

Lesson Plan

Name of the Assistant Professor : Ritu Narwal

Class and Section: B.com 4th sem

Subject: Computerised Accounting System

Month	Topics/Particulars
January	<ul style="list-style-type: none">• Installation of Tally, Tally Prime- Licensing, Configurations – Tally Vault Password• Security Control in Tally, Splitting Company – Backup and Restore• Practical: Creation of company, Creation of Group, Creation of Ledger• Assignments/Tests: Class test, Revision
February	<ul style="list-style-type: none">• Creation of Company, Accounting Features: Voucher Entry, Budget, Cost Centre, Balance Sheet, Profit & Loss A/C, Currency, Debit Note & Credit Note• Practical: Creation of Voucher, Trial balance, Creation of Balance Sheet, Profit & Loss A/C
March	<ul style="list-style-type: none">• Interest Calculation, Order Processing, GST,• Inventory: Stock Item, sales order, Purchase order, Delivery Order, Delivery Note, Rejection Out• Practical: Order Processing, Interest Calculation• Assignments/Tests: Sessionals, Revision
April	<ul style="list-style-type: none">• Payroll: Salary accounting, Introduction to Payroll – payroll masters – payroll Vouchers – Overtime Payment – Gratuity – Advanced Payroll Transactions Basis=c salary, Overtime, Bonus, Gratuity, Loan ESI< Provident Fund, Pension, Commission• Practical: Payroll Creation, employee Record other Business operations in Tally• Assignments/Tests: Class test, Revision

Ritu


Principal
GCW (Boatara) Gharanda

Lesson Plan

Name of the Assistant Professor : Ritu Narwal

Class and Section: B.com 6th sem.

Subject: Human Resource Management

Month	Topics/Particulars
January	Human Resource Management Human resource planning Job analysis • Assignments/Tests: Class test, Revision
February	• Recruitments • Methods of recruitment • Current scenario of recruitment in india • Selection • Selection test • Types of selection test • Procedure or Steps in selection • Assignments/Tests: Class test, Revision
March	• Placement and selection • Internal mobility • Promotion • Demotion • Transfer • Training • Methods of Training • Difference in training and development • Assignments/Tests: Class Test, Revision
April	• Performance Appraisal • Potential appraisal • Assignments/Tests: Class test, Revision

Ritu


Principal
GCW (Bastara) Gharsunda

Lesson Plan

Name of the Assistant Professor : Ritu Narwal

Class and Section: B.com 2nd sem

Subject: Computerised accounting System

Month	Topics/Particulars
January	<ul style="list-style-type: none">• Installation of Tally, Tally Prime- Licensing, Configurations – Tally Vault Password• Security Control in Tally, Splitting Company – Backup and Restore• Practical: Creation of company, Creation of Group, Creation of Ledger• Assignments/Tests: Class test, Revision
February	<ul style="list-style-type: none">• Creation of Company, Accounting Features: Voucher Entry, Budget, Cost Centre, Balance Sheet, Profit & Loss A/C, Currency, Debit Note & Credit Note• Practical: Creation of Voucher, Trial balance, Creation of Balance Sheet, Profit & Loss A/C
March	<ul style="list-style-type: none">• Interest Calculation, Order Processing, GST,• Inventory: Stock Item, sales order, Purchase order, Delivery Order, Delivery Note, Rejection Out• Practical: Order Processing, Interest Calculation• Assignments/Tests: Sessionals, Revision
April	<ul style="list-style-type: none">• Payroll: Salary accounting, Introduction to Payroll – payroll masters – payroll Vouchers – Overtime Payment – Gratuity – Advanced Payroll Transactions Basin=c salary, Overtime, Bonus, Gratuity, Loan ESI< Provident Fund, Pension, Commission• Practical: Payroll Creation, employee Record other Business operations in Tally• Assignments/Tests: Class test, Revision

Ritu


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Lesson Plan


Name of the Assistant Professor : Ritu Narwal

Class and Section: B.com 6^h Sem,

Subject: Management Accounting

Months	Topics To be covered
Jan	Management Accounting-Meaning and Nature Scope and Functions of Management Accounting Significance and Role in Decision Making Tools and Techniques of Management accounting Meaning Of Budget, Budgeting, Budgetary Control Objectives, Importance and Limitations Of Budget Types of Budget Installation and Essentials of Budget Practical problems on Budgetary Control
Feb	Fundflow statement Cash flow statement Ratio
March	Standard Costing-Meaning, features and Advantages Methods, types Conditions of Standard Costing Relationship between Standard Costing and Budgetary Control Variance Analysis-meaning and types Computation of variance Practical problem Labour Cost Variance Practical Problems on Labour Variance Absorption and Marginal Costing Cost Volume profit Analysis -Theory Responsibility Accounting
April	Cost Control: objectives and steps Cost Reduction: meaning, Advantages and Scope Tools and Techniques of Cost Reduction Cost management: Meaning , Steps and Objectives Advantages and Limitations Life Cycle Costing Target Costing

Ritu


Principal
GCW (Bastara) Gharuanda