

LESSON PLAN FOR EVEN SEM
SESSION 2017-18

NAME OF ASSISTANT /ASSOCIATE PROFESSOR: JASPREET KAUR
CLASS/SECTION : B.Com - I (Sec – C)
SUBJECT : Financial Accounting

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	Branch Account (Introduction)	
DAY2 DATE 2-1-18	Types of Branch	
DAY3 DATE 3-1-18	Accounting Procedure	
DAY4 DATE 4-1-18	Practical Question of Debtors Direct Method	
DAY5 DATE 5-1-18	Practical Question of Debtors or Direct Method	
DAY6 DATE 6-1-18	Practical Questions of Final Account Method	
DAY7 DATE 8-1-18	Practical Question of Final Account Method	
DAY8 DATE 9-1-18	Memorandum Branch Stock A/c	
DAY9 DATE 10-1-18	Stock and Debtor System	
DAY10 DATE 11-1-18	Practical Question of Stock and Debtor System	
DAY11 DATE 12-1-18	conversion of foreign Branch Trail Balance	
DAY12 DATE 13-1-18	Queries and Doubts of Students	
DAY13 DATE 15-1-18	Intro, Meaning, Definition of Hire Purchase System	
DAY 14 DATE 16-1-18	Characteristic or legal provisions.	
DAY15 DATE 17-1-18	difference between purchase and credit sale, Basic Explanation	
DAY16 DATE 18-1-18	Accounting Records under Hire Purchase	
DAY17 DATE 19-1-18	Practical Questions of Hire Purchase system	

DAY18 DATE 20-1-18	Practical Questions of Hire Purchase System	
DAY19 DATE 22-1-18	HOLIDAY	
DAY20 DATE 23-1-18	SPORTS DAY	
DAY21 DATE 24-1-18	HOLIDAY	
DAY22 DATE 25-1-18	Practical Questions of Hire Purchase System	
DAY23 DATE 26-1-18	HOLIDAY	
DAY 24 DATE 27-1-18	Practical Questions of Hire Purchase System	
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 29-1-18	Instatement Payment system	
DAY2 DATE 30-1-18	Queries and doubt of student	
DAY3 DATE 31-1-18	HOLIDAY	
DAY4 DATE 1-2-18	Class Revision on Install Payment system	
DAY5 DATE 2-2-18	Partnership (Intro, Meaning, Nature)	
DAY6 DATE 3-2-18	Feature and Characteristic of partnership	
DAY7 DATE 5-2-18	Partnership Deed	
DAY8 DATE 6-2-18	Practical Questions	
DAY9 DATE 7-2-18	Practical Questions	
DAY10 DATE 8-2-18	Practical Questions	
DAY11 DATE 9-2-18	Practical Questions ASSIGNMENT 1	
DAY12 DATE 10-2-18	HOLIDAY	
DAY13 DATE 12-2-18	Queries and Doubts of Students	
DAY14 DATE 13-2-18	HOLIDAY	
DAY15 DATE 14-2-18	Test on Partnership	

DAY16 DATE 15-2-18	Admission of Partner (Introduction)	
DAY17 DATE 16-2-18	Practical Questions	
DAY18 DATE 17-2-18	Calculation of sacrificing Ratio and Gaining Ratio	
DAY19 DATE 19-2-18	Goodwill (Meaning, Characteristic)	
DAY20 DATE 20-2-18	Origin of Goodwill, factors affecting of goodwill	
DAY21 DATE 21-2-18	Need, Methods of valuation of Goodwill	
DAY22 DATE 22-2-18	Method of valuation of Goodwill	
DAY23 DATE 23-2-18	Method of valuation of Goodwill	
UNIT/PART III	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 24-2-18	Practical Question of Goodwill	
DAY2 DATE 26-2-18	Practical Question	
DAY3 DATE 27-2-18	Practical Question	
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	Test on the topic of Goodwill	
DAY9 DATE 6-3-18	Revaluation of Assets and Liab(Theory)	
DAY10 DATE 7-3-18	Practical Question	
DAY11 DATE 8-3-18	Practical Question	
DAY12 DATE 9-3-18	Practical Question	
DAY13 DATE 10-3-18	Practical Question	
DAY 14 DATE 12-3-18	Practical Question	

