

**Lesson Plan**

Name of the Assistant Professor – Mrs. Sunita Rani

Subject - Commerce

Lesson Plan - 18 Weeks (January-April 2018 )

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| **Week** | **Date** | **Class B.Com (III)** |
|   |   | **Auditing.** |
|   |   |   |
| 1 | 1-Jan-18 | Meaning, Origin and Development |
|   |   |
|   | 2-Jan-18 | Definition and inter-pretuation |
|   |   |
|   | 3-Jan-18 | Necessity |
|   |   |
|   | 4-Jan-18 | Differences, Scope |
|   |   |
|   | 5-Jan-18 | Qualities and Types of an auditor |
|   |   |
|   | 6-Jan-18 | Oral Test |
|   |   |
|   | 7-Jan-18 | Sunday |
|   |   |
| 2 | 8-Jan-18 | Objectives of auditing |
|   |   |
|   | 9-Jan-18 | Objectives of auditing |
|   |   |
|   | 10-Jan-18 | Objectives of auditing |
|   |   |
|   | 11-Jan-18 | Difference between errors and fraud |
|   |   |
|   | 12-Jan-18 | Advantages and Limitations |
|   |   |
|   | 13-Jan-18 | Class Test |
|   |   |
|   | 14-Jan-18 | Sunday |
|   |   |
| 3 | 15-Jan-18 | Types acc. to the organization of business |
|   |   |
|   | 16-Jan-18 | Types acc. to the practical way |
|   |   |
|   | 17-Jan-18 | Periodical, final audit |
|   |   |
|   | 18-Jan-18 | Internal Audit |
|   |   |
|   | 19-Jan-18 | External audit and Statuary audit |
|   |   |
|   | 20-Jan-18 | Class Test |
|   |   |
|   | 21-Jan-18 | Sunday |
|   |   |
| 4 | 22-Jan-18 | Vasant Panchami |
|   |   |
|   | 23-Jan-18 | Preparation before audit |
|   |   |
|   | 24-Jan-18 | Sir Chhotu Ram Jayanti |
|   |   |
|   | 25-Jan-18 | Audit Programme |
|   |   |
|   | 26-Jan-18 | [Republic Day](http://www.officeholidays.com/countries/india/india_republic_day.php) |
|   |   |
|   |   | Audit Programme |
|   | 27-Jan-18 |   |
|   | 28-Jan-18 | Sunday |
|   |   |
| 5 | 29-Jan-18 | Audit NoteBook |
|   |   |
|   |   | Working Papers |
|   | 30-Jan-18 |   |
|   | 31-Jan-18 | Guru Ravi Das Birthday |
|   |   |
|   | 1-Feb-18 | Routine Checking |
|   |   |
|   | 2-Feb-18 | Test Checking |
|   |   |
|   | 3-Feb-18 | Overall Check |
|   |   |
|   | 4-Feb-18 | Sunday |
|   |   |
|   | 5-Feb-18 | Internal Control, objects |
| 6 |   |
| 6-Feb-18 | Principles, forms |
|   |
|   |   |
|   | 7-Feb-18 | Internal check |
|   |   |
|   | 8-Feb-18 | Advantages and Disadvantages |
|   |   |
|   | 9-Feb-18 | Internal checking system, Sales |
|   |   |
|   | 10-Feb-18 | Maharishi Dayanand Saraswati Jayanti |
|   |   |
|   | 11-Feb-18 | Sunday |
|   |   |
| 7 |   | Internal check, Stores |
|   | 12-Feb-18 |   |
|   | 13-Feb-18 | Maha Shivratri |
|   |   |
|   | 14-Feb-18 | Internal check & Cash System |
|   |   |
|   |   | Wages and Internal check |
|   | 15-Feb-18 |   |
|   | 16-Feb-18 | Routine Checking |
|   |   |
|   | 17-Feb-18 | Vouching |
|   |   |
|   | 18-Feb-18 | Sunday |
|   |   |
| 8 | 19-Feb-18 | Vouchers |
|   |   |
|   | 20-Feb-18 | Vouchers of different entries |
|   |   |
|   |   | Vouchers of different books |
|   | 21-Feb-18 |   |
|   | 22-Feb-18 | Class Test |
|   |   |
|   |   | Verification – Definition & Objects |
|   | 23-Feb-18 | Importance |
|   | 24-Feb-18 | Duties |
|   |   |
|   | 25-Feb-18 | Sunday |
|   |   |
| 9 | 26-Feb-18 | Verification of Assets |
|   |   |
|   | 27-Feb-18 | Assignment -I |
|   |   |
|   | 28-Feb-18 | Holiday |
|   |   |
|   | 1-Mar-18 | Holiday |
|   |   |
|   | 2-Mar-18 | Holi |
|   |   |
|   | 3-Mar-18 | Holiday |
|   |   |
|   | 4-Mar-18 | Sunday |
|   |   |
| 10 | 5-Mar-18 | Verification of assets |
|   |   |
|   |   | Verification of Liabilities |
|   | 6-Mar-18 |   |
|   |   | Verification of Liabilities |
|   | 7-Mar-18 |   |
|   | 8-Mar-18 | Meaning & Definition of Audit Report |
|   |   |
|   | 9-Mar-18 | Importance |
|   |   |
|   | 10-Mar-18 | Sessional Test |
|   |   |
|   | 11-Mar-18 | Sunday |
|   |   |
| 11 | 12-Mar-18 | Contents |
|   |   |
|   |   | Types |
|   | 13-Mar-18 |   |
|   |   | Specimen, Audit Certificate |
|   | 14-Mar-18 |   |
|   | 15-Mar-18 | Solution of Problems |
|   |   |
|   |   | Auditor |
|   | 16-Mar-18 |   |
|   | 17-Mar-18 | Appointment |
|   |   |
|   | 18-Mar-18 | Sunday |
|   |   |
| 12 | 19-Mar-18 | Qualification, Remuneration |
|   |   |
|   | 20-Mar-18 | Removal , Status |
|   |   |
|   |   | Rights |
|   | 21-Mar-18 |   |
|   |   | Duties |
|   | 22-Mar-18 |   |
|   | 23-Mar-18 | Shaheedi Diwas |
|   |   |
|   | 24-Mar-18 | Liabilities |
|   |   |
|   | 25-Mar-18 | Sunday |
|   |   |
| 13 |   | Liabilities |
|   | 26-Mar-18 |   |
|   | 27-Mar-18 | Different Cases |
|   |   |
|   |   | An auditor is a watch dog but not a blund |
|   | 28-Mar-18 | hound |
|   | 29-Mar-18 | [Mahavir Jayanti](http://www.officeholidays.com/countries/india/mahavir_jayanti.php) |
|   |   |
|   | 30-Mar-18 | Black Money & Auditor |
|   |   |
|   | 31-Mar-18 | Assignment - II |
|   |   |
|   | 1-Apr-18 | Sunday |
|   |   |

