

LESSON PLAN

Name of Assistant Professor: Dr. Parameet Kaur

Class: B.Com IVth Sem

Subject: Auditing

Lesson Plan: Aug to Dec 2022

Week 1	Introduction of Auditing, Types of audit
Week 2	Audit Process, Programme
Week 3	Audit working papers & Evidences, E-commerce Transactions
Week 4	Methods of audit work
Week 5	Vouching meaning, objectives & Importance
Week 6	Vouching of Cash book, purchase book, sale book etc.
Week 7	Journal Proper & debtor Creditor ledgers, Verification of Assets & Liabilities
Week 8	Audit of Limited Companies
Week 9	Company auditor
Week 10	Directions of Comptroller & Auditor General of India
Week 11	Auditor Reports
Week 12	Investigation
Week 13	— do —
Week 14	Professional ethics of auditing
Week 15	— Revision, Test, Discussion
Week 16	Revision, Test, Discussion
Week 17	Revision, Test, Discussion
Examinations	

LESSON PLAN

Name of Assistant Professor: Dr. Poojita Kaur

Class: B.Com IV Sem

Subject: Business Communication

Lesson Plan: Aug to Dec 2022

Week 1	Business Communication - Basic Forms & Models
Week 2	Theories of Communication
Week 3	Audience Analysis
Week 4	Corporate Communication
Week 5	Miscommunication - Barrier & Improvement
Week 6	Effective Presentation skills
Week 7	Practices in Business Communication
Week 8	Self-development & Communication
Week 9	Non-Verbal Aspects of Communication
Week 10	Effective listening
Week 11	Interviewing skills
Week 12	writing Business letters
Week 13	Forms of Electronic Communication
Week 14	Revision, Test
Week 15	Discussion, Revision
Week 16	Revision, Test
Week 17	Revision, Test, Discussion
Examinations	

LESSON PLAN

Name of Assistant Professor: Dr. Poojanjeet Kaur

Class: Bcom 2nd sem

Subject: Business Statistics

Lesson Plan: Aug to Dec 2022

Week 1	Introduction to Statistics
Week 2	Collection of Data
Week 3	Measures of Central Tendency - I (Mean, Median)
Week 4	Measures of Central Tendency I (Median, Mode)
Week 5	Measures of Central Tendency II (C.M & H.M)
Week 6	Measures of Dispersion
Week 7	Index Number - I
Week 8	Index Number - II
Week 9	Time series Analysis - I
Week 10	— do —
Week 11	Time series Analysis - II
Week 12	— do —
Week 13	Time series Analysis - III
Week 14	— do —
Week 15	Revision, Test
Week 16	Revision, Test
Week 17	Discussion, Test
Examinations	

LESSON PLAN

Name of Assistant Professor: Dr. Paramjit Kaur

Class: B.Com ~~III~~ Sem

Subject: Business Law

Lesson Plan: Aug to Dec 2022

Week 1	Indian Contract Act, 1872, Valid Contract & its element
Week 2	Proposal, Acceptance & Revocation, Contractual Capacity.
Week 3	Free consent of Parties, Lawful Consideration & object
Week 4	Agreement Expressly declared as void, legal formalities, Contingent Contract
Week 5	Performance of Contract, Discharge of Contract, implied, Quasi Contract
Week 6	Consequences of breach of Contract, Indemnity & Guarantee
Week 7	Indemnity & Guarantee Contract, Contract of Agency
Week 8	Contract of Agency, Test
Week 9	Sales of good Act - 1930, Contract of Sale
Week 10	Conditions & warranties
Week 11	Transfer of Property or ownership
Week 12	Performance of Contract - Delivery & Payment
Week 13	Unpaid seller
Week 14	Suit of Breach of Contract
Week 15	Consumer Protection Act, 1986
Week 16	— do —
Week 17	Revision, Test
Examinations	

LESSON PLAN

Name of Assistant Professor: Dr Paramjeet Kaur

Class: B.Com. Vth Sem

Subject: Income Tax

Lesson Plan: Aug to Dec 2022

Week 1	Income Tax (Introduction)
Week 2	Agriculture Income
Week 3	Residence & Tax liability
Week 4	Exemptions from Tax
Week 5	Income from Salaries
Week 6	Income from Salaries (Retirement)
Week 7	Income from House Property
Week 8	Clubbing of Income & Deemed Incomes
Week 9	Set-off and Carry-forward of losses
Week 10	Profits & Gains of Business or Profession
Week 11	Determination of Income of certain business / Profession
Week 12	Depreciation & Investment Allowance
Week 13	Capital Gains
Week 14	Income from other sources
Week 15	Revision / Test
Week 16	Revision / Test
Week 17	Revision / Test