

SADAKATHULLAH APPA COLLEGE (AUTONOMOUS), TIRUNELVELI-627011
LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course: B.COM (C.A)

Class: II Year

Academic year: 2017-18

Semester: IV

Title of the Paper: Financial Accounting
~~ADVANCED ACCOUNTANCY~~

Subject Code: 15UCCC121

Sl. No	Date	Order	Unit	Topics planned	Covered on
1	6/12/2017	A	I	Syllabus discussion	11/12/17
2	8/12/2017	C		Non - trading - introduction	11/12/17
3	11/12/2017	D		Receipts and payments a/c - format	12/12/17
4	12/12/2017	E		Difference between receipts & payment and in a EXP a/c	18/12/17
5	13/12/2017	F		Problem	18/12/17
6	14/12/2017	A		Problem	19/12/17
7	18/12/2017	C		Income - Expenditure - Format	20/12/17
8	19/12/2017	D		Problems	21/12/17
9	20/12/2017	E		Problems	22/12/17
10	21/12/2017	F		Preparations of B/S - sums	28/12/17
11	22/12/2017	A		Capital Fund - Problems	28/12/17
12	28/12/2018	C		Problems	29/12/17
13	29/12/2017	D		Capital Expenditure, Revenue Receipts	29/12/17
14	30/12/2017	E		Capital Receipts Revenue Receipts	30/12/17
15	2/1/2018	F		Deferred Revenue Expenditure	1/1/18

Text books:

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Reference books:

1. Advanced Accountancy - R.L. Gupta 1. Advanced Accountancy - S.P. Jain & Narang

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	1	<u>Accounts of Non-Trading Concern, Joint Ventures</u>			2-1-2017	<u>2-1-17</u>
Internal Test	3	1 ½ Units	<u>1 ½</u> Units	<u>4 & 5</u> Units		

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl. No	Date	Order	Unit	Topics planned	Covered on
16	3/1/2018	A	II	A/C for consignment – introduction	2/1/18
17	5/1/2018	C		Account Sales – Problem	2/1/18
18	8/1/2018	D		Valuation of Unsold Stock – Problem	3/1/18
19	9/1/2018	E		Problem – Specimen Journal	3/1/18
20	10/1/2018	F		Cost Price Method	5/1/18
21	11/1/2018	A		Invoice Price method – problem	5/1/18
22	18/1/2018	C		Accounting for Loss of goods - problem	8/1/18
23	19/1/2018	D		Joint venture – meaning. definition	9/1/18
24	20/1/2018	E		Specimen – journal	10/1/18
25	22/1/2018	F		Maintenance of separate books – problem	10/1/18
26	23/1/2018	A		Problem	18/1/18
27	25/1/2018	C		Recording in Existing books – problem	19/1/18
28	29/1/2018	D		Problem	20/1/18
29	30/1/2018	E		Problem	20/1/18
30	31/1/2018	F		Difference between consignment and joint venture	20/1/18
31	1/2/2018	A	III	Self balancing system	25/1/18
32	5/2/2018	C		Problem	29/1/18
33	6/2/2018	D		Problem	30/1/18
34	7/2/2018	E		Journal entries in sales & promotion	31/1/18
35	8/2/2018	F		Problem	1/2/18
36	9/2/2018	A		Problem	7/2/18
37	12/2/2018	C		Single entry, double entry difference	8/2/18
38	13/2/2018	D		Defects of single entry	9/2/18
39	14/2/2018	E		Problem	12/2/18
40	15/2/2018	F		Problem	13/2/18
41	17/2/2018	A		Preparation of statement of affairs	14/2/18

