

LESSON PLAN FAA IST

Subject : Principles of Management

				Practical
Week	Lectures Day	Topic (including assignment/test)	Practical Day	Topic
1	1	Introduction of management	1	Importance of management
	2	Meaning of management		
	3	Features of management	2	Objectives of management
	4	Importance of management		
2	5	Principles of management	1	Principles of management
	6	Scientific Management		
	7	Functions of management	2	Functions of management
	8	Process of management		
3	9	Revision	1	Unity of command
	10	Levels of management		
	11	Revise full chapter	2	Diison of work
	12	Meaning of Planning		
4	13	features of Planning	1	Benefits of Planning
	14	importance of Planning		
	15	Planning process	2	How to make planning effective
	16	policies of Planning		
5	17	Meaning of organization	1	Objectives of organization
	18	Importance of organization		
	19	features of organization	2	Preparation of organization chart
	20	Concepts of formal and informal organization		
6	21	Types of organizational structures	1	Concepts of informal organization
	22	Meaning of Staffing		
	23	Need of Staffing	2	Process of Staffing

	24	Objectives of Staffing		
7	25	Characteristics of staffing	1	Need of Staffing
	26	Recruitment Process		
	27			
	28	Selection Process	2	Delegation of Authority
	29	Meaning of delegation of authority		
8	30	Objectives of delegation of authority	1	Concept essentials of effective training
	31	importance of delegation of authority		
	32	essentials of effective training	2	Importance of traning
9	33	Different methods of ‘on the job’	1	On the job traning
	34	Different methods of ‘off the job’ training		
	35	--do--	2	Off the job traning
	36	Importance of effective training		
10	37	Objectives of trainnig	1	Meaning and definition of leadership
	38	Meaning of leadership		
	39	Revision	2	Leadership styles
	40	Importance of leadership		
11	41	Qualities of good leader	1	Class test
	42	Leadership - Concept		
	43	Leadership - Importance	2	Leadership – qualities
	44	Leadership -Types of Leaders,		
12	45	Motivation - Meaning	1	Importance of motiation

	45	Motivation - Importance	2	Motivation - benefits
	47	Motivation - Types		
	48	Communication – Concepts		
13	49	Communication –process	1	Communication concepts
	50	- Types of Communication.		
	51	Barriers of Communication	2	Barriers of Communication
	52	Meaning of control		
14	53	Importance of controlling	1	Importance of controlling
	54	process of controlling		
	55	Revision	2	Objectives of controlling
	56	Objectives of controlling		
15	57	Traditional methods of Controlling	1	process of Controlling,
	58	process of Controlling,		
	59	Modern methods of Controlling,	2	Modern methods of Controlling,
	60	Importance of controlling		

SUBJECT – BUSINESS ORGANISATION

Branch – FAA

Semester-1st

Session- 2024-25

Lecture as per study scheme: 6

week	Lecture	Topic(T)	Topic (P)
I August 4-8	1	Introduction to Business: Meaning	
	2	Objective	
	3	Nature, Scope and Functions	
	4	Characteristics of business and profession, Comparison	
	5		

	6		To study the profiles of any five-neighbourhood grocery/stationery store
II 11-14	1	Classification of Business act's	
	2	Concept of trade, Commerce, Industry	
	3	Business Risk	
	4	Meaning and causes	
	5		To conduct a study into the functioning of a Joint Stock company
	6		
III 18-22	1	Business organisation: meaning, Importance	
	2	Forms of Business organisation	
	3	Sole proprietorship: Meaning, Objective	
	4	Nature and scope	
	5		To enquire into the profile of five partnerships firms
	6		
IV 25-29	1	Characteristics, Merits, demerits	
	2	Partnership: Meaning	
	3	Objective	
	4	Nature and scope	
	5		To study the ideology and working of cooperative societies in the area
	6		

V Sept. 1-5	1	Discussion	
	2	Class test	
	3	Content of partnership deed,	
	4	rights of partners	
	5		To study the profiles of any five Private companies
	6		
VI 8-12	1	duties of partners	
	2	Difference between partnership and sole trade	
	3	Test	
	4	Revision	
	5		To study the profiles of any five Public companies
	6		
VII 15-19	1	Ist Sessional	
	2	Sessional Discussion	
	3	Joint stock companies: meaning	
	4	Characteristics	
	5, 6		To study the profiles of any five Domestic companies

week	Lecture	Topic(T)	Topic (P)
VIII 24-26	1	Merits and demerits	
	2	Classification of companies	
	3	Cont....	
	4	Diff. b/w pvt. and public company	
	5		To study the profiles of any five Global enterprise
	6		
IX Oct. 29 Sept.-3 oct	1	Incorporation of company	
	2	Stages and documentation	
	3	LLP	
	4	Cont....	
	5		To enquire about the various sources of finance of five companies
	6		
X 6-10	1	Concept of domestic trade	
	2	Global enterprises	
	3	Wholesale and retail trade	
	4	Types of retail trade	
	5		Revision
	6		
XI 13-17	1	2 nd sessional	
	2	Discussion	
	3	Diff b/w wholesaler and retailer	
	4	Global entp.	
	5		Revision
	6		
XII 21-24	1	Merits of global enterprises	
	2	Demerits	
	3	Finance	
	4	Sources and requirement	
	5		Revision
	6		
XIII 27-31	1	Factors determining requirement	
	2	Of fixed capital	
	3	Working capital	
	4	Shares	
	5		Revision
	6		
XIV Nov. 3-7	1	Debentures	
	2	Public deposits	
	3	Ploughing back of profits	
	4	Bank credit	
	5		Revision
	6		
XV	1	Trade credits	

