

# Saraswati Mahila Mahavidyalaya, Palwal

## Lesson Plan :

Name of the Assistant/Associate Professor: Ms Deepmale

Class and Section: B.Com (C.A) III yr VI sem.

Name of subject: Auditing

Subject Lesson Plan : 18 weeks (from January 2018 to April 2018)

(Note: Prepare as per list of holidays declared by Haryana govt.)

WEEK 1
ASSIGNMENT:
WEEK 1, DAY 1, DATE : 01/01/2018 (MONDAY)
Chapter - 1 - Introduction Auditing - Meaning, origin and development, Definition, Elements of Auditing.
WEEK 1, DAY 2, DATE : 02/01/2018 (TUESDAY)
Necessity of Auditing, Meaning of Book Keeping, Accountancy, Auditing and Investigation, Diff b/w Book Keeping, Accountancy and Auditing
WEEK 1, DAY 3, DATE : 03/01/2018 (WEDNESDAY)
Investigation - Meaning, Diff b/w Auditing & Investigation Accountancy is a necessity while auditing is a luxury
WEEK 1, DAY 4, DATE : 04/01/2018 (THURSDAY)
Scope of Audit, Basic concept of Auditing, Audit principles Audit procedures, Audit techniques, Relationship b/w principles, procedures & techniques
WEEK 1, DAY 5, DATE : 05/01/2018 (FRIDAY)
<b>Holiday on account of Guru Govind Singh's Birthday</b>
WEEK 1, DAY 6, DATE : 06/01/2018 (SATURDAY)
Qualities of an Auditor, Types of Auditor, Revision of chapter

Revision of previous topic

WEEK 2

ASSIGNMENT:

WEEK 2, DAY 1, DATE :08/01/2018(MONDAY)

Test of Chapter - 1

WEEK 2, DAY 2, DATE :09/01/2018(TUESDAY)

Chapter - 2 Object, Importance & Limitations of Auditing  
Object of Auditing - Main object and Subsidiary object

WEEK 2, DAY 3, DATE :10/01/2018(WEDNESDAY)

Other objects, Difference b/w Error and Fraud  
Duties & responsibilities of auditors regarding Error & Frauds

WEEK 2, DAY 4, DATE :11/01/2018(THURSDAY)

Advantages of Audit and Limitations of audit

WEEK 2, DAY 5, DATE :12/01/2018(FRIDAY)

oral test of chapter - 2

WEEK 2, DAY 6, DATE :13/01/2018(SATURDAY)

Chapter - 3 Types of audit  
Types of Audit - Acc to the org of Business

WEEK 3

ASSIGNMENT: chapter 1, 2 and 3  
WEEK 3, DAY 1, DATE : 15/01/2018 (MONDAY)

Types of Audit - According to practical way

WEEK 3, DAY 2, DATE : 16/01/2018 (TUESDAY)

Continue the types of Audit  
Internal Audit - Meaning Definition, Object, Importance of Internal Audit

WEEK 3, DAY 3, DATE : 17/01/2018 (WEDNESDAY)

Qualification of Internal Auditor, Requisites of an efficient Internal Audit Department, procedure of Internal Audit  
Advantages and Disadvantages of Internal Audit

WEEK 3, DAY 4, DATE : 18/01/2018 (THURSDAY)

Difference b/w Continuous and Internal Audit  
DIFF b/w External & Internal Audit  
DIFF b/w Internal & Statutory Audit

WEEK 3, DAY 5, DATE : 19/01/2018 (FRIDAY)

Internal Auditor and Statutory Auditor  
Dependence of Statutory Auditor on Internal Auditor  
Revision of Chapter

WEEK 3, DAY 6, DATE : 20/01/2018 (SATURDAY)

Assignment of Chapter - 1, 2

WEEK 4

ASSIGNMENT:

WEEK 3, DAY 1, DATE : 22/01/2018 (MONDAY)

## Holiday on account of Basant Panchmi.

WEEK 4, DAY 2, DATE :23/01/2018(TUESDAY)

Chapter - 4 Audit process and Audit programme preparation before Audit,  
Audit programme - Meaning, Definition, objects  
Types of Audit programme

WEEK 4, DAY 3, DATE :24/01/2018(WEDNESDAY)

## Holiday on account of Sir Chotu Ram Jayanti.

WEEK 4, DAY 4, DATE :25/01/2018(THURSDAY)

Essentials of a good audit programme, Advantages and Disadvantages of audit programme, Remedies in audit programme.

