**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**