

### UPRVUNL Assistant Accountant Study Plan

| DATE          | DAY   | FACULTY | Priya Mam                          | Sujauddin Sir       | Pawan Sir          | Meenakshi Mam                               | Dheerendra Sir                   |
|---------------|-------|---------|------------------------------------|---------------------|--------------------|---------------------------------------------|----------------------------------|
|               |       | SUBJECT | ENGLISH                            | MATHS               | HINDI              | ACCOUNTS, INCOME TAX & AUDITING             | COMPUTER                         |
|               |       | TIMINGS | 10:00 AM - 11:00 AM                | 11:00 AM - 12:00 PM | 12:00 AM - 1:00 PM | 4:00 PM - 5:30 PM                           | 8:00 PM - 9:00 PM                |
| 17/02/2022    | Thurs |         |                                    | Simplification - 1  | विलोम              | Provision Related to Income from Salary - 1 | Introduction of Computer         |
| 18/02/2022    | Fri   |         |                                    | Simplification - 2  | तत्सम एवं तदभव     | Provision Related to Income from Salary - 2 | History & Generation of Computer |
| 19/02/2022    | Sat   |         |                                    | Simplification - 3  | सन्धियां           | Provision Related to Income from Salary - 3 | Number System                    |
| <b>SUNDAY</b> |       |         |                                    |                     |                    |                                             |                                  |
| 21/02/2022    | Mon   |         |                                    | Number System - 1   | अलंकार             | Provision Related to Income from Salary - 4 | Hardware                         |
| 22/02/2022    | Tue   |         | Mixed Grammar Rules + Practice - 1 | Number System - 2   | रस                 | Deductions from GTI - 1                     | Software                         |
| 23/02/2022    | Wed   |         | Mixed Grammar Rules + Practice - 2 | Number System - 3   | समास               | Deductions from GTI - 2                     | Programming Languages            |
| 24/02/2022    | Thurs |         | Comprehension                      | HCF & LCM - 1       | पर्यायवाची         | Provisions Related to TDS - 1               | Python & C Language              |
| 25/02/2022    | Fri   |         | Practice Session                   | HCF & LCM - 2       | संधि विच्छेद       | Provisions Related to TDS - 2               | Networking - 1                   |
| 26/02/2022    | Sat   |         | Cloze Test                         | Percentage - 1      | विलोमार्थी शब्द    | Income Tax Return (ITR) Filing              | Networking - 2                   |
| <b>SUNDAY</b> |       |         |                                    |                     |                    |                                             |                                  |

| DATE       | DAY   | FACULTY | Priya Mam             | Sujauddin Sir                           | Pawan Sir                                               | Meenakshi Mam                                   | Dheerendra Sir                    |
|------------|-------|---------|-----------------------|-----------------------------------------|---------------------------------------------------------|-------------------------------------------------|-----------------------------------|
|            |       | SUBJECT | ENGLISH               | MATHS                                   | HINDI                                                   | ACCOUNTS, INCOME TAX & AUDITING                 | COMPUTER                          |
|            |       | TIMINGS | 10:00 AM - 11:00 AM   | 11:00 AM - 12:00 PM                     | 12:00 AM - 1:00 PM                                      | 4:00 PM - 5:30 PM                               | 8:00 PM - 9:00 PM                 |
| 28/02/2022 | Mon   |         | One Word Substitution | Percentage - 2                          | शब्दों के स्त्रीलिंग                                    | Trading, Profit & Loss, A/C & Balance Sheet - 1 | Topology and Networking Devices   |
| 01/03/2022 | Tue   |         | Fillers               | Percentage - 3                          | अनेक शब्दों के लिए एक शब्द                              | Trading, Profit & Loss, A/C & Balance Sheet - 2 | Internet                          |
| 02/03/2022 | Wed   |         | Error Detection       | Profit and Loss - 1                     | मुहावरा व उनका अर्थ                                     | Trading, Profit & Loss, A/C & Balance Sheet - 3 | Networking Protocol & Web Address |
| 03/03/2022 | Thurs |         | Comprehension         | Profit and Loss - 2                     | अशुद्ध वाक्यों के शुद्ध रूप                             | Depreciation                                    | OSI Model & Protocol              |
| 04/03/2022 | Fri   |         | Idioms & Phrases      | Profit and Loss - 3                     | वर्तनी की सामान्य अशुद्धियाँ तथा शब्दों के शब्द रूप - 1 | Balance Sheet, Income & Expenditure A/C         | Web Designing & HTML              |
| 05/03/2022 | Sat   |         | Vocabulary - 1        | Discount                                | वर्तनी की सामान्य अशुद्धियाँ तथा शब्दों के शब्द रूप - 2 | Capital & Revenue, Receipt & Payment            | Microsoft Office - 1              |
| SUNDAY     |       |         |                       |                                         |                                                         |                                                 |                                   |
| 07/03/2022 | Mon   |         | Vocabulary - 2        | Simple Interest & Compound Interest - 1 | वाक्य संशोधन                                            | Bills of Exchange - 1                           | Microsoft Office - 2              |
| 08/03/2022 | Tue   |         | Miscellaneous         | Simple Interest & Compound Interest - 2 | रचना एवं रचयिता इत्यादि - 1                             | Bills of Exchange - 2                           | DBMS                              |