10-14	2	Merits and demerits	
	3	Revision	
	4	Revision	
	5		Revision
	6		

week	Lecture	Topic(T)	Topic (P)
XVI 17-21	1	3 rd sessional	
	2	Discussion	
	3	Revision	
	4	Revision	
	5	Revision	
	6	Revision	
XVII 24-26	1	Revision	
	2	Revision	
	3	Revision	
	4	Revision	
	5	Revision	
	6	Revision	

Subject	Fundamentals of Accounting			
Branch	FAA			
Sem	I			
Session	Aug-25			
Lecture as per study scheme 3 T 4 P				
Week	Lecture	Topic (T) 3	Lecture	Practical 4
4-8 aug 2025	1	Meaning & Characteristics of Accounting	1	identify the business transaction events
	2	Objective of Accounting	2	Identify the amount in the form of cash, goods, and assets and calculate the capital.
	3	Role of Accounting	3	Identify the amount in the form of cash, goods
			4	indentify assests and calculate the capital.
11-14 aug 2025	1	Users of Accounting Information and their needs	1	Identify the assets and liabilities and express in accounting equation.

	2	Process and basis of Accounting	2	Identify the assets and liabilities and express in accounting equation.
	3	Limitations of Accounting	3	Identify the revenue, expenditure and revenue receipt
			4	Identify the revenue, expenditure and revenue receipt
18-22 aug 2025	1	Generally Accepted Accounting Principles (GAAP)	1	Identify the capital expenditure and capital receipt
	2	Basic terms in Accounting	2	Identify the capital expenditure and capital receipt
	3	Meaning and types of accounts	3	Calculation of income with the help of revenue and expenses
			4	Calculation of income with the help of revenue and expenses
25-29 aug 2025	1	Double entry system	1	Calculation of working capital with the help of Imaginary figure.
	2	Difference between Accounting and Book Keeping	2	Calculation of working capital with the help of Imaginary figure.
	3	Journal: Meaning, Merit & Demerit	3	Journal Entries
			4	Journal Entries
1-5 sep 2025	1	Ledger: Meaning, Merit & Demerits, Balancing	1	Ledger format
	2	Subsidiary book : Cash Book,	2	subsidiary books &formats
	3	Purchases Book; Purchases Return Book,	3	subsidiary books &formats
			4	subsidiary books & Practical questions
8-12 sep 2025	1	Sales Book; Sales Return Book	1	subsidiary books &formats
	2	Meaning and Objective of trial balance.	2	Trail Balance format
	3	Methods of trial balance	3	Trail Balance practical questions
			4	Trail Balance practical questions

15-18 sep2025	1	Revsion for sessional and conduct sessional	1	practice and Practical test
	2		2	
	3		3	
			4	
23-26, 30 sep 2025	1	Errors revealed by trial balance	1	Practical questions
	2	Errors not revealed by trial balance	2	Practical questions
	3	Rectification of Errors	3	Practical questions
			4	Practical questions
1-3, 6- 10 oct 2025	1	Meaning of Financial Statements	1	format
	2	Need for Financial Statements	2	format
	3	Trading Account	3	practical questions
			4	practical questions
13-17 oct 2025	1	Revsion for sessional and conduct sessional	1	practice and Practical test
	2		2	
	3		3	
			4	
21-24 oct 2025	1	Profit and loss Accounts	1	format
	2	Profit and loss Accounts	2	format
	3	Profit and loss Accounts	3	practical questions
			4	practical questions
27-31 oct 2025	1	Balance sheet.	1	format
	2	Balance sheet.	2	format
	3	Balance sheet.	3	practical questions
			4	practical questions
4-7 nov 2025	1	Revision of syallbus	1	prcatial
	2	Revision of syallbus	2	prcatial
	3	Revision of syallbus	3	prcatial
			4	prcatial
10-14 nov 2025	1	Revision of syallbus	1	prcatial
	2	Revision of syallbus	2	prcatial
	3	Revision of syallbus	3	prcatial
			4	prcatial
	1	Revsion for sessional and conduct sessional	1	practice and Practical test
	2		2	

17-21 nov 205	3		3	
			4	
24-26 nov	1	Revision of syllabus	1	Revision of syllabus
	2	Revision of syllabus	2	Revision of syllabus
	3	Revision of syllabus	3	Revision of syllabus

Subject: Fundamentals of Information Technology

DA Y	THEORY	WEE K	DA Y	PRACTICAL
1	Development Of Computers, Definition, Basics Of Computer	1	1	Browser Features
	Brief History Of, Block Diagram, Hardware, Software,		2	Browsing
2	Bootting: Cold And Hot Booting, Interaction Between The CPU And Memory With Input/Output Devices,		3	Using Various Search Engine
				Writing Search Queries
3	Function Of CPU And Major Functional Parts Of CPU. Memory, Bit, Nibble, Byte, KB, MB, GB, TB, PB	2	4	Visit Various E Governance Digital India Portals
	Functions Of Memory, Use Of Storage Devices In A Computer, List Types Of Memory Used In A Computer		5	Understand Their Features
4			6	Service Offered
			7	Do
5	Importance Of Cache Memory, CPU Speed And CPU Word Length	3	8	Read Wikipedia Pages On Computer Hardware Components
			9	Look At Those Component In Lab
6	Revision		10	Recognize Various Ports/Interfaces And Related Cables, Etc.
			11	Do
7	Basic Internet Skills	4	12	Using Administrative Tools/Control Panel
	Understanding Browser, Introduction To WWW, Efficient Use Of Search Engines		13	Settings Of Operating Systems
8	Awareness About		14	Revision
	Digital India Portals (State And National Portals) And College Portals.		15	Do
9	Advantages Of Email,	5	16	Connect Various Printer Scanner
	Various Email Service Providers, Creation Of Email Id, Sending And Receiving Emails, Attaching		17	
10	Documents With Email And Drive		18	Explore Various Features
	Effective Use Of Gmail, G-Drive, Google Calendar, Google Sites, Google Sheets,		19	Device Driver Software
			20	Revision

