STUDY PLAN

Rajat Sir Plan Business Communication

Date	Subject	Chapter	Topic	Time	Faculty
4/17/2026	Business communication	Advance MS Word	· TAB Setup · Template · Formula	6pm-7:30pm	Rajat Saha
4/20/2026			· Macro · Header & Footer · Others Function	6pm-7:30pm	Rajat Saha
4/22/2026			· Mail Merge · Mail Merge Rules · Mail Merge Recipient list edit	6pm-7:30pm	Rajat Saha
4/24/2026		Advance MS Excel	· Excel Formula Basic to Advance	6pm-7:30pm	Rajat Saha
4/27/2026			· V-lookup · H-Lookup	6pm-7:30pm	Rajat Saha
4/29/2026			· Pivot Table · Pivot Chart	6pm-7:30pm	Rajat Saha
5/1/2026			· D-SUM · D-Average · D-Max · D-Min · D-Count · D-CountA	6pm-7:30pm	Rajat Saha
5/4/2026			· Invoice Making · Invoice Design	6pm-7:30pm	Rajat Saha
5/6/2026		Basic Account	· Basic Accounting · Journal Prepare · Ledger Prepare	6pm-7:30pm	Rajat Saha
5/8/2026			· Trial Balance Prepare · Concept of Cash Book · Cash Book Prepare	6pm-7:30pm	Rajat Saha

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5/11/2026			· Concept of Depreciation · Prepare Depreciation	6pm-7:30pm	Rajat Saha
5/13/2026			· Price Method (LIFO, FIFO etc)	6pm-7:30pm	Rajat Saha
5/15/2026			· What is Cost Sheet? · Prepare Cost Sheet · Concept of Cost Sheet	6pm-7:30pm	Rajat Saha
5/18/2026			· Overall Accounts	6pm-7:30pm	Rajat Saha
5/20/2026		Introduction of Tally	· Introduction of Tally · Company Creation · Ledger Creation · Group Creation · Balance Sheet	6pm-7:30pm	Rajat Saha
5/22/2026		Cost Centre/ Cost Categories	· Prepare Cost Centre & Cost Categories · Predefine Allocation	6pm-7:30pm	Rajat Saha
5/25/2026		Voucher Entry	· Prepare Voucher Entry · View Day Book	6pm-7:30pm	Rajat Saha
5/27/2026		Stock Details	· Godown Creation · Stock Creation · Billing Entry	6pm-7:30pm	Rajat Saha
5/29/2026		Price List/ Price Level	· Separate Actual & Bill quantity entry · Discount Entry	6pm-7:30pm	Rajat Saha
6/1/2026		Manufacturing	· Manufacturing Entry	6pm-7:30pm	Rajat Saha
6/3/2026		TDS	· Discuss about TDS · TDS Entry	6pm-7:30pm	Rajat Saha
6/5/2026		Petty Cash	· Discuss about Petty Cash · Petty Cash Entry	6pm-7:30pm	Rajat Saha
6/8/2026		TCS	· Discuss about TCS · Example of TCS · TCS Entry	6pm-7:30pm	Rajat Saha

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6/10/2026		Point Of Sale	· What is POS · Example of POS · POS entry	6pm-7:30pm	Rajat Saha
6/12/2026		Job Costing	· Discuss about Job Costing · Job Costing entry	6pm-7:30pm	Rajat Saha
6/15/2026		Revision	Revision	6pm-7:30pm	Rajat Saha
6/17/2026		Forex Gain & Loss	· Discuss about Foreign Currency · Foreign Currency Entry	6pm-7:30pm	Rajat Saha
6/19/2026		Scenario	· Making Scenario · Non-Accounting voucher entry	6pm-7:30pm	Rajat Saha
6/22/2026		Entire doubt clearing and feedback	Entire doubt clearing and feedback	6pm-7:30pm	Rajat Saha
6/24/2026		Password	· Vault Password · User ID & Password	6pm-7:30pm	Rajat Saha
6/26/2026		Business Communication	· What is Business Communication · Business data in Excel.	6pm-7:30pm	Rajat Saha
6/29/2026			· What is PF? · Rules & Regulations of PF · Concept of P. Tax · Rules of P. Tax	6pm-7:30pm	Rajat Saha
7/1/2026			· Concept of Bonus · Rules of Bonus · Concept of Gratuity	6pm-7:30pm	Rajat Saha
7/3/2026			· Concept of ESI · Example of ESI · Rules of ESI	6pm-7:30pm	Rajat Saha
7/6/2026			· Trade License Apply · P. Tax Apply	6pm-7:30pm	Rajat Saha
7/8/2026			· All due dates · Statutory Law discussion · Doubt Clear	6pm-7:30pm	Rajat Saha

