

## LESSON PLAN (EVEN SEM 2024)

Class - B.Com 2<sup>nd</sup> SEM

Subject - Computerised Accounting System

Name - Mandeep Kumar

Week 1	CAS- TALLY PRIME, INSTALLATIONS, LICENSING, CONFIGURATIONS, VAULT PASSWORDS, SECURITY CONTROL, DATA BACKUP AND RESTORE IN TALLY PRIME
Week 2	EXPORT AND IMPORT DATA, EDIT LOG FEATURE IN TALLY, GATEWAY OF TALLY
Week 3	COMPANY CREATION , LEDGER CREATION, INVOICING, COST CENTRES INTEREST CALCULATIONS
Week 4	INVENTORY,; STOCK ITEMS, PURCHASE AND SALE ORDER PROCESSING, GODOWNS
Week 5	REVISION , ASSIGNMENT AND TEST
Week 6	FINANCIAL STATEMENTS: PNL, BALANCESHEET, BANK RECONCILLATION, DEBIT &CREDIT NOTES, TALLY AUDIT FEATURES,
Week 7	MIS AND DIFFERENT REPORTS IN TALLY
Week 8	INCOME TAX AND GST IN TALLY PRIME, TDS, TCS, PAYROLL ( INTRODUCTION, ACCOUNTING, PAYROLL MASTERS, VOUCHERS, GRATUITY, PROVIDENT FUNDS, ESI, REPORTS OF PAYROLL
Week 9	PROCEDURES TO CREATE COMPANY, P&L, BALANCESHEETS, TDS, TCS, GST ENTRIES IN TALLY PAROLL IN TALLY
Week 10	REVISION , ASSIGNMENT AND TEST
Week 11 and 12	Revision continue...

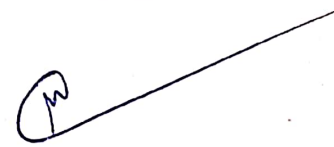
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### Lesson plan Even sem 2024

Class: B.COM 4<sup>TH</sup> SEMESTER Subject: Computerized Accounting System

Name - Mandeep Kumar

Week 1	Introduction: installation of Tally, ERP9 – Licensing configurations – Tally Vault Password – Security Control in Tally,
Week 2	ERP9 – Splitting Company Data – Backup and Restore.
Week 3	Accounting: voucher entry, budget, cost centre, balance sheet, profit and loss account, currency
Week 4	Debit note, credit note, interest calculation.
Week 5	Inventory: stock item, sales order, purchase order, delivery note, rejection out.
Week 6	Computerized Tax Liability Calculation.
Week 7	Payroll: Salary Accounting – Introduction to Payroll – Payroll Masters
Week 8	Payroll Vouchers – Overtime Payment – Gratuity
Week 9	Advanced Payroll Transactions Basic Salary, Overtime, Bonus, Gratuity, Loan,
Week 10	ESI, Provident Fund, Pension, Commission
Week 11 and 12	Revision continue...



### LESSON PLAN (EVEN SEM 2024)

Class - B.Com Sem. 4<sup>th</sup> Subject - BUSINESS LAWS-II Name - Mandeep Kumar

Week 1	Negotiable Act 1881: scope, features and types; Negotiation; Crossing; Dishonor and discharge of negotiable instruments.
Week 2	Indian Partnership Act, 1932: nature of firm, duties and rights of partners, relations of partners to third parties, liabilities of firm and partner, minor, reconstitution of partnership firm
Week 3	Dissolution of a firm and consequences, settlement of accounts, registration of firms, effect of non-registration.
Week 4	Limited Liability Partnership Act, 2008: meaning, characteristics of Limited Liability Partnership (LLP); Incorporation of LLP
Week 5	Partners and the liability of LLP and partners; accounts, audit and taxation of LLPs, conversion to LLP from firm/private company/unlisted public company; winding up and dissolution of LLP.
Week 6	Information Technology Act 2000: purpose, digital signature, electronic governance; attribution,
Week 7	acknowledgement and dispatch of electronic records, certifying digital signature, penalties and other provisions
Week 8	RTI Act, 2005: important provisions
Week 9	Revision cont.....

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### LESSON PLAN (EVEN SEM 2024)

Class - B.Com Final 6<sup>th</sup> sem      Subject - HRM      Name - Mandeep Kumar

Week 1	Human resource management: meaning, nature, history and scope, objectives, functions, importance; HRM vs. HRD and personal management.
Week 2	Human resource planning: meaning, importance, objectives, process, factors affecting manpower planning, problems and suggestions for making HR planning effective.
Week 3	Job Analysis: meaning, process of job analysis, methods of collecting job analysis data, potential problems with job analysis; job description and job specification.
Week 4	Recruitment: meaning, purpose, recruitment policy, factors affecting recruitment; source of recruitment, internal and external methods of recruitment. Selection: meaning, purpose, difference between recruitment and selection; process of selection; barriers to effective selection.
Week 5	Placement, induction and internal mobility: placement; induction/orientation: meaning, objectives, content and responsibility for induction; internal mobility: meaning & need;
Week 6	Transfer: purpose, types; benefits and problems, transfer policy; promotion: purpose, basis, promotion policy; demotion: causes, demotion policy.
Week 7	Training: meaning, training and education, training and development, objectives, importance, steps in designing training programme; training methods: on-the-job and off-the-job methods.
Week 8	Performance appraisal: meaning, features, merits, limitations, process and methods of performance appraisal.
Week 9	Revision cont.....

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