	Specimen of Lesson Plan				
		Name of the Faculty : Parul			
		Discipline : OMCA			
		Semester : 3rd Sem			
		Subject : BKA			
		Lesson Plan Duration : 14 weeks (20.08.2024	1-29.11.2024)		
Weeks		Theory		Practical	
	Lecture	Topics	Lecture	Topics	
	day	(Including assignment test)	day		
	1	Introduction of the subject Book keeping & accountancy			
	2	Meaning & definition of book keeping			
1st	3	Definitions & meaning accounting & accountancy			
	4	Need of book keeping			
	5	Revision of covered syllabus			
	6	Class test of covered syllabus			
	7	Meaning, functions of Accounting			
2nd	8	Objectives of book keeping			
	9	Difference between book keeping & accountancy			
	10	Revision of covered syllabus			
3rd	11	Class test of covered syllabus			
	12	Genenral principle of Accounting			
	13	Concept of accounting			
	14	Classification of accounts			
	15	Personal account meaning and practical practice			
	16	Real account meaning and practical practice			
	17	Nominal account meaning and practical practice			
4th	18	Discussion and revision quarries			
	19	Class test of covered syllabus			
	20	1st Sessional test			
	21	1st Sessional test			
	22	1st Sessional test			
5th	23	significance of Double entry system			
	24	Revision of the covered syllabus			

	25	Meaning and definition of Journal	
	26	Rules of Journalizing	
	27	Revion and discussion	
6th	28	Journalizing the transactions	
	29	Practice of practicals	
	30	Discussion and revision quarries	
	31	Class test of covered syllabus	
	32	Meaning and definition of Ledger	
7th	33	Rules of Postingtransaction from Journal to Ledger	
	34	Practical practice of ledger posting	
	35	Revision and practice	
	36	Difference between Journal and Ledger	
	37	Revion and discussion	
8th	38	Class test of covered syllabus	
	39	Meaning and need of subsidiary books	
	40	Type of subsidiary books & format	
	41	Difference between susidiary books and accounts	
	42	Revion and discussion	
9th	43	Class test of covered syllabus	
	44	2nd Sessional test	
	45	2nd Sessional test	
	46	2nd Sessional test	
	47	Meaning and types of cash books	
10th	48	Practical practice of cash book	
	49	Single column of cash book practice	
	50	Double column of cash book practice	
	51	Triple column of cash book practice	
	52	Difference between cash book and cash account	
11th	53	Practical practice and revision	
	54	Petty cash book with Imprest system	
	55	Practical practice and revision	
	56	Meaning and definition of trial balance	
	57	Objectives and functions of Trial balance	
12th	58	Error disclosed or not disclosed by trial balance	

	59	Rectification of Error	
	60	3rd Sessional test	
	61	3rd Sessional test	
	62	3rd Sessional test	
13th	63	Practical practice and revision of Trial balance	
	64	Introduction & meaning of Bank Reconciliation statement	
	65	Reason for disagreement b/w cash book pass book	
	66	revision of covered topics	
	67	Practical practice and revision	
14th	68	Steps and rules for preparation of Trial Balance	
	69	revision of covered topics	
	70	Practical practice and revision	

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Specimen of Lesson Plan			
Name of the Faculty	:		Parul
Discipline	:		OMCA
Semester	:		2nd Sem
Subject		:	OM

Lesson Plan Duration : 16 weeks (From 15 Feb - June. 14				
Weeks		Theory		
	Lecture	Topics	Lectu	
	day		re	
		(Including assignment test)	day	
	1	Introduction of the subject		
	2	Meaning of Office mgmt		
1st	3	Definitions & meaning of the Office		
	4	Definitions & meaning of the Office mgmt		
	5	Revision of covered syllabus		
	6	Importance of office mgmt		
	7	Discussion and practice		
2nd	8	Class test of importance of Filing		
	9	Functions of Filing (Basic)		
	10	Revision		
3rd	11	Functions of Filing (Administrative)		
	12	Revision of the covered syllabus		
	13	Class test of covered syllabus		
	14	Classification of Filing Alphabetic & Numerical method		
	15	Geographic method and Subject wise methods		
	16	Chronological method		
	17	Discussion and revision		
4th	18	Class test of classification of filing		
	19	Explanaton of Traditional methods		
	20	Explanation of Modern methods		
	21	Discusion and revision		
	22	Class test of methods		
5th	23	Quarries of covered syllabus		
	24	Introduction of Office Record		
	25	Meaning of Office Record		
	26	Significance of Office record		
	27	Revion and discussion		
6th	28	Class test		
	29	Types and imortance of office record		
	30	Discussion of covered topics		
	31	Class test of importance of office record		
	32	class test of types of office records		
7th	33	Need of effective records		
	34	revision of the covered topic		
	35	Class test		
	36	Meaning of Cumputer based indexing		
	37	Revision and discussion		

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