

## LESSON PLAN (FAA-2<sup>nd</sup> SEMESTER)

Name of Faculty: Sourabh Bhatt  
 Discipline: Finance, Accounts & Auditing  
 Semester: FAA 2<sup>nd</sup> Semester  
 Subject: Organizational Behaviour  
 Lesson Plan Duration: 15weeks (20 January to 2<sup>nd</sup> May)

Week	Theory	
	Lecture Day	Topic (including assignment/Test)
1	1	Meaning of Organizational Behaviour
	2	Features of organizational behaviour
	3	Objectives of organizational behaviour
	4	Challenges of organizational behaviour
2	1	Perception and Attitudes
	2	Meaning of perception
	3	Importance of perception
	4	Features of perception
3	1	Factors affecting perception
	2	Meaning of attitudes
	3	Importance of attitudes
	4	Factors affecting attitude formation
4	1	Group behavior
	2	Meaning of group behaviour
	3	Importance of group
	4	Meaning of group behaviour
5	1	Types of groups
	2	Reasons for joining groups
	3	Group dynamics-components
	4	Group dynamics-components
6	1	Group dynamics-components
	2	CLASS TEST
	3	Organization development
	4	Meaning of organization development
7	1	Features of organizational development
	2	Factors affecting organization culture
	3	Techniques of organizational development
	4	Techniques of organizational development
8	1	Importance of organizational development
	2	Importance of organizational development
	3	Human resource management
	4	Meaning of human resource management
	1	Importance of human resource management

9	2	Objectives of human resource management
	3	Function of human resource management
	4	Function of human resource management
10	1	Function of human resource management
	2	Manpower planning
	3	Manpower planning process
	4	Job analysis
11	1	Process of job analysis
	2	Job description
	3	Job specification
	4	Performance appraisal
12	1	Methods of performance appraisal
	2	Methods of performance appraisal
	3	Appraisal based on performance
	4	Barriers of effective appraisal
13	1	CLASS TEST
	2	Stress management
	3	Meaning of stress
	4	Types of stress
14	1	Causes of stress
	2	Techniques for stress management
	3	Personality development
	4	Meaning of personality development
15	1	features, determinants of personality
	2	Importance of personality
	3	Techniques for personality development
	4	Time and technique management

Name of Faculty : Yogita Kapil  
 Discipline Finance, Accounts & Auditing  
 Semester FAA 2<sup>nd</sup> Semester  
 Subject Business Statistics  
 Lesson Plan Duration: 15weeks (20 January to 2<sup>nd</sup> May)

Week	Lecture Day	Topic (T)
I	1	1.1 Meaning and Definition of statistics
	2	1.2 Characteristics of statistics
	3	1.2 Characteristics of statistics
	4	1.3 Importance and Scope of statistics in Business Management
	5	1.4 Limitation of Statistics
	6	1.5 Introduction to Sampling and its methods
	7	1.5 Introduction to Sampling and its methods

II	1	2.1 Meaning, definition of data and types of Data
	2	2.1 Meaning, definition of data and types of Data
	3	2.2 Primary data: Meanings and method of primary data collection.
	4	2.3 Secondary data: Meaning and sources of secondary data
	5	2.4 Tabulation of Data – Meaning and Importance and Types
	6	2.5 Presentation of Data: Types of graphs, Types of Diagrams, Merits & demerits
	7	2.5 Presentation of Data: Types of graphs, Types of Diagrams, Merits & demerits

III	1	3.1 Meaning and definition of central tendency
	2	3.1 Meaning and definition of central tendency
	3	3.2 Essentials of good average
	4	Measures of central tendency: Mean
	5	Measures of central tendency: Mean
	6	Measures of central tendency: Mean
	7	Measures of central tendency: Mean

IV	1	Measures of central tendency: Mean
	2	Measures of central tendency: Mean
	3	Measures of central tendency: Mean
	4	Measures of central tendency: Mean
	5	Measures of central tendency: Mean
	6	Measures of central tendency: Mean
	7	Measures of central tendency: Mean

V	1	I Sessional Test
	2	Measures of central tendency: Median
	3	Measures of central tendency: Median
	4	Measures of central tendency: Median

	5	Measures of central tendency: Median
	6	Measures of central tendency: Median
	7	Measures of central tendency: Median

VI	1	Measures of central tendency: Mode
	2	Measures of central tendency: Mode
	3	Measures of central tendency: Mode
	4	Measures of central tendency: Mode
	5	Measures of central tendency: Mode
	6	Measures of central tendency: Mode
	7	Measures of central tendency: Mode