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl. No	Date	Order	Unit	Topics planned	Covered on
42	20/2/2018	C		Problem	15/2/18
43	21/2/2018	D		Problem	16/2/18
44	22/2/2018	E		Conversion method – problem	20/2/18
45	23/2/2018	F	IV	Problem	21/2/18
46	26/2/2018	A		Depreciation – meaning, types	22/2/18
47	28/2/2018	C		Rate of depreciation – problem	23/2/18
48	1/3/2018	D		Straight line method – problem	26/2/18
49	2/3/2018	E		Problem	28/2/18
50	3/3/2018	F		Problem	1/3/18
51	5/3/2018	A		Diminishing balance method – problem	2/3/18
52	7/3/2018	C		Problem	7/3/18
53	8/3/2018	D		Problem	7/3/18
54	9/3/2018	E		Problem	8/3/18
55	10/3/2018	F		Annuity method – problem	9/3/18
56	12/3/2018	A		Problem	10/3/18
57	14/3/2018	C		Problem	12/3/18
58	15/3/2018	D		Sinking fund method – problem	15/3/18
59	16/3/2018	E		Problem	15/3/18
60	19/3/2018	F	V	Problem	16/3/18
61	20/3/2018	A		Insurance claim	19/3/18
62	22/3/2018	C		Problem	2/4/18
63	23/3/2018	D		Problem	4/4/18
64	26/3/2018	E		Problem	5/4/18
65	27/3/2018	F		Problem	6/4/18
66	2/4/2018	A		Loss of stock – problem	6/4/18
67	4/4/2018	C		Problem	9/4/18

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Sl. No	Date	Order	Unit	Topics planned	Covered on
68	5/4/2018	D		Average clause – problem	10/4/18
69	6/4/2018	E		Problem	12/4/18
70	9/4/2018	F		Problem	13/4/18
71	10/4/2018	A		Loss of profit (or) consequential loss	16/4/18
72	12/4/2018	C		Problem	17/4/18
73	13/4/2018	D		Problem	18/4/18
74	20/4/2018	E		Problem	18/4/18
75	21/4/2018	F		Revisions	19/4/18

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Rahmath Nagar, Tirunelveli - 627 011.

LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course: B-Com B'

Class: I year

Academic Year: 2017 - 2018 Semester: II

Title of the Paper: Principles of management

Subject Code: 15UC0622

Theory / Practical

Name of the Teacher: K CHITRA

S.No.	Date & Order	Unit	Topics planned	Covered on
1	Dec 2017 6/12 - A	I	Syllabus - discussion	11/12/17
2	7 - B		Meaning - definition	11/12/17
3	18 - D		Importance of management	12/12/17
4	12 - E		"	12/12/17
5	13 - F		Features of mgt	13/12/17
6	14 - A		"	14/12/17
7	15 - B		management is science	15/12/17
8	19 - D		management is Art	19/12/17
9	20 - E		"	19/12/17
10	21 - F		Function of management	4/1/18
11	22 - A		"	5/1/18
12	27 - B		management & administration	8/1/18
13	29 - D		"	9/1/18
14	30 - E		"	10/1/18
15	Jan-18 2 - F	II	Planning - meaning	20/1/18

Text books:

- Principles of management - S. Chand, R.N. Gupta

Reference books:

- Principles of management - Dr. K. Narayana Raju & K.P. Ganesan

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment			III rd unit		23-2-18	6-5-18
Internal Test		I st Test Portions	II nd Test Portions	III rd Test Portions		
		I st , II nd	II nd , III rd	III rd , I st		

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered
16	3-A		Definition - Features	22/1/18
17	4-B		"	24/1/18
18	8-D		Importance of planning	25/1/18
19	9-E		"	29/1/18
20	10-F		Steps in planning	30/1/18
21	11-A		"	"
22	12-B		Types of planning	2/2/18
23	19-D		"	6/2/18
24	20-E		Decision making	6/2/18
25	22-F		Types of decision	7/2/18
26	23-A		"	7/2/18
27	24-B		Importance of decision	8/2/18
28	29-D		" making	8/2/18
29	30-E		Process of decision making	9/2/18
30	31-F	III	Organisation - meaning	10/2/18
31	Feb-2018 1-A		Nature of organisation	10/2/18
32	2-B		"	13/2/18
33	6-D		Characteristics of orgin	14/2/18
34	7-E		"	14/2/18
35	8-F		Principles of organisation	15/2/18
36	9-A		"	15/2/18
37	10-B		Form of organisation	16/2/18
38	13-D		"	16/2/18
39	14-E		orgin chart & manuals	19/2/18
40	15-F		"	19/2/18

