

## LESSON PLAN

Name of Faculty : Ravinder Dahiya  
 Discipline : FAA  
 Semester : 5<sup>th</sup>  
 Subject : **Auditing**  
 Lesson Plan Duration : 16 weeks

Work load (Lecture /Practical) per week (in hours): Lectures—06, Practical—00

Week	Lecture Day	Theory	Practical	
		Topic (Including Assignment/ Test	Practical Day	Topic
1 <sup>st</sup>	1	Auditing	1 <sup>st</sup>	
	2	Introduction		
	3	Meaning		
	4	Definition		
	5	Need		
2 <sup>nd</sup>	6	Scope	2 <sup>nd</sup>	
	7	Type		
	8	<b>Assignment</b>		
	9	Meaning of Book Keeping		
	10	Accountancy		
3 <sup>rd</sup>	11	Audit and Investigation	3 <sup>rd</sup>	
	12	Meaning of Auditor		
	13	Qualification of Auditor		
	14	Qualities of Auditor		
	15	<b>Revision &amp; Assignment</b>		
4 <sup>th</sup>	16	Function of an Auditor	4 <sup>th</sup>	
	17	Function of an Auditor		
	18	Objective of Auditing		
	19	Objective of Auditing		
	20	Auditors Responsibility		
5 <sup>th</sup>	21	Auditors Responsibility	5 <sup>th</sup>	
	22	Duties of Auditors with regard to errors & fraud		
	23	Duties of Auditors with regard to errors & fraud		
	24	Advantages of Auditing		
	25	Advantages of Auditing		
6 <sup>th</sup>	26	Limitation of Auditing	6 <sup>th</sup>	
	27	Limitation of Auditing		
	28	<b>Revision</b>		
	29	<b>Revision</b>		
	30	<b>Assignment</b>		
7 <sup>th</sup>	31	<b>Sessional</b>	7 <sup>th</sup>	
	32	Classification of Audit		
	33	Classification of Audit		
8 <sup>th</sup>	36	Classification of Audit	8 <sup>th</sup>	
	37	Audit Process and Audit Programme		
	38	Meaning & Definition		
	39	Audit Plan		
	40	<b>Assignment</b>		

9 <sup>th</sup>	41	Audit Programme	9 <sup>th</sup>	
	42	Audit Note Book		
	43	Audit working papers		
	44	<b>Assignment</b>		
	45	Audit Files		
10 <sup>th</sup>	46	Evidence	10 <sup>th</sup>	
	47	Method of Procedure of Audit Work		
	48	Method of Checking		
	49	Method of Checking		
	50	<b>Revision</b>		
11 <sup>th</sup>	51	<b>Sessional</b>	11 <sup>th</sup>	
	52	Internal Control and Internal Check		
	53	Meaning of Internal Control		
	54	Definition of Internal Control		
	55	Objective of Internal Control		
12 <sup>th</sup>	56	Forms of Internal Control	12 <sup>th</sup>	
	57	Need for evaluation of Internal Control		
	58	Meaning of Internal Check		
	59	Definition of Internal Check		
	60	Factors of Internal Check		
13 <sup>th</sup>	61	Objectives of Internal Check	13 <sup>th</sup>	
	62	Advantages of Internal Check		
	63	Advantages of Internal Check		
	64	Disadvantages of Internal Check		
	65	<b>Assignment</b>		
14 <sup>th</sup>	66	Verification of Assets and Liabilities	14 <sup>th</sup>	
	67	Meaning & Definition		
	68	Objective and Advantages		
	69	Procedure for Verification of Assets		
	70	Procedure for Verification of Liabilities		
15 <sup>th</sup>	71	Audit Reports	15 <sup>th</sup>	
	72	Meaning & Definitions		
	73	Features		
	74	Purpose		
	75	Types		
16 <sup>th</sup>	76	Format of Audit Report	16 <sup>th</sup>	
	77	Specimen of Reports		
	78	<b>Revision</b>		
	79	<b>Assignment</b>		
	80	<b>Sessional</b>		

