaning, Definition, Nature and Scope 1.2 Advantages and Limitations of Cost and	K1-K5	3	1-5	Lecture with PPT	

		Management Accounting					Group Discussion
Nov 26- Dec 3, 2024 (Day Order 1 to 6)	2	1.3 Difference and Relationship between Cost and Management Accounting Material Cost 2.1 Computation of material cost	K1-K5 K1-K5	2 4	1-5 1-5	Lecture with PPT and Role Play Problem Solving	MCQ
Dec 4-11, 2024 (Day Order 1 to 6)		2.2 Accounting Treatment for Normal, Abnormal Loss and Scrap	K1-K5	6	1-5	Problem Solving	Quiz
Dec 12-19, 2024 (Day Order 1 to 6)		2.3 Computation of EOQ and Stock Levels	K1-K5	6	1-5	Problem Solving	Class Test
Dec 20, 2024 (Day Order 1)		2.4 Methods of Material issue-FIFO, LIFO,	K1-K5	1	1-5	Problem Solving	Problem Solving based on Case Study Analysis
Jan 3 – 7, 2025 (Day Order 3 to 6)		2.4 Methods of Material issue-FIFO, LIFO,	K1-K5	4	1-5	Problem Solving	Debate
Jan 8 – 17, 2024 (Day Order 1 to 6)		2.4 Average Cost-Simple and Weighted Average	K1-K5	6	1-5	Problem Solving and Hands-on Activity: Inventory Costing Methods using FIFO and LIFO	Activity based discussion on Problem Solving

Jan 18 - 23, 2025	C.A. Test – I						
Jan 24 -31, 2025 (Day Order 1 to 6)	3	Labour cost 3.1 Computation of labour cost with overtime and idle Time	K1-K5	6	1-5	Problem Solving	Other Component 1- MCQ test from Unit 1 and 2 on 30/01/2025 for 10 marks
Feb 3-8, 2025 (Day Order 1 to 6)		3.2 Methods of Remuneration -Time Rate System, Piece Rate system, Taylor’s Differential Piece Rate System	K1-K5	6	1-5	Problem Solving	MCQ
Feb 10– 18, 2025 (Day Order 1 to 4)		3.3 Incentive Plans- Halsay Premium Plan, Rowan Premium Plan	K1-K5	4	1-5	Problem Solving with Case Study	Group Discussion
Feb 19- 26, 2025 (Day Order 1-6)	4	Overheads 4.1 Importance and classification of overheads cost 4.1.1 Primary Distribution of Overheads	K1-K5	6	1-5	Lecture with PPT Problem Solving	Other Component 2 - Comparative Analysis of 2 companies’ financial statement focusing on their material costs over the past three years and determine which company has managed its material costs more

							effectively on 20.2.2025 for 20 marks
Feb 27- Mar 6, 2025 (Day Order 1 to 6)		4.1.2 Secondary Distribution of Overheads-Direct Distribution	K1-K5	6	1-5	Problem Solving	Class Discussion
Mar 7 – 11, 2025 (Day Order 1 to 3)		4.2.1 Direct Labour Hour Rate 4.2.2 Machine Hour Rate	K1-K5 K1-K5	3	1-5 1-5	Problem Solving and Activity based on Simulated Factory	Problem Solving for Simulated Factory overhead allocation
Mar 12 –17, 2025	C.A. Test – II						
Mar 18 – 20, 2025 (Day 4 to 6)	5	Capital Budgeting 5.1 Nature of Capital Budgeting 5.2 Evaluation Techniques-Pay Back Period, Average Rate of Return,	K1-K3 K1-K5	3	1-3 1-5	Lecture with PPT and Case Analysis Problem Solving	Other Component 3- Report on the impact of reducing direct labor costs versus reducing indirect labor costs on overall company performance with suitable case study submission on 18.3.2025 for 20 marks

Mar 21 - 28, 2025 (Day Order 1 to 6)		5.2 Net Present Value, Internal Rate of Return and Profitability Index	K1-K5	6	1-5	Problem Solving	Discussion
Mar 29- April 2, 2025 (Day Order 1 to 3)	REVISION						

