



॥ विद्या विनयेन शोभते ॥

Estd. 2009

College Code No. 939

OSWAL SIKSHAN & RAHAT SANGH SANCHALIT

MANSI BHARAT GADA DEGREE COLLEGE OF COMMERCE

(Earlier name SHREE HALARI VISA OSWAL COLLEGE OF COMMERCE via

Uni. Cir. No. AFF/ICD/2019-20 / 1465 DATED 18TH Oct 2019.)



CRITERION-1

CURRICULAR ASPECTS

1.2 ACADEMIC FLEXIBILITY

1.2.1

Number of Certificate Courses Offered during the last five years

1.2.2

Percentage of students enrolled in Certificate courses as against the total number of students during the last five years

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COURSES SYLLABUS AND NOTICES

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D. Detail of Syllabus

Sl. No.	Practical	Theory
	Development Competency / Proficiency in English / Vernacular - 15 Hrs.	
1.	<p><u>Development of competency/proficiency in English/vernacular (Hindi/regional Language)</u> Practice on</p> <ul style="list-style-type: none"> • Oral/spoken communication skill & testing – voice and accent, voice clarity, voice modulation & intonation, word stress etc. • Feedback & questioning technique: • Objectiveness in argument (Both one on one and in groups) • 5 Ws & 1 H & 7 Cs for effective Communication • Development Etiquette and manners • Study of different pictorial expression of non-verbal communication and its analysis 	
	Effective Communication – 10 Hrs.	
2.	<p><u>Concept of Effective Communication</u></p> <ul style="list-style-type: none"> • Components of Effective Communication- Conviction, confidence & enthusiasm, Listening • Communication Process & Handling them • KISS (keep it short & simple) in communication – composing effective messages • Barriers to Communication- Int. & Ext Barriers :- Intrinsic Motivation, Perception, Language, Fear Power of speech etc. • Listening -it's importance. Good and bad listening • Non-Verbal Communication – its importance and Nuances :- Facial Expression, Posture, Gesture, eye contact, Appearance (Dress Code) 	
	Self & Time Management - 10 Hrs.	
3.	<p><u>Self Management</u></p> <ul style="list-style-type: none"> • Self Evaluation • Self discipline • Self criticism • Recognition of one's own limits and deficiencies • Independency etc. • Thoughtful & Responsible • Self Awareness 	<p><u>Self Management</u></p> <ul style="list-style-type: none"> • Identifying one's strength and weakness • Planning & Goal setting • Managing self –emotions, ego, pride
	<p><u>Time Management Technique</u> Practice by game play and other learning methodology for achieving targets and getting of right first time</p>	<p><u>Time Management concept</u></p> <ul style="list-style-type: none"> • Attendance, Discipline & Punctuality • Act in time on commitment • Quality /Productive time

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I/C PRINCIPAL
MR. MITESH M. GOSRANI
MANSI BHARAT GADA
DEGREE COLLEGE OF COMMERCE



