NBGSM College Lesson Plan November 2020- February 2021 Name of **DIVYA MUNJAL Assistant Professor:** Class: **BBA** Semester: 1st **FINANCIAL ACCOUNTS** Subject: Day **Date Topic** Ist week Sunday 1-Nov-20 **HARYANA DAY** Introduction to Accounting 1 2-Nov-20 2 3-Nov-20 Meaning of Accounting 3 4-Nov-20 Scope of Accounting Advantages of Accounting 4 5-Nov-20 5 6-Nov-20 Branches of Accounting 6 7-Nov-20 Types of Accounting 8-Nov-20 Sunday Objectives of Accounting 2nd week 9-Nov-20 1 **Functions of Accounting** 10-Nov-20 2 Limitation of Accounting 3 11-Nov-20 4 12-Nov-20 Basic Accounting Terms 5 13-Nov-20 14-Nov-20 6 15-Nov-20 Sunday **Diwali Vacation** 3rd week 16-Nov-20 1 2 17-Nov-20 Bases of Accounting 3 18-Nov-20 Bases of Accounting Meaning of Double Entry System 4 19-Nov-20 Classification of Accounts 5 20-Nov-20 Adv & Dis of Double Entry System 6 21-Nov-20 Sunday 22-Nov-20

				Recording of Accounting Transactions
auto e t			22.11 22	
4th week		1	23-Nov-20	Recording of Accounting Transactions
				The second response to
		2	24-Nov-20	
				Recording of Accounting Transactions
		3	25-Nov-20	
				Recording of Accounting Transactions
		4	26-Nov-20	
		4	20-INOV-20	Preparation of Trial Balance
		5	27-Nov-20	·
				Preparation of Trial Balance
	Sunday	6	28-Nov-20 29-Nov-20	
	Junuay		23 1404 20	
5th week			30-Nov-20	Holiday
			4 D 20	De trice & Beekleen
		1 2		Revision & Problems Revision & Problems
		3		Class Test
		4		Capital & Revenue
		5	5-Dec-20	Capital & Revenue
	Sunday		6-Dec-20	
				Depresiation Provisions 9 Deserves
6th week		1	7-Dec-20	Depreciation, Provisions & Reserves
			, 200 20	Depreciation, Provisions & Reserves
		2	8-Dec-20	
			0.020	Accounting Treatment of Depreciation
		3	9-Dec-20	Accounting Treatment of Depreciation
		4	10-Dec-20	•
				Accounting Treatment of Depreciation
		5	11-Dec-20	Accounting Treatment of Depreciation
		6	12-Dec-20	
	Sunday		13-Dec-20	
7th week				
		1		Revision & Problems
		2	15-Dec-20	
		3		Final Accounts Final Accounts
		+ +	1, Dec 20	Final Accounts Final Accounts- with Adjustments
		5	18-Dec-20	-

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				Final Accounts- with Adjustments
		6	19-Dec-20	
	Sunday		20-Dec-20	
8th week				
				Final Accounts- with Adjustments
		1	21-Dec-20	
				Final Accounts- with Adjustments
		2	22-Dec-20	
	1			Final Accounts- with Adjustments
		3	23-Dec-20	
				Final Accounts- with Adjustments
		4	24-Dec-20	-
	+	5	25-Dec-20	
		6	26-Dec-20	HOLIDAI
	Cundou			
Oth wools	Sunday		27-Dec-20	
9th week			20 Da- 20	Davisian & Drahlams
		1		Revision & Problems
				Errors and their Rectification
		2	29-Dec-20	
				Errors and their Rectification
		3	30-Dec-20	
				Errors and their Rectification
		4	31-Dec-20	
				Errors and their Rectification
		1	1-Jan-21	
				Errors and their Rectification
		2	2-Jan-21	
	Sunday		3-Jan-21	
	<i>'</i>			
10th week		1	4-Jan-21	Revision & Problems
	+	2		Class Test
	+ +		3 7011 21	Accounts of Non-Profit Organisations
		3	6-Jan-21	_
	+	- 1	J Juli ZI	Accounts of Non-Profit Organisations
		4	7-Jan-21	_
	+ +	4	/ -Jall-21	
		_	0 1 34	Accounts of Non-Profit Organisations
		5	8-Jan-21	
		6		Revision & Problems
	Sunday		10-Jan-21	
				Accounts of Non-Profit Organisations
11th week		1	11-Jan-21	
				Accounts of Non-Profit Organisations
		2	12-Jan-21	
				Accounts of Non-Profit Organisations
		3	13-Jan-21	
	1	-		