11	Online Mode Of	6	21	Explore Features Of Open Office Tools And MS- Office, Create Documents, Create Presentation, Create Spread Sheet, Using These Features, Do It Multiple Times
	Communication Using Google Meet & Webex.		22	
12	Revision		23	
			24	
13	Basic Logic Building	7	25	Working With Conversion Software Like Pdftoword, Wordtoppt, Etc.
	Introduction To Programming, Steps Involved In Problem Solving		26	
14	Definition Of Algorithm,		27	Working With Conversion Software Like Pdftoword, Wordtoppt, Etc.
	Definition Of Flowchart, Steps Involved In Algorithm Development		28	
15	Differentiate Algorithm And Flowchart, Symbols Used In Flowcharts,	8	29	Working With Mobile Applications – Searching For Authentic Mobile App,
			30	
16	Differentiate Algorithm And Flowchart, Symbols Used In Flowcharts,		31	Installation And Setting Govt Of India Mobile Applications
			32	
17	Practice Logic Building Using Flowchart/Algorithms	9	33	Creating Email Id, Sending And Receiving Mails With Attachments
			34	
18	Revision		35	Revision
			36	Revision
19	Office Tools	10	37	Using Google Drive,
	Office Tools Like Libreoffice/Openoffice/Msoffice		38	Using Google Drive,
20	Openoffice Writer – Typesetting Text And Basic Formatting, Inserting Images, Hyperlinks, Bookmarks, Tables And Table Properties In Write		39	Google Calender
			40	Do
21	Introducing Libreoffice/Openoffice Calc, Working With Cells, Sheets, Data, Tables, Using	11	41	Creating Flow Chart
	Formulae And Functions, Using Charts And Graphics		42	Addition Of N Numbers And Display Result
22	Introducing Libreoffice/Openoffice Calc, Working With Cells, Sheets, Data, Tables, Using		43	Same
	Formulae And Functions, Using Charts And Graphics		44	Revision
	Continue.....			

23	Openoffice Impress – Creating And Viewing Presentations		45	To Convert Temperature From Celsius To Fahrenheit
			46	Do
24	Inserting Pictures And Tables, Slide	12	47	Do
	Master And Slide Design, Custom Animation		48	Do
25	Use Of Social Media		49	Revision
	Introduction To Digital Marketing – Why Digital Marketing,		50	
26	Characteristics Of Digital Marketing, Tools For Digital Marketing	13	51	
			52	
27	Effective Use Of Social Media Like Linkedin, Google+, Facebook,		53	Revision
	Twitter, Etc.		54	
28	Features Of Social Media, Advantages And Disadvantages Of Social Media.	14	55	
	Revision		56	
29	Sessional		57	Sessional
			58	
30	Revision	15	59	Revision
			60	

LESSON PLAN FAA 3RD

Subject : Business Law

Week		Theory	Practical
	Lecture Day	Topic(Including Assignments/Test)	
1 st	1	Contract act-introduction & objectives	
	2	Importance of contract act	
	3	Meaning and definition of Contract and Agreement	
	4	Difference b/w contract and agreement	
2 nd	5	Concept of all contracts are agreement but all agreements are not contract	
	6	Essentials of a valid contract	
	7	Essentials of a contract & kinds of agreement-outline only	
	8	Kinds of contract- valid & void	
3rd	9	Voidable contract. Difference b/w void and voidable contract	

	10	Difference b/w void & illegal contract	
	11	Concept of offer & acceptance Revision	
	12	Contract act-1872 -: introduction	
4 th	13	Nature of contract	
	14	Offer – essential elements of a valid offer	
	15	Acceptance- essential elements of a valid acceptance	
	16	Classification of contract according to validity Do	
5 th	17	Classification of contract according to formation or creation	
	18	Indian partnership act 1930	
	19	Nature of partnership act	
	20	Rights of partners Duties of partners	
6 th	21	Revision	
	22	Relation of partners to one another Revision	
	23	Relation of partners to third parties	
	24	Revision	
7 th	25	Incoming partners	
	26	Rights of incoming partners	
	27	Responsibilities of incoming partner Outgoing partners	
	28	Right of outgoing partner	
8 th	29	Responsibilities of outgoing partners Revision	
	30	Dissolution of a firm	
	31	Types of dissolution	
	32	Revision	
9 th	33	Sale of goods act	
	34	Introduction of sale of goods act	
	35	Formation of contract of sale Sale/Agreement of sale	
	36	Essential features (sale of goods act)	
10 th	37	D/F between sale and agreement to sale	
	38	Goods and their classification	
	39	Conditions and warranties	
	40	D/F conditions and warranties Revision	
11 th	41	Transfer of property in goods Revision	
	42	Consumer protection act 1986	
	43	Meaning and Features	
	44	Rights of consumers	

12 th	45	Revision	
	46	Causes of consumer exploitation Revision	
	47	Unfair trade practices	
	48	Do	
13 th	49	Grievance redressed machinery	
	50	District consumer disputes redressal forum Do	
	51	State consumer disputes redressal commission	
	52	National consumer disputes redressal commission	
14 th	53	Jurisdiction / Composition Do	
	54	Negotiable instruments act 1881	
	55	Meaning and features of negotiable instruments	
	56	Promissory notes	
15 th	57	Parties of promissory notes	
	58	Cheques	
	59	Bills of exchange	
	60	Negotiable notes Revision	

