

LESSON PLAN FOR EVEN SEM
SESSION 2017-18

NAME OF ASSISTANT PROFESSOR : DEEPIKA SETH
CLASS/SECTION : B.COM (Sem II) (B&C)
SUBJECT : Fundamentals of Marketing

| UNIT/PART I | TOPIC | |
|------------------------|--|-----------|
| | THEORY | PRACTICAL |
| DAY1 DATE 1-1-18 | Marketing : Introduction to market, marketing, Marketing Management | |
| DAY2 DATE 2-1-18 | Definition of Marketing, Nature | |
| DAY3 DATE 3-1-18 | Scope, Principles, Functions | |
| DAY4 DATE 4-1-18 | Functions, importance | |
| DAY5 DATE 5-1-18 | Importance, objectives, selling v/s marketing | |
| DAY6 DATE 6-1-18 | Marketing Concepts : Stages | |
| DAY7 DATE 8-1-18 | Different concepts of marketing | |
| DAY8 DATE 9-1-18 | Traditional & Modern Concept | |
| DAY9 DATE 10-1-18 | Fundamental Pillars of modern marketing & Significance | |
| DAY10 DATE 11-1-18 | Diff. Between traditional & modern concept, Factors, Limitations, marketing Philosophy & Concept | |
| DAY11 DATE 12-1-18 | Discussion on Marketing concepts | |
| DAY12 DATE 13-1-18 | Marketing Management : Objectives nature & Scope | |
| DAY13 DATE 15-1-18 | Importance & Problems | |
| DAY 14 DATE 16-1-18 | Difference between marketing & sales management, qualities of marketing manager | |
| DAY15 DATE 17-1-18 | Marketing mix: Historical development & Definitions | |
| DAY16 DATE 18-1-18 | Nature of marketing Mix, Elements | |

| | | |
|------------------------|---|------------------|
| DAY17 DATE 19-1-18 | Factors affecting marketing Mix | |
| DAY18 DATE 20-1-18 | Importance of Marketing Mix, Expanded Marketing Mix | |
| DAY19 DATE 22-1-18 | HOLIDAY | |
| DAY20 DATE 23-1-18 | SPORTS DAY | |
| DAY21 DATE 24-1-18 | HOLIDAY | |
| DAY22 DATE 25-1-18 | Marketing Environment : Nature, Components – Internal, External | |
| DAY23 DATE 26-1-18 | HOLIDAY | |
| DAY 24 DATE 27-1-18 | Macro Environment, Impact of environment on marketing, growing relevance of marketing in India. | |
| UNIT/PART II | TOPIC | |
| | THEORY | PRACTICAL |
| DAY1 DATE 29-1-18 | Major Problems of Marketing, Trends in Global Environment, Impact | |
| DAY2 DATE 30-1-18 | Market Segmentation: Objectives, Reason for its development, Requirements for segmentation | |
| DAY3 DATE 31-1-18 | HOLIDAY | |
| DAY4 DATE 1-2-18 | Methods, concept, criteria for segmentation | |
| DAY5 DATE 2-2-18 | Segmentation strategies, selection of strategy, product differentiation & segmentation. | |
| DAY6 DATE 3-2-18 | Advantages , examples, product positioning, steps, factors, target Market, Niche Market. | |
| DAY7 DATE 5-2-18 | Test of Ch - Market Segmentation | |
| DAY8 DATE 6-2-18 | Consumer behaviour : Types, Significance | |
| DAY9 DATE 7-2-18 | Determinants | |
| DAY10 DATE 8-2-18 | Determinants | |
| DAY11 DATE 9-2-18 | ASSIGNMENT 1 Determinants | |
| DAY12 DATE 10-2-18 | HOLIDAY | |