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			44 1 24	Accounts of Non-Profit Organisations
		4	14-Jan-21	
		5		Revision & Problems
		6		Revision & Problems
	Sunday		17-Jan-21	
12th week		1		Consignment Accounts
		2		Consignment Accounts
		3		Consignment Accounts
		4	21-Jan-21	Consignment Accounts
		5	22-Jan-21	Revision & Problems
		6	23-Jan-21	Revision & Problems
	Sunday		24-Jan-21	
13th week		1	25-Jan-21	Revision & Problems
		2	26-Jan-21	HOLIDAY
		3	27-Jan-21	Consignment Accounts
		4	28-Jan-21	Consignment Accounts
		5	29-Jan-21	Consignment Accounts
		6	30-Jan-21	Consignment Accounts
	Sunday		31-Jan-21	
14th week				
				theoretical and practical problems
			1-Feb-21	·
				theoretical and practical problems
		1	2-Feb-21	· · · · · · · · · · · · · · · · · · ·
				theoretical and practical problems
		2	3-Feb-21	·
				theoretical and practical problems
		3	4-Feb-21	· · · · · · · · · · · · · · · · · · ·
				theoretical and practical problems
		4	5-Feb-21	' '
				theoretical and practical problems
		5	6-Feb-21	·
	Sunday		7-Feb-21	
15th week				
	1	1	8-Feh-21	Test of double entry
	+	2		Doubts and problems
	1	3		PRESENTATIONS
	1	4		Test of depriciation
	+	5		Doubts and problems
	+	6		Doubts and problems
	Sunday	- $+$	14-Feb-21	Sound and problems
16th week	Januay		17 1 CU-21	
TOUI WEEK	+	1	15-Fah-21	Doubts and problems
	+	2	16-Feb-21	
		3		Revision & Problems
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		4	18-Feb-21	Class Test
		5	19-Feb-21	Revision & Problems
		6	20-Feb-21	Revision & Problems
	Sunday		21-Feb-21	
17th week	,			
		1	22-Feb-21	PRESENTATIONS
		2	23-Feb-21	
		3		Revision & Problems
		4		Revision & Problems
	+	5		Revision & Problems
	+	6		Revision & Problems
	Sunday	 	28-Feb-21	
	Sanday		2010021	
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Name of				
Assistant				DIVYA MUNJAL
Professor :				DIVIA MONJAL
Class:	+			B.COM H
Semester:	-			1st
Subject:	_		DII	SINESS COMMUNICATION
Subject.			ВО	SINESS COMMONICATION
		Day	Date	Tonic
let wook	Sunday	Day	Date	Topic HAPVANA DAV
Ist week	Sunday	Day	Date 1-Nov-20	HARYANA DAY
Ist week	Sunday	Day		
Ist week	Sunday		1-Nov-20	HARYANA DAY Introduction to business communication
Ist week	Sunday	Day 1		HARYANA DAY Introduction to business communication
Ist week	Sunday		1-Nov-20	HARYANA DAY Introduction to business communication
Ist week	Sunday	1	1-Nov-20 2-Nov-20	Introduction to business communication Communication- Nature, Process, Functions
Ist week	Sunday		1-Nov-20	HARYANA DAY Introduction to business communication Communication- Nature, Process, Functions
Ist week	Sunday	1	1-Nov-20 2-Nov-20	Introduction to business communication Communication- Nature, Process, Functions
Ist week	Sunday	1 2	1-Nov-20 2-Nov-20 3-Nov-20	Introduction to business communication Communication- Nature, Process, Functions Role, Objectives and Principles of Communication
Ist week	Sunday	1	1-Nov-20 2-Nov-20	Introduction to business communication Communication- Nature, Process, Functions Role, Objectives and Principles of Communication
Ist week	Sunday	1 2	1-Nov-20 2-Nov-20 3-Nov-20	Introduction to business communication Communication- Nature, Process, Functions Role, Objectives and Principles of Communication
Ist week	Sunday	2	1-Nov-20 2-Nov-20 3-Nov-20 4-Nov-20	Introduction to business communication Communication- Nature, Process, Functions Role, Objectives and Principles of Communication Basic Forms and Patterns of Communication
Ist week	Sunday	1 2	1-Nov-20 2-Nov-20 3-Nov-20	Introduction to business communication Communication- Nature, Process, Functions Role, Objectives and Principles of Communication Basic Forms and Patterns of Communication
Ist week	Sunday	2	1-Nov-20 2-Nov-20 3-Nov-20 4-Nov-20	Introduction to business communication Communication- Nature, Process, Functions Role, Objectives and Principles of Communication Basic Forms and Patterns of Communication
Ist week	Sunday	1 2 3	1-Nov-20 2-Nov-20 3-Nov-20 4-Nov-20	Introduction to business communication Communication- Nature, Process, Functions Role, Objectives and Principles of Communication Basic Forms and Patterns of Communication Basic Forms and Patterns of Communication
Ist week	Sunday	2	1-Nov-20 2-Nov-20 3-Nov-20 4-Nov-20	Introduction to business communication Communication- Nature, Process, Functions Role, Objectives and Principles of Communication Basic Forms and Patterns of Communication Basic Forms and Patterns of Communication
Ist week	Sunday	1 2 3 4	1-Nov-20 2-Nov-20 3-Nov-20 4-Nov-20 5-Nov-20	Introduction to business communication Communication- Nature, Process, Functions Role, Objectives and Principles of Communication Basic Forms and Patterns of Communication Basic Forms and Patterns of Communication Directions of Communication
Ist week		1 2 3	1-Nov-20 2-Nov-20 3-Nov-20 4-Nov-20 5-Nov-20 7-Nov-20	Introduction to business communication Communication- Nature, Process, Functions Role, Objectives and Principles of Communication Basic Forms and Patterns of Communication Basic Forms and Patterns of Communication Directions of Communication
Ist week	Sunday	1 2 3 4	1-Nov-20 2-Nov-20 3-Nov-20 4-Nov-20 5-Nov-20	Introduction to business communication Communication- Nature, Process, Functions Role, Objectives and Principles of Communication Basic Forms and Patterns of Communication Basic Forms and Patterns of Communication Directions of Communication
Ist week		1 2 3 4	1-Nov-20 2-Nov-20 3-Nov-20 4-Nov-20 5-Nov-20 7-Nov-20	Introduction to business communication Communication- Nature, Process, Functions Role, Objectives and Principles of Communication Basic Forms and Patterns of Communication Basic Forms and Patterns of Communication Directions of Communication
Ist week 2nd week		1 2 3 4	1-Nov-20 2-Nov-20 3-Nov-20 4-Nov-20 5-Nov-20 7-Nov-20	Introduction to business communication Communication- Nature, Process, Functions Role, Objectives and Principles of Communication Basic Forms and Patterns of Communication Basic Forms and Patterns of Communication Directions of Communication