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|            |       | TIMINGS | 10:00 AM - 11:00 AM                         | 11:00 AM - 12:00 PM                     | 12:00 AM - 1:00 PM             | 4:00 PM - 5:30 PM                            | 8:00 PM - 9:00 PM            |
| 09/03/2022 | Wed   |         | Previous Year Papers + Practice Session - 1 | Simple Interest & Compound Interest - 3 | रचना एवं रचयिता इत्यादि - 2    | Double Entry System, Provision & Reserve     | Computer Abbreviations       |
| 10/03/2022 | Thurs |         | Previous Year Papers + Practice Session - 2 | Average - 1                             | बहुवचन                         | Objectives of Audit - 1                      | File Extension Names         |
| 11/03/2022 | Fri   |         |                                             | Average - 2                             | कहावतें व लोकोक्तियों के अर्थ  | Objectives of Audit - 2                      | Memory & Memory Unit         |
| 12/03/2022 | Sat   |         |                                             | Ratio and Proportion - 1                | वाक्यांशों के लिए शब्द निर्माण | Vouching                                     | Operating System & It's Type |
| SUNDAY     |       |         |                                             |                                         |                                |                                              |                              |
| 14/03/2022 | Mon   |         |                                             | Ratio and Proportion - 2                | लोकोक्तियाँ एवं मुहावरे - 1    | Verification                                 |                              |
| 15/03/2022 | Tue   |         |                                             | Mixture & Alligation - 1                | लोकोक्तियाँ एवं मुहावरे - 2    | Rights & Duties of Auditor                   |                              |
| 16/03/2022 | Wed   |         |                                             | Mixture & Alligation - 2                | समानार्थी व पर्यायवाची शब्द    | Liabilities of an Auditor                    |                              |
| 17/03/2022 | Thurs |         |                                             | Time and Work - 1                       |                                | Rectification of Errors - 1                  |                              |
| HOLIDAY    |       |         |                                             |                                         |                                |                                              |                              |
| 21/03/2022 | Mon   |         |                                             | Time and Work - 2                       |                                | Rectification of Errors - 2                  |                              |
| 22/03/2022 | Tue   |         |                                             | Time and Work - 3                       |                                | Self Balancing Ledgers & Sectional Balancing |                              |
| 23/03/2022 | Wed   |         |                                             | Time & Distance                         |                                | Branch & Departmental Accounts - 1           |                              |

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| 24/03/2022 | Thurs |         |                     | Train               |                    | Branch & Departmental Accounts - 2 |                   |
| 25/03/2022 | Fri   |         |                     | Boat & Steam        |                    | Bank Reconciliation Statement - 1  |                   |
| 26/03/2022 | Sat   |         |                     | D.I                 |                    | Bank Reconciliation Statement - 2  |                   |
| SUNDAY     |       |         |                     |                     |                    |                                    |                   |
| 28/03/2022 | Mon   |         |                     |                     |                    | Bank Reconciliation Statement - 3  |                   |
| 29/03/2022 | Tue   |         |                     |                     |                    | Bank Reconciliation Statement - 4  |                   |