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Sl.No.	Date & Order	Unit	Topics planned	Covered on
41	17-A			
42	19-B		Delegation meaning & definition	23/2/18
43	21-D		Centralization	23/2/18
44	22-E		Decentralization	26/2/18
45	23-F		"	26/2/18
46	26-A	<u>IV.</u>	Direction - meaning - definition	1/3/18
47	27-B		Nature of direction	2/3/18
48	March-2018 1-D		"	2/3/18
49	2-E		scope of direction	3/3/18
50	3-F		"	3/3/18
51	5-A		Motivation - definition - meaning	5/3/18
52	6-B		Nature of motivation	5/3/18
53	8-D		"	6/3/18
54	9-E		Importance of motivation	6/3/18
55	10-F		"	8/3/18
56	12-A		Benefits of motivation	8/3/18
57	13-B		"	9/3/18
58	15-D		Theories of motivation	10/3/18
59	16-E		"	10/3/18
60	19-F	<u>V.</u>	class test	12/3/18
61	20-A		Co-ordination - meaning	12/3/18
62	22-B		Definition	13/3/18
63	23-D		scope of co-ordination	15/3/18
64	26-E		"	15/3/18
65	27-F		Importance of co-ordination	16/3/18
			"	16/3/18

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Cover
66	April-2018 2-A		Requirement & effective Co-ordination	19/3/18
67	3-B		"	20/3/18
68	5-D		Control-meaning-definition	21/3/18
69	6-E		"	23/3/18
70	9-F		Nature of control	26/3/18
71	10-A		"	27/3/18
72	11-B		Types of control	2/4/18
73	13-D		"	2/4/18
74	20-E		Elements of control	3/4/18
75	21-F		"	3/4/18
			Control-meaning-definition	5/4/18
			"	"
			Nature of control	6/4/18
			"	9/4/18
			"	10/4/18
			Question model	11/4/18
			"	13/4/18
			"	16/4/18
			Model questions	19/4/18

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SADAKATHULLAH APPA COLLEGE (AUTONOMOUS), TIRUNELVELI-627011
LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course: B.COM

(B)

Class: I Year

Academic year: 2017-18

Semester: II

Title of the Paper: Indian Economic Development

Subject Code: 15UCOA21

Theory / Practical

Name of the Teacher : M.Esakkiammal

Sl. No	Date	Order	Unit	Topics planned	Covered on
1	06-12-17	A	I	Syllabus Discussion	
2	07-12-17	B		Introduction	12/12/17
3	08-12-17	C		Features of Indian Economy	13/12/17
4	11-12-17	D		Features of Indian Economy	14/12/17
5	12-12-17	E		Factors determining economic development	15/12/17
6	13-12-17	F		Economic Factors	18/12/17
7	14-12-17	A		Non -economic factors	19/12/17
8	15-12-17	B		Planning- Meaning, Definition	19/12/17
9	18-12-17	C		Types of planning	20/12/17
10	19-12-17	D		Objectives of planning	21/12/17
11	20-12-17	E		Objectives of planning	22/12/17
12	21-12-17	F		Achievements of 11 th plan	22/12/17
13	22-12-17	A		Failure of 11 th plan	27/12/17
14	27-12-17	B		Impact of 12 th plan	27/12/17
15	28-12-17	C		New economic reforms in India - Introduction	28/12/17
					29/12/17

Text books:

1. S.Sankaran : Indian Economy

Reference books:

1. I.C. Dhindra : Indian Economy

2. Ruddar Dutt & KPM Sundaram : Indian Economy

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment		Unemployment - Types Causes Measure			02/02/18	17/02/18
Internal	3	1 ½ Units	1 ½ - 3	4 - 5 Units		