DAY15 DATE 13-3-18	Doubts of student on admission of Partner	
DAY16 DATE 14-3-18	Test on Admission of a Partner	
DAY17 DATE 15-3-18	Retirement or Death of a Partner (Theory)	
DAY18 DATE 16-3-18	Practical Question on Retirement	
DAY19 DATE 17-3-18	Practical Question on Retirement	
DAY20 DATE 19-3-18	Goodwill (Theory)	
DAY21 DATE 20-3-18	Practical Question	
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	Practical Questions	
UNIT/PART IV	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 26-3-18	Dissolution of Partnership firm (theory)	
DAY2 DATE 27-3-18	Meaning, Definition and Basics	
DAY3 DATE 28-3-18	Methods of Dissolution of Partnership	
DAY4 DATE 29-3-18	HOLIDAY	
DAY5 DATE 30-3-18	Methods of Dissolution of Partnership	
DAY6 DATE 31-3-18	Practical Questions of Dissolution	
DAY7 DATE 2-4-18	Practical Questions of Dissolution	
DAY8 DATE 3-4-18	Practical Questions of Dissolution	
DAY9 DATE 4-4-18	Practical Questions of Dissolution	
DAY10 DATE 5-4-18	Test on Dissolution of Partnership	

DAY11 DATE 6-4-18	Theories of Amalgamation	
DAY12 DATE 7-4-18	Practical of Amalgamations	
DAY13 DATE 9-4-18	Practical Questions of Amalgamation	
DAY14 DATE 10-4-18	Theory of sale of Partnership firm to a co.	
DAY15 DATE 11-4-18	Practical Question of Sale of Partnership Firm to a co.	
DAY16 DATE 12-4-18	Practical Questions of sale of Partnership Firm	
DAY17 DATE 13-4-18	Discussion by Students	
DAY18 DATE 14-4-18	HOLIDAY	
DAY19 DATE 16-4-18	Test on Bravels, Account	
DAY20 DATE 17-4-18	Meaning of Goodwill	
DAY21 DATE 18-4-18	HOLIDAY	
DAY22 DATE 19-4-18	Accounting Treatment of Goodwill	
DAY23 DATE 20-4-18	Factor Affecting of Goodwill	

NAME OF ASSISTANT PROFESSOR: JASPREET KAUR
CLASS/SECTION: BBA IV Sem
SUBJECT: HUMAN BEHAVIOUR AT WORK PLACE

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	Introduction (Human Behaviour at Work Place)	
DAY2 DATE 2-1-18	Meaning , Definition, Characterstic	
DAY3 DATE 3-1-18	Human, Behaviours at Work : A Process	
DAY4 DATE 4-1-18	Role Significance of Organization Behaviours	
DAY5 DATE 5-1-18	Evaluation of Human Behaviours at work	

DAY6 DATE 6-1-18	Implicaton of Hawthrone Experemints	
DAY7 DATE 8-1-18	Organization Behaviour Framework	
DAY8 DATE 9-1-18	Other Important Personality traits at Work	
DAY9 DATE 10-1-18	Perception in Organisation	
DAY10 DATE 11-1-18	Perception and Attribution	
DAY11 DATE 12-1-18	Types of Work Behaviours, Organisation, Citizenship	
DAY12 DATE 13-1-18	Meaning of Group, Definition of Group	
DAY13 DATE 15-1-18	Nature of Group or Factor Affecting Group Behaviour	
DAY 14 DATE 16-1-18	Group and the Larger organisation	
DAY15 DATE 17-1-18	Objective Need, Importance of Group	
DAY16 DATE 18-1-18	Types of Group	
DAY17 DATE 19-1-18	Types of Group	
DAY18 DATE 20-1-18	Types of Group	
DAY19 DATE 22-1-18	HOLIDAY	
DAY20 DATE 23-1-18	SPORTS DAY	
DAY21 DATE 24-1-18	HOLIDAY	
DAY22 DATE 25-1-18	Test on (Meaning, Factors Affecting and types of Group)	
DAY23 DATE 26-1-18	HOLIDAY	
DAY 24 DATE 27-1-18	Revision	
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 29-1-18	Group Development Process	
DAY2 DATE 30-1-18	Group Development Process	
DAY3 DATE 31-1-18	HOLIDAY	

