Specimen of Lesson Plan			
		Name of the Faculty : Parul	
		Discipline : OMCA	
		Semester : 3rd Sem	
		Subject : BKA	
		Lesson Plan Duration : 15 weeks (30.07.2026 - 23.11.202	
Weeks	Theory		
	Lecture day	Topics (Including assignment test)	Lecture day
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	Genenral 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	Revion and discussion	
	28	Journalizing the transactions	
	29	Practice of practicals	
	30	Discussion and revision quarries	
7th	31	Class test of covered syllabus	
	32	Meaning and definition of Ledger	
	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	
9th	41	Difference between susidiary books and accounts	
	42	Revion 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 for preparation of statement	
	69	revision of covered topics	
	70	Practical practice and revision	
15th	71	Rules for preparation of statement	
	72	items to be added (plus side)	
	73	itemsto be deducted (minus side)	
	74	Practice of practicals BRS	
	75	Revision and discussion of full syllabus	

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Practical Topics

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. 1	
Weeks	Theory		
	Lecture day	Topics (Including assignment test)	Lecture day
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 overvies	
	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	Advatages of indexing	
	77	Disadvantages of Indexing	
	78	Methods of Indexing	
	79	Qarries of covered topics	
	80	Discussion and revisioin of covered syllabus	

4, 2024)

Practical Topics

Classification of filing

Practice of Fom designing