| | | |
|-----------------------|---|------------------|
| DAY13 DATE 12-2-18 | Difficulties in understanding consumer behaviour, change in behaviour, Behaviour of Indian Consumer | |
| DAY14 DATE 13-2-18 | HOLIDAY | |
| DAY15 DATE 14-2-18 | Product : Nature, Features & Importance Product concept | |
| DAY16 DATE 15-2-18 | Levels of Product, Product Classification | |
| DAY17 DATE 16-2-18 | Product Comparison, Industrial Products. | |
| DAY18 DATE 17-2-18 | Difference b/w consumer & industrial product, modern product classification | |
| DAY19 DATE 19-2-18 | Product Mix Strategies: Product Line, Product mix, Dimensions, Factors. | |
| DAY20 DATE 20-2-18 | Effect of organisational objectives on product mix, product line strategies product Differentiation & Its variables. | |
| DAY21 DATE 21-2-18 | Branding: Meaning, Brand & trade marks, advantages & disadvantages of branding | |
| DAY22 DATE 22-2-18 | Is Branding socially desirable, Brand classification, factors, policies & strategies. | |
| DAY23 DATE 23-2-18 | other Policies, Brand Testing | |
| UNIT/PART III | TOPIC | |
| | THEORY | PRACTICAL |
| DAY1 DATE 24-2-18 | Packaging: Objectives, Advantages, Essentials | |
| DAY2 DATE 26-2-18 | Classification, Function | |
| DAY3 DATE 27-2-18 | Test of Product Mix Strategies | |
| DAY4 DATE 28-2-18 | HOLIDAY | |
| DAY5 DATE 1-3-18 | HOLIDAY | |
| DAY6 DATE 2-3-18 | HOLIDAY | |
| DAY7 DATE 3-3-18 | HOLIDAY | |
| DAY8 DATE 5-3-18 | Packaging policies & Strategies | |
| DAY9 DATE 6-3-18 | Packaging decisions, change in package decision reasons for growth of packaging | |
| DAY10 DATE 7-3-18 | Labelling: Contents, Types objectives, Advantages & Significance | |

| | | |
|------------------------|---|------------------|
| DAY11 DATE 8-3-18 | Product Life Cycle: Definitions, features & Stages of PLC | |
| DAY12 DATE 9-3-18 | Shapes of PLC | |
| DAY13 DATE 10-3-18 | ASSIGNMENT 2 Marketing Strategies during PLC | |
| DAY 14 DATE 12-3-18 | Factors, Utility, Extension, Limitation | |
| DAY15 DATE 13-3-18 | Test of PLC | |
| DAY16 DATE 14-3-18 | New Product Development | |
| DAY17 DATE 15-3-18 | Test Marketing – Procedure, Principles & Limitations | |
| DAY18 DATE 16-3-18 | Advantages , difference between test Marketing & Product testing, Test Marketing in India, Failure of new product | |
| DAY19 DATE 17-3-18 | Product Pricing : Role Importance & objectives | |
| DAY20 DATE 19-3-18 | Pricing Policies | |
| DAY21 DATE 20-3-18 | Factors, Procedure | |
| DAY22 DATE 21-3-18 | CONDITIONAL TEST | |
| DAY23 DATE 22-3-18 | CONDITIONAL TEST | |
| DAY 24 DATE 23-3-18 | HOLIDAY | |
| DAY 25 DATE 24-3-18 | Pricing Methods | |
| UNIT/PART IV | TOPIC | |
| | THEORY | PRACTICAL |
| DAY1 DATE 26-3-18 | New Product pricing Policies & discount Policies | |
| DAY2 DATE 27-3-18 | Pricing in Practices, resale Price Maintenance, Price v/s Price Competition | |
| DAY3 DATE 28-3-18 | Promotion Mix – Meaning, Selling Promotion & Sales Promotion, Need, Characteristics, Objectives & importance | |
| DAY4 DATE 29-3-18 | HOLIDAY | |
| DAY5 DATE 30-3-18 | Elements, Factors, Process Optimum Promotion Mix | |

