

LESSON PLAN FOR EVEN SEM
SESSION 2017-18

NAME OF ASSISTANT PROFESSOR: SWATI SHARMA

CLASS/SECTION: B.COM VI SEM

SUBJECT: AUDITING

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	INTRODUCTION, MEANING, DEFINITION AND FEATURES OF AUDITING	
DAY2 DATE 2-1-18	ORIGIN AND DEVELOPMENT OF AUDITING	
DAY3 DATE 3-1-18	NECESSITY OF AUDITING, SCOPE OF AUDIT	
DAY4 DATE 4-1-18	BOOK KEEPING, ACCOUNTANCY, AUDITING AND INVESTIGATION	
DAY5 DATE 5-1-18	ACCOUNTANCY IS A NECESSITY WHILE AUDITING IS A LUXURY	
DAY6 DATE 6-1-18	BASIC CONCEPT OF AUDITING AND TYPES OF AUDITORS	
DAY7 DATE 8-1-18	AUDITING PRINCIPLES	
DAY8 DATE 9-1-18	OBJECTS OF AUDITING (MAIN, SUBSIDIARY AND OTHER)	
DAY9 DATE 10-1-18	AUDITORS RESPONSIBILITY AND ADVANTAGES OF AUDIT	
DAY10 DATE 11-1-18	DIFFERENCE B/W ERROR AND FRAUD	
DAY11 DATE 12-1-18	LIMITATIONS OF AUDITING	
DAY12 DATE 13-1-18	TYPES OF AUDIT	
DAY13 DATE 15-1-18	SUITABILITY AND ADVANTAGES OF CONTINUOUS AUDIT	
DAY 14 DATE 16-1-18	DISADVANTAGES OF CONTINUOUS AUDIT AND PRECAUTIONS	
DAY15 DATE 17-1-18	PERIODICAL AUDIT (SUITABILITY, ADVANTAGES AND DISADVANTAGES)	
DAY16 DATE 18-1-18	INTERNAL AUDIT AND EXTERNAL AUDIT	
DAY17 DATE 19-1-18	INTERIM AUDIT, CASH AUDIT AND COST AUDIT	

DAY18 DATE 20-1-18	DIFFERENCES	
DAY19 DATE 22-1-18	HOLIDAY	
DAY20 DATE 23-1-18	SPORTS DAY	
DAY21 DATE 24-1-18	HOLIDAY	
DAY22 DATE 25-1-18	AUDIT PROCESS(PREPARATION BEFORE AUDIT)	
DAY23 DATE 26-1-18	HOLIDAY	
DAY 24 DATE 27-1-18	AUDIT PROGRAMME(OBJECTIVES AND TYPES)	
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 29-1-18	ESSENTIALS OF A GOOD AUDIT PROGRAMME AND ADVANTAGES,DISADVANTAGES	
DAY2 DATE 30-1-18	AUDIT NOTEBOOK	
DAY3 DATE 31-1-18	HOLIDAY	
DAY4 DATE 1-2-18	AUDIT WORKING PAPER	
DAY5 DATE 2-2-18	PROCEDURE OF AUDIT WORK	
DAY6 DATE 3-2-18	ROUTINE CHECKING	
DAY7 DATE 5-2-18	TEST CHECKING	
DAY8 DATE 6-2-18	INTERNAL CONTROL(OBJECTS,PRINCIPLES AND FORMS)	
DAY9 DATE 7-2-18	INTERNAL CHECK(FEATURES AND OBJECTIVES)	
DAY10 DATE 8-2-18	INTERNAL CHECK SYSTEM,ADVANTAGES AND DISADVANTAGES	
DAY11 DATE 9-2-18	ASSIGNMENT 1,PURCHASES AND INTERNAL CHAECK	
DAY12 DATE 10-2-18	HOLIDAY	
DAY13 DATE 12-2-18	PURCHASES RETURN AND INTERNAL CHECK,CREDIT LATE AND INTERNAL CHECK	
DAY14 DATE 13-2-18	HOLIDAY	

DAY15 DATE 14-2-18	SALES RETURN AND INTERNAL CHECK/CASH PAYMENT AND INTERNAL CHECK	
DAY16 DATE 15-2-18	CASH BOOK OR CASH TRANSACTIONS	
DAY17 DATE 16-2-18	CASH SALES AND INTERNAL CHECK	
DAY18 DATE 17-2-18	CASH RECEIPTS AND INTERNAL CHECK/CASH PAYMENTS AND INTERNAL CHECK	
DAY19 DATE 19-2-18	WAGES AND INTERNAL CHAECK	
DAY20 DATE 20-2-18	INTERNAL AUDIT	
DAY21 DATE 21-2-18	VOUCHING(FEATURES AND OBJECTIVES)	
DAY22 DATE 22-2-18	IMPORTANCE OF VOUCHING,MEANING OF VOUCHERS	
DAY23 DATE 23-2-18	KINDS OF VOUCHERS,EXAMINATION OF VOUC HERS	
UNIT/PART III	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 24-2-18	VOUCHING OF CASH BOOK	
DAY2 DATE 26-2-18	IMPORTANT ITEMS OF RECEIPTS SIDE	
DAY3 DATE 27-2-18	VOUCHING OF PAYMENT SIDE OF CASH BOOK	
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	IMPORTANT ITEMS OF PAYMENT SIDE	
DAY9 DATE 6-3-18	VOUCHING OF PETTY CASH BOOK,PURCHASE BOOK	
DAY10 DATE 7-3-18	VOUCHING OF SALES BOOK,SALES RETURN BOOK	
DAY11 DATE 8-3-18	VOUCHING OF BILLS RECEIVABLES,PAYABLES,JOURNAL PROPER	

