

**Name of Assistant Professor** : **M.D. Aggarwal**

**Class and Section** : **B.Com.-6<sup>th</sup> Semester (Section A&B)**

**Subject** : **Management Accounting**

**Lesson Plan** : **18Weeks (from January 2018 to April 2018)**

<b>Week 1, January 1 to January 7</b> • <b>Chapter 1: Nature and Scope of Management Accounting.</b>
Assignments
Week 1, Day 1, January 1 • Introduction and Meaning of Management Accounting.
Week 1, Day 2, January 2 • Nature of Management Accounting.
Week 1, Day 3, January 3 • Scope of Management Accounting.
Week 1, Day 4, January 4 • Techniques of Management Accounting.
Week 1, Day 5, January 5 <b>Holiday</b>
Week 1, Day 6, January 6 • Importance of Management Accounting.
<b>Week 2, January 8 to January 14</b> • <b>Chapter 1:-Nature and Scope of Management Accounting.</b>
Assignments
Week 2, Day 1, January 8 • Difference between Cost and Management Accounting.
Week 2, Day 2, January 9 • Cost Control.
Week 2, Day 3, January 10 • Cost Reduction.
Week 2, Day 4, January 11 • Cost Management.
Week 2, Day 5, January 12 • Revision about Important Points regarding I <sup>st</sup> Chapter.
Week 2, Day 6, January 13 • Revision about Important Points regarding I <sup>st</sup> Chapter.
<b>Week 3, January 15 to January 21</b>

<ul style="list-style-type: none"> <li>• <b>Chapter 2:- Budgeting and Budgetary Control.</b></li> </ul>
Assignments
Week 3, Day 1, January 15 <ul style="list-style-type: none"> <li>• Introduction about Budget and Budgetary.</li> </ul>
Week 3, Day 2, January 16 <ul style="list-style-type: none"> <li>• Concept of Budgetary Control.</li> </ul>
Week 3, Day 3, January 17 <ul style="list-style-type: none"> <li>• Objective of Budgetary Control.</li> </ul>
Week 3, Day 4, January 18 <ul style="list-style-type: none"> <li>• Advantages of Budgetary control.</li> </ul>
Week 3, Day 5, January 19 <ul style="list-style-type: none"> <li>• Limitation of Budgetary Control.</li> </ul>
Week 3, Day 6, January 20 <ul style="list-style-type: none"> <li>• Difference between Budget, Budgeting and Budgetary Control.</li> </ul>
Week 4, <b>January 22 to January 28</b> <ul style="list-style-type: none"> <li>• <b>Chapter 2:- Budgeting and Budgetary Control.</b></li> </ul>
Assignments
Week 4, Day 1, January 22 <b>Holiday</b>
Week 4, Day 2, January 23 <ul style="list-style-type: none"> <li>• Types of Budget, their Merits, Demerits and features of Budget.</li> </ul>
Week 4, Day 3, January 24 <ul style="list-style-type: none"> <li>• Types of Budget, their Merits, Demerits and features of Budget.</li> </ul>
Week 4, Day 4, January 25 <ul style="list-style-type: none"> <li>• Types of Budget, their Merits, Demerits and features of Budget.</li> </ul>
Week 4, Day 5, January 26 <b>Holiday</b>
Week 4, Day 6, January 27 <ul style="list-style-type: none"> <li>• Types of Budget, their Merits, Demerits and features of Budget.</li> </ul>
Week 5, <b>January 29 to February 4</b> <ul style="list-style-type: none"> <li>• <b>Chapter 3:- Budget and Budgetary Control.</b></li> </ul>
Assignments
Week 5, Day 1, January 29 <ul style="list-style-type: none"> <li>• Comparison of all types of Budgets.</li> </ul>
Week 5, Day 2, January 30 <ul style="list-style-type: none"> <li>• Comparison of all types of Budgets.</li> </ul>
Week 5, Day 3, January 31 <b>Holiday</b>

Week 5, Day 4, February 1
<ul style="list-style-type: none"> <li>• Comparison of all types of Budgets.</li> </ul>
Week 5, Day 5, February 2
<ul style="list-style-type: none"> <li>• Comparison of all types of Budgets.</li> </ul>
Week 5, Day 6, February 3
<ul style="list-style-type: none"> <li>• Revision of Chapter – 02.</li> </ul>
<b>Week 6, February 5 to February 11</b>
<ul style="list-style-type: none"> <li>• <b>Chapter 3:- Standard Costing and Various Analysis.</b></li> </ul>
Assignments
Week 6, Day 1, February 5
<ul style="list-style-type: none"> <li>• Introduction and Meaning of Standard Costing.</li> </ul>
Week 6, Day 2, February 6
<ul style="list-style-type: none"> <li>• Features of Standard Costing.</li> </ul>
Week 6, Day 3, February 7
<ul style="list-style-type: none"> <li>• Application of Standard Costing.</li> </ul>
Week 6, Day 4, February 8
<ul style="list-style-type: none"> <li>• Difference between Estimate Cost and Standard Costing.</li> </ul>
Week 6, Day 5, February 9
<ul style="list-style-type: none"> <li>• Difference between Standard Costing and Budgetary Costing.</li> </ul>
Week 6, Day 6, February 10 <b>Holiday</b>
<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Week 7, February 12 to February 18</b>
<ul style="list-style-type: none"> <li>• <b>Chapter 3:- Standard Costing and Variance analysis.</b></li> </ul>
Assignments
Week 7, Day 1, February 12
<ul style="list-style-type: none"> <li>• Advantages of Standard Costing.</li> </ul>
Week 7, Day 2, February 13 <b>Holiday</b>
Week 7, Day 3, February 14
<ul style="list-style-type: none"> <li>• Limitation of Standard Costing.</li> </ul>
Week 7, Day 4, February 15
<ul style="list-style-type: none"> <li>• Procedure for Determining Standard.</li> </ul>
Week 7, Day 5, February 16
<ul style="list-style-type: none"> <li>• Meaning of Variance.</li> </ul>
Week 7, Day 6, February 17
<ul style="list-style-type: none"> <li>• Meaning of Variance Analysis.</li> </ul>
<b>Week 8 February 19 to February 25</b>
<ul style="list-style-type: none"> <li>• <b>Chapter 3:- Standard Costing and Variance Analysis.</b></li> </ul>
Assignments

<p>Week 8, Day 1, February 19</p> <ul style="list-style-type: none"> <li>• Classification of Variance.</li> </ul>
<p>Week 8, Day 2, February 20</p> <ul style="list-style-type: none"> <li>• Introduction about Material Variance.</li> </ul>
<p>Week 8, Day 3, February 21</p> <ul style="list-style-type: none"> <li>• Material Cost Variance.</li> </ul>
<p>Week 8, Day 4, February 22</p> <ul style="list-style-type: none"> <li>• Material Price Variance.</li> </ul>
<p>Week 8, Day 5, February 23</p> <ul style="list-style-type: none"> <li>• Material Quantity Variance.</li> </ul>
<p>Week 8, Day 6, February 24</p> <ul style="list-style-type: none"> <li>• Material Cost Variance.</li> </ul>
<p><b>Week 9, February 26 to March 4</b></p> <ul style="list-style-type: none"> <li>• <b>Chapter 3:- Standard Costing and Variance Analysis.</b></li> </ul>
<p>Assignments</p>
<p>Week 9, Day 1, February 26</p> <ul style="list-style-type: none"> <li>• Material Sub-usage Variance.</li> </ul>
<p>Week 9, Day 2, February 27</p> <ul style="list-style-type: none"> <li>• Material Yield Variance.</li> </ul>
<p>Week 9, Day 3, February 28 <b>Holiday</b></p>
<p>Week 9, Day 4, March 1 <b>Holiday</b></p>
<p>Week 9, Day 5, March 2 <b>Holiday</b></p>
<p>Week 9, Day 6, March 3 <b>Holiday</b></p>
<p><b>Week 10, March 5 to March 11</b></p> <ul style="list-style-type: none"> <li>• <b>Chapter 3:- Standard Costing and Variance Analysis.</b></li> </ul>
<p>Assignments:-</p>
<p>Week 10, Day 1, March 5</p> <ul style="list-style-type: none"> <li>• Meaning of Labor Variance.</li> <li>• Labor Cost Variance.</li> </ul>
<p>Week 10, Day 2, March 6</p> <ul style="list-style-type: none"> <li>• Labor rate Variance.</li> <li>• Idle Time Variance.</li> <li>• Labor Efficiency Variance.</li> <li>• Labor Mix Variance.</li> </ul>

<p>Week 10, Day 3, March 7</p> <ul style="list-style-type: none"> <li>• Labor Mix Variance.</li> <li>• Wages Revision Variance.</li> <li>• Labor Yield Variance.</li> </ul>
<p>Week 10, Day 4, March 8</p> <ul style="list-style-type: none"> <li>• Meaning of Overhead Variance.</li> </ul>
<p>Week 10, Day 5, March 9</p> <ul style="list-style-type: none"> <li>• Types of Overhead Variance.</li> </ul>
<p>Week 10, Day 6, March 10</p> <ul style="list-style-type: none"> <li>• Types of Overhead Variance.</li> </ul>
<p><b>Week 11, March 12 to March 18</b></p> <ul style="list-style-type: none"> <li>• <b>Chapter 3:- Standard Costing and Variance Analysis.</b></li> <li>• <b>Chapter 4:- Marginal Costing and Break Even Point.</b></li> </ul>
<p>Assignments</p>
<p>Week 11, Day 1, March 12</p>
<p>Week 11, Day 2, March 13</p> <ul style="list-style-type: none"> <li>• Sales Variance.</li> </ul>
<p>Week 11, Day 3, March 14</p> <ul style="list-style-type: none"> <li>• Types of Sales Variance.</li> </ul>
<p>Week 11, Day 4, March 15</p> <ul style="list-style-type: none"> <li>• Meaning of Marginal Costing.</li> </ul>
<p>Week 11, Day 5, March 16</p> <ul style="list-style-type: none"> <li>• Absorption Costing.</li> </ul>
<p>Week 11, Day 6, March 17</p> <ul style="list-style-type: none"> <li>• Features, Advantages and Disadvantages of Marginal Costing.</li> </ul>
<p><b>Week 12, March 19 to March 25</b></p> <ul style="list-style-type: none"> <li>• <b>Chapter 4:- Marginal Costing and Break Even Point.</b></li> </ul>
<p>Assignments</p>
<p>Week 12, Day 1, March 19</p> <ul style="list-style-type: none"> <li>• Income Determination.</li> <li>• Cost Volume- Profit Analysis.</li> </ul>
<p>Week 12, Day 2, March 20</p> <ul style="list-style-type: none"> <li>• Break Even Analysis – Algebra and Graphic Method.</li> </ul>
<p>Week 12, Day 3, March 21</p> <ul style="list-style-type: none"> <li>• Contribution, P/V Ratio.</li> </ul>
<p>Week 12, Day 4, March 22</p> <ul style="list-style-type: none"> <li>• Break Even Point.</li> </ul>