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

COURSE PLAN (November 2024 – April 2025)

Department : B. Voc (BFSI)
Name/s of the Faculty : Ms. Desi Priya V
Course Title : Financial Markets
Course Code : 23VB/VM/FM46
Shift : II

COURSE OUTCOMES (COs)

COs	Description						CL
CO1	Recall the basic concepts of financial services						K1
CO2	Classify the markets based on services						K2
CO3	Identify the importance of financial markets						K3
CO4	Distinguish between the services rendered by financial markets						K4
CO5	Recommend the need of governing bodies for functioning of financial markets						K5
Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Nov 18 – 25, 2024 (Day Order 1-6)	1	Introduction to Financial System in India 1.1 Financial Concepts, Functions of Financial System, Financial Assets and its classifications 1.2 Financial Intermediaries and	K1-K2	2	1-2	Lecture and PPT	Q & A Session

		its classifications	K1-K2	2	1-2	Lecture and PPT	
		1.3 Financial Markets and its Classifications	K1-K2	2	1-2	Lecture and PPT	
Nov 26- Dec 3, 2024 (Day Order 1 to 6)		1.4 Financial Instruments and its Characteristics	K1-K5	6	1-5	Lecture and PPT - Research various financial instruments and explain how they function within the financial market	Snap Test
Dec 4-11, 2024 (Day Order 1 to 6)		1.5 Financial System and Economic Development	K1-K5	6	1-5	Lecture and PPT	Crossword
Dec 12-19, 2024 (Day Order 1 to 6)	2	Money Market 2.1 Definition, Features, Objectives, Characteristics and Importance 2.2 Structure of Indian Money Market 2.3 Money Market	K1-K2 K1-K3 K1-K3	2 3 1	1-2 1-3 1-3	Lecture and PPT	Other Component 1- Financial Instrument Challenge Presentation – 19.12.2024 for 20 marks
Dec 20, 2024 (Day Order 1)		2.3 Money Market and its Instruments in Detail	K1-K3	1	1-3	Lecture and PPT	Concept Creation
Jan 3 – 7, 2025 (Day Order 3 to 6)		2.4 Principles of Financial Market	K1-K5	4	1-5	Lecture and PPT	Story Telling on the Concept
Jan 8 – 17, 2024 (Day Order 1 to 6)		2.4 Understanding and Interest Rates 2.5 Recent Developments	K1-K5 K1-K5	2 2	1-5 1-5	Lecture and PPT - Group Discussion on recent development	Online Quiz

						in money market	
Jan 18 – 23, 2025	C.A. Test – I						
Jan 24 -31, 2025 (Day Order 1 to 6)	3	New Issue Market 3.1 Primary Market System and Regulations in India, Functions of New Issue Market 3.2 Stock Exchanges in India: History, Development and Importance	K1-K2 K1-K2	4 2	1-2 1-2	Lecture and PPT - Analyzing various regulations passed on for the functioning of primary market from its inception	Other Component 2 - Objective test from Unit 1 & 2 on 28.01.2025 for 20 marks
Feb 3-8, 2025 (Day Order 1 to 6)		3.2 Stock Exchange – Development and Importance 3.3 Relationship between New Issue Market and Stock Exchange, Underwriting, Advantages,	K1-K2 K1-K5	2 4	1-2 1-5	Lecture and PPT	Snap Test
Feb 10– 18, 2025 (Day Order 1 to 4)		3.3 Issue of Capital: Methods of Floating New Issues 3.4 Instruments of Issue Management and Players in New Issue Market	K1-K5 K1-K5	2 2	1-5 1-5	Lecture and PPT	Concept Storytelling
Feb 19- 26, 2025 (Day Order 1-6)	4	Secondary Markets 4.1 Secondary Market System and Regulations in India 4.2 Depositories: Growth, Development, Regulation, Mechanism OTC Exchange 4.3 Stock Exchange Mechanism	K1-K3 K1-K3 K1-K5	2 3 1	1-3 1-3	Lecture and PPT	Other Component 3 - Stock Market Analysis Assignment – 26.02.2025 for 10 marks
Feb 27- Mar 6, 2025		4.3 Advantages of Holding Demat account	K1-K5	2	1-5	Lecture and PPT - Demonstration of	Concept Test

