

அனைத்து வணிகவியல் ஆசிரிய பெருமக்களுக்கும் வணக்கம்

நமது வணிகவியல் ஆசிரிய பெருமக்களுக்காக நம் மாநிலத்தில் உள்ள பல்வேறு மாவட்ட வணிகவியல் ஆசிரியர்களின் கூட்டு முயற்சியால் எந்தவித இலாப நோக்கமில்லாமல் 12 ஆம் வகுப்பு வணிகவியல் (ஆங்கில வழி) Notes of Lesson தயாரிக்கப்பட்டுள்ளது

அரசு நம்மிடம் எதிர்பார்க்கும் அனைத்து தலைப்புகளையும் உள்ளடக்கி தயாரிக்கப்பட்டுள்ளது

இந்த முயற்சிக்கு ஒத்துழைப்பு நல்கிய அனைத்து வணிகவியல் ஆசிரியர்களுக்கும் நன்றி

மேலும் இதனை தயாரித்தவர்கள் அவர்களின் பள்ளி மற்றும் மாவட்ட சூழலுக்கு ஏற்றவாறு தயாரித்துள்ளனர். இதனை உங்கள் பள்ளிக்கு ஏற்றவாறு நீங்கள் மாற்றி எழுதிக்கொள்ளவும்

இதனை தயாரித்தவர்கள் அவர்களின் விடுமுறை நாட்களில் நமக்காக தயாரித்துள்ளனர்.

இதில் ஏதேனும் குறையோ அல்லது மாற்றமோ கூற நினைத்தால் சம்மந்தப்பட்ட ஆசிரியர்க்கோ அல்லது எனக்கோ நீங்கள் (தயாரித்தவர் மனம் புண்படாதவகையில்) தகவல் தெரிவிக்கலாம்

மீண்டும் ஒரு முறை இந்த முயற்சிக்கு ஒத்துழைப்பு நல்கிய அனைத்து வணிகவியல் ஆசிரியர்களும் நன்றி...

இவண்

தொகுப்பாளர்

M.முத்துச்செல்வம்

MLWA HSS

மதுரை

9842104826

12 th Commerce (EM)

Notes of Lesson தயாரித்துள்ள ஆசிரிய பெருமக்களின் பெயர் விவரம்

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CLASS : XII
Subject : Commerce
Topic : Principles of Management (Chapter 1)
Date : June 1st week

NAME : B. SHANMUGA SUNDARAM
SCHOOL : ST.MICHAEL.MAT.HR.SEC.SCHOOL
MADURAI
Mobile No : 8870882272

LEARNING OBJECTIVES :

At the end of the Topic , students should be able to

- To know the concepts and definitions of management
- Classify the management as an art (or) science
- To understand the management process
- Differentiate Management from administration
- To apply principles of modern and scientific management
- To know the meaning of span of management

EXPECTED LEARNING OUTCOME :

- Various cards showing the concepts of management
- Scanning QR codes
- Conducting one word quiz.,
- Mind maps on principles of management
- Power point presentation (PPT)
-

TEACHING LEARNING MATERIAL (TLM) :

Common Questions like :

- How to manage the Business?
- What is management ?
- Why management is important in an organisation?
- Give your views on administration

PREVIOUS KNOWLEDGE (RECALLING THE CONCEPTS) :

INTRODUCTION :

Management is the part and parcel of day to day lives. Teacher explains the meaning and definitions of management. Twin purposes of management, Principles of scientific and modern management should be explained to the students and to make the students understand the span of management.

“Management is doing things right ; but Leadership is doing right things “ .

INTRODUCTION TO THE LESSON :

The practice of Management Helps to Achieve The Organizational Mission and determines the future of business enterprise. so, Management is important for the business enterprise .

CHART SHOWING MANAGEMENT VS ADMINISTRATION PRINCIPLES OF SCIENTIFIC MANAGEMENT

- Science not rule of thumb
- Harmony , not discord
- Mental revolution
- Cooperation , not individualism
- Development of each and every person to his (or) her greatest efficiency and prosperity

LEARNING TEACHING ACTIVITY AND TEACHER’S ACTIVITIES : PRINCIPLES OF MODERN MANAGEMENT

(14 PRINCIPLES)

IMPORTANT TERMS

Scalar chain
Management
Administration
Span
Line Of Authority

Students Activity :

Students are asked to underline the important words and key points .

Recapitulation :

Teacher summarising all the points shortly .

EVALUATION :

Scientific management is developed by ____ (LOT).
Name Top Ranked Indian management thinkers (HOT)
Name the management tools (MOT)
Tabulate management and administration (MOT).
Concept of management (MOT)
Principles of Management (MOT)

STUDENTS OWN THINKING :

Imagine yourself the manager of the business enterprise and list down the management functions to be performed .

Formulate the new policy relating to the timing of the employees.

REMEDY :

Slow bloomers to be identified and there will be a short micro teaching of simple concept to understand easily from the examination point of view .

REMEDIAL TEACHING :**ACTIVITIES TO BE CHECKED :**

Study and write the principles of modern management in your Home work note .
Explain Concepts of management
Learn and write the objective questions and get ready for oral test.

FOLLOW UP :**THINGS TO BE OBSERVED :**

Observe the changes in management and administration of a school growing into a college
Application of management process in accomplishing work life balance .

CLASS : XII

Subject : Commerce

Topic : Functions of Management (Chapter 2)

Date : June 2nd week

NAME : M. BALASHUNMUGANANTHAM

SCHOOL : SOURASTHRA BOYS HR. SEC.

SCHOOL, MADURAI

Mobile No : 6380 848 005

LEARNING OBJECTIVE :

- Students will be able to understand the various functions of management.
- Students will be able to understand the importance of management functions

LEARNING OUTCOMES :

- They understand that management tasks should be delegated to appropriate people.
- They clearly understood that carpenters should only be given carpentry work and that a carpenter cannot be asked to do sewing work.
- They also knew how, where and to whom they should hand over the work.
- They also understand how to hire, direct, motivate, control and coordinate the right people.

LEARNING AND TEACHING EQUIPMENT:

- PPT videos, QR code ,internet Or YouTube videos, chart related function of management.
- Forms of Business Organizations in Class 11 Subjects in Private Business, Hindu Joint Family and Partnership, Joint Stock Company, Co-operative Organization to recall the concepts with subject headings
- Sole trader business,- everything is him ,-"himself everything"
- Joint hindu family – karta
- Partnership management-Partner
- Joint stock company -Managing director elected by shareholder
- Co-operative system- is based on democracy

Introduction :

- In order to distinguish between management and administration, during the Corona era, the government held a meeting with the heads of various departments and pointed out that management was done with the people under those departments.

COURSE DEVELOPMENT**LEARNING TEACHING ACTIVITY****TEACHER ACTIVITY****Primary Tasks:**

- Planning- you think before you act.
- Organizational-harmonious relationship
- Recruitment -Hiring the right people for the right job
- Directing-Achieving goals
- Motivation-Completing tasks quickly.
- Control-To evaluate performance.
- Integration-Integrating the above six tasks

STUDENT ACTIVITY;

Guide the students to visit a restaurant or a company and review the tasks of management

REINFORCEMENT

Establishing a harmonious relationship among the members of an organization?

Ans: ORGANIZATION

What makes consumers satisfied ?

Ans : Innovation

Management is the primary function of ?

Ans: Planning

ASSESSMENT

- Simple thinking questions;
Goals are achieved with the help of ----.

MEDIUM THINKING QUESTIONS;

How important information will be communicated to the employees of the company

- Higher Thinking Questions;
Explain the various functions of management

PROBLEM SOLVING LEARNING;

- Recognizing students who have difficulty understanding concepts and guiding them, both personally and in general, on how to write comprehensible and clear test answers
- Planning- Motivating Action-Primary Tasks-Subsidiary Tasks

CONTINUOUS WORK;

- Read and display comments on management functions in newspapers
- For example connecting to Google Jio.

CLASS : XII**Subject : Commerce****Topic : Management by Objectives,
Management by Exception (Chapter 3)****Date : June 3rd week****NAME : J S SAYEE LAKSHMI****SCHOOL : GOVT GIRLS HSS SHOLAVANDAN,
MADURAI.****Mobile No : 94867 30743****LEARNING OBJECTIVES:**

- To enable the students to understand the meaning and definition of MBO and MBE
- Understand the concept of management by objectives
- Understand the concept of management by Exception

LEARNING OUTCOME:

- Students are able to explain the meaning of MBO and MBE summaries the features, process and benefits and demerits of MBO and MBE.

TEACHING LEARNING MATERIALS:

- Black board, chart showing the process of MBO, PPT, youtube videos

MOTIVATION:

- Asking the student how the teacher tries to attain the goal of all pass and getting an average of 70% marks.
- How the teacher categorises the students and moves with every type of student (i.e., Fast, Average, and slow learners).

PREVIOUS KNOWLEDGE

- It is assumed that the students are clear in the meaning of and process of management.

RECALLING:

- Management is goal oriented and it is an art of getting things done through others.

INTRODUCTION:

- MBO was popularized in the USA by George Odiorne. According to him
- MBO is a system wherein the superior and the subordinate managers of organization jointly identify its common goals, define each individual major area of responsibility in terms of the result expected of him and use these measures for operating the unit and assessing the contribution of each of its members.

Objectives of MBO:

Management by objectives is intended primarily:

- i. to measure and judge performance
- ii. to relate individual performance to organisational goals
- iii. to clarify both the job to be done and the expectations of accomplishment
- iv. to foster the increasing competence and growth of the subordinates
- v. to enhance communications between superiors and subordinates
- vi. to serve as a basis for judgements about salary and promotion

vii. to stimulate the subordinates' motivation

viii. to serve as a device for organisational control and integration.

Moreover Teachers expaling the features process, advantages and disadvantages of MBO with the help of PPT using lecture method

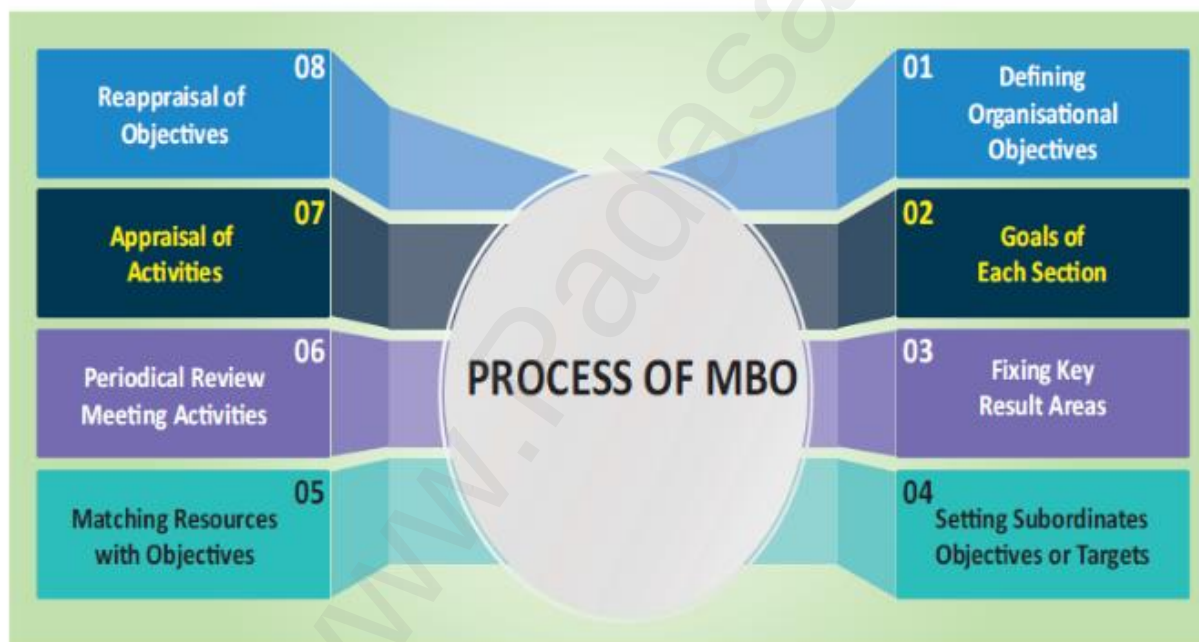
MANAGEMENT BY EXCEPTION:

- MBE is an important principle of managerial control suggested by the classical writers on management
- It is based on the belief that an attempt to control everthing results in controlling nothing.
- MBE is a style of business management that focuses on identifying and handling cases that deviate from the norm.
- To illustrate the meaning and features of MBO and MBE teacher can use the classroom environment.
- Teacher grouping the whole class into four categories
- Very fast, fast, average, slow learners.
- Setting goal in the forthcoming examination, i.e. Class average 70 % and 90%, 80%, 70% and 40% for each category.
- Appointing team leaders for every team and guiding each and every team leaders and team to obtain their goal marks. Here

Teacher	-	High level Executive
Team Leaders	-	Managers
Students	-	Sub ordinates

Keeping this illustration in mind of students, the teacher develops the lesion explains the features. Process advantages and disadvantages of MBO and MBE

Process of MBO



Process of MBE

- Set objectives or norms with predictable or estimated results
- These proformances are assessed and get equated to the actual performance
- Deviation gets analysed
- Where is insignificant or no deviation, no action is required by senior managers
- If there is significant deviation, the issue needs to be passed to senior managers.
- Finally, the aim is to sove items 'exception' immediately

STUDENT ACTIVITIES

- Responding the questions asked by the teacher
- Underlining the key terms they have learnt in this lesson
- Writing class work note
- Writing slip tests

REINFORCEMENT:

- Teacher repeating the highlights of the lesson. sharingyoutube videos relating to this lesson in students whatsapp group.

EVALUATION:

- L O T - MBO was introduced in USA by _____.
- M O T - Give the meaning of MBE
- H O T - Summarise the process of MBO.

REMEDIAL LEARNING

From the examination point of view, slow learners are focused and given training in book back question answers.

Students who are interested in learning management studies are clarified there doubt.

FOLLOW UPS:

Students are directed to write down their opinions about the case study and discussions to be carried on in the classroom

Students are instructed to memorise (with understanding) book back question answers.