<p>Week 12, Day 5, March 23</p> <ul style="list-style-type: none"> <li>• Margin of Safety.</li> <li>• Angel of Incidence.</li> </ul>
<p>Week 12, Day 6, March 24</p> <ul style="list-style-type: none"> <li>• Merit and Demerit of Above Terms.</li> </ul>
<p>Week 13, <b>March 26 to April 1</b></p> <ul style="list-style-type: none"> <li>• <b>Chapter 4:- Marginal Costing and Break Even Point.</b></li> </ul>
<p>Assignments</p>
<p>Week 13, Day 1, March 26</p> <ul style="list-style-type: none"> <li>• Preparation of Class Test.</li> </ul>
<p>Week 13, Day 2, March 27</p> <ul style="list-style-type: none"> <li>• Application of Marginal Costing.</li> </ul>
<p>Week 13, Day 3, March 28</p> <ul style="list-style-type: none"> <li>• Usage of Marginal Costing.</li> </ul>
<p>Week 13, Day 4, March 29 <b>Holiday</b></p>
<p>Week 13, Day 5, March 30</p> <ul style="list-style-type: none"> <li>• Usage of Marginal Costing.</li> </ul>
<p>Week 13, Day 6, March 31</p> <ul style="list-style-type: none"> <li>• Usage of Marginal Costing.</li> </ul>
<p>Week 14, <b>April 2 to April 8</b></p> <ul style="list-style-type: none"> <li>• <b>Chapter 4:- Marginal Costing and Variance Analysis.</b></li> <li>• <b>Chapter 5:- Responsibility Accounting.</b></li> </ul>
<p>Assignments</p>
<p>Week 14, Day 1, April 2</p> <ul style="list-style-type: none"> <li>• Class Test.</li> </ul>
<p>Week 14, Day 2, April 3</p> <ul style="list-style-type: none"> <li>• Revision of Marginal Costing and Variance Analysis.</li> </ul>
<p>Week 14, Day 3, April 4</p> <ul style="list-style-type: none"> <li>• Introduction of Responsibility Accounting.</li> </ul>
<p>Week 14, Day 4, April 5</p> <ul style="list-style-type: none"> <li>• Process of Responsibility Accounting.</li> </ul>
<p>Week 14, Day 5, April 6</p> <ul style="list-style-type: none"> <li>• Responsibility Centre.</li> </ul>
<p>Week 14, Day 6, April 7</p> <ul style="list-style-type: none"> <li>• Types of Responsibility Centre.</li> </ul>
<p>Week 15, <b>April 9 to April 15</b></p> <ul style="list-style-type: none"> <li>• <b>Chapter 5:- Responsibility Accounting.</b></li> </ul>
<p>Assignments</p>

Week15 , Day 1, April 9	<ul style="list-style-type: none"> <li>• Importance of Responsibility Accounting.</li> </ul>
Week 15, Day 2, April 10	<ul style="list-style-type: none"> <li>• Dividend Performance Measurement.</li> </ul>
Week 15, Day 3, April 11	<ul style="list-style-type: none"> <li>• Financial Measurement.</li> </ul>
Week 15, Day 4, April 12	<ul style="list-style-type: none"> <li>• Financial Measurement.</li> </ul>
Week 15, Day 5, April 13	<ul style="list-style-type: none"> <li>• Financial Measurement.</li> </ul>
Week 15, Day 6, April 14 <b>Holiday</b>	
Week 16, <b>April 16 to April22</b>	<ul style="list-style-type: none"> <li>• <b>Chapter 5:- Responsibility Accounting.</b></li> </ul>
Assignments	
Week 16, Day 1, April 16	<ul style="list-style-type: none"> <li>• Performance Measurement.</li> </ul>
Week 16, Day 2, April 17	<ul style="list-style-type: none"> <li>• Performance Measurement.</li> </ul>
Week 16, Day 3, April 18 <b>Holiday</b>	
Week 16, Day 4, April 19	<ul style="list-style-type: none"> <li>• Revision of Chapter – 05.</li> </ul>
Week 16, Day 5, April 20	<ul style="list-style-type: none"> <li>• Revision of Chapter – 01.</li> </ul>
Week 16, Day 6, April 21	<ul style="list-style-type: none"> <li>• Revision of Chapter – 02.</li> </ul>
Week17 <b>April 23 to April29</b>	<ul style="list-style-type: none"> <li>• <b>Chapter 6:- Accounts of Insurance Companies.</b></li> </ul>
Assignments	
Week17 , Day 1, April 23	<ul style="list-style-type: none"> <li>• Revision of Chapter – 03.</li> </ul>
Week 17, Day 2, April 24	<ul style="list-style-type: none"> <li>• Class Test.</li> </ul>
Week 17, Day 3, April 25	<ul style="list-style-type: none"> <li>• Revision of Chapter – 03.</li> </ul>
Week 17, Day 4, April 26	<ul style="list-style-type: none"> <li>• Revision of Chapter – 04.</li> </ul>

Week 17, Day 5, April 27

- Revision of Chapter – 04.

Week 17, Day 6, April 28

- Class Test.



## Lesson Plan

Name of the Assistant Professor : Dolly Nagpal

Subject- Auditing (Section A &B) B.Com.-6<sup>th</sup> Semester

Lesson Plan- 18 Weeks (January-April 2018 )

Week	Date	
1.	1-Jan-18	Introduction, Meaning , definition and elements of auditing investigation
	2-Jan-18	Necessity, book-keeping Accountancy, auditing and
	3-Jan-18	Accounting as a Necessity and Auditing as a luxury
	4-Jan-18	Accounting as a Necessity and Auditing as a luxury
	5-Jan-18	<b>Holiday</b>
	6-Jan-18	Objects
	7-Jan-18	<b>Sunday</b>
2.	8-Jan-18	Objects
	9-Jan-18	Errors and frauds
	10-Jan-18	Errors and frauds, Advantages of auditing
	11-Jan-18	limitations
	12-Jan-18	According to the organization of the business
	13-Jan-18	According to Practicality
	14-Jan-18	<b>Sunday</b>
3.	15-Jan-18	Difference in internal and Statutory audit
	16-Jan-18	Difference in internal and external audit
	17-Jan-18	Difference in internal and external audit
	18-Jan-18	Preparation before audit
	19-Jan-18	Audit programme and essentials of good audit programme
	20-Jan-18	Advantages and disadvantages of audit programme , Audit notebook, audit papers
	21-Jan-18	<b>Sunday</b>
4.	22-Jan-18	<b>Vasant Panchami</b>
	23-Jan-18	Internal check
	24-Jan-18	<b>Sir Chotu Ram Jayanti</b>
	25-Jan-18	Assignment
	26-Jan-18	<b>Republic Day</b>
	27-Jan-18	Method and procedure of audit work
	28-Jan-18	<b>Sunday</b>
5.	29-Jan-18	Internal control/Internal check
	30-Jan-18	National Seminar
	31-Jan-18	<b>Guru Ravi Das Birthday</b>

	1-Feb-18	Internal check/Difference in Internal audit , Internal check and internal control
	2-Feb-18	Concepts with internal check
	3-Feb-18	Concepts with internal check/Internal audit
	4-Feb-18	<b>Sunday</b>
6.	5-Feb-18	Meaning ,concept and importance of vouching
	6-Feb-18	voucher
	7-Feb-18	vouching and payment side
	8-Feb-18	vouching and different books
	9-Feb-18	Teeming and Lading System
	10-Feb-18	<b>Maharishi Dayanand Saraswati Jayanti</b>
	11-Feb-18	<b>Sunday</b>
7.	12-Feb-18	Verification -meaning and importance
	13-Feb-18	<b>Maha Shivratri</b>
	14-Feb-18	Verification of assets
	15-Feb-18	continued the above topic
	16-Feb-18	verification of liabilities
	17-Feb-18	continued
	18-Feb-18	<b>Sunday</b>
8.	19-Feb-18	Appointment
	20-Feb-18	Qualification, Remuneration ,removal and legal position of an auditor
	21-Feb-18	Rights and duties of an auditor
	22-Feb-18	Auditor is a watchdog , but not A Blood Hound
	23-Feb-18	Liabilities of an auditor
	24-Feb-18	Joint auditors
	25-Feb-18	<b>Sunday</b>
9.	26-Feb-18	Meaning and Importance/content and types
	27-Feb-18	content and types
	28-Feb-18	<b>Holiday</b>
	1-Mar-18	<b>Holiday</b>
	2-Mar-18	<b>Holi</b>
	3-Mar-18	<b>Holiday</b>
	4-Mar-18	<b>Sunday</b>
10.	5-Mar-18	Meaning and difference with auditing
	6-Mar-18	Essentials and necessity
	7-Mar-18	Objectives
	8-Mar-18	Types
	9-Mar-18	continued
	10-Mar-18	Test
	11-Mar-18	<b>Sunday</b>
11.	12-Mar-18	E -commerce
	13-Mar-18	Audit of E- commerce
	14-Mar-18	Audit of E- commerce
	15-Mar-18	Audit of E- commerce
	16-Mar-18	Revision

	17-Mar-18	17Presentation
	18-Mar-18	<b>Sunday</b>
12.	19-Mar-18	Meaning
	20-Mar-18	Professional conduct under Chartered Accountant Act,1949
	21-Mar-18	Continued
	22-Mar-18	Fellows and Associates
	23-Mar-18	<b>Shaheedi Diwas</b>
	24-Mar-18	Fellows and Associates
	25-Mar-18	<b>Sunday</b>
13.	26-Mar-18	Test of Professional conduct and Ethics
	27-Mar-18	Audit
	28-Mar-18	audit programme
	29-Mar-18	<b>Mahavir Jayanti</b>
	30-Mar-18	Audit notebook
	31-Mar-18	Audit notebook
	1-Apr-18	<b>Sunday</b>
14.	2-Apr-18	Audit Process and Programme
	3-Apr-18	audit working papers
	4-Apr-18	Procedures
	5-Apr-18	Procedures
	6-Apr-18	Procedures
	7-Apr-18	Procedures
	8-Apr-18	<b>Sunday</b>
15.	9-Apr-18	Revision of Internal Control, Internal Check And Internal Audit
	10-Apr-18	Revision of Internal Control, Internal Check And Internal Audit
	11-Apr-18	Revision of Internal Control, Internal Check And Internal Audit
	12-Apr-18	Revision of Internal Control, Internal Check And Internal Audit
	13-Apr-18	Revision of Internal Control, Internal Check And Internal Audit
	14-Apr-18	<b>Dr. Ambedkar Jayanti / Vaisakhi</b>
	15-Apr-18	<b>Sunday</b>
16.	16-Apr-18	Revision
	17-Apr-18	Revision
	18-Apr-18	<b>Parashurama Jayanti</b>
	19-Apr-18	PPT
	20-Apr-18	Assignment
	21-Apr-18	PPT
	22-Apr-18	<b>Sunday</b>
17.	23-Apr-18	PPT
	24-Apr-18	Revision
	25-Apr-18	Revision and test
	26-Apr-18	Revision and test
	27-Apr-18	Revision and test
	28-Apr-18	Revision and test
	29-Apr-18	<b>Sunday</b>

## Lesson Plan for the session 2017-18 (Even Semester)

Name of Associate Professor: **Sunil Garg**  
Class and Section: **B.Com-6<sup>th</sup> Semester, Sec. A**  
Subject: **Income Tax-II (BC 603)**