		2	10-Nov-20	Presentation
		+ -	10 110 20	Media of Communication
		3	11-Nov-20	
		4		Media of Communication
		5	13-Nov-20	
		6	14-Nov-20	
	Cundou			
	Sunday	+ +	15-Nov-20	DIWAII VACALIOII
2ndade		1	1.C. Nov. 20	
3rd week		1	16-Nov-20	
		2	17-Nov-20	
		3	18-Nov-20	Barriers to Effective Communication
				Guidelines for Effective Communication - 7 C's
		4	19-Nov-20	
				Commandments of good communication
		5	20-Nov-20	
				Writing a Project Report - Meaning, Features, Guidelines
				,Objectives
		6	21-Nov-20	
	Sunday		22-Nov-20	
				Contents of Project Report
4th week		1	23-Nov-20	
		2	24-Nov-20	Project Report Making
				Writing Reports on Field Work - Meaning , features,
				objectives
		3	25-Nov-20	
				Kinds of Business Reports
		4	26-Nov-20	·
				Steps in report writing , organisation of report
		5	27-Nov-20	1
		6		Parts of the Report
	Sunday	+ - +	29-Nov-20	
	Januay	+ +	23 .107 20	
5th week		+ +	30-Nov-20	Holiday
Jan Week		+ +	30 140V 20	Honday
		+ +		Business Negotiations- meaning, nature
		1	1-Dec-20	
		+ +	T-DCC-20	P's of negotiation and its process
		2	2-Dec-20	
		+	Z-DEC-20	
				Role of communication in negotiation, behaviour of
				negotiators
			2.0 20	
		3	3-Dec-20	
				Video conferencing , voice mail , Intranet
		4	4-Dec-20	

		5	5-Dec-20	Presentation
	Sunday		6-Dec-20	
	Sulluay		0-Dec-20	
	+			Cuidalines for husiness negatiations. Dals and Danits of
				Guidelines for business negotiations, Do's and Don'ts of
cut			7.020	negotiation
6th week		1	7-Dec-20	
		_		E-correspondence- Fax , Internet
		2	8-Dec-20	
				E-mail- uses, format , advantages, limitations
		3	9-Dec-20	
		4	10-Dec-20	SMS - applications
				Teleconferencing- advantages , disadvantages
		5	11-Dec-20	
				Business letter writing- meaning, features, functions
		6	12-Dec-20	
	Sunday		13-Dec-20	
7th week				
				Spoken English for Business Communication-
				introduction, guidelines
				introduction, guidelines
			14 Dag 20	
		1	14-Dec-20	
				Interview- Guidelines for interviewer and interviewee
		2	15-Dec-20	
				Telephonic Conversation- preparation, guidelines
		3	16-Dec-20	
				Group Discussion - benefits, elements and guidelines
		4	17-Dec-20	
				Do's and Don'ts in Group discussion , Meetings-
				Participation , Etiquettes
		5	18-Dec-20	
				Business letter writing- meaning, features, functions
				,
		6	19-Dec-20	
	Sunday		20-Dec-20	
8th week	Januay	+	20 000 20	
otii week		+		Presentation of Plans - concents, need, features
				Presentation of Plans - concepts, need , features
		_	24 D= : 22	
		1	21-Dec-20	
				Why to make a presentation, Planning
		2	22-Dec-20	