(Day Order 1 to 6)		4.4 Investor Grievances, Basics of Pricing Mechanism, Carry Forward, Badla	K1-K5	4	1-5	stock exchange mechanism	
Mar 7 – 11, 2025 (Day Order 1 to 3)		4.5 Players on Stock Exchange: Investors, Speculators, Market Makers, Bulls, Bears, Stag	K1-K5	3	1-5	Lecture and PPT	Concept Role Play
Mar 12 –17, 2025	C.A. Test – II						
Mar 18 – 20, 2025 (Day 4 to 6)	5	Regulations and Agencies 5.1 Stock Exchange Regulations, SEBI Guidelines for Brokers and Sub Brokers 5.2 Stock Exchange Board	K1-K5 K1-K5	2 1	1-5 1-5	Lecture and PPT	Group discussion
Mar 21 - 28, 2025 (Day Order 1 to 6)		5.3 Stock Indices 5.4 Role of FIIs, MFs and Investment Bankers	K1-K5 K1-K5	3 3	1-5 1-5	Lecture and PPT - Live study on stock market indices and understanding the stock market better	Group discussion
Mar 29- April 2, 2025 (Day Order 1 to 3)	REVISION						

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COURSE PLAN (November 2024 – April 2025)

Department : B.Voc (BFSI)
Name/s of the Faculty : Ms. S.Saikeerthana
Course Title : Financial Planning
Course Code : 23VB/VM/FP44
Shift : II

COURSE OUTCOMES (COs)

COs	Description						CL
CO1	Recall the basic concepts of financial planning						K1
CO2	Summarize on need for financial planning						K2
CO3	Identify the process of financial planning and the risk involved in implementation						K3
CO4	Discuss the various investment platforms for financial planning						K4
CO5	Estimate savings and prepare an investment plan for future						K5
Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Nov 18 – 25, 2024 (Day Order 1-6)	1	Introduction to Financial Planning 1.1 Financial planning	K1-K2	2	1-2	Lecture and presentations	Group discussion

		Meaning, Importance and Process					
Nov 26- Dec 3, 2024 (Day Order 1 to 6)	1	1.2 Legal Aspects of Financial Planning	KI-K3	2	1-3	Lecture and presentations	Group discussion
Dec 4-11, 2024 (Day Order 1 to 6)	1	1.3 Importance of Risk Management in Financial Planning	KI-K3	4	1-3	Lecture and presentations/case study analysis	Chart work on types of risk management
Dec 12-19, 2024 (Day Order 1 to 6)	2	Risk Analysis 2.1 Return on Investment and Risk Profiling	K1-K3	4	1-3	Lecture and presentations	Group discussion
Dec 20, 2024 (Day Order 1)	2	2.2 Assessment of Risk in different Financial Instruments	K1-K4	1	1-4	Lecture and presentations/Quiz	Group activity on financial planning
Jan 3 – 7, 2025 (Day Order 3 to 6)	3	Investment Planning 3.1 Needs and Benefits of Investing	K1-K3	2	1-3	Lecture and presentations	Debate on investment and its need
Jan 8 – 17, 2024 (Day Order 1 to 6)	3	3.2 Sources of Financial Information	K1-K3	2	1-3	Lecture and presentations	Quiz
Jan 18 - 23, 2025	C.A. Test – I						
Jan 24 -31, 2025 (Day Order 1 to 6)	3	3.3 Investment Options for Individual Investors – Bonds, Shares, Mutual Funds, Fixed	KI-K5	6	1-5	Lecture and presentations	Word scramble game on investment