<b>Week 1, January 1 to January 7 (Chapter: Deductions from Gross Total Income)</b>
Week 1, Day 1, January 1 <ul style="list-style-type: none"><li>• Deductions : Introduction, Section 80C</li></ul>
Week 1, Day 2 , January 2 <ul style="list-style-type: none"><li>• Section 80CCC to Section 80CCG</li></ul>
Week 1, Day 3 , January 3 <ul style="list-style-type: none"><li>• Section 80D to Section 80EE</li></ul>
Week 1, Day 4, January 4 <ul style="list-style-type: none"><li>• Section 80G</li></ul>
Week 1, Day 5 , January 5 <b>Holiday</b>
Week 1, Day 6 ,January 6 <ul style="list-style-type: none"><li>• Section 80GG to Section 80GGC</li></ul>
<b>Week 2, January 8 to January 14</b>
Week 2, Day 1, January 8 <ul style="list-style-type: none"><li>• Section 80IA to Section 80IBA</li></ul>
Week 2, Day 2, January 9 <ul style="list-style-type: none"><li>• Section 80IC to Section 80JJAA</li></ul>
Week 2, Day 3, January 10 <ul style="list-style-type: none"><li>• Section 80LA to Section 80U</li></ul>
Week 2, Day 4, January 11 <ul style="list-style-type: none"><li>• Presentation on Deductions from 80C to 80U</li></ul>
Week 2, Day 5, January 12 <b>(Chapter: Assessment of Individual)</b> <ul style="list-style-type: none"><li>• Computation of Total Income of Individual</li></ul>
Week 2, Day 6, January 13 <ul style="list-style-type: none"><li>• Computation of Total Income of Individual : Numerical</li></ul>
<b>Week 3, January 15 to January 21</b>
Week 3, Day 1, January 15 <ul style="list-style-type: none"><li>• Computation of Total Income of Individual : Numerical</li></ul>
Week 3, Day 2, January 16 <ul style="list-style-type: none"><li>• Computation of Total Income of Individual : Numerical</li></ul>
Week 3, Day 3, January 17 <ul style="list-style-type: none"><li>• Computation of Total Income of Individual : Numerical</li></ul>
Week 3, Day 4, January 18 <b>(Chapter: Tax Liability of Individual)</b> <ul style="list-style-type: none"><li>• Computation of Tax Liability of Individual</li></ul>
Week 3, Day 5, January 19 <ul style="list-style-type: none"><li>• Computation of Tax Liability of Individual : Numerical</li></ul>
Week 3, Day 6, January 20 <ul style="list-style-type: none"><li>• Computation of Tax Liability of Individual : Numerical</li></ul>
<b>Week 4, January 22 to January 28</b>
Week 4, Day 1, January 22 <b>Holiday</b>
Week 4, Day 2, January 23 <ul style="list-style-type: none"><li>• Computation of Tax Liability of Individual : Numerical</li></ul>

Week 4, Day 3, January 24	<ul style="list-style-type: none"> <li>• Computation of Tax Liability of Individual : Numerical</li> </ul>
Week 4, Day 4, January 25	<ul style="list-style-type: none"> <li>• Test on Computation of Total Income and Computation of Tax Liability of Individual</li> </ul>
Week 4, Day 5, January 26	<b>Holiday (Chapter: Assessment of HUF)</b>
Week 4, Day 6, January 27	<ul style="list-style-type: none"> <li>• Assessment of Hindu Undivided Family(HUF) : Residence of HUF, Difference between HUF and Firm</li> </ul>
<b>Week 5, January 29 to February 4</b>	
Week 5, Day 1, January 29	<ul style="list-style-type: none"> <li>• Income which are not treated as Family Income, Assessment of HUF</li> </ul>
Week 5, Day 2, January 30	<ul style="list-style-type: none"> <li>• Partition of HUF, Procedure of Assessment after Partition of HUF</li> </ul>
Week 5, Day 3, January 31	<b>Holiday</b>
Week 5, Day 4, February 1	<ul style="list-style-type: none"> <li>• Assessment of HUF : Numerical</li> </ul>
Week 5, Day 5, February 2	<ul style="list-style-type: none"> <li>• Assessment of HUF : Numerical</li> </ul>
Week 5, Day 6, February 3	<ul style="list-style-type: none"> <li>• Assessment of HUF : Numerical</li> </ul>
<b>Week 6, February 5 to February 11</b>	
Week 6, Day 1, February 5	<ul style="list-style-type: none"> <li>• Test on Assessment of HUF</li> </ul>
Week 6, Day 2, February 6	<b>(Chapter: Assessment of Firms) Introduction of the Chapter</b>
Week 6, Day 3, February 7	<ul style="list-style-type: none"> <li>• Assessment of Firms : Introduction, Section 184</li> </ul>
Week 6, Day 4, February 8	<ul style="list-style-type: none"> <li>• Section 185, Section 40b</li> </ul>
Week 6, Day 5, February 9	<ul style="list-style-type: none"> <li>• Adjustment of Profit &amp; Loss Account, Alternate Minimum Tax (AMT)</li> </ul>
Week 6, Day 6, February 10	<ul style="list-style-type: none"> <li>• Assessment of Firms : Numerical</li> </ul>
<b>Week 7, February 12 to February 18</b>	
Week 7, Day 1, February 12	<ul style="list-style-type: none"> <li>• Assessment of Firms : Numerical</li> </ul>
Week 7, Day 2, February 13	<b>Holiday</b>
Week 7, Day 3, February 14	<ul style="list-style-type: none"> <li>• Assessment of Firms : Numerical</li> </ul>
Week 7, Day 4, February 15	<ul style="list-style-type: none"> <li>• Change in Constitution of Firm, Dissolution of Firm</li> </ul>
Week 7, Day 5, February 16	<ul style="list-style-type: none"> <li>• Assessment of Firms : Numerical</li> </ul>
Week 7, Day 6, February 17	<ul style="list-style-type: none"> <li>• Assignment on Assessment of Firms</li> </ul>
<b>Week 8, February 19 to February 25</b>	
Week 8, Day 1, February 19	<b>(Chapter: Assessment of Companies)</b>
	<ul style="list-style-type: none"> <li>• Assessment of Companies : Introduction, Types of Company, Residence of Company</li> </ul>
Week 8, Day 2, February 20	

<ul style="list-style-type: none"> <li>• Computation of Total Income of Company, Assessment of Company, Computation of Tax on Companies</li> </ul>
<p>Week 8, Day 3, February 21</p> <ul style="list-style-type: none"> <li>• Minimum Alternative Tax Section 115JB, 115JAA</li> </ul>
<p>Week 8, Day 4, February 22</p> <ul style="list-style-type: none"> <li>• Assessment of Companies : Numerical</li> </ul>
<p>Week 8, Day 5, February 23</p> <ul style="list-style-type: none"> <li>• Assessment of Companies : Numerical</li> </ul>
<p>Week 8, Day 6, February 24</p> <ul style="list-style-type: none"> <li>• Group Discussion on Assessment of Companies</li> </ul>
<p><b>Week 9, February 26 to March 4</b></p>
<p>Week 9, Day 1, February 26 (<b>Chapter: Income Tax Authorities and their Power</b>)</p> <ul style="list-style-type: none"> <li>• Income Tax Authorities : Introduction</li> </ul>
<p>Week 9, Day 2, February 27</p> <ul style="list-style-type: none"> <li>• Income Tax Authorities : Powers of CBDT</li> </ul>
<p>Week 9, Day 3, February 28 <b>Holiday</b></p>
<p>Week 9, Day 4, March 1 <b>Holiday</b></p>
<p>Week 9, Day 5, March 2 <b>Holiday</b></p>
<p>Week 9, Day 6, March 3 <b>Holiday</b></p>
<p><b>Week 10, March 5 to March 11</b></p>
<p>Week 10, Day 1, March 5</p> <ul style="list-style-type: none"> <li>• Income Tax Authorities: Powers of Director-General , Chief Commissioner and Commissioner</li> </ul>
<p>Week 10, Day 2, March 6</p> <ul style="list-style-type: none"> <li>• Income Tax Authorities: Powers of JCIT, Assistant Director, Assessing Officer, Commissioner (Appeals), Inspector of Income Tax</li> </ul>
<p>Week 10, Day 3, March 7</p> <ul style="list-style-type: none"> <li>• Presentation on Income Tax Authorities</li> </ul>
<p>Week 10, Day 4, March 8 (<b>Chapter: Return of Income</b>)</p> <ul style="list-style-type: none"> <li>• Return of Income : Section 139(1), (2),(3), Compulsory Return of Income, Different Forms for filing of return of Income</li> </ul>
<p>Week 10, Day 5, March 9</p> <ul style="list-style-type: none"> <li>• Return of Income : Manually, e-filing of income Tax Return</li> </ul>
<p>Week 10, Day 6, March 10</p> <ul style="list-style-type: none"> <li>• Return of Income :Other provisions regarding filing of Income Tax return, PAN</li> </ul>
<p><b>Week 11, March 12 to March 18</b></p>
<p>Week 11, Day 1, March 12 (<b>Chapter: Types of Assessment</b>)</p> <ul style="list-style-type: none"> <li>• Return of Income : Quoting of Aadhar No., Types of Assessment: Introduction</li> </ul>
<p>Week 11, Day 2, March 13</p> <ul style="list-style-type: none"> <li>• Types of Assessment : Self-Assessment, Summary Assessment</li> </ul>
<p>Week 11, Day 3, March 14</p> <ul style="list-style-type: none"> <li>• Types of Assessment : Regular Assessment, Best Judgment Assessment</li> </ul>
<p>Week 11, Day 4, March 15</p> <ul style="list-style-type: none"> <li>• Types of Assessment : Reassessment, Rectification of Mistakes, Notice of Demand, Intimation of Loss</li> </ul>
<p>Week 11, Day 5, March 16</p> <ul style="list-style-type: none"> <li>• Test on Types of Return and Assessment</li> </ul>
<p>Week 11, Day 6, March 17 (<b>Chapter: Deduction and Collection of Tax at Source</b>)</p>

<ul style="list-style-type: none"> <li>• Deduction and Collection of Tax at Source : Introduction</li> </ul>
<b>Week 12, March 19 to March 25</b>
Week 12, Day 1, March 19 <ul style="list-style-type: none"> <li>• Deduction and Collection of Tax at Source : Section 192 and Section 192A</li> </ul>
Week 12, Day 2, March 20 <ul style="list-style-type: none"> <li>• Deduction and Collection of Tax at Source : Section 193 to section 194BB</li> </ul>
Week 12, Day 3, March 21 <ul style="list-style-type: none"> <li>• Deduction and Collection of Tax at Source : Section 194C to section 194H</li> </ul>
Week 12, Day 4, March 22 <ul style="list-style-type: none"> <li>• Deduction and Collection of Tax at Source : Section 194-I to section 194J</li> </ul>
Week 12, Day 5, March 23 <ul style="list-style-type: none"> <li>• Deduction and Collection of Tax at Source : Section 193LA to section 194LD</li> </ul>
Week 12, Day 6, March 24 <ul style="list-style-type: none"> <li>• Deduction and Collection of Tax at Source : Section 195 to section 196D, Tax Collection at Source</li> </ul>
<b>Week 13, March 26 to April 1</b>
Week 13, Day 1, March 26 <ul style="list-style-type: none"> <li>• Assignment on TDS</li> </ul>
Week 13, Day 2, March 27 <b>(Chapter: Advance Payment of Tax)</b> <ul style="list-style-type: none"> <li>• Advance Payment of Tax : Introduction , Computation of Advance Tax</li> </ul>
Week 13, Day 3, March 28 <ul style="list-style-type: none"> <li>• Advance Payment of Tax : Numerical</li> </ul>
Week 13, Day 4, March 29 <b>Holiday</b>
Week 13, Day 5, March 30 <ul style="list-style-type: none"> <li>• Advance Payment of Tax : Numerical</li> </ul>
Week 13, Day 6, March 31 <b>(Chapter: Recovery and Refund of Tax)</b> <ul style="list-style-type: none"> <li>• Recovery of Tax, Refund of Tax</li> </ul>
<b>Week 14, April 2 to April 8</b>
Week 14, Day 1, April 2 <ul style="list-style-type: none"> <li>• Appeals : Commissioner (Appeal)</li> </ul>
Week 14, Day 2, April 3 <ul style="list-style-type: none"> <li>• Appeals : Appellate Tribunal</li> </ul>
Week 14, Day 3, April 4 <ul style="list-style-type: none"> <li>• Appeals : High Court, Supreme Court</li> </ul>
Week 14, Day 4, April 5 <ul style="list-style-type: none"> <li>• Revision</li> </ul>
Week 14, Day 5, April 6 <ul style="list-style-type: none"> <li>• Presentation on Recovery, Refund</li> </ul>
Week 14, Day 6, April 7 <b>(Chapter: Appeals and Revision)</b> <ul style="list-style-type: none"> <li>• Presentation on Appeals and Revision</li> </ul>
<b>Week 15, April 9 to April 15</b>
Week 15, Day 1, April 9 <b>(Chapter: Penalties)</b> <ul style="list-style-type: none"> <li>• Penalties : Principles of Imposing Penalties , Section 221 and Section 270A, 270AA</li> </ul>
Week 15, Day 2, April 10 <ul style="list-style-type: none"> <li>• Penalties : Section 271A to Section 271DA</li> </ul>
Week 15, Day 3, April 11 <ul style="list-style-type: none"> <li>• Penalties : Section 271E to Section 272BB</li> </ul>
Week 15, Day 4, April 12