Factors affecting presentation 3 23-Dec-20 Structure of Presentation 4 24-Dec-20 5 25-Dec-20 Holiday	
Structure of Presentation 4 24-Dec-20	
4 24-Dec-20	
5 25-Dec-20 Holiday	
26-Dec-20 Types of presentation	
9th week	
Sunday 1 27-Dec-20	
Spoken English for Business Communication-	
introduction, guidelines	
2 28-Dec-20	
Interview- Guidelines for interviewer and inte	rviewee
3 29-Dec-20	
Telephonic Conversation- preparation, guidel	ines
4 30-Dec-20	
Group Discussion - benefits, elements and gui	idelines
5 31-Dec-20	
Do's and Don'ts in Group discussion , Meeting	gs-
Participation , Etiquettes	
1 1-Jan-21	
2 2-Jan-21 test	
Sunday 3-Jan-21	
10th week	
Presentation of Plans - concepts, need , featu	res
1 4-Jan-21	
Why to make a presentation, Planning	
2 5-Jan-21	
Factors affecting presentation	
3 6-Jan-21	
Structure of Presentation	
4 7-Jan-21	
5 8-Jan-21 Types of Presentation	
6 9-Jan-21 TEST	
11th week Sunday 10-Jan-21	
Stages in presentation, tips for presentation	
1 11-Jan-21	

		T		Delivery of presentation, modes of delivery
		2	12-Jan-21	
		3	13-Jan-21	presentation
				The effective speech : Introduction of concept
		4	14-Jan-21	
	+	5	15-Jan-21	Wording the speech
		6	16-Jan-21	Characteristics of a good speech
	Sunday	- 4	10-Jan-21 17-Jan-21	
12th week	Sunday		17 Juli 21	
				How to make effective speech
		1	18-Jan-21	•
		2	19-Jan-21	Presentation
		3	20-Jan-21	Presentation
				kinds of business letters
		4	21-Jan-21	
				Complaints and adjustments
		5	22-Jan-21	
			22 Jan 24	office notes and memorandums
	+	6	23-Jan-21	
13th week	Sunday		24-Jan-21	
15th Week	Sanday	1	25-Jan-21	TEST
		2	26-Jan-21	HOLIDAY
				office notes and memorandums
		3	27-Jan-21	
		4	28-Jan-21	News letters
		5	29-Jan-21	Types of news letters
		6	30-Jan-21	revision
14th week				
	Sunday		31-Jan-21	
	+	1	1-Feb-21 2-Feb-21	
	+ +	3	2-Feb-21 3-Feb-21	
	+ +	4		PRESENTATION
	+ +	5	5-Feb-21	
	+ +	6	6-Feb-21	
15th week	+ +			
	Sunday		7-Feb-21	
		1	8-Feb-21	revision
		2	9-Feb-21	
		3	10-Feb-21	
		4	11-Feb-21	
	+	5	12-Feb-21	
4Cth	Consta	6	13-Feb-21	
16th week	Sunday		14-Feb-21	

