

Academic Lesson Plan of Winter 2024

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| Dicipline: Modern Office Management | Semester 5TH | Name of the teaching faculty: RAJANI KANTA CHOUDHARY |
| Subject: Auditing | No. of days/ per week class allotted 05 | Semester from date: 01/07/2024 to 16/12/2024 |
| | | No. of week- 15 |
| | Class day | Theory /pratical topics |
| July | 1/7/2024 | meaning, objectives |
| | 3/7/2024 | types of audit |
| | 4/7/2024 | internal audit |
| | 8/7/2024 | Audit process |
| | 10/7/2024 | class test |
| | 11/7/2024 | audit programme |
| | 15/7/24 | audit and book |
| | 18/7/24 | class test |
| | 22/7/24 | Working Papaers |
| | 24/7/24 | evidence |
| | 25/7/24 | consideration for commencing audit |
| | 29/7/24 | class test |
| | 30/7/24 | routine checking |
| 31/7/24 | test checking | |
| August | 1/8/2024 | internal control |
| | 5/8/2024 | audit pricedure |
| | 7/8/2024 | class test |
| | 8/8/2024 | vouching |
| | 12/8/2024 | revision class |
| | 14/8/24 | class test |
| | 21/8/24 | verification of assets and liabilities |
| | 22/8/24 | company auditor introduction |
| | 24/8/24 | company auditor : appointment |
| | 28/8/24 | power |
| | 29/8/24 | duties and liabilities |
| 20/8/24 | class test | |
| September | 2/9/2024 | divisible profits and dividends |
| | 4/9/2024 | auditors report |
| | 5/9/2024 | standard report |
| | 11/9/2024 | class test |
| | 12/9/2024 | auditors qualifies report |
| | 18/9/2024 | Special Audit of banking companies |
| | 19/9/2024 | revision class |
| | 23/9/2024 | class test |
| 25/9/2024 | Audit of Insurance | |

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| | 26/9/2024 | Investigation |
| | 30/9/2024 | Audit of non-profit Companies |
| | 3/9/2024 | revision class |
| October | 4/10/2024 | class test |
| | 7/10/2024 | Where fraud is suspected |
| | 8/10/2024 | Holiday |
| | 9/10/2024 | |
| | 10/10/2024 | |
| | 11/10/2024 | |
| | 14/10/2024 | when a running business is proposed |
| | 15/10/2024 | class test |
| | 16/10/2024 | Holiday |
| | 17/10/2024 | Unit 1 revision |
| | 21/10/2024 | nature of cost audit |
| | 22/10/2024 | scope of cost audit |
| | 28/10/2024 | Tax audit |
| | 30/10/2024 | revision class |
| | November | 4/11/2024 |
| 6/11/2024 | | class test |
| 7/11/2024 | | class test |
| 11/11/2024 | | Cost audit rules 1996 |
| 13/11/2024 | | revision class |
| 14/11/2024 | | ceiling on cost audit |
| 18/11/2024 | | revision class |
| 20/11/2024 | | class test |
| 21/11/2024 | | class test |
| 25/11/2024 | | revision class |
| December | 27/11/2024 | class test |
| | 28/11/2024 | revision class |
| | 2/12/2024 | revision class |
| | 4/12/2024 | class test |
| | 5/12/2024 | class test |
| | 9/12/2024 | Quiz |
| | 11/12/2024 | Quiz |
| | 16/12/2024 | Quiz |
| SIGNATURE OF THE FACULTY | | <i>Rajani Kanta Choudhury</i> |