CORPORATE ACCOUNTING

Week	Lecture	Topic (T) 3	Lecture	Practical 4
4-8 aug 2025	1	Issue of Shares At Par	1	practical questions
	2	Issue of Shares At Premium	2	practical questions
	3	Issue of Shares at Discount	3	practical questions
			4	practical questions
11-14 aug 2025	1	Calls in Arrear	1	practical questions
	2	Calls in Advance	2	practical questions
	3	Under subscription	3	practical questions
			4	practical questions
18-22 aug 2025	1	Over subscription	1	practical questions
	2	Forfeiture of shares- at par, premium	2	practical questions
	3	Forfeiture of shares at discount	3	practical questions
			4	practical questions
	1	Issue of debenture At Par	1	practical questions

25-29 aug 2025	2	Issue of debenture Premium and at Discount	2	practical questions
	3	Writing off discount and loss on issue of debentures	3	practical questions
			4	practical questions
1-5 sep 2025	1	Writing off discount and loss on issue of debentures	1	practical questions
	2		2	practical questions
	3	Issue of debentures as collateral security	3	practical questions
		Considerations other than cash	4	practical questions
8-12 sep 2025	1	Redemption of Debentures Sources	1	practical questions
	2	Redemption of Debentures Sources	2	practical questions
	3	Redemption of Debentures Sources	3	practical questions
			4	practical questions
15-18 sep202 5	1	Revsion for sessional and conduct sessional	1	practice and Practical test
	2		2	
	3		3	
			4	
23-26, 30 sep 2025	1	Redemption of Debentures out of profits	1	Practical questions
	2	Redemption of Debentures out of profits	2	Practical questions
	3	Redemption of Debentures out of profits	3	Practical questions
			4	Practical questions
1-3, 6- 10 oct 2025	1	Debentures redemption reserve	1	practical questions
	2	Debentures redemption reserve	2	practical questions
	3	Debentures redemption reserve	3	practical questions
			4	practical questions
13-17 oct 2025	1	Revsion for sessional and conduct sessional	1	practice and Practical test
	2		2	
	3		3	
			4	
21-24 oct 2025	1	Final accounts of Joint Stock Company	1	practical questions
	2	Format of Profit Loss account	2	practical questions
	3	Format of Profit Loss account	3	practical questions

			4	practical questions
27-31 oct 2025	1	Format of Profit Loss Appropriation Account	1	practical questions
	2	Format of Balance sheet.	2	practical questions
	3	Format of Balance sheet.	3	practical questions
			4	practical questions
4-7 nov 2025	1	Revision of syllabus	1	practical
	2	Revision of syllabus	2	practical
	3	Revision of syllabus	3	practical
			4	practical
10-14 nov 2025	1	Revision of syllabus	1	practical
	2	Revision of syllabus	2	practical
	3	Revision of syllabus	3	practical
			4	practical
17-21 nov 2025	1	Revision for sessional and conduct sessional	1	practice and Practical test
	2		2	
	3		3	
			4	
24-26 nov	1	Revision of syllabus	1	Revision of syllabus
	2	Revision of syllabus	2	Revision of syllabus
	3	Revision of syllabus	3	Revision of syllabus

BANKING AND FINANCIAL INSTITUTION

Week	Lecture	Topic (T) 3
I	1	Introduction to Banking and Finance
	2	Introduction to Banking and Finance
	3	Overview of banking and finance
II	1	Types of banks and financial institution
	2	Types of banks and financial institution
	3	Types of banks and financial institution
III	1	Functions of banks and financial institution
	2	Functions of banks and financial institution
	3	Regulatory Framework of Banking and Financial Institution

IV	1	Overview of banking regulations
	2	Overview of banking regulations
	3	Overview of banking regulations
V	1	Central Bank (RBI) and its role in regulating banks
	2	Central Bank (RBI) and its role in regulating banks
	3	Central Bank (RBI) and its role in regulating banks
VI	1	Regulatory bodies of financial institution (SEBI, IRDA, PFRDA)
	2	SEBI
	3	IRDA
VII	1	PFRDA
	2	Roles and responsibilities of regulatory bodies
	3	Financial Statement Analysis
VIII	1	Understanding financial statements
	2	Ratio Analysis
	3	Ratio Analysis
IX	1	Ratio Analysis
	2	Evaluating the performance of banks and financial institution
	3	Evaluating the performance of banks and financial institution
X	1	Risk Management in Banking and Financial Institution
	2	Risk Management in Banking and Financial Institution
	3	Overview of risk management in banks and financial institution
XI	1	Overview of risk management in banks and financial institution
	2	Types of risks associated with banks and financial institution
	3	Types of risks associated with banks and financial institution
XII	1	Role of rating agencies
	2	Role of rating agencies
	3	Role of rating agencies
XIII	1	Managing risks in banking and financial institution
	2	Managing risks in banking and financial institution
	3	Managing risks in banking and financial institution
XIV	1	Emerging trends in banking and financial institution
	2	Impact of technology on banking and financial institution
	3	Future of Banking and Financial Institution

XV	1	Banking in a globalised world
	2	REVISION OF SYLLABUS
	3	REVISION OF SYLLABUS

