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| **Lesson plan 2021--22 (21 March 2022 to 1 July 2022) Even Sem.** |
| **Name of Assistant professor** | **Dr. Babita** |
| **Class** | **B.Com II (4th Semester)** |
| **Subject** | **Secretarial Practice** |
| **Week, Month** | **Topics covered** | **Status/Remarks** |
| Week 1 , 21 to 26 March | Introduction/ orientation about subject and syllabus, Meaning, definitions, function and duties of secretary, Responsibilities, powers, appointment, procedure |  |
| Week 2, 28 March to 2 April | Qualification and disqualification of secretary, Position and removal of secretary |  |
| Week 3, 4 April to 9 April | Duties of secretary regarding formation of M/A and A/A and their alteration |  |
| Week 4, 11 April to 16 April | Duties of secretary regarding issue of share certificate, share warrant and share stock, Call in arrear, forfeiture and re –issue of shares |  |
| Week 5, 18 April to 23 April | Transfer and transmission of shares , Class test 1 |  |
| Week 6, 25 April to 30 April | Duties of secretary regarding meetings  |  |
| Week 7, 2 May to 7 May | Requisites of a valid meeting |  |
| Week 8, 9 May to 14 May  | Secretarial duties regarding meetings of shareholders |  |
| Week 9, 16 May to 21 May  | Meetings of board of directors |  |
| Week 10, 23 May to 28 May  | Company secretary and motion |  |
| Week 11, 30 May to 4 June | Company secretary and resolution |  |
| Week 12, 6 June to 11 June | Voting and proxy,  |  |
| Week 13, 13 June to 18 June | Revision and discussion on completed syllabus, Presentations and discussions, Class test 2 |  |
| Week 14, 20 June to 25 June | Revision test and discussions, Assignments & Presentations  |  |
| Week 15, 27 June to 1 July | Assignments & Presentations |  |

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| **Lesson plan 2021--22 (21 March 2022 to 1 July 2022) Even Sem.** |
| **Name of Assistant professor** | **Dr. Babita** |
| **Class** | **B.Com 4th Sem.** |
| **Subject** | **Business Regulatory Framework** |
| **Week, Month** | **Topics covered** | **Status/Remarks** |
| Week 1 , 21 to 26 March | Introduction/ orientation about subject and syllabus, Nature of partnership firm, test of partnership, duties and rights of partners |  |
| Week 2, 28 March to 2 April | Relations of partners to third parties, position of minor in partnership |  |
| Week 3, 4 April to 9 April | Reconstitution of a partnership firm, registration of firm |  |
| Week 4, 11 April to 16 April | Mode of dissolution, consequences of dissolution  |  |
| Week 5, 18 April to 23 April | Settlement of accounts after dissolution |  |
| Week 6, 25 April to 30 April | Negotiable instruments- an introduction, promissory notes, bills of exchange, cheques |  |
| Week 7, 2 May to 7 May | Parties to negotiable instruments, discharge of parties from liabilities |  |
| Week 8, 9 May to 14 May  | Dishonour of negotiable instruments, presentation of negotiable instruments, Class test 1 |  |
| Week 9, 16 May to 21 May  | RTI Act, salient features, rights and Importance |  |
| Week 10, 23 May to 28 May  | Sales of goods Act-1930, contract of sale |  |
| Week 11, 30 May to 4 June | Conditions and warranties, transfer of property or ownership |  |
| Week 12, 6 June to 11 June | Performance of the contract- delivery and payment  |  |
| Week 13, 13 June to 18 June | Unpaid seller, suits for Breach of contract , Class test 2 |  |
| Week 14, 20 June to 25 June | Revision of completed syllabus, Assignments & presentations |  |
| Week 15, 27 June to 1 July | Assignments & Presentations |  |

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| **Lesson plan 2021--22 (21 March 2022 to 1 July 2022) Even Sem.** |
| **Name of Assistant professor** | **Dr. Babita** |
| **Class** | **B.Com 6th sem.** |
| **Subject** | **GST and Custom law** |
| **Week, Month** | **Topics covered** | **Status/Remarks** |
| Week 1 , 21 to 26 March | Introduction/ orientation about subject and syllabus, Tax structure in India, Overview of GST |  |
| Week 2, 28 March to 2 April | Administration of GST, Taxable event and scope of supply under GST |  |
| Week 3, 4 April to 9 April | Levy and collection of tax |  |
| Week 4, 11 April to 16 April | Small taxable persons: exemptions and composition scheme |  |
| Week 5, 18 April to 23 April | Time of supply, Integrated GST act 2017 |  |
| Week 6, 25 April to 30 April | Integrated GST act 2017, nature of supplies: interstate and intrastate Class test 1 |  |
| Week 7, 2 May to 7 May | Place of supply, value of taxable supply |  |
| Week 8, 9 May to 14 May  | Input tax credit |  |
| Week 9, 16 May to 21 May  | Registration, Tax invoice, credit and debit note |  |
| Week 10, 23 May to 28 May  | Return, assessment and audit, payment of tax |  |
| Week 11, 30 May to 4 June | Basics of custom duty, types of custom duties |  |
| Week 12, 6 June to 11 June | Levy and assessment of custom duty, procedure of importation and exportation |  |
| Week 13, 13 June to 18 June |  Export promotion schemes, Class test 2 |  |
| Week 14, 20 June to 25 June | Revision of completed syllabus, Assignments & presentations |  |
| Week 15, 27 June to 1 July | Assignments & Presentations |  |