



DON BOSCO COLLEGE

Athiyaman Bypass Road, Sogathur Post, Dharmapuri 636 809

Phone : 9443604446, 9443604447

E-mail : dbc155@live.in Website : www.dbcdharmapuri.edu.in



PG & RESEARCH DEPARTMENT OF COMMERCE

REPORT ON CERTIFICATE COURSE

2019 - 2020


INCHARGE




PRINCIPAL





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REPORT FOR CERTIFICATE PROGRAMMES

ACADEMIC YEAR- 2019 - 2020

DEPARTMENT NAME	PG & RESEARCH DEPARTMENT OF COMMERCE
DATE -FROM - TO	24-7-2019 – 16-09-2019
VENUE / PLATFORM	NSDC LAB, CLASS ROOM
EVENT (WORKSHOP/ SEMINAR/CONFERENCE/SYMPOSIUM)	WORKSHOP
TOPIC	TALLY
INTAKE	BATCH: 1 = 42 BATCH: 2 = 48
RESOURCE PERSON	Mr. P. NAGAMANI & Mr. M. SURESH
NO OF PARTICIPANTS / BENEFICIARIES	90

BRIEF REPORT

The workshop on TALLY was conducted on 24-7-2019 for Third year UG students. A detailed discussion was held on the accounting information as to what are groups and ledgers. He taught about stock groups, Stock items and units of measures are created. They were made to practice the various entries for a particular company, the maintenance of groups ledgers and inventory. Participants were also imparted knowledge of the area related to taxation. Trainer made the students to create groups and ledgers. It was a good learning session for the students. Entire workshop on Tally was very informative, interactive and knowledgeable.





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PG AND RESEARCH DEPARTMENT OF COMMERCE CERTIFICATE COURSE – TALLY

Learning Objectives

The courses of tally features through transaction made according to the types of organization it desired enable the students to learn to the basis of accountancy, different types of business organization and various financial accounting and inventory report generating features of tally accounting software applicable to each of the business organization.

Our college has been providing Tally Practical to our commerce students (B.Com. B.Com CA, M.Com., and MIB) with the objective of getting knowledge in computerized accounting methods which is used worldwide nowadays. By learning Tally our students can prepare final accounts of a company or firm, prepare cash flow and fund flow statements, ratio analysis and also calculate taxes on VAT, FBT, Service tax, Excise MODVAT, Custom duty, TDS, Advance tax, etc.,

LEARNING OUTCOMES

1. Have an understanding of basic accounting concepts and principles.
2. Be able to generate accounting and inventory masters, vouchers and basic reports in tally.
3. Have an understanding of advanced accounting and inventory in Tally.
4. Get familiar with the technological advantages of tally including multilingual capabilities, remote access, security features and Tally.
5. Have an understanding of basic concepts and practical application of VAT, CST, TDS and Service Tax.
6. Have an overview of basic concepts of excise for dealers and manufacturers.
7. Be able to generate excise reports as per the prescribed formats.
8. Conveniently file for E-Return.
9. Have an understanding of the concept and features of payroll accounting.
10. Be able to generate Payroll reports.





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CERTIFICATE COURSE SYLLABUS (2019 - 2020)

PRACTICAL – TALLY

Unit – I

Company Information

- a. Company Creation
- b. Select Company
- c. Shut Company
- d. Alter Company
- e. Split Company Data
- f. Backup and Restore

Unit – II

Gateway of Tally

- a. Accounts Info
 - a. Groups
 - b. Ledgers
 - c. Voucher Types
- b. Inventory Info
 - a. Stock Group
 - b. Stock Category
 - c. Stock item
 - d. Unit of Measures
 - e. Godown
- c. Accounting Vouchers
- d. Inventory Vouchers



Unit – III

Statutory and Taxation

- a. Value Added Tax (VAT)
- b. Tax Deducted at Source (TDS)
- c. Tax Collected at Source (TCS)
- d. Goods and Service Tax (GST)