<ul style="list-style-type: none"> <li>• Group Discussion on Penalties</li> </ul>
<b>Week 15, Day 5, April 13 (Chapter: Prosecutions)</b> <ul style="list-style-type: none"> <li>• Offences and Prosecutions : Introduction</li> </ul>
<b>Week 15, Day 6, April 14 Holiday</b>
<b>Week 16, April 16 to April 22</b>
<b>Week 16, Day 1, April 16</b> <ul style="list-style-type: none"> <li>• Offences and Prosecutions : Section 276B to Section 278C</li> </ul>
<b>Week 16, Day 2, April 17</b> <ul style="list-style-type: none"> <li>• Presentation on Offences and Prosecutions</li> </ul>
<b>Week 16, Day 3, April 18 Holiday</b>
<b>Week 16, Day 4, April 19</b> <ul style="list-style-type: none"> <li>• Revision of Computation on Total Income of Individual</li> </ul>
<b>Week 16, Day 5, April 20</b> <ul style="list-style-type: none"> <li>• Revision of Computation on Total Income of Individual</li> </ul>
<b>Week 16, Day 6, April 21</b> <ul style="list-style-type: none"> <li>• Revision of Computation on Tax Liability of Individual</li> </ul>
<b>Week 17, April 23 to April 29</b>
<b>Week 17, Day 1, April 23</b> <ul style="list-style-type: none"> <li>• Revision of Computation on Tax Liability of Individual</li> </ul>
<b>Week 17, Day 2, April 24</b> <ul style="list-style-type: none"> <li>• Revision of Assessment of HUF</li> </ul>
<b>Week 17, Day 3, April 25</b> <ul style="list-style-type: none"> <li>• Revision of Assessment of Firms</li> </ul>
<b>Week 17, Day 4, April 26</b> <ul style="list-style-type: none"> <li>• Revision of Assessment of Firms</li> </ul>
<b>Week 17, Day 5, April 27</b> <ul style="list-style-type: none"> <li>• Discussion regarding important topics</li> </ul>
<b>Week 17, Day 6, April 28</b> <ul style="list-style-type: none"> <li>• Discussion regarding important topics</li> </ul>
<b>Week 18, April 30 to May 6</b>
<b>Week 18, Day 1, April 30 Holiday</b>



Name of Assistant Professor : DEEPAK KAKKAR  
Class and Section : B.COM VI<sup>th</sup> SEM. , SECTION : B  
Subject : INCOME TAX  
Lesson Plan

<b>Week 1, January 1 to January 7</b>
Week 1, Day 1, January 1 ➤ Discusses last semester's syllabus
Week 1, Day 2 , January 2 ➤ DEDUCTION TO BE MADE IN COMPUTING TOTAL INCOME : Introduction, Sec 80A
Week 1, Day 3 , January 3 ➤ DEDUCTION TO BE MADE IN COMPUTING TOTAL INCOME : Sec 80C, 80CCC
Week 1, Day 4, January 4 ➤ DEDUCTION TO BE MADE IN COMPUTING TOTAL INCOME : Sec 80CCD, 80CCE, 80CCG
Week 1, Day 5 , January 5 <b>Holiday</b>
Week 1, Day 6 ,January 6 ➤ DEDUCTION TO BE MADE IN COMPUTING TOTAL INCOME : Sec 80D, 80DD, 80DDB, 80EE, 80E
Week 1, Day 7 ,January 7 <b>Sunday</b>
<b>Week 2, January 8 to January 14</b>
Week 2, Day 1, January 8 ➤ DEDUCTION TO BE MADE IN COMPUTING TOTAL INCOME : Sec 80G
Week 2, Day 2, January 9 ➤ DEDUCTION TO BE MADE IN COMPUTING TOTAL INCOME : Sec 80GG, 80GGA, 80GGB, 80GGC, 80IA
Week 2, Day 3, January 10 ➤ DEDUCTION TO BE MADE IN COMPUTING TOTAL INCOME : Sec 80IAB, 80IAC, 80IBA, 80IB

<p>Week 2, Day 4, January 11</p> <ul style="list-style-type: none"> <li>➤ DEDUCTION TO BE MADE IN COMPUTING TOTAL INCOME : Sec 80IC, 80ID, 80IE, 80JA, 80JA</li> </ul>
<p>Week 2, Day 5, January 12</p> <ul style="list-style-type: none"> <li>➤ DEDUCTION TO BE MADE IN COMPUTING TOTAL INCOME : Sec 80LA, 80P, 80QQB, 80TTA, 80U</li> </ul>
<p>Week 2, Day 6, January 13</p> <ul style="list-style-type: none"> <li>➤ DEDUCTION TO BE MADE IN COMPUTING TOTAL INCOME : Discussion &amp; Revision</li> </ul>
<p>Week 2, Day 7, January 14 <b>Sunday</b></p>
<p><b>Week 3, January 15 to January 21</b></p>
<p>Week 3, Day 1, January 15</p> <ul style="list-style-type: none"> <li>➤ COMPUTATION OF TOTAL INCOME OF INDIVIDUALS : Introduction &amp; Procedure for computing Total Income</li> </ul>
<p>Week 3, Day 2, January 16</p> <ul style="list-style-type: none"> <li>➤ COMPUTATION OF TOTAL INCOME OF INDIVIDUALS : Practical Questions</li> </ul>
<p>Week 3, Day 3, January 17</p> <ul style="list-style-type: none"> <li>➤ COMPUTATION OF TOTAL INCOME OF INDIVIDUALS : Practical Questions</li> </ul>
<p>Week 3, Day 4, January 18</p> <ul style="list-style-type: none"> <li>➤ COMPUTATION OF TOTAL INCOME OF INDIVIDUALS : Practical Questions</li> </ul>
<p>Week 3, Day 5, January 19</p> <ul style="list-style-type: none"> <li>➤ COMPUTATION OF TOTAL INCOME OF INDIVIDUALS : Practical Questions</li> </ul>
<p>Week 3, Day 6, January 20</p> <ul style="list-style-type: none"> <li>➤ COMPUTATION OF TOTAL INCOME OF INDIVIDUALS : Discussion &amp; Revision</li> </ul>
<p>Week 3, Day 7, January 21 <b>Sunday</b></p>
<p><b>Week 4, January 22 to January 28</b></p>
<p>Week 4, Day 1, January 22 <b>Holiday</b></p>

<p>Week 4, Day 2, January 23</p> <ul style="list-style-type: none"> <li>➤ <i>Test of Computation of Total Income of Individuals</i></li> </ul>
<p>Week 4, Day 3, January 24</p> <ul style="list-style-type: none"> <li>➤ COMPUTATION OF TAX LIABILITY OF INDIVIDUALS : Rates of Income Tax, Sec 87A, Marginal Relief, Education Cess, Alternate Minimum Tax on Person other than A Company</li> </ul>
<p>Week 4, Day 4, January 25</p> <ul style="list-style-type: none"> <li>➤ COMPUTATION OF TAX LIABILITY OF INDIVIDUALS : Procedure of Computation of Assessment, Practical Questions</li> </ul>
<p>Week 4, Day 5, January 26 <b>Holiday</b></p>
<p>Week 4, Day 6, January 27</p> <ul style="list-style-type: none"> <li>➤ COMPUTATION OF TAX LIABILITY OF INDIVIDUALS : Practical Questions</li> </ul>
<p>Week 4, Day 7, January 28 <b>Sunday</b></p>
<p><b>Week 5, January 29 to February 4</b></p>
<p>Week 5, Day 1, January 29</p> <ul style="list-style-type: none"> <li>➤ COMPUTATION OF TAX LIABILITY OF INDIVIDUALS : Practical Questions</li> </ul>
<p>Week 5, Day 2, January 30</p> <ul style="list-style-type: none"> <li>➤ <b>Organizing National Seminar sponsored by DHE</b></li> </ul>
<p>Week 5, Day 3, January 31 <b>Holiday</b></p>
<p>Week 5, Day 4, February 1</p> <ul style="list-style-type: none"> <li>➤ COMPUTATION OF TAX LIABILITY OF INDIVIDUALS : Discussion &amp; Revision</li> </ul>
<p>Week 5, Day 5, February 2</p> <ul style="list-style-type: none"> <li>➤ ASSESSMENT OF HINDU UNDIVIDE FAMILIES{HUF} : Introduction, Residence Status of HUF, Income which are not Treated as Family Income</li> </ul>
<p>Week 5, Day 6, February 3</p> <ul style="list-style-type: none"> <li>➤ ASSESSMENT OF HINDU UNDIVIDE FAMILIES{HUF} : Assessment Provisions, Partition of HUF, Procedure of Assessment</li> </ul>
<p>Week 5, Day 7, February 4 <b>Sunday</b></p>
<p><b>Week 6, February 5 to February 11</b></p>

<p>Week 6, Day 1, February 5</p> <ul style="list-style-type: none"> <li>➤ ASSESSMENT OF HINDU UNDIVIDE FAMILIES {HUF} : Practical Questions</li> </ul>
<p>Week 6, Day 2, February 6</p> <ul style="list-style-type: none"> <li>➤ ASSESSMENT OF HINDU UNDIVIDE FAMILIES {HUF} : Practical Questions</li> </ul>
<p>Week 6, Day 3, February 7</p> <ul style="list-style-type: none"> <li>➤ ASSESSMENT OF HINDU UNDIVIDE FAMILIES {HUF} : Practical Questions</li> </ul>
<p>Week 6, Day 4, February 8</p> <ul style="list-style-type: none"> <li>➤ ASSESSMENT OF HINDU UNDIVIDE FAMILIES {HUF} : Discussion &amp; Revision</li> </ul>
<p>Week 6, Day 5, February 9</p> <ul style="list-style-type: none"> <li>➤ ASSESSMENT OF FIRMS : Meaning of Partnership, Firm and Partner, Assessment as a Firm (Sec 184), Sec 185</li> </ul>
<p>Week 6, Day 6, February 10</p> <ul style="list-style-type: none"> <li>➤ ASSESSMENT OF FIRMS : Computation of Income of Firm, Sec 40b, Computation of Income of a Partner from the Firm, Treatment of Firm's Losses</li> </ul>
<p>Week 6, Day 7, February 11 <b>Sunday</b></p>
<p><b>Week 7, February 12 to February 18</b></p>
<p>Week 7, Day 1, February 12</p> <ul style="list-style-type: none"> <li>➤ ASSESSMENT OF FIRMS : Practical Questions</li> </ul>
<p>Week 7, Day 2, February 13 <b>Holiday</b></p>
<p>Week 7, Day 3, February 14</p> <ul style="list-style-type: none"> <li>➤ ASSESSMENT OF FIRMS : Practical Questions</li> </ul>
<p>Week 7, Day 4, February 15</p> <ul style="list-style-type: none"> <li>➤ ASSESSMENT OF FIRMS : Change in the Constitution of a Firm, Dissolution of a Firm, Practical Questions</li> </ul>
<p>Week 7, Day 5, February 16</p> <ul style="list-style-type: none"> <li>➤ ASSESSMENT OF FIRMS : Practical Questions</li> </ul>
<p>Week 7, Day 6, February 17</p> <ul style="list-style-type: none"> <li>➤ ASSESSMENT OF FIRMS : Discussion &amp; Revision</li> </ul>