## LESSON PLAN

Name of Faculty : Mahipal Chaudhary  
 Discipline : FAA  
 Semester : 5<sup>th</sup>  
 Subject : **Investment Management**  
 Lesson Plan Duration : 16 weeks

Work load (Lecture /Practical) per week (in hours): Lectures—06, Practical—00

Week	Lecture Day	Theory	Practical	
		Topic (Including Assignment/ Test	Practical Day	Topic
1 <sup>st</sup>	1	Investment	1 <sup>st</sup>	
	2	Meaning		
	3	Nature		
	4	Process		
	5	Investment Alternatives		
2 <sup>nd</sup>	6	Investment Alternatives	2 <sup>nd</sup>	
	7	Concept of Risk and Return		
	8	<b>Assignment</b>		
	9	Concept of Risk and Return		
	10	Identification of Investment Opportunities		
3 <sup>rd</sup>	11	Identification of Investment Opportunities	3 <sup>rd</sup>	
	12	Stock Exchange		
	13	Meaning		
	14	Function		
	15	<b>Revision &amp; Assignment</b>		
4 <sup>th</sup>	16	Function	4 <sup>th</sup>	
	17	Trading System		
	18	Regulation and listing of Securities		
	19	Regulation and listing of Securities		
	20	Regulation and listing of Securities		
5 <sup>th</sup>	21	Company Analysis	5 <sup>th</sup>	
	22	Company Analysis		
	23	Economy Analysis		
	24	Economy Analysis		
	25	Industry Analysis		
6 <sup>th</sup>	26	Industry Analysis	6 <sup>th</sup>	
	27	Technical Vs Fundamental Analysis		
	28	<b>Revision</b>		
	29	<b>Revision</b>		
	30	<b>Assignment</b>		
7 <sup>th</sup>	31	<b>Sessional</b>	7 <sup>th</sup>	
	32	Implication for investment decision making		
	33	Technical Analysis		
8 <sup>th</sup>	36	Dow Theory	8 <sup>th</sup>	
	37	Charting Techniques		
	38	Volume Indicators		
	39	Volume Indicators		
	40	<b>Assignment</b>		

9 <sup>th</sup>	41	Valuation of Securities	9 <sup>th</sup>	
	42	Equity		
	43	Types of Equity		
	44	<b>Assignment</b>		
	45	Bond and Convertible Security		
10 <sup>th</sup>	46	Bond and Convertible Security	10 <sup>th</sup>	
	47	Bond and Convertible Security		
	48	Term Structure of Interest Rate		
	49	Term Structure of Interest Rate		
	50	<b>Revision</b>		
11 <sup>th</sup>	51	<b>Sessional</b>	11 <sup>th</sup>	
	52	Diversification		
	53	Meaning and Assumption		
	54	Gains from Diversification		
	55	Markowitz's mean		
12 <sup>th</sup>	56	Variance Criterion	12 <sup>th</sup>	
	57	Sharpe Model		
	58	Sharpe Model		
	59	Capital Assets Pricing Model		
	60	Meaning		
13 <sup>th</sup>	61	Objective	13 <sup>th</sup>	
	62	Assumption		
	63	Methods		
	64	Methods		
	65	<b>Assignment</b>		
14 <sup>th</sup>	66	Options and Futures	14 <sup>th</sup>	
	67	Meaning of Option		
	68	Meaning of Futures		
	69	Nature of Option and Futures		
	70	Difference between Option and Future		
15 <sup>th</sup>	71	Forms of Option and Future Contract	15 <sup>th</sup>	
	72	Types of Option and Future		
	73	Types of Option and Future		
	74	Advantages of Option		
	75	Advantages of Futures		
16 <sup>th</sup>	76	Limitation of Option	16 <sup>th</sup>	
	77	Limitation of Futures		
	78	<b>Revision</b>		
	79	<b>Assignment</b>		
	80	<b>Sessional</b>		

