

Sheet1

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A

B

1st week of October	contract of indemnity and guarantee
2nd week of October	contract of bailment
3rd week of November	contract of agency
4th week of November	contract of agency
1st week of November	consumer protection act
2nd week of November	consumer protection act
3rd week of December	revision and test
4th week of December	pledge and lien
1st week of December	types of lien
2nd week of December	revision

lesson plan (2022-23)

G.C.W. Madhura. Panipat

Ms Renu

Class 5th semester

subject: secretarial practise

Time period	Content
1st week of September	secretary: Meaning function, duties powers
2nd week of September	qualification position removal
3rd week of September	promotion of company
4th week of September	duties, formation of M/A and A/A and their alteration
1st week of October	duties of secretary regarding issue of share certificate
2nd week of October	share warrants and share stock
3rd week of October	calls in arrears forfeiture of share
4th week of October	re issue of shares transfer and transmission of shares
1st week of November	company meeting
2nd week of November	company meeting
3rd week of November	secretarial duties regarding meeting of share holders
4th week of November	meeting of board of directors
1st week of December	company secretary and motion
2nd week of December	resolution, voting and proxy
3rd week of December	assignment revision
4th week of December	revision

A	B
3rd week of November	Type of plans
4 week of November	Decision making
1st week of December	Assignment test
2nd week of December	M B O
3rd week of December	Revision
3rd week of December	Organisation
4th week of December	Revision

lesson plan (2022-23)

G.C.W. Madhuda Panigat

Ms Renu

Class- 1st semester

subject: Financial Accounting

Time period	Content
1st week of September	Accounting meaning, objective & process
2nd week of September	AS IFRS Accounting cycle journal
3rd week of September	Posting and preparation of trial balance, classification of errors
4th week of September	Suspense account, Rectification of error (effect on profit)
1st week of October	Capital and revenue item Reserve and surplus
2nd week of October	Depreciation
3rd week of October	Depreciation practical problems
4th week of October	Assignment test Final account theory
1st week of November	Final account
2nd week of November	Final account with adjustments
3rd week of November	Non profit organization
4th week of November	Partnership Admission
1st week of December	Retirement
2nd week of December	Retirement, firm insolvency of partners
3rd week of December	revision
4th week of December	

lesson plan (2022-23)

G.C.W. Madhuda Panigat

Ms Renu

Class 3rd semester

subject: B.R.F

Time period	Content
1st week of September	Indian contract act meaning and type
2nd week of September	Offer and acceptance, contractual capacity of parties
3rd week of September	Free consents of parties, lawful consideration
4th week of September	Agreement expressly declared as void, contingent contract, quasi contract, Discharge of contract
1st week of October	Breach of contract
2nd week of October	Contract of indemnity and guarantee
3rd week of October	Contract of indemnity and guarantee
4th week of October	Contract of bailment
1st week of November	Contract of agency
2nd week of November	Contract of agency
3rd week of November	Consumer protection act
4th week of November	Consumer protection act
1st week of December	Revision and test
2nd week of December	Pledge and lien
3rd week of December	Types of lien
4th week of December	Revision

lesson plan (2022-23)

G.C.W. Madhuda Panigat

Ms Renu

Class 5th semester

subject: secretarial practice

Time period	Content
1st week of September	Secretary: Meaning, function, duties, powers



Time period	Content
1st week of September	Income tax meaning, features, concept Agriculture income
2nd week of September	Residential status, incidence of tax exempted from taxable income
3rd week of September	salary
4th week of September	salary
1st week of October	Income from House Property
2nd week of October	Income from Profit and gains
3rd week of October	Practical problem of Profit and gains and Depreciation
4th week of October	capital Gains Short term capital gain
1st week of November	long term capital gain, various practical problem
2nd week of November	Income from other source
3rd week of November	clubbing of income
4th week of November	set-off carry forward of business losses, revision
1st week of December	income tax Authorities power, duty
2nd week of December	TDS, advance payment of tax, recovery of income
3rd week of December	Penalties, revision assignment
4th week of December	Revision

Time period	Content
1st week of September	Business Introduction
2nd week of September	Business Introduction
3rd week of September	Spectrum or scope of Business
4th week of September	Management: An Introduction
1st week of October	Management
2nd week of October	Nature, Feature, Importance
3rd week of October	Nature, Importance
4th week of October	Development of Management
1st week of November	management of thoughts
2nd week of November	Planning concept and process
3rd week of November	Type of plans
4th week of November	Decision making
1st week of December	Assignment test
2nd week of December	M.B.O
3rd week of December	Revision
4th week of December	Organisation
1st week of December	Revision