DAY4 DATE 1-2-18	Discussion by Students	
DAY5 DATE 2-2-18	Class Test on Group Development Process	
DAY6 DATE 3-2-18	Meaning, Definition, Nature of Group Dynamics	
DAY7 DATE 5-2-18	Components of Group Dynamics	
DAY8 DATE 6-2-18	Group Role	
DAY9 DATE 7-2-18	Problems in Group Role	
DAY10 DATE 8-2-18	Group Norms (Meaning, How to Develop group Norm)	
DAY11 DATE 9-2-18	Group Role ASSIGNMENT 1	
DAY12 DATE 10-2-18	HOLIDAY	
DAY13 DATE 12-2-18	Group Norms (Types of Norms, Factors)	
DAY14 DATE 13-2-18	HOLIDAY	
DAY15 DATE 14-2-18	Group Cohesiveness (Meaning, Features)	
DAY16 DATE 15-2-18	Determinents of Group Cohesiveness	
DAY17 DATE 16-2-18	Consequences of Group Cohesiveness	
DAY18 DATE 17-2-18	Strategies for Increasing Cohesion	
DAY19 DATE 19-2-18	Group Thinks (Meaning, Symptoms)	
DAY20 DATE 20-2-18	Group Think Process	
DAY21 DATE 21-2-18	Reasons for the happening of Group Thinks	
DAY22 DATE 22-2-18	Remedies for Group Think	
DAY23 DATE 23-2-18	Group Conforuity	
UNIT/PART III	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 24-2-18	Group Conforuity	
DAY2 DATE 26-2-18	Group Comforunity	

DAY3 DATE 27-2-18	Group Obedience	
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	Presentation By Students	
DAY9 DATE 6-3-18	Presentations By Students	
DAY10 DATE 7-3-18	Group Moral Meaning Features, factors	
DAY11 DATE 8-3-18	How to Improve Morale	
DAY12 DATE 9-3-18	Group Synergy (Meaning, Features)	
DAY13 DATE 10-3-18	Group Descisions making (Meaning, Features)	
DAY 14 DATE 12-3-18	Postive and Negitive Aspect of Group Decision Making	
DAY15 DATE 13-3-18	Techniques of Group Decision Making	
DAY16 DATE 14-3-18	Discussion By Students and Dounbts of Students	
DAY17 DATE 15-3-18	Test on Group Confoxmity, Group Performance	
DAY18 DATE 16-3-18	Group Performance (Meaning, Factors)	
DAY19 DATE 17-3-18	Group Performance Model	
DAY20 DATE 19-3-18	Class test on Group Performance	
DAY21 DATE 20-3-18	Presentation By Student (Meaning and types of Group	
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	Presentation By Student (Meaning and types of Group)	
UNIT/PART IV	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 26-3-18	Team Building (Intro, Meaning, Features)	
DAY2 DATE 27-3-18	Importance of Team	
DAY3 DATE 28-3-18	Techniques or Approaches of Team Building	
DAY4 DATE 29-3-18	HOLIDAY	
DAY5 DATE 30-3-18	Factors Affecting the Success of a Team	
DAY6 DATE 31-3-18	GD (Class Room Activity)	
DAY7 DATE 2-4-18	Test on Team Building	
DAY8 DATE 3-4-18	Interpersonal Influences Process	
DAY9 DATE 4-4-18	Social Loaging (Meaning, Causes, Solutions)	
DAY10 DATE 5-4-18	Social Facilitation (Meaning, Effects)	
DAY11 DATE 6-4-18	Positive and Negative Impact of Social facilitation	
DAY12 DATE 7-4-18	Discussion with Students	
DAY13 DATE 9-4-18	test on Social Loafing, Social Facilitation	
DAY14 DATE 10-4-18	Interpersonal Communication	
DAY15 DATE 11-4-18	Features of Interperssonal Communication	
DAY16 DATE 12-4-18	Importance of Interpersonal Communication	
DAY17 DATE 13-4-18	Process of Communication	
DAY18 DATE 14-4-18	HOLIDAY	
DAY19 DATE 16-4-18	Models of Communication	
DAY20 DATE 17-4-18	Channels and Medium of Communication	
DAY21 DATE 18-4-18	HOLIDAY	