Mitesh M. Gosrani
I/C PRINCIPAL
MR. MITESH M. GOSRANI
MANSI BHARAT GADA
DEGREE COLLEGE OF COMMERCE

Motivation Techniques - 05hrs.			
4.	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>Motivation/ Inspiration</u> <ul style="list-style-type: none"> • Ability to shape and direct working/process methods according to self defined criteria • Motivate customers • Ability to think for oneself • Apply oneself to a task independently with self motivation. </td> <td style="width: 50%; vertical-align: top;"> <u>Motivation techniques</u> <ul style="list-style-type: none"> • Motivation technique based on needs and field situation • Idealising </td> </tr> </table>	<u>Motivation/ Inspiration</u> <ul style="list-style-type: none"> • Ability to shape and direct working/process methods according to self defined criteria • Motivate customers • Ability to think for oneself • Apply oneself to a task independently with self motivation. 	<u>Motivation techniques</u> <ul style="list-style-type: none"> • Motivation technique based on needs and field situation • Idealising
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Interpersonal Skill Development - 05 Hrs.			
5.	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>Interpersonal Skill Development</u> <ul style="list-style-type: none"> • Positive Relationship • Positive Attitudes • Empathise : comprehend other opinions points of views, and face them with understanding • Mutuality • Trust • Emotional Bonding • Handling Situations (Interview) </td> <td style="width: 50%; vertical-align: top;"> <u>Interpersonal Skill</u> Importance of interpersonal skill </td> </tr> </table>	<u>Interpersonal Skill Development</u> <ul style="list-style-type: none"> • Positive Relationship • Positive Attitudes • Empathise : comprehend other opinions points of views, and face them with understanding • Mutuality • Trust • Emotional Bonding • Handling Situations (Interview) 	<u>Interpersonal Skill</u> Importance of interpersonal skill
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Computer Literacy - 20 Hrs.			
6.	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>Computer Fundamentals</u> <u>Customize the Desktop Environment</u> e.g. Desktop, Start Menu, and Taskbar etc. Configuring & Migrating Files, Folders & Settings – Folder Views, Accessibility Settings <u>MS Word</u> Creating, Organizing & Formatting Content Collaborating – Merge, Insert, View, Edit, Track Mode etc. <u>Formatting & Managing Documents</u> MS Excel Creating, Analyzing & Formatting Data & Content Collaborating – Insert, View, Edit etc. Managing Workbooks <u>MS PowerPoint</u> </td> <td style="width: 50%; vertical-align: top;"> <u>Computer Fundamentals, MS-Office & Internet</u> Introduction to Computers History of Computers Components of Hardware Peripherals <u>Concept of Operating System - Windows XP</u> Exploring & Configuring the Windows XP Desktop Environment – Customize the Desktop, Start Menu, and Taskbar etc. Configuring & Migrating Files, Folders & Settings – <u>Folder Views, Accessibility Settings</u> Features of Windows XP Understanding concepts of Word processing using MS-Word Understanding concepts of Electronic spreadsheet and various types of entries in it </td> </tr> </table>	<u>Computer Fundamentals</u> <u>Customize the Desktop Environment</u> e.g. Desktop, Start Menu, and Taskbar etc. Configuring & Migrating Files, Folders & Settings – Folder Views, Accessibility Settings <u>MS Word</u> Creating, Organizing & Formatting Content Collaborating – Merge, Insert, View, Edit, Track Mode etc. <u>Formatting & Managing Documents</u> MS Excel Creating, Analyzing & Formatting Data & Content Collaborating – Insert, View, Edit etc. Managing Workbooks <u>MS PowerPoint</u>	<u>Computer Fundamentals, MS-Office & Internet</u> Introduction to Computers History of Computers Components of Hardware Peripherals <u>Concept of Operating System - Windows XP</u> Exploring & Configuring the Windows XP Desktop Environment – Customize the Desktop, Start Menu, and Taskbar etc. Configuring & Migrating Files, Folders & Settings – <u>Folder Views, Accessibility Settings</u> Features of Windows XP Understanding concepts of Word processing using MS-Word Understanding concepts of Electronic spreadsheet and various types of entries in it
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	<p>Creating & Formatting Content Collaborating - Track, Edit, Add, Delete Comments, Merge Managing & Delivering Presentations</p> <p>Internet Concepts Opening websites and downloading data Writing, reading and sending emails.</p>	<p>Understanding concepts of URL Creating and Opening an E-mail account. Receiving and sending emails Searching information on Internet.</p>
	Life Skills - 05 Hrs.	
07.		<ul style="list-style-type: none"> • Knows how to use technology to communicate safely and effectively. • Knows and understands the concept of "community" • Knows how to access community resources in case of emergency. • Knows how to obtain copies of personal documents • knows how to book train ticket, Bus Ticket and Air Ticket. • Knows how to get a driver's license.
	Entrepreneurship - 20 Hrs.	
08.		<p>Define the term Entrepreneurship Definition of entrepreneurship from different perspectives .</p>
		<p>Outline the importance of entrepreneurship Importance of entrepreneurship:</p> <p>Enhances creativity and innovation builds self confidence in people serves as a tool for nation building serves as the engine of growth for the nation's economy</p>
		<p>Explain the reasons why entrepreneurship should be developed in a country Reasons include: employment generation increased national production re-investing national resources harnessing youth vigour.</p>



		<p>Describe who an entrepreneur is and who a business person is</p> <p>An entrepreneur refers to one who undertakes to organize and manage resources and assumes the risk of a business to come out with goods and services.</p>
		<p>State the characteristics of an entrepreneur</p> <p>Characteristics of the entrepreneurs Risk taking Need to achieve Innovation and creativity Opportunity Orientation</p>
		<p>Explain the factors that affect the development of entrepreneurship</p> <p>Factors that affect the development of entrepreneurial spirit in people</p> <p>i) Environment(immediate family and friends), community, national, international</p> <p>ii) Financial</p> <p>iii) Displacement, etc.</p> <p>The role of the</p> <p>i) Government</p> <p>ii) Society</p> <p>iii) Families and friends</p> <p>iv) other stakeholders for example financial institutions play in the development of entrepreneurship in the Country.</p>
		<p>Define employment</p> <p>Employment is working to learn a living, payment could be in the form of wages or salaries depending on the nature of work.</p> <p>Describe the types of employment</p> <p>Types of employment</p> <p>(i) Wage employment</p> <p>(ii) Self employment</p>