GOODS & SERVICE TAX –I
Lesson Plan

Week	Lecture	Topics	
1	1	Constitutional Provision of GST	
	2	GST Council ,CBIC	
	3	Meaning and scope of GST	
	4	SGST/CGST/UTGST/IGST	
	5	Exception of GST	
	6	HSN Codes.	
	7	Basic Concepts of VAT	
	8	Applicability of VAT after enforcement of GST Act 2007 on Petrol & Liquor etc.	
2	1	Revision	
	2	Class Test	
	3	Need of GST Act 2017.	
	4	Objective of GST Act 2017	
	5	Component of GST Act 2017	
	6	Advantages / benefit of GST	
	7	Disadvantages / challenges of GST.	
	8	Applicability of GST	
3	1	Revision	
	2	Class Test	
	3	Concept of GST.	
	4	Registration process of GST (Taxpayers & Practitioners).	
	5	Need & Purpose of Registration.	
	6	Forms & Returns to be filled (in brief)	
	7	GSTR-3B	
	8	GSTR-1----- Monthly & Quarterly	
4	1	GSTR-2	
	2	GSTR-3	
	3	Revision	
	4	Class Test	
	5	GSTR-4	
	6	GSTR-5	
	7	GSTR-6	
	8	GSTR-7	
5	1	GSTR-9	
	2	TRAN-1,2,3	
	3	SAHAJ & SUGAM	
	4	Amendments and cancelation of GST return	
	5	TDS & TCS	
	6	Revision	

	7	Revision	
	8	Class Test	
6	1	Regular & Composition Dealer.	
	2	Registration for GST Practitioners	
	3	E-Way Bill (to be applicable from 01.02.2018).	
	4	Method & Need of preparation of E-Way Bill.	
	5	Applicability of E-Way Bill	
	6	Cancellation Procedures of E-Way Bill.	
	7	Revision	
	8	Class test	
7	1	Preparation of GST Returns.	
	2	Methods of preparing GST Returns.	
	3	Filing of GST Returns.	
	4	Temporary & Permanent Returns	
	5	Need & Methods of Preparing TRAN-1, 2, 3.	
	6	Revision	
	7	Class test	
	8	E-Commerce-MSME Place of Supply.	
8	1	Time of Supply	
	2	Difference between place of sale & supply.	
	3	Meaning of Buyer & Consignee in reference to place of supply & sale.	
	4	Rates of Taxes.	
	5	Amendment in Rates of Taxes (15.11.2017).	
	6	Calculation of ITC (Input Tax Credit).	
	7	Revision	
	8	Revision	
9	1	Class Test	
	2	Revision of First Unit	
	3	Revision	
	4	Class Test	
	5	Revision of Second Unit	
	6	Revision	
	7	Class Test	
	8	Revision of Third Unit	
10	1	Revision	
	2	Class Test	
	3	Revision of Fourth Unit	
	4	Revision	
	5	Class Test	
	6	Revision of Fifth Unit	
	7	Revision	
	8	Class Test	
11	1	Registration for GST Number.	

	2	Return Filing Process of GST.	
	3	Generation & Modification of E-Way Bill.	
	4	Cancellation Procedure of E-Way Bill.	
	5	Generation of Challan.	
	6	Preparation of GST Returns.	
	7	Methods of preparing GST Returns.	
	8	Filing of GST Returns.	
12	1	GSTR-3B	
	2	GSTR-1	
	3	Registration process of GST	
	4	Need & Purpose of Registration.	
	5	Revision	
	6	Revision	
	7	Revision	
	8	Revision	
13	1	Revision	
	2	Revision	
	3	Revision	
	4	Revision	
	5	Revision	
	6	Revision	
	7	Revision	
	8	Revision	
14	1	Practice of Previous Question Papers	
	2	Practice of Previous Question Papers	
	3	Practice of Previous Question Papers	
	4	Practice of Previous Question Papers	
	5	Revision	
	6	Revision	
	7	Revision	
	8	Revision	
15	1	Revision	
	2	Revision	
	3	Revision	
	4	Revision	
	5	Revision	
	6	Revision	
	7	Revision	
	8	Revision	

	36	Essential features (sale of goods act)	
10 th	37	D/F between sale and agreement to sale	
	38	Goods and their classification	
	39	Conditions and warranties	
	40	D/F conditions and warranties Revision	
11 th	41	Transfer of property in goods Revision	
	42	Consumer protection act 1986	
	43	Meaning and Features	
	44	Rights of consumers	
12 th	45	Revision	
	46	Causes of consumer exploitation Revision	
	47	Unfair trade practices	
	48	Do	
13 th	49	Grievance redressed machinery	
	50	District consumer disputes redressal forum Do	
	51	State consumer disputes redressal commission	

	52	National consumer disputes redressal commission	
14 th	53	Jurisdiction / Composition Do	
	54	Negotiable instruments act 1881	
	55	Meaning and features of negotiable instruments	
	56	Promissory notes	
15 th	57	Parties of promissory notes	
	58	Cheques	
	59	Bills of exchange	
	60	Negotiable notes Revision	

LESSON PLAN

Subject - E-commerce

Week	Lectures day	Topic to be covered	week	Lectures day	Practical
1 st	1st	E-Commerce :- Introduction, Meaning ,definition	1st	1st	Introduction e-commerce with example
	2nd	History of Ecommerce			
	3rd	Framework of e-commerce Components of e-commerce		2nd	Common business services infrastructure
2 nd	1st	Web based business Traditional business Comparison of web based and traditional business	2nd	1st	Web based business – introduction, importance Traditional business – introduction,importance Traditional capitalists to venture capitalists
	2nd	Pure versus partial e-commerce		2nd	Present Growth Future growth Potentials of e-commerce
	3rd	Growth of e-commerce Benefits of E-commerce			
3 rd	1st	Present and future growth of E-commerce	3rd	1st	Presentation Meaning of e-business