DAY22 DATE 19-4-18	Interpersonal Awareness (Meaning, Process)	
DAY23 DATE 20-4-18	Interpersonal Feedback Process	

NAME OF ASSISTANT PROFESSOR: JASPREET KAUR
CLASS/SECTION: B.COM II (SEC – B)
SUBJECT: COMPANY LAW

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	Historical development of Company Law in India	
DAY2 DATE 2-1-18	Indian Company Act, 2013 Indian Company Act 1956	
DAY3 DATE 3-1-18	Amendments in the company Act, 1956	
DAY4 DATE 4-1-18	The Companies Act 2013	
DAY5 DATE 5-1-18	Working and Administration of Company Law	
DAY6 DATE 6-1-18	Company - Meaning Characteristic of Company	
DAY7 DATE 8-1-18	Exceptions of Principle	
DAY8 DATE 9-1-18	Difference b/w Joint Stock co. and Partnership	
DAY9 DATE 10-1-18	Advantages and disadvantage of joint Stock CO.	
DAY10 DATE 11-1-18	Class Test By Students on Company	
DAY11 DATE 12-1-18	Types of Company	
DAY12 DATE 13-1-18	Types of Company	
DAY13 DATE 15-1-18	Types of Company	
DAY 14 DATE 16-1-18	Private Company (Meaning, Characteristic)	
DAY15 DATE 17-1-18	difference b/w private co. and Public co.	
DAY16 DATE 18-1-18	Privileges and Exemption of Private Co.	

DAY17 DATE 19-1-18	Conversion of Private co. in to Public Co.	
DAY18 DATE 20-1-18	Procedure of Conversion	
DAY19 DATE 22-1-18	HOLIDAY	
DAY20 DATE 23-1-18	SPORTS DAY	
DAY21 DATE 24-1-18	HOLIDAY	
DAY22 DATE 25-1-18	Class Test of Students on Types of Company	
DAY23 DATE 26-1-18	HOLIDAY	
DAY 24 DATE 27-1-18	Revision & Queries	
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 29-1-18	Formation, Promotion and Incorporation of a company	
DAY2 DATE 30-1-18	Formation, Promotion and Incorporation of a company	
DAY3 DATE 31-1-18	HOLIDAY	
DAY4 DATE 1-2-18	Presentation by Students	
DAY5 DATE 2-2-18	Class Test by Students on Private Co.	
DAY6 DATE 3-2-18	Memorandum of Association	
DAY7 DATE 5-2-18	Memorandum of Association	
DAY8 DATE 6-2-18	Memorandum of Association	
DAY9 DATE 7-2-18	Queries and Doubts of Students	
DAY10 DATE 8-2-18	Presentation by Students on Memorandum	
DAY11 DATE 9-2-18	Memorandum of Association ASSIGNMENT 1	
DAY12 DATE 10-2-18	HOLIDAY	
DAY13 DATE 12-2-18	Article of association	
DAY14 DATE 13-2-18	HOLIDAY	