Unit - IV

Display

- a. Trial Balance
- b. Day Book
- c. Accounts Book
- d. Statement of Accounts
- e. Inventory Books
- f. Statement of Inventory
- g. Statutory Info
- h. Statutory Reports
- i. Cash flow and Fund flow Statements

Text Books:

1. Financial Accounting – R.L. Gupta and V.K. Gupta, Sultan Chand and Sons, New Delhi.
2. Financial Accounting – S.P. Jain and Narang, Kalyani Publishers, Ludhiana.
3. Tally 9.0 – A Complete Reference – Tally Solutions (P) limited.

Reference Books:

1. Financial Accounting – Reddy and Murthy – Margham Publication, Chennai – 17
2. Financial Accounting – Dr. S. Ganesan and Kalavathi, S.R. Elango and Tirumali Publication, Nagercoil.
3. Financial Accounting – Narayanaswamy, PHI learning Perspective, Private Limited, New Delhi.
4. Financial Accounting – Mukherjee & Hanif, Megraw Hill Companies, UP.





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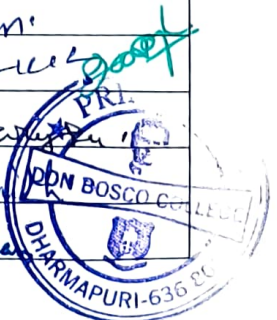
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PG AND RESEARCH DEPARTMENT OF COMMERCE CERTIFICATE COURSE – TALLY BATCH: I NAME LIST

S.NO	REG. NO	NAME	SIGN
1	17UCC3822	AMALANAYAGI J	A. Amalanayagi
2	17UCC3873	KOWSALYA G	G. Kowsalya
3	17UCC3882L	MARISHARLY R	Marisharly R.
4	17UCC4031	KALAIVANI G	G. Kalaiyani
5	17UCC4032	SATHYA M	Sathya. M.
6	17UCC4033	SHALINI K	K. Shalini
7	17UCC4034	VINITHA S	S. Vinitha
8	17UCC4035	AJITH G	Ajith. G
9	17UCC4036	ANBAZHAGIRI V	V. Anbazhagiri
10	17UCC4038	BOOPATHI T	Boopathi..
11	17UCC4039	BUDANKHAN B	B. Budarkhan.
12	17UCC4040	CHANDRU D	D. Chandru
13	17UCC4042	CHANDRU S	S. Chandru
14	17UCC4043	DEEPAK M	M. Deepak.
15	17UCC4044	DHANAPAL D	D. Dhyanepal.
16	17UCC4045	EDWIN S	S. Edwin
17	17UCC4046	GOKULAKANNAN S	S. Gokulakrishnan.
18	17UCC4047	GOWTHAM V	V. Gowtham
19	17UCC4049	JAISHAKTHI M	M. Jaishakthi
20	17UCC4050	JEGAN G	G. Jegan
21	17UCC4051	KARTHI R	R. Karthi
22	17UCC4052	KAVIYARASAN G	G. Kaviyarasan
23	17UCC4053	KIRUBANITHI M	M. Kirubanithi
24	17UCC4055	MADHAIYAN R	R. Madhaiyan



25	17UCC4057	MANOJ S	S. Manoj
26	17UCC4058	MELVIN JENITHRAJ D	D. Melvin
27	17UCC4059	MOUNISH V	V. Mounish
28	17UCC4060	NAGALINGAM M	M. Nagalingam
29	17UCC4061	PARTHIBAN A	A. Parthiban
30	17UCC4063	PRABU R	R. Prabhu
31	17UCC4064	RAMACHANDIRAN P	P. Ramachandiran
32	17UCC4066	SAKTHI S	S. Sakthi
33	17UCC4068	SAKTHIVEL R	R. Sakthivel
34	17UCC4071	SATHISH K	K. Sathish
35	17UCC4072	SATHISH KUMAR M	M. Sathish Kumar
36	17UCC4073	SETHUPATHI M	M. Sethupathi
37	17UCC4074	SIDDIQ S	S. Siddiq
38	17UCC4075	STEPHENMATHEW L	L. Stephen Mathew
39	17UCC4076	SUBASH C	C. Subash
40	17UCC4077	VETRIVEL T	T. Vetrivel
41	17UCC4078	VIGNESH M	M. Vignesh
42	17UCC4079	VIGNESHKUMAR M	M. Vignesh Kumar





