

TEACHING PLAN FOR THEORY

Subject: Banking and Financial Accounting & Management		Class: SYMCA	Branch: Engg	Year: 2016-17
Lecture No	Scheduled Date	Topics to be covered on the scheduled date	Dates On which Actually covered	Reasons for deviation(if any)
1	15/12/2016	Overview of syllabus, Unit I: Introduction Financial Accounting -Definition, Scope and objectives		
2	16/12/2016	System of Book Keeping, Terms used in accounting		
3	19/12/2016	Accounting Concepts, Principle and Conventions		
4	20/12/2016	3 rules for book keeping, Recording of transactions		
5	21/12/2016	Maintenance of journals, Examples		
6	22/12/2016	Subsidiary Books, Ledger, Examples		
7	23/12/2016	Cash Book and Trial Balance		
8	26/12/2016	Examples		
9	27/12/2016	Preparation of Final Accounts: Preparation of trading		
10	28/12/2016	Profit & Loss Accounts		
11	29/12/2016	Balance Sheet		
12	30/12/2016	Unit II: Tools of financial Management Elements of Costs: Material, Labor, overhead		
13	02/01/2017	Preparation of cost sheet		
14	03/01/2017	Examples		

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15	04/01/2017	Ratio Analysis: Classification of Ratio, Structural group, Turnover group		
16	05/01/2017	Examples		
17	06/01/2017	Limitation of Ratio Analysis, Return on Investment		
18	09/01/2017	Examples		
19	10/01/2017	Marginal costing: - Cost –Volume-Profile Analysis:		
20	11/01/2017	Examples		
21	12/01/2017	Mechanics of break-even Chart		
22	13/01/2017	Examples		
23	16/01/2017	Management of cash: motives of holding cash		
24	17/01/2017	preparation of cash budget		
25	13/01/2017	Examples		
26	16/01/2017	Unit III: Working Capital Management Concepts & needs		
27	19/01/2017	Factors affecting working capital requirement		
28	20/01/2017	Estimation of working capital requirement		
29	21/01/2017	Estimation of working capital requirement		

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30	20/01/2017	Examples						
31	21/01/2017	Financing the working capital requirement						
32	20/01/2017	Financing the working capital requirement						
33	23/01/2017	Examples						
34	24/01/2017	Unit IV: Introduction to Banking Regulatory authorities for banking in India – Reserve Bank of India, Ministry of Finance						
35	25/01/2017	Co-Op Registrar, DICGC						
36	27/01/2017	NABARD, NHB						
37	30/01/2017	Types of Banks, Laws governing banks - Banking Regulation Act, Negotiable Instruments Act, etc						
38	31/01/2017	Types of Accounts – Deposit, Loans, Other accounts						
39	01/02/2017	Control accounts, Linked Accounts						
40	02/02/2017	PPF, Pension & other Govt. Scheme accounts						
41	03/02/2017	Unit V: Types of Transactions in Bank Cash, Clearing and Transfer type of transactions in bank branch environment						
42	06/02/2017	Cheques, Dividend Warrants, Demand Drafts						
43	07/02/2017	Local Pay Order, Payable at Par Instruments						

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44	08/02/2017	OBC / IBC transactions		
45	09/02/2017	Offline transactions & Online transactions, Standing Instructions		
46	10/02/2017	Straight Through Processing, Online transfers across the banks – NEFT, RTGS, SWIFT		
47	13/02/2017	Electronic Clearing Service – Debit (for utility bill payments)		
48	12/02/2017	Electronic Clearing Service – Credit (for dividend / interest transfer)		
49	15/02/2017	Unit VI: Types of IT Systems used by the banks ALPM (Automated Ledger Posting Machine), PBA (Partial Branch Automation)		
50	10/02/2017	TBA (Total Branch Automation), CBS (Core Banking System)		
51	17/02/2017	Service Delivery Channels used by Banks- ATM, NET Banking		
52	20/02/2017	POS, Mobile banking		
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