DAY12 DATE 9-3-18	TEEMING AND LADING SYSTEM	
DAY13 DATE 10-3-18	ASSIGNMENT 2, VERIFICATION(MEANING,OBJECTIVES AND IMPORTANCE)	
DAY 14 DATE 12-3-18	DUTIES OF AN AUDITOR	
DAY15 DATE 13-3-18	COMPANY CONCERN	
DAY16 DATE 14-3-18	COMPANY CONCERN	
DAY17 DATE 15-3-18	VERIFICATION OF ASSETS(LEASEHOLD PROPERTY AND PLANT AND MACHINERY)	
DAY18 DATE 16-3-18	VERIFICATION OF ASSETS(ANOTHER TOPICS)	
DAY19 DATE 17-3-18	VERIFIATION OF LIABILITIES	
DAY20 DATE 19-3-18	SOLE PROPRIETORSHIP CONCERN(APPOINTMENT,POWER,DUTIES AND LIABILITIES)	
DAY21 DATE 20-3-18	COMPANY CONCERNS	
DAY22 DATE 21-3-18	CONDITIONAL YEST	
DAY23 DATE 22-3-18	CONDITIONAL TEST	
DAY 24 DATE 23-3-18	HOLIDAY	
DAY 25 DATE 24-3-18	AUDIT REPORT(IMPORTANCE,SUBJECT MATTER)	
UNIT/PART IV	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 26-3-18	TRUE AND FAIR,MATTERS TO BE CONSIDERED WHILE PREPARING REPORT	
DAY2 DATE 27-3-18	TYPES OF AUDIT REPORT	
DAY3 DATE 28-3-18	AUDIT CERTIFICATES	
DAY4 DATE 29-3-18	HOLIDAY	
DAY5 DATE 30-3-18	DIFFERENCE B/W AUDITING AND INVESTIGATION/ENQUIRY AND INVESTIGATION	
DAY6 DATE 31-3-18	PROCEDURE OF INVESTIGATION	

DAY7 DATE 2-4-18	TYPES OF INVESTIGATION	
DAY8 DATE 3-4-18	TYPES OF INVESTIGATION(ANOTHER TOPICS)	
DAY9 DATE 4-4-18	E-COMMERCE/TRADITIONAL COMMERCE AND E-COMMERCE	
DAY10 DATE 5-4-18	AUDIT OF E-COMMERCE TRANSACTIONS	
DAY11 DATE 6-4-18	AUDIT OF E-COMMERCE ENVIRONMENT	
DAY12 DATE 7-4-18	TEST	
DAY13 DATE 9-4-18	PROFESSIONAL ETHICS	
DAY14 DATE 10-4-18	PROFESSIONAL ETHICS UNDER CHARTERED ACCOUNTANTS ACT,1949	
DAY15 DATE 11-4-18	ENTRY OF NAMES IN THE REGISTER	
DAY16 DATE 12-4-18	FELLOWS AND ASSOCIATES	
DAY17 DATE 13-4-18	DISABILITIES OR DISQUALIFICATIONS	
DAY18 DATE 14-4-18	HOLIDAY	
DAY19 DATE 16-4-18	REASONS,ENQUIRY IN TO THE CHARGES OF MISCONDUCT OF MEMBERS	
DAY20 DATE 17-4-18	PROFESSIONAL MISCONDUCT AND OTHER MISCONDUCT	
DAY21 DATE 18-4-18	HOLIDAY	
DAY22 DATE 19-4-18	REVISION	
DAY23 DATE 20-4-18	REVISION	

NAME OF ASSISTANT /ASSOCIATE PROFESSOR: SWATI SHARMA
CLASS/SECTION : B.COM IV SEM
SUBJECT : B.LAW II

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	INTRODUCTION TO PARTNERSHIP ACT 1932	
DAY2	TOUCHSTONES TO PARTNERSHIP	