	1 1		
	2	16-Feb-21	HOLIDAY
	3	17-Feb-21	PRESENTATION
	4	18-Feb-21	PRESENTATION
	5	19-Feb-21	PRESENTATION
	+		PRESENTATION
Sunday			
Januay		21.0021	
	1	22 Fab 21	Dovicion
-	+ +		
_	_		
	5		
	6	27-Feb-21	Revision
Sunday		28-Feb-21	
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			DIVYA MUNJAL
			BBA
+			3rd
		COST AN	D MANAGEMENT ACCOUNTING
ļ		COSTAIL	D WANAGEMENT ACCOUNTING
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	Day		Topic
Sunday			
			Unit-1 Introduction to Cost Accounting
	1	2-Nov-20	
	1	2-Nov-20	Nature and Scope of Cost Accounting
	2	3-Nov-20	Nature and Scope of Cost Accounting
		3-Nov-20	Nature and Scope of Cost Accounting
	2	3-Nov-20	Nature and Scope of Cost Accounting Importance of Cost A/C
	2	3-Nov-20	Nature and Scope of Cost Accounting Importance of Cost A/C Costing an aid to Management
	2 3	3-Nov-20 4-Nov-20	Nature and Scope of Cost Accounting Importance of Cost A/C Costing an aid to Management
	2 3	3-Nov-20 4-Nov-20 5-Nov-20	Nature and Scope of Cost Accounting Importance of Cost A/C Costing an aid to Management Installation of Costing System
	2 3 4 5	3-Nov-20 4-Nov-20 5-Nov-20 6-Nov-20	Nature and Scope of Cost Accounting Importance of Cost A/C Costing an aid to Management Installation of Costing System
Sunday	2 3	3-Nov-20 4-Nov-20 5-Nov-20 6-Nov-20 7-Nov-20	Nature and Scope of Cost Accounting Importance of Cost A/C Costing an aid to Management Installation of Costing System
Sunday	2 3 4 5	3-Nov-20 4-Nov-20 5-Nov-20 6-Nov-20	Nature and Scope of Cost Accounting Importance of Cost A/C Costing an aid to Management Installation of Costing System
Sunday	2 3 4 5 6	3-Nov-20 4-Nov-20 5-Nov-20 6-Nov-20 7-Nov-20 8-Nov-20	Nature and Scope of Cost Accounting Importance of Cost A/C Costing an aid to Management Installation of Costing System Techniques Of Costing
Sunday	2 3 4 5 6	3-Nov-20 4-Nov-20 5-Nov-20 6-Nov-20 7-Nov-20 8-Nov-20	Nature and Scope of Cost Accounting Importance of Cost A/C Costing an aid to Management Installation of Costing System Techniques Of Costing Elements of Cost
Sunday	2 3 4 5 6	3-Nov-20 4-Nov-20 5-Nov-20 6-Nov-20 7-Nov-20 8-Nov-20 9-Nov-20	Nature and Scope of Cost Accounting Importance of Cost A/C Costing an aid to Management Installation of Costing System Techniques Of Costing Elements of Cost Cost Concepts
Sunday	2 3 4 5 6 1 2 3	3-Nov-20 4-Nov-20 5-Nov-20 6-Nov-20 7-Nov-20 8-Nov-20 10-Nov-20 11-Nov-20	Nature and Scope of Cost Accounting Importance of Cost A/C Costing an aid to Management Installation of Costing System Techniques Of Costing Elements of Cost Cost Concepts Cost Sheet
Sunday	2 3 4 5 6 1 2 3 4	3-Nov-20 4-Nov-20 5-Nov-20 6-Nov-20 7-Nov-20 8-Nov-20 10-Nov-20 11-Nov-20 12-Nov-20	Nature and Scope of Cost Accounting Importance of Cost A/C Costing an aid to Management Installation of Costing System Techniques Of Costing Elements of Cost Cost Concepts Cost Sheet Revision and Problems
Sunday	2 3 4 5 6 1 2 3 4 5	3-Nov-20 4-Nov-20 5-Nov-20 6-Nov-20 7-Nov-20 8-Nov-20 10-Nov-20 11-Nov-20 12-Nov-20 13-Nov-20	Nature and Scope of Cost Accounting Importance of Cost A/C Costing an aid to Management Installation of Costing System Techniques Of Costing Elements of Cost Cost Concepts Cost Sheet Revision and Problems
Sunday	2 3 4 5 6 1 2 3 4	3-Nov-20 4-Nov-20 5-Nov-20 6-Nov-20 7-Nov-20 8-Nov-20 10-Nov-20 11-Nov-20 12-Nov-20	Nature and Scope of Cost Accounting Importance of Cost A/C Costing an aid to Management Installation of Costing System Techniques Of Costing Elements of Cost Cost Concepts Cost Sheet Revision and Problems
Sunday	2 3 4 5 6 1 2 3 4 5	3-Nov-20 4-Nov-20 5-Nov-20 6-Nov-20 7-Nov-20 8-Nov-20 10-Nov-20 11-Nov-20 12-Nov-20 13-Nov-20	Nature and Scope of Cost Accounting Importance of Cost A/C Costing an aid to Management Installation of Costing System Techniques Of Costing Elements of Cost Cost Concepts Cost Sheet Revision and Problems
	2 3 4 5 6 1 2 3 4 5	3-Nov-20 4-Nov-20 5-Nov-20 6-Nov-20 7-Nov-20 8-Nov-20 10-Nov-20 11-Nov-20 12-Nov-20 13-Nov-20 14-Nov-20	Nature and Scope of Cost Accounting Importance of Cost A/C Costing an aid to Management Installation of Costing System Techniques Of Costing Elements of Cost Cost Concepts Cost Sheet Revision and Problems
	2 3 4 5 6 1 2 3 4 5	3-Nov-20 4-Nov-20 5-Nov-20 6-Nov-20 7-Nov-20 8-Nov-20 10-Nov-20 11-Nov-20 12-Nov-20 13-Nov-20 14-Nov-20	Nature and Scope of Cost Accounting Importance of Cost A/C Costing an aid to Management Installation of Costing System Techniques Of Costing Elements of Cost Cost Concepts Cost Sheet Revision and Problems Diwali Vacation
	Sunday	4 5 6 Sunday 1 2 3 4 5 6 Sunday 5 6 Sunday Day Sunday Sun	2 16-Feb-21 3 17-Feb-21 4 18-Feb-21 5 19-Feb-21 6 20-Feb-21 Sunday 21-Feb-21 2 23-Feb-21 2 23-Feb-21 3 24-Feb-21 5 26-Feb-21 5 26-Feb-21 5 26-Feb-21 5 26-Feb-21 5 26-Feb-21 7 28-Feb-21 8 28-Feb-21 Sunday Date Sunday 1-Nov-20

