**LESSON PLAN**

**Name: Dr. Anjna Rani Class: B.com 2nd Sem (CAV)**

**Subject: Computerised Accounting System**

**Lesson Plan: From February 2024 to May 2024**

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| --- | --- |
| **Month/Week** | **Topic** |
| **January:** **Week 1** | Exams |
| **Week 2** | Exams |
| **Week 3** | Exams |
| **Week 4** | Exams |
| **Week 5** | Exams |
| **February:** **Week 1** | Exams |
| **Week 2** | Exams |
| **Week 3** | Introduction to Computerised accounting system |
| **Week 4** | Introduction to Computerised accounting system |
| **Week 5** | Introduction to Tally Prime |
| **March:** **Week 1** | Introduction to Tally Prime |
| **Week 2** | Accounting with Tally Prime |
| **Week 3** | Accounting with Tally Prime |
| **Week 4** | Advance accounting features |
| **Week 5** | **Holi Vacations** |
| **April:** **Week 1** | Advance accounting features |
| **Week 2** | Inventory system in Tally Prime |
| **Week 3** | Inventory system in Tally Prime |
| **Week 4** | Payroll in Tally Prime |
| **Week 5** | Payroll in Tally Prime |
| **May:** **Week 1** | Computerised tax liability |
| **Week 2** | Revision |
| **Week 3** | Revision |
| **Week 4** | Revision |
| **Week 5** | Revision |

**LESSON PLAN**

**Name: Dr. Anjna Rani Class: B.com 2nd Sem (CAV) and BBA 2nd Sem**

**Subject: Business Communication**

**Lesson Plan: From February 2024 to May 2024**

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| **Month/Week** | **Topic** |
| **January:** **Week 1** | Exams |
| **Week 2** | Exams |
| **Week 3** | Exams |
| **Week 4** | Exams |
| **Week 5** | Exams |
| **February:** **Week 1** | Exams |
| **Week 2** | Exams |
| **Week 3** | Meaning, nature and scope of communication, Process of communication |
| **Week 4** | Importance and objectives of business communication |
| **Week 5** | Media/channels of business communication |
| **March:** **Week 1** | Barriers to business communication |
| **Week 2** | Business letter writing, Business report writing |
| **Week 3** | Official communication-Memo/Agenda/Minutes of meeting |
| **Week 4** | Circulars/Notices/Amendments, Press Communique |
| **Week 5** | **Holi Vacations** |
| **April:** **Week 1** | Do letters and Telegrams |
| **Week 2** | Interviewing |
| **Week 3** | Role of audio visual communication |
| **Week 4** | Importance of body language |
| **Week 5** | Role of public relation in business communication |
| **May:** **Week 1** | Revision |
| **Week 2** | Revision |
| **Week 3** | Revision |
| **Week 4** | Revision |
| **Week 5** | Revision |

**LESSON PLAN**

**Name: Dr. Anjna Rani Class: B.com 4th Sem (A and B Section)**

**Subject: Computerised Accounting System**

**Lesson Plan: From January 2024 to April 2024**

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| **Month/Week** | **Topic** |
| **January:** **Week 1** | Introduction to Computerised accounting system |
| **Week 2** | Introduction to Computerised accounting system |
| **Week 3** | Introduction to Tally.ERP 9 |
| **Week 4** | Introduction to Tally.ERP 9 |
| **Week 5** | Accounting with Tally.ERP 9 |
| **February:** **Week 1** | Accounting with Tally.ERP 9 |
| **Week 2** | Advance accounting features |
| **Week 3** | Advance accounting features |
| **Week 4** | Advance accounting features |
| **Week 5** | Inventory system in Tally.ERP 9 |
| **March:** **Week 1** | Inventory system in Tally.ERP 9 |
| **Week 2** | Inventory system in Tally.ERP 9 |
| **Week 3** | Inventory system in Tally.ERP 9 |
| **Week 4** | Payroll in Tally.ERP 9 |
| **Week 5** | **Holi Vacations** |
| **April:** **Week 1** | Payroll in Tally.ERP 9 |
| **Week 2** | Payroll in Tally.ERP 9 |
| **Week 3** | Payroll in Tally.ERP 9 |
| **Week 4** | Computerised tax liability |
| **Week 5** | Computerised tax liability |
| **May:** **Week 1** | Exam Starts |
| **Week 2** |  |
| **Week 3** |  |
| **Week 4** |  |
| **Week 5** |  |

**LESSON PLAN**

**Name: Dr. Anjna Rani Class: BBA 6th Sem**

**Subject: Logistics Management**

**Lesson Plan: From January 2024 to April 2024**

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| **Month/Week** | **Topic** |
| **January:** **Week 1** | Logistic Management |
| **Week 2** | Logistic Management |
| **Week 3** | Logistic Management |
| **Week 4** | Customer Services |
| **Week 5** | Customer Services |
| **February:** **Week 1** | Supply Chain Management |
| **Week 2** | Supply Chain Management |
| **Week 3** | Supply Chain Management |
| **Week 4** | Warehousing |
| **Week 5** | Warehousing |
| **March:** **Week 1** | Warehousing |
| **Week 2** | Inventory Management |
| **Week 3** | Inventory Management |
| **Week 4** | Inventory Management |
| **Week 5** | **Holi Vacations** |
| **April:** **Week 1** | Transportation System |
| **Week 2** | Logistics Packaging |
| **Week 3** | Logistics Packaging |
| **Week 4** | Information Technology and Logistics |
| **Week 5** | Revision |
| **May:** **Week 1** | Exam Starts |
| **Week 2** |  |
| **Week 3** |  |
| **Week 4** |  |
| **Week 5** |  |