DATE 2-1-18		
DAY3 DATE 3-1-18	PARTNERSHIP DISTINGUISHED FROM OTHER RELATIONS	
DAY4 DATE 4-1-18	KINDS OF PARTNERSHIP	
DAY5 DATE 5-1-18	TYPES OF PARTNERS	
DAY6 DATE 6-1-18	POSITION OF MINOR AS PARTNER	
DAY7 DATE 8-1-18	PROPERTY OF FIRM	
DAY8 DATE 9-1-18	PARTNERSHIP DEED	
DAY9 DATE 10-1-18	DUTIES OF PARTNERS	
DAY10 DATE 11-1-18	RIGHTS OF PARTNERS	
DAY11 DATE 12-1-18	IMPLIED AUTHORITY OF PARTNERS	
DAY12 DATE 13-1-18	TEST	
DAY13 DATE 15-1-18	RECONSTRUCTION OF THE FIRM	
DAY 14 DATE 16-1-18	RECONSTRUCTION OF THE FIRM	
DAY15 DATE 17-1-18	RECONSTRUCTION OF THE FIRM	
DAY16 DATE 18-1-18	DISSOLUTION OF THE FIRM	
DAY17 DATE 19-1-18	DISSOLUTION OF THE FIRM	
DAY18 DATE 20-1-18	DISSOLUTION OF THE FIRM	
DAY19 DATE 22-1-18	HOLIDAY	
DAY20 DATE 23-1-18	SPORTS DAY	
DAY21 DATE 24-1-18	HOLIDAY	
DAY22 DATE 25-1-18	REGISTRATION OF THE FIRM	
DAY23 DATE 26-1-18	HOLIDAY	
DAY 24 DATE 27-1-18	REGISTRATION OF THE FIRM	

UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 29-1-18	TEST	
DAY2 DATE 30-1-18	DISCUSSION ABOUT ABOVE TOPICS	
DAY3 DATE 31-1-18	HOLIDAY	
DAY4 DATE 1-2-18	INTRODUCTION TO FEMA	
DAY5 DATE 2-2-18	REGULATION AND MANAGEMENT OF FOREIGN EXCHANGE	
DAY6 DATE 3-2-18	REGULATION AND MANAGEMENT OF FOREIGN EXCHANGE	
DAY7 DATE 5-2-18	REGULATION AND MANAGEMENT OF FOREIGN EXCHANGE	
DAY8 DATE 6-2-18	AUTHORISED PERSON	
DAY9 DATE 7-2-18	AUTHORISED PERSON	
DAY10 DATE 8-2-18	AUTHORISED PERSON	
DAY11 DATE 9-2-18	ASSIGNMENT 1,AUTHORISED PERSON	
DAY12 DATE 10-2-18	HOLIDAY	
DAY13 DATE 12-2-18	CONTRAVENION	
DAY14 DATE 13-2-18	HOLIDAY	
DAY15 DATE 14-2-18	CONTRAVENTION	
DAY16 DATE 15-2-18	CONTRAVENTION	
DAY17 DATE 16-2-18	CONTRAVENTION	
DAY18 DATE 17-2-18	PENALTIES	
DAY19 DATE 19-2-18	PENALTIES	
DAY20 DATE 20-2-18	ADJUDICATION	
DAY21 DATE 21-2-18	ADJUDICATION	
DAY22 DATE 22-2-18	ADJUDICATION	

DAY23 DATE 23-2-18	APPEAL	
UNIT/PART III	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 24-2-18	APPEAL	
DAY2 DATE 26-2-18	CLASS TEST	
DAY3 DATE 27-2-18	DISCUSSION OF IT ACT	
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	INTRODUCTION TO IT ACT	
DAY9 DATE 6-3-18	DEFINITIONS IN IT ACT	
DAY10 DATE 7-3-18	DEFINITIONS IN IT ACT	
DAY11 DATE 8-3-18	DIGITAL SIGNATURE	
DAY12 DATE 9-3-18	DIGITAL SIGNATURE	
DAY13 DATE 10-3-18	\\DIGITAL SIGNATURE,ASSIGNMENT 2	
DAY 14 DATE 12-3-18	ELECTRONIC SIGNATURE	
DAY15 DATE 13-3-18	ELECTRONIC SIGNATURE	
DAY16 DATE 14-3-18	ELECTRONIC SIGNATURE	
DAY17 DATE 15-3-18	SECURITY OF ELECTRONIC RECORD	
DAY18 DATE 16-3-18	SECURITY OF ELECTRONIC RECORD	
DAY19 DATE 17-3-18	ISSUING LICENSE FOR ELECTRONIC SIGNATURE CERTIFICATE	
DAY20 DATE 19-3-18	ISSUING LICENSE FOR ELECTRONIC SIGNATURE CERTIFICATE	
DAY21 DATE 20-3-18	LEGAL PROVISIONS RELATING TO ELECTRONIC SIGNATURE	

	CERTIFICATE	
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	ADJUDICATION	
UNIT/PART IV	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 26-3-18	ADJUDICATION	
DAY2 DATE 27-3-18	PENALTIES	
DAY3 DATE 28-3-18	CLASS TEST	
DAY4 DATE 29-3-18	HOLIDAY	
DAY5 DATE 30-3-18	MISC PROVISIONS	
DAY6 DATE 31-3-18	MISC PROVISIONS	
DAY7 DATE 2-4-18	INTRODUCTION TO COMPETITION ACT	
DAY8 DATE 3-4-18	ANTI-COMPETITIVE AGREEMENTS	
DAY9 DATE 4-4-18	ANTI-COMPETITIVE AGREEMENTS	
DAY10 DATE 5-4-18	ANTI-COMPETITIVE AGREEMENTS	
DAY11 DATE 6-4-18	ANTI-COMPETITIVE AGREEMENTS	
DAY12 DATE 7-4-18	ABUSE OF DOMINANT POSITION	
DAY13 DATE 9-4-18	ABUSE OF DOMINANT PERSON	
DAY14 DATE 10-4-18	ABUSE OF DOMINANT PERSON	
DAY15 DATE 11-4-18	COMBINATION	
DAY16 DATE 12-4-18	COMBINATION	
DAY17 DATE 13-4-18	COMBINATION	