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S.NO	REG. NO	NAME	SING
1	17UCM3953	JEEVITHA P	Jeevitha P
2	17UCM3954	SALA C	C. Sala.
3	17UCM3955	SASIKALA R	Sasikala. R
4	17UCM3956	SIVASANKARI D	D. Sivasankari
5	17UCM3957	ABISHECK M	M. Abishek
6	17UCM3958	AJAY M	M. Ajay
7	17UCM3959	AJITHKUMAR G	G. Ajithkumar
8	17UCM3960	ALEX A	Alex A
9	17UCM3963	ARULPANDI A	A. Arulpandi
10	17UCM3964	ARUNARASU R	R. Arunarasu
11	17UCM3965	ARUNKUMAR S	S. Arunkumar
12	17UCM3969	BALAJI K	K. Balaji
13	17UCM3970	BALAJI K	Balaji. K.
14	17UCM3971	CHANDRASEKAR S	S. Chandrasekar
15	17UCM3975	DHARMARAJ C	C. Dharmaraj
16	17UCM3976	EZHILMUGUNDHAN G	G. Ezhil mugundhan
17	17UCM3977	GOKUL RAJ S	S. Gokulraj
18	17UCM3978	GOPI C	C. Gopi
19	17UCM3981	KARTHICK T	T. Karthick
20	17UCM3982	KATHIRVEL S	S. Kathirvel
21	17UCM3983	KRISHNAN K	K. Krishnan
22	17UCM3984	LAKSHMANAN S	S. Lakshmanan
23	17UCM3986	MADHU C	C. Madhu
24	17UCM3987	MAHALINGAM M	M. Mahalingam



25	17UCM3988	MANI M	M. Mani
26	17UCM3989	MANI P	P. Mani
27	17UCM3990	MARUDHUPANDI M	M. Marudhupandi
28	17UCM3991	MOHAMMEDZUBER M	M. Mohammedzuber
29	17UCM3994	PRAVEENKUMAR G	G. Praveenkumar
30	17UCM3996	RANJITHKUMAR M	M. Ranjithkumar
31	17UCM3997	SABARI NATHAN R	R. Sabarinathan
32	17UCM4001	SEKAR S	S. Sekar
33	17UCM4002	SIVANANGARI B	B. Sivanangari
34	17UCM4003	SUBRAMANI R	R. Subramani
35	17UCM4004	SURIYA M	M. Suriya
36	17UCM4005	SURIYAKALAIYARASAN M	M. Suriyakalaiyarsan
37	17UCM4006	SURYA S	S. Surya
38	17UCM4007	TAMILARASAN S	S. Tamilarasan
39	17UCM4008	VARUNKUMAR M	M. Varunkumar
40	17UCM4011	VIJAY S	S. Vijay
41	17UCM4013	VINOTH M	M. Vinoth
42	17UCM4014	VINTO JOSEPH S	S. Vinto Joseph
43	18PCM1530	KALPANA V	V. Kalpana
44	18PCM1566	ANBARASAN P	P. Anbarasan
45	18PCM1567	PARTHIPAN K	K. Parthipan
46	18PCM1569	BUVANESWARI M	M. Buvaneshwari
47	18PCM1570	PAVITHRA V	V. Pavithra
48	18PCM1571	VANITHA P	P. Vanitha

