

Weekly Planner BCOM II (4TH SEMESTER)

Subject: AUDITING AND SECRETARIAL PRACTICE

Session 2017-18

WEEK	Name of the chapter
8 JAN.-13 JAN.	Introduction, Meaning, Objectives, Basic Principles, Classifications, Advantages and Limitations of Audit
15 JAN.-20 JAN.	Investigation, Difference between Audit and Investigation
22 JAN.-27 JAN.	Audit Program, Audit Evidence
29 JAN.-3 FEB.	Internal Control, Internal Check and Internal Audit
5 FEB.-10 FEB.	Vouching –Definition –Features –Examining Vouchers - Vouching of Cash book –Vouching of Trading Transactions, Verification and Valuation of Assets & Liabilities
12 FEB.-17 FEB.	Company Auditor - Qualifications and Disqualifications –Appointment - Removal, Remuneration, Rights, Duties and Liabilities
19 FEB.-24 FEB.	Auditor's Report - Contents and Types Company Auditor Report Order (CARO).
26 FEB.-3MARCH	Secretarial Practice: Definition of Company Secretary, Qualification of Company Secretary, Appointment, Dismissal,
5 MARCH-10 MARCH	MID-SEMESTER EXAMS
12MARCH-17 MARCH	Duties & Liability for Offences of Company Secretaries. Position and Role of Company Secretaries, Company Secretary in Practice.
19 MARCH-24 MARCH	Procedure for Statutory Meeting and its fate under New Companies Act 2013, Annual General Meeting, Extra Ordinary General Meeting,
26 MARCH-31 MARCH	Director, Board and Committee Meetings
2 APRIL-7 APRIL	Meaning and Types of Motions and Resolution, Minutes, etc
9 APRIL-14 APRIL	Role of Company Secretary before, during and after Meetings.
16 APRIL-21 APRIL	Revision

