

Lesson Plan

Name of the Teacher: Satbir Singh		
Stream: Commerce		
Lesson Plan: January 2018 to April 2018		
Class: B.Com I		
Semester: I		
Subject: Principles of Business Management		
Week	Date	Content to be Taught
1	17-Jul-18	Introduction Regarding Syllabus
	18-Jul-18	Meaning of Management
	19-Jul-18	Different Definitions and Features of Management
	20-Jul-18	Process of Management
	21-Jul-18	Importance of Management
	22-Jul-18	Sunday
2	23-Jul-18	Concept of Coordination
	24-Jul-18	Managerial Skills/Traits
	25-Jul-18	Competencies
	26-Jul-18	Management as a Science
	27-Jul-18	Management as an Art
	28-Jul-18	Management as a Profession
	29-Jul-18	Sunday
3	30-Jul-18	Management as a Social Responsibility
	31-Jul-18	Shaheed Udham Singh's Martyrdom Day
	1-Aug-18	Schools of Management Basic Introduction
	2-Aug-18	Scientific Management Basic
	3-Aug-18	Contribution of F.W. Taylor
	4-Aug-18	Contribution of Hanry L. Gantt
	5-Aug-18	Sunday
4	6-Aug-18	Contribution of Frank and Lillian Gilbreth & Emerson
	7-Aug-18	Evaluation of Scientific Management
	8-Aug-18	Administrative Management of Hanry Fayol
	9-Aug-18	Principles of Administrative Management
	10-Aug-18	Evaluation of Administrative Management
	11-Aug-18	Comparison of Contribution of Taylor and Fayol
	12-Aug-18	Sunday
5	13-Aug-18	Teej
	14-Aug-18	Bureaucratic Management of Max Weber
	15-Aug-18	Independence Day
	16-Aug-18	Evaluation of Bureaucratic Management
	17-Aug-18	Human Relations Approach of Elton Mayo

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	18-Aug-18	Howthrown Experiments
	19-Aug-18	Sunday
6	20-Aug-18	Evaluation of Human Relation Approach
	21-Aug-18	Behavioural Science Approach of Management
	22-Aug-18	Id-UI-Juha (Bakrid)
	23-Aug-18	Evaluation of Behavioural Science Approach
	24-Aug-18	Quantitative Approach of C.W. Churchman
	25-Aug-18	System Approach of Chester I. Barnard
	26-Aug-18	Sunday/Raksha Bandhan
7	27-Aug-18	Contingency Approach of Management
	28-Aug-18	Planning Meaning and Features
	29-Aug-18	Process of Planning
	30-Aug-18	Importance and Limitations of Planning
	31-Aug-18	Components of Plans
	1-Sep-18	Components of Plans
	2-Sep-18	Sunday
8	3-Sep-18	Janamashatimi
	4-Sep-18	Components of Plans
	5-Sep-18	Strategic Control Meaning and Establishment
	6-Sep-18	Organizing Meaning and Features
	7-Sep-18	Organizing Process
	8-Sep-18	Formal Organization
	9-Sep-18	Sunday
9	10-Sep-18	Informal Organization
	11-Sep-18	Assignment I
	12-Sep-18	Principles of Organizing
	13-Sep-18	Organizational Effectiveness
	14-Sep-18	Network Organizational Structure
	15-Sep-18	Organizational Structure Basic Introduction
	16-Sep-18	Sunday
10	17-Sep-18	Line Organization Structure
	18-Sep-18	Line and Staff Organization Structure
	19-Sep-18	Matrix and Functional Organization Structure
	20-Sep-18	Departmentation Basic Introduction
	21-Sep-18	Basis of Departmentation
	22-Sep-18	Deligation of Authority
	23-Sep-18	Sunday/Haryana Heroes' Martyrdom Day
11	24-Sep-18	Evaluation of Delegation of Authority
	25-Sep-18	Guidelines for Effective Delegation of Authority