Week 7, Day 7, February 18 <b>Sunday</b>
<b>Week 8, February 19 to February 25</b>
Week 8, Day 1, February 19 ➤ <i>Assignment of Assessment of Firms</i>
Week 8, Day 2, February 20 ➤ ASSESSMENT OF COMPANIES : Meaning, Types of Companies, Residence status of Company, Computation of Total Income & Tax on Companies
Week 8, Day 3, February 21 ➤ ASSESSMENT OF COMPANIES : Minimum Alternative Tax, Book Profit
Week 8, Day 4, February 22 ➤ ASSESSMENT OF COMPANIES : Practical Questions
Week 8, Day 5, February 23 ➤ ASSESSMENT OF COMPANIES : Tax on Distribution Profit of Domestic Companies, Practical Questions
Week 8, Day 6, February 24 ➤ ASSESSMENT OF COMPANIES : Discussion & Revision
Week 8, Day 7, February 25 <b>Sunday</b>
<b>Week 9, February 26 to March 4</b>
Week 9, Day 1, February 26 ➤ Revision of Deductions U/Sec 80, Computation of Total Income & Tax Liability of Individuals
Week 9, Day 2, February 27 ➤ Revision of Deductions U/Sec 80, Computation of Total Income & Tax Liability of Individuals
Week 9, Day 3, February 28 <b>Holiday</b>
Week 9, Day 4, March 1 <b>Holiday</b>
Week 9, Day 5, March 2 <b>Holiday</b>

Week 9, Day 6, March 3 <b>Holiday</b>
Week 9, Day 7, March 4 <b>Sunday</b>
<b>Week 10, March 5 to March 11</b>
Week 10, Day 1, March 5 <ul style="list-style-type: none"> <li>➤ <i>Test of Deductions U/Sec 80, Computation of Total Income &amp; Tax Liability of Individuals</i></li> </ul>
Week 10, Day 2, March 6 <ul style="list-style-type: none"> <li>➤ INCOME TAX AUTHORITIES : Introduction, Sec 116, Powers of CBDT</li> </ul>
Week 10, Day 3, March 7 <ul style="list-style-type: none"> <li>➤ INCOME TAX AUTHORITIES : Powers of Chief Commissioner and Commissioner of Income Tax</li> </ul>
Week 10, Day 4, March 8 <ul style="list-style-type: none"> <li>➤ INCOME TAX AUTHORITIES : Powers of Joint Commissioner &amp; Assistant Commissioner and Assessing Officer</li> </ul>
Week 10, Day 5, March 9 <ul style="list-style-type: none"> <li>➤ INCOME TAX AUTHORITIES : Powers of Commissioner (Appeals) and Inspector of Income Tax, Revision</li> </ul>
Week 10, Day 6, March 10 <ul style="list-style-type: none"> <li>➤ <i>Presentation of Students regarding Income Tax Authorities</i></li> </ul>
Week 10, Day 7, March 11 <b>Sunday</b>
<b>Week 11, March 12 to March 18</b>
Week 11, Day 1, March 12 <ul style="list-style-type: none"> <li>➤ PREPARATION AND FILING OF RETURN OF INCOME : Introduction, Voluntary Return of Income</li> </ul>
Week 11, Day 2, March 13 <ul style="list-style-type: none"> <li>➤ PREPARATION AND FILING OF RETURN OF INCOME : Compulsory Return of Income, Types of Forms of Return, Manners of Furnishing the Return, E-Filing of Return</li> </ul>
Week 11, Day 3, March 14 <ul style="list-style-type: none"> <li>➤ PREPARATION AND FILING OF RETURN OF INCOME : Discussion and Revision</li> </ul>

<p>Week 11, Day 4, March 15</p> <ul style="list-style-type: none"> <li>➤ ASSESSMENT PROCEDURE : Belated Return, Revised Return, Defective Return, Return by whom to be verified, Permanent Account Number {PAN}</li> </ul>
<p>Week 11, Day 5, March 16</p> <p>ASSESSMENT PROCEDURE : Quoting of Aadhar Number, Procedure for Calculating Interest on Default Return of Income, Types of Assessment : Self – Assessment</p>
<p>Week 11, Day 6, March 17</p> <ul style="list-style-type: none"> <li>➤ ASSESSMENT PROCEDURE : Summary Assessment, Regular Assessment, Best Judgment Assessment, Re-Assessment</li> </ul>
<p>Week 11, Day 7, March 18 <b>Sunday</b></p>
<p><b>Week 12, March 19 to March 25</b></p>
<p>Week 12, Day 1, March 19</p> <ul style="list-style-type: none"> <li>➤ ASSESSMENT PROCEDURE : Rectification of Mistakes, Notice of Demand, Intimation of Loss, Discussion &amp; Revision</li> </ul>
<p>Week 12, Day 2, March 20</p> <ul style="list-style-type: none"> <li>➤ <i>Presentation on Preparation of Filing of Return of Income &amp; Assessment Procedure</i></li> </ul>
<p>Week 12, Day 3, March 21</p> <ul style="list-style-type: none"> <li>➤ <i>Presentation on Preparation of Filing of Return of Income &amp; Assessment Procedure</i></li> </ul>
<p>Week 12, Day 4, March 22</p> <ul style="list-style-type: none"> <li>➤ DEDUCTION AND COLLECTION OF TAX AT SOURCE : Introduction, Sec 192</li> </ul>
<p>Week 12, Day 5, March 23</p> <ul style="list-style-type: none"> <li>➤ DEDUCTION AND COLLECTION OF TAX AT SOURCE : Sec192A, 193,194,194A,194B, 194BB,194C, 194D, 194DA</li> </ul>
<p>Week 12, Day 6, March 24</p> <ul style="list-style-type: none"> <li>➤ DEDUCTION AND COLLECTION OF TAX AT SOURCE : Sec 194E, 194EE, 194F, 194G,194H, 194-I, 194-IA, 194-IB, 194-IC</li> </ul>
<p>Week 12, Day 7, March 25 <b>Sunday</b></p>
<p><b>Week 13, March 26 to April 1</b></p>

<p>Week 13, Day 1, March 26</p> <ul style="list-style-type: none"> <li>➤ DEDUCTION AND COLLECTION OF TAX AT SOURCE : 194J, 194LA,194LBA, 194LBB,194LBC, 196, 201, TDS Certificate</li> </ul>
<p>Week 13, Day 2, March 27</p> <ul style="list-style-type: none"> <li>➤ DEDUCTION AND COLLECTION OF TAX AT SOURCE : Requirement to Furnishing PAN {Sec 206AA}, Tax Collection at Source</li> </ul>
<p>Week 13, Day 3, March 28</p> <ul style="list-style-type: none"> <li>➤ DEDUCTION AND COLLECTION OF TAX AT SOURCE : Discussion and Revision</li> </ul>
<p>Week 13, Day 4, March 29 <b>Holiday</b></p>
<p>Week 13, Day 5, March 30</p> <ul style="list-style-type: none"> <li>➤ ADVANCE PAYMENT OF TAX : Introduction, Computation of Advance Payment of Tax, Installment of Advance Tax and Due Dates</li> </ul>
<p>Week 13, Day 6, March 31</p> <ul style="list-style-type: none"> <li>➤ ADVANCE PAYMENT OF TAX : Interest for Default and Deferment in payment of Advance Tax, Discussion and Revision</li> </ul>
<p>Week 13, Day 7, April 1 <b>Sunday</b></p>
<p><b>Week 14, April 2 to April 8</b></p>
<p>Week 14, Day 1, April 2</p> <ul style="list-style-type: none"> <li>➤ <i>Assignment on Deduction and Collection of Tax at Source, Advance Payment of Tax</i></li> </ul>
<p>Week 14, Day 2, April 3</p> <ul style="list-style-type: none"> <li>➤ RECOVERY AND RETURN OF TAX : Introduction, Recovery of Tax, Modes of Recovery</li> </ul>
<p>Week 14, Day 3, April 4</p> <ul style="list-style-type: none"> <li>➤ RECOVERY AND RETURN OF TAX : Refund of Tax, Interest on Excess Payment, Discussion and Revision</li> </ul>
<p>Week 14, Day 4, April 5</p> <ul style="list-style-type: none"> <li>➤ APPEALS AND REVISION : Introduction, Appeals to the Commissioner (Appeals), Procedure to Appeal</li> </ul>



<p>Week 14, Day 5, April 6</p> <ul style="list-style-type: none"> <li>➤ APPEALS AND REVISION : Appeal to Appellate Tribunal, Appeal to High Court</li> </ul>
<p>Week 14, Day 6, April 7</p> <ul style="list-style-type: none"> <li>➤ APPEALS AND REVISION : Appeal to Supreme Court, Revision by the Commissioner, Discussion and Revision</li> </ul>
<p>Week 14, Day 7, April 8 <b>Sunday</b></p>
<p><b>Week 15, April 9 to April 15</b></p>
<p>Week 15, Day 1, April 9</p> <ul style="list-style-type: none"> <li>➤ PENALTIES : Principles of Imposing Penalty, Penalties U/Sec 221, 270A, 271A, 271AAA, 271AB, 271AAC, 271B, 271C, 271CA, 271D, 71DA</li> </ul>
<p>Week 15, Day 2, April 10</p> <ul style="list-style-type: none"> <li>➤ PENALTIES : Sec 271E, 271F, 271FA, 271FAA, 271H, 271J, 272, 273A</li> </ul>
<p>Week 15, Day 3, April 11</p> <ul style="list-style-type: none"> <li>➤ PENALTIES : Discussion and Revision</li> </ul>
<p>Week 15, Day 4, April 12</p> <ul style="list-style-type: none"> <li>➤ OFFENCES AND PROSECUTIONS : Introduction, Sec 275A, 275B, 276, 276A</li> </ul>
<p>Week 15, Day 5, April 13</p> <ul style="list-style-type: none"> <li>➤ OFFENCES AND PROSECUTIONS : Sec 276B, 276BB, 276C, 276CC, 276D, 277, 277A, 278, 278A, 280(1)</li> </ul>
<p>Week 15, Day 6, April 14 <b>Holiday</b></p>
<p>Week 15, Day 7, April 15 <b>Sunday</b></p>
<p><b>Week 16, April 16 to April 22</b></p>
<p>Week 16, Day 1, April 16</p> <ul style="list-style-type: none"> <li>➤ Revision of Recovery and Refund, Appeal and Revision</li> </ul>
<p>Week 16, Day 2, April 17</p> <ul style="list-style-type: none"> <li>➤ Revision of Penalties, Offences &amp; Prosecution</li> </ul>
<p>Week 16, Day 3, April 18 <b>Holiday</b></p>

