



Malleswaram Ladies' Association
ACADEMY OF HIGHER LEARNING

Samples from teachers' work dairy on
ICT Usage
2020-21

Sl. No.	Date	Subject	Topic	Activity
1	12/08/2020	Mathematics	Area of a Square	Using GeoGebra software to calculate the area of a square.
2	13/08/2020	Mathematics	Area of a Rectangle	Using GeoGebra software to calculate the area of a rectangle.
3	14/08/2020	Mathematics	Area of a Triangle	Using GeoGebra software to calculate the area of a triangle.
4	15/08/2020	Mathematics	Area of a Circle	Using GeoGebra software to calculate the area of a circle.
5	16/08/2020	Mathematics	Area of a Parallelogram	Using GeoGebra software to calculate the area of a parallelogram.
6	17/08/2020	Mathematics	Area of a Trapezium	Using GeoGebra software to calculate the area of a trapezium.
7	18/08/2020	Mathematics	Area of a Rhombus	Using GeoGebra software to calculate the area of a rhombus.
8	19/08/2020	Mathematics	Area of a Kite	Using GeoGebra software to calculate the area of a kite.
9	20/08/2020	Mathematics	Area of a Polygon	Using GeoGebra software to calculate the area of a polygon.



Malleswaram Ladies' Association

ACADEMY OF HIGHER LEARNING

WORK DAIRY: 2020-21 (EVEN SEMESTER)

NAME OF THE TEACHER: PRAVEEN. K

DAY: Tuesday

DATE : 04-05-2021

PERIOD	CLASS	SUBJECT	TOPIC COVERED	TEACHING METHOD
3 RD 12:00- 12:45	II B.COM A	PERSONALITY DEVELOPMENT	Syllabus orientated and introduction to Personality Development	Lecture/PPT

DAY: Wednesday

DATE : 05-5-2021

PERIOD	CLASS	SUBJECT	TOPIC COVERED	TEACHING METHOD
1 st 10:00-10:45	I B.COM A	Modern Marketing	Syllabus orientated and introduction to the concept of modern marketing	Lecture/PPT
3 rd 12:00-12:45	I B.COM B	Modern Marketing	Syllabus orientated and introduction to the concept of modern marketing	Lecture/PPT

DAY: Thursday

DATE: 06-05-2021

PERIOD	CLASS	SUBJECT	TOPIC COVERED	TEACHING METHOD
1 st 10:00-10:45	I B.COM B	Modern Marketing	Discussed marketing concept	Lecture/PPT
2 nd 11:00-11:45	II BBA	Personality Development	Syllabus orientated and introduction to Personality Development	Lecture/PPT
3 rd 12:00-12:45	II B.COM B	Personality Development	Syllabus orientated and introduction to Personality Development	Lecture/PPT

DAY: FRIDAY

DATE : 07-05-2021

PERIOD	CLASS	SUBJECT	TOPIC COVERED	TEACHING METHOD
1 st 10:00-10:45	II BBA	CRM	Syllabus orientated and discussed Customer relationship management concept	Lecture/PPT
2 nd 11:00-11:45	I B.COM A	Modern Marketing	Meaning, definition key takeaways of marketing	Lecture/PPT
3 rd 12:00-12:45	II B.COM A	Personality Development	Meaning and points to develop Personality	Lecture/PPT
4 th 1:00- 1:45	II B.COM B	Personality Development	Meaning and points to develop Personality	Lecture/PPT



DAY: Saturday

DATE : 08-05-2021

PERIOD	CLASS	SUBJECT	TOPIC COVERED	TEACHING METHOD
1 st 10:00-10:45	II BBA	CRM	Discussed the concept of CRM and Meaning.	Lecture/PPT
2 nd 11:00-11:45	I B.COM A	Modern Marketing	Goal and functions of marketing	Lecture/PPT
3 rd 12:00-12:45	I B.COM B	Modern Marketing	Goal and functions of marketing	Lecture/PPT

DAY: Monday

DATE: 10-05-2021

PERIOD	CLASS	SUBJECT	TOPIC COVERED	TEACHING METHOD
1 st 10:00-10:45	I B.COM A	Modern Marketing	Showed a video on how RM software works (zoho and salesforce)	Lecture/PPT
2 nd 11:00-11:45	II BBA	CRM	Approaches to Marketing	Lecture/PPT
3 rd 12:00-12:45	I B.COM B	Modern Marketing	Approaches to Marketing	Lecture/PPT