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	26-Sep-18	Decentralization Meaning and Features
	27-Sep-18	Principles of Decentralization
	28-Sep-18	Evaluation of Decentralization
	29-Sep-18	Centralization Meaning and Features
	30-Sep-18	Sunday
12	1-Oct-18	Evaluation of Centralization
	2-Oct-18	Mahatma Gandhi Jayanti
	3-Oct-18	Difference Between Centralization and Decentralization
	4-Oct-18	Motivation Meaning and Features
	5-Oct-18	Evaluation of Motivation
	6-Oct-18	Leadership Concept
	7-Oct-18	Sunday
13	8-Oct-18	Importance of Leadership
	9-Oct-18	Functions of Leader and Leadership Skills
	10-Oct-18	Maharaja Aggarsen Jayanti
	11-Oct-18	Assignment II
	12-Oct-18	Trait Theory of Leadership
	13-Oct-18	Situational, Behavioural and follower's Theory
	14-Oct-18	Sunday
14	15-Oct-18	X and Y Theory & Path Goal Theory
	16-Oct-18	Motivational Leadership Style
	17-Oct-18	Power Based Leadership Style
	18-Oct-18	Dussehra
	19-Oct-18	Autocratic Leadership Style
	20-Oct-18	Democratic Leadership Style
	21-Oct-18	Sunday
15	22-Oct-18	Free-Rein Leadership Style
	23-Oct-18	Difference Between Leadership Styles
	24-Oct-18	Maharishi Valmiki's Birthday
	25-Oct-18	Class Test
	26-Oct-18	Result Based Leadership Style
	27-Oct-18	Karwa Chauth
	28-Oct-18	Sunday
16	29-Oct-18	Factors of Leadership Style
	30-Oct-18	Leadership and Power
	31-Oct-18	Controlling Meaning and Features
	1-Nov-18	Haryana Day
	2-Nov-18	Controlling Process
	3-Nov-18	Controlling Process

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	4-Nov-18	Sunday
17	5-Nov-18	Advantages of Controlling
	6-Nov-18	Disadvantages of Controlling
	7-Nov-18	Diwali
	8-Nov-18	Goverdhan Puja
	9-Nov-18	Vishwakarma Day
	10-Nov-18	Essential of Effective Controlling
	11-Nov-18	Sunday
	12-Nov-18	Scope of Controlling
	13-Nov-18	Controlling Techniques
	14-Nov-18	Revision

Lesson Plan

Name of the Teacher: Satbir Singh		
Stream: Commerce		
Lesson Plan: January 2018 to April 2018		
Class: B.Com II		
Semester: III		
Subject: Foreign Trade of India		
Week	Date	Content to be Taught
1	17-Jul-18	Introduction Regarding Syllabus
	18-Jul-18	Foreign Trade of India Basic Introduction
	19-Jul-18	Features of Foreign Trade of India
	20-Jul-18	Balance of Payment Basic Introduction
	21-Jul-18	Trends of Balance of Payment
	22-Jul-18	Sunday
2	23-Jul-18	Disequilibrium In Balance of Payment
	24-Jul-18	Causes of Adverse Balance of Payment
	25-Jul-18	Suggestions to Correct Adverse Balance of Payment
	26-Jul-18	Factor Affecting Balance of Payment
	27-Jul-18	Assignment I
	28-Jul-18	Basis for Selection of Foreign Market
	29-Jul-18	Sunday
3	30-Jul-18	Factor Affecting Foreign Market Selection
	31-Jul-18	Shaheed Udham Singh's Martyrdom Day
	1-Aug-18	Sources of Informaiton for Foreign Market Selection
	2-Aug-18	Foreign Market Selection Process
	3-Aug-18	Foreign Market Entry Mode
	4-Aug-18	Types of Foreign Market Entry Modes
	5-Aug-18	Sunday
4	6-Aug-18	Exporting
	7-Aug-18	Licensing
	8-Aug-18	Franchising
	9-Aug-18	Contract Manufacturing
	10-Aug-18	Joint Ventures
	11-Aug-18	Turnkey Projects
	12-Aug-18	Sunday
5	13-Aug-18	Teej
	14-Aug-18	Factor Affecting Selection of Foreign Market Entry
	15-Aug-18	Independence Day
	16-Aug-18	International Product Planning Meaning and Features
	17-Aug-18	Objectives of Product Planning

