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Name of the Training Programme	Accountancy & Basic Computer Operations
Target Group	Secretaries and Salesman of PACS/MPCS
Duration	9 (Working Days)
Objectives	At the End of Programme, the Participants Would be Able to: <ul style="list-style-type: none">• Explain the Principles of Book Keeping and Accounting• Analyze the Movement of Financial Transactions• Prepare Final Accounts and Statements• Reconcile Books of Accounts Maintained in PACS• List Out Prudential Norms and Its Impact on Profitability• Create MS Word and Excel Files• Use Internet for E-Mail and Other Submissions• Prepare cash flow and fund flow statements• Explain the basics of cash and inventory management



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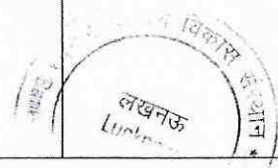
1. Explain the Principles of Book Keeping and Accounting
2. Analyze the Movement of Financial Transactions
3. Prepare Final Accounts and Statements
4. Reconcile Books of Accounts Maintained in PACSs
5. Make Strategies for Recovery of Bad Loans
6. List Out Prudential Norms and Its Impact on Profitability
7. Create MS Word and Excel Files
8. List Out IT Security and Cyber Risks in PACSs
9. Use Internet for E-Mail and Other Submissions

Day	Session	Topic	Content	Methodology
1 st	I	Registration &	-Filling up of Registration Forms -Distribution of Reading Material	
	II	Setting learning climate	-Introduction by Participants -Objective of the Programme -Expectations of the Participants -Facilities available in the Institute	Interactive and Discussion Lecture Guided
	III & IV	Book Keeping and Double Entry System	-Concept of Book Keeping and Accounting -Principles of Accounting -Types of Accounts -Introduction and Implementation of Double Entry System in PACSs -Double Entry System -Different Books of Accounts	Interactive and Discussion Lecture Guided Case Exercise
2 nd	I & II	Opening and Operations in Deposit Accounts	- Latest Guidelines /Deposit Policy Regarding Accepting Deposits in PACSs -Opening of Deposit Accounts & Documentation required - Operations and Operational Aspects Related to Deposit Accounts & Documentation - Nomination Rules -Renewal of Deposits	Interactive and Discussion Lecture Guided
	III & IV	Maintenance and Settlement of Deposit Accounts	-Maintenance of Deposit Accounts -Standing Instructions -Balancing and Reconciliation	Interactive and Discussion Lecture Guided

Development

			<ul style="list-style-type: none"> -Settlements of Deceased Accounts -Documentation in Case of Without and With Nomination Facility -Settlements of Dues -Operational and Legal Issues 	Case Exercise and Study
3rd	I & II	Vouching of Transactions, Writing of Day Book & Cash Book	<ul style="list-style-type: none"> -Types of Vouchers -Preparation of Vouchers -Vouching of Transactions -Writing of Day Book , Cash Book and GL -Common Errors -Error Corrections -Preparation of RD 	Interactive Lecture and Guided Discussion Case Exercise
	III & IV	Preparation of Final Accounts and Reconciliation of Accounts	<ul style="list-style-type: none"> -Need , Importance and Types of Final Accounts and Statement -Preparation of Trail Balance, Trading Account, Profit & Loss Account and Statement of Balance Sheet -Depreciation and Appropriation -Prudent Practices of Finalising Final Accounts 	Interactive Lecture and Guided Discussion Case Exercise and Study
4th	I & II	Audit and Inspection of PACSS	<ul style="list-style-type: none"> -Need and Importance of Audit and Inspections of PACSS -Audit Vs Inspections -Parameters and Key Areas of Audit and Inspections -Minor and Major Deficiencies 	Interactive Lecture and Guided Discussion Case Study
	III	Compliance	<ul style="list-style-type: none"> - Compliance of Audits and Inspections –Submission thereof -Review, Monitoring and Follow up of Observations 	
	IV	Prudential Norms and their Implication on Profitability	<ul style="list-style-type: none"> -Need and Importance of Prudential Norms -Impact of Bad Loans -Prudential Norms as Applicable to Cooperative Societies -Income Recognition Norms -Asset Classification Norms -Provisioning Norms -Capital Adequacy Norms 	Interactive Lecture and Guided Discussion Case Study
5th	I	Interest Calculation and Preparation of Interest Subvention Claims	<ul style="list-style-type: none"> -Interest Calculation in Deposits: Simple Interest, Compound Interest & Intervening Period -Interest Calculation in Loan & Advances: Simple Interest, Fixed Interest, Floating Interest , EMIs, Half/Yearly Equated Installments etc. - Preparation of Interest 	

			Subvention & Good Pay Masters Claims -Calculation Various Settlement Cases: OTS & Debt Waivers		
	II	Income Tax & GST Matters Relating to PACSs	-Latest Amendments in Income Tax - GST Matters & TDS -Deductions and Exemptions -Other Tax Matters and Issues	Interactive and Discussion	Lecture Guided
	III	Cash Flow and fund flow statements	-Preparation of cash flow statements with practical exercise.	Interactive and case exercise	Lecture
	IV	Cash & Inventory Management	-Concept of cash & Inventory Management -Explain the management of cash & Inventory Management	Interactive and Discussion	Lecture Guided
6th	I	Create File in Microsoft Word	-Create Word file -Save file in Different Formats -Formatting Word Document -Using Different Fonts -Punjabi Typing -Mail Merge Usage and Process	Interactive and Case Exercise	Lecture
	II	Communication Skill	- Importance of Effective Communication Skill - Barriers of Communication - How to improve communication skill	Interactive and Discussion	Lecture Guided
	III & IV	Decision Making by Using IT Tools	-Preparation of BDP by Using IT Tools -Viability Analysis of PACSs and Service Centres By Using IT Tools	Interactive and Discussion Case Exercise	Lecture Guided
7th	I & II	Create File in Microsoft Excel	-Create Excel File -Format of Excel sheet -Managing Cell, Row, Sheet -Different Excel Functions -Managing Formula -Excel Reporting -Using Multiple Sheet -Import/Export data	Interactive	Lecture



	III & IV	Exercise on budget of a bank	One page case with budget details to be given and prepare the excel on the budge of the bank	Case exercise	
	I & II	Internet Usage, E-mail and POS	-Need and Importance of Internet in Human Life -E-mail: Account Creation, Composing, Sending of e-mail Messages and Sign out -Working on POS Machines -Reconciliation of Entries made through POS -Do and Don't while Using Internet and POS Machines	Interactive and Discussion	Lecture Guided
	III & IV	ST, MT & Cash Credit Operation on CBS	-Handling of ST,MT & Cash Credit Accounts on CBS System -Working on Computer Software in PACSS	Interactive and Discussion	Lecture Guided
9th	I	Social Responsibilities	-Social Responsibilities towards society	Interactive and Discussion	Lecture Guided
	II-III	Written Exam			
	IV	Open Discussion and Evaluation of Training Programme	-Open -Evaluation and Valediction of Programme	Interactive and Discussion	Lecture Guided

