**INSTITUTE OF COOPERATIVE MANAGEMENT, HYDERABAD**

**Common Accounting System – MIS for Secretaries of PACS**

**31ST July to 2nd August 2024**

**Day-to-Day Programme**

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| **Date** | **Session** | **Topic** | **Session Handling** |
| 31.07.2024 | 9.30am to 10.00 am | Registration/Inauguration | Dr.S.Shyam Kumar, Dy.Director, ICM Hyd |
| 10.00 am to 11.30 am | An Introduction to Common Accounting System | Dr.S.Shyam Kumar, Dy.Director, ICM Hyd |
| 11.45am to 1.00 pm | Heads of Accounts and Registers under CAS & Maintenance | Dr.S.Shyam Kumar, Dy.Director, ICM Hyd |
| 2.00 pm to 3.30pm | Books of Accounts and Registers under CAS & Maintenance | Dr.S.Shyam Kumar, Dy.Director, ICM Hyd |
| 3.45 pm to 5.00pm | Maintenance of Books Entry | Dasaratham, Faculty, (Rtd.) Telangana State Coop Union |
| 01.08.2024 | 9.30am to 10.00 am | Recap | Dr.S.Shyam Kumar, Dy.Director, ICM Hyd |
| 10.00 am to 11.30 am | Preparation of Financial Statements | Dasaratham, Faculty, (Rtd.) Telangana State Coop Union |
| 11.45am to 1.00 pm | Preparation of Financial Statements | Dasaratham, Faculty, (Rtd.) Telangana State Coop Union |
| 2.00 pm to 3.30pm | Conversion of the present profit & Loss A/c & Balance Sheet As per CAS Pattern | Dasaratham, Faculty, (Rtd.) Telangana State Coop Union |
| 3.45 pm to 5.00pm | An Introduction to MIS under CAS | Dr.S.Shyam Kumar, Dy.Director, ICM Hyd |
| 02.08.2024 | 9.30am to 10.00 am | Recap | Dr.S.Shyam Kumar, Dy.Director, ICM Hyd |
| 10.00 am to 11.30 am | Asset Classification and Provisioning Norms | Dr.S.Shyam Kumar, Dy.Director, ICM Hyd |
| 11.45am to 1.00 pm | Concise Structure of Balance Sheet and Cash Flow Statement | Dr.S.Shyam Kumar, Dy.Director, ICM Hyd |
| 2.00 pm to 3.30pm | Ration Analysis and Interpretation of Ratios for Internal Control | Dr.S.Shyam Kumar, Dy.Director, ICM Hyd |
| 3.45 pm to 5.00pm | Valedictory | Dr.S.Shyam Kumar, Dy.Director, ICM Hyd |

Tea Break : 11.30 am to 11.45am & 3.30 pm to 3.45 pm

Lunch Break : 1.00 pm to 2.00 pm

(Dr.S.Shyam Kumar)

Prog. Coordinator