	2nd	Socio economic impacts of e-commerce			
	3rd	E-business Benefits and Importance of e-commerce		2nd	Importance of e-business
4 th	1st	Models of e-commerce Types of models	4th	1st	B2B B2C
	2nd	Present status of e-commerce in india		2nd	C2C C2B
	3rd	Difference between e-commerce and e-business			
5 th	1st	Regulatory aspects of E-commerce Aspects of e-commerce on various business sectors	5th	1st	Importance of e- business Secure electronic transaction Secure socket layer
	2nd			2nd	Benefits to consumer, Society, Organization Impact on health services
	3rd	Introduction- internet resources for commerce			
6 th	1st	Technologies for web servers	6th	1st	Define internet resources Broadcast internet
	2nd	Internet scenario in India		2nd	Online market place Flipkart Myntra
	3rd	Internet applications for e-commerce			
7 th	1st	Internet tool relating to commerce	7th	1st	Presentation Amazon Meesho
	2nd	Advertising on internet		2nd	Benefits Meaning ,introduction about web
	3rd	Different issues relating to advertising on internet			
8 th	1st	Introducing web Advertising on web	8th	1st	Importance Cost efficient
	2nd	Benefits of web advertising		2nd	Brand name and logo More control
	3rd	Disadvantages of web advertising			
9 th	1st	Marketing creating web site	9th	1st	Contact and social media information Calls to action
	2nd	Electronic payment system		2nd	Presentation Benefits of electronic payment system
	3rd	Bank payments, money wallets Types of payment system			

10th	1st	E-cash Digital cash	10th	1st	presentation
	2nd	E-cheques		2nd	Cash back Importance of e-cheques
	3rd	Digital payment			
11th	1st	Credit cards Responsibilities of credit card users	11th	1st	Importance of credit card presentation
	2nd	Smart cards Smart card works		2nd	Phone pay Contact smart card
	3rd	Uses of smart card			
12th	1st	Electronic wallets	12th	1st	E-wallets Importance of electronic cash
	2nd	Debit cards&its uses		2nd	Electronic fund transfer presentation
	3rd	Electronic fund transfer			
13th	1st	Internet monetary payment system	13th	1st	Online banking Revision
	2nd	Encryption		2nd	Revision Meaning of currency servers
	3rd	Decryption			
14 th	1 st	Digital Signatures& its benefits	14th	1st	Presentation Benefits
	2nd	Currency server		2nd	Revision presentation
	3rd	Cryptography			
15th	1st	interoperability	15th	1st	Importance Different methods
	2nd	Inter -compatibility		2nd	Difficulties Presentation
	3rd	Revision			

LESSON PLAN FAA 5TH SEM

AUDITING

Lesson plan			
Week	DAY	Theory (Topics)	
1	1	Auditing: Introduction and meaning	
	2	Scope	
	3	Objective	
	4	Types of audit	
2	1	Audit and Investigation	
	2	Functions of Auditor	
	3	Responsibilities of Auditor	
	4	Duties	
3	1	Qualities of Auditor	
	2	Advantages	
	3	Limitations	
	4	Audit process and Audit programme	
4	1	Audit Notebook	
	2	Audit files	
	3	Audit evidence	
	4	Procedure of audit work	
1st Sessional test			
5	1	Internal check: meaning and definition	
	2	Objectives and essentials	
	3	Advantages	
	4	Disadvantages	
6	1	Internal control: meaning & definition	
	2	Objectives	
	3	Diff. b/w internal control and check	
	4	Revision	
7	1	Vouching: definition and features	
	2	Verification: meaning and definition	
	3	Objectives and importance	
	4	Procedures of verification of assets	
8	1	Verification of liabilities	
	2	Revision	
	3	Revision	
	4	Revision	
2nd Sessional test			
9	1	Discussion	
	2	Audit Report: meaning and definition	
	3	Features	
	4	Purpose	
10	1	Types of audit report	
	2	Format of audit report	
	3	Revision	
	4	Revision	
11	1	Class test	
	2	Class test	

	3	Class test	
	4	Revision	
12	1	Revision	
	2	Revision	
	3	Revision	
	4	Revision	
13	1	Revision	
	2	Revision	
	3	Revision	
	4	Revision	
		3rd Sessional test	
14	1	Practice of Previous Question Papers	
	2	Practice of Previous Question Papers	
	3	Practice of Previous Question Papers	
	4	Practice of Previous Question Papers	
15	1	Revision	
	2	Revision	
	3	Revision	
	4	Revision	

Subject		DIRECT TAX LAW				
Lesson Plan Duration 15 weeks						
Week	Theory				Practical	
	Lecture Day	Topic (including assignment /Test)			Practical day	Topic
1	1	Brief History of Income Tax in India ,Important definitions-- Income				
	2	Items to be included in income				
	3	Gross total income, Total income, Casual income				
	4	Person, assessee, deemed assessee, assessee in default.				
	5	Assessment year , previous year				
2	6	Tax Evasion, Tax Avoidance, Tax planning				