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl. No	Date	Order	Unit	Topics planned	Covered on
16	29-12-17	D		Liberalization, Privatisation	30/12/17
17	30-12-17	E		Globalization	30/12/17
18	02-01-18	F	II	Revision	02/1/18
19	03-01-18	A		Population – Introduction	03/1/18
20	04-01-18	B		Population Growth	04/1/18
21	05-01-18	C		Causes of population	05/1/18
22	08-01-18	D		Effects of population	08/1/18
23	09-01-18	E		Remedial measures	09/1/18
24	10-01-18	F		Poverty: Meaning	10/1/18
25	11-01-18	A		Poverty line	11/1/18
26	12-01-18	B		Causes of poverty	12/1/18
27	19-01-18	C		Effects of poverty	19/1/18
28	20-01-18	D		Remedial measures	22/1/18
29	22-01-18	E		Unemployment – Meaning	23/1/18
30	23-01-18	F		Types of unemployment	25/1/18
31	24-01-18	A		Causes of unemployment	25/1/18
32	25-01-18	B		Remedial Measures	30/1/18
33	29-01-18	C		Inequality of income – Meaning	31/1/18
34	30-01-18	D		Causes	01/02/18
35	31-01-18	E		Effects and remedial measures	02/02/18
36	01-02-18	F		Revision	02/02/18
37	02-02-18	A	III	Agricultural Productivity – Concept	06/02/18
38	05-02-18	B		Causes of low productivity	06/02/18
39	06-02-18	C		Causes of low productivity	07/02/18
40	07-02-18	D		Green revolution: Meaning	08/02/18

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Sl. No	Date	Order	Unit	Topics planned	Covered on
41	08-02-18	E		Features	
42	09-02-18	F		Features	09/02/18
43	10-02-18	A		Consequences	10/02/18
44	12-02-18	B		Agricultural Finance	12/02/18
45	13-02-18	C		Needs of agricultural finance	13/02/18
46	14-02-18	D		Sources of agricultural finance	14/02/18
47	15-02-18	E		Sources of agricultural finance	15/02/18
48	17-02-18	F		Agricultural marketing – concept	16/02/18
49	19-02-18	A		Objectives of agricultural marketing	17/02/18
50	20-02-18	B		Objectives of agricultural marketing	19/02/18
51	21-02-18	C		Significance	20/02/18
52	22-02-18	D		Problems of agricultural marketing	21/02/18
53	23-02-18	E		Problems of agricultural marketing	22/02/18
54	26-02-18	F		Revision	23/02/18
55	27-02-18	A	IV	Industries- Introduction	26/02/18
56	28-02-18	B		Role of industries	28/02/18
57	01-03-18	C		Large scale industries	03/03/18
58	02-03-18	D		Cotton	05/03/18
59	03-03-18	E		Textile	06/03/18
60	05-03-18	F		Sugar industry	07/03/18
61	06-03-18	A		Iron and steel industry	08/03/18
62	07-03-18	B		Problems	09/03/18
63	08-03-18	C		Small scale industry	10/03/18
64	09-03-18	D		Importance	12/03/18
65	10-03-18	E		Problems	13/03/18
					14/03/18

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Sl. No	Date	Order	Unit	Topics planned	Covered on
66	12-03-18	F		Industrial finance institutions	15/03/18
67	13-03-18	A		IFCI	16/03/18
68	14-03-18	B		ICICI	17/03/18
69	15-03-18	C		IDBI	19/03/18
70	16-03-18	D		New industrial policy-1991	23/03/18
71	17-03-18	E		New industrial policy-1991	26/03/18
72	19-03-18	F		Revision	27/03/18
73	20-03-18	A	V	Infrastructure & External Environment of India – Introduction	02/04/18
74	21-03-18	B		Transport services	02/04/18
75	22-03-18	C		Railways	02/04/18
76	23-03-18	D		Railways	03/04/18
77	26-03-18	E		Waterways	03/04/18
78	27-03-18	F		Airways	04/04/18
79	02-04-18	A		Foreign direct investment	05/04/18
80	03-04-18	B		IMF- Introduction	06/04/18
81	04-04-18	C		Objectives	09/04/18
82	05-04-18	D		Functions	10/04/18
83	06-04-18	E		WTO	11/04/18
84	09-04-18	F		Objectives	12/04/18
85	10-04-18	A		Functions	13/04/18
86	11-04-18	B		World Bank	16/04/18
87	12-04-18	C		Objectives	17/04/18
88	13-04-18	D		Functions	18/04/18
89	20-04-18	E		Revision	19/04/18
90	21-04-18	F		Revision	