VII	1	3.4 Business Applications of measures of central tendency
	2	3.4 Business Applications of measures of central tendency
	3	4.1 Introduction and Meaning of Dispersion
	4	4.1 Introduction and Meaning of Dispersion
	5	4.1 Introduction and Meaning of Dispersion
	6	4.1 Introduction and Meaning of Dispersion
	7	4.1 Introduction and Meaning of Dispersion

VII	1	4.2 Objectives of Dispersion
	2	4.3 Measures of Dispersion: Range
	3	4.3 Measures of Dispersion: Range
	4	4.3 Measures of Dispersion: Range
	5	4.3 Measures of Dispersion: Range
	6	4.3 Measures of Dispersion: Range
	7	4.3 Measures of Dispersion: Range

IX	1	II sessional test
	2	4.3 Measures of Dispersion: Quartile Deviation
	3	4.3 Measures of Dispersion: Quartile Deviation
	4	4.3 Measures of Dispersion: Quartile Deviation
	5	4.3 Measures of Dispersion: Quartile Deviation
	6	4.3 Measures of Dispersion: Quartile Deviation
	7	4.3 Measures of Dispersion: Quartile Deviation

X	1	4.3 Measures of Dispersion: Mean Deviation
	2	4.3 Measures of Dispersion: Mean Deviation
	3	4.3 Measures of Dispersion: Mean Deviation
	4	4.3 Measures of Dispersion: Mean Deviation
	5	4.3 Measures of Dispersion: Mean Deviation
	6	4.3 Measures of Dispersion: Mean Deviation
	7	4.3 Measures of Dispersion: Mean Deviation

XI	1	4.3 Measures of Dispersion: Standard Deviation
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	2	4.3 Measures of Dispersion: Standard Deviation
	3	4.3 Measures of Dispersion: Standard Deviation
	4	4.3 Measures of Dispersion: Standard Deviation
	5	4.3 Measures of Dispersion: Standard Deviation
	6	4.3 Measures of Dispersion: Standard Deviation
	7	4.3 Measures of Dispersion: Standard Deviation

XII	1	4.3 Measures of Dispersion: Standard Deviation and Variance
	2	4.3 Measures of Dispersion: Standard Deviation and Variance
	3	5.1 Meaning of Index number
	4	5.2 Advantages and disadvantages of Index number
	5	5.3 Method of calculating Index number
	6	5.3 Method of calculating Index number
	7	5.3 Method of calculating Index number

XIII	1	III sessional test
	2	5.3 Method of calculating Index number
	3	5.3 Method of calculating Index number
	4	5.3 Method of calculating Index number
	5	5.3 Method of calculating Index number
	6	5.3 Method of calculating Index number
	7	5.3 Method of calculating Index number

XIV	1	Revision of the syllabus
	2	Revision of the syllabus
	3	Revision of the syllabus
	4	Revision of the syllabus
	5	Revision of the syllabus
	6	Revision of the syllabus
	7	Revision of the syllabus

XV	1	Doubt session and Revision of the syllabus
	2	Doubt session and Revision of the syllabus
	3	Doubt session and Revision of the syllabus
	4	Doubt session and Revision of the syllabus
	5	Doubt session and Revision of the syllabus
	6	Doubt session and Revision of the syllabus
	7	Doubt session and Revision of the syllabus

Name of Faculty: Sarvjeet Kaur  
 Discipline: Finance, Accounts & Auditing  
 Semester: FAA 2<sup>nd</sup> Semester  
 Subject: Business Environment  
 Lesson Plan Duration: 15weeks (20 January to 2<sup>nd</sup> May)

Week Theory	Lecture Day	TOPIC
1	1	Meaning of business environment
	2	Internal environment & its factors
	3	External environment & Its factors
	4	Characteristics of business environment
	5	Relation between business & environment
2	1	National income & its estimation
	2	Methods & importance of measuring national income
	3	Difficulties in measuring national income
	4	Causes & suggestions of national income
	5	Savings & factors affecting saving
3	1	Causes & suggestions to improve savings
	2	Investments & factors affecting investment
	3	Suggestions to improve investment
	4	Industries & its achievements
	5	Inflation and its types
4	1	Causes of inflation its measures
	2	Suggestions to improve inflation
	3	Difficulties in controlling inflation
	4	Factors affecting prices
	5	Finance and its sources
5	1	Shortcoming of industrial financial institution
	2	Achievements of industrial financial institution
	3	Unemployment & its types
	4	Causes of unemployment
	5	Suggestions to solve unemployment
6	1	Poverty and causes of poverty
	2	Suggestions for removal of poverty
	3	Regional imbalances & its causes
	4	Suggestions for removing regional imbalance
	5	Social injustice & its causes
7	1	Measures for remove social injustice
	2	Parallel eco & its factors responsible for black money
	3	Measures to control parallel economy
	4	Steps taken by govt. to improve parallel economy