CLASS : XII

Subject : Commerce

Topic : Financial Markets (Chapter 4)

Date : June 4th week

NAME : P CHITRA

**SCHOOL : CC GHSS KOTTAIYUR,
SIVAGANGAI DISTRICT.**

Mobile No : 9003720856

LEARNING OBJECTIVES :

To enable the students to understand the

- Meaning and definition of financial market
- Scope of Indian Financial market
- Types of Financial market
- Role of financial market
- Functions of financial market
- New issue market Vs Secondary market

LEARNING OUTCOMES :

- Tells the meaning of financial market
- Says the classification of the Indian Financial system
- Describes/ answers the importance/role of financial market in a county
- List down the functions of financial markets
- Compares new issue market with secondary market
- Differentiate marketable & non marketable; physical & financial assets

TEACHING LEARNING MATERIALS :charts,ppt presentation, Match board, game quiz

INTRODUCTION OF THE LESSON : Teacher says every economic activity need fund.

Small volume or size activity need little fund.

Huge volume or size activities need enormous fund

Little funds can be raised by individuals themselves, friends ,relatives, financial institutions . but huge funds for governments, business firms can be raised through financial markets

Lesson development :

According to Brigham “ The place where people and organizations wanting to borrow money are brought together with those having surplus funds is called a financial market.

Scope : long term as well as short term financial assistance

Financial instruments: Equity shares, debentures, preference shares deposits and loans, corporate stocks and bonds and more exotic instruments such as options and future contracts

Types of Financial markets: Debt, equity, money, capital , primary, secondary, cash/spot, forward/future, exchange traded, over-the – counter markets

Role: savings>Investment> Entrepreneurship growth>Industrial growth> National growth

Functions : Intermediary and Financial functions

Intermediary functions: Enhancing income, productive usage, capital formation, Price determination Sale mechanism and information

New issue market Vs. Secondary market

TEACHERS ACTIVITY : explains with diagrams, charts

Interacts with students

Meaning of financial market

Buyer- one who experience deficit of fund -

Seller – one who has an excess of fund

Marketable assets- can be easily transferred from one person to another .ex. Shares of listed companies

Non-marketable assets – cannot be easily transferred – ex. Pension funds, NSC

STUDENTS ACTIVITY :

Marking the important key words

Repeating the key terms

Answering the teachers questions

REINFORCEMENT :

- Repeating the key points in different ways – ex. modulating the sound
- Coming around the students and repeating the key terms...

EVALUATION :

LOQ –classification of Indian Financial system 1. _____ 2. _____

Primary market is also called as _____ [new issue/indirect]

Capital market is a market for _____ [Long term/short term]

MOQ: 1. Meaning of Financial market

2. explain spot market and future market

HOQ : How price is determined in a secondary market?

If a building purchased for residence purpose what type of asset it is?

REMEDIAL TEACHING : what, types , classifications questions can be taught in different ways to remember easily in exam point of view

ACTIVITIES :

students read the book back exercises in attendance order

Short answers, very short answers slip test,

Differentiate new issue and secondary market test

FOLLOW UP :

personal investment avenues

Today's share market top 10 shares

Names, examples for government bonds

CLASS : XI
Subject : Commerce
Topic : Capital Markets (Chapter 5)
Date : July 1st week

NAME : B. SHANMUGA SUNDARAM
SCHOOL :
ST.MICHAEL.MAT.HR.SEC.SCHOOL
MADURAI
Mobile No : 8870882272

LEARNING OBJECTIVE :

Students would be able to understand the

- Meaning and definition of Capital Market
- Characteristics of Capital Market
- Functions of Capital Market
- Indian Capital Market Evolution and Growth
- New Financial Institutions

EXPECTED LEARNING OUTCOME :

- The students will get the clear vision on meaning , characteristics , functions, evolution and growth and information about new financial markets .

TEACHING LEARNING MATERIAL :

- Power point presentation (PPT)
- QR code , internet (or) you tube videos
- Oral quiz conducted
- Online test for one words

RECALLING THE PREVIOUS LESSON :

- Equity market
- Debt market
- Organized sectors
- Financial market

INTRODUCTION TO THE LESSON :

Capital market is a market where buyers and sellers engage in trade of financial securities like bonds, and stocks.

LESSON DEVELOPMENT :

DEFINITION :

According to Arun K. Datta, capital market may be defined as “a complex of institutions investment and practices with established links between the demand for and supply of different types of capital gains”.

Characteristics of Capital Market :

- Securities market
- Price
- Participants
- Location
- Market for financial assistance

Kinds of Capital Market :

- Primary market
- Secondary market

Functions and Importance of Capital Market :

- ❖ Permanent capital
- ❖ Savings and capital formation
- ❖ Industrial growth

- ❖ Proper channelisation of funds
- ❖ Provision for various services
- ❖ Development of backward areas

Indian Capital Market – Evolution and Growth :

During the period between 1980 and 1992 , debenture emerged as a powerful instrument of resource mobilization in the primary market. The public sector bonds were introduced. A number of stock exchanges came into existence. There was a momentous growth in the secondary market.

New Financial Institutions :

- ✓ Venture Fund Institutions
- ✓ Mutual fund
- ✓ Factoring institution
- ✓ OTCEI
- ✓ NSEI
- ✓ SHCIL

Foreign Exchange Market

Commodity market

Derivatives Market

Are to be explained briefly .

TEACHER'S ACTIVITY :

- Teachers need to write the important points on the board and explain them .
- Everything should be written in chalk piece and important points should be briefly explained .

STUDENT'S ACTIVITY :

- Make the students note down the important points
- Answer teacher's question
- Read the whole lesson carefully .

REINFORCEMENT :

- New financial institutions
- Capital market
- Derivates market
- Commodity market and it's types

All the topics must be explained to them in a nutshell .

EVALUTION :

LOT :

1. Capital market is for _____
2. Who are the participants in capital market

MOT :

1. Define - capital market
2. What is OTCEI

HOT :

1. Types of new financial institutions
2. Characteristics of capital market

STUDENTS OWN THINKING :

- Write five hard and soft commodities and distinguish between them
- Write about the NSE

REMEDIAL TEACHING :

Slow learners are to be analysed and the concepts will be taught to them in exam point of view
Practise them only with the repeated questions

ACTIVITIES : Students are asked to write the answers for all the exercises given in the book back

- Class tests will be conducted .
- Write the characteristics and functions of capital market in home work note
- Revise the one words and get ready for oral test.

FOLLOW UP :

- Recognize the importance of capital markets and their development in the backward areas
- Explain about the gilt edged market .

CLASS : XII

Subject : Commerce

Topic : Money Market (Chapter 6)

Date : July 2nd week

NAME : Mrs. ASHFARA

**SCHOOL : M.C.C.HR.SEC. SCHOOL,
CHETPET, CHENNAI – 600 031**

Mobile No : 9444561490

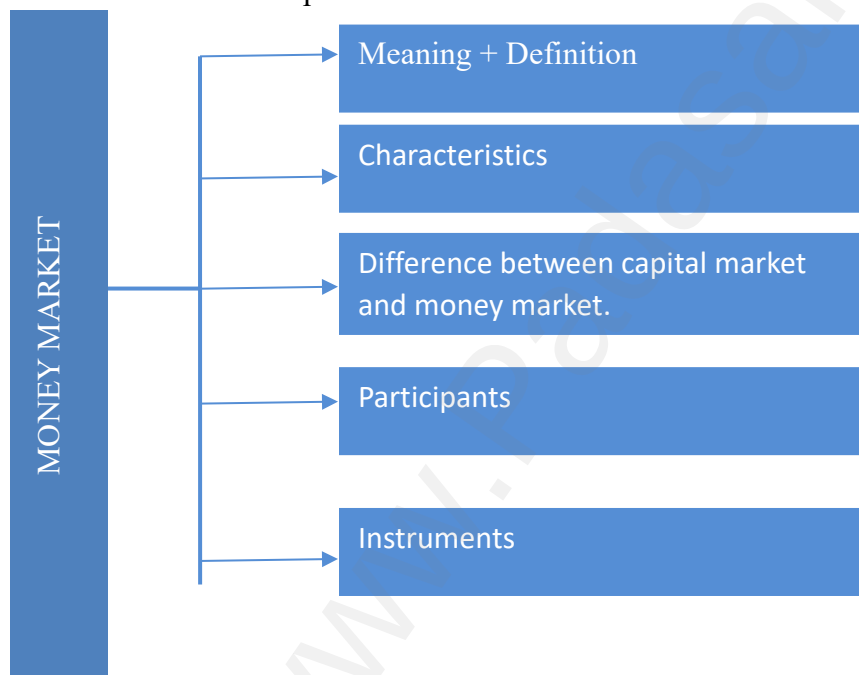
LEARNING OBJECTIVE

(To enable the students understand the)

- ❖ Characteristics of money market
- ❖ Differences between capital market & money market
- ❖ The money market Instruments

EXPECTED LEARNING OUTCOME

At the end of the Topic students should be able to know.



TEACHING LEARNING MATERIALS

- Power point presentation
- QR code, Internet or 'U' Tube videos
- Online test for multiple choice questions
- Charts Showing money market Instruments.

RECALLING PREVIOUS KNOWLEDGE (MOTIVATION)

- Financial Market
- Types of Financial Market

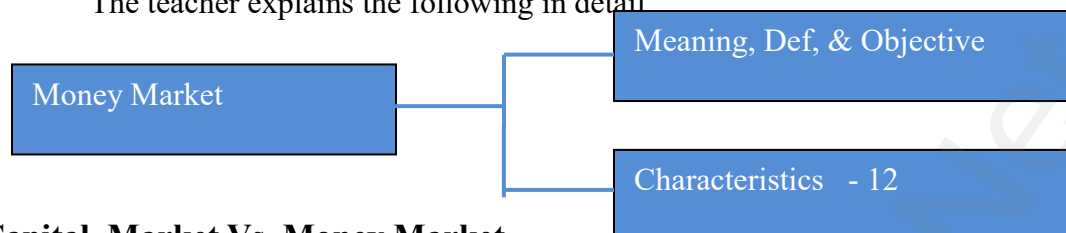
- On the basis of Maturity of financial claim
- Short term funds (Maturity period does not exceed one year)

Introduction to the lesson:

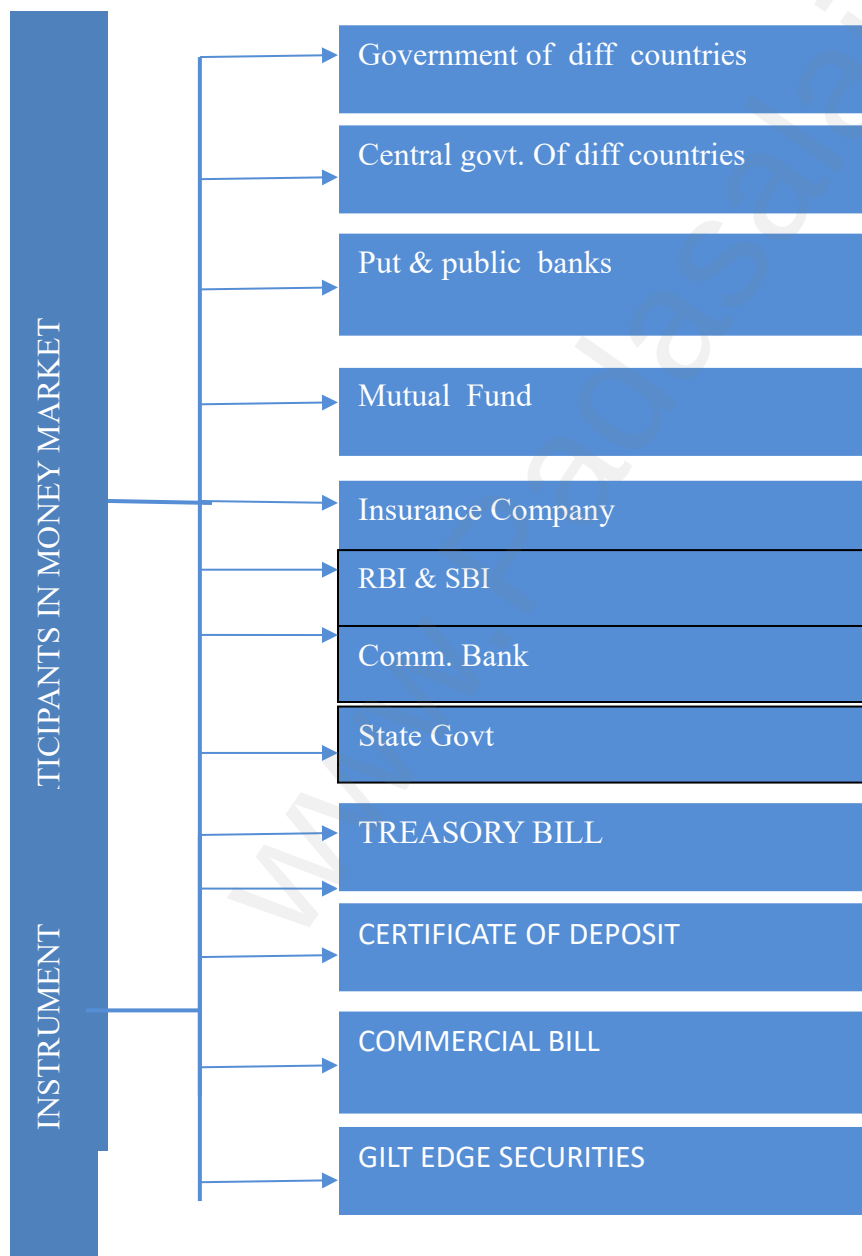
- What is Money Market
- Necessity of Money Market
- Role of Money Market
- Recent Money Market trend.
- Short term fund.