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		3	10 Nov 20	Methods of Material Costing - FIFO
		-	18-Nov-20	
		4	19-Nov-20	
		5		Average Cost Method
	<u> </u>	6		Revision and Problems
	Sunday		22-Nov-20	
4th week		1	23-Nov-20	
		2	24-Nov-20	Material Control
				Techniques of Material Control - Level Setting
		3	25-Nov-20	
				Economic Order Quantity
		4	26-Nov-20	
				Material Turnover Ratio
		5	27-Nov-20	
				JIT, ABC Analysis , Perpetual Inventory System
		6	28-Nov-20	
	Sunday		29-Nov-20	
5th week			30-Nov-20	Holiday
				Labour Cost Control , Labour Turnover
		1	1-Dec-20	,
		2	2-Dec-20	TEST
				Methods of Time Keeping
		3	3-Dec-20	
				Idle Time , Overtime , Outworkers
		4	4-Dec-20	
		1	1 000 20	JIT, ABC Analysis , Perpetual Inventory System
				311, ABC Analysis , Ferbetaar inventory System
		5	5-Dec-20	
	Sunday	+ +	6-Dec-20	
	Junuay	+ +	0-DEC-20	
		+ +		System of Wage Payment
6th week		1 1	7-Dec-20	System of wage rayment
otii week		+ +	7-Det-20	System of Wage Payment
		2	8-Dec-20	
		3		Revision and Problems
-		3	3-086-20	Overheads - Classification
			10 Das 20	
		4	10-Dec-20	
				Allocation and Apportionment of Overheads
		<u> </u>	44.5	
		5	11-Dec-20	De tate and Decklary
		6		Revision and Problems
	Sunday	\vdash	13-Dec-20	
7th week				

	Т Т	I		Absorption Of Overheads
		1	14-Dec-20	
			1. 500 20	Absorption Of Overheads
		2	15-Dec-20	
				Under Absorption and Over Absorption of Overheads
				· ·
		3	16-Dec-20	
		4	17-Dec-20	Revision and Problems
		5	18-Dec-20	Class test
		6	19-Dec-20	Job Order Costing
	Sunday		20-Dec-20	
8th week				
		1	21-Dec-20	Problems
		2	22-Dec-20	Batch Costing
		3	23-Dec-20	Contract Costing
		4	24-Dec-20	Contract Costing
		5	25-Dec-20	HOLIDAY
		6	26-Dec-20	Contract Costing
	Sunday		27-Dec-20	
9th week				
		1	28-Dec-20	Revision
		2	29-Dec-20	Class Test
				Process Costing Fundamentals
		3	30-Dec-20	
				Process Costing Fundamentals
		4	31-Dec-20	
				Process Losses and Gains
		1	1-Jan-21	
				Process Losses and Gains
		2	2-Jan-21	
	Sunday		3-Jan-21	
10th week		1	4-Jan-21	Revision and Problems
				Unit-3 Meaning ,Nature,scope Objective and Function
				of Mgmt A/c
		2	5-Jan-21	
				Marginal costing and Profit Planning
		3	6-Jan-21	
				Practical application of Marginal costing Techniques
		4	7-Jan-21	
			·-	Practical application of Marginal costing Techniques
		5	8-Jan-21	
		اد	0-1011-71	<u> </u>

