

Lesson Plan

Name of the Assistant/ Associate Professor: Suresh Kumar
 Class and Section: B.Com 2nd Sem.
 Subject: Advance Financial Accounting

Week	Date	Topics
Advance Financial Accounting		
1	3 to 8 Feb 2025	Introduction of financial Accounting
	10 to 15 Feb 2025	Definition and features of Partnership Accounts
	17 to 22 Feb 2025	Partners Capital and Current Accounts
	24 to 28 Feb 2025	P&L Appropriation Accounts
	1-8 Mar 2025	Treatment of goodwill in Partnership Accounts, Change in Profit sharing ratio
2	1-8 Mar 2025	Admission of a Partner, Retirement of a Partner, Death of a Partner.
	17-22 Mar 2025	Dissolution of Partnership including Garner
	24-29 Mar 2025	Murray Excluding gradual Realization.
	31-5 Apr 2025	Branch Accounts (including foreign branch)
	7-12 Apr 2025	Departmental Accounts
3	14-19 Apr 2025	Hire Purchase and Instalment Excluding
	21-26 Apr 2025	Trading Accounts and Royalty Account
	28 Apr to 3 May 2025	Computerized Accounting By using tally accounting software.
	5 to 10 May 2025	Generating reports By using computerized Accounting system
	13 to 17 May 2025	Trial Balance, P&L, Balance sheet
4	19 to 24 May 2025	Questions Related to the syllabus
	26 to 31 May 2025	Revision the whole syllabus

Suresh

Lesson Plan

Name of the Assistant/ Associate Professor..... Suresh Kumar

Class and Section:..... B.A. 2nd sem

Subject:..... Business Documentation.....

Week	Date	Topics
		BUSINESS DOCUMENTATION
1	3 Feb. to 8 Feb. 2025	Introduction of Business Documentation
	10 Feb. to 15 Feb. 2025	Principles of Business Documentation Test
	17 Feb. to 22 Feb. 2025	Types of Business Documents, Steps in Creating Business Documents
	24 Feb. to 28 Feb. 2025	Precautions in Drafting in Business Documents
	1 Mar. to 8 Mar. 2025	Financial Documents.
	17 Mar. to 22 Mar. 2025	Other Major Business Documents: Partnership Deed, Trust Deed, MOA, AOA
2	24 Mar. to 29 Mar. 2025	Certificate of registration or incorporation licence. Agreement
	31 Mar. to 5 Apr. 2025	Lease Agreement, Commercial Building Safety Certificate, sales Deed. No objection certificate
	7 Apr. to 12 Apr. 2025	Employee offer letter, Salary Slip.
	14 Apr. to 19 Apr. 2025	Banking Document Test
	21-26 Apr.	Mutual funds and stock Market Document
	28 to 3 May	Investment Management Agreement, Prospectus
3	5 to 10 May 2025	Filling of account opening form of different Types of bank accounts.
	13 to 17 May 2025	Preparing Bills PF Exchange, and Promissory Note
	19 to 24 May 2025	Questions related to the syllabus
	26 to 31 May 2025	Revision the whole syllabus

Suresh