		Deposits and other Investments					
Feb 3-8, 2025 (Day Order 1 to 6)	3	3.4 Operational Constraints while Investing	KI-K5	2	1-5	Lecture and presentations/puzzle	Other Component 1- Chart work to be submitted on 03-2-2025 for 10 marks
Feb 10– 18, 2025 (Day Order 1 to 4)	4	Planning of Personal Finance 4.1 Personal Financial Goals and Life Cycle Approach	KI-K3	2	1-3	Lecture and presentations/Group discussion and activity	Recap of the unit
Feb 19- 26, 2025 (Day Order 1-6)	4	4.2 Elements and Structure of Personal Financial Plan	KI-K5	4	1-5	Lecture and presentations	Group discussion
Feb 27- Mar 6, 2025 (Day Order 1 to 6)	4	4.3 Estimation of Savings using Time Value Concepts	KI-K5	4	1-5	Lecture and presentations	Other Component 2 - Test Planning of personal finance from Unit 4 on 28-2-2025 for 20 marks
Mar 7 – 11, 2025 (Day Order 1 to 3)	5	Retirement Planning 5.1 Retirement Planning – Need Analysis	KI-K5	4	1-5	Lecture and presentations	Group activity game on retirement plans
Mar 12 –17, 2025	C.A. Test – II						

Mar 18 – 20, 2025 (Day 4 to 6)	5	5.2 Investment Schemes for Retirement	KI-K5	4	1-5	Lecture and presentation/Video presentation	Other Component 3 - Exhibition on different types of personal financial and retirement plan 19-3-2025 for 20 marks
Mar 21 - 28, 2025 (Day Order 1 to 6)	5	5.3 Development of Retirement Plan	KI-K5	4	1-5	Lecture and presentations	Group discussion
Mar 29- April 2, 2025 (Day Order 1 to 3)	REVISION						

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

COURSE PLAN (November 2024 – April 2025)

Department : B.Voc (BFSI)
Name/s of the Faculty : Ms. Priyanka.P
Course Title : Advertising
Course Code : 23VB/VM/AD44
Shift : II

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	Define the fundamental concepts of advertising and sales promotion	K1
CO2	Classify the advertisements on their nature	K2
CO3	Identify challenges in advertising goods and services on electronic media	K3
CO4	Analyse the effect of sales promotion in marketing and selling goods and services	K4
CO5	Evaluate the role of advertising in the field of marketing	K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Nov 18 – 25, 2024 (Day Order 1-6)	1	Introduction 1.1 Advertising – Meaning, Importance, Objective	K1-K3	3	1-3	Lecture and PPT	Quiz

Nov 26- Dec 3, 2024 (Day Order 1 to 6)	1	1.2 Media - Print Media, Electronic Media, Outdoor Media & Transportation Advertising, Cinema, Exhibitions, Trade fair	K1-K4	3	1-4	Lecture, PPT and Create a advertisement poster for a product or service.	Other Component 1 - Advertisement poster on 3.12.24 for 10 marks
Dec 4-11, 2024 (Day Order 1 to 6)	1	1.3 Advertising Industry in Global and India Scenario	K1-K5	4	1-5	Lecture and PPT	Quiz
Dec 12-19, 2024 (Day Order 1 to 6)	2	Advertising Agencies 2.1 Features and Functions of Advertising Agencies 2.2 Selection of an Advertising Agency 2.3 Agency & Client relationship - Responsibilities of Agency and Client	K1-K3 K1-K5 K1-K3	3 2 1	1-3 1-5 1-3	Lecture and PPT	Case study analysis
Dec 20, 2024 (Day Order 1)	2	2.3 Agency & Client relationship - Responsibilities of Agency and Client	K1-K3	1	1-3	Lecture and PPT	Group discussion
Jan 3 – 7, 2025 (Day Order 3 to 6)	2	2.3 Agency & Client relationship - Responsibilities of Agency and Client 2.4 Ethics in Advertising	K1-K3 K1-K4	1 2	1-3 1-4	Lecture, PPT and Case study analysis	Case study discussion