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course: **B.COM.CA** Class: **II Year** Academic year: **2017-18** Semester: **IV**
 Title of the Paper: **AUDITING** Subject Code: **15UCCC42**
 Theory

Sl. No	Date	Order	Unit	Topics planned	Covered on
1	06.12.17	A	I	Syllabus Discussion	
2	07.12.17	B		Introduction – Meaning - Definitions	11.12.17
3	08.12.17	C		Objectives of Auditing	12.12.17
4	11.12.17	D		Objectives of Auditing	13.12.17
5	12.12.17	E		Features of Auditing	14.12.17
6	13.12.17	F		Difference between Accountancy & Auditing	15.12.17
7	14.12.17	A		Advantages & Limitations of Auditing	18.12.17
8	15.12.17	B		Audit Programme – Meaning, Types,	19.12.17
9	18.12.17	C		Contents, Advantages & Disadvantages	20.12.17
10	19.12.17	D		Audit Note Book - Meaning, Definition	21.12.17
11	20.12.17	E		Contents and Advantages	22.12.17
12	21.12.17	F		Audit Working Papers - Meaning, Contents	22.12.17
13	22.12.17	A		Symbols used in Audit Tick, Techniques	28.12.17
14	27.12.17	B		Preliminaries before commencing audit	30.12.17
15	28.12.17	C		Test Checking – Meaning, Precautions	30.12.17
					2.1.18

Text books:

1. Essentials of Business Communication by Rajendra Pal & S.Korlahalli

Reference books:

1. Effective Business Communication-Prentice Hall
2. Business Communication-RSN Pillai & Bagavathi


Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	1	Preliminary before commencing Audit			20.01.18	20.2.18
Internal Test	3	1 ½ Units	1 ½ - 3 Units	4 - 5 Units		

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 LESSON PLAN AND RECORD OF CLASSES ENGAGED

16	29.12.17	D		Precautions to be taken in Test Check	3.1.18
17	30.12.17	E		Advantages & Disadvantages	4.1.18
18	02.01.18	F		Routine Checking	4.1.18
19	03.01.18	A	II	Internal Check – Meaning, Definition	8.1.18
20	04.01.18	B		Objectives	8.1.18
21	05.01.18	C		Internal Control Vs Internal Audit	9.1.18
22	08.01.18	D		Advantages & Disadvantages	9.1.18
23	09.01.18	E		Internal Control – Meaning, Definition	9.1.18
24	10.01.18	F		Methods of Internal Control	10.1.18
25	11.01.18	A		Internal Check Vs Internal Control	10.1.18
26	12.01.18	B		Internal Check reg Cash, Wages	11.1.18
27	18.01.18	C		Internal Check reg Purchases, Return	11.1.18
28	19.01.18	D		Internal Check reg Sales, Returns	18.1.18
29	20.01.18	E		Vouching – Meaning, Definition	19.1.18
30	22.01.18	F		Voucher – Meaning, Definition	20.1.18
31	23.01.18	A		Objectives and types of Vouchers	20.1.18
32	24.01.18	B		Importance of Vouchers	22.1.18
33	25.01.18	C		Precautions to be taken while vouching	22.1.18
34	29.01.18	D		Vouching of Cash Transactions	24.1.18
35	30.01.18	E		Vouching of Capital Expenditures	29.1.18
36	31.01.18	F		Teeming and Lading	25.1.18
37	01.02.18	A	III	Verification – Meaning, Definition	29.1.18
38	02.02.18	B		Objectives of Verification	30.1.18
39	05.02.18	C		Auditor's duty regarding Verification	31.1.18
40	06.02.18	D		Valuation – Meaning	2.2.18