## LESSON PLAN

Name of Faculty : Mahipal Chaudhary  
 Discipline : FAA  
 Semester : 5<sup>th</sup>  
 Subject : **Income Tax**  
 Lesson Plan Duration : 16 weeks

Work load (Lecture /Practical) per week (in hours): Lectures—06, Practical—00

Week	Lecture Day	Theory	Practical	
		Topic (Including Assignment/ Test	Practical Day	Topic
1 <sup>st</sup>	1	Definition of Income	1 <sup>st</sup>	
	2	Meaning of Income		
	3	Feature of Income Tax		
	4	Gross Total Income		
	5	Total Income		
2 <sup>nd</sup>	6	Taxable Income	2 <sup>nd</sup>	
	7	Assesses		
	8	<b>Assignment</b>		
	9	Deemed Assesses		
	10	Assesses in Default		
3 <sup>rd</sup>	11	Assessment Year	3 <sup>rd</sup>	
	12	Previous Year		
	13	Financial Year		
	14	Practical Sum		
	15	<b>Revision &amp; Assignment</b>		
4 <sup>th</sup>	16	Residential Status	4 <sup>th</sup>	
	17	Concept		
	18	Type of Resident		
	19	Individual		
	20	HUF		
5 <sup>th</sup>	21	Company's	5 <sup>th</sup>	
	22	Exempted Incomes		
	23	Exempted Incomes		
	24	Practical Sum		
	25	Agriculture Incomes		
6 <sup>th</sup>	26	Agriculture Incomes	6 <sup>th</sup>	
	27	Practical Sum		
	28	<b>Revision</b>		
	29	<b>Revision</b>		
	30	<b>Assignment</b>		
7 <sup>th</sup>	31	<b>Sessional</b>	7 <sup>th</sup>	
	32	Salaries		
	33	Income from Salaries		
8 <sup>th</sup>	36	Taxable Income	8 <sup>th</sup>	
	37	Calculation of HRA		
	38	Calculation of Taxable Income		
	39	Practical Sum		
	40	<b>Assignment</b>		

9 <sup>th</sup>	41	Practical Sum	9 <sup>th</sup>	
	42	Income from House Property		
	43	Income from House Property		
	44	<b>Assignment</b>		
	45	Practical Sum		
10 <sup>th</sup>	46	Income for Bussiness and Profession	10 <sup>th</sup>	
	47	Capital Gain		
	48	Income from other Sources		
	49	Income from other Sources		
	50	<b>Revision</b>		
11 <sup>th</sup>	51	<b>Sessional</b>	11 <sup>th</sup>	
	52	Deduction of section 80c to 80u		
	53	Deduction of section 80c to 80u		
	54	Deduction of section 80c to 80u		
	55	Practical Sum		
12 <sup>th</sup>	56	Practical Sum	12 <sup>th</sup>	
	57	Practical Sum		
	58	Set off and carry forward of losses		
	59	Set off and carry forward of losses		
	60	Set off and carry forward of losses		
13 <sup>th</sup>	61	Set off and carry forward of losses	13 <sup>th</sup>	
	62	Set off and carry forward of losses		
	63	Practical Sum		
	64	Practical Sum		
	65	<b>Assignment</b>		
14 <sup>th</sup>	66	Clubbing of Income	14 <sup>th</sup>	
	67	Clubbing of Income		
	68	Clubbing of Income		
	69	Clubbing of Income		
	70	Practical Sum		
15 <sup>th</sup>	71	Practical Sum	15 <sup>th</sup>	
	72	Practical Sum		
	73	Assessment of Individual		
	74	Assessment of Individual		
	75	Assessment of Individual		
16 <sup>th</sup>	76	Practical Sum	16 <sup>th</sup>	
	77	Practical Sum		
	78	<b>Revision</b>		
	79	<b>Assignment</b>		
	80	<b>Sessional</b>		