	5	Meanings & symptoms of industrial sickness
8	1	Causes of industrial sickness
	2	Effects of industrial sickness
	3	Suggestions to improve industrial sickness
	4	Steps taken by govt. to improve industrial sickness
	5	Meaning & importance of industrial policy
9	1	Industrial policy 1948 & its objectives
	2	Industrial policy 1956 & its objectives
	3	Industrial policy 1977 & its objectives
	4	Industrial policy 1980 & its objectives
	5	Industrial policy 1991 & its objectives
10	1	National manufacturing policy 2011 & its objectives
	2	Features of national manufacturing policy
	3	Industrial licensing policy its objectives
	4	Compulsion for licensing
	5	Criticism of licensing policy
11	1	Meaning & objectives of special economic zone
	2	Advantages of special economic zone
	3	Disadvantages of special economic zone
	4	World trade organisation & its objectives
	5	Features of world trade organisation
12	1	Main functions of world trade organisation
	2	UNCTAD & its objectives
	3	Important features of UNCTAD
	4	Functions of UNCTAD
	5	Achievements of UNCTAD
13	1	Failures of UNCTAD
	2	World bank & its objectives
	3	Functions of world bank
	4	Failures of world bank
	5	Achievements of world bank
14	1	International monetary fund & its objectives
	2	Functions of international monetary fund
	3	Success of international monetary fund
	4	Failures of international monetary fund
	5	Export import policy & its objectives
15	1	Important features & functions of EXIM policy
	2	New EXIM policy & its provisions
	3	New strategy for promoting exports
	4	Multinational enterprises & its features
	5	Advantages & disadvantages of MNEs

Name of Faculty Jyoti Wadhawan  
 Discipline Finance, Accounts & Auditing  
 Semester FAA 2<sup>nd</sup> Semester  
 Subject Business Economics  
 Lesson Plan Duration: 15 weeks (20 January to 2<sup>nd</sup> May)

Week	Lecture	Topics to be covered (Theory)
1	1	Meaning and Definition of Business Economics
	2	Nature and Scope of Business Economics
	3	Nature and Scope of Business Economics
	4	Nature and Scope of Business Economics
2	1	Features of Business Economics
	2	Significance of Business Economics
	3	Meaning of Micro-Economics
	4	Meaning of Macro-Economics
3	1	Limitations of Managerial Economics
	2	Limitations of Managerial Economics
	3	Revision of Unit 1
	4	Revision of Unit 1
4	1	Revision of Unit 1
	2	Concept of Demand
	3	Demand Schedule
	4	Demand Curves
5	1	Demand Function
	2	Determinants of Demand
	3	Determinants of Demand
	4	Determinants of Demand
6	1	Law of Demand: Meaning
	2	Assumptions of Law of Demand
	3	Exceptions to Law of Demand
	4	Extension of Demand
7	1	Contraction of Demand
	2	Increase in Demand
	3	Decrease in demand
	4	Revision of Unit 2
8	1	Revision of Unit 2
	2	Revision of Unit 2
	3	Concept of Supply
	4	Supply Schedule
9	1	Supply Curve
	2	Determinants of Supply
	3	Determinants of Supply
	4	Determinants of Supply
10	1	Law of Supply
	2	Extension of Supply

	3	Contraction of Supply
	4	Increase in Supply
11	1	Decrease in Supply
	2	Revision of Unit 3
	3	Production Function: Meaning
	4	Types of Production Function
12	1	Laws of Production
	2	Law of Variable proportions
	3	Law of Variable proportions
	4	Law of Variable proportions
13	1	Returns to a Scale
	2	Total Cost, Average Cost
	3	Marginal Cost and Average Cost
	4	Revision of Unit 4
14	1	Meaning and Definition of Market
	2	Features of Market
	3	Main forms of market
	4	Perfect Competition
15	1	Monopoly
	2	Monopolistic Competition
	3	Oligopoly
	4	Revision of Unit 5