M. M. Gosrani
I/C PRINCIPAL
MR. MITESH M. GOSRANI
MANSI BHARAT GADA
DEGREE COLLEGE OF COMMERCE

INC. PRINCIPAL
 MR. MITESH M. GOSRANI
 11/11/2024

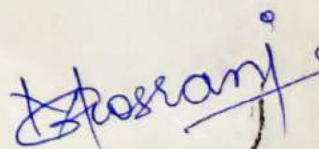
		<p>State the advantage and disadvantage of wage and self employment Types and characteristics of wage employment and self employment.</p>
		<p>Outline the reasons why people go into wage or self employment persists</p> <ul style="list-style-type: none"> • Self employment • Regain lost image • Exercise control over business • Become boss • Wage employment • Assured income • Commitment may be less.
		<p>Define small business Small business are defined based on the number of people and the capital employed State the characteristics of small business Characteristics of small businesses:- Labour intensive Small capital outlay, etc.</p>
		<p>List the areas of small operation Areas: Trading, Catering, Etc</p>
		<p>Outline the role of small businesses The role that small businesses play in the country. They form the: nursery for other entrepreneurs technical base for economic development platform for mobilizing resources for economic development. Etc.</p>
		<p>Explain the challenges/problems facing small businesses Challenges/problems facing small businesses include: <ul style="list-style-type: none"> • Financing • Access to markets </p>

	<ul style="list-style-type: none"> • Government policies • Inadequate managerial skills
	<p>Define the business environment</p> <p>Definition of the terms:</p> <ul style="list-style-type: none"> • Business • Environment • Business environment
	<p>Business development service providers in India.</p> <p>DIC, MSME, NSIC, SIDCO, Financial Institutions and Banks.</p>
	<p>Describe the procedure for registering a business</p> <p>Define Business Idea</p> <p>Definition of business idea., source of business idea.</p> <p>Programmes/ procedure and available schemes.</p>
	<p>Describe how to generate Business Plan</p> <p>Generation of business ideas Consider talents, skills and knowledge required Identify problems and find innovative solutions to them, market survey Etc.</p>
	<p>Mention the sources of Business Ideas Sources of ideas</p> <ul style="list-style-type: none"> • Needs and wants of the community • External environment • Hobbies and interest.
	<p>State the process of starting a New Enterprises Process</p> <p>mobilize resources</p> <p>reorganize resources</p>
	<p>Assess the suitability of the various sources/uses of fund</p> <p>The advantages and disadvantages of the various sources of funds .</p>



		<p>Distinguish between: Money, cash and cheques, Notes, coins and currency .</p> <p>Detail description of money, cash, cheques, notes, coins, currency.</p> <p>How to open bank account?</p> <p>How to fill up Cheque?</p> <p>How to deposit cheque in the bank?</p> <p>What is PAN Card?</p> <p>Why it is mandatory?</p> <p>Explain on-line banking</p>
		<p>Explain source Documents Source Documents receipts , honour certificate, invoice.</p>
		<p>List the Basic Books kept by Small Business</p> <p>Basic books :</p> <ul style="list-style-type: none"> • Cash record • Stock • Credit purchase (Creditors Account Record) • Credit sales book (customers Accounts Record) • Record Books (Ledger) • Trial balance.
<p>09. Occupational Safety, Health and Environment Education - 10 Hrs</p>		
Safety & Health	Introduction to Occupational Safety and Health importance of safety and health at workplace.	
Occupational Hazards	<p>Basic Hazards, Chemical Hazards, Vibroacoustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards.</p> <p>Occupational health, Occupational hygienic, Occupational Diseases/ Disorders & its prevention.</p>	
Accident & safety	Basic principles for protective equipment.	




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	Accident Prevention techniques – control of accidents and safety measures.
First Aid	Care of injured & Sick at the workplaces, First-Aid & Transportation of sick person
Basic Provisions	Idea of basic provision of safety, health, welfare under legislation of India.
Ecosystem	Introduction to Environment. Relationship between Society and Environment, Ecosystem and Factors causing imbalance.
Pollution	Pollution and pollutants including liquid, gaseous, solid and hazardous waste.
Energy Conservation	Conservation of Energy, re-use and recycle.
Environment	Right attitude towards environment, Maintenance of in – house environment



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TALLY ERP 9 COURSE SYLLABUS

Tally

POWER OF SIMPLICITY

1. INTRODUCTION

- 1.1 INTRODUCTION TO TALLY ERP 9
- 1.2 SALIENT FEATURES OF TALLY
- 1.3 ACCOUNTING FEATURES OF TALLY
- 1.4 ENHANCEMENTS IN TALLY .ERP 91.4.1 GENERAL ENHANCEMENTS
- 1.4.2 FUNCTIONAL ENHANCEMENTS
- 1.5 HARDWARE REQUIREMENT FOR TALLY 9
- 1.6 OPENING OF TALLY .ERP 9
- 1.7 COMPONENTS OF TALLY ERP 9
- 1.8 CREAT A COMPANY
- 1.9 SELECT COMPANY
- 1.10 SHUT A COMPANY
- 1.11 ALTER A COMPANY
- 1.12 DELETE A COMPANY