| | | |
|-----------------------|--|--|
| DAY6 DATE 31-3-18 | Advertising – Meaning, Features, Objectives & Functions | |
| DAY7 DATE 2-4-18 | Advantages, Limitations & Principles of Advertising | |
| DAY8 DATE 3-4-18 | Personal Selling – Definitions, Features, functions, objectives, & Process | |
| DAY9 DATE 4-4-18 | Process, Importance & Limitations. | |
| DAY10 DATE 5-4-18 | Sales Promotion: Definition, features, Objectives, Reason for its growth, importance | |
| DAY11 DATE 6-4-18 | Test of Advertising | |
| DAY12 DATE 7-4-18 | Methods, Advantages Limitations | |
| DAY13 DATE 9-4-18 | Publicity & public Relations, Publicity, Features, Forms, Public relation, function | |
| DAY14 DATE 10-4-18 | Distribution channels : Concept, features, role & functions. | |
| DAY15 DATE 11-4-18 | Types of distribution channels | |
| DAY16 DATE 12-4-18 | Factors affecting choice of distribution channels | |
| DAY17 DATE 13-4-18 | test of Distribution channels | |
| DAY18 DATE 14-4-18 | HOLIDAY | |
| DAY19 DATE 16-4-18 | Physical Distribution: Meaning , Features & Objectives | |
| DAY20 DATE 17-4-18 | Role of physical distribution mgt, Organisation for Physical | |
| DAY21 DATE 18-4-18 | HOLIDAY | |
| DAY22 DATE 19-4-18 | Components of physical Distribution | |
| DAY23 DATE 20-4-18 | Revision | |
| | | |

NAME OF ASSISTANT PROFESSOR : **DEEPIKA SETH**
CLASS/SECTION : **B.COM IV SEM (D&E)**
SUBJECT : **FINANCIAL MANAGEMENT**

| UNIT/PART I | TOPIC | |
|------------------------|---|-----------|
| | THEORY | PRACTICAL |
| DAY1 DATE 1-1-18 | Financial Management: Introduction, approaches , limitations of traditional approach | |
| DAY2 DATE 2-1-18 | Nature, comparison of approaches, definition , function | |
| DAY3 DATE 3-1-18 | Goals of Financial management | |
| DAY4 DATE 4-1-18 | Organisation of Finance Function | |
| DAY5 DATE 5-1-18 | Importance of Financial Management & Relationship with other areas of Management. Financial management & accounting | |
| DAY6 DATE 6-1-18 | Financial Planning: Meaning, Types | |
| DAY7 DATE 8-1-18 | Steps : Features, factors, significance & Limitations | |
| DAY8 DATE 9-1-18 | Assessing fund requirement | |
| DAY9 DATE 10-1-18 | Capitalisation : definitions, differences b/w capitalisation, capital structure & financial structure. | |
| DAY10 DATE 11-1-18 | Capital structure example, theories of capitalisation | |
| DAY11 DATE 12-1-18 | Over capitalisation: causes, consequences & remedies | |
| DAY12 DATE 13-1-18 | Under capitalisation: Causes effects, remedies, comparison of over & under capitalisation, watered capital | |
| DAY13 DATE 15-1-18 | Test of chapter – capitalisation | |
| DAY 14 DATE 16-1-18 | Financial forecasting: meaning, features difference b/w budget & forecast, benefits, types | |
| DAY15 DATE 17-1-18 | Methods, Limitation, Suggestion | |
| DAY16 DATE 18-1-18 | Cost of Capital: definitions, Significance, Factors, Problems, computation of cost of capital | |