Jan 8 – 17, 2024 (Day Order 1 to 6)	3	Advertising Budgeting and Controlling 3.1 Advertising Budget – Definition, Objectives, Importance	K1-K3	4	1-3	Lecture and PPT	Crossword puzzle
Jan 18 - 23, 2025	C.A. Test – I						
Jan 24 -31, 2025 (Day Order 1 to 6)	3	3.2 Factors influencing an Ad Budget, Methods of measuring advertising effectiveness-Pre & Post testing techniques	K1-K4	4	1-4	Lecture, PPT and Video presentation of top brand advertisements and evaluation	Quiz
Feb 3-8, 2025 (Day Order 1 to 6)	3	3.3 Advantages of measuring advertising effectiveness, Difficulties in measuring advertising effectiveness	K1-K5	4	1-5	Lecture, PPT	MCQ
Feb 10– 18, 2025 (Day Order 1 to 4)	4	Sales Promotion 4.1 Sales Promotion: Meaning, Methods, Promotional Strategy	K1-K4	3	1-4	Lecture and PPT/ Role play to enact strategies	Crossword puzzle and Other component 2 – Objective Test on 13.02.25 for 25 marks
Feb 19- 26, 2025 (Day Order 1-6)	4	4.2 Advertising Technique of Sales Promotion, Consumer and Dealer Promotion	K1-K5	4	1-5	Lecture and PPT	Crossword puzzle
Feb 27- Mar 6, 2025 (Day Order 1 to 6)	4	4.3 After Sales service - Warranty, Guarantee	K1-K2	3	1-2	Lecture and PPT	Roleplay

Mar 7 – 11, 2025 (Day Order 1 to 3)	5	Recent Trends in Advertising 5.1 E - Advertising – Meaning, Importance, Advantages	K1-K3	3	1-3	Lecture and PPT	MCQ
Mar 12 –17, 2025	C.A. Test – II						
Mar 18 – 20, 2025 (Day 4 to 6)	5	5.2 Types of E - Advertisements	K1-K5	3	1-5	Lecture and Video making	Group discussion
Mar 21 - 28, 2025 (Day Order 1 to 6)	5	5.3 Impact of E – Advertisements on Sales and Revenue, Challenges & Drawbacks in E – Advertising	K1-K3	4	1-3	Lecture and PPT	Other component 3 - Presentation of video on 21.03.2025 for 15 marks
Mar 29- April 2, 2025 (Day Order 1 to 3)	REVISION						

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

COURSE PLAN (November 2024 – April 2025)

Department : B.Voc (BFSI)

Name/s of the Faculty : Ms. Monisha Carol M

Course Title : Business Ethics

Course Code : 23VB/VE/BE45

Shift : II

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	Recall and relate basic concepts of business ethics	K1
CO2	Outline the need to adopt workplace ethics	K2
CO3	Identify unethical practices followed in a business entity	K3
CO4	Examine the importance of whistle blowing and the necessity to protect the whistle blower	K4
CO5	Exhibit professionalism in various functions of management	K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Nov 18 – 25, 2024 (Day Order 1-6)	1	Introduction to Business Ethics 1.1 Meaning, Scope, Objectives and Characteristics of Business Ethics	K1-K2	4	1-2	Lecture and PPT- Identification and interpretation of the importance of business ethics	Memory Game

