

COURSE TITLE : PROJECT & SEMINAR
COURSE CODE : 6147
COURSE CATEGORY : Pr
PERIODS/ WEEK : 3
PERIODS/ SEMESTER : 45
CREDIT : 10

TIME SCHEDULE

Module	Topics	Periods
1	Select and Collect Organization details	11
2	Data collection	11
3	Apply computerized Financial accounting	11
4	Preparation Financial Report	12
Total		45

COURSE GENERAL OUTCOME

Sl.	Sub	Student will be able to
1	1	Understand organization departments and functions
	2	Prepare financial report by using CFA software

SPECIFIC OUTCOME

MODULE 1

1.1.0. Collect following organization details

- 1.1.1. Organization profile
- 1.1.2. Brief history of organization
- 1.1.3. Organization structure
- 1.1.4. Departments and its functions
- 1.1.5. Details of product /services
- 1.1.6. Organization flow chart
- 1.1.7. Submit preliminary report and get approval from concerned teacher

MODULE 2

2.1.0. Collect following finance department details

- 2.1.1. Finance department -flow chart
- 2.1.2. Assets and liabilities -flow chart

- 2.1.3. Income and Expenditure -flow chart
- 2.1.4. Opening balance sheet and Trial balance (published)
- 2.1.5. Financial transactions (monthly or weekly) of the organisation
- 2.1.6. Submit preliminary report and get approval from concerned teacher

MODULE 3

3.1.0. Apply computerized financial accounting system.

- 3.1.1. Enter the data by using CFA software
- 3.1.2. Create company, ledger, accounting voucher, inventory voucher, stock etc.
- 3.1.3. Prepare Financial statement
- 3.1.3. Submit financial report with software and get approval from concerned teacher

MODULE 4

4.1.0. Understand financial report

- 4.1.1. Preparation of financial report
- 4.1.2. Preparation of project report

CONTENT DETAILS

The Project report should be in bound form and shall consist of: the following: -

- Certificate from the organization
- Preface
- Aims and objectives
- Brief history of the organization
Organization flow chart
- Method followed in accounting
- Various documentary evidences maintained for accounting
- Flow chart –Assets & liabilities, Income & Expenditure
- Financial Transactions
- Financial report & important accounts derived from CFA software
- Findings

SCHEME OF EVALUATION

Project work evaluation (4/ 5 th of total weightage for the course)						
Topic selection (20%)	Innovation (10%)	Selection of Tools (20%)	Interface to community/ Industry (10%)	Quality of Work (20%)	Safety aspects (10%)	Report (10%)