<p>Week 16, Day 4, April 19</p> <ul style="list-style-type: none"> <li>➤ <i>Test of Recovery and Refund, Appeal and Revision, Penalties, Offences &amp; Prosecution</i></li> </ul>
<p>Week 16, Day 5, April 20</p> <ul style="list-style-type: none"> <li>➤ Revision of Deduction and Collection of Tax at Source</li> </ul>
<p>Week 16, Day 6, April 21</p> <ul style="list-style-type: none"> <li>➤ Revision of Advance Payment of Tax</li> </ul>
<p>Week 16, Day 7, April 22 <b>Sunday</b></p>
<p><b>Week 17, April 23 to April 29</b></p>
<p>Week 17, Day 1, April 23</p> <ul style="list-style-type: none"> <li>➤ Test of Deduction and Collection of Tax at Source, Advance Payment of Tax</li> </ul>
<p>Week 17, Day 2, April 24</p> <ul style="list-style-type: none"> <li>➤ Revision of Income Tax Authorities</li> </ul>
<p>Week 17, Day 3, April 25</p> <ul style="list-style-type: none"> <li>➤ Revision of Deduction U/Sec 80</li> </ul>
<p>Week 17, Day 4, April 26</p> <ul style="list-style-type: none"> <li>➤ Revision of Preparation and Filing of Return of Income</li> </ul>
<p>Week 17, Day 5, April 27</p> <ul style="list-style-type: none"> <li>➤ Revision of Assessment Procedure</li> </ul>
<p>Week 17, Day 6, April 28</p> <ul style="list-style-type: none"> <li>➤ Discuss all Syllabus</li> </ul>
<p>Week 17, Day 7, April 29 <b>Sunday</b></p>
<p><b>Week 18, April 30 to May 6</b></p>
<p>Week 18, Day 1, April 30 <b>Holiday</b></p>

**Name of Assistant Professor** : **Neetu Devi**  
**Class and Section** : **B.Com.-6<sup>th</sup> Semester (Section A &B)**  
**Subject** : **Security Market Operations**  
**Lesson Plan** : **18Weeks (from January 2018 to April 2018)**

<b>Week 1, January 1 to January 7</b> Chapter 1: Primary Market
Week 1, Day 1, January 1 Introduction
Week 1, Day 2, January 2 Nature of Capital Market
Week 1, Day 3, January 3 Role and importance of Indian Capital Market
Week 1, Day 4, January 4 Govt. Securities Market
<b>Week 1, Day 5, January 5 Holiday</b>
Week 1, Day 6, January 6 Process of Issue of Govt. Securities
<b>Week 2, January 8 to January 14</b> Chapter 1: continued.....
Week 2, Day 1, January 8 New issue Market
Week 2, Day 2, January 9 Issue Mechanism
Week 2, Day 3, January 10 Right Issue
Week 2, Day 4, January 11 Book Building
Week 2, Day 5, January 12 Stock option
Week 2, Day 6, January 13 Bought Out Deals
<b>Week 3, January 15 to January 21</b> Chapter 1; continued....
Week 3, Day 1, January 15 Capital market instruments
Week 3, Day 2, January 16 Intermediaries of Capital Market
Week 3, Day 3, January 17 Rights of investors
Week 3, Day 4, January 18 Duties of investors
Week 3, Day 5, January 19 Problems of NIM

Week 3, Day 6, January 20 Registration with SEBI
<b>Week 4, January 22 to January 28</b> Chapter2: Secondary Market
Assignment-I
Week 4, Day 1, January 22 <b>Holiday</b>
Week 4, Day 2, January 23 Introduction
Week 4, Day 3, January 24 Stock Exchange
Week 4, Day 4, January 25 Difference between primary and secondary market
Week 4, Day 5, January 26 <b>Holiday</b>
Week 4, Day 6, January 27 Regulation of Stock Exchange
<b>Week 5, January 29 to February 4</b> Chapter 2: Continued....
Week 5, Day 1, January 29 Procedure for Dealing at Stock exchange
Week 5, Day2, January 30 (Seminar in the college)
Week 5, Day 3, January 31 <b>Holiday</b>
Week 5, Day 4, February 1 Factors affecting prices at Stock Exchange ,Types of Speculators
Week 5, Day 5, February 2 Listing of Securities
Week 5, Day 6, February 3 Evaluation of Listing
<b>Week 6, February 5to February 11</b> Chapter 3: Trading Mechanism
Week 6, Day 1, February 5 Trading Mechanism at BSE
Week 6, Day 2, February 6 BSE Online Trading
Week 6, Day 3, February 7 Execution of Order
Week 6, Day 4, February 8 Short Selling
Week 6, Day 5, February 9 Trading mechanism at NSE
Week 6, Day 6, February 10 <b>Holiday</b>
<b>Week 7, February 12 to February 18</b> Chapter 4: BSE and NSE
Week 7, Day 1, February 12 BSE and Its Role
Week 7, Day 2, February 13 <b>Holiday</b>

Week 7, Day 3, February 14 Listing at BSE
Week 7, Day 4, February 15 Fees of Listing
Week 7, Day 5, February 16 Listing procedure at BSE
Week 7, Day 6, February 17 National stock Exchange
Week 8 <b>February 19 to February25</b> Chapter 4: continued...
Class Test
Week 8, Day 1, February 19 Organisation of NSE
Week 8, Day 2, February 20 Listing at NSE
Week 8, Day 3, February 21 Delisting of Companies
Week 8, Day 4, February 22 Investors Treatment
Week 8, Day 5, February 23 Subsidiaries of NSE
Week 8, Day 6, February 24 NSDL
Week 9, <b>February26 to March4</b> Chapter 5: SEBI Regulations 2009
Assignment 1. About BSE and NSE
Week 9, Day 1, February 26 Public Issue
Week 9, Day 2, February 27 Appointment of Merchant bankers
Week 9, Day 3, February 28 <b>Holiday</b>
Week 9, Day 4, March 1 <b>Holiday</b>
Week 9, Day 5, March 2 <b>Holiday</b>
Week 9, Day 6, March 3 <b>Holiday</b>
Week 10, <b>March 5 to March11</b> Chapter 5: continued.....
Week 10, Day 1, March 5 Offer Documents
Week 10, Day 2, March 6 IPO and FPO
Week 10, Day 3, March 7 Right Issue
Week 10, Day 4, March 8 Opening of an Issue
Week 10, Day 5, March 9

Minimum Subscription
Week 10, Day 6, March 10 Manners of calls
<b>Week 11, March 12 to March 18</b> Chapter 5: continued....
Week 11, Day 1, March 12 Allotment and payment of Interest
Week 11, Day 2, March 13 Restriction on further capital issues
Week 11, Day 3, March 14 Issue of debentures
Week 11, Day 4, March 15 Oversubscription
Week 11, Day 5, March 16 Lead merchant bankers
Week 11, Day 6, March 17 Class Test
<b>Week 12, March 19 to March 25</b> Chapter 6: SEBI, Custodians of Securities, Regulations 1996
Week 12, Day 1, March 19 Introduction
Week 12, Day 2, March 20 Functions of Custodial services
Week 12, Day 3, March 21 Grant of Certificate
Week 12, Day 4, March 22 Renewal of certificate
Week 12, Day 5, March 23 Code of Conduct
Week 12, Day 6, March 24 Class Test
<b>Week 13, March 26 to April 1</b> Chapter 7: NSDL
Assignment-II
Week 13, Day 1, March 26 Introduction and Legal framework
Week 13, Day 2, March 27 Depository system
Week 13, Day 3, March 28 Functions of NSDL
Week 13, Day 4, March 29 <b>Holiday</b>
Week 13, Day 5, March 30 Benefits of NSDL
Week 13, Day 6, March 31 Charges (Fee)
<b>Week 14, April 2 to April 8</b>

Chapter 8: Derivatives
Week 14, Day 1, April 2 Introduction, Features of Derivatives
Week 14, Day 2, April 3 Regulatory Framework
Week 14, Day 3, April 4 Types of derivatives
Week 14, Day 4, April 5 Future and Options
Week 14, Day 5, April 6 Swap , Warrants
Week 14, Day 6, April 7 Evaluation of warrants
Week 15, <b>April 9 to April15</b> Chapter 9: Futures
Week15 , Day 1, April 9 Introduction
Week 15, Day 2, April 10 Futures and Forwards
Week 15, Day 3, April 11 Mechanics of Trading
Week 15, Day 4, April 12 Valuation of Futures
Week 15, Day 5, April 13 Importance of Futures
Week 15, Day 6, April 14 <b>Holiday</b>
Week 16, <b>April 16 to April22</b> Chapter 10: Options
Week 16, Day 1, April 16 Introduction and Terminology
Week 16, Day 2, April 17 Types of Options
Week 16, Day 3, April 18 <b>Holiday</b>
Week 16, Day 4, April 19 Future and Options
Week 16, Day 5, April 20 Valuation of Options
Week 16, Day 6, April 21 Importance of Options
Week17 <b>April 23 to April29</b> Chapter 11: Raising Funds from International Markets
Week17 , Day 1, April 23 FDI
Week 17, Day 2, April 24 FDI and FII
Week 17, Day 3, April 25

Euro Issues
Week 17, Day 4, April 26 ADRs and types of ADRs
Week 17, Day 5, April 27 GDRs and types of GDRs
Week 17, Day 6, April 28 Advantages of ADRs and GDRs
Week 18 <b>April 30 to May 6</b> Chapter
Week18 , Day 1, April 30 <b>Holiday</b>



**Name of Assistant Professor: Ms. Dheeraj Rani**

**Class and Section: B.Com.-6<sup>th</sup> Semester (Section-A&B)**

**Subject: International Marketing.**

**Lesson Plan: 18Weeks (from January 2018 to April 2018)**

<b>Week 1, January 1 to January 7</b> <ul style="list-style-type: none"><li>• Chapter 1: <b>International Marketing: Nature and Scope</b></li></ul>
Assignments
<b>Week 1, Day 1, January 1</b> <ul style="list-style-type: none"><li>• International Marketing: Meaning and Introduction of International Marketing</li></ul>
<b>Week 1, Day 2, January 2</b> <ul style="list-style-type: none"><li>• Difference Between National and International Marketing</li></ul>
<b>Week 1, Day 3, January 3</b> <ul style="list-style-type: none"><li>• Nature of International Marketing</li><li>• Export marketing, Multinational Marketing and Global Marketing</li></ul>
<b>Week 1, Day 4, January 4</b> <ul style="list-style-type: none"><li>• Factors Affecting International Marketing</li></ul>
<b>Week 1, Day 5, January 5 Holiday</b>
<b>Week 1, Day 6, January 6</b> <ul style="list-style-type: none"><li>• Revision test</li></ul>
<b>Week 2, January 8 to January 14</b> Chapter 2:-International Marketing Scope and Importance Chapter 3:- International Marketing Environment
Assignments
<b>Week 2, Day 1, January 8</b> <ul style="list-style-type: none"><li>• Scope of International Marketing</li></ul>
<b>Week 2, Day 2, January 9</b> <ul style="list-style-type: none"><li>• Importance and Need of International Marketing</li></ul>

Week 2, Day 3, January 10
<ul style="list-style-type: none"> <li>• Transition from Local market to International Market</li> </ul>
Week 2, Day 4, January 11
<ul style="list-style-type: none"> <li>• Meaning of International Marketing Environment</li> <li>• Importance of International Marketing Environment</li> </ul>
Week 2, Day 5, January 12
<ul style="list-style-type: none"> <li>• Components of International Marketing Environment</li> </ul>
Week 2, Day 6, January 13
<ul style="list-style-type: none"> <li>• Components of International Marketing Environment</li> </ul>
<b>Week 3, January 15 to January 21</b>
Chapter 3:- International Marketing Environment
Chapter 4:- Entry to International Market
Assignments
Week 3, Day 1, January 15
<ul style="list-style-type: none"> <li>• Class Test</li> </ul>
Week 3, Day 2, January 16
<ul style="list-style-type: none"> <li>• Introduction about various forms of international marketing</li> </ul>
Week 3, Day 3, January 17
<ul style="list-style-type: none"> <li>• Direct Exporting</li> <li>• Advantages and Disadvantages of Direct Exporting</li> </ul>
Week 3, Day 4, January 18
<ul style="list-style-type: none"> <li>• Forms of Organisation in Direct Exporting</li> </ul>
Week 3, Day 5, January 19
<ul style="list-style-type: none"> <li>• Forms of Organisation in Direct Exporting</li> </ul>
Week 3, Day 6, January 20
<ul style="list-style-type: none"> <li>• Indirect Exporting</li> <li>• Advantages and Disadvantages of Indirect Exporting.</li> </ul>
<b>Week 4, January 22 to January 28</b>