	7	Difference between tax planning and tax avoidnace and tax evasion				
	8	Agriculture income , Kinds of agriculture income				
	9	Partly agriculture income, Non-agriculture incomes from land				
	10	Residence and tax liability				
3	11	Residence of assessee -- individual Resident, Non resident				
	12	Ordinary resident, not ordinary resident				
	13	Residential status of hindu undividend family, company , firm, Aop				
	14	Exemptions from tax				
	15	Exempted income from tax for all Assessee				
4	16	Exempted income for employees				
	17	Exempted income for institutions				
	18	Income from Salaries , definition of salary under section 15				
	19	Allowances --Taxable allowances.				
	20	Allowances exempt upto specified limit				
5	21	Fully exempted allowances				
	22	Perquisites Taxable in all cases				
	23	Perquisites Taxable in case of specified employees only				
	24	Tax-free perquisites				
	25	Medical benefits				
6	26	CLASS TEST				
	27	Leave travel concession				
	28	Valuation of perquisites--Residential Accomodation				
	29	Valuation of Motor car				
	30	Prescribed Fribdge benefits of amenities				
7	31	Profit in lieu of salary, Provident fund				
	32	Computation of income from salary				
	33	Income from Salaries Retirement benefits Gratuity				
	34	Pension and commuted pension, Earned leave salary				
	35	Retrenchment compensation, Compensation on voluntary retirement				
8	36	Amount received from provident fund				
	37	Revision of exempted income				
	38	Practical of salary				
	39	Practical of salary				
	40	Income from House property meaning, fully exempte incomes				
9	41	Deduction from GTI, Annual Value of building let out				
	42	Deduction form annual value, building self occupied for residential purposes				

	43	Profit and gains of Business and Profession		
	44	Deduction expressly allowed under sec 30 to 37		
	45	Expenditure of Scientific Research		
10	46	Amortization of certain preliminary expenses		
	47	Expenses expressly disallowed		
	48	Practical of business and profession		
	49	Class test		
	50	Depreciation tangible assets, intangible assets, block of assets		
11	51	Written down value method, unabsorbed depreciation		
	52	Capital gains, meaning of capital assets, short term capital assets,		
	53	Long term capital assets, transfer of capital assets		
	54	computation of capital gain,		
	55	Cost of Acquisition		
12	56	Capital gain exempt from tax		
	57	Income from other sources ,dividend, interest of security ,kinds of security		
	58	Bond washing transactions		
	59	Deemed incomes		
	60	Aggregation of incomes		
13	61	Revision of capital gain		
	62	CLASS TEST		
	63	Set off of losses		
	64	Carry forward and set off of losses		
	65	Revision		
14	66	Income taxable under the head other sources- introduction, method of Accounting		
	67	Specific income chargeable under head income from other sources		
	68	Other income charged under head income from other sources		
	69	Taxability of specific incomes		
	70	Revision		
15	71	Due dates of furnishing return of income		
	72	Forms of filing returns-ITR-1(SAHAJ)		
	73	ITR-2		
	74	Complete revision		
	75	Revision		

SUBJECT : COMPUTER BASED ACCOUNTING

SEMESTER : VTH

LESSON PLAN DURATION : 15 WEEKS

WEEK	PRACTICAL TOPIC TO BE COVERED
1st	FUNDAMENTALS OF COMPUTERISED ACCOUNTING INTRODUCTION OF TALLY FEATURES OF TALLY FUNCTIONS OF TALLY
2nd	CREATION OF COMPANY ALTERATION OF COMPANY DELETION OF COMPANY
3rd	BACK UP RESTORE SPLITTING
4th	LEDGER CREATION OF LEDGER SINGLE LEDGER MULTIPLE LEDGER ALTERATION DELETION
5th	GROUP CREATION SINGLE GROUP MULTIPLE GROUP ALTERATION DELETION
6th	INVENTORY STOCK GROUPS MULTIPLE STOCK GROUPS STOCK CATEGORIES MULTIPLE STOCK CATEGORIES
7th	CHART OF ACCOUNTS
8th	VOUCHERS ACCOUNTING VOUCHERS
9th	VOUCHER KEYS CHART OF VOUCHERS
10th	SALES PURCHASE, RECEIPT PURCHASE VOUCHER INVENTORY VOUCHERS
11th	TAXES TDS, TDS REPORTS, RETURN FILLING, 26AS RECONCILIATION
12th	TCS, E-WAY BILL GST RETURNS AND FORMS
13th	PAY ROLL COMPANY SETUP, EMPLOYEES SETUP, MONTHLY ATTENDANCE ENTRY WAGE RATE SETUP PAY REGISTER ESI, EPF
14th	GENERATING REPORTS TRIAL BALANCE, LIST OF ACCOUNTS

	FINANCIAL STATEMENT,TRADING ACCOUNT,PROFIT AND LOSS ACCOUNT, BALANCE SHEET
15TH	ACCOUNTS BOOKS AND REPORTS , INVENTORY REPORTS, STATUTORY REPORTS,AND PAY ROLL REPORTS STOCK SUMMARY, OUTSTANDING STATEMENT

Office procedure

Week	Unit & Topic	Subtopics to be Covered
1	UNIT I: Introduction to Office	1.1 Introduction of Modern Office – Meaning, Importance, Functions
2	UNIT I: Office Layout & Management	1.2 Office Layout – Types, Factors; Office Management – Objectives, Importance
3	UNIT I: Elements of Office Management	1.3 Planning, Organising, Staffing, Directing, Coordinating, Controlling
4	UNIT I: Office Environment & Security	1.4 Physical Setup, Interior Design, Lighting, Ventilation, Safety & Security
5	UNIT I: Stationery Management	1.5 Types of Stationery, Stock Maintenance, Issue Procedures
6	UNIT II: Office Planning	2.1 Planning of Office Systems and Routines – Meaning & Steps
7	UNIT II: Work Flow & Need for Planning	2.2 Work Flow Concepts, 2.3 Need for Systems & Routines
8	UNIT II: Office System vs Routine	2.4 Meaning, Differences with Examples
9	UNIT III: Office Correspondence Handling	3.1 Overview, 3.2 Incoming Mail Procedure
10	UNIT III: Outgoing Mail & Communication Methods	3.3 Outgoing Mail Procedure, 3.5 Postal Methods: Speed, Registered, Courier, Email etc.
11	UNIT III: Centralised File System	3.4 Centralised File Management System – Meaning, Benefits
12	UNIT IV: Filing & Its Importance	4.1 Meaning, Objectives, Importance