WEEK 4, DAY 5, DATE :26/01/2018(FRIDAY)

## Holiday on account of Republic Day.

WEEK 4, DAY 6, DATE :27/01/2018(SATURDAY)

Audit Note - Book - Meaning, Contents, Importance / Advantages Disadvantages, Audit working paper - Meaning, Definition objects, Essentials of good working papers

WEEK 5

### ASSIGNMENT:

WEEK 5, DAY 1, DATE :29/01/2018(MONDAY)

Points in Connection with audit working paper, ownership of audit working paper, Confidential, Nature of working paper, Method of audit work.

WEEK 5, DAY 2, DATE :30/01/2018(TUESDAY)

Routine checking - Meaning objects advantages and Disadvantages  
Test checking - Meaning, Definition, elements, advantages Disadvantages, precautions

WEEK 5, DAY 3, DATE :31/01/2018(WEDNESDAY)

## Holiday on account of Guru Ravi Dass Jayanti

WEEK 5, DAY 4, DATE :01/02/2018(THURSDAY)

Test checking and Auditor's responsibility, Audit in Depth overall check.

WEEK 5, DAY 5, DATE :02/02/2018(FRIDAY)

Test of chapter - 4

WEEK 5, DAY 6, DATE :03/02/2018(SATURDAY)

Return of Test

WEEK 6

ASSIGNMENT:

WEEK 6, DAY 1, DATE :05/02/2018(MONDAY)

chapter - 5 Internal Control, Internal audit and Check  
Internal Control - Meaning, definition, objects  
Basic principles of Internal Control forms of Internal  
Control, Internal Control and audit.

WEEK 6, DAY 2, DATE :06/02/2018(TUESDAY)

Internal check - Meaning definition features / Elements  
of Internal check, objects, features of an efficient  
system of Internal check, Internal check & audit.

WEEK 6, DAY 3, DATE :07/02/2018(WEDNESDAY)

Advantages and Disadvantages of Internal check  
Internal audit - Meaning, objects, Importance, Quali-  
-fication of Internal auditors.

WEEK 6, DAY 4, DATE :08/02/2018(THURSDAY)

procedure of Internal audit, Advantages & Disadvanta-  
-ges, Diff b/w Internal check & audit

WEEK 6, DAY 5, DATE :09/02/2018(FRIDAY)

Diff b/w Internal Control & Internal check, purchase and Internal check, Purchase Return and Internal check, Credit sale and Internal check,

WEEK 6, DAY 6, DATE : 10/02/2018 (SATURDAY)

**Holiday on account of Maharshi Dayanand Saraswati Jayanti.**

WEEK 7

ASSIGNMENT:

WEEK 7, DAY 1, DATE : 12/02/2018 (MONDAY)

Stores and Internal check, Cash Book and Internal check, Cash sales and Internal check

WEEK 7, DAY 2, DATE : 13/02/2018 (TUESDAY)

**Holiday on account of Maha Shivaratri.**

WEEK 7, DAY 3, DATE : 14/02/2018 (WEDNESDAY)

oral test of chapter - 5

WEEK 7, DAY 4, DATE : 15/02/2018 (THURSDAY)

Cash receipts and Internal check, Cash payment and Internal check, wages and Internal check

WEEK 7, DAY 5, DATE : 16/02/2018 (FRIDAY)

Ch - 12 Audit Report  
Audit Report - Meaning, Importance, Contents of audit report, True & False report, Matters to be considered while preparing report

WEEK 7, DAY 6, DATE : 17/02/2018 (SATURDAY)

Types of audit report, classification acc to work according to Nature, diff b/w clean and qualified report, specimen of audit report

WEEK 8

ASSIGNMENT:

WEEK 8, DAY 1, DATE : 19/02/2018 (MONDAY)

Audit Certificate - Meaning, Diff b/w audit report and audit certificate. Specimen of audit certificate.