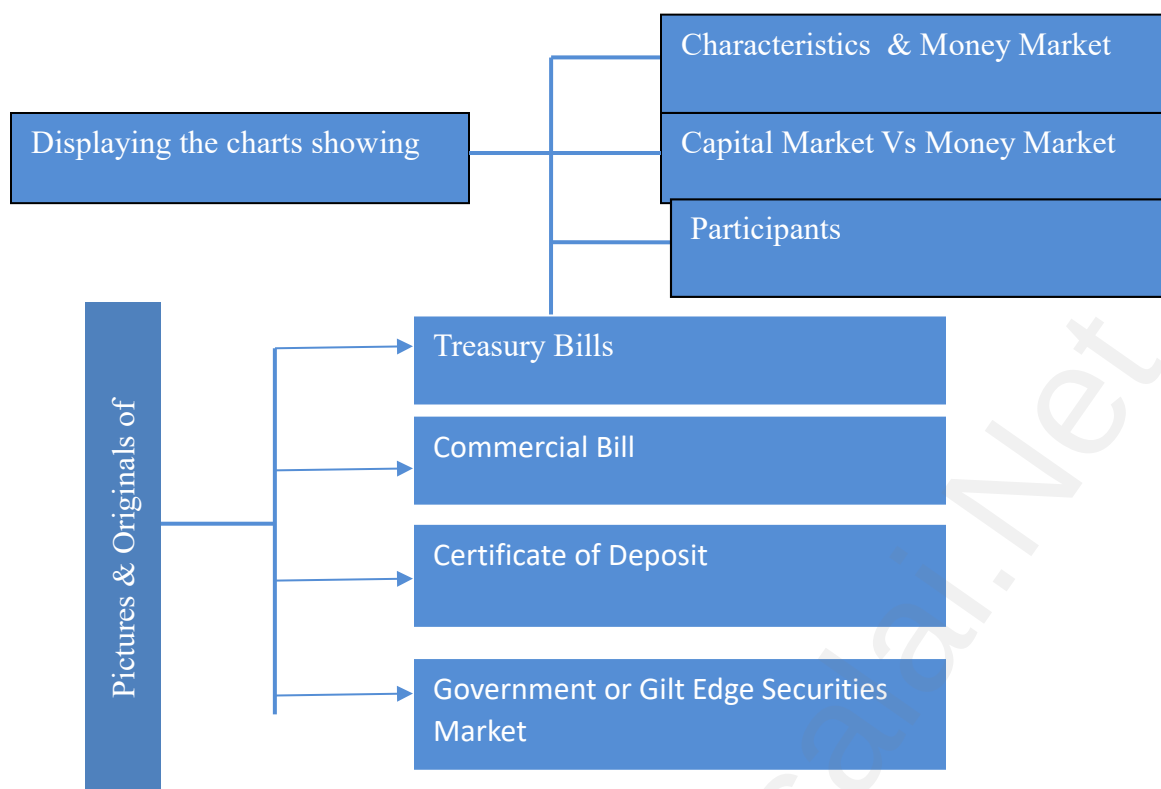
LESSON DEVELOPMENT:

The teacher explains the following in detail



Capital Market Vs Money Market



TEACHERS ACTIVITY

The teacher explain by writing all important contents on the board by using both white & colour chalkpieces.

STUDENTS ACTIVITY:

- Make the students to write down the important points
- Make the students to read the full lesson once and underline keywords & points
- Make them answer teacher's question

REINFORCEMENT:

- | | |
|---------------------------|--------------------|
| ❖ Treasury Bills | * Commercial Bills |
| ❖ Commercial Papers | * Government Bonds |
| ❖ Money Market | * Capital Market |
| ❖ Certificate of Deposits | * Auctioning |

EVALUATION

LOT:

- a) Money Market Provides _____
- b) Risk in the Money Market is _____

MOT

- a) What is CD Market?
- b) What is Switching ?

c) What is Auctioning ?

HOT

- a) Instruments of Money Market
- b) Capital (M) Vs Money (M)

STUDENTS OWN THINKING

If you earn money, which Investment plan would you like?
Why ? Give Reasons ?

- ❖ Mutual Fund
- ❖ Shares
- ❖ Debentures
- ❖ Treasury Bill etc.

REMEDIAL TEACHING:

- ❖ Slow learners should be identified and there will be a micro teaching of simple concept to understand easily from the examination point of view

ACTIVITIES:

- ❖ Students are asked to write answers for all exercise questions given at the back of the lesson with the help of the Notes given by the teacher.
- ❖ Class test will be conducted separately

FOLLOWUP:

- ❖ How to invest money in money market funds
- ❖ Investing in Money Market funds
- ❖ Buying & Tracking of Money Market funds

CLASS : XII
Subject : Commerce
Topic : Stock Exchange (Chapter 7)
Date : July 3rd week

NAME : Mrs. Prema Samuel
SCHOOL : M.C.C.HR.SEC. SCHOOL,
CHETPET, CHENNAI – 600 031
Mobile No : 9884031983

Learning Objectives :

To enable the students to understand the

- Origin, Meaning and Definition of Stock Exchange
- Functions and features of stock exchange
- Benefits and limitations of stock exchange
- Stock exchanges in India
- Stock exchange traders and types of speculators
- Recent development in stock exchange

Learning Outcome :

At the end of the topic, students should be able to

- Understand the meaning and definition of stock exchange
- Know the functions and features of Stock Exchange
- Analyse the benefits and limitations of stock exchange
- Identify the stock exchanges in India
- Gain knowledge on types of speculators and stock exchange traders

Analyse the recent development in stock exchange

Teaching, Learning Materials (TLM) :

- News about the share markets in the newspaper
- QR Code, Internet or YouTube Videos
- PowerPoint Presentation
- Online test for one word and Quiz

Previous Knowledge :

- Recalling Company form of Organisations, which need large funds to undertake business activities and raising of these funds may be beyond their capacity in a reasonable period of time.
- Recalling financial markets which help Companies to raise large and long term funds through selling off financial instruments such as financial claims, assets and securities.

Introduction to the Lesson :

- 1) How can a Company raise Capital ?
- 2) What is a Share ?
- 3) How Companies issue Shares ?
- 4) If a Share holder wants to sell off his shares, can he do so ?
- 5) If a Share holder wants to evaluate the worth of his securities regularly can he do so ?
- 6) Where Shares are bought and sold ?

Lesson Development :

The Teacher introduces the lesson by answering the above Questions and explains the meaning and definition of Stock Exchange.

- The Teacher explains features and functions of stock exchange with examples.
- Benefits and Limitations of Stock Exchange will be explained
- Illustrating types of speculators and recent development in stock exchange

Learning Teaching Activity :

- Interactive discussion on Stock Exchanges in India
- Listing top 10 stock exchanges in the world
- Demonstrating the difference between commodity exchange and stock exchange.

Students Activity :

Students will read the lesson and underline the keywords and points.

Reinforcement :

Through Videos, QR Code Scan, PowerPoint Presentations, meaning, features, functions of stock exchange and important concept like NIFTY. Sensex, Dalal Street, Lombard Street, Wall Street, Stock Trading Timings in India will be explained.

Evaluation :

1. There are ____ stock exchanges in the country .
a) 21 b) 24 c) 20 d) 25 (LOT)
2. What is meant by Stock Exchange ? (MOT)
3. Write any 5 Stock Exchanges in India (MOT)
4. Explain the functions of Stock Exchange (HOT)

Remedial Teaching :

Slow Learners will be identified and there will be a micro teaching to understand the concept easily from the examination point of view.

Activities :

Students may be divided into groups and instructed to select any 5 Companies and record their Share Prices every day, for a period of 3 weeks. They may even get information about these share prices from the television and newspaper

Follow Up :

Study the website of Mumbai Stock Exchange and compile information which you find useful.

Discuss the same in your class and find out how it can help you to invest in the stock market.

CLASS : XII

Subject : Commerce

**Topic : Securities Exchange Board of India
(SEBI) (Chapter 8)**

Date : July 4th week

NAME : D. Helen Mercy Innocen

**SCHOOL : GGHSS ,THIRUMANGALAM
MADURAI DIST**

Mobile No : 9842582894

LEARNING OBJECTIVES :

To enable the students to understand the

- Meaning and origin of SEBI
- Objective of SEBI
- Features of SEBI
- Functions and powers of SEBI
- Meaning of Dematerialization
- Benefits of Dematerialization
- Meaning of Demat Account and
- Opening of Demat Account
- Documents required for Demat Account

LEARNING OUTCOMES :

- Explains the meaning of SEBI
- Listing out the organisation structure of SEBI
- Describes the objectives of SEBI
- Points out the functions and powers
- Emphasis Dematerialization

TEACHING LEARNING MATERIALS (TLM)

- Power point
- QR code
- Related materials from newspapers and magazines
- Format of Demat Account
- Chart showing the organisational structure of SEBI

PREVIOUS KNOWLEDGE : (MOTIVATION)

- Recalling the various securities
- The great role played in Indian economy
- The risk pertaining to physical certificates
- Practical knowledge in opening an Account

INTRODUCTION TO THE LESSON :

SEBI – Autonomous body by the Govt. Of India on 12th May 1992, Headquarters at Mumbai.

- Is the nodal agency which safeguards the interest of our investor in the Indian Financial Market?

Dematerialization – physical share certificates of an investor taken back by the company and destroyed.

Demat Account - holds the financial instruments like shares, bonds , govt. securities, mutual funds and (ETF'S)

LESSON DEVELOPMENT : SEBI is an apex body that maintains and regulates our Capital market.

Functions : SEBI drafts, regulations, conducts investigation & Enforcement action and passes rulings and orders.

Role : Dematerialization acts at the request of the investor with a Depository Participant.

Scope : Providing security to the investors by protecting them from the risk of delivery and payment.

TEACHER'S ACTIVITY :

Explaining the meaning of SEBI.

- The efficient services provided to all the parties of stock exchanges.
- Powers to regulate insiders trading.

STUDENTS ACTIVITIES :

- Making them to list out the regional offices of SEBI.
- Collecting informations about stock exchanges from newspapers and journals.
- Preparing an album with papercutting and related pictures.

REINFORCEMENTS :

- To emphasis the importance of SEBI.
- To insists the powers, functions and objectives of SEBI.
- To prepare a list of benefits of Dematerialization.

RECAPITULATION :

- Recall all the explained terms and concepts.
- Testing their knowledge by conducting quiz and group discussions.
- Summarising all the points in a nutshell.

EVALUATION :

- Write a short note on SEBI
- What is dematerialization?
- What are the objective of SEBI.

REMEDIAL TEACHING :

- Identifying the slow learners.
- Training them to learn and give importance for objectives and short answers.
- Conducting slip test.

ACTIVITIES :

- Making them to revise and write the repeated objective questions.
- Revising the previous question papers.

FOLLOW UP :

- Collecting material from newspapers and journals.
- Arranging a seminar with a resource person.

CLASS : XII**Subject : Commerce****Topic : Fundamentals of Human Resource
Management (Chapter 9)****Date : August 1st week****NAME : Loudi Gracy Arulmani. T****SCHOOL : St. John's Matric. Hr. Sec. School,
Kochadai, Madurai 16****Mobile No : 99440 96501****LEARNING OBJECTIVES:**

To enable the students to understand the

- Meaning and definition of Human Resource
- Characteristics of Human Resource

- Significance of Human Resource
- Meaning and definition of Human Resource Management
- Features of Human Resource Management
- Significance of Human Resource Management
- Functions of Human Resource Management

LEARNING OUTCOME:

After understanding the characteristics and significance of human resource and human resource management students are very clear about:

- Not all human beings are considered to be human resources but only those individuals with talents, competencies and capabilities in the accomplishment of organisational objectives.
- Human resource management is needed to
 - To ensure the correct requirement of manpower
 - To determine employee commitment
 - To provide incentives and bonus to best performers.
 - To promote favourable employee attitude.
- Human resource Management does procuring, developing, compensating and maintaining too

TEACHING LEARNING MATERIALS:

- Mind map chart showing significant Human Resource Management
- Mind map chart showing Functions of Human Resource Management
- Government QR code scanning.
- Power Point Presentation

PREVIOUS KNOWLEDGE:

- To know the importance of Human Resource Management
- Ensure the quality of work force through quality assurance.
- Describe two management techniques to improve job satisfaction.
- Analyse the ways of forecasting Human Resource requirements.

INTRODUCTION TO THE LESSON:

- Defining Human resource and Human resource management
- Listing out the characteristics of Human resource.
- Pointing out the significance of Human resource.
- Enlisting features of human resource management.

LESSON DEVELOPMENT:

- Explaining the various reasons why human resource management is important such as;
 - Manpower needs
 - Incorporate change
 - Ensure requirements
 - Right man Right job
 - Competitive advantage
- Classifying the functions of human resource management viz., managerial and operative functions.

LEARNING TEACHING AND TEACHER'S ACTIVITIES:

- Only through human resource all other resources are actively utilised leading to the efficient and effective running of an organisation.

- Human resource exhibits innovation and creativity
- Human resources are well protected by legislative frameworks.

STUDENTS ACTIVITIES:

- Students are asked to take down important points regarding Human Resource Management.
- Identify points of differences between HRM and HRD
- To make notes on functions of Human Resource Management.

REINFORCEMENTS:

- To feed the knowledge of human resource and its importance.
- To forecast human resource requirements.
- To prepare Human Resource Planning Schedule.

RECAPITULATION:

- Recalls all the relevant key points
- Asks one word questions
- Make short explanation on
 - Features of human resource
 - Characteristics of human resource
 - Significance of human resource
 - Functions of human resource management

EVALUATION:

- Identify points of differences between HRM and HRD
- Analyse the impact of change Management
- Prescribe ways of resolving Conflict Management
- Specify the available Competency Mapping Process

REMEDIAL TEACHING:

- Identifying the slow learners
- Conducting oral one word test
- Conducting quiz on basic one words
- making them match the one word answers
- Conducting slip test

ACTIVITIES:

- Arranges group discussion on significance of Human Resource and Human Resource Management
- Project ways of having a control over the operation of Trade unions.
- Conducts seminar of functions of human resource management

FOLLOW UP:

- Evaluate the shortfalls of Human resource management and its consequences.
- Prepare a flow chart of functions of human resource management.

CLASS : XII

Subject : Commerce

Topic : Recruitment Methods (Chapter 10)

Date : August 2nd week

NAME : C. Chithra

SCHOOL : GBHSS, Edappadi

Salem District

Mobile No : 8760117026

Learning objectives : To enable the students to understand the

- Meaning and definition of Recruitment
- Process of Recruitment
- Different methods of Recruitment
- Sources of Recruitment

Learning outcomes :

- Tells the meaning of Recruitment
- Says the classification of the Recruitment
- Describes/ answers the importance/role of Recruitment Process.
- List down the Sources of Recruitment
- Compare the Internal Recruitment sources and External Recruitment sources.

Teaching learning materials : charts, PPT presentation, Match board, game quiz

Introduction of the lesson : Teacher says Meaning and definition of Recruitment.

It is a process of attracting potential people to apply for a job in an organization.

Lesson development : According to Edwin B Flippo , “It is a process of Searching for prospective employees and stimulating and encouraging them to apply the jobs in an organization.”