| | | |
|------------------------|---|------------------|
| DAY17 DATE 19-1-18 | Cost of irredeemable debt illustrations | |
| DAY18 DATE 20-1-18 | Cost of redeemable debt illustration | |
| DAY19 DATE 22-1-18 | HOLIDAY | |
| DAY20 DATE 23-1-18 | SPORTS DAY | |
| DAY21 DATE 24-1-18 | HOLIDAY | |
| DAY22 DATE 25-1-18 | Cost of irredeemable Preference share Capital: Illustration | |
| DAY23 DATE 26-1-18 | HOLIDAY | |
| DAY 24 DATE 27-1-18 | cost of Redeemable Preferences share capital & equity share capital | |
| UNIT/PART II | TOPIC | |
| | THEORY | PRACTICAL |
| DAY1 DATE 29-1-18 | Methods of cost of equity capital: Dividend Yield & growth method & illustration | |
| DAY2 DATE 30-1-18 | Earning yield & Growth method, Illustration, realised Yield Method | |
| DAY3 DATE 31-1-18 | HOLIDAY | |
| DAY4 DATE 1-2-18 | Cost of newly issued equity shares & CAPM & Illustration | |
| DAY5 DATE 2-2-18 | Cost of retained earnings & weighted average cost of capital | |
| DAY6 DATE 3-2-18 | Illustrations of weighted average cost of capital | |
| DAY7 DATE 5-2-18 | Capital structure: meaning, Importance, features, factors | |
| DAY8 DATE 6-2-18 | Factors | |
| DAY9 DATE 7-2-18 | Theories of capital structure Net Income Approach & Illustration | |
| DAY10 DATE 8-2-18 | Net Operating income approach & illustration | |
| DAY11 DATE 9-2-18 | ASSIGNMENT 1 Capital Structure approaches | |
| DAY12 DATE 10-2-18 | HOLIDAY | |
| DAY13 DATE 12-2-18 | Traditional approach & Illustration | |
| DAY14 DATE 13-2-18 | HOLIDAY | |

| | | |
|-----------------------|---|------------------|
| DAY15 DATE 14-2-18 | MM – approach (When taxes are ignored) & Illustration | |
| DAY16 DATE 15-2-18 | Arbitrage Process reversal & MM Approach (when taxes exist) | |
| DAY17 DATE 16-2-18 | Illustrations of MM Approach & Limitation | |
| DAY18 DATE 17-2-18 | Test of theories of Capital structures | |
| DAY19 DATE 19-2-18 | Capital Budgeting: Nature, Features, Importance, Kinds of decisions | |
| DAY20 DATE 20-2-18 | Methods of Capital Budgeting ARR method & Illustration | |
| DAY21 DATE 21-2-18 | Payback method & Illustration | |
| DAY22 DATE 22-2-18 | NPV method & Illustration | |
| DAY23 DATE 23-2-18 | Profitability index & illustration | |
| UNIT/PART III | TOPIC | |
| | THEORY | PRACTICAL |
| DAY1 DATE 24-2-18 | IRR method | |
| DAY2 DATE 26-2-18 | Illustration of IRR Method | |
| DAY3 DATE 27-2-18 | Test of Capital Budgeting | |
| DAY4 DATE 28-2-18 | HOLIDAY | |
| DAY5 DATE 1-3-18 | HOLIDAY | |
| DAY6 DATE 2-3-18 | HOLIDAY | |
| DAY7 DATE 3-3-18 | HOLIDAY | |
| DAY8 DATE 5-3-18 | Dividend policy: Approaches, Kinds of dividend, Advantages | |
| DAY9 DATE 6-3-18 | types of dividend Policy, stable dividend policy & significance | |
| DAY10 DATE 7-3-18 | Factors, Objectives, Theories, Walter model & Illustrations | |
| DAY11 DATE 8-3-18 | Criticism of Walter model Gordon's Model & Illustration | |
| DAY12 DATE 9-3-18 | Criticism of MM Approach | |
| DAY13 DATE 10-3-18 | ASSIGNMENT 2 Factors & objectives of dividend policy | |