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	18-Aug-18	Importance of Product Planning
	19-Aug-18	Sunday
6	20-Aug-18	Components of Product Planning
	21-Aug-18	Concept of Product
	22-Aug-18	Id-UI-Juha (Bakrid)
	23-Aug-18	Importance of Product
	24-Aug-18	Basic Classification of Products
	25-Aug-18	Components of Products
	26-Aug-18	Sunday/Raksha Bandhan
7	27-Aug-18	Product Standardization
	28-Aug-18	Factor Favouring Product Standardization
	29-Aug-18	Advantages of Standardization
	30-Aug-18	Disadvantages of Standardization
	31-Aug-18	Product Adaptation Meaning and Features
	1-Sep-18	Evaluation of Product Adaptation
	2-Sep-18	Sunday
8	3-Sep-18	Janamashatimi
	4-Sep-18	International Product Life Cycle
	5-Sep-18	Stages of International Product Life Cycle
	6-Sep-18	Importance of International Product Life Cycle
	7-Sep-18	Marketing Strategies During International PLC
	8-Sep-18	Export Procedure Meaning and Features
	9-Sep-18	Sunday
9	10-Sep-18	Assignment II
	11-Sep-18	Stages of Export Procedure
	12-Sep-18	Clearing and Forwarding Agents
	13-Sep-18	Introduction to Export Documentation
	14-Sep-18	Role of Export Documentation
	15-Sep-18	Need of Export Documentation
	16-Sep-18	Sunday
10	17-Sep-18	Classification of Pre-Shipment Export Documents
	18-Sep-18	Consular Invoice
	19-Sep-18	Commercial Invoice
	20-Sep-18	Performa Invoice vs. Invoice
	21-Sep-18	Mate's Receipt vs. Bill of Lading
	22-Sep-18	INCO Terms Basics
	23-Sep-18	Sunday/Haryana Heroes' Martyrdom Day
11	24-Sep-18	Different INCO Terms
	25-Sep-18	International Price Quotations

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	26-Sep-18	Methods of International Payment Basic
	27-Sep-18	Features of International Payments
	28-Sep-18	Advance Payment
	29-Sep-18	Consignment Method
	30-Sep-18	Sunday
12	1-Oct-18	Class Test
	2-Oct-18	Mahatma Gandhi Jayanti
	3-Oct-18	Bill of Exchange
	4-Oct-18	Letter of Credit
	5-Oct-18	Factor Affecting Export Payment Terms
	6-Oct-18	Types of Letter of Credit
	7-Oct-18	Sunday
13	8-Oct-18	Parties to the Letter of Credit
	9-Oct-18	Advantages of Letter of Credit
	10-Oct-18	Maharaja Aggarsen Jayanti
	11-Oct-18	Foreign Trade Policy of India Basics
	12-Oct-18	Foreign Trade Policy of 2004-2009
	13-Oct-18	Evaluation of Foreign Trade Policy of 2004-2009
	14-Oct-18	Sunday
14	15-Oct-18	Foreign Trade Policy of 2009-2014
	16-Oct-18	Evaluation of Foreign Trade Policy of 2009-2014
	17-Oct-18	Foreign Trade Policy of 2015-2020
	18-Oct-18	Dussehra
	19-Oct-18	Schemes Under Foreign Trade Policy of 2015-2020
	20-Oct-18	Special Economic Zones Basic Introduction
	21-Oct-18	Sunday
15	22-Oct-18	Objectives of Establishing SEZs
	23-Oct-18	Current Status of SEZs in India
	24-Oct-18	Maharishi Valmiki's Birthday
	25-Oct-18	Incentives and Facilities in SEZs
	26-Oct-18	Approval Mechanism of SEZs
	27-Oct-18	Karwa Chauth
	28-Oct-18	Sunday
16	29-Oct-18	Evaluation of SEZs
	30-Oct-18	Export Oriented Units
	31-Oct-18	World Trade Organization
	1-Nov-18	Haryana Day
	2-Nov-18	Organization Structure of WTO
	3-Nov-18	Evaluation of WTO

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	4-Nov-18	Sunday
17	5-Nov-18	World Bank
	6-Nov-18	World Bank
	7-Nov-18	Diwali
	8-Nov-18	Goverdhan Puja
	9-Nov-18	Vishwakarma Day
	10-Nov-18	International Monetary Fund
	11-Nov-18	Sunday
	12-Nov-18	International Monetary Fund
	13-Nov-18	Revision
	14-Nov-18	Revision