Reasons behind Recruitment:

There are different reasons why vacancies arises and they are

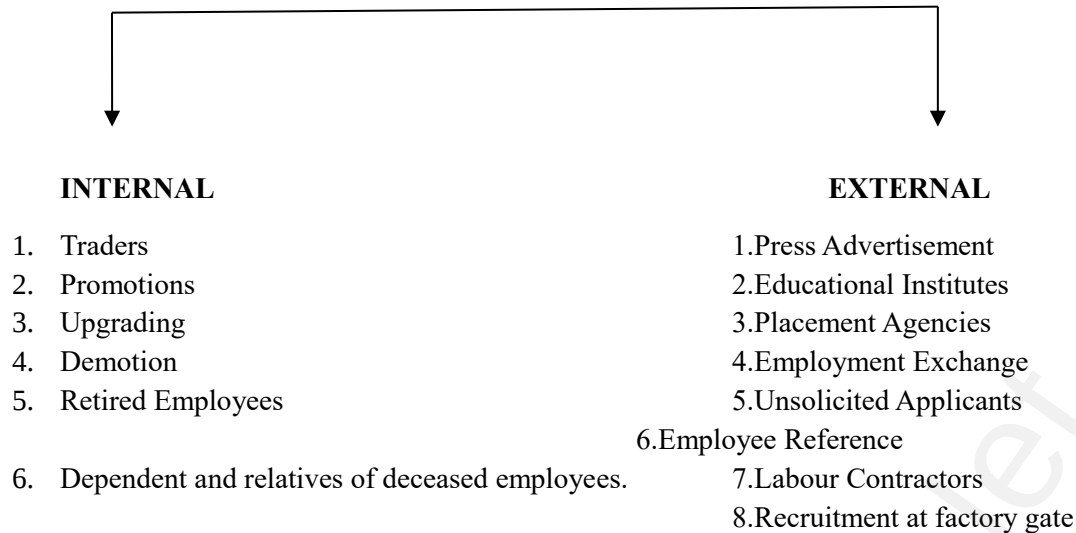
1. Recruitment of an employee.
2. Death of an employee
3. Resignation of job by an employee
4. Disablement of an employee
5. Dismissal of an employee

Recruitment Process:

Recruitment process includes following steps:

1. Planning Recruitment
2. Determining Vaccancies
3. Identifying the sources
4. Drafting information for advertisement
5. Selecting the suitable mode of advertisement
6. Facilitating selection process
7. Evaluation and control

Sources of Recruitment



Teachers activity : Explains with diagrams, charts

Interacts with students

Students activity : marking the important key words

Repeating the key terms

Answering the teachers questions

Reinforcement : Repeating the key points in different ways – ex. modulating the sound

Coming around the students and repeating the key terms...

Evaluation : LOQ –Recruitment is the process of identifying.....

(Right man Right Job/good performer)

E recruitment is possible only through-----

(Computer/Internet)

Transfer is an -----source of Recruitment. (External/Internal)

MOQ: 1. Meaning of Recruitment

2. Steps in Recruitment Process

HOQ : Explain the different methods of recruitment.

Discuss the importance of Recruitment.

Remedial teaching : what, types , classifications questions can be taught in different ways to remember easily in exam point of view

Activities : students read the book back exercises in attendance order

Short answers, very short answers slip test,

Differentiate Internal and External Sources of Recruitment.

Follow up : Students can be asked to identify four or five job portals with websites.

Write an assignment on the ways by which recruitment can be outsourced.

Suggest suitable methods of training for middle and top level employee.

CLASS : XII

Subject : Commerce

Topic : Employee Selection Process (Chapter 11)

Date : August 3rd week

NAME : A. SARAVANAN

**SCHOOL : Graham MHSS,
Coimbatore District**

Mobile No : 9894687138

Learning objectives:

- To enable the students to understand the meaning and objectives of selection
- To understand the activities steps of selection process.
- To explain the important of selection and types
- To specify the difference between selection and recruitment
- To explain the meaning of placement
- To identify the important of principles of placement.

Expected Learning outcome:

At end of the topic students should be able to,

Know meaning of selection, placement

- Apply the various of various types of selection in organization.
- Know the various principles of placement
- Differentiate between selection and recruitment
- Know the significance of placement.

Teaching learning materials (TLM):

- ✧ News in different kinds of selection in newspaper.
- ✧ Various pamphlets types of interviews
- ✧ Powerpoint presentation slide show types of selection test
- ✧ Various company website of conducting interviews (like online)
- ✧ Flow Charts showing important of selection
- ✧ Use smart board to view the placement and principles of placement
- ✧ QR Codes.
- ✧ Hi teach lab using one word quiz.

Previous knowledge:

- ◆ Recalling the meaning of recruitment
- ◆ What is meaning of selection? How to select new employees in organization.
- ◆ Recalling the steps of selection process
- ◆ Discuss about Students difference selection and recruitment

Introduction of lesson:

Interactive with students in classroom,

- ❖ What is meaning of recruitment?
- ❖ What are the routine (day to day) activities of steps of selection process of company?
- ❖ As a select correct employee in your organization what is benefits for us?

Lesson development:

- ✓ Meaning and types of banks.(based on function , based on RBI status, based on ownership pattern)
- ✓ Explain various example of types of banks.
- ✓ Therefore a study of all these types of banks essentials.

Learning teaching activity and teaching activities :

- ✓ Selection is the process of differentiating between applicants in order to identify and hire those with a greater likelihood of success in a job Selection is the process of choosing the most suitable person for the vacant position in the organization
- ✓ students should be know the steps in employee selection process.
- ✓ students should know the Distinction Between selection and placement.

Students activities:

- ❖ Students are asked to take downs the important points explained and asked them to underline key points.
- ❖ Repeating the key terms
- ❖ Answering the teachers questions.
- ❖ To analysis the impact of selections process in company.

Reinforcement:

- Selection, types of interview,types of selection test with proper example again.
- Oral discussion about important of selections
- Short explanation for key words of placement.

Recapitulation :

- ✓ Recapture all points through QR Codes
- ✓ The teachers summarizing all the points nutshell.

Evaluation :

1. The main aim of selection process is to find out the ----- for specific job. (MOT)
2. Selection is usually considered as a _____ process a) postive b)negative c)Natural (LOT)
3. Explain various the various types of interview. (HOT)
4. List out example of online interview (MOT)
5. What is meaning of placement? (HOT)
6. Write a short notes placement? (HOT).

Remedial teaching:

- select slow learners among the students (to study keywords answers)
- To create self confidence and focus students aim to score marks.
- To project students talent and related efforts to be improve.
- To improve basic skills in group discussion .

Activities :

- Study and write the types of selction test, types of interview one time home works.

- Learn and write objectives types question onetime in your home work notebook and prepare oral test tomorrow.
- Write a assignment - Search and write Differentiate Recruitment and Selection.
- Collect various types of interview process .

Followup :

- ❖ Know the job selection methods in TamilNadu government
- ❖ Collection of job application related to different types job.
- ❖ Student should know about the skilled and unskilled workers

CLASS : XII

Subject : Commerce

Topic : Employee Training Method (Chapter 12)

Date : August 4th week

NAME : S.M. RAJENDRAN

**SCHOOL : GHSS THANGAMMALPURAM,
THENI DISTRICT**

Mobile No : 9042117151

Learning Objectives:

To know the meaning and definition of Training

To understand the purpose of Training.

To know the steps in designing a training programme.

To understand the training methods.

Distinguish between on the job training and off the job training.

To understand the benefits of training.

Learning Out come :

Understanding the concept of training, how the training helps to enhance the skill and efficiency of an employee for doing a particular job. Example, Employees of an organisation, police, Doctor, Military etc.

Having identified what is on the job training and off the job training.
would have known the purpose of training.

Teaching, Learning Aids:

videos, magazines, QR Code scanner.

Previous Knowledge :

Have been remembered what had studied in class X1 curriculum such as joint stock company, multinational corporation, Government organisation etc; The success of the above organisation depends on an appropriate training having given to the employees of the organisation for doing a particular job.

Introduction to the Lesson:

During the summer holidays, might have, watching, listening many advertisement on to learn computer, swimming, driving, spoken English etc; Training refers to teaching and learning activities to acquire and to apply the required knowledge, skill and attitudes to perform their job effectively and efficiently.

Lesson Development:

Learning, Teaching and Teacher's Activity;

Explain the purpose of training and steps in designing a training programme.

Describe the training methods ,On the job training and Off the job training and their differentiation.

Enumerate the benefits of training; Benefits to the organisation ,to the employees and to the customer.

Student Activity:

Ask the students to study and underline the important word in the text book, to ask oral question ,discussion and to write a brief notes on training methods.

Reinforcement:

New and Difficult concepts being explained with videos and QR code scan .Vestibule training method, Role play training, Internship training method.

Evolution:

Lot: what is meant by training?

Mot: what is role play?

Hot: what is vestibule training ?

Remedial Teaching :

Identify the slow learners and their problems. Planning and preparing for exam. Conducting slip test.

Activities:

Divide the Students into two groups, Discuss on the job training and Off the job training.

Follow up :

Which method of training would be given to manager of a bank.

CLASS : XII

Subject : Commerce

**Topic : Concept of Market and Marketer
(Chapter 13)**

Date : September 1st week

NAME : PREM DHASS

SCHOOL : CARMEL HSS

NAGERCOIL

Mobile No : 9488065851

LEARNING OBJECTIVES

After these classes student would be able to understand the

- ❖ Meaning and definition of market and marketer
- ❖ Know the need of Markets
- ❖ Classification of Markets
- ❖ Things which can be marketed
- ❖ Understand the role and functions of marketer

LEARNING OUTCOMES

After these classes student would know, understand and explain

- Meaning and definition of **market**
- Classification of market – on the basis of Geography – commodity – economics – transaction – regulation – time – volume of business – importance
- **Marketer** - meaning – definition

- Things that can be marketed
- Role of marketer
- Functions of marketer

TEACHING AND LEARNING MATERIALS (TLM)

- Photos, videos and documentaries on various forms of marketing
- Pamphlets and samples

PREVIOUS KNOWLEDGE

Referring marketing persons experience in their purchase, the topic would be introduced

Introduction to the lesson

Sharing the student's experiences with sales reps. At home, shops, insurance agents the lesson would be introduced.

LESSON DEVELOPMENT

- 📌 **Market** - meaning – definition - Classification of market
- 📌 **Marketer** – meaning and definition
- 📌 Things that can be marketed – role of marketer - Functions of marketer.

LEARNING, TEACHING ACTIVITY

- Explanation – interaction – role play – videos

TEACHER'S ACTIVITY

- ❖ Meaning and definition – need for market
- ❖ classification of market – on the basis of geography – family market – local market – national market or world market
- ❖ On the basis of commodity goods – commodity market – produce exchange market – manufactured goods market – bullion market – capital market – money market – foreign exchange market – the stock market.
- ❖ On the basis Economics – perfect market – imperfect market
- ❖ On the basis of Transaction – spot market
- ❖ On the basis of regulation – regulated market – unregulated market
- ❖ On the basis of Time – very short period market – short period market – long period market
- ❖ On the basis of volume of business – wholesale market – retail market
- ❖ On the basis of importance – primary market – secondary market – terminal market
- ❖ Meaning and definition of marketer
- ❖ Things that can be marketed – goods – services – experiences – events – persons – places – properties – organizations – information – ideas
- ❖ Marketer's role – investigator – innovator – implementor
- ❖ Functions of marketer

STUDENT ACTIVITY

- Role play as a marketer
- Marketing games

REINFORCEMENT

- Scanning QR codes
- Case study

EVALUATION

LOT – multiple choice questions

MOT – 2- and 3-Mark questions

HOT – 5 mark questions

REMEDIAL TEACHING

- ❖ Shorten the answers for the easy learning of slow bloomers

ACTIVITY

- ❖ Referring various strategies adopted by various companies

FOLLOW UP WORK

- ❖ Assign each student to pick a company and extract the information on its marketing strategies
-

CLASS : XII

Subject : Commerce

**Topic : Marketing and Marketing Mix
(Chapter 14)**

Date : September 2nd week

NAME : PREM DHASS

SCHOOL : CARMEL HSS

NAGERCOIL

Mobile No : 9488065851

LEARNING OBJECTIVES

After these classes student would be able to understand the

- 📌 Evolution of marketing concepts – definition of marketing - objectives of marketing
- 📌 Importance of marketing to the society – to the individual firms
- 📌 Functions of marketing
- 📌 Meaning and definition of marketing mix
- 📌 Elements of marketing mix
- 📌 Marketing mix matrix

LEARNING OUTCOME

After these classes student would know, understand and explain

- 📌 Barter system – production and sales orientation – marketing consumer and management orientation
- 📌 Importance – to the society – to the individual firms
- 📌 Functions – transportation – storage and warehousing – facilitating function – financing and risk bearing
- 📌 Marketing mix – product – price – internal factors and external factors – promotion

TEACHING AND LEARNING MATERIALS (TLM)

Photos – videos and documentaries of various forms of marketing – smart board.

PREVIOUS KNOWLEDGE

By referring local businesses that indulges in various strategies to market their product

INTRODUCTION TO THE LESSON

Pointing out local big business and its marketing mix the lesson would be introduced

LESSON DEVELOPMENT

- ❖ Introduction – evolution – concepts of marketing
- ❖ Objectives of marketing – importance – functions
- ❖ Marketing mix – elements of marketing mix
- ❖ Marketing mix matrix

LEARNING, TEACHING ACTIVITY

- ✓ Explanation – interaction – role play - videos

TEACHING ACTIVITY

- Introduction – barter system – production orientation – sales orientation – marketing orientation – consumer orientation – Management orientation – definition – objectives of marketing – to the society – to the individual firm – functions of physical supply – transportation – storage and warehousing – private warehouses – public warehouses bonded warehouses – facilitating functions – financing - long term finance – medium term finance – short term finance – risk bearing – time risk – place risk – competition risk – risk of change in demand – risk arising from natural calamities – human risks – political risks – market information – standardization – grading – branding – packing – pricing – marketing mix – elements of marketing mix – product – price – internal factor – place (physical distribution) promotion.

STUDENTS ACTIVITY

- ✓ Explain some risks and providing solution to that
- ✓ Assign students to fix a price for a product and explain it

REINFORCEMENTS

- ✓ Scanning QR codes

EVALUATION

LOT – Multiple Choice Questions

MOT – 2 and 3 mark questions

HOT – 5 mark questions and creative questions

REMEDIAL TEACHING

- ✓ Shorten the answers for the easy learning of slow bloomers

ACTIVITY

Assignment to collect the strategies adopted by MNC

FOLLOW UP WORK

Preparing a Company profile

finance – medium term finance – short term finance – risk bearing – time risk – place risk – competition risk – risk of change in demand – risk arising from natural calamities – human risks – political risks – market information – standardization – grading – branding – packing – pricing – marketing mix – elements of marketing mix – product – price – internal factor – place (physical distribution) promotion.