DAY15 DATE 14-2-18	Article of association	
DAY16 DATE 15-2-18	Article of association	
DAY17 DATE 16-2-18	Queries and Doubt by Students	
DAY18 DATE 17-2-18	Class Test on Aartical of Association	
DAY19 DATE 19-2-18	Prospectus (Definition , Nature, Need)	
DAY20 DATE 20-2-18	Prospectus	
DAY21 DATE 21-2-18	Prospectus	
DAY22 DATE 22-2-18	Prospectus	
DAY23 DATE 23-2-18	Discussion on Prospectus	
UNIT/PART III	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 24-2-18	Class test on Prospectus	
DAY2 DATE 26-2-18	Presentation by Article of Association	
DAY3 DATE 27-2-18	Presentation by Article of Association	
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	Meaning and Characterstic of Shares	
DAY9 DATE 6-3-18	Kinds/ Types of Shares	
DAY10 DATE 7-3-18	Kinds/ Types of Shares	
DAY11 DATE 8-3-18	Difference b/w Equaty & Preferences Shares	
DAY12 DATE 9-3-18	Kinds/Types of Shares	
DAY13 DATE 10-3-18	Kinds / types of Shares ASSIGNMENT 2	

DAY 14 DATE 12-3-18	Difference b/w Equity & Preferences Shares	
DAY15 DATE 13-3-18	Discussion by Student on Shares and Stock	
DAY16 DATE 14-3-18	Class test on Shares and Stocks	
DAY17 DATE 15-3-18	Allotment of shares	
DAY18 DATE 16-3-18	Allotment of shares	
DAY19 DATE 17-3-18	Allotment of shares	
DAY20 DATE 19-3-18	Allotment of shares	
DAY21 DATE 20-3-18	Allotment of shares	
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	GD (Class Room Activity)	
UNIT/PART IV	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 26-3-18	Share Capital : Meaning, Nature	
DAY2 DATE 27-3-18	Kinds of Share Capital	
DAY3 DATE 28-3-18	Alteration of Share Capital	
DAY4 DATE 29-3-18	HOLIDAY	
DAY5 DATE 30-3-18	Reduction of Share Capital	
DAY6 DATE 31-3-18	Liability of Members, Reasons	
DAY7 DATE 2-4-18	Further issue of Share Capital	
DAY8 DATE 3-4-18	Conversion of Debenture into Shares	
DAY9 DATE 4-4-18	Class Test on Share Capital	

DAY10 DATE 5-4-18	Share Certificate (Meaning, Contents)	
DAY11 DATE 6-4-18	Provisions to Share Certificates	
DAY12 DATE 7-4-18	Share warrant (Meaning, Contents)	
DAY13 DATE 9-4-18	Conditions, Effects of share warrant	
DAY14 DATE 10-4-18	Provision of Articles	
DAY15 DATE 11-4-18	Queries and Doubts of Students	
DAY16 DATE 12-4-18	Test on Share Certificate and share warrants	
DAY17 DATE 13-4-18	Issue and allotment of debentures	
DAY18 DATE 14-4-18	HOLIDAY	
DAY19 DATE 16-4-18	Issue and allotment of debentures	
DAY20 DATE 17-4-18	Issue and allotment of debentures	
DAY21 DATE 18-4-18	HOLIDAY	
DAY22 DATE 19-4-18	Presentation by Students	
DAY23 DATE 20-4-18	Presentation by Students	

NAME OF ASSISTANT /ASSOCIATE PROFESSOR:JASPREET KAUR
CLASS/SECTION : BCOM FINAL/SEC-E
SUBJECT :AUDITING

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	meaning and origin of auditing	
DAY2 DATE 2-1-18	Definition and interpretation of the definition or elements of auditing	
DAY3 DATE 3-1-18	Necessity of auditing	
DAY4	Book keeping, accuntancy,	

