

LESSON PLAN FOR EVEN SEM
SESSION 2017-18

NAME OF ASSISTANT: DR. AMANDEEP BATRA

CLASS/SECTION : B.COM (VI-SEM) SEC. A AND B

SUBJECT : INCOME TAX-II

UNIT/PART I	TOPIC
	THEORY
DAY1 DATE 1-1-18	Introduction to Deductions, Deduction u/s 80C
DAY2 DATE 2-1-18	Deduction u/s 80CCC, 80CCD, 80CCE, 80CCG Deductions u/s 80D, 80DD, 80DDB, 80E, 80EE
DAY3 DATE 3-1-18	Deduction u/s 80G
DAY4 DATE 4-1-18	Deduction u/s 80GG, 80GGA, 80GGB, 80GGC
DAY5 DATE 5-1-18	Deduction u/s 80IA, 80IAB
DAY6 DATE 6-1-18	Deduction u/s 80IB, 80IC, 80ID
DAY7 DATE 8-1-18	Deduction u/s 80IE, Deduction u/s 80JJA, 80JAA
DAY8 DATE 9-1-18	Deduction u/s 80QQB, 80RRB, 80U
DAY9 DATE 10-1-18	Introduction to Assessment of Individual
DAY10 DATE 11-1-18	Rate of Tax for various categories of Individuals Introduction of Minimum Alternate tax
DAY11 DATE 12-1-18	Role of Agriculture Income in the Assessment of Individual Income Rationale and practical solutions when agriculture income is given
DAY12 DATE 13-1-18	Practical of Individuals computation of income and tax computation
DAY13 DATE 15-1-18	Practical of Individuals computation of income and tax computation
DAY 14 DATE 16-1-18	Practical of Individuals computation of income and tax computation
DAY15 DATE 17-1-18	Practical of Individuals computation of income and tax computation
DAY16 DATE 18-1-18	Practical of Individuals computation of income and tax computation

DAY17 DATE 19-1-18	Practical of Individuals computation of income and tax computation
DAY18 DATE 20-1-18	Practical of Individuals computation of income and tax computation
DAY19 DATE 22-1-18	HOLIDAY
DAY20 DATE 23-1-18	SPORTS DAY
DAY21 DATE 24-1-18	HOLIDAY
DAY22 DATE 25-1-18	Introduction of assessment of Hindu Undivided Family (HUF)
DAY23 DATE 26-1-18	HOLIDAY
DAY 24 DATE 27-1-18	Practical of HUF computation of income and tax computation
UNIT/PART II	
	THEORY
DAY1 DATE 29-1-18	Practical of HUF computation of income and tax computation
DAY2 DATE 30-1-18	Practical of HUF computation of income and tax computation
DAY3 DATE 31-1-18	HOLIDAY
DAY4 DATE 1-2-18	Practical of HUF computation of income and tax computation
DAY5 DATE 2-2-18	Introduction of Assessment of Firm
DAY6 DATE 3-2-18	Understanding applicability of section 184 and 185 Rate of tax for firms
DAY7 DATE 5-2-18	Practical of Firm computation of income and tax computation
DAY8 DATE 6-2-18	Practical of Firm computation of income and tax computation
DAY9 DATE 7-2-18	Practical of Firm computation of income and tax computation
DAY10 DATE 8-2-18	Practical of Firm computation of income and tax computation
DAY11 DATE 9-2-18	ASSIGNMENT 1 Practical of Firm computation of income and tax computation
DAY12 DATE 10-2-18	HOLIDAY
DAY13 DATE 12-2-18	Introduction of AOP and BOI
DAY14	HOLIDAY

DATE 13-2-18	
DAY15 DATE 14-2-18	Practical of AOP and BOI computation of income and tax computation
DAY16 DATE 15-2-18	Practical of AOP and BOI computation of income and tax computation
DAY17 DATE 16-2-18	Introduction to Assessment of Companies
DAY18 DATE 17-2-18	Rate of Tax for companies Dividend taxation rules
DAY19 DATE 19-2-18	Minimum Alternate Tax for Companies (MAT)
DAY20 DATE 20-2-18	Practical of MAT and Calculation of tax as per provisions of MAT
DAY21 DATE 21-2-18	Practical of company's computation of income and tax computation
DAY22 DATE 22-2-18	Practical of company's computation of income and tax computation
DAY23 DATE 23-2-18	Practical of company's computation of income and tax computation
UNIT/PART III	
	THEORY
DAY1 DATE 24-2-18	Practical of company's computation of income and tax computation
DAY2 DATE 26-2-18	Practical of company's computation of income and tax computation
DAY3 DATE 27-2-18	Practical of company's computation of income and tax computation
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	General Introduction of Authorities of Income Tax
DAY9 DATE 6-3-18	Powers and Functions of Central Board of Direct Taxes (CBDT)
DAY10 DATE 7-3-18	Powers and Functions of DGIT/CCIT
DAY11 DATE 8-3-18	Powers and Functions of DIT/CIT Powers and Functions of Commissioner of Income tax (Appeals)
DAY12 DATE 9-3-18	General Powers and Functions of Income Tax Authorities