CLASS : XII

Subject : Commerce

**Topic : Recent Trends in Marketing
(Chapter 15)**

Date : September 3rd week

NAME : M. SUBRAMANIAN

**SCHOOL : GHSS PALLAPATTI, SIVAKASI
VIRUDHUNAGAR DIST**

Mobile No : 9659959212

Learning objectives:

To enable the students to

- grasp the meaning and definition of E-Business and E-Commerce
- analyse Objectives , advantage and disadvantages of E-Marketing
- point out the Concept of Green, Niche, Ambush and Referral Marketing
- apply the skill of recent trends in marketing

Expected Learning outcome:

At the end of the Topic, Students should be able to

- Know the various concepts of marketing
- Classify the various marketing strategies
- Compare E Marketing and Traditional Marketing
- Diffenciate E commerce and E business
- Point out various types of e-tailers

Teaching learning materials (TLM) :

- News of advertisement in newspaper and recording in TV or net
- Various marketing technic used by business organisation.,
- Charts showing various risk of natural calamities.,
- QR code., internet., E business using lap top
- Hi tech lab using for one word quiz.,
- Chart showing recent trends in marketing
- Power point presentation (PPT) and models if any

Previous knowledge (Motivation) :

Recalling the hindrance of Knowledge and how it is removed.

Recalling the various branches or Aids to Trade (Advertisement)

Recalling functions of marketing

Recalling advantages and kinds of market

1. How is hindrance of knowledge removed?
2. Name some advertisement media
3. How can a customer to know a new product?
4. What is market?
5. What is marketing?

Introduction to the lesson :

Showing the advertisement in TV and internet., the new idea of marketing. The market scenario in the world today is changing very rapidly. The boundaries of nations are disappearing for exploiting the opportunities of business.

Lesson development :

Today's customers are global and exhibit international characteristics. Because of developments of information technology, rapid means of transportation, liberalization, and mobility of customers, their buying habits are fast varying and so are the fortunes of various organisations.

Learning teaching activity And Teacher's activities :

In the Globalised business environment, the marketer must move goods faster and quicker to satisfy the consumers' needs and wants by serving the best quality goods and services. people across the world, their buying habits.

It is possible to carry out all the business transactions over an electronic network, primarily through the internet. The number of internet users is increasing very rapidly. They use a variety of tools like computers, laptops, tablet and smart or android phone devices to access different websites.

Besides the social media networks have opened new avenues of interacting with customers.

Explain with suitable example PPT or Model

- (i) **Electronic Commerce**
- (ii) **E Business**
- (iii) **E Marketing**
- (iv) **Traditional Marketing**
- (v) **E tailer / E Tailing**

Objectives , advantages and disadvantages of E Marketing

Using chart to be explained

Chart showing E marketing and Traditional Marketing can be explained

Recent trends in marketing (Explain with suitable PPT)

Green Marketing Social Marketing Rural Marketing Service Marketing Commodity Exchanges Niche Marketing Viral Marketing Ambush Marketing Guerrilla Marketing Multilevel Marketing Referral Marketing Content Marketing

Students' activities :

Students are asked to take down the important points explained and asked them to underline keywords and points.

Reinforcement :

Difficult concept like various trends in Marketing can be explained with proper live examples again.

Recapitulation :

The Teacher sum up all the points in a nutshell. E commerce E business Advantages and disadvantages and Recent trends in Marketing

Evaluation :**1. Which is gateway to internet? (LOT)**

- a. Portal b. CPU c. Modem d. Webnaire

2. Social marketing deals with: (LOT)

a. Society b. Social Class c. Social change d. Social evil

3. What is E-Tailing? (MOT)

4. What is Social marketing? (MOT)

5. Explain advantages and disadvantages of E-Marketing. (HOT)

6. Discuss any two new methods of marketing. (HOT)

Students own thinking:

1. Why is internet common in today's marketing world?

2. Do you think, traditional marketing is good or bad

Remedial teaching :

Slow learners should be identified and there will be a micro teaching of simple concept to understand easily from the examination point of view.

Activities :

1. Explain in detail how traditional marketing differs from E-marketing

2. Explain any two modern trends in marketing

Followup :

1. Visit internet and know the modern advertising technique

2. Visit internet and know the modern advertising technique

3. Collect new Marketing techniques.

4. Collect products available in E marketing which is not available in traditional market.

CLASS : XII**Subject : Commerce****Topic : Consumersim
(Chapter 16)****Date : September 4th week****NAME : M. SUBRAMANIAN****SCHOOL : GHSS PALLAPATTI, SIVAKASI
VIRUDHUNAGAR DIST****Mobile No : 9659959212****Learning objectives :**

To enable the students to

- understand about exploitation of consumers
- grasp the Meaning and definition of consumerism
- Evaluate the consumer movements
- develop interest in Consumer Protection Act, 1986

Expected Learning outcome :

At the end of the Topic, Students should be able to

- identify how are consumers exploited
- point out the need for consumer protection
- identify various consumer legislation
- classify Caveat Emptor and Caveat Venditor

Teaching learning materials (TLM) :

- News Consumerism in Newspaper
- Various Pictures about Adulteration
- Charts showing various malpractice of Traders
- QR code., and internet or U tube videos
- Online test for one word and quiz.,
- Chart showing Role of government legislations Acts

- Power point presentation (PPT) and models for consumerism

Previous knowledge :

Recall the Functions of Marketing

Recall the various advertisement and its disadvantages

Adulteration of goods , samples, models and consumer legislations to protect the interest of the consumers

Introduction to the lesson (Motivation) :

1. What is the disadvantages of advertising?
2. What is hindrance of knowledge?
3. Who is a customer?
4. Give examples for sellers cheating the buyerst?
5. Give some false advertisement.

Lesson development :

In theory, all business enterprises consider consumer's satisfaction as their main objective. A consumer is said to be the king and the businessmen are primarily supposed to serve and satisfy customers. The consumer occupies the central position in the entire scheme of free economy; consumers have not always received the attention they deserve.

In reality consumers are cheated and exploited in many ways. In the practical world, a consumer is a 'slave' and not the 'sovereign' as described. The consumer's well-being or the welfare lies in the fulfilment of their normal, legitimate, interests, expectations and aspirations as to goods and services they need. Each and every customer is worried, and harmed till buried about the quality, quantity, price and the timeliness of the supply of goods and services they need.

A consumer is one who consumes goods manufactured and sold by others or created (air, water, natural resources) by nature and sold by others. One, who avails services such as banking, transport, insurance, etc., is also called a consumer.

Teacher's Activity :

Explained with suitable charts, PPT and some clipping from movies about adulteration.

Students' activities :

Students are asked to take down the important points explained and asked them to underline keywords and points.

Reinforcement :

Consumerism, various legislations Act., origin and growth of consumerism and how are consumers exploited are explained to slow learners

Recapitulation :

The Teacher summaries all the points in a nutshell. Consumer Consumer Exploitation Consumerism and Need for Consumerism Importance of Consumerism Origin, Evolution and Growth of Consumerism Consumer Protection Need for Consumer Protection Consumer Legislation The Consumer Protection Act, 1986 Caveat Emptor Caveat Venditor

Students own thinking:

Collect foods adulteration found in your area

Identify consumer councils in your area

Evaluation

1. The term 'consumerism' came into existence in the year _____. (LOT)

a) 1960 b) 1957 c) 1954 d) 1958

2. Who is the father of Consumer Movement? (LOT)

a) Mahatma Gandhi b) Mr. Jhon F. Kennedy c) Ralph Nader d) Jawaharlal Nehru

3. Give two examples of adulteration. (MOT)

4. What is Caveat Emptor? (MOT)

5. What are the objectives of Consumer Protection Act, 1986? (HOT)

6. Write about five important consumer legislations. (HOT)

Remedial teaching :

Slow learners should be identified and there will be a micro teaching of simple concept to understand easily from the examination point of view.

Activities :

Study and write in your homework note book

1. How consumers are exploited?

2. Explain the role of business in consumer protection.

3. What are the needs for consumer protection?

Follow up :

1. Bring a RP (a Lawyer) to aware of consumerism

2. Conduct a rally to create awareness about adulteration

CLASS : XII

Subject : Commerce

Topic : Rights / Duties & Responsibilities of
Consumer (Chapter 17)

Date : September 5th week

NAME : B. K. Mathrubhutham

SCHOOL : Vivekanand Hr Sec School,
Thiruvengadam, West

Shollavandan

Mobile No : 7871514414

LEARNING OBJECTIVES: To enable the students to Understand.

- The basic fundamental rights of consumer
- Legal rights should be based on constitution
- Consumers must educate themselves about their rights.
- To educate the duties of consumers
- Consumers should be conscious of his duties
- Right and responsibilities are two sides of the same coin

LEARNING OUTCOME:

After analysing three main objectives (R/D/R) student should be able to know,

What are the rights that the consumer enjoy

What are the duties that the consumer must be involved

How the consumer's responsibility is in action

How the three objectives are executed by the consumers

TEACHING LEARNING MATERIALS(TLM)

- » QR code internet and YouTube videos
- » PowerPoint presentation (PPT)
- » Mind map chart showing rights to basic needs
- » Case study through newspapers
- » Use smart board for social media videos

PREVIOUS KNOWLEDGE:

- » Notice previous case study
- » Explain how the consumers were exploited
- » List out some consumer exploitations.
- » Know how to protect consumer's own interest
- » To explain that the consumers must first be aware of their rights as buyers.

INTRODUCTION TO THE LESSON :

- » Define the basic concept of consumer's right
- » Explain Mr John F Kennedy's definition
- » Consumer is the king of the modern market
- » As a consumer everyone should know the basic rights as per Consumer Protection Act 1986

LESSON DEVELOPMENT :

- » Right to protection of health.
- » To identify few products that are to causes physical damage to the human body.
- » Consumers should make purchases judiciously.
- » Not to misuse his rights
- » The consumer also understand their responsibility

LEARNING TEACHING AND TEACHER'S ACTIVITIES:

- » The various rights of consumer guaranteed under the consumer protection act 1986.
- » Right to protection of Health and safety
- » Right to seek redressal.
- » Buying standard product and ensure the weight.
- » Be achieved only when the customer also understands their responsibilities.
- » To obtain cash receipt, the valid proof of our purchase.

STUDENT'S ACTIVITIES:

- » Students are requested to take down the important keyword from the book.
- » To underline the important points and explain
- » To use the keywords for immediate answers.

REINFORCEMENT:

- » Consumer's right, duty & responsibility are three main basic fundamentals for every customer in the society.
- » To create awareness among the students for Consumer Protection Act 1986

RECAPITULATION:

- » Recall all relevant points.
- » Ask one word Rapid question among student.
- » To short explanation of right, duty and responsibility through valid Mind Map.

EVALUATION:

- » The role of the student as a consumer.
- » The activities of the government to the consumer for their redressal should be Faster.
- » Without execute the Duty we cannot claim our right.
- » To insist students the value of consumers right duty and responsibility.

REMEDIAL TEACHING:

- » To identify the slow learners.
- » Ask them to answer the book back one word questions.
- » To explain keyword answers.
- » To encourage write 2 marks question and answers.
- » To create self confidence to score above 50%

ACTIVITIES:

- » To study the concept of consumers protection.
- » To conduct slip test for two marks regularly.
- » To improve oral conversation among the students in relevant topic.

FOLLOW UP:

- » To visit a supermarket and purchase necessary goods after check the label.
- » To check the manufacture date expiry date and proper measurement.
- » To obtain proper cash receipt from the seller.
- » To paid correct price for standard goods.

CLASS : XII
Subject : Commerce
Topic : Grievance Redressal Mechanism
(Chapter 18)
Date : October 1st week

NAME : B. K. Mathrubhutham
SCHOOL : Vivekanand Hr Sec School,
Thiruvengadam, West
Shollavandan
Mobile No : 7871514414

LEARNING OBJECTIVES :**To enable the students to Understand.**

- » grievance and need for redressal mechanism
- » How the consumers are exploited by the Sellers
- » How the government has taken necessary steps to save and protect the affected Consumers.
- » How the consumers get the compensation Through three tier consumer councils.
- » To know the objectives of the councils as Per the Act.

LEARNING OUTCOME :

- » After analyzing the redressal, students able to know
- » A customer is the most important visitor on seller's premises.
- » Sellers are dependent on consumers
- » Consumers protection Councils were established at district state and Central level
- » NCDRC was in India setup in 1988.
- » State consumer disputes redressal Commission
- » District forum established as per The Consumer Protection Act of 1986

TEACHING LEARNING MATERIALS :

- » Mind map chart showing the three level of Russell Commission.
- » Government QR code scanning
- » PowerPoint presentation (PPT)
- » Case study through newspapers & magazine
- » social media's video coverages

PREVIOUS KNOWLEDGE :

- » Notice previous case study
- » How the consumers protect from Sellers
- » To discuss the importance of councils With students
- » List out the advantages of three tier Councils
- » To know the value of redressal

INTRODUCTION TO THE LESSON :

- » Define the basic concept of three tier Courts.
- » How the courts are control
- » Classification of three tier courts
- » The structure of Court is as
 1. National Commission
 2. State Commission
 3. District forum
- » power and control of 3 tier councils

LESSON DEVELOPMENT :

- » District forum jurisdiction power is only Within district

- » It was established by the state government Under sec. 9 of Consumer Protection Act 1986
- » The state consumer protection Councils to be appointed by the state govt. In Consultation with Central govt.
- » The jurisdiction power of state Council Within the territory of state
- » National commission is a quasi judicial Commission in India set up in 1988. HQ In Delhi
- » The jurisdiction power of national commission Is to revised the order of state Commission

LEARNING TEACHING AND TEACHER'S ACTIVITIES :

- Majority of consumers are ignorant and illiterate and do not know their rights.
- They are often exploited
- The objects of councils as per act shall be to promote and protect the rights of the Consumers
- The the district forum can entertain Complaint within the territory of genuine District compensation claimed is less than Rs. 20 lakhs.
- State level compensation claimed exceed Rs. 20 lakhs and below 1 crore
- National Commission jurisdiction power Is to entertain a complaint valued more than 1 crore.

