

# L\_4 \_General\_Education

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## 1. BASIC ACCOUNTING AND BOOK KEEPING SKILLS/ KNOWLEDGE RESOURCE MANAGEMENT

<b>Details</b> <b>What is Communication?</b>	<b>Method/ language</b>	<b>Thrust</b>	<b>Activities</b>
<p>What is resource management?</p> <p>How to manage resources?</p> <p>Concepts of personal income and expenditure</p> <p>Concept of home budget</p> <p>Opening an Account</p> <p>Concept of RD, FD</p> <p>Concept of basic accounting</p> <p>3 basic Types of accounts- personal, nominal and real</p> <p>Golden Accounting rules</p> <p>Journal entries</p> <p>To real T/B, P&amp;L and B/S with help of experts</p>	<p>English and regional</p>	<p>Exposure and introduction to basic accounting functions</p> <p>Writing and reading income expenditure</p>	<p>Notes</p> <p>Practical</p> <p>Practice</p> <p>Showing specimens of all bank accounts, filling up bank slips, open an RD/FD</p> <p>Keeping notes for personal expenditure</p> <p>Notes</p> <p>Entries for practice</p> <p>Discussion</p> <p>Presenting B/S of self-help group or Patpedhi</p>

**2.ENTREPRENEURIAL SKILLS, SETUP SMALL BUSINESS ETC/ LIVELIHOOD MANAGEMENT (ED), BUSINESS SET UP**

<b>Details</b> <b>What is Communication?</b>	<b>Method/ language</b>	<b>Thrust</b>	<b>Activities</b>
<b>Livelihood Management I</b>	Concept of livelihood management  Categories of livelihood management:  self-employed; employed through wages  Legal Frame work –min wage act, factories act, workmen compensation; child labour, women sexual harassment act  Ethical practices	Introduction to Concept.  Government support system and organizations as MSME	Discussion  Lecture  Meeting legal experts  visiting govt offices
<b>Livelihood Management II</b>	Responsibilities as a tax payer-TAX,PAN  Rights and Duties  Code of Conduct of working organisation  Introduction to small scale	Understanding basics of business set up  Government support	Lecture  Sharing specimens of all legal documents

	<p>activity</p> <p>How to start?</p> <p>Who to ask for help?</p> <p>Different govt schemes</p> <p>Self-help group support</p> <p>Loans from bank</p>	<p>system and organizations as MSME</p>	<p>Field visits</p> <p>Projects</p> <p>Making proposals</p> <p>Approaching bank</p>
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