**LESSON PLAN**

*Name- Bhawna Madhok*

*Designation- Assistant professor*

*Subject- Commerce*

*Lesson plan- 17 weeks 01 day ( 16 July- 05 Nov. 2018)*

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| **week** | **Date** | **B.com Ist Semester**  Business Communication | **B.com Ist Semester**  Business Communication  (3 days in a week) | **B.com Ist Semester**  Life Insurance | **B.com Vth Semester**  Income Tax | **B.Com Vth Semester**  Income Tax |
| **1** | **16 july - 21 July, 2018** | Basics of Business communication | Basics of Business communication  . | Insurance concept, nature, need and functions, evolution of Insurance | Basic concepts: Income, Agricultural Income, Casual Income, Gross total income, Total income | Basic concepts: Income, Agricultural Income, Casual Income, Gross total income, Total income |
| **2** | **23 july- 28 July, 2018** | Forms of electronic communication | Basics of Business communication | Types of Insurance, growth of Insurance in India, Insurance and economic development. | Basic concepts: Assessment year, previous year, Tax evasion, avoidance and Tax planning, Tax management | Basic concepts: Assessment year, previous year, Tax evasion, avoidance and Tax planning, Tax management |
| **3** | **30 July- 4 August 2018** | Models and theories of communication | Forms of electronic communication | Introduction to Life Insurance: Nature, role, scope and uses of life insurance | Basis of Charges: Scope of total Income, residence and tax liability. | Basis of Charges: Scope of total Income, residence and tax liability. |
| **4** | **6 August-11 August 2018** | Audience Analysis | Forms of electronic communication | Life insurance as collateral, financing business continuation, protection to property , investment | Income from Salaries: Introduction, Allowances | Income from Salaries: Introduction, Allowances |
| **5** | **13 August – 18 August 2018** | Corporate communication: formal and informal communication | Models and theories of communication | Principles of life insurance | Income from Salaries: Perquisites, Profits in lieu of salary | Income from Salaries: Perquisites, Profits in lieu of salary |
| **6** | **20 August-25 August, 2018** | Barriers of communication, improving communication | Models and theories of communication | Revision  And  Assignment 1 | Income from Salaries (Retirement)  And  Assignment 1 | Income from Salaries (Retirement)  And  Assignment 1 |
| **7** | **27 August- 1 September 2018** | Effective Presentation Skills-individual and group presentations | Audience Analysis | Types of life insurance policies/products in India | Income from House Property | Income from House Property |
| **8** | **3 September- 8 September 2018** | Practices in business communication-group discussion, mock interview, seminars | Audience Analysis | Proposal and application form, warranties, medical examination | Income from House Property | Income from House Property |
| **9** | **10 September- 15 September 2018** | Report writing: principles and contents | Corporate communication: formal and informal communication | Policy construction and delivery, policy provision, lapse revival, Surrender value | Capital Gains | Capital Gains |
| **10** | **17 September-22 September, 2018** | Self development and communication: development of personal positive attitude, SWOT analysis | Corporate communication: formal and informal communication | Paid up policies, maturity, Nomination and assignment  And  Assignment 2 | Capital Gains  And  Assignment 2 | Capital Gains  And  Assignment 2 |
| **11** | **24 September- 29 September 2018** | Body language-kinesics, proxemics, paralanguage | Barriers of communication, improving communication | Suicide and payment of insured amount, loan to policy-holders | Profits and gains of Business and Profession | Profits and gains of Business and Profession |
| **12** | **1 October-6 October, 2018** | Principles of effective listening: oral, written and video session | Effective Presentation Skills-individual and group presentations | Life insurance risk: factors governing sum assured; methods of calculating economic risk in life insurance proposal | Profits and gains of Business and profession, Determination of Income of certain Business or profession on presumptive basis | Profits and gains of Business and profession, Determination of Income of certain Business or profession on presumptive basis |
| **13** | **8 October- 13 October 2018** | Interviewing skills: appearing and conducting, writing resume | Effective Presentation Skills-individual and group presentations | Measurement of risk and Mortality tables | Depreciation and Investment Allowance | Depreciation and Investment Allowance |
| **14** | **15 October-20 October 2018** | Writing business letters and emails, Etiquettes in verbal, written and online communication  Sessional | Practices in business communication-group discussion, mock interview, seminars  Sessional | Calculation of premium  Sessional | Income from other sources, Exemptions from Tax  sessional | Income from other sources, Exemptions from Tax  Sessional |
| **15** | **22 October- 27 October 2018** | Practical: emails, notices, circulars, memos and reports | Practices in business communication-group discussion, mock interview, seminars, report writing | Treatment of sub-standard risks | Clubbing of Incomes and Deemed Incomes, Set off and Carry forward of losses | Clubbing of Incomes and Deemed Incomes, Set off and Carry forward of losses |
| **16** | **29 October- 3 November, 2018** | Revision | Report writing: principles and contents  And  Practical: Report writing  Revision | Revision | Deductions to be made from Gross Total Income while computing Total Income  And  Revision | Deductions to be made from Gross Total Income while computing Total Income  And  Revision |
| **17** | **5th November** | Revision | Revision | Revision | Revision | Revision |