



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

2020 - 2021

1.

2.
INCHARGE

PRINCIPAL





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REPORT FOR CERTIFICATE PROGRAMMES

ACADEMIC YEAR- 2020 – 2021

DEPARTMENT NAME	PG & RESEARCH DEPARTMENT OF COMMERCE
DATE -FROM - TO	15/02/2021 to 20/03/2021
VENUE / PLATFORM	NSDC LAB, CLASS ROOM
EVENT (WORKSHOP/ SEMINAR CONFERENCE/SYMPOSIUM)	WORKSHOP
TOPIC	TALLY
INTAKE	BATCH: 1 = 30
RESOURCE PERSON	Mr. P. NAGAMANI & Mr. M. SURESH
NO OF PARTICIPANTS / BENEFICIARIES	30

BRIEF REPORT

The workshop on TALLY was conducted on 15-02-2021 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 (2020 - 2021)

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.Elangovan, Tirumali Publication, Nagercoil.
3. Financial Accounting – Narayanaswamy, PHI learning A Managerial Perspective, Private Limited, New Delhi.
4. Financial Accounting – Mukherjee & Hanif, Megraw Hill Companies, UP.





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

S.NO	REG. NO	NAME	SING
1	18UCM4184	DHINESHWARAN D P	<i>[Handwritten Signature]</i>
2	18UCM4186	GIRI J	<i>[Handwritten Signature]</i>
3	18UCM4188	JOTHIMURUGAN M	<i>[Handwritten Signature]</i>
4	18UCM4190	MAREO SAMUEL BRISSON	<i>[Handwritten Signature]</i>
5	18UCM4194	NARESHKUMAR S	<i>[Handwritten Signature]</i>
6	18UCM4198	SANDEEPCHOWDARY M	<i>[Handwritten Signature]</i>
7	18UCM4201	SETHUPATHI S	<i>[Handwritten Signature]</i>
8	18UCM4204	THIRUMAL K	<i>[Handwritten Signature]</i>
9	18UCM4205	VENKATESH M	<i>[Handwritten Signature]</i>
10	18UCM4207	VINITHKUMAR S	<i>[Handwritten Signature]</i>
11	18UCM4209	BABIYANA A	<i>[Handwritten Signature]</i>
12	18UCM4210	CATHERINE MARIA VINITHA S	<i>[Handwritten Signature]</i>
13	19PCM1605	ARAVIND R	<i>[Handwritten Signature]</i>
14	19PCM1607	PAUL STEPHEN RAJ K	<i>[Handwritten Signature]</i>
15	19PCM1608	SATHIYAKESAVAN C	<i>[Handwritten Signature]</i>
16	19PCM1609	SATHIYAMOORTHY K	<i>[Handwritten Signature]</i>
17	19PCM1610	SATHIYAMOORTHY P	<i>[Handwritten Signature]</i>
18	19PCM1611	WAHITH K	<i>[Handwritten Signature]</i>
19	19PCM1612	BANUPRIYA P	<i>[Handwritten Signature]</i>
20	19PCM1613	SANTHA KUMARI R	<i>[Handwritten Signature]</i>
21	18UCC3967	K.ABIMANYU	<i>[Handwritten Signature]</i>
22	18UCC3975	N.GOPI	<i>[Handwritten Signature]</i>
23	18UCC3984	J.MAHENDRANATH	<i>[Handwritten Signature]</i>
24	18UCC3987	B.MOHAMMED SALMAN	<i>[Handwritten Signature]</i>



25	18UCC4013	M.AROCKIA MARY	<i>M. Arrockia Mary</i>
26	18UCC4014	A.CELINA MARY	<i>A. Celina Mary</i>
27	18UCC4015	L.CHRISTINA ANGEL	<i>L. Christina Angel</i>
28	18UCC4016	J.JERLIN	<i>J. Jerlin</i>
29	18UCC4017	K.NIVYA	<i>K. Nivya</i>
30	18UCC4018	H.RAJA LAKSHMI	<i>H. Raja Lakshmi</i>