WEEK 8, DAY 2, DATE : 20/02/2018 (TUESDAY)

Revision of Different Specimen

WEEK 8, DAY 3, DATE : 21/02/2018 (WEDNESDAY)

Test of chapter - 12

WEEK 8, DAY 4, DATE : 22/02/2018 (THURSDAY)

Chapter - 13 Investigation  
Investigation - Meaning, definition, features  
Diff b/w Investigation & auditing

WEEK 8, DAY 5, DATE : 23/02/2018 (FRIDAY)

procedure / object / Types of Investigation

WEEK 8, DAY 6, DATE : 24/02/2018 (SATURDAY)

Continue the types of Investigation

WEEK 9

ASSIGNMENT: Unit - 4

WEEK 9, DAY 1, DATE : 26/02/2018 (MONDAY)

Chapter - 9 company auditor - Appointment, Powers  
Duties & liabilities  
Appointment of auditor - In sole trade Partnership &  
Company.

WEEK 9, DAY 2, DATE : 27/02/2018 (TUESDAY)

Qualification of company auditor, Disqualification  
Removal of auditor, legal position, Rights &  
Powers of Auditor.

WEEK 9, DAY 3, DATE : 28/02/2018 (WEDNESDAY)

VACATION - II

WEEK 9, DAY 4, DATE : 01/03/2018 (THURSDAY)

VACATION - II

WEEK 9, DAY 5, DATE : 02/03/2018 (FRIDAY)

VACATION - II

WEEK 9, DAY 6, DATE : 03/03/2018 (SATURDAY)

VACATION - II

WEEK 10

ASSIGNMENT:

WEEK 10, DAY 1, DATE : 05/03/2018 (MONDAY)

Test of Unit - 4



WEEK 10, DAY 2, DATE :06/03/2018(TUESDAY)

Duties of Auditor.

WEEK 10, DAY 3, DATE :07/03/2018(WEDNESDAY)

An auditor is watch dog, liabilities of auditors

WEEK 10, DAY 4, DATE :08/03/2018(THURSDAY)

Continue the liability of auditors  
Can an auditor be helpful in checking Black Money

WEEK 10, DAY 5, DATE :09/03/2018(FRIDAY)

Revision of chapter - 9

WEEK 10, DAY 6, DATE :10/03/2018(SATURDAY)

Chapter - 10 Depreciation, provision & reserves  
Depreciation - Meaning, Definition, Importances

WEEK 11

ASSIGNMENT:

WEEK 11, DAY 1, DATE :12/03/2018(MONDAY)

Ascertainment of amount of Depreciation, diff  
Methods of Depreciation, Depreciation & auditor  
Arguments pro and against Depreciation.

WEEK 11, DAY 2, DATE :13/03/2018(TUESDAY)

provisions - Meaning Definition, objects, provisions  
& auditor  
Reserves - Meaning, Definition, features

WEEK 11, DAY 3, DATE : 14/03/2018 (WEDNESDAY)

area Test -

WEEK 11, DAY 4, DATE : 15/03/2018 (THURSDAY)

Types of reserves, diff b/w General reserve & specific reserves, Reserves and auditor  
Secret Reserves - Meaning, objects, methods

WEEK 11, DAY 5, DATE : 16/03/2018 (FRIDAY)

Advantages & Disadvantages of Secret Reserves  
Indian Company act and secret reserve and auditor.

WEEK 11, DAY 6, DATE : 17/03/2018 (SATURDAY)

presentation on chapter - 9

WEEK 12

ASSIGNMENT:

WEEK 12, DAY 1, DATE : 19/03/2018 (MONDAY)

Chapter - 11 Divisible profit & Dividends  
profit = Meaning, Definition, Ascertainment of  
real profit

WEEK 12, DAY 2, DATE : 20/03/2018 (TUESDAY)

Divisible profit = Meaning, legal provision  
Determination of Divisible profit.

WEEK 12, DAY 3, DATE :21/03/2018(WEDNESDAY)

Dividend - Meaning, Determination, Statutory provisions, procedure.

WEEK 12, DAY 4, DATE :22/03/2018(THURSDAY)

Dividend and auditor, unpaid Dividend, Rights to Dividend, Right Shares and Bonus Shares

WEEK 12, DAY 5, DATE :23/03/2018(FRIDAY)

Holiday on account of Shahidi diwas.

