**Lesson Plan (Sep-Dec2022-23)**

**Name of the Extension Lecturer- Ms Anukriti Chauhan Subject**- **Commerce**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject**  **/Month** | **B.Com And B.Com Cav (I Sem)**  **Business communication** | **B.Com And B.Com Cav (III Sem)**  **Business Law-1** | **B.Com And B.Com Cav (V Sem)**  **Goods and Service Tax** |
| **September** | Business communication: meaning; forms of electronic communication; models and processes; theories  of communication.  Corporate communication: audience analysis; formal and informal communication network;  communication barriers; improving communication; effective presentation skills: individual and group  presentation | Law Of Contract (1872): Nature And Classification Of Contract  Offer And Acceptance  Capacity Of Parties To Contract; Free Consent; Consideration  Legality Of Object  Agreement Declared Void  Performance Of Contract  Discharge Of Contract, Remedies For Breach Of Contract  Contingent Contracts; Quasi Contracts | GST: meaning, taxable person, registration: procedure and documents required.  Levy and collection of GST |
| **October** | practices in business communication: group discussion, mock-interview and seminars;  report writing: principles and contents.  Self-development and communication: development of positive attitude; SWOT analysis; body language:  kinesics, proxemics, para language; | Special Contracts: Indemnity & Guarantee  Bailment And Pledge  Contract Of Agency  Sale Of Goods Act 1930: Formation Of | Time and place of supply of goods and services, value of taxable supply  Computation of input tax credit and transfer of input tax credi |
| **November** | Principles of effective listening: oral, written and video session;  Interviewing skills: appearing and conducting | Contracts Of Sale  Goods And Their Classification, Price  Conditions And Warranties  Transfer Of Property In Goods | Tax invoice credit and debit note  Various returns to be filed under GST |
| **December** | writing resume; Writing business letters and emails;  Etiquettes in verbal, written and online communication | Performance Of The Contract Of Sale; Remedies: Unpaid Seller And His Rights, Buyer’s Remedies; Auction Sale.  Consumer Protection Act 1986. | Payment of tax including TDS, Interest Provisions on delayed payment  Offences and penalties. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject**  **/Month/Class** | **September** | **October** | **November** | **December** |
| **B.com and B.com CAV III Sem Business Statistics** | Simple Correlation: concept, types: multiple and partial; linear and non-linear; Scatter diagram, Methods:  Karl Pearson’s co-efficient of correlation, Spearman’s Rank Correlation, Concurrent deviation method;  Probable and standard errors. | Regression Analysis: meaning, difference between correlation and regression, regression coefficients,  Methods of calculation of simple regression, standard error of estimate. | Probability; concept and approaches; addition and multiplication laws of probability; Conditional  Probability: Bayes’ Theorem. | Probability distributions: concept, Binomial, Poisson and Normal distributions: their properties and  Parameters. |

**SIGNATURE**