Date	Subject	Chapter	Topic	Time	Faculty
7/10/2026		Payroll Accounting	· Concept of Payroll Accounting · Rules & Regulations of Payroll Accounting	6pm-7:30pm	Rajat Saha
7/13/2026			· Pay head Creation · Employee Creation · Attendance Creation	6pm-7:30pm	Rajat Saha
7/15/2026			· Attendance Voucher Entry · Salary Due & Payment Entry	6pm-7:30pm	Rajat Saha
7/17/2026			· PF due & Payment Entry · P. Tax Payment Entry	6pm-7:30pm	Rajat Saha
7/20/2026			· All forms of Human Resources	6pm-7:30pm	Rajat Saha
7/22/2026			· Doubt Clearing	6pm-7:30pm	Rajat Saha
7/24/2026			· Online Payment & Return details	6pm-7:30pm	Rajat Saha
7/27/2026		Business Law	· Basic details of Tax & Law	6pm-7:30pm	Rajat Saha
7/29/2026			· What is Business Law · Objectives of Business Law	6pm-7:30pm	Rajat Saha
7/31/2026			· Main Areas of Business Law · Importance of Business Law	6pm-7:30pm	Rajat Saha
8/3/2026			· Important Business Law Acts in India · Indian Contract Act · Sale of Goods Act	6pm-7:30pm	Rajat Saha
8/5/2026			· Partnership Act · Companies Act · Consumer Protection Act · Consumer Protection Act · LLP Act	6pm-7:30pm	Rajat Saha

Date	Subject	Chapter	Topic	Time	Faculty
8/7/2026		Introduction of E-Filing	· Introduction of e-filing · Advantage & Disadvantage of e-filing · Details discussion of Digital Signature Certificate (DSC)	6pm-7:30pm	Rajat Saha
8/10/2026		TDS	· Introduction of TDS · TDS Payment through portal · TDS return through portal	6pm-7:30pm	Rajat Saha
8/12/2026			· Online TAN apply · Register in Traces Portal · Register in Income Tax Portal	6pm-7:30pm	Rajat Saha
8/14/2026		TCS, ESI, PF	· Concept of TCS · PF · ESI	6pm-7:30pm	Rajat Saha
8/17/2026		Introduction of ITR	· Discussion about 5 source of Income · Explaining what Income Tax means · Document checklist (Form 16, PAN, Aadhaar); Who qualifies to file ITR · Penalties for non-compliance.	6pm-7:30pm	Rajat Saha
8/19/2026		Understanding Form 16 and Income Sources	· Breakdown of Form 16 (Parts A & B) · Tax-saving deductions; Identifying sample deductions · Exploring income from other sources.	6pm-7:30pm	Rajat Saha

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8/21/2026		Navigating the Income Tax Portal	· Registering and linking bank account · Using reports like 26AS, AIS, TIS · Exploring 'File Tax Returns' section.	6pm-7:30pm	Rajat Saha
8/24/2026		Practical Filing of ITR-1	· Selecting assessment year and ITR Form · Hands-on mock ITR · Verifying salary input and pre-filled data	6pm-7:30pm	Rajat Saha
8/26/2026			· Prepare ITR-4 · E-verification process.	6pm-7:30pm	Rajat Saha
8/31/2026		GST	· What is GST · Dual Module of GST · Clarification of CGST, SGST & IGST	6pm-7:30pm	Rajat Saha
9/2/2026			· Supply of GST · ITC on GST · Tally Entry GST	6pm-7:30pm	Rajat Saha
9/7/2026			· Discuss about B2B & B2C · Discuss about GSTR-1 & GSTR-3B · Discuss about Electronics Cash ledger & Credit Ledger	6pm-7:30pm	Rajat Saha
9/9/2026			· GST registration · Discuss about SEZ, EOU etc · E-way bill mechanism	6pm-7:30pm	Rajat Saha
9/11/2026			· Advance ruling mechanism · Job Work processing · Demand & Recovery	6pm-7:30pm	Rajat Saha

Date	Subject	Chapter	Topic	Time	Faculty
9/16/2026			· GST Payment · Composition Scheme · Tax Invoice, Debit Notes & Credit Notes	6pm-7:30pm	Rajat Saha
9/18/2026			· GST Return	6pm-7:30pm	Rajat Saha
9/21/2026			· Capital Goods GST · Capital Goods GST Entry Tally	6pm-7:30pm	Rajat Saha
9/23/2026			· Appeal on GST · Refund GST	6pm-7:30pm	Rajat Saha
9/25/2026		Revision	· Revision	6pm-7:30pm	Rajat Saha
9/28/2026		Company Law	· Objectives of Company Law · Important Aspects of Company Law · Importance of Company Law	6pm-7:30pm	Rajat Saha
9/30/2026		ZOHO BOOKS	· Introduction to Zoho Books · Company Setup · Chart of Accounts	6pm-7:30pm	Rajat Saha
10/5/2026			· Customers & Vendors · Sales Management · Purchase Management · Inventory Management	6pm-7:30pm	Rajat Saha
10/7/2026			· Banking · GST & Tax Management (India) · Reports & Analytics · Automation	6pm-7:30pm	Rajat Saha
10/9/2026			· User Management · Integrations · Advanced Features	6pm-7:30pm	Rajat Saha

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10/12/2026		AI	· AI	6pm-7:30pm	Rajat Saha
10/14/2026		AI	· Tally with AI	6pm-7:30pm	Rajat Saha