DAY13 DATE 10-3-18	Assignment 2 Powers and Functions of Assessing Officer
DAY 14 DATE 12-3-18	Introduction of Assessment Procedure
DAY15 DATE 13-3-18	Various Types of Return Online filing of Return
DAY16 DATE 14-3-18	Permanent Account Number (PAN) Aadhar linking with PAN
DAY17 DATE 15-3-18	Introduction to Types of Assessment Self Assessment Assessment on the Basis of Return
DAY18 DATE 16-3-18	Assessment on the basis of Evidence Best Judgment Assessment
DAY19 DATE 17-3-18	Income Escaping Assessment
DAY20 DATE 19-3-18	Rectification of Mistake
DAY21 DATE 20-3-18	Intimation of Loss Demand Notice
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	Introduction to Tax Deduction at Source (TDS) and deductions from Salary u/s 192
UNIT/PART IV	
	THEORY
DAY1 DATE 26-3-18	Deduction of Tax u/s 192A to 194E
DAY2 DATE 27-3-18	Deduction of Tax u/s 194EE to 194LBC
DAY3 DATE 28-3-18	Introduction and Rules of Tax Collected at Source (TCS)
DAY4 DATE 29-3-18	HOLIDAY
DAY5 DATE 30-3-18	Introduction to Advance Payment of Tax
DAY6 DATE 31-3-18	Computation of Advance Payment of Tax
DAY7 DATE 2-4-18	Interest on Advance Payment of Tax and its Calculation
DAY8 DATE 3-4-18	Practical problems and their solution regarding Advance payment of Tax

DAY9 DATE 4-4-18	Introduction of Recovery of Tax
DAY10 DATE 5-4-18	Modes of Recovery
DAY11 DATE 6-4-18	Introduction of Refund Refund how arises
DAY12 DATE 7-4-18	Interest on Refund and its calculation
DAY13 DATE 9-4-18	Introduction of Appeal and related aspects
DAY14 DATE 10-4-18	Appeal to Commissioner Appeal
DAY15 DATE 11-4-18	Appeal to Income Tax Appellate Tribunal
DAY16 DATE 12-4-18	Appeal to Income Tax Appellate Tribunal (Cont.)
DAY17 DATE 13-4-18	Appeal to High Court Circumstances in which appeal can be made to High Court Appeal to Supreme Court Provisions of Revision u/s 263 and 264
DAY18 DATE 14-4-18	HOLIDAY
DAY19 DATE 16-4-18	Introduction of Penalties General Principles of Imposing penalties Various Items of Penalties
DAY20 DATE 17-4-18	Various Items of Penalties (Cont.)
DAY21 DATE 18-4-18	HOLIDAY
DAY22 DATE 19-4-18	Introduction of Offences under Income Tax act
DAY23 DATE 20-4-18	various types of offences

LESSON PLAN FOR EVEN SEM
SESSION 2017-18

NAME OF ASSISTANT: DR. AMANDEEP BATRA
CLASS/SECTION : B.COM (IV-SEM) SEC. A AND B
SUBJECT : MANAGEMENT OF SALES FORCE

UNIT/PART I	TOPIC
	THEORY
DAY1 DATE 1-1-18	Meaning and concept of Sales force management
DAY2 DATE 2-1-18	Nature of sales force management
DAY3 DATE 3-1-18	Functions of sales force management
DAY4 DATE 4-1-18	Importance of sales force management
DAY5 DATE 5-1-18	Difficulties in sales force management
DAY6 DATE 6-1-18	challenges in sales force management
DAY7 DATE 8-1-18	Concept of sales force management
DAY8 DATE 9-1-18	Importance of sales force management
DAY9 DATE 10-1-18	Sales Manager
DAY10 DATE 11-1-18	concept and nature of personal selling
DAY11 DATE 12-1-18	Importance of personal selling Limitations of personal selling
DAY12 DATE 13-1-18	Classification of sales job
DAY13 DATE 15-1-18	process of personal selling
DAY 14 DATE 16-1-18	challenges in sales force management
DAY15	Scope of personal selling