DAY: Tuesday

DATE: 11-05-2021

PERIOD	CLASS	SUBJECT	TOPIC COVERED	TEACHING METHOD
1 st 10:00-10:45	II BBA	CRM	Discussed Customer service / sales profile	Lecture/PPT
2 nd 11:00-11:45	I B.COM B	Modern Marketing	Recent trends in marketing	Lecture/PPT
5 th 2:00-2:45	II BBA	Personality Development	Introduction and Meaning of PD	Lecture/PPT

DAY: Wednesday

DATE: 12-05-2021

PERIOD	CLASS	SUBJECT	TOPIC COVERED	TEACHING METHOD
2 nd 11:00-11:45	II B.COM B	Personality Development	Determinants and benefits of Personality Development	Lecture/PPT
3 rd 12:00-12:45	II B.COM A	Personality Development	Determinants and benefits of Personality Development	Lecture/PPT
5 th 2:00-2:45	I B.COM A	Modern Marketing	Discussed Customer Relationship management	Lecture/PPT

DAY: Thursday

DATE: 13-05-2021

PERIOD	CLASS	SUBJECT	TOPIC COVERED	TEACHING METHOD
1 st 9:00-9:45	II BBA	CRM	Discussed Customer loyalty and optimization of customer relationship	Lecture/PPT
3 rd 11:00-11:45	II B.COM A	Personality Development	Quotes on Personality Development	Lecture/PPT



5 th 2:00-2:45	I B.COM B	Modern Marketing	Discussed Green Marketing	Lecture/PPT
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DAY: Saturday

DATE: 15-05-2021

PERIOD	CLASS	SUBJECT	TOPIC COVERED	TEACHING METHOD
2 nd 11:00-11:45	II B.COM B	Personality Development	Quotes on Personality Development	Lecture/PPT
3 rd 12:00-12:45	I B.COM A	Modern Marketing	Discussed Recent trends in Marketing	Lecture/PPT
4 th 1:00-1:45	II BBA	Customer Relationship Management	Discussed the success factors of CRM	Lecture/PPT

DAY: Monday

DATE: 17-05-2021

PERIOD	CLASS	SUBJECT	TOPIC COVERED	TEACHING METHOD
1 st 10:00-10:45	I B.COM A	Modern Marketing	Discussed Green Marketing Concept	Lecture/PPT
2 nd 11:00-11:45	II BBA	Customer Relationship Management	Discussed Service Level Agreement Meaning, concept and components.	Lecture/PPT
4 th 1:00-1:45	I B.COM B	Modern Marketing	Discussed Grey marketing concept, meaning, effects and advantages.	Lecture/PPT

DAY: Tuesday

DATE: 18-05-2021

PERIOD	CLASS	SUBJECT	TOPIC COVERED	TEACHING METHOD
1 st 10:00-10:45	II BBA	Customer Relationship Management	Discussed how to create service level agreement	Lecture/PPT
2 nd 11:00-11:45	I B.COM B	Modern Marketing	Discussed relationship marketing meaning and importance	Lecture/PPT
5 th 2:00-2:45	II BBA	Personality Development	Discussed self-awareness meaning and importance	Lecture/PPT

DAY: Wednesday

DATE: 19-05-2021

PERIOD	CLASS	SUBJECT	TOPIC COVERED	TEACHING METHOD
1 ST 9:00-9:45	I B.COM A	Modern Marketing	Discussed grey marketing meaning, importance, effects and advantages.	Lecture/PPT
2 nd 11:00-11:45	II B.COM B	Personality Development	COULD NOT TAKE CLASS DUE LOSS OF POWER CONNECTIVITY	Lecture/PPT
4 th 12:00-12:45	II B.COM A	Personality Development	Discussed self-awareness meaning and importance	Lecture/PPT





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WORK DAIRY :2020-21 (EVEN SEMESTER)

NAME OF THE TEACHER: Rachana B T

DAY: Tuesday

DATE: 18/05/2021

PERIOD	CLASS	SUBJECT	TOPIC COVERED	TEACHING METHOD
10 to 10.45	III B Com A	BR	Exceptions to no consideration No contract & Carlill v/s Carbolic smoke ball case law	PPT/video/Lecture
12 to 12.45	III B Com B	BR	Essentials of valid Acceptance and Consideration	PPT/Lecture
1 to 1.45	I BBA	CA	Issue of shares-forfeiture of share	Problem Solving

DAY: Wednesday

DATE: 19/05/2021

PERIOD	CLASS	SUBJECT	TOPIC COVERED	TEACHING METHOD
9 to 9.45	I BBA	CA	Issue of shares-forfeiture of share	Problem Solving
10 to 10.45	III B Com B	BR	Exceptions to no consideration No contract & Carlill v/s Carbolic smoke ball case law	PPT/video/Lecture
1 to 1.45	II BBA	MA	Turnover Ratios	Problem Solving