Lesson Plan

Name of the Teacher: Satbir Singh		
Stream: Commerce		
Lesson Plan: January 2018 to April 2018		
Class: B.Com III		
Semester: V		
Subject: Income Tax I		
Week	Date	Content to be Taught
1	17-Jul-18	Introduction Regarding Syllabus
	18-Jul-18	Basic Introduction to Income Tax
	19-Jul-18	Basic Introduction to Income Tax
	20-Jul-18	Important Definitions
	21-Jul-18	Important Definitions
	22-Jul-18	Sunday
2	23-Jul-18	Tax Evasion, Tax Avoidance and Tax Management
	24-Jul-18	Agricultural Income basic Introduction
	25-Jul-18	Tax Treatment of Agricultural Income
	26-Jul-18	Residential Status Basic Introduction
	27-Jul-18	Incidence of Tax
	28-Jul-18	Numerical Practice
	29-Jul-18	Sunday
3	30-Jul-18	Numerical Practice
	31-Jul-18	Shaheed Udham Singh's Martyrdom Day
	1-Aug-18	Numerical Practice
	2-Aug-18	Exempted Incomes
	3-Aug-18	Exempted Incomes
	4-Aug-18	Exempted Incomes
	5-Aug-18	Sunday
4	6-Aug-18	Income from Salary Head Basic
	7-Aug-18	Allowances Theory
	8-Aug-18	Perquisites Theory
	9-Aug-18	Valuation of Medical Benefits
	10-Aug-18	Valuation of Leave Travel Concession
	11-Aug-18	Valuation of Residential Accommodation
	12-Aug-18	Sunday
5	13-Aug-18	Teej
	14-Aug-18	RFA Provided at Hotel, at Site and at the time of Transfer
	15-Aug-18	Independence Day
	16-Aug-18	Valuation of Motor Car
	17-Aug-18	Valuation of Motor Car

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	18-Aug-18	Facility of Gardener, Watchman and Sweeper etc.
	19-Aug-18	Sunday
6	20-Aug-18	Education Facility
	21-Aug-18	Transport Facility and Interest Free Loan
	22-Aug-18	Id-UI-Juha (Bakrid)
	23-Aug-18	Valuation of other Perquisites
	24-Aug-18	Use and Transfer of Movable Assets
	25-Aug-18	Provident Funds
	26-Aug-18	Sunday/Raksha Bandhan
7	27-Aug-18	Numerical Practice
	28-Aug-18	Numerical Practice
	29-Aug-18	Numerical Practice
	30-Aug-18	Numerical Practice
	31-Aug-18	Income from Salary (Retirement)
	1-Sep-18	Tax Treatment of Gratuity
	2-Sep-18	Sunday
8	3-Sep-18	Janamashatimi
	4-Sep-18	Tax Treatment of Pension and Earned Leave Salary
	5-Sep-18	Tax Treatment of Compensation on Retrenchment
	6-Sep-18	Tax Treatment of Compensation on Voluntary Retirement
	7-Sep-18	Tax Treatment of Amount From Provident Fund
	8-Sep-18	Numerical Practice
	9-Sep-18	Sunday
9	10-Sep-18	Numerical Practice
	11-Sep-18	Numerical Practice
	12-Sep-18	Income from House Property Basic
	13-Sep-18	Annual Value of Let Out House
	14-Sep-18	Annual Value of Self Occupied House
	15-Sep-18	Deductions from Annual Value
	16-Sep-18	Sunday
10	17-Sep-18	Numerical Practice
	18-Sep-18	Numerical Practice
	19-Sep-18	Numerical Practice
	20-Sep-18	Class Test I
	21-Sep-18	Numerical Practice
	22-Sep-18	Numerical Practice
	23-Sep-18	Sunday/Haryana Heroes' Martyrdom Day
11	24-Sep-18	Profit and Gains of Business or Profession Basic
	25-Sep-18	Important Rules