Week	Unit & Topic	Subtopics to be Covered
13	UNIT IV: File Classification & Methods	4.2 Types of File Classification, 4.3 Traditional vs Modern Filing
14	UNIT IV: Indexing	4.4 Meaning, Types (Alphabetical, Numerical, Subject-wise), Importance
15	UNIT V: Office Records	5.1 Meaning & Importance, 5.2 Types of Records, 5.3 Principles of Record-Making

Subject

FINANCIAL MANAGEMENT (5th Semester)

week	Lectures day	Topic to be covered
1st	1	INTRODUCTION OF CONENTS
	2	FINANCIAL MANAGEMENT: INTRODUCTION & MEANING & SCOPE
	3	APPROACHES OF FINANCIAL MANAGEMENT
	4	TRADITIONAL APPROACH: MEANING, FEATURES
	5	TRADITIONAL APPROACH: ADVANTAGES & LIMITATIONS
2 nd	6	MODERN APPROACH: MEANING, FEATURES
	7	ADVANTAGES OF MODERN APPPROACH
	8	FUNCTIONS OF FINANCIAL MANAGEMENT
	9	OBJECTIVES OF FINANCIAL MANAGEMENT
	10	FUNCTIONS OF FINANCE MANAGER
3rd	11	WEALTH MAXIMISATION
	12	TIME VALUE OF MONEY: MEANING
	13	IMPORTANCE AND OBJECTIVES
	14	METHODS – COMPOUND VALUE,
	15	PRESENT VALUE
4 th	16	NET PRESENT VALUE
	17	SOURCES OF FINANCE AND CAPITAL STRUCTURE: INTRODUCTION
	18	SOURCES OF FINANCE: MEANING & TYPES
	19	SHORT TERM SOURCES OF FINANCE
	20	SHORT TERM SOURCES OF FINANCE
5 th	21	LONG TERM SOURCES OF FINANCE
	22	LONG TERM SOURCES OF FINANCE
	23	LONG TERM SOURCES OF FINANCE
	24	MEANING AND IMPORTANCE OF CAPITAL STRUCTURE
	25	FACTORS INFLUENCING CAPITAL STRUCTUR
6 th	26	FACTORS INFLUENCING CAPITAL STRUCTURE
	27	FACTORS INFLUENCING CAPITAL STRUCTURE
	28	THEORIES OF CAPITAL STRUCTURE
	29	THEORIES OF CAPITAL STRUCTURE
	30	THEORIES OF CAPITAL STRUCTURE
7 th	31	COST OF CAPITAL AND CAPITAL BUDGETING: INTRODUCTION
	32	Meaning and Importance of Cost of Capital
	33	Factors determining Cost of capital
	34	Factors determining Cost of capital

	35	Meaning and importance of Capital Budgeting
8th	36	Methods of appraisal – Traditional and Modern Methods- INTRODUCTION
	37	Traditional Methods OF CAPITAL BUDGETING
	38	Traditional Methods OF CAPITAL BUDGETING
	39	Traditional Methods OF CAPITAL BUDGETING
	40	Traditional Methods OF CAPITAL BUDGETING
9th	41	MODERN Methods OF CAPITAL BUDGETING
	42	MODERN Methods OF CAPITAL BUDGETING
	43	MODERN Methods OF CAPITAL BUDGETING
	44	MODERN Methods OF CAPITAL BUDGETING
	45	MODERN Methods OF CAPITAL BUDGETING
10th	46	Dividend Decisions : INTRODUCTION
	47	IMPORTANCE OF PAYING DIVIDEND
	48	Relevance and irrelevance of Dividend decision: MEANING
	49	THEORIES OF RELEVANCE OF DIVIDEND DECISION
	50	THEORIES OF RELEVANCE OF DIVIDEND DECISION
11 th	51	THEORIES OF RELEVANCE OF DIVIDEND DECISION
	52	THEORIES OF IRRELEVANCE OF DIVIDEND DECISION
	53	THEORIES OF IRRELEVANCE OF DIVIDEND DECISION
	54	THEORIES OF IRRELEVANCE OF DIVIDEND DECISION
	55	Determinants of Dividend policy
12 th	56	Determinants of Dividend policy
	57	Dividend Policy in practice
	58	Dividend Policy in practice
	59	Types of dividend: Cash DIVIDEND, merits and demerits
	60	Types of dividend: STOCK dividend, merits and demerits
13 th	61	REVISION OF 1 ST UNIT
	62	REVISION OF 1 ST UNIT
	63	REVISION OF 1 ST UNIT
	64	REVISION OF 2 nd UNIT
	65	REVISION OF 2 nd UNIT
14 th	66	REVISION OF 2 nd UNIT
	67	REVISION OF 3 rd UNIT
	68	REVISION OF 3 rd UNIT
	69	REVISION OF 3 rd UNIT
	70	REVISION OF 4 th UNIT
15th	71	REVISION OF 4 th UNIT
	72	REVISION OF 4 th UNIT
	73	REVISION OF 5 th UNIT
	74	REVISION OF 5 th UNIT
	75	REVISION OF 5 th UNIT