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

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

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| **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 AcceptanceCapacity Of Parties To Contract; Free Consent; ConsiderationLegality Of ObjectAgreement Declared VoidPerformance Of ContractDischarge Of Contract, Remedies For Breach Of ContractContingent 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 & GuaranteeBailment And PledgeContract Of AgencySale Of Goods Act 1930: Formation Of | Time and place of supply of goods and services, value of taxable supplyComputation 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 SaleGoods And Their Classification, PriceConditions And WarrantiesTransfer Of Property In Goods | Tax invoice credit and debit noteVarious 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 paymentOffences and penalties. |

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| **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**