STUDENT'S ACTIVITIES:

- Students are asked to take down important Points regarding jurisdiction power of 3 tier Councils.
- To underline the years of established three tier councils.
- To make notes on members of the council

REINFORCEMENTS :

- To feed Awareness to the consumers Regarding redressal of three tier councils
- Student should know the activities of three tier councils.
- Student should be visit the village area and meet the peoples, discuss with them who are affected.
- Explain about the 3 tier councils
- Student should be guide the affected Consumers for their redressal thro' councils

RECAPITULATION :

- Recall all relevant key points
- Asked one word questions
- Make short explanation on 3 tier councils
- Explain through mind map

EVALUATION :

- To insist the students the power of 3 tier councils activities
- Without execute the grievance, the consume do not get any redressal.
- Consumers should appeal different councils based on their compensation
- Govt. Give full support to the consumers who are affected, particularly for poor people

REMEDIAL TEACHING :

- To identify the slow learners
- To engage by conduct oral one word test
- To create self confidence to secure 80% In public examination
- To explain all keywords from inside text
- To conduct slip test everyday

ACTIVITIES :

- Arrange for group discussion for 3 tier court
- Students should be visit rural areas to explain the importance of councils specially illiterate people.
- Students May create students consumerClub.
- They may create awareness about the Products and services

FOLLOW UP :

- Students can motivate the parents about the consumer's Awareness
 - To check MRP of the product
 - To check expiry of the product
 - To check the quality of the product (ISI, ISO.. Etc)
-

CLASS : XII**Subject : Commerce****Topic : Environmental Factors
(Chapter 19)****Date : October 2nd week****NAME : B. Shanmuga Sundaram****SCHOOL : St. Micheal MHSS
Madurai****Mobile No : 8870882272****LEARNING OBJECTIVES :****To enable the students to understand :**

- Meaning of business environment
- Differences between internal and external business environment
- Various controllable and uncontrollable factors affecting the business

Examples that impact economic, socio - cultural, political and legal , geo – physical and technological factors of the business

EXPECTED LEARNING OUTCOME :**At the end of the topic , students should be able to :**

- Meaning and differences between internal and external business environment .
- Types of business environment .
- Meaning of future environment of business – VUCA and GST .

TEACHING LEARNING MATERIALS (TLM) :

- ❖ Flow charts on types of environment
- ❖ QR code
- ❖ Conducting quiz on one word
- ❖ Power point presentation (PPT)
- ❖ Charts showing about environment factors .

PREVIOUS KNOWLEDGE :**Common questions like :**

- ✓ What is the meaning of environment .
- ✓ Expansion of GST.
- ✓ What do you think about SWOT analysis

INTRODUCTION TO THE LESSON

Teacher points out the meaning of the environment , types of environment and it's factors , VUCA , GST , core values should be explained to the students and know the importance of corporate governance

LESSON DEVELOPMENT :**“BUSINESS IS THE SUBSET OF ENVIRONMENT”**

Business is the integral part of our day to day lives. The sum total of all the factors both internal and external factors functioning of a business can be termed as business and institutions . Decision making plays the important role in business environment . Therefore , SWOT analysis can be done before doing any business .

-  **S** - strength
-  **W** - weakness
-  **O** - opportunities
-  **T** - threat

LEARNING TEACHING ACTIVITY AND TEACHERS ACTIVITY :**GST GOODS AND SERVICES TAX :**

Goods and services tax is an indirect tax levied on goods and services across the country . There are 3 taxes Applicable under this

- **CGST – central goods and services tax**
- **SGST – state goods and services tax**
- **IGST - integrated goods and services tax**

GST COUNCIL :

Goods and services tax council is a constitutional body for making recommendations to the union and state government issues related to goods and services tax . it is headed by union minister .

CHART SHOWINGS :**INTERNAL ENVIRONMENT**

MICRO ENVIRONMENT**MACRO ENVIRONMENT****VUCA – future business environment .**

The future environment of a business in this age of rapid technological advancement has been captured aptly in the acronym VUCA – volatility , uncertainty , complexity and ambiguity , developed in the late 80 's by the U.S military .

IMPORTANT TERMS :

- ❖ Fiscal policy
- ❖ Value system
- ❖ Capitalistic economy
- ❖ Socialistic economy

STUDENT'S ACTIVITY :

Students are asked to note down the important points and discuss about the following committees

- ✓ Kumara Mangalam birla committee
- ✓ Godrej committee
- ✓ Uday kotak committee

RECAPITULATION :

The teacher summarising all the points again shortly

EVALUATION :**SELF EVALUTION :**

- The two major types of environment and Expand VUCA (LOT)
- Meaning of corporate governance (MOT)
- Functions of GST council
- Explain technological environment and the factors (MOT)
- Explain Internal environment factors (any 5) (HOT)
- What does amul meant to be to different people (HOT)

STUDENT'S OWN THINKING :

- ❖ Who is the pioneer of white revolution ?
- ❖ Our views on apollo hospital's vision and mission

REMEDIAL TEACHING :

Slow bloomers are to be identified and micro teaching sessions are to be conducted in the exam point of view .

ACTIVITIES :

1. Study and write micro environment Factors one time in home work note .
2. Learn and write the objectives in your notebook and prepare for oral test

FOLLOW UP :

Notice the changes in the environment and take down the survey .

Write down the core values to be followed in the company .

CLASS : XII

Subject : Commerce

**Topic : Liberalization , Privatization
and Globalization (Chapter 20)**

Date : October 3rd week

NAME : B. Shanmuga Sundaram

SCHOOL : St. Micheal MHSS

Madurai

Mobile No : 8870882272

LEARNING OBJECTIVES :

To enable the students to understand :

- Meaning measures , advantages , disadvantages , and impact of liberalisation
- Meaning measures , advantages , disadvantages , and impact of privatization
- Meaning measures , advantages , disadvantages , and impact of globalisation .
- Highlights of LPG
-

EXPECTED LEARNING OUTCOME :

At the end of the topic , students should be able to :

- Dimensions of new economic policy
- Meaning measures , advantages , disadvantages , and impact of liberalisation
- Meaning measures , advantages , disadvantages , and impact of privatization.
- Meaning measures , advantages , disadvantages , and impact of globalisation .
- Forms of privatization , liberalization and globalisation .
- Highlights of LPG .
-

TEACHING LEARNING MATERIALS (TLM) :

- Flow charts on types of new economic policy
- QR code
- Conducting quiz on one words
- Power point presentation (PPT)
- Charts showing about advantages and disadvantages of liberalization , privatization , globalization .

PREVIOUSKNOWLEDGE

Common questions like :

- What is the meaning of liberalization .
- Expansion of LPG .
- What do you think about TRIPS .
-

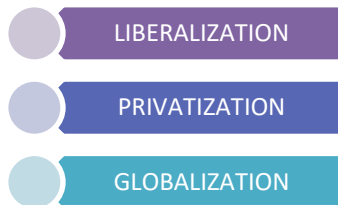
INTRODUCTION TO THE LESSON :

Teacher points out the agreement of the world bank to India and the announcement of the new economic policy . the impacts meaning and forms of the economic policy are explained to the students .

LESSON DEVELOPMENT :

During 1991 , India approached International bank for reconstruction and development (IBRD) , popularly known as world bank and international monetary fund (IMF) and received 7million as loan to repay the external borrowings . So, India agreed to the new economic policy (NEP).

DIMENSIONS OF NEW ECONOMIC POLICY :



NEW ECONOMIC POLICY :

The base for new Economic policy in various countries is dunkel draft . Mr. Arthur dunkel (1932 - 2005) submitted a 22000 page document for the world trade organisation (WTO). India adopted new economic policy in 1991.

LIBERALIZATION :

Liberalization refers to the laws (or) rules being liberalized , or relaxed , by a government .liberalization leads to the abolishment of “ **licensesystem** “ (or) “ **licenseraj**”

LEARNING TEACHING ACTIVITY AND TEACHERS ACTIVITY : FORMS OF LIBERALIZATION :

- Liberalization for industrial licensing
- Freedom for expansion and protection to industries
- Increase in the investment limit of the small industries
- Foreign exchange reforms.

ADVANTAGES OF LIBERALIZATION :

- Increase in foreign direct investment
- Increase in foreign exchange reserves .
- Increase in consumption
- Control over prices
- Reduction in external borrowings

DISADVANTAGES OF LIBERALIZATION :

- Increase in unemployment
- loss to domestic units
- Increased dependence on foreign nations
- Unbalanced development.

REFORMS TAKEN DURING LIBERALIZATION :

- Financial sector
- Fiscal sector
- Industrial sector
- Trade sector

PRIVATIZATION :

Privatization is the process of transferring the ownership from the government to the private .

EXAMPLE :

- **BALCO**
- **MFIL**
- **IPCL**

FORMS OF PRIVATIZATION :

- Contraction of public sectors
- Sales of shares of public sectors to the private sectors
- Memorandum of understanding
- Disinvestment in PSUs

ADVANTAGES OF PRIVATIZATION :

- Increase in efficiency
- Professional management
- Increase in competition
- Reduction in economic burden of government

DISADVANTAGES OF PRIVATIZATION :

- Lack of welfare
- Political pressure
- Ignores the weaker section

GLOBALIZATION :

Globalization means the interaction and integration of the domestic economy with the rest of the world with the regard to foreign investment .

FORMS OF GLOBALIZATION :

- Foreign trade policy
- Export promotion
- Freedom to repatriate
- Reduction in tariffs
- Encouraging open competition

ADVANTAGES OF GLOBALIZATION :

- Increase in foreign collaboration
- Expansion of markets
- Technological development
- Reduction in brain drain

DISADVANTAGES OF GLOBALIZATION :

- Loss of domestic units
- Increase in inequalities
- Dominance of foreign institutions .

HIGHLIGHTS OF LPG POLICY :

- Introduction to the new foreign trade agreements
- MRTP ACT , 1969 (amended)
- Deregulation
- Opportunities for over seas trade
- Steps to regulate inflation
- Tax reforms

- Abolition of license

IMPORTANT TERMS :

- FDI
- TRIPS
- TRIMS
- REPATRIATE

STUDENT'S ACTIVITY :

Students are asked to note down the important points and read the lesson carefully .

RECAPITULATION :

The teacher summarising all the points again shortly .

EVALUATION :**SELF EVALUTION :**

- New economic policy was introduced in the year ____ (LOT).
- What is privatization (MOT)
- Name the industries reserved for public sector units (MOT)
- Write the Impact of LPG In india (HOT)
- Highlights of LPG policy in India (HOT)
- Branches of new economic policy (LOT)

STUDENT'S OWN THINKING :**OWN THINKING :**

- How is liberalization helpful in this period ?
- Give your views on privatization of firms . Is it positive (or) negative

REMEDY :

- Slow bloomers are to be identified and micro teaching sessions are to be conducted in the exam point of view .

ACTIVITIES:

- Study and write impacts of LPG one time in home work note . Learn and write the objectives in your notebook and prepare for oral test

FOLLOW UP :**THINGS TO BE FOLLOWED :**

- Tabulate the advantages and disadvantages of LPG Policy
- Write down the Advantages and disadvantages of liberalization .

CLASS : XII
Subject : Commerce
Topic : The Sale of Goods ACT, 1930
(Chapter 21)
Date : October 4th week

NAME : M. Gayathri
SCHOOL : TVS-LMHSS, Veerapanjan
Madurai
Mobile No : 9843018681

LEARNING OBJECTIVES

To enable the students to

- Understand the meaning of contract and how a contract of sale is formed
- distinguish sale and agreement to sell

- elucidate the various types of goods
- explain the meaning of conditions and warranties
- elaborate the meaning and rights of an unpaid seller

EXPECTED LEARNING OUTCOME

At the end of the Topic, Students should be able to

- ✧ explain how a contract of sale is formed and what are its essential elements
- ✧ differentiate sale and agreement to sell
- ✧ elucidate the meaning of goods and its various types
- ✧ explain how transfer of title of a property is done for specific goods and goods sent on approval
- ✧ elaborate the term conditions and warranties
- ✧ explain how condition is different from warranty
- ✧ elaborate the implied conditions and warranties in every contract.
- ✧ Explain the meaning and rights of an unpaid seller

TEACHING LEARNING MATERIALS(TLM)

- **Charts showing,**
classification of goods,
Implied condition
Implied warranties
- **QRcode.,**
- **Power point presentation(PPT) ,**
- **Videos explaining**
essential elements of contract of sale
implied conditions and warranties
rights of an unpaid seller

PREVIOUS KNOWLEDGE(MOTIVATION)

Recalling the meaning of contract

What do you mean by contract?.

What are the essential elements of contract?

When the Indian contract Act came into force?

Introduction to the lesson

Contract is an agreement enforceable by law. General rules that apply to all contracts apply to contracts for the sale of products. Chapter 7 of the Indian Contract legislation of 1872 initially applied, and a specific contract legislation was later passed in the year 1930.. Let us discuss this act in detail

LESSON DEVELOPMENT

Two parties, goods, the transfer of goods, and a price are required in order to make a contract, and the term "sale" encompasses agreements made to sell as well.

The phrase "goods" refers to any movable property, excluding money and claims that can be brought to court. It may be classified as existing, future and contingent goods.

A contract of sale's primary goal is to transfer ownership from the seller to the buyer.

Conditions are necessary for the contract's primary goal, and if they are not met, the agreement is void. Every contract contains a number of explicit and inferred conditions.

Warranty is given only minor weight, and breach of warranty does not result in contract cancellation.

When the full price is not paid or any particular negotiable instrument is dishonoured, the seller is considered to be an unpaid seller.

LEARNING TEACHING ACTIVITY AND TEACHER'S ACTIVITIES

I. Chart classification of goods,

Implied condition

Implied warranties

II. Play video of elements of contract and classification of goods

STUDENTS' ACTIVITIES

1. The closer shopkeeper must explain to the students what he can do if he has not gotten payment for the things he sold.

2. Some situations are given and students want to find

i) whether it comes under the contract of sale or not

ii) whether the seller is an unpaid seller or not

REINFORCEMENT

Case studies are discussed to reinforce the concept

RECAPITULATION

The Teacher summarising all the points in a nutshell (Classification of Internal and Foreign trade)

Evaluation

1. Unpaid seller can exercise his right of lien over the goods, where he is in possession of the goods as -- (HOT)

(a) Owner of goods (b) Agent of buyer

(c) Bailee for buyer (d) All of these

2. The unpaid seller can exercise his right of stoppage of goods in transit where the buyer _____ -- (HOT)

(a) Becomes insolvent (b) Refuses to pay price

(c) Payment of price (d) Both (b) and (c)

3. Discuss in detail the rights of an unpaid seller against the buyer personally.

4. Distinguish between sale and agreement to sell.

Students own thinking:

Think and come up with an explanation

1. A agrees to buy a car from Y. Is it a contract of sale or not?

2. I got a pen from you, now tell me who is the owner of that watch?

REMEDIAL TEACHING

Slow learners should be identified and there will be micro teaching of simple concepts to understand easily from the examination point of view.