Chapter 4:- Entry to International Market Chapter 5:- Product Planning in International Marketing
Assignments
Week 4, Day 1, January 22 <b>Holiday</b>
Week 4, Day 2, January 23 <ul style="list-style-type: none"> <li>• Middleman in Indirect Exporting</li> </ul>
Week 4, Day 3, January 24 <ul style="list-style-type: none"> <li>• Group discussion on various Entry Modes</li> </ul>
Week 4, Day 4, January 25 <ul style="list-style-type: none"> <li>• Meaning and Definition of Product</li> <li>• Importance of Product</li> <li>• Levels of Product</li> </ul>
Week 4, Day 5, January 26 <b>Holiday</b>
Week 4, Day 6, January 27 <ul style="list-style-type: none"> <li>• Product adaptation and Strategy</li> <li>• Standardisation</li> <li>• Advantages of Standardisation</li> </ul>
Week 5, <b>January 29 to February 4</b> Chapter 5:- Product Planning in International Marketing
Assignments
Week 5, Day 1, January 29 <ul style="list-style-type: none"> <li>• Product Planning meaning and Definitions</li> <li>• Characteristics of Product Planning</li> <li>• Importance of Product Planning in International Marketing</li> </ul>
Week 5, Day 2, January 30 <ul style="list-style-type: none"> <li>• Seminar in the college</li> </ul>
Week 5, Day 3, January 31 <b>Holiday</b>

<ul style="list-style-type: none"> <li>• Week 5, Day 4, February 1</li> <li>• Elements of Product Planning</li> <li>• Product Development- meaning and Definition of Product Development</li> <li>• Importance of Product Development</li> </ul>
<p>Week 5, Day 5, February 2</p> <ul style="list-style-type: none"> <li>• Principles of Product Development</li> <li>• Elements of Product Development</li> </ul>
<p>Week 5, Day 6, February 3</p> <ul style="list-style-type: none"> <li>• Product Development Process</li> <li>• Product Improvement</li> <li>• Packing Improvement</li> </ul>
<p><b>Week 6, February 5to February 11</b></p> <p>Chapter 5:- Product Planning in International Marketing</p>
<p>Assignments</p>
<p>Week 6, Day 1, February 5</p> <ul style="list-style-type: none"> <li>• Development of New Product-Meaning and Introduction</li> </ul>
<p>Week 6, Day 2, February 6</p> <ul style="list-style-type: none"> <li>• Process of New Product Development</li> </ul>
<p>Week 6, Day 3, February 7</p> <ul style="list-style-type: none"> <li>• Process of New Product Development</li> </ul>
<p>Week 6, Day 4, February 8</p> <ul style="list-style-type: none"> <li>• Responsibility and Organisation of product Planning and Development in International Market</li> </ul>
<p>Week 6, Day 5, February 9</p> <ul style="list-style-type: none"> <li>• Review of the chapter.</li> </ul>
<p>Week 6, Day 6, February 10 <b>Holiday</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Week 7, February 12 to February 18</b></p> <p>Chapter 5:- Product Planning in International Marketing</p>
<p>Assignments</p>
<p>Week 7, Day 1, February 12</p> <ul style="list-style-type: none"> <li>• Branding:-Meaning and Definition of Brand</li> <li>• Features of Brand.</li> </ul>

- Importance of Brand.

Week 7, Day 2, February 13 **Holiday**

Week 7, Day 3, February 14

- Types or Classification of Brand.
- According to Ownership.
- According to Number of Product.
- According to use.

Week 7, Day 4, February 15

- Brand Policies and Strategies.
- Brand in International Market.
- Trade Market
- Difference between Trade Mark and Brand.

Week 7, Day 5, February 16

- Packing , Packaging
- Meaning and Definition.
- Features of Good Packing.
- Types of Packaging.

Week 7, Day 6, February 17

- Objectives of Packaging.
- Functions of Packaging.
- Advantages of Packaging.

**Week 8 February 19 to February 25**

Chapter Product Planning in International Marketing

Assignments

Week 8, Day 1, February 19

- Packaging Decisions.
- Factors effecting packaging decision.
- International and Packaging.

Week 8, Day 2, February 20

- Labeling –Meaning and Definitions.
- Types of Labels

<ul style="list-style-type: none"> <li>• International Marketing and Labels</li> </ul>
<p>Week 8, Day 3, February 21</p> <ul style="list-style-type: none"> <li>• International Pricing</li> <li>• Differentiation in pricing for International Marketing and Domestic Marketing.</li> </ul>
<p>Week 8, Day 4, February 22</p> <ul style="list-style-type: none"> <li>• Factors affecting International Marketing pricing</li> </ul>
<p>Week 8, Day 5, February 23</p> <ul style="list-style-type: none"> <li>• Methods of Pricing in International Market.</li> </ul>
<p>Week 8, Day 6, February 24</p> <ul style="list-style-type: none"> <li>• Pricing Process in International Marketing.</li> <li>• Various Pricing Strategies in International market.</li> </ul>
<p>Week 9, <b>February 26 to March 4</b> Chapter :- International Price Quotations and Payment.</p>
<p>Assignments</p>
<p>Week 9, Day 1, February 26</p> <ul style="list-style-type: none"> <li>• Introduction and Meaning</li> <li>• Inco Terms</li> </ul>
<p>Week 9, Day 2, February 27</p> <ul style="list-style-type: none"> <li>• Factors in drawing up quotations or impact of different contract conditions on export price quotations.</li> </ul>
<p>Week 9, Day 3, February 28 <b>Holiday</b></p>
<p>Week 9, Day 4, March 1 <b>Holiday</b></p>
<p>Week 9, Day 5, March 2 <b>Holiday</b></p>
<p>Week 9, Day 6, March 3 <b>Holiday</b></p>
<p>Week 10, <b>March 5 to March 11</b> Chapter:- International Price Quotations and Payment. Chapter:- Sales Promotion in International Market.</p>
<p>Assignments:-</p>

<p>Week 10, Day 1, March 5</p> <ul style="list-style-type: none"> <li>• Meaning of International payment.</li> <li>• Characteristics of international Payment.</li> <li>• Problems in International payment.</li> </ul>
<p>Week 10, Day 2, March 6</p> <ul style="list-style-type: none"> <li>• Methods of Payment in international marketing.</li> <li>• Importance of Bills of Exchange.</li> <li>• Process of Payment through bill of exchange.</li> </ul>
<p>Week 10, Day 3, March 7</p> <ul style="list-style-type: none"> <li>• Meaning and Definition of Sales Promotion.</li> <li>• Features of Sales Promotion</li> <li>• Objectives and Importance of Sales Promotion.</li> <li>•</li> </ul>
<p>Week 10, Day 4, March 8</p> <ul style="list-style-type: none"> <li>• Main steps involved in Sales promotion.</li> <li>• Tools of Sales Promotion.</li> <li>• Sales promotion methods.</li> </ul>
<p>Week 10, Day 5, March 9</p> <ul style="list-style-type: none"> <li>• Export promotion organisations.</li> <li>• Problems in sales promotion in International Marketing.</li> </ul>
<p>Week 10, Day 6, March 10</p> <ul style="list-style-type: none"> <li>• Review.</li> </ul>
<p><b>Week 11, March 12 to March 18</b>  <b>Chapter :- International Advertising</b></p>
<p>Assignments</p>
<p>Week 11, Day 1, March 12</p> <ul style="list-style-type: none"> <li>• Meaning of Advertising.</li> <li>• Nature of advertising.</li> <li>• Objectives of Advertising.</li> </ul>
<p>Week 11, Day 2, March 13</p> <ul style="list-style-type: none"> <li>• Media of Advertisement in International Marketing.</li> </ul>
<p>Week 11, Day 3, March 14</p> <ul style="list-style-type: none"> <li>• Advertising Strategy in International Market.</li> </ul>
<p>Week 11, Day 4, March 15</p> <ul style="list-style-type: none"> <li>• Group Discussion on Advertising Media</li> </ul>
<p>Week 11, Day 5, March 16</p>

<ul style="list-style-type: none"> <li>• Direct mail in international Market.</li> <li>• Advantages and Limitations.</li> </ul>
<p>Week 11, Day 6, March 17</p> <ul style="list-style-type: none"> <li>• Presentations on different topics</li> </ul>
<p>Week 12, <b>March 19 to March 25</b> Chapter:-Personal Selling.</p>
<p>Assignments</p>
<p>Week 12, Day 1, March 19</p> <ul style="list-style-type: none"> <li>• Personal Selling- An Introduction.</li> </ul>
<p>Week 12, Day 2, March 20</p> <ul style="list-style-type: none"> <li>• Features of Personal Selling</li> <li>• Importance of Personal Selling.</li> </ul>
<p>Week 12, Day 3, March 21</p> <ul style="list-style-type: none"> <li>• Need of Personal Selling</li> <li>• Methods of Personal Selling in International marketing.</li> </ul>
<p>Week 12, Day 4, March 22</p> <ul style="list-style-type: none"> <li>• Types of personal Selling.</li> <li>• Kinds of Personal Salesmen</li> <li>• Process of Selling.</li> </ul>
<p>Week 12, Day 5, March 23</p> <ul style="list-style-type: none"> <li>• Merits and Demerits of Personal Selling.</li> <li>• Personal Selling is not Salesmanship.</li> </ul>
<p>Week 12, Day 6, March 24</p> <ul style="list-style-type: none"> <li>• Presentations</li> </ul>
<p>Week 13, <b>March 26 to April 1</b> Chapter :- Fairs and Exhibitions</p>
<p>Assignments</p>
<p>Week 13, Day 1, March 26</p> <ul style="list-style-type: none"> <li>• Revision</li> </ul>
<p>Week 13, Day 2, March 27</p> <ul style="list-style-type: none"> <li>• Class Test</li> </ul>
<p>Week 13, Day 3, March 28</p> <ul style="list-style-type: none"> <li>• Group Discussions on International Trade Fairs and Exhibitions</li> </ul>
<p>Week 13, Day 4, March 29 <b>Holiday</b></p>
<p>Week 13, Day 5, March 30</p> <ul style="list-style-type: none"> <li>• Introduction about Fairs and Exhibitions.</li> <li>• Advantages/Disadvantages of Fairs and Exhibitions.</li> </ul>