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SADAKATHULLAH APPA COLLEGE (AUTONOMOUS), TIRUNELVELI-627011
LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl. No	Date	Order	Unit	Topics planned	Covered on
41	07.02.18	E		Auditor's duty regarding Valuation	6.2.18
42	08.02.18	F		Valuation of Assets-Meaning, Need	7.2.18
43	09.02.18	A		Classification of Assets, Factors considering while valuing an asset	7.2.18
44	10.02.18	B		Fixed Assets - Land, Building, Furniture, Motor Vehicles	9.2.18
45	12.02.18	C		Trademarks, Copyrights, Goodwill	13.2.18
46	13.02.18	D		Investment	16.2.18
47	14.02.18	E		Current Assets - Cash in hand, Bank Balance, Interest, Bills Receivables	19.2.18
48	15.02.18	F		Debtors, Loans & advances, Stock	20.2.18
49	17.02.18	A		Valuation of Liabilities, Classification	23.2.18
50	19.02.18	B		Current Liabilities - Creditors, O/S Expenses,	23.2.18
51	20.02.18	C		Bills Payable, Bank O/D	28.2.18
52	21.02.18	D		Long Term Liabilities - Capital, Debentures,	28.2.18
53	22.02.18	E		Loans & Advances	1.3.18
54	23.02.18	F		Contingent Liabilities	1.3.18
55	26.02.18	A	IV	Appointment of Auditor - First Auditor, Subsequent Auditor	7.3.18
56	27.02.18	B		Re-appointment, Appointment by Central Govt	8.3.18
57	28.02.18	C		Casual vacancy, Vacancy by Resignation	8.3.18
58	01.03.18	D		Govt. Companies, Appointment by Special Resolution	8.3.18
59	02.03.18	E		Qualification of Auditors, Statutory qualification	9.3.18
60	03.03.18	F		Disqualification of Auditors	9.3.18
61	05.03.18	A		Qualities of an Auditor- Professional Qualities	7.3.18
62	06.03.18	B		General qualities	7.3.18
63	07.03.18	C		Removal of Auditor, Auditor's rights in the case of Removal	12.3.18
64	08.03.18	D		Remuneration of Auditor	12.3.18
65	09.03.18	E		Rights and Powers of Auditors	13.3.18


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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl. No	Date	Order	Unit	Topics planned	Covered on
66	10.03.18	F		Duties of Auditors, Status of a Company Auditor	13.12.18
67	12.03.18	A		Auditor's Lien	12.3.18
68	13.03.18	B		Audit Report – Meaning	15.3.18
69	14.03.18	C		Contents of Audit Report	15.3.18
70	15.03.18	D		Objectives & Elements of Audit Report	26.3.18
71	16.03.18	E		Kinds of Audit Report	26.3.18
72	19.03.18	F		Characteristics of Good Audit Report	26.3.18
73	20.03.18	A	V	Investigation – Meaning, Definition	27.3.18
74	21.03.18	B		Investigation vs. Auditing	2.4.18
75	22.03.18	C		Qualities of an Investigator	5.4.18
76	23.03.18	D		Essentials of Investigation	10.4.18
77	26.03.18	E		Steps in Investigation Process	10.4.18
78	27.03.18	F		Duties of an Investigator	10.4.18
79	02.04.18	A		Investigation on behalf of a Buyer	11.4.18
80	03.04.18	B		Investigation on behalf of a Incoming Partner	11.4.18
81	04.04.18	C		Investigation on behalf of Proposed Lender	13.4.18
82	05.03.18	D		Investigation when Fraud is suspected	13.4.18
83	06.04.18	E		Investigation on behalf of Purchase of Shares	13.4.18
84	09.04.18	F		Investigation under Companies Act	16.4.18
85	10.04.18	A		Investigation Report	16.4.18
86	11.04.18	B		EDP Audit	16.4.18
87	12.04.18	C		Computerised Audit Techniques	18.4.18
88	13.04.18	D		Computerised Audit Techniques	18.4.18
89	20.04.18	E		Online Auditing	18.4.18
90	21.04.18	F		Revision	19.4.18

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