

Lesson Plan

Name of the Assistant/ Associate Professor: Mamta Rani
 Class and Section: B. Com III
 Subject: GST

Week	Date	Topics
1	7 Jan to 11 Jan	Tax Structure in India, Overview of GST
	13 Jan to 18 Jan	Administration of GST, Taxable event
	19 Jan to 31 Jan	Scope of Supply. Under GST, Levy and collection of Tax
	3 to 8 Feb	Small Taxable Persons: Exemption and Composition Scheme, Time of Supply
2	10 - 15 Feb	The integrated Goods and Service Tax Act 2017, Nature of Supplies
	17 - 22 Feb	Nature of Supply (Contd.), Place of Supply
	23 - 28 Feb	Value of Taxable Supply, Input tax Credit
	1 - 6 March	Registration, Tax Invoice
3	7 March - 8 March	Credit and Debit Notes, Returns
	17 - 22 March	Assessment and Audit
	24 March	Payment of Tax
	29 March	Basics of Custom duty, types of Custom Duties
4	31 March - 5 April	Levy and Assessment of Custom duty
	7 April - 12 April	Procedure of Importation
	14 April to 19 April	Procedure of Exportation
	19 April - 5 May	Export Promotion Schemes
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Lesson Plan

Name of the Assistant/ Associate Professor..... Mamta Rani
 Class and Section:..... B.Com I Sem - II
 Subject:..... Digital Fluency in Business...

Week	Date	Topics
1	7 Jan - 11 Jan	Concept of Data, Information and data processing levels, or type of information, Uses of Information, Business data processing cycle. Communication: Basic element of a communication system, forms of data transmission, speed, mode.
	13 Jan - 18 Jan	Continue with Transmission of data.
2	19 Jan - 25 Jan	Meaning, Feature and Benefit of E-Commerce.
	27 Jan - 31 Jan	Meaning of E-Payment System.
	3 - 8 Feb	Continue with e-payment
	10 - 15 Feb	Introduction to Spreadsheet
	17 Feb - 22 Feb	Basic Arithmetic Calculation in Spreadsheet
3	23 - 28 Feb	continue with Arithmetic calculation
	1 - 8 March	Practice of Excel sheet with data presentation with calculation in spreadsheet.
	17 - 22 March	Presentation with Power Point
	24 - 31 March	Presentation with Power Point (Contd.)
4	1 April - 7 April	Presentation with Graphics
	8 April - 14 April	Presentation with Sound effect
	15 April - 21 April	Presentation with Animation effect.
5	22 April - 5 May	PPT MS-Excel Revision

Mamta

Lesson Plan

Name of the Assistant/ Associate Professor... Mamta Rani
 Class and Section:..... B. Com III Sem - VI
 Subject:..... Auditing

Week	Date	Topics
1	7 Jan to 11 Jan	Auditing: Meaning, objectives, Importance
	13 to 18 Jan	Type of Auditing
	27 to 31 Jan	Audit Procedure - Routine checking
2	3 to 8 Feb	Vouching
	10 to 15 Feb.	Verification & Valuation of Assets & Liabilities.
3	17 to 22 Feb	Continue with Valuation of Assets & Liabilities
	23 Feb to 28 Feb	Audit of Public Company
	1 to 8 March	Audit of Public Company: Qualification
	9 March to 17 March	Appointment of Company Auditors (contd.)
		Auditor's power, duties and liabilities
4	7 to 22 March	Their Power, Duties and liabilities (contd.)
	24 to 29 March	Audit of Depreciation and reserves.
	31 March to 5 April	Divisible profits & Dividends.
5	7 to 12 April	Audit Report and Investigation
	14 to 19 April	Continue with Audit Report and Investigation

19 April Reunion
 to 5 May

Mamta

Lesson Plan

Name of the Assistant/ Associate Professor: Mamta Rani
 Class and Section: B. Com IIIA Sem-IVth
 Subject: Corporate Law II

Week	Date	Topics
1	7 Jan to 11 Jan	Share and Stock, Allotment of share
	13 to 18 Jan	Allotment of share continued, share Certificate
2	20 to 31 Jan	Share Warrant, Transfer of shares
	3 to 8 Feb	Transmission of shares
3	10 to 15 Feb	Calls of shares, Fore Forefeiture
	17 to 22 Feb	Surrender and lien
	1 to 5 March	Share Capital of Company.
	7 to 22 March	Members and Shareholders of a Company
	24 to 29 March	Company meeting
4	31 March to 5 April	Resolution
5	7 to 12 April	Meeting Procedure or Requisites of valid Meeting.
	14 to 19 April	Directors: Appointment Removal, Power, Duties, and Liabilities.
	19 April to 26 April	winding up of the Company Depository system and paperless

26 April to 5 May Revision

Mamta

Lesson Plan

Name of the Assistant/ Associate Professor..... Mamta Rani
 Class and Section:..... B- Com III Sem-VI
 Subject:..... Cost Accounting

Week	Date	Topics
1	7 Jan to 11 Jan	Meaning Uses:- Preparation of Process Accounting treatment of Normal Wastages, Abnormal & effectiveness
	13 to 18 Jan	Treatment of opening and closing stock, Joint Product and By product.
2	19 to 31 Jan	Main methods of apportionment of Joint stock cost Joint process profit
	3 to 8 Feb	Contract costing:- Meaning main features preparation of contract account.
	10 to 15 Feb	Escalation clause contract near completion cost plus contract Job and Batch costing
3	17 to 22 Feb	Meaning of Budget and Budgetary control, Budgetary control as Mgt tool limitation forecast and Budget, installation of Budgetary Control system.
4	1 to 8 March	Classification of Budget, fixed & flexible Budgeting, performance, Budgeting
	7 to 22 March	Zero Base Budgeting, Responsibility Accounting
	24 to 29 March	Continued with responsibility accounting
5	31 March to 5 April	Standard Costing & Theory
	7 to 12 April	Variance Analysis

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Lesson Plan

Name of the Assistant/ Associate Professor..... Mamta Rani.....

Class and Section:..... B. Com III Sem - VI.....

Subject:..... Cost Accounting - II.....

Week	Date	Topics
1	14 to 19 April	Variance Analysis
	19 to 22 April	Absorption Costing and Marginal Costing
	22 April to 26	Continue with Marginal Costing BEP
	26 to 5 May	Revision
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Variance Analysis

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Lesson Plan

Name of the Assistant/ Associate Professor..... Mamta Rani
 Class and Section:..... B. Com VI - Sem I
 Subject:..... Accounting for Mgt - I

Week	Date	Topics
1	7 Jan to 11 Jan	Nature and scope of Financial Management of working capital
	13 to 18 Jan	Management of W.C (contd) Mgt of cash and Marketable securities.
	19 to 31 Jan	Mgt of Receivable, cost of capital
	1 Feb	Introduction
2	3 to 8 Feb	Cost of Capital
	10 to 15 Feb	Capitalisation
	17 to 22 Feb	Severage
	1 to 8 March	EBIT - EPS analysis
3	7 to 22 March	Capital structure
	24 to 29 March	Capital structure (contd)
	31 March to 5 April	Dividend Policy
	7 to 12 April	Dividend Policy (contd)
4	14 to 19 April	Revision of Capital structure
	19 to 5 May	Revision of whole syllabus.
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