## LESSON PLAN

Name of Faculty : Ravinder Dahiya  
 Discipline : FAA  
 Semester : 5<sup>th</sup>  
 Subject : **Personality Development, Ethics and Values**  
 Lesson Plan Duration : 16 weeks

Work load (Lecture /Practical) per week (in hours): Lectures—06, Practical—00

Week	Lecture Day	Theory	Practical	
		Topic (Including Assignment/ Test	Practical Day	Topic
1 <sup>st</sup>	1	Introduction of Personality Development	1 <sup>st</sup>	
	2	Concepts		
	3	Scope		
	4	Determinants		
	5	Self Esteem		
2 <sup>nd</sup>	6	Confidence Building	2 <sup>nd</sup>	
	7	Confidence Building		
	8	<b>Assignment</b>		
	9	Resume Writing		
	10	Resume Writing		
3 <sup>rd</sup>	11	Resume Writing	3 <sup>rd</sup>	
	12	Resume Writing		
	13	Resume Writing		
	14	Resume Writing		
	15	<b>Revision &amp; Assignment</b>		
4 <sup>th</sup>	16	Communication Skills	4 <sup>th</sup>	
	17	Communication Skills		
	18	Group Discussion		
	19	Group Discussion		
	20	Group Discussion		
5 <sup>th</sup>	21	Public Speaking	5 <sup>th</sup>	
	22	Concepts		
	23	Concepts		
	24	Scope		
	25	Scope		
6 <sup>th</sup>	26	Importance	6 <sup>th</sup>	
	27	Importance		
	28	<b>Revision</b>		
	29	<b>Revision</b>		
	30	<b>Assignment</b>		
7 <sup>th</sup>	31	<b>Sessional</b>	7 <sup>th</sup>	
	32	Presentation Skills		
	33	Presentation Skills		
8 <sup>th</sup>	36	Presentation Skills	8 <sup>th</sup>	
	37	Presentation Skills		
	38	Presentation Skills		
	39	Presentation Skills		
	40	<b>Assignment</b>		

9 <sup>th</sup>	41	Body Language	9 <sup>th</sup>	
	42	Body Language		
	43	Body Language		
	44	<b>Assignment</b>		
	45	Dress Sense		
10 <sup>th</sup>	46	Dress Sense	10 <sup>th</sup>	
	47	Dress Codes and Personal Hygiene		
	48	Interview Techniques		
	49	Interview Techniques		
	50	<b>Revision</b>		
11 <sup>th</sup>	51	<b>Sessional</b>	11 <sup>th</sup>	
	52	Employability Skills		
	53	Employability Skills		
	54	Employability Skills		
	55	Values		
12 <sup>th</sup>	56	Meaning of Value	12 <sup>th</sup>	
	57	Types of Values		
	58	Types of Values		
	59	Importance of Values		
	60	Importance of Values		
13 <sup>th</sup>	61	Ethics	13 <sup>th</sup>	
	62	Meaning of Ethics		
	63	Forms of Bussiness Ethics		
	64	Forms of Bussiness Ethics		
	65	<b>Assignment</b>		
14 <sup>th</sup>	66	Importance of Ethics	14 <sup>th</sup>	
	67	Social Responsibility		
	68	Meaning of Motivation		
	69	Concept of Motivation		
	70	Scope of Motivation		
15 <sup>th</sup>	71	Importance of Motivation	15 <sup>th</sup>	
	72	Meaning of Leadership		
	73	Scope of Leadership		
	74	Concept of Leadership		
	75	Importance of Leadership		
16 <sup>th</sup>	76	Qualities of a Good Leader	16 <sup>th</sup>	
	77	Qualities of a Good Leader		
	78	<b>Revision</b>		
	79	<b>Assignment</b>		
	80	<b>Sessional</b>		