DAY18 DATE 14-4-18	HOLIDAY	
DAY19 DATE 16-4-18	COMPETITION COMMISSION OF INDIA	
DAY20 DATE 17-4-18	COMPETITION COMMISSION OF INDIA	
DAY21 DATE 18-4-18	HOLIDAY	
DAY22 DATE 19-4-18	COMPETITION COMMISSION OF INDIA	
DAY23 DATE 20-4-18	REVISION	

NAME OF ASSISTANT PROFESSOR : SWATI SHARMA
CLASS/SECTION : BBA IV SEM
SUBJECT : Principles of Material Management

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	MATERIAL MANAGEMENT(INTRODUCTION)	
DAY2 DATE 2-1-18	MEANING,DEFINITION, SCOPE OF MATERIAL MANAGEMENT	
DAY3 DATE 3-1-18	OBJECTIVES OF MATERIAL MANAGEMENT	
DAY4 DATE 4-1-18	FUNCTIONS AND IMPORTANCE OF MATERIAL MANAGEMENT	
DAY5 DATE 5-1-18	MATERIAL MANAGEMENT ORGANISATION	
DAY6 DATE 6-1-18	CHALLENGES TO MATERIAL MANAGEMENT	
DAY7 DATE 8-1-18	INTRODUCTION(PROCESS OF MANAGEMENT AND SYSTEMS APPROACH TO MANAGEMENT)	
DAY8 DATE 9-1-18	FUNCTIONS OF MANAGEMENT	
DAY9 DATE 10-1-18	PROCESS OF MANAGEMENT AND MATERIAL FUNCTIONS	
DAY10 DATE 11-1-18	CONCEPT OF MATERIAL MANAGEMENT	
DAY11 DATE 12-1-18	SYSTEM APPROACH TO MATERIAL MANAGEMENT	
DAY12	INTEGRATED SYSTEM APPROACH	

DATE 13-1-18		
DAY13 DATE 15-1-18	BENEFITS OF THE INTEGRATED SYSTEM APPROACH	
DAY 14 DATE 16-1-18	INTRODUCTION(MATERIALS PLANNING)	
DAY15 DATE 17-1-18	MEANING,DEFINITION AND OBJECTIVES OF MATERIAL PLANNING	
DAY16 DATE 18-1-18	FACTORS AFFECTING MATERIAL PLANNING	
DAY17 DATE 19-1-18	GUIDELINES FOR EFFECTIVE MATERIAL PLANNING	
DAY18 DATE 20-1-18	MAKING THE MATERIAL PLAN WORK	
DAY19 DATE 22-1-18	HOLIDAY	
DAY20 DATE 23-1-18	SPORTS DAY	
DAY21 DATE 24-1-18	HOLIDAY	
DAY22 DATE 25-1-18	MATERIAL CYCLE AND FLOW CONTROL SYSTEM	
DAY23 DATE 26-1-18	HOLIDAY	
DAY 24 DATE 27-1-18	INTRODUCTION(MATERIALS BUDGET)	
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 29-1-18	OBJECTIVES OF MATERIAL BUDGET	
DAY2 DATE 30-1-18	BENEFITS AND ESSENTIALS OF MATERIAL BUDGET	
DAY3 DATE 31-1-18	HOLIDAY	
DAY4 DATE 1-2-18	PURCHASING MANAGEMENT(INTRODUCTION)	
DAY5 DATE 2-2-18	MEANING,DEFINITION AND OBJECTIVES	
DAY6 DATE 3-2-18	PRINCIPLES OF PURCHASING	
DAY7 DATE 5-2-18	PRINCIPLES OF PURCHASING	
DAY8 DATE 6-2-18	LEGAL ASPECTS OF PURCHASING	
DAY9 DATE 7-2-18	PROCEDURE OF PURCHASING MANAGEMENT	