| | | |
|------------------------|--|------------------|
| DAY 14 DATE 12-3-18 | Test of Theories of Dividend Policy | |
| DAY15 DATE 13-3-18 | Management of working capital : Meaning, Example Types, Nature | |
| DAY16 DATE 14-3-18 | Factors, Advantages, Excessive Working Capital | |
| DAY17 DATE 15-3-18 | Management of working capital, Difference b/w working capital management & capital budgeting, analysis | |
| DAY18 DATE 16-3-18 | Working capital computation operating cycle method & illustration | |
| DAY19 DATE 17-3-18 | Other methods of working capital & illustration | |
| DAY20 DATE 19-3-18 | Illustration | |
| DAY21 DATE 20-3-18 | Management of Cash: Meaning, Motives of holding cash, objectives, factors | |
| DAY22 DATE 21-3-18 | CONDITIONAL TEST | |
| DAY23 DATE 22-3-18 | CONDITIONAL TEST | |
| DAY 24 DATE 23-3-18 | HOLIDAY | |
| DAY 25 DATE 24-3-18 | Method of cash Management: Cash Budget | |
| UNIT/PART IV | TOPIC | |
| | THEORY | PRACTICAL |
| DAY1 DATE 26-3-18 | Illustration of Cash Budget | |
| DAY2 DATE 27-3-18 | Illustration of cash Budget | |
| DAY3 DATE 28-3-18 | Illustration of Cash Budget | |
| DAY4 DATE 29-3-18 | HOLIDAY | |
| DAY5 DATE 30-3-18 | Adjusted P&L method, Balance sheet method & Illustration | |
| DAY6 DATE 31-3-18 | Cash Flow Statement, cash flow ratios & Illustration | |
| DAY7 DATE 2-4-18 | Cash Management Model & Miller – Orr Model | |
| DAY8 DATE 3-4-18 | Managing the cash flows. | |
| DAY9 DATE 4-4-18 | Management of receivables: Motives, Cost associated, Benefits, trade off on | |

| | | |
|-----------------------|--|--|
| | receivables, scope | |
| DAY10 DATE 5-4-18 | Illustration an receivables management | |
| DAY11 DATE 6-4-18 | Management of inventory: Meaning, Benefits, objectives, Risk associated | |
| DAY12 DATE 7-4-18 | Techniques of Inventory management: Re-order point, EOQ with example | |
| DAY13 DATE 9-4-18 | Illustration of EOQ | |
| DAY14 DATE 10-4-18 | ABC analysis, Inventory Turnover Ratios, Aging schedule of inventory & Illustration | |
| DAY15 DATE 11-4-18 | Sources of Finance : categories, Long Term sources of finance: Equity shares features, advantages, disadvantages | |
| DAY16 DATE 12-4-18 | Preferences shares, features, advantages, disadvantages. | |
| DAY17 DATE 13-4-18 | Ploughing back of profits ; debentures | |
| DAY18 DATE 14-4-18 | HOLIDAY | |
| DAY19 DATE 16-4-18 | Loans from Financial Institutions, lease Financing | |
| DAY20 DATE 17-4-18 | Medium term Source of Finance: Public Deposits, Loans from commercial Banks | |
| DAY21 DATE 18-4-18 | HOLIDAY | |
| DAY22 DATE 19-4-18 | Short Term sources of finance: bank & non Bank Sources . | |
| DAY23 DATE 20-4-18 | Discussion on sources of finance | |
| | | |

NAME OF ASSISTANT PROFESSOR: DEEPIKA SETH
CLASS/SECTION: B.COM IV SEM (E)
SUBJECT: GOODS & SERVICES TAX

| UNIT/PART I | TOPIC | |
|---------------------|--|-----------|
| | THEORY | PRACTICAL |
| DAY1 DATE 1-1-18 | Accounts & Records : Introduction | |
| DAY2 DATE 2-1-18 | Provisions : who is required to maintain books of accounts | |
| DAY3 DATE 3-1-18 | Accounts & Records required to be maintained | |