DATE 4-1-18	Auditing, investigation	
DAY5 DATE 5-1-18	Accounting is a necessity, while auditing is a luxury	
DAY6 DATE 6-1-18	Class test on accounting is a necessity, while auditing is a luxury	
DAY7 DATE 8-1-18	Scope of auditing	
DAY8 DATE 9-1-18	Basic concept of auditing	
DAY9 DATE 10-1-18	Auditing principle, procedure Techniques	
DAY10 DATE 11-1-18	Qualities of an auditors	
DAY11 DATE 12-1-18	Types of auditors	
DAY12 DATE 13-1-18	Objects of auditing	
DAY13 DATE 15-1-18	Objects of auditing	
DAY 14 DATE 16-1-18	Auditors responsibility with regard to undected fraud and errors	
DAY15 DATE 17-1-18	Advantage of audit	
DAY16 DATE 18-1-18	Limitation of audit	
DAY17 DATE 19-1-18	Class test on objectives of auditing	
DAY18 DATE 20-1-18	Types of auditing	
DAY19 DATE 22-1-18	HOLIDAY	
DAY20 DATE 23-1-18	SPORTS DAY	
DAY21 DATE 24-1-18	HOLIDAY	
DAY22 DATE 25-1-18	Types Of Auditing	
DAY23 DATE 26-1-18	HOLIDAY	
DAY 24 DATE 27-1-18	Types Of Auditing	
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 29-1-18	audit process	
DAY2	audit programme	

DATE 30-1-18		
DAY3 DATE 31-1-18	HOLIDAY	
DAY4 DATE 1-2-18	Audit programme	
DAY5 DATE 2-2-18	Class Test On Audit Programme	
DAY6 DATE 3-2-18	Audit note book	
DAY7 DATE 5-2-18	Audit working papers	
DAY8 DATE 6-2-18	Routine checking	
DAY9 DATE 7-2-18	Test Review	
DAY10 DATE 8-2-18	Class test on audit programme	
DAY11 DATE 9-2-18	ASSIGNMENT 1	
DAY12 DATE 10-2-18	HOLIDAY	
DAY13 DATE 12-2-18	Internal Control	
DAY14 DATE 13-2-18	HOLIDAY	
DAY15 DATE 14-2-18	Internal check	
DAY16 DATE 15-2-18	Internal check	
DAY17 DATE 16-2-18	Queries and doubts of student	
DAY18 DATE 17-2-18	Internal audit	
DAY19 DATE 19-2-18	Routine checking(difference between vouching and routine checking)	
DAY20 DATE 20-2-18	Objectives of vouching	
DAY21 DATE 21-2-18	Importance of vouching	
DAY22 DATE 22-2-18	Voucher(meaning, kinds ,examination)	
DAY23 DATE 23-2-18	Vouching of cash book	
UNIT/PART III	TOPIC	
	THEORY	PRACTICAL
DAY1	Meaning and definition of verification	