DAY10 DATE 8-2-18	PRACTICES OF PURCHASING MANAGEMENT	
DAY11 DATE 9-2-18	ASSIGNMENT 1, (PRACTICES OF PURCHASING MANAGEMENT)	
DAY12 DATE 10-2-18	HOLIDAY	
DAY13 DATE 12-2-18	DISCUSSIONS ABOUT ABOVE TOPICS	
DAY14 DATE 13-2-18	HOLIDAY	
DAY15 DATE 14-2-18	INTRODUCTION(VALUE ANALYSIS OR VALUE ENGINEERING)	
DAY16 DATE 15-2-18	MEANING AND DEFINITIONS	
DAY17 DATE 16-2-18	WHAT IS VALUE AND TYPE OF ECONOMIC VALUE	
DAY18 DATE 17-2-18	VALUE ANALYSIS	
DAY19 DATE 19-2-18	PARTIES INVOLVED IN VALUE ANALYSIS	
DAY20 DATE 20-2-18	AREAS OF APPLICATION OF VALUE ANALYSIS	
DAY21 DATE 21-2-18	STORES MANAGEMENT	
DAY22 DATE 22-2-18	FEATURES OF STORES MANAGEMENT	
DAY23 DATE 23-2-18	QUALITY ASSURANCE	
UNIT/PART III	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 24-2-18	INCOMING QUALITY CONTROL	
DAY2 DATE 26-2-18	STATISTICAL QUALITY CONTROL	
DAY3 DATE 27-2-18	TEST	
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	DISCUSSION ABOUT ABOVE TOPICS	

DAY9 DATE 6-3-18	INTRODUCTION(PURCHASING OF CAPITAL EQUIPMENTS)	
DAY10 DATE 7-3-18	MEANING AND FEATURE OF CAPITAL EQUIPMENT /DECISIONS	
DAY11 DATE 8-3-18	DIFFERENCE B/W PURCHASE OF CAPITAL EQUIPMENT AND CONSUMABLES MATERIAL	
DAY12 DATE 9-3-18	PURCHASE PROCEDURE OF CAPITAL EQUIPMENT	
DAY13 DATE 10-3-18	ASSIGNMENT 2/ (PURCHASE CAPITAL EQUIPMENTS/PLANT AND MACHINERY)	
DAY 14 DATE 12-3-18	GOVERNMENT PURCHASING PRACTICES	
DAY15 DATE 13-3-18	GOVERNMENT PURCHASING PRACTICES	
DAY16 DATE 14-3-18	TEST	
DAY17 DATE 15-3-18	INTRODUCTION(INVENTORY MANAGEMENT AND CONTROL SYSTEM)	
DAY18 DATE 16-3-18	NEED OF INVENTORY CONTROL	
DAY19 DATE 17-3-18	ESSENTIALS OF MATERIAL CONTROL	
DAY20 DATE 19-3-18	PURCHASE PROCEDURE	
DAY21 DATE 20-3-18	PURCHASE 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	TEST	
UNIT/PART IV	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 26-3-18	OPERATION MATERIAL HANDLING	
DAY2 DATE 27-3-18	INTRODUCTION(PHYSICAL DISTRIBUTION LOGISTICS)	
DAY3 DATE 28-3-18	FEATURES OF PHYSICAL DISTRIBUTION LOGISTICS	

DAY4 DATE 29-3-18	HOLIDAY	
DAY5 DATE 30-3-18	TEST	
DAY6 DATE 31-3-18	TRANSPORTATION	
DAY7 DATE 2-4-18	ESSENTIALS OF TRANSPORTATION	
DAY8 DATE 3-4-18	ADVANTAGES OF TRANSPORTATION	
DAY9 DATE 4-4-18	INTRODUCTION OF OPERATION RESEARCH MATERIAL	
DAY10 DATE 5-4-18	FEATURES OF OPERATION REASEARCH MATERAIL	
DAY11 DATE 6-4-18	ADVANTAGES AND LIMITATIONS OFPERATION RESEARCH MATERIAL	
DAY12 DATE 7-4-18	DISCUSSION ABOUT ABOVE TOPICS	
DAY13 DATE 9-4-18	INTRODUCTION(MANAGEMENT INFORMATION SYSTEM)	
DAY14 DATE 10-4-18	MEANING AND DEFINITIONS	
DAY15 DATE 11-4-18	FEATURES OF MANAGEMENT INFORMATION SYSTEM	
DAY16 DATE 12-4-18	ADVANTAGES AND DISADVANTAGES OF MANAGEMENT INFORMATION SYSTEM	
DAY17 DATE 13-4-18	RFEVIEW OF MANAGEMENT INFORMATION SYSTEM	
DAY18 DATE 14-4-18	HOLIDAY	
DAY19 DATE 16-4-18	APPLICAPABILITY OF MANAGEMENT INFORMATION SYSTEM	
DAY20 DATE 17-4-18	TEST	
DAY21 DATE 18-4-18	HOLIDAY	
DAY22 DATE 19-4-18	REVISION	
DAY23 DATE 20-4-18	REVISION	

NAME OF ASSISTANT PROFESSOR: SWATI SHARMA
CLASS/SECTION: B.COM IV SEM
SUBJECT: Management of Sales Force