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	26-Sep-18	Deductions Expressly Allowed
	27-Sep-18	Deductions Expressly Allowed
	28-Sep-18	Deductions Expressly Allowed
	29-Sep-18	Deductions Expressly Disallowed
	30-Sep-18	Sunday
12	1-Oct-18	Deductions Expressly Disallowed
	2-Oct-18	Mahatma Gandhi Jayanti
	3-Oct-18	Deductions Expressly Disallowed
	4-Oct-18	Numerical Practice
	5-Oct-18	Numerical Practice
	6-Oct-18	Numerical Practice
	7-Oct-18	Sunday
13	8-Oct-18	Income of Certain Business or Profession
	9-Oct-18	Income of Certain Business or Profession
	10-Oct-18	Maharaja Aggarsen Jayanti
	11-Oct-18	Depreciation
	12-Oct-18	Depreciation
	13-Oct-18	Capital Gains Basic
	14-Oct-18	Sunday
14	15-Oct-18	Computation of Cost of Acquisition
	16-Oct-18	Computation of Capital Gains
	17-Oct-18	Exempted Capital Gains
	18-Oct-18	Dussehra
	19-Oct-18	Exempted Capital Gains
	20-Oct-18	Numerical Practice
	21-Oct-18	Sunday
15	22-Oct-18	Class Test II
	23-Oct-18	Income From Other Sources Basics
	24-Oct-18	Maharishi Valmiki's Birthday
	25-Oct-18	Interest on Securities
	26-Oct-18	Casual Incomes
	27-Oct-18	Karwa Chauth
	28-Oct-18	Sunday
16	29-Oct-18	Clubbing of Income
	30-Oct-18	Deemed Incomes
	31-Oct-18	Numerical Practice
	1-Nov-18	Haryana Day
	2-Nov-18	Numerical Practice
	3-Nov-18	Set Off and Carry Forward of Losses

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	4-Nov-18	Sunday
17	5-Nov-18	Set Off and Carry Forward of Losses
	6-Nov-18	Numerical Practice
	7-Nov-18	Diwali
	8-Nov-18	Goverdhan Puja
	9-Nov-18	Vishwakarma Day
	10-Nov-18	Revision
	11-Nov-18	Sunday
18	12-Nov-18	Revision
	13-Nov-18	Revision
	14-Nov-18	Revision

Lesson Plan

Name of the Teacher: Satbir Singh		
Stream: Commerce		
Lesson Plan: January 2018 to April 2018		
Class: B.Com III		
Semester: V		
Subject: Goods and Services Tax		
Week	Date	Content to be Taught
1	17-Jul-18	Introduction Regarding Syllabus
	18-Jul-18	Introduction to Tax System in India
	19-Jul-18	Introduction to Goods and Services Tax
	20-Jul-18	Features of Goods and Services Tax
	21-Jul-18	Advantages of Goods and Services Tax
	22-Jul-18	Sunday
2	23-Jul-18	Disadvantages of Goods and Services Tax
	24-Jul-18	Administration of GST
	25-Jul-18	Administration of GST
	26-Jul-18	Administration of GST
	27-Jul-18	Taxable Event
	28-Jul-18	Scope of Supply
	29-Jul-18	Sunday
3	30-Jul-18	Composite and Mixed Supply
	31-Jul-18	Shaheed Udham Singh's Martyrdom Day
	1-Aug-18	Levy and Collection of Tax
	2-Aug-18	Levy and Collection of Tax
	3-Aug-18	Composition Scheme Basics
	4-Aug-18	Applicability and Non-applicability of Composition Scheme
	5-Aug-18	Sunday
4	6-Aug-18	Conditions for Composition Scheme
	7-Aug-18	Procedure of Composition Scheme
	8-Aug-18	Time of Supply Basics
	9-Aug-18	Time of Supply of Goods
	10-Aug-18	Time of Supply of Services
	11-Aug-18	Integrated Goods and Services Tax Act, 2017
	12-Aug-18	Sunday
5	13-Aug-18	Teej
	14-Aug-18	Integrated Goods and Services Tax Act, 2017
	15-Aug-18	Independence Day
	16-Aug-18	Assignment I
	17-Aug-18	Nature of Supply: Intra State