2. STOCK & GODOWN

- 2.1 INTRODUCTION TO STOCK GROUP
 - 2.1.1 CREATING A SINGLE STOCK GROUP
 - 2.1.2 DISPLAYING SINGLE STOCK GROUP
 - 2.1.3 DISPLAYING MULTIPLE STOCK GROUP
 - 2.1.4 ALTERING A SINGLE STOCK GROUP
 - 2.1.5 ALTERING MULTIPLE STOCK GROUP
- 2.2 INTRODUCTION TO STOCK CATEGORIES
 - 2.2.1 ENABLING STOCK CATEGORIES
 - 2.2.2 CREATING A SINGLE STOCK CATEGORIES
 - 2.2.3 CREATING MULTIPLE STOCK CATEGORIES
 - 2.2.4 DISPLAYING A SINGLE STOCK CATEGORIES



- 2.2.5 DISPLAYING A MULTIPLE STOCK CATEGORIES
- 2.2.6 ALTERING A SINGLE STOCK CATEGORIES
- 2.2.7 ALTERING A MULTIPLE STOCK CATEGORIES
- 2.3 INTRODUCTION TO STOCK ITEM
- 2.3.1 CREATING A SINGLE STOCK ITEN
- 2.3.2 CREATING MULTIPLE STOCK ITEM
- 2.3.3 DISPLAYING A SINGLE STOCK ITEM
- 2.3.4 DISPLAYING A MULTIPLE STOCK ITEM
- 2.3.5 ALTERING A SINGLE STOCK ITEM
- 2.3.6 ALTERING A MULTIPLE STOCK ITEM
- 2.4 UNIT OF MEASUREMENT
- 2.4.1 CREATING SINGLE UNIT OF MEASUREMENT
- 2.4.2 CREATING COMPOUND UNITS OF MEASUREMENTS
- 2.4.3 DISPLAYING A UNITS OF MEASUREMENTS
- 2.4.4 ALTERING A UNIT OF MEASUREMENTS
- 2.5 INTRODUCTION TO GODOWNS
- 2.5.1 CREATING A SINGLE GODOWN (NORMAL MODE)
- 2.5.2 CREATING A SINGLE SODOWN (ADVANCE MODE)
- 2.5.3 CREATING MULTIPLE GODOWNS
- 2.5.4 DISPLAYING STOCK GODOWNS
- 2.5.5 ALTERING STOCK GODOWN

3. GROUP, LEDGER, VOUCHER, ORDER, INVOICE

- 3.1 INTRODUCTION TO GROUPS
- 3.1.1 CREATING A GROUP
- 3.1.1.1 CREATING A SINGLE GROUP
- 3.1.1.2 CREATING MULTIPLE GROUP
- 3.1.2 DISPLAYING A GROUP
- 3.1.2.1 DISPLAYING A SINGLE GROUP
- 3.1.2.2 DISPLAYING MULTIPLE GROUP
- 3.1.3 ALTERING GROUPS
- 3.1.3.1 ALTERING A SINGLE GROUP
- 3.1.3.2 ALTERING A MULTIPLE GROUP
- 3.1.3.3 DELETING A GROUP
- 3.2 INTRODUCTION TO LEDGERS
- 3.2.1 CREATING A LEDGER
- 3.2.1.1 CREATING A SINGLE LEDGER
- 3.2.1.2 CREATING A MULTIPLE LEDGER
- 3.2.2 DISPLAYING /ALTERNATING A LADGER CCOUNT
- 3.2.3 DELECTION OF A LEDGER ACCOUNT
- 3.3 INTRODUCTION TO VOUCHER TYPE
- 3.3.1 CREATING A VOUCHER TYPE
- 3.3.2 DISPLAYING AVOUCHER TYPE
- 3.3.3 ALTERNATING A VOUCHER TYPE
- 3.3.4 CREATING ACCOUNTING VOUCHER
- 3.3.5 CREATING AN INVENTORY VOUCHER



- 3.4 INTRODUCTION TO PURCHASE ORDERS
- 3.4.1 ELABLING ORDER PROCESSING
- 3.4.2 CREATING A PURCHASE ORDER
- 3.4.3 ALTERNATING A PURCHASE ODER
- 3.4.4 DELECTING A PURCHASE ORDER
- 3.5 INTRODUCTION TO SALES ORDERS
- 3.5.1 CREATING A SALES ORDER
- 3.5.2 ALTERNATING A SALES ORDER
- 3.5.3 DELECTING A SALSE ORDER
- 3.6 INTRODUCTION TO INVOICES
- 3.6.1 ELABLE ALLOW INVOICING? OPTION
- 3.6.2 CREATING AN INVOICE ENTRY
- 3.6.3 SETTING INVOICE / ORDERS ENTRY
- 3.6.4 CONFIGURE INVOICE PRINTING
- 3.6.5 PRINTING INVOICE / VOUCHER