FOLLOW UP

Find the answers for Own thinking given your book and discuss it in the class next day.

CLASS : XII

Subject : Commerce

Topic : The Negotiable Instruments Act, 1881

(Chapter 22)

Date : October 5th week

NAME : M. Gayathri

**SCHOOL : TVS-LMHSS, Veerapanjan
Madurai**

Mobile No : 9843018681

LEARNINGOBJECTIVES

To enable the students to

- Understand the meaning, characteristics of negotiable instrument
- elaborate the presumptions to negotiable instrument
- explain the meaning of negotiability and assignability
- Differentiate negotiability and assignability
- elucidate the meaning, characteristics of various types of negotiable instrument
- differentiate various types of negotiable instruments such as
Bill of Exchange vs Cheque, Cheque vs Promissory note
- elaborate the meaning of crossing of a cheque and its various types
- understand the meaning of endorsement,.
- know the procedure to make a valid endorsement
- explain the various types of endorsement

EXPECTED LEARNINGOUTCOME

At the end of the Topic, Students should be able to

- ✧ know the meaning to the word negotiable instrument
- ✧ illustrate what makes an instrument negotiable
- ✧ briefly describe the suppositions made regarding the negotiable instrument
- ✧ explain what negotiability and assignability are and how they vary.
- ✧ describe in detail what a cheque, a promissory note and a bill of exchange mean.
- ✧ separate a cheque from a bill of exchange, cheque from a Promissory note, bill of exchange from a promissory note

TEACHING LEARNING MATERIALS (TLM)

- **Charts showing**
various types of negotiable instrument,
graphic highlighting the various differences between negotiable instruments
- **Cheque Leaf**
- **QRcode.,**
- **Power point presentation(PPT) ,**
- **Videos explaining**
features of negotiable instrument

PREVIOUS KNOWLEDGE(MOTIVATION)

Recalling the meaning of credit sale, bills receivable and payable, cheque,

- ✚ Have you ever seen a cheque?
- ✚ What is the purpose of giving cheque?
- ✚ What are the things you observed in a cheque?
- ✚ Have you ever made a promise?
- ✚ For what purpose you made a promise?

What does it mean if you make a promise?

Introduction to the lesson

A document that can be transferred from one person to another by simple delivery or endorsement and delivery is known as a negotiable instrument.

LESSON DEVELOPMENT

Promissory notes, bills of exchange, and cheques payable in order or to the bearer are all considered negotiable instruments.

Each instrument has its unique characteristics.

Let us discuss the General characteristics of these:

Transferability: The ease with which ownership is transferred from one person to another.

Free from all flaws: It has been corrected for all ownership-related flaws in the instrument.

Right of the transferee to sue: The transferee has the legal right to file a lawsuit against the instrument in his or her own name.

Assign ability means personal property can be given, sold, or used as collateral while being transferred from one person to another .

While negotiability refers to the ability to transfer an instrument's rights through simple delivery or endorsement and delivery

Endorsement ; In order to transfer ownership, an instrument must be signed at the face or back.

Crossing: creating two parallel transverse lines across the face of a cheque in order to pay for that cheque only on account. It may be classified as general and special

LEARNING TEACHING ACTIVITY AND TEACHER'S ACTIVITIES

I. Chart

Various types of negotiable instrument,

Graphic highlighting the various differences between negotiable instruments

II. Play Videos explaining meaning and features of various negotiable instrument

STUDENTS' ACTIVITIES

- Grab a printout of a cheque leaf, fill it out, and endorse it.
- Observe the passbook of their parents and know their IFSC code and explain them how 11 character codes are framed.

REINFORCEMENT

Explain the meaning of negotiable instrument, describing the differences between each instrument

RECAPITULATION

The Teacher summarising all the points in a nutshell(Classification of Internal and Foreign trade)

EVALUATION

- “ Pay to Mathan” What kind of endorsement is this? (HOT)
- Define MICR. (HOT)
- What do you mean by IFSC code? (HOT)
- What is the purpose of the crossing? (HOT)

Students own thinking:

Consider the effects of the following and provide an explanation.

1. A cheque is given without date
2. Pay Hari Sans Recourse

REMEDIAL TEACHING

Slow learners should be identified and there will be a micro teaching of simple concept to understand easily from the examination point of view.

Study and write:

1. What are the requisites for a valid endorsement
2. Distinguish between cheque and a bill of exchange.

Discuss in detail the features of a cheque.

ACTIVITIES

Find the answers for Own thinking given your book and discuss it in the class next day.

FOLLOWUP

Oral questions are posed to them in order to gauge their understanding. If they are incorrect, an additional explanation is provided for their benefit.

CLASS : XII
Subject : Commerce
Topic : Elements of Entrepreneurship
(Chapter 23)
Date : November 1st week

NAME : R. Nagendran
SCHOOL : GBHSS, T.Vadipatti
Madurai
Mobile No : 9842847026

LEARNING OBJECTIVES:**To enable the students to understand the**

Entrepreneurship – Meaning, Concept & Definition - Intrapreneur and Manager - A Comparison - Women Entrepreneurs – Opportunities and Challenges - Entrepreneurial Functions: Promotional Functions, Managerial Functions, Commercial Functions - Entrepreneur Characteristics - Importance Of Entrepreneurship

EXPECTED LEARNING OUT COME:

Students should be able to

- Point out Meaning, Concept & Definition of Entrepreneurship
- Differentiate between Entrepreneur and Intrapreneur
- Identify the Opportunities and Challenges of women entrepreneurs
- Classify Entrepreneurial Functions

TEACHING LEARNING MATERIALS (TLM):

- Case study of Entrepreneur Characteristics
- Use the QR -code from the book
- Chart showing differentiate Intrapreneur and Manager
- One word buzzle in the Hi-Tech lab.
- Explain about entrepreneurship and its functions thro' PPT
- News of Importance of Entrepreneurship in the Newspaper

PREVIOUS KNOWLEDGE:

This entrepreneur can explain by recalling the class eleventh class lesson, that was forms of Business organization and of the people involved in it.

MOTIVATION (Introduction to the topic):

The term entrepreneurship denotes the process of setting up one's own business venture as distinct from pursuing any other economic activity or any employment or practicing some profession. The person who establishes business is termed as entrepreneur. The output of an entrepreneurial process ends up in establishing an enterprise.

LESSON DEVELOPMENT:

The teacher explains Entrepreneur, Intrapreneur and Manager – a Comparison Difference between 'Entrepreneur' Vs. Manager', Entrepreneurial Functions , Case study about Indian street food vendors and their success.

LEARNING AND TEACHING ACTIVITIES:**A] TEACHERS ACTIVITIES:**

-Concept of Entrepreneur

The term 'entrepreneur' has been derived from the French language which originally denotes designation of an organizer of musical or other entertainments. Oxford Dictionary (1897) defines an entrepreneur as the director or a manager of a musical institution which organises musical performance.

- Characteristics of Entrepreneur - Importance of Entrepreneurship
- Entrepreneurship plays a pivotal role in the economic development of a country.
- Entrepreneur, Intrapreneur and Manager – a Comparison
- Differences between Entrepreneur and Intrapreneur
- Difference between 'Entrepreneur' Vs. Manager'

- Women Entrepreneurs: Women entrepreneurship has been getting growing recognition over the past two decades across the world. Women entrepreneurs not only generate new jobs for themselves but also for others. They provide society with different solutions to management, organization and business problems.
- Entrepreneurial Functions: Promotional Functions, Managerial Functions, Commercial Functions

B] STUDENTS ACTIVITIES:

- Students are asked to take down the important points explained and asked them to underline keywords and points.
- Also given in the book, "For own thinking, For future thinking, do you know?" students learn by doing things on their own.

REINFORCEMENT:

Repeating the key points Entrepreneurship, Investigation, Innovator, Mobilization, Controlling, Leadership, GDP, Intrapreneur, Manager, Coordination.

RECAPITULATION:

Bringing them back to their memory by summarizing the meaning, definitions, types, features and differences in this chapter.

EVALUATION:

1. Are you Entrepreneur? Say **Yes or No**
2. List down the managerial functions of entrepreneurs. (Any 2)
3. Discuss the challenges faced by Women Entrepreneurs. (Any 5)

REMEDIAL TEACHING:

- Giving special personal attention to students who are lagging behind in studies
- Encouraging students to study properly
- Also imparting special training to improve the students

ACTIVITIES:

After the completion of the academic career, which engagement would you like to opt for after considering the following: i. Salaried employment ii. Self-employment.

FOLLOW -UP:

- Making the students understand the case study
- Monitoring the students through slip test
- Making them draw the chart as mind map and improve them
- Give examples
- Making them understand what kind of questions they might be asked by reading book back questions.

CLASS : XII

Subject : Commerce

**Topic : Types of Entrepreneurs
(Chapter 24)**

Date : November 2nd week

NAME : R. Nagendran

**SCHOOL : GBHSS, T.Vadipatti
Madurai**

Mobile No : 9842847026

LEARNING OBJECTIVES:

To enable the students to understand the

- Based on Function - Innovating, Imitative, Fabian, Drone

- Based on Type of Business - Business, Trading, Industrial, Corporate, Agricultural, Retail, Service
- Based on Technology - Technical, Non-technical, Professional
- Based on Motivation - Pure, Induced, Motivated, Spontaneous
- Based on Development - First Generation, Modern, Classical
- Based on Area - Urban, Rural
- Based on Ownership - Private, State, Joint

EXPECTED LEARNING OUT COME: -

Students should learn about Types of Entrepreneurs from the following:

- Classification According to Function - Classification According to Type Of Business
- Classification Based on Technology Adopted - Classification in terms of Motivation
- Classification Based on Development Stage - Classification According to Area
- Classification According to Ownership

TEACHING LEARNING MATERIALS (TLM):

Mind map chart showing the Types of Entrepreneurs

- One word buzzle in the Hi-Tech lab.
- Explain about functions and its classification Of entrepreneurs thro' PPT
- Use the QR -code from the book
- News about entrepreneurs in the Newspaper

PREVIOUS KNOWLEDGE:

Bringing them back to their memory by summarizing the meaning, definitions, types, features of entrepreneurship from the previous chapter.

MOTIVATION (Introduction to the topic):

Entrepreneurs in business are different according to the type of activity undertaken by him/her. Though the word entrepreneur is a general term, they are called by different names depending upon the function they perform; business they engaged in; technology they adopt; the area they start the venture; the level of development they achieve in the venture; type of ownership held and motivation given to them.

LESSON DEVELOPMENT:

The teacher explains Types of Entrepreneurs

- Case study about srikrishna integrated form

LEARNING AND TEACHING ACTIVITIES:

A] TEACHERS ACTIVITIES: Types of Entrepreneurs from the following:

- Classification According to Function, Type of Business, Based on Technology Adopted, terms of Motivation, Based on Development Stage, According to Area, Ownership.

B] STUDENTS ACTIVITIES: -Students are asked to take down the important points explained and asked them to underline keywords and points.

- Also given in the book, "For own thinking, For future thinking, do you know?" students learn by doing things on their own

REINFORCEMENT:

Repeating the key words Entrepreneur, Spontaneous, Innovative, Induced, Imitative, Motivate, Fabian, Drone.

RECAPITULATION:

Bringing them back to their memory by summarizing the meaning, types, features and differences in this chapter.

EVALUATION:

1. Innovative entrepreneur is one who is always focused on introducing a new project. **TRUE (OR) FALSE**
2. Mention the other name for corporate entrepreneur.
3. Write about Fabian entrepreneur

REMEDIAL TEACHING:

- Giving special personal attention to students who are lagging behind in studies
- Encouraging students to study properly
- Also imparting special training to improve the students

ACTIVITIES:

Imagine yourself as a successful entrepreneur in Chennai city. You have decided to enter into foreign markets. What are all the factors to be considered before entering the international market?

FOLLOW -UP:

- Making the students understand the case study
- Monitoring the students through slip test
- Making them draw the chart as mind map and improve them
- Give examples
- Making them understand what kind of questions they might be asked by reading book back questions

CLASS : XII

Subject : Commerce

Topic : Government Schemes for Entrepreneurial Development (Chapter 25)

Date : November 3rd week

NAME : S. Jeyanthi

SCHOOL : VMGRR Sri Sarada Sakthi MHSS, Virudunagar

Mobile No : 7904182364

LEARNING OBJECTIVES

To enable the students to

- ❖ India's efforts at promoting entrepreneurship
- ❖ Specific entrepreneurship schemes
- ❖ Steps in Promoting an entrepreneurial venture
- ❖ Women entrepreneurial schemes
- ❖ Government of Tamilnadu entrepreneurial schemes

LEARNING OUTCOMES

- India's efforts at promoting Entrepreneurship and Innovations
- Specific Entrepreneurship schemes
- Steps in Promoting an Entrepreneurial Venture

TEACHING LEARNING MATERIALS

- Powerpoint presentation [PPT]

- QR code, Internet or YouTube videos
- One word quiz
- Chart showing types of Govt schemes

PREVIOUS KNOWLEDGE (MOTIVATION) KNOWN TO UNKNOWN

Recalling the NEEDS, SELF-GROUPS

1. What is the aim of NEEDS?
2. MSME sector in Tamil Nadu
3. Role and significance of MSME Indian Economy
4. What are the objectives of SHGs?