## Lesson Plan

<b>Name of the faculty</b>	:	<b>Ravinder Dahiya</b>
<b>Discipline</b>	:	<b>FAA</b>
<b>Semester</b>	:	<b>5<sup>th</sup></b>
<b>Subject</b>	:	<b>Environmental Education</b>
<b>Lesson Plan Duration</b>	:	<b>15 weeks (July-18 to Nov-18)</b>
<b>Work Load</b>	:	<b>(3 Periods/Week)</b>

<b>Theory</b>		
<b>Week</b>	<b>Lecture Day</b>	<b>Topics</b>
1 <sup>st</sup>	1 <sup>st</sup>	<b>1. Definition and Scope of Environmental Education</b>
	2 <sup>nd</sup>	Importance of Environmental Education
	3 <sup>rd</sup>	<b>2. Basics of ecology, biodiversity</b>
2 <sup>nd</sup>	4 <sup>th</sup>	Eco system
	5 <sup>th</sup>	Sustainable development
	6 <sup>th</sup>	<b>3. Sources of pollution</b> - natural and manmade
3 <sup>rd</sup>	7 <sup>th</sup>	Causes, effects of air pollution
	8 <sup>th</sup>	Control measures of air pollution
	9 <sup>th</sup>	Causes, effects of noise pollution
4 <sup>th</sup>	10 <sup>th</sup>	Control measures of noise pollution
	11 <sup>th</sup>	Causes, effects of soil pollution
	12 <sup>th</sup>	Control measures of soil pollution
5 <sup>th</sup>	13 <sup>th</sup>	Causes, effects of radioactive pollution
	14 <sup>th</sup>	Control measures of radioactive pollution
	15 <sup>th</sup>	Causes, effects of nuclear pollution
6 <sup>th</sup>	16 <sup>th</sup>	Control measures of nuclear pollution
	17 <sup>th</sup>	Units of measurement of pollution
	18 <sup>th</sup>	<b>4. Solid waste management-</b> Causes and effects of urban waste
7 <sup>th</sup>	19 <sup>th</sup>	<b>SESSIONAL I</b>
	20 <sup>th</sup>	Control measures of urban waste
	21 <sup>th</sup>	Causes and effects of industrial waste
8 <sup>th</sup>	22 <sup>nd</sup>	Control measures of industrial waste
	23 <sup>rd</sup>	<b>5. Mining and deforestation</b> – Causes, effects of mining
	24 <sup>th</sup>	Control measures of mining
9 <sup>th</sup>	25 <sup>th</sup>	Causes, effects of deforestation
	26 <sup>th</sup>	Control measures of deforestation
	27 <sup>th</sup>	<b>6. Environmental Legislation</b> - Water (prevention and control of pollution) Act 1974
10 <sup>th</sup>	28 <sup>th</sup>	Air (Prevention and Control of Pollution) Act 1981
	29 <sup>th</sup>	Environmental Protection Act 1986
	30 <sup>th</sup>	Role and Function of State Pollution Control Board
11 <sup>th</sup>	31 <sup>st</sup>	Environmental Impact Assessment (EIA)
	32 <sup>nd</sup>	<b>SESSIONAL II</b>
	33 <sup>rd</sup>	<b>7. Role of Non-conventional Energy Resources</b> Solar Energy
12 <sup>th</sup>	34 <sup>th</sup>	Wind Energy

	35 <sup>th</sup>	Bio Energy
	36 <sup>th</sup>	Hydro Energy
13 <sup>th</sup>	37 <sup>th</sup>	<b>8. Current Issues in Environmental Pollution</b> – Global Warming, Green House Effect
	38 <sup>th</sup>	Depletion of Ozone Layer, Recycling of Material
	39 <sup>th</sup>	Environmental Ethics
14 <sup>th</sup>	40 <sup>th</sup>	Rain Water Harvesting
	41 <sup>th</sup>	Maintenance of Groundwater
	42 <sup>nd</sup>	Acid Rain
15 <sup>th</sup>	43 <sup>th</sup>	Carbon Credits
	44 <sup>th</sup>	Revision
	45 <sup>th</sup>	<b>SESSIONAL III</b>