DATE 24-2-18		
DAY2 DATE 26-2-18	Objects of verification	
DAY3 DATE 27-2-18	Objects of verification	
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	Advantage and disadvantage of verification	
DAY9 DATE 6-3-18	Some important differences	
DAY10 DATE 7-3-18	General rules of verification	
DAY11 DATE 8-3-18	Class test on internal check and internal control	
DAY12 DATE 9-3-18	Auditors duty Verification of assets	
DAY13 DATE 10-3-18	ASSIGNMENT 2	
DAY 14 DATE 12-3-18	Verification of assets	
DAY15 DATE 13-3-18	Verification of liabilities	
DAY16 DATE 14-3-18	Class test on verification of assets and liabilities	
DAY17 DATE 15-3-18	Appointment of auditors	
DAY18 DATE 16-3-18	Rights or powers of auditors	
DAY19 DATE 17-3-18	Duties of auditors	
DAY20 DATE 19-3-18	“An auditor is a watchdog, but not a blood hound”	
DAY21 DATE 20-3-18	Liabilities of an AUDITORS	
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	Class Test On Rights And Powers Of Auditors	
UNIT/PART IV	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 26-3-18	Meaning and definition of audit report	
DAY2 DATE 27-3-18	Importance of audit report	
DAY3 DATE 28-3-18	Contents and subject meter of audit	
DAY4 DATE 29-3-18	Holiday	
DAY5 DATE 30-3-18	Types of audit report and spaciman of audit report	
DAY6 DATE 31-3-18	Quries and doubts of student	
DAY7 DATE 2-4-18	Class test on audit report	
DAY8 DATE 3-4-18	Investigation(meaning) Difference between auditing and investification	
DAY9 DATE 4-4-18	Necessity of investigation	
DAY10 DATE 5-4-18	Procedure of investigation	
DAY11 DATE 6-4-18	Objectives of investigation	
DAY12 DATE 7-4-18	Auditing of e-commerce(meaning, definition)	
DAY13 DATE 9-4-18	Audit in e-commerce environment	
DAY14 DATE 10-4-18	Meaning of professional ethics	
DAY15 DATE 11-4-18	Professional ethics under chartered accountant act 1949	
DAY16 DATE 12-4-18	Queries and doubts of student	
DAY17 DATE 13-4-18	Test on investigation	
DAY18 DATE 14-4-18	HOLIDAY	
DAY19 DATE 16-4-18	Revise objectives of auditing	

DAY20 DATE 17-4-18	Revise of types of auditing	
DAY21 DATE 18-4-18	HOLIDAY	
DAY22 DATE 19-4-18	Revise internal check and internal control	
DAY23 DATE 20-4-18	Quiries and doubts of student	

NAME OF ASSISTANT /ASSOCIATE PROFESSOR:JASPREET KAUR
CLASS/SECTION : BBA FINAL
SUBJECT :FINANCIAL SERVICE

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	Meaning and definition of financial service	
DAY2 DATE 2-1-18	Importsnce of financial service	
DAY3 DATE 3-1-18	Types of financial service	
DAY4 DATE 4-1-18	Types of financial service	
DAY5 DATE 5-1-18	Types of financial service	
DAY6 DATE 6-1-18	Financial service and economic development	
DAY7 DATE 8-1-18	Financial service and economic development	
DAY8 DATE 9-1-18	Players in financial services	
DAY9 DATE 10-1-18	Quiries and doubts of student(discussion)	
DAY10 DATE 11-1-18	Class test on financial services	
DAY11 DATE 12-1-18	Introduction,meaning and definition of merchant banking	
DAY12 DATE 13-1-18	Characterstic of merchant banking	
DAY13 DATE 15-1-18	Objectives of merchant banking	
DAY 14 DATE 16-1-18	Functions of merchant banking	

DAY15 DATE 17-1-18	Activities of merchant banking	
DAY16 DATE 18-1-18	Qualities of good merchant banking	
DAY17 DATE 19-1-18	Types of merchant bankers	
DAY18 DATE 20-1-18	Structure of merchant banking in india	
DAY19 DATE 22-1-18	Holiday	
DAY20 DATE 23-1-18	Sports day	
DAY21 DATE 24-1-18	Holiday	
DAY22 DATE 25-1-18	Class test on merchant banking	
DAY23 DATE 26-1-18	Holiday	
DAY 24 DATE 27-1-18	Issue management	
UNIT/PART II	Topic	
	Theory	PRACTICAL
DAY1 DATE 29-1-18	New issue, equity issue, right issue	
DAY2 DATE 30-1-18	New issue, equity issue, right issue	
DAY3 DATE 31-1-18	Holiday	
DAY4 DATE 1-2-18	Class test on issue management	
DAY5 DATE 2-2-18	Introduction meaning and definition of underwriting	
DAY6 DATE 3-2-18	Features and characteristics of underwriting	
DAY7 DATE 5-2-18	Types of underwriting	
DAY8 DATE 6-2-18	Objectives of underwriting	
DAY9 DATE 7-2-18	Advantage and disadvantage of underwriting	
DAY10 DATE 8-2-18	Class test on underwriting	
DAY11 DATE 9-2-18	ASSIGNMENT 1	
DAY12 DATE 10-2-18	HOLIDAY	