		1.2 Importance of Business Ethics- Influencing Factors	K1-K3	1	1-3		
Nov 26- Dec 3, 2024 (Day Order 1 to 6)		1.2 Importance of Business Ethics- Influencing Factors 1.3 Ethical Dilemma in Business - Conflict of Interest	K1-K3 K1-K5	2 3	1-3 1-5	Lecture and PPT	Crossword Puzzle
Dec 4-11, 2024 (Day Order 1 to 6)	2	Ethics in Management and Marketing 2.1 Ethics in HRM- Recruitment, Selection, Training, Compensation, Cross Cultural Issue	K1-K3	5	1-3	Lecture and PPT	Quiz
Dec 12-19, 2024 (Day Order 1 to 6)		2.2 Ethics in Marketing- Product, Pricing, Marketing Practices 2.3 Ethics in Advertising	K1-K4	5	1-4	Lecture and PPT- Evaluating the ongoing ethical issues in marketing, like the use of AI and big data, or the impact of influencer marketing on consumer behavior.	Objective test on 16.12.24
Dec 20, 2024 (Day Order 1)		2.3 Ethics in Advertising	K1-K5	1	1-5	Lecture and PPT	Case study analysis
Jan 3 – 7, 2025 (Day Order 3 to 6)	3	Ethics in Finance 3.1 Ethics in Finance	K1-K3	4	1-3	Lecture and PPT	Quiz

Jan 8 – 17, 2024 (Day Order 1 to 6)		3.2 Ethics in Financial Service, Financial Markets and Securities	K1-K5	5	1-5	Lecture and PPT- Study discussions on the impact of ethical failures while trading financial securities	Other Component - 1 preparation of reports proposing ethical solutions to business on 17.1.25 for 15 marks
Jan 18 - 23, 2025	C.A. Test – I						
Jan 24 -31, 2025 (Day Order 1 to 6)		3.3 Whistle Blowing and Whistle Blowers’ Protection	K1-K5	5	1-5	Lecture and PPT	Case Study Analysis
Feb 3-8, 2025 (Day Order 1 to 6)	4	Workplace Ethics 4.1 Importance and Principles 4.2 Ethical Behaviour in Workplace	K1-K3 K1-K3	2 3	1-3 1-3	Lecture and PPT	Other Component - 2 Objective Test on 8.2.25 for 15 marks
Feb 10– 18, 2025 (Day Order 1 to 4)		4.3 Professionalism, Ethical Violations by Employees	K1-K5	4	1-5	Lecture and PPT	Memory Game
Feb 19- 26, 2025 (Day Order 1-6)		4.4 Benefits of Ethics in Workplace – Employee Commitment, Employee Attitude and Etiquette	K1-K5	5	1-5	Lecture and PPT	Crossword puzzle

Feb 27- Mar 6, 2025 (Day Order 1 to 6)		4.5 Role of Ethical Culture and Relationships	K1-K5	5	1-5	Lecture and PPT- Creating scenarios where students must navigate ethical decisions as business leaders	Other Component - 3- Roleplay on Workplace Ethics on 6.3.25 for 20 marks
Mar 7 – 11, 2025 (Day Order 1 to 3)	5	Environmental Ethics 5.1 Need, Managing Environmental Issues	K1-K4	3	1-4	Lecture and PPT- Facilitating discussions on case studies and real-world examples Study discussions on the impact of ethical failures while trading financial securities	Class Activity and Discussion
Mar 12 –17, 2025	C.A. Test – II						
Mar 18 – 20, 2025 (Day 4 to 6)		5.2 Improving Corporate Environmental Performance	K1-K5	3	1-5	Lecture and PPT	Class Discussion and Memory Game
Mar 21 - 28, 2025 (Day Order 1 to 6)		5.3 Environmental Audit 5.4 Role of Corporate in Environmental Management	K1-K4 K1-K4	2 3	1-4 1-4	Lecture and PPT- Presentation on the role of corporates in environmental management and its potential impact towards the society	Class Discussion and Crossword Puzzle
Mar 29- April 2, 2025 (Day Order 1 to 3)	REVISION						

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

COURSE PLAN (November 2024 – April 2025)

Department : B.Voc BFSI
Name/s of the Faculty : Ms. Sruthi P
Course Title : Time Management
Course Code : 23VB/US/TM43
Shift : II