| | | |
|------------------------|---|------------------|
| DAY4 DATE 4-1-18 | How records will be maintained | |
| DAY5 DATE 5-1-18 | Audit of account: Failure to Maintain the Accounts | |
| DAY6 DATE 6-1-18 | Various returns to be Filed: Return Introduction | |
| DAY7 DATE 8-1-18 | Provisions relating to filing of returns | |
| DAY8 DATE 9-1-18 | GSTR -1 | |
| DAY9 DATE 10-1-18 | Outward taxable supplies with Diagramatic Representation | |
| DAY10 DATE 11-1-18 | Contents of GSTR -1 | |
| DAY11 DATE 12-1-18 | Amendment of details of outward supply furnished. | |
| DAY12 DATE 13-1-18 | GSTR – 2 | |
| DAY13 DATE 15-1-18 | Various fields of GSTR – 2A | |
| DAY 14 DATE 16-1-18 | Contents of GSTR – 2 | |
| DAY15 DATE 17-1-18 | Amendment of details of inward supply furnished | |
| DAY16 DATE 18-1-18 | GSTR - 3 : Provisions | |
| DAY17 DATE 19-1-18 | Rectification of errors | |
| DAY18 DATE 20-1-18 | Contents of GSTR – 3 | |
| DAY19 DATE 22-1-18 | HOLIDAY | |
| DAY20 DATE 23-1-18 | SPORTS DAY | |
| DAY21 DATE 24-1-18 | HOLIDAY | |
| DAY22 DATE 25-1-18 | Steps for return filing | |
| DAY23 DATE 26-1-18 | HOLIDAY | |
| DAY 24 DATE 27-1-18 | Diagramatic Representation | |
| UNIT/PART II | TOPIC | |
| | THEORY | PRACTICAL |
| DAY1 DATE 29-1-18 | Special returns: Quarterly return GSTR – 4 (Composition supplier) | |

| | | |
|-----------------------|--|--|
| DAY2 DATE 30-1-18 | Contents of GSTR – 4 | |
| DAY3 DATE 31-1-18 | HOLIDAY | |
| DAY4 DATE 1-2-18 | Diagramatic Representation | |
| DAY5 DATE 2-2-18 | Filing of return by NRTD : GSTR – 5 | |
| DAY6 DATE 3-2-18 | GSTR – 11 | |
| DAY7 DATE 5-2-18 | GSTR – 7 | |
| DAY8 DATE 6-2-18 | GSTR – 8 & GSTR – 6 | |
| DAY9 DATE 7-2-18 | Contents of GSTR – 6 | |
| DAY10 DATE 8-2-18 | First return and claim of input tax credit & Provisional acceptance thereof | |
| DAY11 DATE 9-2-18 | ASSIGNMENT 1 Filing of returns | |
| DAY12 DATE 10-2-18 | HOLIDAY | |
| DAY13 DATE 12-2-18 | Matching, reversal & Reclaim of input tax credit | |
| DAY14 DATE 13-2-18 | HOLIDAY | |
| DAY15 DATE 14-2-18 | Test of accounts and records | |
| DAY16 DATE 15-2-18 | Re-claim of reversal | |
| DAY17 DATE 16-2-18 | Matching & reversal of Credit of the amount collected & Reflected in TCS statement | |
| DAY18 DATE 17-2-18 | Matching, reversal & Re Claim of reduction in output tax liability | |
| DAY19 DATE 19-2-18 | Reduction in output tax liability | |
| DAY20 DATE 20-2-18 | Annual return (GSTR – 9 & GSTR – 9A)& Final Return (GSR – 10) | |
| DAY21 DATE 21-2-18 | Default in filing return | |
| DAY22 DATE 22-2-18 | Goods & Services Tax Practitioner | |
| DAY23 DATE 23-2-18 | Information Return | |
| UNIT/PART III | TOPIC | |

