**Lesson Plan: Feb to May 2025 Class: - B.Com 4thSem**

**Name of Assistant Professor: Mrs. Anu Garg Subject: Income Tax**

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| **Week** | **Topic** |
| **February** | |
| Week 1 | Deductions ,Computation of individual income tax, Income tax authorities and their powers |
| Week 2 | Continue… |
| Week 3 | Procedure of filing e-return and revised return |
| **March** | |
| Week 4 | Deduction of tax at source; advance payment of tax |
| Week 5 | Holi Vacations |
| Week 6 | Recovery and refund of tax Penalties and prosecutions; appeals and revision |
| Week 7 | Continue… |
| **April** | |
| Week 8 | Continue and Problems, Assignment |
| Week 9 | Deductions under section 80C to 80U in computing total income |
| Week 10 | Computation of total income and tax liability of an individual and H.U.F |
| Week 11 | Assignment, Procedure for assessment; different types of returns |
| **May** | |
| Week 12 | Computation of total income and tax liability of a Firm |
| Week 13 | Continue and problems |
| Week 14 | Test and revision |

**Teacher’ Signature**

**Lesson Plan: 1st Jan to May 2025 Class: - B. Com 6th Sem.**

**Name of Assistant Professor: Mrs. Anu Garg Subject: Fundamental of Insurance**

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| **Week** | **Topic** |
| **January** | |
| Week 1 | Introduction to insurance |
| Week 2 | Introduction to insurance: life and general insurance |
| Week 3 | Insurance and economic development |
| Week 4 | Continue |
| **February** | |
| Week 5 | Contract of life insurance |
| Week 6 | Continue… |
| Week 7 | Present structure & growth of life insurance in India; claims settlement procedure |
| Week 8 | Continue… |
| **March** | |
| Week 9 | Contract of life insurance |
| Week 10 | Holi Vacations |
| Week 11 | Assignment,Test,Continue… |
| Week 12 | Present structure & growth of life insurance in India; claims settlement procedure |
| **April** | |
| Week 13 | Continue… |
| Week 14 | Fire insurance |
| Week 15 | Continue and Presentation |
| Week 16 | Assignment, Accident and motor insurance |
| **May** | |
| Week 17 | Insurance intermediaries |
| Week 18 | Continue, Presentation |
| Week 14 | Test and Revision |

**Lesson Plan: Feb to May 2025 Class: - B.Com 2nd Sem**

**Name of Assistant Professor: Mrs. Anu Garg Subject: Company Law**

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| **Week** | **Topic** |
| **February** | |
| Week 1 | Company: Concept, characteristics, types, Conversion of private company into public company |
| Week 2 | Incorporation of a company: Legal position of promoters, Pre-Incorporation contracts |
| Week 3 | Memorandum of Association: Clauses and alteration procedure, Doctrine of ultra vires, |
| **March** | |
| Week 4 | Articles of Association: Clauses and alteration |
| Week 5 | Holi Vacations |
| Week 6 | Assignment, Test, Doctrine of indoor management: Doctrine of constructive notice |
| Week 7 | Prospectus: Concept, types, contents and formalities of red herring & shelf prospectus |
| **April** | |
| Week 8 | Share capital: Types, issue and allotment of shares: Reduction of share capital |
| Week 9 | Board of Directors: Composition, legal position, qualification, appointment, powers, duties & liabilities and removal of directors |
| Week 10 | Continue, test, Company secretary Role, appointment, duties, liabilities rights and removal. Company secretary Role, appointment, duties, liabilities rights and removal. |
| Week 11 | Dividend: Types, factors affecting dividend decisions. Legal provisions, dividend practices prevalent in India |
| **May** | |
| Week 12 | Winding up of a company Reasons, modes, procedure and implications of winding up |
| Week 13 | Continue |
| Week 14 | Revision |

**Teacher’ Signature**

**Lesson Plan: Feb to May 2025 Class: - Bsc 2nd Sem. (MDC)**

**Name of Assistant Professor: Mrs. Anu Garg Subject: Banking & Insurance**

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| **Week** | **Topic** |
| **February** | |
| Week 1 | Banking: Concept, features, functions, importance and principles of banking: Evolution of banking in India: Classifications |
| Week 2 | Continue… |
| Week 3 | Banking instruments: Concept, types and crossing of cheques, Lending functions of a bank |
| **March** | |
| Week 4 | Continue |
| Week 5 | Holi Vacations |
| Week 6 | Assignment, Test, Types of Advances: Secured & unsecured, loans Short, medium and long-Term Methods of granting advances |
| Week 7 | Continue…, Utility services of a bank. Remittance through bank drafts: E Banking, Internet banking: Safe deposit lockers |
| **April** | |
| Week 8 | Insurance: Concept, need and principles of insurance: Insurance and economic development |
| Week 9 | Continue, Life Insurance Concept, features, importance, and types: procedure of taking life insurance policies, nomination and assignment |
| Week 10 | General Insurance concept, features, importance, and types, Procedure of taking general insurance |
| Week 11 | Assignment, An overview of Fire insurance |
| **May** | |
| Week 12 | Marine Insurance, Health Insurance |
| Week 13 | Continue |
| Week 14 | Revision |

**Teacher’ Signature**