				Practical application of Marginal costing Techniques
		6	9-Jan-21	
	Sunday		10-Jan-21	
aathl			44 1- 24	T
11th week		1	11-Jan-21	
				Responsibility Accounting-Types of Responsibility centers
		2	12-Jan-21	
				Performance Evaluation Criteria
		3	13-Jan-21	
				Performance Evaluation Criteria
		4	14-Jan-21	
		5		Resposibility Reporting
	C I.	6	16-Jan-21	
	Sunday		17-Jan-21	
	-	+		Budgeting- Role of budgets and budgeting in
				Organizations
12th week		1	18-Jan-21	
				Budgeting Process, Operational and Financial Budgeting
		2	19-Jan-21	
		3	20-Jan-21	
				Fixed and Flexible Budgets
		4	21-Jan-21	
		5	22-Jan-21	Fixed and Flexible Budgets
		3	22-Jaii-21	Zero Base Budgeting , Performance Budgeting
				actor base badgeting, remormance badgeting
		6	23-Jan-21	
	Sunday		24-Jan-21	
13th week		1	25-Jan-21	
		2	26-Jan-21	
				Unit-4 Financial Statements- Nature, Attributes,
			27 / 61	Objectives
		3	27-Jan-21	Hear and limitations of Financial Statements
		4	28-Jan-21	Uses and Limitations of Financial Statements
		4	20-Jaii-21	Analysis of Financial Statements- Objectives , Types
				The state of the s
		5	29-Jan-21	
				Techniques of Financial Analysis and Interpretation
		6	30-Jan-21	

	Sunday		31-Jan-21	
14th week	7			
	+		1-Feb-21	Revision
			110021	Ratio Analysis - Importance, Limitations
				Matio Analysis - importance, climitations
		1	2-Feb-21	
-	+ +	1		
	+	2		Classification of Ratios
		3		Classification of Ratios
	+	4		Classification of Ratios
		5		Classification of Ratios
	Sunday		7-Feb-21	
15th week				
		1	8-Feb-21	Class Test
				Fund Flow Statements - Uses , Objectives
		2	9-Feb-21	
				Fund Flow Statements - Practicals
		3	10-Feb-21	
				Fund Flow Statements - Practicals
		4	11-Feb-21	
				Fund Flow Statements - Practicals
		5	12-Feb-21	
				Fund Flow Statements - Practicals
		6	13-Feb-21	
	Sunday		14-Feb-21	
16th week				
		1	15-Feb-21	Revision
		2	16-Feb-21	
			10 : 00 11	Preparation of Cash Flow Statement
		3	17-Feb-21	
	+	4	18-Feb-21	
	+ +	5	19-Feb-21	
	+ +		13 1 60-21	Management Information System and Reporting
				management information system and neporting
		ے	20 Eab 21	
 	Cundou	6	20-Feb-21	
174b I:	Sunday		21-Feb-21	
17th week	+ +			No. 10 and a color of City is
			22.5.1.5.	New Investment Criteria
	+	1	22-Feb-21	
	+	2	23-Feb-21	
		3	24-Feb-21	
		4	25-Feb-21	
		5	26-Feb-21	
		6	27-Feb-21	Revision
	Sunday		28-Feb-21	

Name of							
Assistant	DIVYA MUNJAL						
Professor:							
Class :				B.COM PASS			
Semester:				5th			
Subject:				Cost Accounting			
	•						
		Day	Date	Topic			
Ist week	Sunday		1-Nov-20	HARYANA DAY			
				Introduction of Cost accounting			
		1	2-Nov-20	_			
				Applicability of cost accounting			
		2	3-Nov-20	1			
				Objectives & need of cost accounting			
		3	4-Nov-20	_			
				Scope of cost accounting			
		4	5-Nov-20				
				Techniques of cost accounting			
		5	6-Nov-20				
		6		REVISION			
	Sunday		8-Nov-20				
	Jamaay		0 20				
				Limitations of cost accounting			
2nd week		1 1	9-Nov-20	_			
		2		Classification of cost			
		3		Elements of cost			
		4		Fixed, variable & semi-variable			
		5	13-Nov-20				
		6	14-Nov-20				
	Sunday	+ -	15-Nov-20	Diwali Vacation			
	Sanday	+	13 1107 20	Siwan vacation			
3rd week		1	16-Nov-20				
Sid Week		2		Direct & indirect cost			
		3	18-Nov-20				
			10-1107-20	Meaning of inventory management& control			
		4	19-Nov-20	, ,			
		+ +	19-1100-20	Objectives of inventory management			
		5	20-Nov-20	, ,			
		6	21-Nov-20				
	Sunday		21-Nov-20 22-Nov-20				
	Sulluay		22-1100-20				
		+ +		Tachniques of inventory management			
4th week			22 Nov 20	Techniques of inventory management			
4th week		2	23-Nov-20				
		3		Explanation of ABC			
-		3	23-INUV-2U	Explanation of V.E.D			
			2C N= 20	Comparison between ABC & VED			
i		4	26-Nov-20				