<p>Week 13, Day 6, March 31</p> <ul style="list-style-type: none"> <li>• Types of Fairs and Exhibitions</li> </ul>
<p><b>Week 14, April 2 to April 8</b></p> <p>Chapter :- International Distribution Channels</p>
<p>Assignments</p>
<p>Week 14, Day 1, April 2</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Types of Distribution Channels</li> <li>• Distribution Channels for Consumer Products</li> </ul>
<p>Week 14, Day 2, April 3</p> <ul style="list-style-type: none"> <li>• Distribution Channels for industrial products.</li> <li>• Export Distribution Channels.</li> </ul>
<p>Week 14, Day 3, April 4</p> <ul style="list-style-type: none"> <li>• Export Channels Strategy</li> <li>• Factors affecting Choice of Channels.</li> </ul>
<p>Week 14, Day 4, April 5</p> <ul style="list-style-type: none"> <li>• Levels of Distribution</li> <li>• Direct vs Indirect.</li> </ul>
<p>Week 14, Day 5, April 6</p> <ul style="list-style-type: none"> <li>• Revision</li> </ul>
<p>Week 14, Day 6, April 7</p> <ul style="list-style-type: none"> <li>• Test</li> </ul>
<p><b>Week 15, April 9 to April 15</b></p> <p>Chapter :- Marketing Logistics / Decision for Export</p>
<p>Assignments</p>
<p>Week 15, Day 1, April 9</p> <ul style="list-style-type: none"> <li>• Introduction</li> </ul>
<p>Week 15, Day 2, April 10</p> <ul style="list-style-type: none"> <li>• Physical Distribution Channels.</li> <li>• Important Decisions Regarding Logistics.</li> </ul>
<p>Week 15, Day 3, April 11</p> <ul style="list-style-type: none"> <li>• Means of Transport</li> <li>• Land Transport</li> <li>• Merits and demerits of Land Transport.</li> </ul>

<p>Week 15, Day 4, April 12</p> <ul style="list-style-type: none"> <li>• Water Transport</li> <li>• Merits and Demerits of Water Transport</li> </ul>
<p>Week 15, Day 5, April 13</p> <ul style="list-style-type: none"> <li>• Air Transport</li> <li>• Merits and Demerits of Air Transport</li> </ul>
<p>Week 15, Day 6, April 14 <b>Holiday</b></p>
<p><b>Week 16, April 16 to April 22</b>  Chapter :- Marketing Logistics / Decision for Export</p>
<p>Assignments</p>
<p>Week 16, Day 1, April 16</p> <ul style="list-style-type: none"> <li>• Pipeline Transport</li> <li>• Merits and demerits of Pipeline Transport</li> <li>• Selection of an ideal means of Transport.</li> </ul>
<p>Week 16, Day 2, April 17</p> <ul style="list-style-type: none"> <li>• Warehousing of Goods &amp; Types of Warehousing.</li> <li>• Functions and Need of Warehousing.</li> </ul>
<p>Week 16, Day 3, April 18 <b>Holiday</b></p>
<p>Week 16, Day 4, April 19</p> <ul style="list-style-type: none"> <li>• Revision</li> </ul>
<p>Week 16, Day 5, April 20</p> <ul style="list-style-type: none"> <li>• Test</li> </ul>
<p>Week 16, Day 6, April 21</p> <ul style="list-style-type: none"> <li>• Group Discussion on selling agents</li> </ul>
<p><b>Week 17 April 23 to April 29</b>  Chapter :- Selection and Appointment of Foreign Sales Agent.</p>
<p>Assignments</p>
<p>Week 17, Day 1, April 23</p> <ul style="list-style-type: none"> <li>• Need of Agents in International Markets</li> </ul>
<p>Week 17, Day 2, April 24</p> <ul style="list-style-type: none"> <li>• Identifying the Sales agent</li> <li>• Motivating and controlling</li> </ul>
<p>Week 17, Day 3, April 25</p> <ul style="list-style-type: none"> <li>• Agency Contract</li> <li>• Contents of Agency Contract.</li> </ul>

<ul style="list-style-type: none"> <li>• Specimen of Agency contract.</li> </ul>
Week 17, Day 4, April 26 <ul style="list-style-type: none"> <li>• Revision</li> </ul>
Week 17, Day 5, April 27 <ul style="list-style-type: none"> <li>• Test</li> </ul>
Week 17, Day 6, April 28 <ul style="list-style-type: none"> <li>• Revision</li> </ul>
Week 18 <b>April 30 to May 6</b> Chapter
Assignments
Week18 , Day 1, April 30 <b>Holiday</b>

Name of Assistant Professor : Ruhi Galhotra  
 Class and Section : B.Com.- 6th Semester, Section (A&B)  
 Subject : Retail Management  
 Lesson Plan

<b>Week 1, January 1 to January 7</b>	
Week 1, Day 1, January 1	Ch – 1 (Retailing) Meaning of retail, Nature
Week 1, Day 2 , January 2	Scope of retailing
Week 1, Day 3 , January 3	Factors Affecting Retailing
Week 1, Day 4, January 4	Retailing in India
Week 1, Day 5 , January 5	<b>Holiday (Guru Gobind Singh's Birthday)</b>
Week 1, Day 6 ,January 6	Test
<b>Week 2, January 8 to January 14</b>	
Week 2, Day 1, January 8	Ch – 2 (Theories & Models in Retail) Introduction , Meaning
Week 2, Day 2, January 9	Environmental Theory
Week 2, Day 3, January 10	Cyclical Theory
Week 2, Day 4, January 11	Conflict Theory
Week 2, Day 5, January 12	Models of Retailing – Store based Retailing
Week 2, Day 6, January 13	Models of Retailing – Store based Retailing
<b>Week 3, January 15 to January 21</b>	
Week 3, Day 1, January 15	Non-store based Retailing, Service Retailing
Week 3, Day 2, January 16	Organized Retailing
Week 3, Day 3, January 17	Unorganized Retailing
Week 3, Day 4, January 18	Difference between organized & unorganized Retailing
Week 3, Day 5, January 19	Difference between Store based & Non-store based Retailing
Week 3, Day 6, January 20	Test
<b>Week 4, January 22 to January 28</b>	
Week 4, Day 1, January 22	<b>Holiday (Vasant Panchami)</b>
Week 4, Day 2, January 23	Ch – 3 (Retail Strategic Planning & Operations Management) Meaning, Strategy
Week 4, Day 3, January 24	Process
Week 4, Day 4, January 25	International Expansion – A Growth Strategy
Week 4, Day 5, January 26	<b>Holiday (Republic Day)</b>
Week 4, Day 6, January 27	Operations Management in Retail
<b>Week 5, January 29 to February 4</b>	
Week 5, Day 1, January 29	Tools for conducting Situation Analysis
Week 5, Day 2, January 30	National Seminar in College
Week 5, Day 3, January 31	<b>Holiday (Guru Ravidas Jayanti)</b>
Week 5, Day 4, February 1	Ansoff's Matrix
Week 5, Day 5, February 2	Ch – 4 (Primary Retailing Strategies) Introduction,
Week 5, Day 6, February 3	Store location - Meaning, types
<b>Week 6, February 5 to February 11</b>	
Week 6, Day 1, February 5	Test

Week 6, Day 2, February 6	Types of store location
Week 6, Day 3, February 7	Factors Affecting location, steps involved in choosing location
Week 6, Day 4, February 8	Choice of general location
Week 6, Day 5, February 9	Merchandising
Week 6, Day 6, February 10	Pricing, marketing
<b>Week 7, February 12 to February 18</b>	
Week 7, Day 1, February 12	Ch – 5 (Merchandising Planning & Retail communication) Introduction, Meaning, Hierarchy
Week 7, Day 2, February 13	<b>Holiday (Maha Shivaratri)</b>
Week 7, Day 3, February 14	Types of Merchandising
Week 7, Day 4, February 15	Process of Merchandise planning
Week 7, Day 5, February 16	Retail communication
Week 7, Day 6, February 17	Promotion Budget, Process
<b>Week 8, February 19 to February 25</b>	
Week 8, Day 1, February 19	Promotional Strategy in Retail, Elements of Retail promotion mix
Week 8, Day 2, February 20	Ch – 6 (Security issues in retail) Introduction
Week 8, Day 3, February 21	Shop lifting
Week 8, Day 4, February 22	Employee Theft
Week 8, Day 5, February 23	Inventory shrinkages, cash shrinkages
Week 8, Day 6, February 24	Minimizing the retail threats by using IT
<b>Week 9, February 26 to March 4</b>	
Week 9, Day 1, February 26	Test
Week 9, Day 2, February 27	Educational tour
Week 9, Day 3, February 28	<b>Holiday</b>
Week 9, Day 4, March 1	<b>Holiday</b>
Week 9, Day 5, March 2	<b>Holiday</b>
Week 9, Day 6, March 3	<b>Holiday</b>
<b>Week 10, March 5 to March 11</b>	
Week 10, Day 1, March 5	Ch – 7 (Store Design) Introduction, objectives
Week 10, Day 2, March 6	Factors influencing store design
Week 10, Day 3, March 7	Components of Store Design – store interiors
Week 10, Day 4, March 8	Components of Store Design – store exteriors
Week 10, Day 5, March 9	P.Pt by students
Week 10, Day 6, March 10	P.Pt by students
<b>Week 11, March 12 to March 18</b>	
Week 11, Day 1, March 12	Ch – 8 (store layout) Factors Affecting the decision about store layout
Week 11, Day 2, March 13	Steps in designing store layout
Week 11, Day 3, March 14	Types of store layout
Week 11, Day 4, March 15	Types of store layout
Week 11, Day 5, March 16	Difference between different layouts
Week 11, Day 6, March 17	Importance

<b>Week 12, March 19 to March 25</b>	
Week 12, Day 1, March 19	Ch – 9 (Organisational Structure in Retail Institutions) Introduction, need
Week 12, Day 2, March 20	Creating an organizational structure in retail organization
Week 12, Day 3, March 21	Factors Influencing Organisational Structure, process
Week 12, Day 4, March 22	Classification of Organisational Structure
Week 12, Day 5, March 23	Classification of Organisational Structure
Week 12, Day 6, March 24	Human resource management in retail
<b>Week 13, March 26 to April 1</b>	
Week 13, Day 1, March 26	Test
Week 13, Day 2, March 27	Ch – 10 (Application of Information Technology in Retail) Introduction, Meaning, need
Week 13, Day 3, March 28	Factors Influencing use of IT in retail, IT operations
Week 13, Day 4, March 29	<b>Holiday (Mahavir Jayanti)</b>
Week 13, Day 5, March 30	Use of IT by Retailers
Week 13, Day 6, March 31	Advantages & Disadvantages
<b>Week 14, April 2 to April 8</b>	
Week 14, Day 1, April 2	Ch – 11 (Foreign Direct Investment in Retail) Introduction, Meaning, routes of FDI
Week 14, Day 2, April 3	Sectors in which FDI is prohibited in India
Week 14, Day 3, April 4	Advantages of FDI
Week 14, Day 4, April 5	Disadvantages of FDI
Week 14, Day 5, April 6	FDI in retail
Week 14, Day 6, April 7	Available Routes of Foreign Players to enter Retail Sector
<b>Week 15, April 9 to April 15</b>	
Week 15, Day 1, April 9	Test
Week 15, Day 2, April 10	Ch – 12 (Retail Store Management, Material Handling & Energy Management) - Introduction
Week 15, Day 3, April 11	Blueprint operations, Store administration
Week 15, Day 4, April 12	Managing Inventory & display
Week 15, Day 5, April 13	Managing Receipts, customer Service
Week 15, Day 6, April 14	<b>Holiday (Vaisakhi)</b>
<b>Week 16, April 16 to April 22</b>	
Week 16, Day 1, April 16	Employee management , Managing promotions
Week 14, Day 2, April 17	Energy management
Week 16, Day 3, April 18	<b>Holiday</b>
Week 16, Day 4, April 19	Test
Week 16, Day 5, April 20	Test
Week 16, Day 6, April 21	Test
<b>Week 17, April 23 to April 29</b>	
Week 17, Day 1, April 23	Test
Week 17, Day 2, April 24	Test

Week 17, Day 3, April 25	Test
Week 17, Day 4, April 26	Test
Week 17, Day 5, April 27	Test
Week 17, Day 6, April 28	Test
<b>Week 18, April 30 to May 6</b>	
Week 18, Day 1, April 30	<b>Holiday (Buddha Purnima)</b>