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	recall and list key principles and concepts related to time management	K1
CO2	summarize the benefits of setting goals and prioritizing tasks in time management	K2
CO3	utilize time management tools and techniques to organize daily and long-term tasks	K3
CO4	evaluate the effectiveness of various time management strategies in different contexts	K4
CO5	evaluate one's own time management skills and develop a plan for ongoing improvement	K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Nov 18 – 25, 2024 (Day Order 1-6)	1	Introduction 1.1 Meaning, Need, Importance, Objectives and Concepts in Time	K1-K2	6	1-2	Lecture with PPT	Class Discussion

		Management					
Nov 26- Dec 3, 2024 (Day Order 1 to 6)	1	1.2 Pre-Requisites, Process and tools in Time Management	K1-K3	6	1-3	Lecture with PPT	Class Discussion
Dec 4-11, 2024 (Day Order 1 to 6)	1	1.3 Principles of Time Management	K1-K4	6	1-4	Lecture with PPT	Q & A Session
Dec 12-19, 2024 (Day Order 1 to 6)	1	1.4 Planning & Goal Setting, Managing Yourself, dealing with other People, Your Time, Getting Results	K1-K5	6	1-5	Lecture with PPT Poster Making on SMART Goals	Other Component 1 - Poster Making on SMART Goals on 13.12.2024 for 10 marks
Dec 20, 2024 (Day Order 1&2)	2	Time Mapping 2.1 Employee Absence-Types, Overtime and Substitution	K1-K2	1	1-2	Lecture with PPT and Online Quiz Games	Class Discussion
Jan 3 – 7, 2025 (Day Order 3 to 6)	2	2.1 Employee Absence-Types, Overtime and Substitution	K1-K2	3	1-2	Lecture with PPT and Online Quiz Games	Group Discussion
Jan 8 – 17, 2024 (Day Order 1 to 6)	2	2.2 Delegation of work-Need and Significance of effective Delegation	K1-K4	6	1-4	Lecture with PPT and Online Quiz Games	Conceptual Test
Jan 18 - 23, 2025	C.A. Test - I						

Jan 24 -31, 2025 (Day Order 1 to 6)	2	2.2 Delegation of work- Need and Significance of effective Delegation	K1-K4	6	1-4	Lecture with PPT and Online Quiz Games	Class Discussion
Feb 3-8, 2025 (Day Order 1 to 6)	2	2.3 Maintaining Time Data 2.3.1 Methods, Annual, Monthly, Weekly Calendars and Shifting Plans	K1-K5	6	1-5	Lecture with PPT and Online Quiz Games	Class Discussion
Feb 10– 18, 2025 (Day Order 1 to 4)	2	2.4 Focus is on time and resources, Pre-analysis of performance	K1-K5	4	1-5	Lecture with PPT and Online Quiz Games	Q & A Sessions
Feb 19- 26, 2025 (Day Order 1-6)	2	2.5 Drafting of action plan/ scheduling	K1-K5	6	1-5	Lecture with PPT and Online Quiz Games	Q & A Sessions
Feb 27- Mar 6, 2025 (Day Order 1 to 6)	2	2.5 Drafting of action plan/ scheduling	K1-K5	6	1-5	Lecture with PPT and Online Quiz Games	Other Component 2 - Time Audit Report for 15 Marks to be held on 28.02.2025
Mar 7 – 11, 2025 (Day Order 1 to 3)	3	Time Evaluation 3.1 Meaning and Importance of Time Evaluation	K1-K3	6	1-3	Lecture with PPT	Class Discussions
Mar 12 –17, 2025	C.A. Test - II						
Mar 18 – 20, 2025 (Day 4 to 6)	3	3.2 Complete Target Plan, Editing Actual Plan, Cross Application Time Sheet (CATS)	K1-K5	2	1-5	Lecture with PPT and Preparation of Time Audit Report	Conceptual

							Test
Mar 21 - 28, 2025 (Day Order 1 to 6)	3	3.2 Complete Target Plan, Editing Actual Plan, Cross Application Time Sheet (CATS)	K1-K5	6	1-5	Lecture with PPT	Test from Unit 1, 2 and 3 for 25 Marks to be held on 21.03.2025
Mar 29- April 2, 2025 (Day Order 1 to 3)	REVISION						