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| 14 | 2-Apr-18 | Meaning & Definition of Investigation |
|   |   |
|   |   | Difference, Necessity |
|   | 3-Apr-18 |   |
|   | 4-Apr-18 | Procedure |
|   |   |
|   | 5-Apr-18 | Objects |
|   |   |
|   | 6-Apr-18 | Objects |
|   |   |
|   | 7-Apr-18 | Solution of Problems |
|   |   |
|   | 8-Apr-18 | Sunday |
|   |   |
| 15 | 9-Apr-18 | E-Commerce |
|   |   |
|   | 10-Apr-18 | Historical Prospective |
|   |   |
|   | 11-Apr-18 | Definitions |
|   |   |
|   |   | Effects |
|   | 12-Apr-18 |   |
|   |   | Auditing E-Commerce Environment |
|   | 13-Apr-18 |   |
|   | 14-Apr-18 | [Dr Ambedkar Jayanti](http://www.officeholidays.com/countries/india/ambedkar_jayanti.php)/ [Vaisakhi](http://www.officeholidays.com/countries/india/haryana/2016.php) |
|   |   |
|   | 15-Apr-18 | Sunday |
|   |   |
| 16 |   | Class Test |
|   | 16-Apr-18 |   |
|   | 17-Apr-18 | Professional Conduct & Ethics |
|   |   |
|   | 18-Apr-18 | [Parashurama Jayanti](http://www.officeholidays.com/countries/india/2016.php) |
|   |   |
|   | 19-Apr-18 | Professional Ethics |
|   |   |
|   |   | Entries of names in the register |
|   | 20-Apr-18 |   |
|   |   | Fellows & Associates |
|   | 21-Apr-18 |   |
|   | 22-Apr-18 | Sunday |
|   |   |
| 17 | 23-Apr-18 | First Scheduled Part-I |
|   |   |
|   | 24-Apr-18 | Disabilities, Removal, Enquiry, |
|   |   |
|   | 25-Apr-18 | Revision |
|   |   |
|   | 26-Apr-18 | Revision |
|   |   |
|   | 27-Apr-18 | Revision |
|   |  |
|   | 28-Apr-18 | Revision |
|   |   |
|   |   |   |