| | THEORY | PRACTICAL |
|------------------------|---|------------------|
| DAY1 DATE 24-2-18 | List of returns under GST | |
| DAY2 DATE 26-2-18 | Payment of tax: Introduction | |
| DAY3 DATE 27-2-18 | Discussion on Return | |
| DAY4 DATE 28-2-18 | HOLIDAY | |
| DAY5 DATE 1-3-18 | HOLIDAY | |
| DAY6 DATE 2-3-18 | HOLIDAY | |
| DAY7 DATE 3-3-18 | HOLIDAY | |
| DAY8 DATE 5-3-18 | Provision : Electronic Cash Ledger | |
| DAY9 DATE 6-3-18 | Manner of utilization of amount reflected in electronic cash ledger | |
| DAY10 DATE 7-3-18 | Electronic credit ledger | |
| DAY11 DATE 8-3-18 | Electronic liability register | |
| DAY12 DATE 9-3-18 | Interest an delayed Payments, and tax wrongly collected and paid to govt. | |
| DAY13 DATE 10-3-18 | ASSIGNMENT 2 Payment of tax | |
| DAY 14 DATE 12-3-18 | Diagramatic Representation | |
| DAY15 DATE 13-3-18 | Payment of TDS: Introduction | |
| DAY16 DATE 14-3-18 | Provisions | |
| DAY17 DATE 15-3-18 | TDS Certificate | |
| DAY18 DATE 16-3-18 | TCS : Provisions | |
| DAY19 DATE 17-3-18 | TDS & TCS summary | |
| DAY20 DATE 19-3-18 | Diagramatic Representation | |
| DAY21 DATE 20-3-18 | Discussion on TDC & TCS | |
| DAY22 DATE 21-3-18 | CONDITIONAL TEST | |

| | | |
|------------------------|--|------------------|
| DAY23 DATE 22-3-18 | CONDITIONAL TEST | |
| DAY 24 DATE 23-3-18 | HOLIDAY | |
| DAY 25 DATE 24-3-18 | GST under RCM | |
| UNIT/PART IV | TOPIC | |
| | THEORY | PRACTICAL |
| DAY1 DATE 26-3-18 | Assessment & Audit: introduction Types of Assessment | |
| DAY2 DATE 27-3-18 | Types of assessment | |
| DAY3 DATE 28-3-18 | Types of assessment | |
| DAY4 DATE 29-3-18 | HOLIDAY | |
| DAY5 DATE 30-3-18 | Audit by tax authorities | |
| DAY6 DATE 31-3-18 | Special audit | |
| DAY7 DATE 2-4-18 | Inspection, search, seizure & Arrest: Introduction, Power of inspection, search & seizure | |
| DAY8 DATE 3-4-18 | Power of inspection of goods in movement | |
| DAY9 DATE 4-4-18 | Power to arrest | |
| DAY10 DATE 5-4-18 | Power to summon person to give evidence | |
| DAY11 DATE 6-4-18 | Access to business premises & Officers to assist proper officers | |
| DAY12 DATE 7-4-18 | Diagramatic Representation | |
| DAY13 DATE 9-4-18 | Test of assessment & audit | |
| DAY14 DATE 10-4-18 | offences & Penalties: Introduction, Penalty for certain offences | |
| DAY15 DATE 11-4-18 | Penalty for failure to furnish information return, fine for failure to furnish statistics, general penalty & disciplines relating to penalty | |

| | | |
|-----------------------|--|--|
| DAY16 DATE 12-4-18 | Power to impose penalty in certain cases, power to wave penalty, detention, seizure, release of goods in transit | |
| DAY17 DATE 13-4-18 | Confiscation of goods & levy of penalty | |
| DAY18 DATE 14-4-18 | HOLIDAY | |
| DAY19 DATE 16-4-18 | Penalty not to interfere with other punishments, punishment for certain offences | |
| DAY20 DATE 17-4-18 | Liability of officers, cognizance of offence presumption of culpable mental state, relevancy of statement | |
| DAY21 DATE 18-4-18 | HOLIDAY | |
| DAY22 DATE 19-4-18 | offences by companies & compounding of offences | |
| DAY23 DATE 20-4-18 | Test of inspection, search & Seizure | |
| | | |

NAME OF TEACHER