Name of Faculty      Dr. Ravinder Dahiya  
Discipline              Finance, Accounts & Auditing  
Semester                FAA 2<sup>nd</sup> Semester  
Subject                  Environmental Studies & Disaster Management  
Lesson Plan Duration: 15 weeks (20 January to 2<sup>nd</sup> May)

week	Lecture day	Topic to be covered
1st	1	Introduction about syllabus
	2	Meaning ,Definition of Environment ,Basics of ecology
2nd	1	Structure of an ecosystem or components of an ecosystem, Importance
	2	Sustainable development,Sources of Energy
3rd	1	Rain water Harvesting, Deforestation
	2	Air pollution Sources and effects
4th	1	Air pollution control methods
	2	Noise pollution sources and effects
5th	1	Noise pollution control methods and Revision of chapter
	2	Water pollution sources and effects
6th	1	Water pollution prevention and important terms
	2	Water treatment process
7th	1	Water Quality standard
	2	Soil pollution sources , effects and control

8th	1	Soil pollution types
	2	solid waste management
9th	1	Global Warming ,greenhouse effect
	2	Sessional
10th	1	Depletion of ozone layer and acid rain
	2	Eco friendly material ,recycling of material ,
11th	1	concept of green buildings
	2	Carbon credit and carbon footprint
12th	1	Disaster management-introduction and types
	2	Doubt session and revision
13th	1	Sessional
	2	Accidents ,structural failures ,war and terrorism
14th	1	Disaster preparedness plan
	2	Prediction ,early warnings and safety measures of disasters
15th	1	Sessional
	2	Revision of syllabus

## LESSON PLAN- (FAA-4<sup>TH</sup> SEMESTER)

Name of Faculty: Sourabh Bhatt

Discipline: Finance, Accounts & Auditing

Semester: FAA 4<sup>TH</sup> Semester

Subject: Environmental Studies& Disaster Management

Lesson Plan Duration: 15weeks (20 January to 2<sup>nd</sup> May)

Week	Lecture	Topics to be covered (Theory)
1	1	Introduction
	2	Meaning of Company
	3	Characteristics of Company
2	4	Types of Companies
	5	Differences between Public and Private Company
	6	Differences between Public and Private Company
3	7	Meaning and Appointment of Directors
	8	Appointment of Directors
	9	Role of Directors
4	10	Legal Position of Directors
	11	Powers of Directors
	12	Duties of Directors
5	13	Revision of Unit 1
	14	Stages of formation of a company
	15	Stages of formation of a company
6	16	Functions of a promoter
	17	Legal position of a promoter
	18	Rights of a promoter
7	19	Duties of a promoter

	20	Incorporation of a company
	21	Registration Process of a company
8	22	Registration Process of a company
	23	Revision of Unit 2
	24	Meaning of MoA
9	25	Objectives of MoA
	26	Contents of MoA
	27	Contents of MoA
10	28	Alterations in MOA
	29	Meaning of AoA
	30	Features of AoA
11	31	Objectives of AoA
	32	Contents of AoA
	33	Contents of AoA
12	34	Doctrine of Ultra-Vires
	35	Revision of Unit 3
	36	Meaning and Objectives of Prospectus
13	37	Forms of Prospectus
	38	Contents of Prospectus
	39	Statement in lieu of prospectus
14	40	Revision of Unit 4
	41	Meaning and types of company meeting
	42	Legal provisions of meeting
15	43	Meaning and types of resolutions
	44	Ordinary and Special Resolutions
	45	Revision of Unit 5

Name of Faculty      Dr. Raja Ram  
Discipline              Finance, Accounts & Auditing  
Semester                FAA 4th Semester  
Subject                  Entrepreneurship Development and Management  
Lesson Plan Duration: 15 weeks (20 January to 2<sup>nd</sup> May)

Week	Lecture	Topic (T)
I	1	Entrepreneurship: Concept and definitions, classification and types of entrepreneurs,
	2	entrepreneurial competencies, Traits / Qualities of entrepreneurs, manager v/s entrepreneur,
	3	role of Entrepreneur, barriers in entrepreneurship, Sole proprietorship and partnership forms of business organisation

II	1	small business vs. startup, critical components for establishing a start-up,
	2	Leadership: Definition and Need, Manager Vs leader,

