

lesson plan (2021-22)	
G.C.W. Madlauda, Panipat	
Ms. Renu (Commerce)	
Class- B.com 2nd sem.	
Business Management	
Time period	Content
2nd week of April	Staffing meaning,concept
3rd week of April	Scope,Importance,Process
4th week of April	Directing-Concept,principle,importance,process
1st week of May	Motivation-Nature,process,importance,traditional and modern theories of motivation
2nd week of May	Leadership-Nature,type,scope,importance
3rd week of May	controlling-concept,objectives,nature,process
4th week of May	Principle,controlling techniques traditional and modern, Revision
1st week of June	Test,Organisational change,nature
2nd week of June	Assignment, change agent,over coming resistance to change
3rd week of June	Organisation development-objective,nature
4th week of June	Test and revision,process
1st week of July	organisation development intervention
2nd week of July	Revision,test
3rd week of July	
4th week of July	

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Taxation law-ii	
Time period	Content
2nd week of April	Rebate and relief of tax,Computation of total income of Individual
3rd week of April	total income calculation with Practical problem
4th week of April	computation of tax liability of Individual
1st week of May	Practical question,revision
2nd week of May	Filing and filing of ITR-I,ITR-II
3rd week of May	Assessment of Hindu Undivided families with practical problems
4th week of May	Assessment of Firm with practical question
1st week of June	Associations of persons, Income tax Authorities
2nd week of June	Procedure of Assessment,T.D.S
3rd week of June	Revision,Assignment,advance payment of tax
4th week of June	Recovery and refund of tax,appeals and revision
1st week of July	Penalties and offences in tax
2nd week of July	Revision
3rd week of July	
4th week of July	

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subject- B.R.F	
Time period	Content
2nd week of April	Partnership of Firm-Nature, test of partnership firm
3rd week of April	duties, right, relation to third party, position of minor, Reconstitution
4th week of April	Dissolution of firm
1st week of May	Negotiable Instrument act-Introduction, promissory note, bill of exchange
2nd week of May	cheque, parties to negotiable instrument, Dishonour of cheque
3rd week of May	presentment, negotiable instrument, hundi and various types
4th week of May	Sale of good Act-Introduction, contract of warranties, goods condition
1st week of June	Transfer of properties, performance of contract in case of goods
2nd week of June	breach of contract, Right of unpaid seller
3rd week of June	Difference between sale and contract of sale
4th week of June	, Revision, Assignment
1st week of July	R.T.I and various provisions

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Indirect tax (GST)	
Time period	Content
2nd week of April	Indirect tax-Introduction, feature, merit and demerit
3rd week of April	central excise duty: meaning, nature, kinds, importance
4th week of April	general procedure, central excise duty
1st week of May	custom duty- meaning, importance, procedure
2nd week of May	central sale act-meaning, growth, objective, importance
3rd week of May	difference, procedure, collection of tax
4th week of May	registration of dealer, procedure of registration
1st week of June	certificate of registration, cancellation of registration
2nd week of June	Service tax act-2007
3rd week of June	service tax act
4th week of June	Assignment and revision
1st week of July	test