4. REPORTS IN THE TALLY.ERP 9

- 4.1 BASIC FEATURES OF DISPLAYING REPORTS
- 4.2 WORKING WITH BALANCE SHEET
- 4.2.1 SCHEDULE VI BALANCE SHEET
- 4.2.2 BUTTON OPTION IN SECDULE VI BALANCE SHEET
- 4.2.3 CONFIGURING THE BALANCE SHEET
- 4.2.4 ADDING A NEW COLUMN IN A BALANCE SHEET
- 4.2.5 ALTERNATING FROM A COLUMN IN A BALANCE SHEET
- 4.2.6 DELECTING A COLUMN FROM A BALANCE SHEET
- 4.2.7 DISPLYING A HALF YEARLY BALANCE SHEET
- 4.3 WORKING WITH PROFIT & LOSS ACCOUNT
- 4.3.2 SCHEDULE VI PROFIT & LOSS ACCOUNT
- 4.3.2 BUTTON OPTION IN SECDULE VI PROFIT & LOSS ACCOUNT
- 4.3.3 CONFIGURING PROFIT & LOSS ACCOUNT
- 4.3.4 ADDING A NEW COLUMN IN A PROFIT & LOSS ACCOUNT
- 4.3.5 ALTERNATING A COLUMN FROM A BALANCE SHEET
- 4.3.6 DELECTING A COLUMN FROM A BALANCE SHEET
- 4.4 INCOME/EXPENSE STATEMENT INSTEND OF P&L?
- 4.5 WORKING WITH STOCKS SUMMARY REPORT
- 4.5.1 CONFIGURATION IN TRIAL BALANCE
- 4.6 WORKING WITH RATIO ANALYSIS
- 4.7 WORKING WITH TRIAL BALANCE
- 4.7.1 F12: CONFIGURATION IN TRIAL BALANCE
- 4.8 WORKING WITH DAY BOOK
- 4.8.1 DISPLAYING A DAY BOOK REPORT FOR A PARTICULAR VOUCHER
- 4.8.2 DISPLAYING THE DAY BOOK IN DETAILED VIEW
- 4.8.3 CONFUGRATION OF DAY BOOK REPORT

5. PAYROLL IN TALLY.ERP 9



- 5.1 INTRODUCTION TO PAYROLL
 - 5.1.1 FEATURE OF TALLY ERP 9 PAYROLL
 - 5.1.2 ENABLING PAYROLL IN TALLY. ERP 9
- 5.2 INTRODUCTION TO EMPLOYEE CATEGORIES
 - 5.2.1 CREATEING SINGLE EMPLOYEE CATEGORIES
 - 5.2.2 CREATEING MULTIPLE EMPLOYEE CATEGORIES
- 5.3 INTRODUCTION TO EMPLOYEE GROUPS
 - 5.3.1 CREATEING SINGLE EMPLOYEE GROUPS
 - 5.2.2 CREATEING MULTIPLE EMPLOYEE GROUPS
- 5.4 INTRODUCTION TO EMPLOYEES
 - 5.4.1 CREATEING SINGLE EMPLOYEE
 - 5.4.2 CREATEING MULTIPLE EMPLOYEE
- 5.5 INTRODUCTION TO PAYROLL UNIT
 - 5.5.1 CREATEING PAYROLL SINGLE UNIT
 - 5.5.2 CREATEING PAYROLL COMPOUND UNIT
- 5.6 INTRODUCTION TO ATTENDENCE / PRODUCTION TYPES
 - 5.6.1 CREATEING ATTENDANCE TYPE
 - 5.6.2 CREATEING PRODUCTION TYPE
 - 5.6.3 CREATING USER DEFINED CALENDAR TYPES
- 5.7 INTRODUCTION TO PAY HEADS
 - 5.7.1 PAY HEAD TYPES
 - 5.7.2 CREATING A PAY HEAD
- 5.8 PAYROLL VOUCHER ENTRY/ TRANSACTIONS
 - 5.8.1 CREATEING ATTENDANCE / PRODUCTION VOUCHER
 - 5.8.1.1 ATTENDENCE VOUCHER – MANUAL ENTRY
 - 5.8.1.2 ATTENDENCE VOUCHER USING AUTO AUTO FILL
 - 5.8.2 CREATEING PAYROLL VOUCHERS
 - 5.8.2.1 USER DEFINED PAY HEAD PROCESS
 - 5.8.2.2 SALARY PROCESS
 - 5.8.2.3 PF PROCESS
 - 5.8.2.4 ESI PROCESS
 - 5.8.2.5 EMPLOYER PF ADMIN CHANGES PROCESSING
- 5.9 INTRODUCTION PAYROLL REPOTRS
 - 5.9.1 STATEMENTS OF PAYROLL
 - 5.9.1.1 PAY SLIP
 - 5.9.1.2 PAY SHEET
 - 5.9.1.3 PAYROLL STATEMENT
 - 5.9.2 ATTENDANCE REPORTS
 - 5.9.2.1 ATTENDANCE SHEET
 - 5.932.2 ATTENDANCE REGISTER
 - 5.9.3 EXPAT REPORTS
 - 5.9.3.1 PASSPORT EXPIRY REPORT
 - 5.9.3.3 CONTRACTEXPRIY REPOTS
 - 5.9.4 PAYROLL STATUTORY REPORTS