Introduction to the lesson

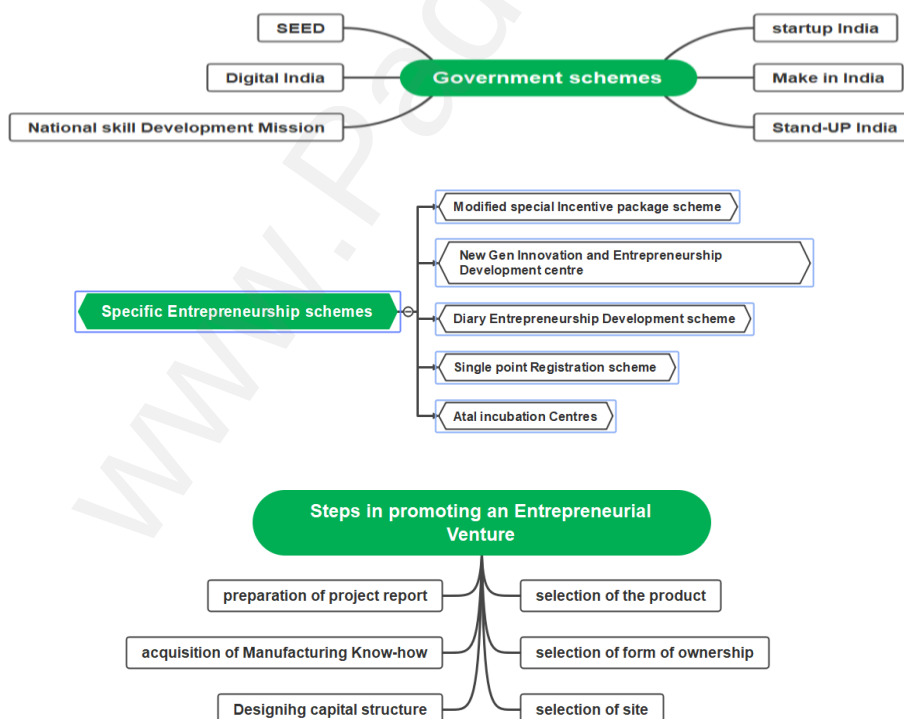
- Teacher points out Government What are the steps taken to promote the Entrepreneurship,
- Specific Entrepreneurship Schemes,
- What are the sector get the benefits get the benefits (show the newspaper & website)
- What are the Govt schemes functioning in Tamil Nadu

LESSON DEVELOPMENT

The Government of India has undertaken several initiatives and instituted policy measures to foster a culture of innovation and entrepreneurship in the country. Job creation is a foremost challenge facing India.

Government of India across a number of sectors namely, Agriculture, Chemicals, and Fertilizers, Finance, Commerce and Industry, Communication and Information Technology, Corporate Affairs, Culture, Food Processing, Housing & Urban Poverty Alleviation, and Science & Technology etc.

Learning teaching activity and Teacher's Activities



STUDENTS ACTIVITY

Students are asked to take down the important points explained and asked them to underline keywords and prepare the mind map and point

REINFORCEMENT

Digital India, STEPS, AIM, Make in India, JAM, Stand-Up India, TREAD, PMKVY, SEED, M-SIPS, New Gen IEDC, SPRS, AIC, Steps in Promoting an Entrepreneurial venture

RECAPITULATION

The Teacher summarising all the points in concisely

- India's efforts at promoting entrepreneurship
- Specific entrepreneurship schemes
- Steps in promoting an entrepreneurial venture

EVALUATION

- Giving special personal attention to students who are lagging behind in their studies
- Encouraging students to study properly
- Also imparting special training to improve the students

ACTIVITIES

Illustrate with example

FOLLOW-UP

- ❖ Making the students understand the case study
- ❖ Monitoring the students through slip test-Making them draw the chart as a mind map and improving them
- ❖ Give Examples-Making them to understand what kind of questions they might be asked by reading book back question

CLASS : XII

Subject : Commerce

**Topic : Companies Act 2013
(Chapter 26)**

Date : November 4th week

NAME : S. Jeyanthi

**SCHOOL : VMGRR Sri Sarada Sakthi
MHSS, Virudunagar**

Mobile No : 7904182364

LEARNING OBJECTIVES

To enable the students to

- ❖ Developments in company law and the logic of the company law.
- ❖ Elementary ideas on the Formation of Company
- ❖ Role of Promoters
- ❖ Meaning of Shares and Debentures.
- ❖ Basic idea on Share Certificate and Share warrants

LEARNING OUTCOMES

- To know the History of company law in India
- To study meaning and Definition of Company
- To Formation /Incorporation of Company
- To know the types of shares & Debentures

TEACHING LEARNING MATERIALS

- PowerPoint presentation [PPT]

- QR code, Internet or YouTube videos
- One word quiz
- News paper cutting

PREVIOUS KNOWLEDGE (MOTIVATION) KNOWN TO UNKNOWN

Recalling the Joint stock company

1. Meaning of Company & its types
2. Which is prime document and content
3. Which documents show the rules and regulation of company

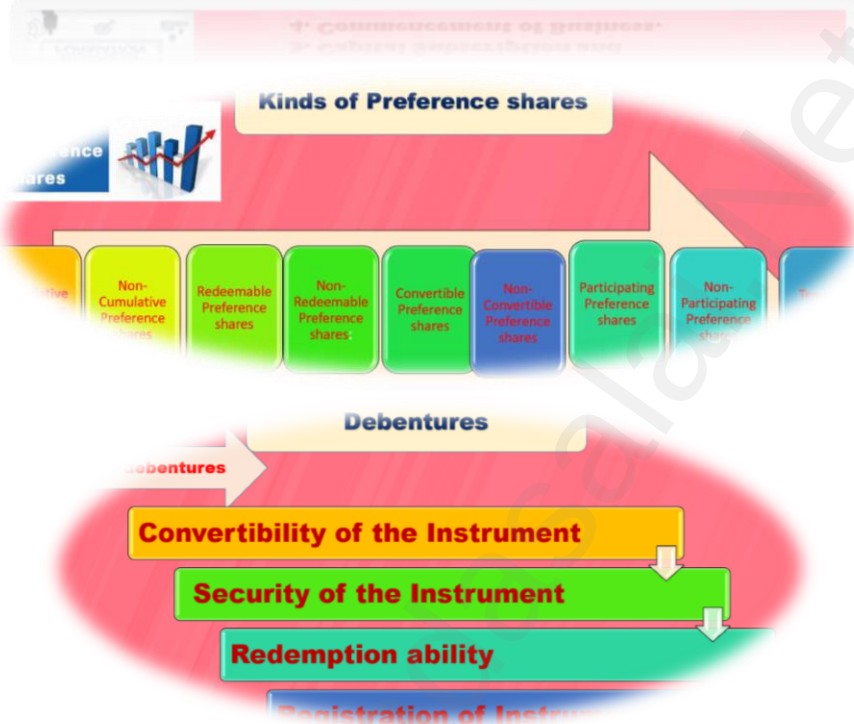
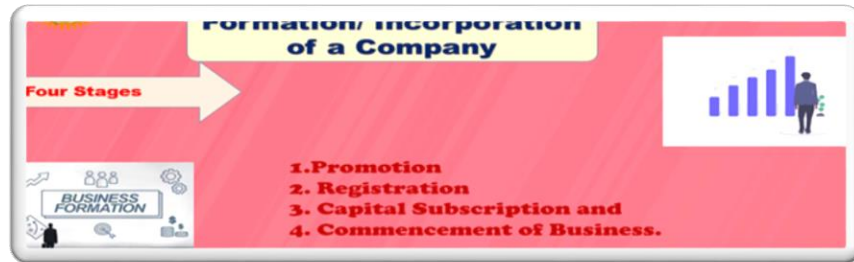
INTRODUCTION TO THE LESSON (Motivation)

- The concept of 'Company' or 'Corporation' in business is not new, but was dealt with, in 4th century BC itself during 'Arthashastra' days
- The earliest business associations in England were the "Merchant Guilds". Some of the merchant Associations or guilds who have regulated the companies.
- East Indian company-1600
- Joint stock company-In England-1844
- Joint stock company- In Indian company Act 1913
- The Companies Act 1956 came into force on 1st April, 1956.
- Again the Companies Act has been amended in the year 2013 and has introduced several new concepts and definitions

LESSON DEVELOPMENT

- The teacher explain the term of Promoter, then promoter what are steps taken to get Incorporation certificate.
- To teach the meaning of Share and its types.
- Explain the term Share certificate and Share warrant, Debentures and its types

LEARNING TEACHING ACTIVITY AND TEACHER'S ACTIVITIES



STUDENTS ACTIVITY

Students are asked to take down the important points explained and asked them to underline keywords and prepare the mind map and points

REINFORCEMENT

Share and stock meaning, Four stages, Share and share capital & Share warrant, Debenture, Difference between share and debenture

RECAPITULATION

The Teacher summarising all the points in concisely

- Evolution of Company Law in India
- The companies Act 2013
- Four stage
- Kinds of Share capital
- Issues of Shares
- Kinds of Debentures

EVALUATION

- 1.What is meaning of Share and stock
- 2.Explain the meaning of Preference shares
- 3.Say the Preliminary steps incorporation
- 4.List out the kinds of Debentures
- 5.Who is called Promoter

REMEDIAL TEACHING

- Giving special personal attention to students who are lagging behind in their studies
- Encouraging students to study properly
- Also imparting special training to improve the students

ACTIVITIES

- Collect the images of Share certificate & Warrant
- Collect top 10 Company names in India
- Collect the Name of the -one person company
 - Public company
 - Government company

FOLLOW-UP

- ❖ Making the students understand the case study
- ❖ Monitoring the students through slip test-Making them draw the chart as a mind map and improving them

Give Examples-Making them to understand what kind of questions they might be asked by reading book back questions

CLASS : XII

Subject : Commerce

**Topic : Company Management
(Chapter 27)**

Date : December 1st week

NAME : A K Saravanan

SCHOOL : SBOA MADURAI

Mobile No : 9940916711

LEARNING OBJECTIVES

: To enable the students to understand the

- The concept of Company Management
- The meaning of Director and Qualification of Director
- Concept of Board of Director, legal position of Directors
- Removal of director from a company
- Other Managerial personnel involved in the Company Management.

LEARNING OUTCOMES

:

- Tell the Meaning and Definition of Director
- Says the Key – Managerial Personnel of a Company
- Describes/ answers the Board of Directors / Types of Directors as per Companies Act 2013
- List down the Appointment of Director , Qualification of Director and Disqualification of Director
- Brief the Power , Rights , Duties ,Liabilities of Director

- States the Directorial Register
- Compares Manager Vs Director
- Differentiate Managing Director Vs Whole time Director

TEACHING LEARNING MATERIALS:

- Mind map chart showing the Kinds of Board of directors
- Government QR code scanning
- PowerPoint presentation(PPT)
- Case study through newspapers & magazine
- Social media's video coverages

PREVIOUS KNOWLEDGE :

Notice previous case study

- Recall the four stages of formation of a company
- To discuss the Kinds of Share Capital with students
- List out the share certificate contains details.
- To know Distinction between Debentures and Shares

Introduction To The Lesson :

- Introduction, Meaning and Definition of Director.
- Students should be identify Key – Managerial Personnel of a Company
- Types of Directors as per Companies Act 2013
- Legal position / Status of Director
- List down the Appointment of Director, Qualification of Director and Disqualification of Director.
- Difference Between Managing Director Vs Whole time Director

LEARNING TEACHING ACTIVE AND TEACHER'S ACTIVITIES:

- The group of human beings who undertake the responsibility to run the business of the company are known as Board of Directors
- The members of the Board individually called as Director.
- The appointment of Directors and their qualifications are specified in the Companies Act 2013 Chapter XI.
- Students should be know the appointment of Directors and their qualifications are specified in the Companies Act 2013 Chapter XI.
- Students should know the code Concept of Board of Director, legal position of Directors
- Students should know the Distinction Between Debentures and Shares.

STUDENTS ACTIVITIES:

- Marking the important key words
- Repeating the key terms
- Answering the teachers questions

REINFORCEMENT: :

Repeating the key points in different ways – ex. modulating the sound
Coming around the students and repeating the key terms...

EVALUATION :

- To insist the students the Kinds of directors.
- To know the difference types of debentures.

REMEDIAL TEACHING :

- Personal attention to slow learners among others
- To insist the learners the value of time to success in exam
- To give special practice such students establish a good mindset to enter the exam

ACTIVITIES :

- Students read the book back exercises in attendance order
- Short answers, very short answers slip test,
- Differentiate Share and debentures test

FOLLOW UP WORK:

- Students know the case studies
- The mind of the students accept the appointment and Qualification of directors
- To identifying position of directors

CLASS : XII

Subject : Commerce

**Topic : Company Secretary
(Chapter 28)**

Date : December 2nd week

NAME : A K SARAVANAN

SCHOOL : SBOA MADURAI

Mobile No : 9940916711

LEARNING OBJECTIVES : To enable the students to understand the

- The Meaning and Definition of company secretary
- Qualifications of the Secretary
- Appointment , Dismissal and Functions of Company secretary
- Company Meetings –Meaning and Types
- Resolutions – Meaning and Types
- Voting – Meaning and Methods

LEARNING OUTCOMES :

- Tell the Meaning and Definition of company secretary
- Says the Qualifications of the Secretary
- Describes/ answers the Appointment , Dismissal of Company secretary
- List down the Company Meetings
- Brief the Resolutions – Meaning and Types
- States the Voting

TEACHING LEARNING MATERIALS:

- Mind map chart showing the Kinds of Board of directors
- Government QR code scanning
- PowerPoint presentation(PPT)
- Case study through newspapers & magazine
- Social media's video coverages

PREVIOUS KNOWLEDGE :

Notice previous case study

Recall the Key – Managerial Personnel of a Company

To discuss the Appointment of Director with students

- List out the liabilities of directors in detail .
- To know Compare Manager Vs Director

Introduction To The Lesson :

- Introduction, Meaning and Definition of company secretary.
- Students should know the Qualifications of the Secretary
- Types of the various function company secretary.
- List down the Powers and Rights of Company Secretary.
- Students should understand the Kinds of Company Meetings.
- Students should know the Voting – Meaning and Methods

LEARNING TEACHING ACTIVE AND TEACHER'S ACTIVITIES:

- The person who steers the company holding the administrative, financial, and overall performance of the company is called company secretary.
- According to Section 2(45) of the Companies Act 2013, a Company Secretary must possess the qualifications prescribed by the Central Government from time to time.
- The qualifications prescribed by the Companies Secretary's Qualifications Rules 1975, for the Secretary of a Company
- Functions of the Company Secretary may be discussed.
- Students should know the A Company secretary is a high level officer. He enjoys certain rights and power as per contract made with the company,
- Students should know the Company Meetings.
- Students should know the three types of resolutions, namely ordinary resolution, special resolution and resolution requiring special notice.
- Students should understand the two distinct procedures of voting

STUDENTS ACTIVITIES:

- Marking the important key words
- Repeating the key terms
- Answering the teachers questions

REINFORCEMENT:

Repeating the key points in different ways – ex. modulating the sound Coming around the students and repeating the key terms...

EVALUATION :

- To insist the students the Qualifications of the Secretary
- To know the difference types of Voting

REMEDIAL TEACHING :

- Personal attention to slow learners among others
- To insist the learners the value of time to success in exam
- To give special practice such students establish a good mindset to enter the exam

ACTIVITIES :

- Students read the book back exercises in attendance order
- Short answers, very short answers slip test,

FOLLOW UP WORK:

- Students know the case studies
 - The mind of the students accept the appointment and Qualification of Secretary
 - To identifying Kinds of Company Meetings.
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