**GOVT. P.G. COLLEGE FOR WOMEN, PANCHKULA**

**Session 2020-2021 (ODD SEMESTER)**

NAME OF PROFESSOR: Ms. Navpreet Kaur

DESIGNATION: Assistant Professor

SUBJECT/PAPER: Goods and Services Tax

CLASS: B.Com III C (Sem 5)

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| SR. NO. | MONTH | TOPICS TO BE COVERED | REMARKS IF ANY |
| 1. | AUGUST | Tax Structure in India, Meaning of Tax, Objectives of Taxation, Types of Taxes, Overview of GST, Administration of GST, Small Taxable Persons: Exemptions and Composition Schemes |  |
| 2. | SEPTEMBER | Levy and Collection of Tax, Time of Supply  Nature of Supplies: Inter-State and Intra-State, Place of Supply, Value of Taxable Supply, Input Tax Credit, Assignment -1, Registration, Procedure and documents Required, Offences and Penalties | Assignment -1 |
| 3. | OCTOBER | Tax Invoice, Credit and Debit Notes, Various Returns to be filed under GST, Types of Assessment under GST, Audit under GST, Assignment – 2, Returns Assessment and Audit | Assignment – 2 |
| 4. | NOVEMBER | Payment of Tax including TDS, Interest Provisions on delayed payment, Revision | UNIT TEST |

**TWO ASSIGNMENTS AND ONE UNIT TEST WILL BE TAKEN AS PER SCHEDULE**.

Signature of A/Prof.

**GOVT. P.G. COLLEGE FOR WOMEN, PANCHKULA**

**Session 2020-2021 (ODD SEMESTER)**

NAME OF PROFESSOR: Ms. Navpreet Kaur

DESIGNATION: Assistant Professor

SUBJECT/PAPER: Business Communication

CLASS: B.Com I (Sem 1)

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| SR. NO. | MONTH | TOPICS TO BE COVERED | REMARKS IF ANY |
| 1. | OCTOBER | Business Communication: Meaning, Forms of Electronic Communication and Models, Theories of Communication |  |
| 2. | NOVEMBER | Corporate Communication: Audience Analysis, Formal and informal Communication Network, Communication Barriers, Improving Communication, Effective Presentation skills, Individual and Group Presentation, Practices in Business Communication, Group Discussion, Mock-Interview and Seminars, Report Writing | Assignment -1 |
| 3. | DECEMBER | Self Development and communication: Development of Positive Attitude, SWOT Analysis, Body Language, Principles of effective Listening, Interview Skills, Writing Resume, writing Business Letters and E-Mails, Etiquettes in Verbal | Assignment – 2  UNIT TEST |
| 4. | JANUARY | Written and Verbal Communication, Revision |  |

**TWO ASSIGNMENTS AND ONE UNIT TEST WILL BE TAKEN AS PER SCHEDULE**.

Signature of A/Prof.

**GOVT. P.G. COLLEGE FOR WOMEN, PANCHKULA**

**Session 2020-2021 (ODD SEMESTER)**

NAME OF PROFESSOR: Ms. Navpreet Kaur

DESIGNATION: Assistant Professor

SUBJECT/PAPER: Income Tax

CLASS: B.Com III C (Sem 5)

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| SR. NO. | MONTH | TOPICS TO BE COVERED | REMARKS IF ANY |
| 1. | AUGUST | Income Tax: Introduction and definitions, Agriculture Income, Basis of Charges: Scope of Total Income, Residence and Tax liability, Income which does not form part of Total Income |  |
| 2. | SEPTEMBER | Clubbing and Aggregation of Income, Set off and Carry Forward of Losses, Tax evasion, Tax avoidance, Tax planning and Tax management, Heads of Income- Income from House property | Assignment -1 |
| 3. | OCTOBER | Income from Salary, Profits and Gains of Business and Profession, Capital Gains and Income from other sources | Assignment – 2 |
| 4. | NOVEMBER | Income from other sources, Revision | UNIT TEST |

**TWO ASSIGNMENTS AND ONE UNIT TEST WILL BE TAKEN AS PER SCHEDULE**.

Signature of A/Prof.

**GOVT. P.G. COLLEGE FOR WOMEN, PANCHKULA**

**Session 2020-2021 (ODD SEMESTER)**

NAME OF PROFESSOR: Ms. Navpreet Kaur

DESIGNATION: Assistant Professor

SUBJECT/PAPER: Financial Accounting

CLASS: B.Com I (Sem 1)

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| SR. NO. | MONTH | TOPICS TO BE COVERED | REMARKS IF ANY |
| 1. | OCTOBER | Financial Accounting: Meaning, Need, Objectives and Scope, Book Keeping and Accounting, Branches of Accounting |  |
| 2. | NOVEMBER | Accounting Principles, Accounting Cycle and accounting Equation, Journal, Rules of Journalizing, Ledger and Trial Balance, Rectification of errors, Effect on Profit, Capital and Revenue: Concept and Classification of Income, Expenditure, Receipts | Assignment -1 |
| 3. | DECEMBER | Depreciation, Provisions and Reserves, Methods of Depreciation Accounting, Final Accounts, Adjusting Entries, Accounts of Non-Profit Organizations, Consignment Accounts | Assignment – 2  UNIT TEST |
| 4. | JANUARY | Normal and Abnormal Loss: Valuation of Unsold Stock |  |

**TWO ASSIGNMENTS AND ONE UNIT TEST WILL BE TAKEN AS PER SCHEDULE**.

Signature of A/Prof.