6. TAXATION



- 6.1 INTRODUCTION TO SERVICE TAX
 - 6.1.1 SERVICE TAX FEATURES IN TALLY.ERP9
 - 6.1.2 ENABLING SERVICE TAX IN TALLY.ERP9
 - 6.1.3 CREATING A SERVICE PURCHASE LEDGER
 - 6.1.4 CREATING A SERVICE SALES LEDGER
 - 6.1.5 CREATING A SERVICE PROVIDER (SUPPLIER) LEDGER
 - 6.1.6 CREATING A SERVICE RECEIVER (CUSTOMER) LEDGER
 - 6.1.7 SERVICE TAX REPORTS
- 6.2 TAX COLLECTED AT SOURCE (TCS)
 - 6.2.1 FEATURES OF TCS IN TALLY.ERP 9
 - 6.2.2 ENABLING TCS IN TALLY.ERP 9
 - 6.2.4 CREATING SALES LEDGER AND OUTPUT VAT LEDGER
 - 6.2.5 CREATING TCS LEADGER
 - 6.2.6 CREATING A STOCK ITEM
 - 6.2.7 TCS REPORTS
- 6.3 TAX DEDUCTED AT SOURCE (TDS)
 - 6.3.2 CREATING A EXPENSE LEDGER
 - 6.3.3 CREATING A PARTY LEDGER
 - 6.3.4 CREATING A TAX LEDGER
 - 6.3.5 TDS REPORTS
- 6.4 VALUE ADDED TAX (VAT)
 - 6.4.1 VAT IN INDIA
 - 6.4.2 GENERAL TERMINOLOGIES OF VAT
 - 6.4.3 ENABLING REGULAR VAT IN TALLY.ERP 9
 - 6.4.4 ENABLING COMPOSITE VAT IN TALLY.ERP 9
- 6.5 GOEODS AND SERVICE TAX (GTS)
 - 6.5.1 ACTIVATING GST FOR YOUR COMPANY
 - 6.5.2 DEACTIVATING VAT, EXCISE SND SERVICE TAX FEATURES
 - 6.5.3 SETTING UP GST RATES
 - 6.5.4 CREATING PURCHASE AND SALES LEDGER
 - 6.5.5 CREATING A TAX LEDGER
 - 6.5.6 REATING A EXPENSE LEDGER
 - 6.5.7 CREATING A PARTY LEDGER
 - 6.5.8 CREATING A STOCK ITEM
 - 6.5.9 CREATING A PURCHES VOUCHER
 - 6.5.10 CREATING A EXTEMPT PERCHES VOUCHER
 - 6.5.11 CREATING A SALES VOUCHER
 - 6.5.12 GST REPORTS

7. INTRODUCTION TO TALLY. NET

- 7.1 INTRODUCTION TO TALLY.NET
- 7.2 TALLY.NET FEATURES
- 7.3 CONFIGURE & CONNECT TO TALLY. NET
- 7.4 CREATE TALLY.NET USERS
- 7.5 REMOTE LOGIN
- 7.6 CREATE SECURITY CONTROLS FOR TALLY.NET USERS



7.7 AUTHORISE TALLY.NET USERS

8. IMPORTANT FEATURES OF TALLY. ERP 9

- 8.1 TALLY.ERP 9 FEATURES
- 8.2 BACKUP IN TALLY ERP 9
- 8.3 RESTIRING BACKUP
- 8.4 SPLIT COMPANY DATA
- 8.5 VERIFY SPLIT DATA
- 8.6 EXPORTING DATA
- 8.7 EXPORTING FORMATES
- 8.8 EXPORTING DATA FORM MASTER
- 8.9 IMPORTING DATA
- 8.10 IMPORTING FORMATS
- 8.11 IMPORTING MASTERS
- 8.12 IMPORTING VOUCHERS
- 8.13 E-MAIL REPORT
- 8.14 SECURITY CONTROL IN TALLY ERP 9
- 8.15 ENABLE SECURITY CONTROL FOR A COMPANY (ADMINISTRATOR LOGIN)
- 8.16 DISABLE SECURITY CONTROL
- 8.17 CREATE SECURITY LEVELS

9. SHORTCUT KEYS OF TALLY.ERP 9

- 9.1 FUNCTION KEY COMBINATION
- 9.2 SPECIAL KEY COMBINATION
- 9.3 SPECIAL FUNCTION KEY COMBINATION
- 9.4 KEY COMBINATION USED FOR NAVIGATION




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4. Title of the course: - CERTIFICATE COURSE IN DIRECT TAXES
(INCOME TAX)