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	INTRODUCTION AND MEANING OF SALES FORCE MANAGEMENT	
DAY2 DATE 2-1-18	FEATURES OF SALES MANAGEMENT,NATURE OF SALES MANAGEMENT	
DAY3 DATE 3-1-18	FUNCTIONS OF SALES FORCE MANAGEMENT	
DAY4 DATE 4-1-18	IMPORTANCE AND DIFFICULTIES IN SALES FORCE MANAGEMENT	
DAY5 DATE 5-1-18	TYPES OF SALES,QUALITIES OF SALES MANAGER	
DAY6 DATE 6-1-18	RESPONSIBILITIES OF SALES MANAGER	
DAY7 DATE 8-1-18	MEANING OF PERSONAL SELLING,SALESMANSHIP	
DAY8 DATE 9-1-18	MODERN CONCEPT,FEATURES OF SALESMANSHIP	
DAY9 DATE 10-1-18	IMPORTANCE OF SALESMANSHIP/LIMITATIONS	
DAY10 DATE 11-1-18	SCOPE OF SALESMANSHIP	
DAY11 DATE 12-1-18	CLASSIFICATION OF SALES JOB	
DAY12 DATE 13-1-18	TYPES OF SALES MAN,DUTIES/RESPONSIBILITIES OF SALESMAN	
DAY13 DATE 15-1-18	QUALITIES OF A GOOD SALESMAN AND SELLING PROCESS	
DAY 14 DATE 16-1-18	AIDAS THEORY OF SELLING	
DAY15 DATE 17-1-18	SALES FORECASTING (DEFINITION,MEANING AND FEATURES)	
DAY16 DATE 18-1-18	IMPORTANCE OF SALES FORECASTING	
DAY17 DATE 19-1-18	CHALLENGES BEFORE SALES FORCE MANAGEMENT	
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	METHODS OF SALES FORECASTING AND PROCEDURE OF SALES FORECASTING	
DAY23 DATE 26-1-18	HOLIDAY	
DAY 24 DATE 27-1-18	LEVELS OF SALES FORECAST,LENGTH OF SALES FORECAST	
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 29-1-18	RESPONSIBILITIES OF SALES FORECASTING/SALES FORECASTING OF NEW PRODUCTS	
DAY2 DATE 30-1-18	LIMITATIONS OF SALES FORECASTING	
DAY3 DATE 31-1-18	HOLIDAY	
DAY4 DATE 1-2-18	MEANINF, DEFINITION AND FEATURES OF SALES BUDGET	
DAY5 DATE 2-2-18	FACTORS AFFECTING SALES BUDGET/TYPES OF SALES BUDGET	
DAY6 DATE 3-2-18	ESSENTIALS OF EFFECTIVE SALES BUDGET AND IMPORTANCE	
DAY7 DATE 5-2-18	SALES BUDGET PROCEDURE/LIMITATIONS	
DAY8 DATE 6-2-18	METHODS OF DETERMINING AMOUNT OF SELLING EXPENSES	
DAY9 DATE 7-2-18	DEFINITION,MEANING ANFD FEATURES OF SALES ORGANISATION	
DAY10 DATE 8-2-18	IMPORTANCE OF SALES ORGANISATION	
DAY11 DATE 9-2-18	ASSIGNMENT I (DEPARTMENTS IN SALES ORGANISATION)	
DAY12 DATE 10-2-18	HOLIDAY	
DAY13 DATE 12-2-18	FUNCTIONS OF SALES ORGANISATION	
DAY14 DATE 13-2-18	HOLIDAY	

DAY15 DATE 14-2-18	SETTING UP SALES ORGANISATION/FACTORS AFFECTING SALES ORGANISATION	
DAY16 DATE 15-2-18	PRINCIPLES OF SALES ORGANISATION	
DAY17 DATE 16-2-18	STRUCTURE OF SALES ORGANISATION(I ,II)	
DAY18 DATE 17-2-18	STRUCTURE OF SALES ORGANISATION(III,IV)	
DAY19 DATE 19-2-18	DEPARTMENT OF SALES ORGANISATION(I ,II)	
DAY20 DATE 20-2-18	DEPARTMENT OF SALES ORGANISATION(III,IV)	
DAY21 DATE 21-2-18	ORGANISATIONAL STRUCTURE IN INTERNAL BUSINESS (I,II,III)	
DAY22 DATE 22-2-18	ORGANISATIONAL STRUCTURE(IV ,V ,VI,VII)	
DAY23 DATE 23-2-18	SALES FORCE MANAGEMENT(MEANING AND FEATURES)	
UNIT/PART III	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 24-2-18	PROCESS OF SALES FORCE	
DAY2 DATE 26-2-18	ADVANTAGES AND DISADVANTAGES OF SOURCE OF RWCRUITMENT	
DAY3 DATE 27-2-18	SELECTION OF SALES FORCE	
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	PRINCIPLES OF SELECTION OF SALES FORCE	
DAY9 DATE 6-3-18	SELECTION PROCESS	
DAY10 DATE 7-3-18	SALES FORCE TRAINING(MEANING AND FEATURES)	
DAY11 DATE 8-3-18	OBJECTIVES AND PRINCIPLES OF SALES FORCE TRAINING	
DAY12	SALES FORCE TRAINING	