WEEK 12, DAY 6, DATE :24/03/2018(SATURDAY)

Interim Dividend - Meaning, procedure, statutory law, Advice of the auditor regarding Interim Dividend

WEEK 13

ASSIGNMENT:

WEEK 13, DAY 1, DATE :26/03/2018(MONDAY)

Payment of Dividend, statutory provision  
Revision of chapters

WEEK 13, DAY 2, DATE :27/03/2018(TUESDAY)

Chapter - 6

Routine checking and vouching

WEEK 13, DAY 3, DATE :28/03/2018(WEDNESDAY)

Diff b/w Vouching and Routine checking  
Object, Importance of Vouching

WEEK 13, DAY 4, DATE : 29/03/2018 (THURSDAY)

**Holiday on account of Mahavir Jayanti.**

WEEK 13, DAY 5, DATE : 30/03/2018 (FRIDAY)

area Test

WEEK 13, DAY 6, DATE : 31/03/2018 (SATURDAY)

Kinds of Vouchers, Examination of Vouchers  
Vouching of Cash Book

WEEK 14

ASSIGNMENT:

WEEK 14, DAY 1, DATE : 02/04/2018 (MONDAY)

Continu<sup>the</sup> Vouching of Cash Book

WEEK 14, DAY 2, DATE : 03/04/2018 (TUESDAY)

Vouching of Purchase Book, Purchase Return  
Book, Sales Book, Sales Return Book,  
BR, B/P

WEEK 14, DAY 3, DATE : 04/04/2018 (WEDNESDAY)

Vouching of Creditors, Debtors and General Ledger.

WEEK 14, DAY 4, DATE :05/04/2018(THURSDAY)

Test of chapter - 6

WEEK 14, DAY 5, DATE :06/04/2018(FRIDAY)

Return of test

WEEK 14, DAY 6, DATE :07/04/2018(SATURDAY)

chapter - 7

Verification of Assets & Liabilities - Meaning, Definition, Object, Importances

WEEK 15

ASSIGNMENT:

WEEK 15, DAY 1, DATE :09/04/2018(MONDAY)

General steps of verification, verification of Assets

WEEK 15, DAY 2, DATE :10/04/2018(TUESDAY)

Continue the verification of Assets

WEEK 15, DAY 3, DATE :11/04/2018(WEDNESDAY)

Continue the verification of Asseb

WEEK 15, DAY 4, DATE :12/04/2018(THURSDAY)

Continue the verification of Asseb

WEEK 15, DAY 5, DATE :13/04/2018(FRIDAY)

Verification of Liabilities

WEEK 15, DAY 6, DATE :14/04/2018(SATURDAY)

Holiday on account of Vaisakhi & Dr B.R. Ambedkar's Jayanti.

WEEK 16

ASSIGNMENT:

WEEK 16, DAY 1, DATE :16/04/2018(MONDAY)

Chapter - 8 Valuation of Asseb  
Valuation - Meaning, Definition, Object, Importance

WEEK 16, DAY 2, DATE :17/04/2018(TUESDAY)

Different types of price, Methods of Valuation of Asseb

WEEK 16, DAY 3, DATE :18/04/2018(WEDNESDAY)

**Holiday on account of Maharshi Pasuram Jayanti**

**WEEK 16, DAY 4, DATE :19/04/2018(THURSDAY)**

continue the valuation of assets & auditors

**WEEK 16, DAY 5, DATE :20/04/2018(FRIDAY)**

continue the valuation of assets & auditors

**WEEK 16, DAY 6, DATE :21/04/2018(SATURDAY)**

Revision of Unit-1

**WEEK 17**

**ASSIGNMENT:**

**WEEK 17, DAY 1, DATE :23/04/2018(MONDAY)**

Revision

**WEEK 17, DAY 2, DATE :24/04/2018(TUESDAY)**

Revision

**WEEK 17, DAY 3, DATE :25/04/2018(WEDNESDAY)**

Revision

WEEK 17, DAY 4, DATE :26/04/2018(THURSDAY)

Rensim

WEEK 17, DAY 5, DATE :27/04/2018(FRIDAY)

Rensim

WEEK 17, DAY 6, DATE :28/04/2018(SATURDAY)

Rensim

WEEK 18

ASSIGNMENT:

WEEK 18, DAY 1, DATE :30/04/2018(MONDAY)

Rensim

Def 8/12/2017