- 1) Definitions – Person, Assessee, Income, Previous year, Assessment year.
(Sec: 2, 3)
- 2) Basic of Charge – Residential status & scope of total income
(Sec: 5 & 6)
- 3) Exemption (Under Sec: 10).
- 4) Heads of Income (Including relevant provisions v/s 2 & 10)
Salary – (Sec 15 to 17)
Income from House property- (Sec: 22 to 27)
Profit & gains from Business (Sec: 20 to 32, 36, 37, 40, 43)
Capital Gains (Sec: 45, 48, 49)
Income from other sources (Sec: 56 to 59)
- 5) Deduction (o/s 80) CCC, DD, DDB, E, 80 L, U
- 6) Computation of Income & Tax
Rebate o/s 88, 88B, 88C, 88D.
- 7) Payment of Tax
- Advance
- T.D.S.
- 8) Return of Income – PAN/ TAN

Practicals / Projects

- Preparation of Application/ Returns
- PAN/ TAN – Applications
- Returns of Income – Preparations
- Challians for Tax payment
- Relevant Records

Note: -

Provisions of applicable statutes, Act & Accounting standards in force on 1st April immediately preceding commencement of academic year will be applicable.



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PROGRAM NAME:

Certificate Course in Forensic Accounting

PROGRAM ID:

CCFA010

PROGRAM OBJECTIVE:

- Understanding the red flags of the corporate fraud schemes - Early warning signals in the corporate sector helps to detect the frauds timely.
- Fact finding to see whether fraud/ embezzlement has taken place
- Collection of Evidences
- Investigating and analyzing Financial Evidences

PROGRAM CONTENTS:

MODULES	TOPIC
1	Introduction to Cyber Space Root Servers
2	Fundamentals of Forensic Accounting
3	Frauds related concepts Forensic Audit Interview Live Case Studies on Banking Frauds
4	Business Fraud, Scenario, and Fraudster profile
5	Discussion on types of Red Flags, types of Fraud Situations.
6	Financial Fraud, Interviewing and Field Investigations
7	Introduction to Data Extraction, Digital Forensics and Cyber Crime, Digital Incident Response
8	Cyber Law

VENUE:

College Premises



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SHREE HALARI VISA OSWAL COLLEGE OF COMMERCE
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(NAAC Accredited 'B' Grade & ISO 9001:2015 certified)

Notice 02/05/2017

All the Students are hereby informed that those who are interested in Certificate courses are required to enroll their name to the respective class teacher.

The students are required to complete the enrollment process before 15th may 2017.

The enrollment fee will be deposited in administrative office.

Course Details :

Sr. no.	Course Name	CLASS	Duration	Fees
1	Accounting and Tally	FYBCOM	120 hrs	1500/-
2	Direct Tax	SYBCOM	50 hrs	1000/-
3	Soft & Entrepreneurship Skills	TYBCOM	60 hrs	1500/-



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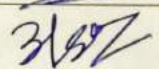
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Notice

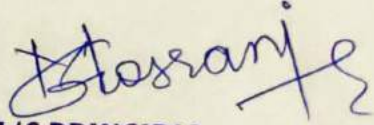
10/01/2018

Faculties teaching Certificate courses are hereby informed that they are required to prepare and submit question paper set for respective course examinations and practical tests.

Last date of submission of question papers 15/01/2018

Sr. No.	Name of Faculty	Course	Date of Submission	Signature
1	Ms. Purvi Dodhia	Tally	13-01-18	PD
2	Mr. Yogesh Pawar	Direct Tax	12/01/18	
3	Mr. Aswad Shaikh	S & ES	15/01/18	




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Notice 02/02/2018

All the students of FY,SY,TYBCOM are hereby informed that the examination of certificate courses is scheduled from 21th February 2018.

Note that only those students whose attendance is more than 50% will be allowed to appear in the examination and after successful results they will be issued certificates. The average attendance report of students from November 2018 to December 2018 on notice board.

Sr. no.	Date	Class - Course	Time
1	21/02/18	FyBcom - Tally (Practical exam)	11:00 to 12:30 p.m.
2	22/02/18	SyBcom - Direct Tax (Practical Exam)	11:00 to 12:30 p.m.
3	23/02/18	TyBCom - S&ES (Practical Exam)	11:00 to 12:30 p.m.
4	24/02/18	Written Exams (Tally, Direct Tax, S&ES)	10:30 to 12: 30 p.m



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Notice for Assessment

01/03/18

Faculties teaching certificate courses are hereby informed that they are required to assess the answer books of respective courses examination and submit the marklist including marks of practical examinations on or before 10th march 2018

Sr. No.	Faculty	Course Name	Signature
1	Ms. Purvi Dodhia	Tally	PD
2	Mr. Yogesh Pawar	Direct Tax	Y.P.
3	Mr. Aswad Shaikh	S & ES	Aswad



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Notice

01/05/2018

All the Students are hereby informed that those who are interested in Certificate courses are required to enroll their name to the respective class teacher.

The students are required to complete the enrollment process before 15th may 2018.

The enrollment fee will be deposited in administrative office.

