

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

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

	59	Rectification of Error		
	60	3rd Sessional test		
13th	61	3rd Sessional test		
	62	3rd Sessional test		
	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		
14th	66	revision of covered topics		
	67	Practical practice and revision		
	68	Steps and rules for preparation of Trial Balance		
	69	revision of covered topics		
	70	Practical practice and revision		



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 day	Topics	Lecture day
		(Including assignment test)	
1st	1	Introduction of the subject	
	2	Meaning of Office mgmt	
	3	Definitions & meaning of the Office	
	4	Definitions & meaning of the Office mgmt	
	5	Revision of covered syllabus	
2nd	6	Importance of office mgmt	
	7	Discussion and practice	
	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	
4th	16	Chronological method	
	17	Discussion and revision	
	18	Class test of classification of filing	
	19	Explanaton of Traditional methods	
	20	Explanation of Modern methods	
5th	21	Discusion and revision	
	22	Class test of methods	
	23	Quarries of covered syllabus	
	24	Introduction of Office Record	
	25	Meaning of Office Record	
6th	26	Significance of Office record	
	27	Revion and discussion	
	28	Class test	
	29	Types and imortance of office record	
	30	Discussion of covered topics	
7th	31	Class test of importance of office record	
	32	class test of types of office records	
	33	Need of effective records	
	34	revision of the covered topic	
	35	Class test	
	36	Meaning of Cumputer based indexing	
	37	Revision and discussion	

8th	38	Class test of computer based indexing	
	39	Introduction of Office form	
	40	Meaning and significance of Office form	
9th	41	Discussion of covered topics	
	42	Types of Forms overviews	
	43	Sales form, Purchase form	
	44	Purpose of form designing	
	45	Revision and discussion	
10th	46	Quarries of covered topics	
	47	class test of form designing	
	48	Principles of form designing	
	49	Revision and discussion	
	50	class test of form designing	
11th	51	Introduction of Office correspondance	
	52	Importance of office correspondance	
	53	revision of covered topics	
	54	class test of importance Office correspondance	
	55	Incoming correspondance procedures	
12th	56	Revision and discussion	
	57	Class test of Incoming corres procedure	
	58	Meaning of Ordinary post	
	59	Meaning of Registered post	
	60	Difference between Ordinary post& Registered post	
13th	61	Meaning of parcel	
	62	Meaning of Registered post	
	63	Revision and discussion	
	64	Meaning of speed post	
	65	discussion and revision	
14th	66	Difference between Registered post and speed post	
	67	Courier, Airmails	
	68	E-mails	
	69	Revisions and discussion of covered topics	
	70	Class test of covered topics	
15th	71	Inroduction of Office Indexing	
	72	Meaning of Indexing	
	73	Types of indexing	
	74	Revision and discussion	
	75	Class test	
16th	76	Advantages of indexing	
	77	Disadvantages of Indexing	
	78	Methods of Indexing	
	79	Qarries of covered topics	
	80	Discussion and revisioin of covered syllabus	