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	18-Aug-18	Nature of Supply: Inter State
	19-Aug-18	Sunday
6	20-Aug-18	Place of Supply Basics
	21-Aug-18	Section 10 Regarding Place of Supply
	22-Aug-18	Id-Ul-Juha (Bakrid)
	23-Aug-18	Section 11 Regarding Place of Supply
	24-Aug-18	Section 12 Regarding Place of Supply
	25-Aug-18	Section 13 Regarding Place of Supply
	26-Aug-18	Sunday/Raksha Bandhan
7	27-Aug-18	Value of Taxable Supply
	28-Aug-18	Value of Taxable Supply
	29-Aug-18	Value of Taxable Supply
	30-Aug-18	Value of Taxable Supply
	31-Aug-18	Value of Taxable Supply
	1-Sep-18	Input Tax Credit
	2-Sep-18	Sunday
8	3-Sep-18	Janamashatimi
	4-Sep-18	Eligibility for Input Tax Credit
	5-Sep-18	Conditions for Taking Input Tax Credit
	6-Sep-18	Availability of Input Tax Credit in Certain Cases
	7-Sep-18	Availability of Input Tax Credit in Certain Cases
	8-Sep-18	Registration
	9-Sep-18	Sunday
9	10-Sep-18	Person Liable for Registration
	11-Sep-18	Person Not Liable for Registration
	12-Sep-18	Compulsory Registration
	13-Sep-18	Procedure of Registration
	14-Sep-18	Amendment of Registration
	15-Sep-18	Cancellation of Registration
	16-Sep-18	Sunday
10	17-Sep-18	Revocation of Cancellation of Registration
	18-Sep-18	Reverse Charge Basics
	19-Sep-18	Situations for applicability of Reverse Charge
	20-Sep-18	Provisions for Reverse Charge Under GST
	21-Sep-18	Provisions for Reverse Charge Under GST
	22-Sep-18	Assignment II
	23-Sep-18	Sunday/Haryana Heroes' Martyrdom Day
11	24-Sep-18	Tax Invoice Basics
	25-Sep-18	Particulars of Tax Invoice

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	26-Sep-18	Manner of Issuing Invoice
	27-Sep-18	Types of Invoices in GST
	28-Sep-18	Tax Invoice in Case of Goods
	29-Sep-18	Tax Invoice in Case of Services
	30-Sep-18	Sunday
12	1-Oct-18	Other Types of Tax Invoices in GST
	2-Oct-18	Mahatma Gandhi Jayanti
	3-Oct-18	Credit Note
	4-Oct-18	Debit Note
	5-Oct-18	E-Way Bill
	6-Oct-18	E-Way Bill
	7-Oct-18	Sunday
13	8-Oct-18	GST Returns
	9-Oct-18	GST Returns
	10-Oct-18	Maharaja Aggarsen Jayanti
	11-Oct-18	GST Returns
	12-Oct-18	GST Returns
	13-Oct-18	GST Returns
	14-Oct-18	Sunday
14	15-Oct-18	GST Returns
	16-Oct-18	Payment of Tax
	17-Oct-18	Payment of Tax
	18-Oct-18	Dussehra
	19-Oct-18	Payment of Tax
	20-Oct-18	Payment of Tax
	21-Oct-18	Sunday
15	22-Oct-18	Payment of Tax
	23-Oct-18	Class Test
	24-Oct-18	Maharishi Valmiki's Birthday
	25-Oct-18	Refunds
	26-Oct-18	Refunds
	27-Oct-18	Karwa Chauth
	28-Oct-18	Sunday
16	29-Oct-18	Refunds
	30-Oct-18	Appeal and Revision
	31-Oct-18	Appeal and Revision
	1-Nov-18	Haryana Day
	2-Nov-18	Appeal and Revision
	3-Nov-18	Offences and Penalties

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	4-Nov-18	Sunday
17	5-Nov-18	Offences and Penalties
	6-Nov-18	Offences and Penalties
	7-Nov-18	Diwali
	8-Nov-18	Goverdhan Puja
	9-Nov-18	Vishwakarma Day
	10-Nov-18	Technology in GST
	11-Nov-18	Sunday
18	12-Nov-18	Technology in GST
	13-Nov-18	Technology in GST
	14-Nov-18	Revision