DATE 9-3-18	PROGRAMME	
DAY13 DATE 10-3-18	ASSIGNMENT 2(METHODS OF SALES FORCE TRAINING)	
DAY 14 DATE 12-3-18	PROBLEMS IN ORGANISING SALES TRAINING PROGRAMME	
DAY15 DATE 13-3-18	FUNCTIONS OF SALES LEADERS	
DAY16 DATE 14-3-18	COMPENSATING SALES FORCE(MEANING AND FEATURES)	
DAY17 DATE 15-3-18	SALES FORCE MANAGEMENT(MEANING AND FEATURES)	
DAY18 DATE 16-3-18	IMPORTANCE OF SALES FORCE MANAGEMENT	
DAY19 DATE 17-3-18	ESSENTIALS OF EFFECTIVE MOTIVATIONAL PROGRAMME	
DAY20 DATE 19-3-18	METHODS OF MOTIVATING SALES FORCE	
DAY21 DATE 20-3-18	LIMITAIONS OF SALES FORCE MOTIVATION/LEADING THE SALES FORCE	
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	OBJECTIVES AND ESSENTIALS OF A GOOD SALES FORCE PLAN	
UNIT/PART IV	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 26-3-18	FACTORS DETERMINING REMUNERATION TO SALES MEN	
DAY2 DATE 27-3-18	TYPES OF COMPENSATION PLANS	
DAY3 DATE 28-3-18	SALES QUOTAS(MEANING AND FEATURES)	
DAY4 DATE 29-3-18	HOLIDAY	
DAY5 DATE 30-3-18	OBJECTIVES OF SALES QUOTA	
DAY6 DATE 31-3-18	TYPES OF SALES QUOTA	
DAY7 DATE 2-4-18	FACTORS AFFECTING SALES QUOTA/METHODS FOR SETTING	

	SALES QUOTA	
DAY8 DATE 3-4-18	PRINCIPLES OF AN IDEAL QUOTA SETTING/LIMITATIONS	
DAY9 DATE 4-4-18	SALES TERRITORIES(FEATURES AND OBJECTIVES)	
DAY10 DATE 5-4-18	PRINCIPLES OF ESTABLISHING SALES TERRITORIES	
DAY11 DATE 6-4-18	PROCEDURE OF ESTABLISHING SALES TERRITORIES	
DAY12 DATE 7-4-18	REASONS OF ESTABLISHING SALES TERRITORIES	
DAY13 DATE 9-4-18	TIME MANAGEMENT	
DAY14 DATE 10-4-18	INTRODUCTION,FEATURES AND IMPORTANCE OF SALES FORCE EVALUATION	
DAY15 DATE 11-4-18	PROCESS OF SALES FORCE EVALUATION	
DAY16 DATE 12-4-18	TECHNIQUES OF SALES FORCE EVALUATION AND LIMITATIONS	
DAY17 DATE 13-4-18	SALES RECORDS AND REPORTING SYSTEM	
DAY18 DATE 14-4-18	HOLIDAY	
DAY19 DATE 16-4-18	SALES ETHICS(MEANING,FEATURES AND IMPORTANCE)	
DAY20 DATE 17-4-18	SOCIAL RESPONSIBILITY	
DAY21 DATE 18-4-18	HOLIDAY	
DAY22 DATE 19-4-18	INFORMATION TECHNOLOGY(MEANING AND TOOLS OF INFORMATION TECHNOLOGY)	
DAY23 DATE 20-4-18	ROLE AND IMPORTANCE OF IT IN VARIOUS FUNCTIONAL AREAS	

NAME OF ASSISTANT PROFESSOR: SWATI SHARMA
CLASS/SECTION: B.COM II SEM
SUBJECT: INCOME TAX LAW II

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	AGRICULTURE INCOME (INTRODUCTION)	
DAY2 DATE 2-1-18	IMPORTANT TERMS	
DAY3 DATE 3-1-18	AGRICULTURE INCOME(PRACTICAL ASPECTS)	
DAY4 DATE 4-1-18	AGRICULTURE INCOME(PRACTICAL ASPECTS)	
DAY5 DATE 5-1-18	AGRICULTURE INCOME AND ITS TAX TREATMENT	
DAY6 DATE 6-1-18	AGRICULTURE INCOME AND ITS TAX TREATMENT	
DAY7 DATE 8-1-18	DEDUCTIONS UNDER CHAPTER VI – A REGARDING CERTAIN PAYMENTS	
DAY8 DATE 9-1-18	DEDUCTIONS UNDER CHAPTER VI-A REGARDING CERTAIN PAYMENTS	
DAY9 DATE 10-1-18	DEDUCTIONS IN RESPECT OF INCOMES	
DAY10 DATE 11-1-18	DEDUCTIONS IN RESPECT OF INCOMES	
DAY11 DATE 12-1-18	TEST	
DAY12 DATE 13-1-18	INTRODUCTION TO COMPUTATION OF TOTAL INCOME OF INDIVIDUAL	
DAY13 DATE 15-1-18	COMPUTATION OF TOTAL INCOME OF INDIVIDUAL	
DAY 14 DATE 16-1-18	COMPUTATION OF TOTAL INCOME OF INDIVIDUAL	
DAY15 DATE 17-1-18	TEST	
DAY16 DATE 18-1-18	INTRODUCTION TO HUF	
DAY17 DATE 19-1-18	COMPUTATION OF TOTAL INCOME OF HUF	
DAY18 DATE 20-1-18	COMPUTATION OF TOTAL INCOME OF HUF	
DAY19 DATE 22-1-18	HOLIDAY	
DAY20	SPORTS DAY	