		Types of leadership
	3	Definition of MSME (micro, small and medium enterprises), significant provisions of MSME Act
III	1	importance of technical feasibility studies
	2	marketing and finance related problems faced by new enterprises
	3	major labor issues in MSMEs and its related laws,
IV	1	Obtaining financial assistance through various government schemes like Prime Minister Employment Generation
	2	Program (PMEGP) Pradhan Mantri Mudra Yojna (PMMY) ,
	3	Make in India, Start up India,
V	1	Stand up India , National Urban Livelihood Mission (NULM)
	2	Schemes of assistance by entrepreneurial support agencies at National
	3	state, District level
VI	1	NSIC , NRDC
	2	DIC
	3	MSME
VII	1	SIDBI NABARD
	2	Commercial Banks
	3	SFC's
VIII	1	TCO , KVIB
	2	Technology Business Incubator (TBI)
	3	Science and Technology Entrepreneur Parks (STEP).
IX	1	Nature and Functions of Management:
	2	Definition, Nature of Management, Management as a Science and Art,
	3	Management Functions, Management and Administration, Managerial Skills, Levels of Management; Leadership.
X	1	PLANNING AND DECISION MAKING: Planning and Forecasting - Meaning and definition,
	2	Features, Steps in Planning Process, Approaches, Principles, Importance, Advantages of organising

	3	Organising and Organisation Structure: Organising Process - Meaning and Definition
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XI	1	Characteristics Process, Need and Importance, Principles, Span of Management, Organisational
	2	Chart - Types, Contents, Uses, Limitations, Factors Affecting Organisational Chart.
	3	STAFFING: Meaning, Nature, Importance, Staffing process. Manpower Planning, Recruitment,

XII	1	Selection, Orientation and Placement, Training, Remuneration.
	2	Control Process, Characteristics of an effective control system, Types of Control. Co-ordination
	3	Control Process, Characteristics of an effective control system, Types of Control. Co-ordination

XIII	1	Market Survey and Opportunity Identification, Scanning of business environment
	2	Assessment of demand and supply in potential areas of growth
	3	Project report Preparation, Detailed project report

XIV	1	Project report including technical, economic and market feasibility,
	2	Common errors in project report
	3	Common errors in project report

XV	1	report including technical, economic and market feasibility, Common errors in project report preparations,
	2	Exercises on preparation of project report
	3	Common errors in project report

Name of Faculty      Laurel Pasricha  
 Discipline              Finance, Accounts & Auditing  
 Semester                FAA 4th Semester  
 Subject                  Cost Accounting  
 Lesson Plan Duration: 15 weeks (20 January to 2<sup>nd</sup> May)

WEEK	LECTURE	TOPICS TO BE COVERED(THEORY)
1	1	Introduction, Concepts of Cost
	2	costing and Cost Accounting,
	3	Nature and Scope of cost Accounting,
	4	Importance and characteristics of an ideal Cost Accounting,
	5	Advantages and limitation of Cost Accounting

2	1	Elements and Classification of Cost Methods
	2	Classification of Cost Methods
	3	technique of Costing
	4	Methods and technique of Costing
	5	Material Costing :- Introduction
	1	Introduction Meaning of Centralized
3	2	Decentralized Purchasing
	3	Meaning, Advantages of FIFO
	4	disadvantages of FIFO
	5	Meaning, Advantages & disadvantages of FIFO, HIFO, LIFO, Base Stock Method
4	1	disadvantages of FIFO
	2	Meaning, Advantages & disadvantages of HIFO
	3	Meaning, Advantages & disadvantages of LIFO
	4	Base Stock Method
	5	Purchase Cycle Issue of Material Inventory Control:-
5	1	Objectives and Requirements , Maximum Level, Minimum Level
	2	Objectives and Requirements , Average Level, Re-Order Level, Danger Level
	3	Requirements Meaning of EOQ
	4	Meaning of EOQ
	5	Meaning of Waste, Scrap, Spoilage, Defectives
6	1	class test
	2	Labour Costing & Cost Sheets
	3	Introduction Labour Turnover Costing: Meaning, causes, factors & Effect
	4	Causes, factors
	5	Labour Turnover Costing :-Effect
7	1	Idle Time
	2	Wage Payment System
	3	Idle Wage Payment System
	4	Methods of Remuneration
	5	Class test conduct
8	1	Preparation of Cost Sheets
	2	Format of Cost sheets
	3	Revision
	4	Marginal Costing
	5	Break Even Point-Meaning, Advantages
9	1	Break Even Point- Advantages
	2	Revision
	3	Computation of Break Even Poin
	4	Contribution
	5	P/V Ratio, B.E.PMargin Of Safety,
10	1	B.E.P
	2	Margin Of Safety
	3	class test conduct
	4	Sales for Desired Profit
	5	Profit On Sales