DATE 17-1-18	AIDA theory of salesmanship
DAY16 DATE 18-1-18	concept and nature of sales forecasting
DAY17 DATE 19-1-18	Importance of sales forecasting
DAY18 DATE 20-1-18	factors affecting sales forecasting
DAY19 DATE 22-1-18	HOLIDAY
DAY20 DATE 23-1-18	SPORTS DAY
DAY21 DATE 24-1-18	HOLIDAY
DAY22 DATE 25-1-18	Procedure of sales forecasting
DAY23 DATE 26-1-18	HOLIDAY
DAY 24 DATE 27-1-18	Methods of sales forecasting
UNIT/PART II	
	THEORY
DAY1 DATE 29-1-18	Limitations of sales forecasting
DAY2 DATE 30-1-18	levels of sales forecasting
DAY3 DATE 31-1-18	HOLIDAY
DAY4 DATE 1-2-18	time duration of sales forecasting
DAY5 DATE 2-2-18	Risk of Sales forecasting
DAY6 DATE 3-2-18	Sales forecasting of new product
DAY7 DATE 5-2-18	Meaning and concept of sales budget
DAY8 DATE 6-2-18	Nature of sales budget
DAY9 DATE 7-2-18	Factors affecting sales budget
DAY10 DATE 8-2-18	Types of sales budget

DAY11 DATE 9-2-18	ASSIGNMENT 1 Essentials of sales budget
DAY12 DATE 10-2-18	HOLIDAY
DAY13 DATE 12-2-18	Procedure of sales budget
DAY14 DATE 13-2-18	HOLIDAY
DAY15 DATE 14-2-18	Importance of making sales budget
DAY16 DATE 15-2-18	Limitations of sales budget
DAY17 DATE 16-2-18	Method of determination of sales expenditure
DAY18 DATE 17-2-18	Method of determination of sales expenditure (cont)
DAY19 DATE 19-2-18	Concept and nature of sales organization
DAY20 DATE 20-2-18	Importance of sales organization
DAY21 DATE 21-2-18	Purpose and principles of sales organization
DAY22 DATE 22-2-18	Process of setting up sales organization
DAY23 DATE 23-2-18	Sales Organization structure
UNIT/PART III	THEORY
DAY1 DATE 24-2-18	Types of sales organization
DAY2 DATE 26-2-18	Determining size of sales force functions of sales organization
DAY3 DATE 27-2-18	Organizing for global sales Department in sales organization
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	Concept and nature of recruitment
DAY9 DATE 6-3-18	process of recruitment Sources of recruitment
DAY10 DATE 7-3-18	Advantages and limitations of recruitment
DAY11 DATE 8-3-18	Concept and nature of selection
DAY12 DATE 9-3-18	Principles of selection
DAY13 DATE 10-3-18	Assignment 2 Responsibility of selecting salesman
DAY 14 DATE 12-3-18	Selection process
DAY15 DATE 13-3-18	Types of selection tests
DAY16 DATE 14-3-18	Concept and importance of training
DAY17 DATE 15-3-18	process of training
DAY18 DATE 16-3-18	Methods of training
DAY19 DATE 17-3-18	Evaluation of training Difficulties in organizing training
DAY20 DATE 19-3-18	Concept and importance of motivation
DAY21 DATE 20-3-18	Nature and principles of motivation
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	Methods of motivation Limitations of motivation
UNIT/PART IV	THEORY
DAY1 DATE 26-3-18	Concept and nature of compensation
DAY2 DATE 27-3-18	Essentials of good compensation plan Importance of compensation
DAY3 DATE 28-3-18	factors determining remuneration

DAY4 DATE 29-3-18	HOLIDAY
DAY5 DATE 30-3-18	Methods of compensation
DAY6 DATE 31-3-18	Introduction and nature of sales quota
DAY7 DATE 2-4-18	Importance of sales quota types of sales quota
DAY8 DATE 3-4-18	factors affecting sales quota
DAY9 DATE 4-4-18	Methods of setting sales quota Administration of sales quota
DAY10 DATE 5-4-18	principles of ideal sales quota Limitation of sales quota
DAY11 DATE 6-4-18	Introduction and importance of sales territory
DAY12 DATE 7-4-18	process of setting up of sales territory
DAY13 DATE 9-4-18	Factors affecting size of sales territory
DAY14 DATE 10-4-18	Time management
DAY15 DATE 11-4-18	Meaning and importance of sales force evaluation
DAY16 DATE 12-4-18	process of sales force evaluation
DAY17 DATE 13-4-18	Methods of sales force evaluation Essentials of sales force evaluation
DAY18 DATE 14-4-18	HOLIDAY
DAY19 DATE 16-4-18	Difficulties in sales force evaluation Re-imburement of selling expenses
DAY20 DATE 17-4-18	Meaning and importance of sales ethics
DAY21 DATE 18-4-18	HOLIDAY
DAY22 DATE 19-4-18	characteristics and examples of ethical and non-ethical practices, concept and introduction of IT tools

DAY23 DATE 20-4-18	role of IT in various functional areas of sales force management, Benefits and limitations of IT in sales force management