		г г		Data and a straight of the str
		5	27-Nov-20	Determination of levels of inventory
		6	28-Nov-20	Carrying cost, ordering cost & T.I.C
	Sunday		29-Nov-20	
	Suriday		29-1100-20	
5th week			30-Nov-20	Holiday
		1	1-Dec-20	Perpetual & periodical inventory system
		2	2-Dec-20	Practical problems
		3	3-Dec-20	Practical problems
		4	4-Dec-20	Pricing of Issue of inventory
		5	5-Dec-20	
	Sunday		6-Dec-20	
	,		30 -0	
6th week		1	7-Dec-20	FIFO
		2		Practical problems
		3	9-Dec-20	·
			0 2 00 20	simple & weighted average
		4	10-Dec-20	
				Standard & inflated price method
		5	11-Dec-20	
		6		Practical problems
	Sunday		13-Dec-20	
7th week				
				Labour cost & its composition
		1	14-Dec-20	
				Labour cost control procedure
		2	15-Dec-20	
				Labour turnover & its measurement
		3	16-Dec-20	
		T		Method of calculating labour turnover
		4	17-Dec-20	
				Time keeping & Time booking
		5	18-Dec-20	
				Idle time & its treatment
		6	19-Dec-20	
	Sunday	\vdash	20-Dec-20	
8th week		\vdash		
				Overtime & its treatment
		1	21-Dec-20	
			22.5	Methods of wage payment
		2	22-Dec-20	
			22.5	D/f between time & piece rate system
		3	23-Dec-20	

		4	24 D== 20	Lance Programme and the second second
		4		Incentive wage system
		5	25-Dec-20	
				Halsey & rowan premium plan
		6	26-Dec-20	
	Sunday		27-Dec-20	
9th week				
		1	28-Dec-20	Merrick,Emerson plan
		2	29-Dec-20	Gantt task plan
		3		Practical problems
		4		Overheads
			31 2 3 3 2 3	
				Classification of overhead
			1-Jan-21	
		1		
		2		Treatment of overhead
	Sunday		3-Jan-21	
				Allocation, apportionment and absorption
10th week		1	4-Jan-21	
		2	5-Jan-21	Practical problems
				Under & over absorption of overhead
		3	6-Jan-21	
				Calculation of overhead rates
		4	7-Jan-21	
				Repeated distribution method
		5	8-Jan-21	
		6		Practical problems
	Sunday	- 1	10-Jan-21	Tractical problems
	Sunday		10-3411-21	
1146		1	11 lan 21	Tue: 1.0 annum marth and
11th week		1		Trail & error method
		2	12-Jan-21	Practical problems
				Definition & meaning of Unit costing
		3	13-Jan-21	
				Applicability of unit costing
		4	14-Jan-21	
		T		Preparation of cost sheet
		5	15-Jan-21	
		6		Types of cost sheet
	Sunday		17-Jan-21	
12th week	+	1	18-lan-21	Cost statement
	+		10 Juli 21	D/f between cost statement & cost sheet
		ا	19-Jan-21	
-	+	2		
		3		Simple cost sheet
		4	21-Jan-21	Practical problems
				Simple cost sheet with statement of profit
		5	22-Jan-21	

		6	23-Jan-21	Practical problems
	Sunday		24-Jan-21	Tractical problems
	,			
13th week		1	25-Jan-21	PRACTICAL PROBLEMS
		2	26-Jan-21	HOLIDAY
		3		Comparative cost sheet
		4		Production account
				Calculation of missing item
		5	29-Jan-21	_
		6	30-Jan-21	Practical problems
	Sunday		31-Jan-21	·
14th week				
				Meaning of Tender price
			1-Feb-21	
				Calculation of tender price
		1	2-Feb-21	
				When there is change in past cost but not in perc
		2	3-Feb-21	
		3	4-Feb-21	Practical problems
		4	5-Feb-21	Practical problems
				Change in cost & percent profit also
		5	6-Feb-21	
	Sunday		7-Feb-21	
15th week				
		1	8-Feb-21	Practical problems
				Meaning of reconciliation
		2	9-Feb-21	
				Reconciliation statement
		3	10-Feb-21	
				Memorandum reconciliation account
		4	11-Feb-21	
		5		Practical problems
		6		Causes for difference
401	Sunday		14-Feb-21	
16th week	-		45.51.01	DDA CTICAL DDODLENAS
	-	1		PRACTICAL PROBLEMS
		2	16-Feb-21	
		3		Revision of unit 1
	+	5		Revision of unit 2 Revision of unit 2
	+	6		Revision of unit 2 Revision of unit 3
	Sunday	0	21-Feb-21	
17th week	Suriday		71-LEN-71	
17th week	+	1	22_Eah_21	Revision of unit 3
	+	2		Revision of unit 3 Revision of unit 4
	+			presentation
		3	24-reb-21	presentation

	4	25-Feb-21	PRACTICAL PROBLEMS
	5	26-Feb-21	PRACTICAL PROBLEMS
	6	27-Feb-21	PRACTICAL PROBLEMS
Sunday	_	28-Feb-21	