DAY13 DATE 12-2-18	Meaning Of Book Building And Reverse Book Building	
DAY14 DATE 13-2-18	HOLIDAY	
DAY15 DATE 14-2-18	Process of book building	
DAY16 DATE 15-2-18	Advantage and disadvantage of book building	
DAY17 DATE 16-2-18	Class test on book building	
DAY18 DATE 17-2-18	Debenture trustee	
DAY19 DATE 19-2-18	Debenture trustee	
DAY20 DATE 20-2-18	Portfolio management	
DAY21 DATE 21-2-18	Portfolio management	
DAY22 DATE 22-2-18	An overview of role of sebi	
DAY23 DATE 23-2-18	Quries and doubts of student	
UNIT/PART III	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 24-2-18	Meaning and ,definition of leasing	
DAY2 DATE 26-2-18	Features of leasing	
DAY3 DATE 27-2-18	Features of leasing	
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	Types of leasing	
DAY9 DATE 6-3-18	Types of leasing	
DAY10 DATE 7-3-18	Steps in leasing	
DAY11 DATE 8-3-18	Lease advantage and disadvantage of leasing	

DAY12 DATE 9-3-18	Lease agreement and documentation	
DAY13 DATE 10-3-18	ASSIGNMENT 2	
DAY 14 DATE 12-3-18	Legal and financial aspect of leasing	
DAY15 DATE 13-3-18	Queries and class discussion	
DAY16 DATE 14-3-18	Meaning and definition of hire purchase	
DAY17 DATE 15-3-18	Characterstics of hire purchase	
DAY18 DATE 16-3-18	Process of hire purchase	
DAY19 DATE 17-3-18	Objectives of hire purchase	
DAY20 DATE 19-3-18	Advantage and disadvantage of hirepurchase	
DAY21 DATE 20-3-18	Legal aspects of hire purchase	
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	Class Test On Leasing And Hire Purchase	
UNIT/PART IV	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 26-3-18	Factoring and forfaiting	
DAY2 DATE 27-3-18	Factoring and forfaiting	
DAY3 DATE 28-3-18	Mutual fund (meaning definition)	
DAY4 DATE 29-3-18	HOLIDAY	
DAY5 DATE 30-3-18	Characterstics of mutual fund	
DAY6 DATE 31-3-18	Types of mutual fund	
DAY7 DATE 2-4-18	Types of mutual fund	
DAY8	Advantage and disadvantage of mutual	

DATE 3-4-18	fund	
DAY9 DATE 4-4-18	Exchange traded fund	
DAY10 DATE 5-4-18	Class test on mutual fund	
DAY11 DATE 6-4-18	Meaning of credit rating Features of credit rating	
DAY12 DATE 7-4-18	Objectives of credit rating	
DAY13 DATE 9-4-18	Advantage and disadvantage of credit rating	
DAY14 DATE 10-4-18	Class test on credit rating	
DAY15 DATE 11-4-18	Stock broking	
DAY16 DATE 12-4-18	Consumer finance	
DAY17 DATE 13-4-18	Credit card	
DAY18 DATE 14-4-18	HOLIDAY	
DAY19 DATE 16-4-18	Queries and doubts of student	
DAY20 DATE 17-4-18	Revise (meaning,types of financial service)	
DAY21 DATE 18-4-18	Holiday	
DAY22 DATE 19-4-18	Revise(merchant banking)	
DAY23 DATE 20-4-18	Queries and doubts of students	

JASPREET KAUR

NAME OF TEACHER