Course Details :

Sr. no.	Course Name	CLASS	Duration	Fees
1	Accounting and Tally	FYBCOM	120 hrs	2000/-
2	Direct Tax	SYBCOM	50 hrs	1500/-
3	Soft & Entrepreneurship Skills	TYBCOM	60 hrs	1500/-





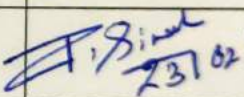
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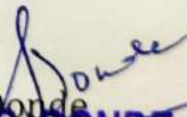
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Notice 22/02/2019

Faculties teaching Certificate Courses are hereby informed that they are required to prepare and submit question paper set for respective course examinations and practical tests.

Last date of submission of Question paper set: 23/02/2019.

Sr. No.	Name of certificate course	Faculty	Signature
1	Basic accounting & tally	Mrs. Fauzia Ansari	 23/2/19
2	Direct Tax	Mr. Yogesh Pawar	
3	Entrepreneurship skills	Mrs. Ranjeeta Singh	 23/02/19


DR. (MRS.) SNEHAL S. DONDE
Principal

Shree Halari Visa Oswal College
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Notice

22/02/2019

All the students of FY, SY & TYBCom are hereby informed that Examination of Certificate Courses is scheduled from Monday, 25th February, 2019.

Note that only those students whose attendance is more than 50% will be allowed to appear in the examination and after successful results they will be issued certificates. The average attendance report of students from Nov. 2018 to January 2019 is displayed on Notice board.

Sr. No.	Date	Particulars	Time
1	25/02/2019	Practical: Batch 1	11.00 to 12.30 pm
2	26/02/2019	Practical: Batch 2	11.00 to 12.30 pm
3	27/02/2019	Written Exams (Certificate course in Tally, Direct Tax and Entrepreneurship skills)	10.30 to 12.30 pm

*Batches are comprised of:

Particulars	FYBCOM	SYBCOM	TYBCOM
Batch 1	Roll No. 1 to 64	Roll No. 1 to 37	Roll No. 1 to 41
Batch 2	Roll No. 65 to 128	Roll No. 37 to 74	Roll No. 42 to 81


Dr. (MRS.) SNEHAL S. DONDE
Principal
PRINCIPAL
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Notice for Assessment

26/02/2019

Faculties teaching certificate courses are hereby informed that they are required to assess the answer books of respective courses examination and submit the marklist including marks of practical examinations on or before **6th March, 2019**.

Dr. Mrs. Snehal S. Donde
Principal

Sr. No.	Name of Faculty	Certificate Course	Signature with date
1.	Mrs. Fauzia Ansari	Certificate Course in Tally	 27/02/19 4:45 pm
2.	Mr. Yogesh Pawar	Certificate Course in Direct Tax	 28/02/19 1:30 pm
3.	Mrs. Ranjeeta Singh	Certificate course in	 28/02/19

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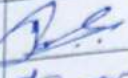
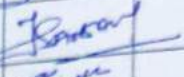
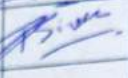
Supervision List for Certificate course Examination 27/02/2019

Sr. No.	Name of Supervisor	Block No.	Signature
1	<i>M. Aswad Strikh</i>	1	<i>3/27/2/19</i>
2	Mrs. Ranjeeta Singh	2	<i>R Singh 27/2/19</i>
3	Mrs. Fauzia Ansari	Relieving	<i>Ranjan 27/2/19</i>

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Submission of Question Papers for certificate course examinations 2018-19

Sr.No	Name of Faculty	Subject	Date of submission	signature	Remark
1)	Mr. Yogesh Pawar	Direct Tax	25 Feb. 19		
2)	Mrs. Fauzia Anam	Tally (Computer Account)	25.02.19		
3.	Mrs. Ranjita Singh	Entrepreneurship	25.02.19		

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Notice

01/05/2019

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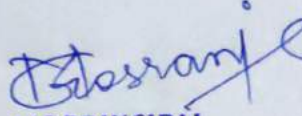
The students are required to complete the enrollment process before 15th may 2019.

The enrollment fee will be deposited in administrative office.

Course Details :

Sr. no.	Course Name	Class	Duration	Fees
1	Accounting and Tally	FYBCOM	120	1500/-
2	Soft & Entrepreneurship Skills	SYBCOM	50	1000/-
3	Forensic accounting	TYBCOM	30	5000/-
4	Forensic accounting	FYBAF	30	3500/-




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Notice

3/02/2020

All the students of FY, SY, TYBCOM are hereby informed that the examination of certificate courses is scheduled from 24th February 2020.

Note that only those students whose attendance is more than 50% will be allowed to appear in the examination and after successful results they will be issued certificates. The average attendance report of students from November 2020 to December 2020 on notice board.

Sr. no.	Date	Class - Course	Time
1	24/02/20	FyBcom – Tally (Practical exam)	11:00 to 12:30 p.m.
2	25/02/20	SyBcom – S & ES (Practical Exam)	11:00 to 12:30 p.m.
4	26/02/20	Written Exams (Tally, S&ES)	10:30 to 12: 30 p.m



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