DAY: Thursday

DATE: 20/05/2021

PERIOD	CLASS	SUBJECT	TOPIC COVERED	TEACHING METHOD
11 to 11.45	I BBA	CA	Exercise problems- issue of shares	Problem Solving
12 to 12.45	III B Com A	BR	Capacity of parties – Minor agreements	PPT/video/Lecture
1 to 1.45	II BBA	MA	Profitability ratios based on sales	Problem Solving

DAY: Friday

DATE: 11/05/2021

PERIOD	CLASS	SUBJECT	TOPIC COVERED	TEACHING METHOD
9 to 9.45	III B Com B	BR	Capacity of parties to the contract – Minor agreements	PPT/video/Lecture
10 to 10.45	II BBA	MA	Profitability ratios based on investments	Problem Solving
1 to 1.45	III B Com A	BR	Capacity of parties to the contract– Free consent	PPT/Discussion/Lecture





WORK DAIRY: 2020-21 (EVEN SEMESTER)

NAME OF THE TEACHER: MS. PINKY SHARMA B

DAY: MONDAY

DATE: 03/05/2021

PERIOD	CLASS	SUBJECT	TOPIC COVERED	TEACHING METHOD
10:30 - 11:15	II BBA	ED	Introduction and syllabus discussion	Lecture/MS Word
11:30 - 12:15	III BBA	IT	Introduction and syllabus discussion	Lecture/MS Word

DAY: TUESDAY

DATE: 04/05/2021

PERIOD	CLASS	SUBJECT	TOPIC COVERED	TEACHING METHOD
10:00 - 10:45	II BBA	ED	Introduction to Entrepreneurship, Concept, meaning & definition of Entrepreneurship	Lecture/PPT/Discussion
11:00 - 11:45	III BBA	IT	Introduction to Income Tax, Meaning, concept and brief history of IT	Lecture/PPT/Discussion

DAY: THURSDAY

DATE: 06/05/2021

PERIOD	CLASS	SUBJECT	TOPIC COVERED	TEACHING METHOD
10:00 - 10:45	III BBA	IT	Legal framework of IT	Lecture/PPT/Discussion
11:00 - 11:45	I B. Com A	BOI	Introduction & syllabus discussion	Lecture/PPT/Discussion
12:00 - 1:45	II BBA	ED	Meaning and definition of entrepreneur & enterprise, Functions of entrepreneur	Lecture/PPT/Discussion

DAY: FRIDAY

DATE: 07/05/2021

PERIOD	CLASS	SUBJECT	TOPIC COVERED	TEACHING METHOD
11:00 - 11:45	I B. Com B	BOI	Introduction, Meaning, definition of banker, origin of the word bank, Features of bank	Lecture/PPT/Discussion
12:00 - 12:45	III BBA	IT	Types of taxes, tax system in India (pre and post implementation of GST)	Lecture/PPT/Discussion
1:00 - 1:45	I B. Com A	BOI	Introduction, Meaning, definition of banker, origin of the word bank, Features of bank	Lecture/PPT/Discussion

DAY: SATURDAY

DATE: 08/05/2021

PERIOD	CLASS	SUBJECT	TOPIC COVERED	TEACHING METHOD
10:00 - 10:45	I B. Com B	BOI	Meaning of customer, definition of customer, relationship between banker and customer.	Lecture/PPT/Discussion
11:00 - 11:45	II BBA	ED	Difference between entrepreneur, entrepreneurship and enterprise, Qualities of an entrepreneur.	Lecture/PPT/Discussion



12:00 - 12:45	I B. Com A	BOI	Meaning of customer, definition of customer, relationship between banker and customer.	Lecture/PPT/Discussion
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DAY: MONDAY

DATE: 10/05/2021

PERIOD	CLASS	SUBJECT	TOPIC COVERED	TEACHING METHOD
11:00 - 11:45	I BBA	MM	Introduction, Meaning, Definition of Marketing	Lecture/PPT/Discussion
12:00 - 12:45	II BBA	ED	Factors influencing entrepreneurship- Psychological, Cultural and Social factors	Lecture/PPT/Discussion
1:00 - 1:45	III BBA	IT	Canons of taxation, Assessee- meaning, definition and types	Lecture/PPT/Discussion

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 PRINCIPAL
 MALLESWARAM LADIES ASSOCIATION
 ACADEMY OF HIGHER LEARNING
 14th Cross, Malleswaram
 Bangalore - 560 003