11	1	Revision
	2	LIFO with illustration
	3	Revision
	4	HIFO with illustration
	5	Revision
12	1	HIFO with illustration
	2	Simple cost sheet
	3	cost sheet with profit with illustration
	4	Assignment given
	5	Time wage payment system with illustration
13	1	piece wage payment system with illustration
	2	Revision
	3	Budgetary Control Meaning and Definition
	4	Budgetary Control Definition
	5	Revision
14	1	Objective of Budgetary Control
	2	Class test conduct
	3	Kinds of Budget-According to function
	4	Kinds of Budget- according to Flexibility
	5	Revision
15	1	Assignment given
	2	Flexible Budget with illustration
	3	Revision
	4	Installation of Budgetary Control System
	5	Assignment given

Name of Faculty        Bimla Bai  
 Discipline                Finance, Accounts & Auditing  
 Semester                 FAA 4th Semester  
 Subject                    **Program Elective (Human Resource Management)**  
 Lesson Plan Duration: 15 weeks (20 January to 2<sup>nd</sup> May)

Week	Lecture	Topic(T)
I	1	Meaning of Human Resource Management
	2	Nature of Human Resource Management
	3	Scope of Human Resource Management
II	1	Objectives of Human Resource Management
	2	Importance of Human Resource Management
	3	Functions of Human Resource Management
III	1	Concept of Human Resource Planning
	2	Objectives of Human Resource Planning
	3	Need and Importance of Human Resource Planning

IV	1	Process of Human Resource Planning
	2	Levels of Human Resource Planning
	3	Concept of Job Analysis
V	1	Levels of Human Resource Planning
	2	Concept of Job Analysis
	3	Sessional
VI	1	Objectives of Job Analysis
	2	Significance of Job Analysis
	3	Job Description and Job Specification
VII	1	Concept of Job Design
	2	Approaches to Job Design
	3	Methods of Job Design
VIII	1	Meaning of Recruitment
	2	Process of Recruitment
	3	Sources of Recruitment
IX	1	Techniques of Recruitment
	2	Meaning of Selection
	3	Steps in Selection Process
X	1	Techniques of Recruitment
	2	Sessional
	3	Concept of Training
XI	1	Concept of Training
	2	Need for Training
	3	Importance of Training
XII	1	Types of Training
	2	Development: Concept, Objectives & Importance
	3	Methods of Development
XIII	1	Techniques of Recruitment (REVISION)
	2	Sessional (REVISION)
	3	Concept of Training (REVISION)
XIV	1	Concept of Training (REVISION)
	2	Need for Training (REVISION)
	3	Importance of Training (REVISION)
XV	1	Types of Training (REVISION)
	2	Development: Concept, Objectives & Importance (REVISION)

	3	Methods of Development (REVISION)
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Name of the Faculty : Mandeep Singh  
 Discipline : Finance, Accounts and Auditing  
 Semester : 4th  
 Subject : GST II  
 Lesson Plan Duration : 15weeks

WEEK	THEORY
	Topic(Including Assignments And Tests)
1	Payment of Tax , Payment of Interest, Penalty and other amounts
2	Order of Utilization of ITC. ,TDS. ,TCS
3	ITC Eligibility and Conditions. Apportionment of Credit
4	Blocked Credits.
5	Availability of Credit in Special Circumstances.
6	Availability of Credit in Special Circumstances
7	Invoice and E-Way Bill
8	Section 33 Amount of Tax to be indicated in Tax Invoice and other Documents.
9	<i>Section 34 Credit and Debit Notes. Section 68 Inspection of Goods in Movement.</i>
10	<i>Return Furnishing Details of Outward Supplies in the form of GSTR Tables</i>
11	Furnishing Details of Inward Supplies in the form of GSTR Tables
12	Furnishing Details of Inward Supplies in the form of GSTR Tables
13	Returns in the form of GSTR Tables
14	Annual Return in the form of GSTR Tables
15	Final Return in the form of GSTR Tables. 5. Job Work (10 Hrs) 5.1 Special Procedure for Removal of Goods for Certain Purposes