DATE 23-1-18		
DAY21 DATE 24-1-18	HOLIDAY	
DAY22 DATE 25-1-18	INTRODUCTION TO FIRM	
DAY23 DATE 26-1-18	HOLIDAY	
DAY 24 DATE 27-1-18	COMPUTATION OF TOTAL INCOME OF FIRM	
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 29-1-18	COMPUTATION OF TOTAL INCOME OF FIRM	
DAY2 DATE 30-1-18	COMPUTATION OF TOTAL INCOME OF FIRM	
DAY3 DATE 31-1-18	HOLIDAY	
DAY4 DATE 1-2-18	INCOME TAX AUTHORITIES	
DAY5 DATE 2-2-18	POWERS OF INCOME TAX AUTHORITIES	
DAY6 DATE 3-2-18	DUTIES AND APPOINTMENT	
DAY7 DATE 5-2-18	FUNCTIONS OF INCOME TAX AUTHORITY	
DAY8 DATE 6-2-18	TEST	
DAY9 DATE 7-2-18	ASSESSMENT PROCEDURE(INTRODUCTION)	
DAY10 DATE 8-2-18	TYPES OF ASSESSMENT	
DAY11 DATE 9-2-18	ASSIGNMENT I (TYPES OF ASSESSMENT)	
DAY12 DATE 10-2-18	HOLIDAY	
DAY13 DATE 12-2-18	PROCEDURE OF ASSESSMENT	
DAY14 DATE 13-2-18	HOLIDAY	
DAY15 DATE 14-2-18	TEST	
DAY16 DATE 15-2-18	ADVANCE PAYMENT OF TAX	
DAY17 DATE 16-2-18	ADVANCE PAYMENT OF TAX	
DAY18	ADVANCE PAYMENT OF TAX	

DATE 17-2-18		
DAY19 DATE 19-2-18	TEST	
DAY20 DATE 20-2-18	TAX DEDUCTED AT SOURCE	
DAY21 DATE 21-2-18	TAX DEDUCTED AT SOURCE	
DAY22 DATE 22-2-18	TAX DEDUCTED AT SOURCE	
DAY23 DATE 23-2-18	TAX DEDUCTED AT SOURCE	
UNIT/PART III	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 24-2-18	TEST	
DAY2 DATE 26-2-18	REVISION OF ABOVE TOPICS	
DAY3 DATE 27-2-18	ASSESSMENT PROCEDURE	
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	ASSESSMENT OF COMPANIES	
DAY9 DATE 6-3-18	ASSESSMENT OF COMPANIES	
DAY10 DATE 7-3-18	ASSESSMENT OF COMPANIES	
DAY11 DATE 8-3-18	ASSESSMENT OF COMPANIES	
DAY12 DATE 9-3-18	TEST	
DAY13 DATE 10-3-18	ASSIGNMENT 2(REVISION OF ABOVE TOPICS)	
DAY 14 DATE 12-3-18	COLLECTION AT SOURCE	
DAY15 DATE 13-3-18	COLLECTION AT SOURCE	
DAY16 DATE 14-3-18	COLLECTION AT SOURCE	
DAY17	TEST	

DATE 15-3-18		
DAY18 DATE 16-3-18	RECOVERY OF TAX	
DAY19 DATE 17-3-18	RECOVERY OF TAX	
DAY20 DATE 19-3-18	REFUND OF TAX	
DAY21 DATE 20-3-18	REFUND OF TAX	
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	TEST	
UNIT/PART IV	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 26-3-18	TAX PLANNING FOR INDIVIDUALS	
DAY2 DATE 27-3-18	TAX PLANNING FOR INDIVIDUALS	
DAY3 DATE 28-3-18	TAX PLANNING FOR INDIVIDUALS	
DAY4 DATE 29-3-18	HOLIDAY	
DAY5 DATE 30-3-18	TEST	
DAY6 DATE 31-3-18	REBATE OF TAX	
DAY7 DATE 2-4-18	REBATE OF TAX	
DAY8 DATE 3-4-18	RELIEF OF TAX	
DAY9 DATE 4-4-18	RELIEF OF TAX	
DAY10 DATE 5-4-18	TEST	
DAY11 DATE 6-4-18	ADVANCE PAYMENT OF TAX	
DAY12 DATE 7-4-18	ADVANCE PAYMENT OF TAX	
DAY13 DATE 9-4-18	ADVANCE PAYMENT OF TAX	

DAY14 DATE 10-4-18	ADVANCEME PAYMENT OF TAX	
DAY15 DATE 11-4-18	TEST	
DAY16 DATE 12-4-18	REVISION	
DAY17 DATE 13-4-18	REVISION	
DAY18 DATE 14-4-18	HOLIDAY	
DAY19 DATE 16-4-18	TEST	
DAY20 DATE 17-4-18	TEST	
DAY21 DATE 18-4-18	HOLIDAY	
DAY22 DATE 19-4-18	REVISION	
DAY23 DATE 20-4-18	REVISION	

NAME OF TEACHER