



Bharath

INSTITUTE OF HIGHER EDUCATION AND RESEARCH

(Declared as Deemed-to-be University under section 3 of UGC Act 1956)

CIRCULAR

27.10.2017

The School of computing, Bharath Institute of Higher Education and Research is planned to conduct a certification value added course on **Tally ERP,E-Filing, CISCO-CCNA And Redhat** for the benefit of II, III and IV year students. This course is scheduled from 01.11.2017 for 30 hours which includes theory and practical. The timings are 4:00 PM to 5:00 PM from Monday to Friday

All Registered Students must attend all the classes without fail. The following faculty members are assigned to handle the course. S.NO	Name of the Faculty	Designation
1	Mr.B.Sundarrajan	Professor
2	Mrs.S.R.Srividhya	Professor

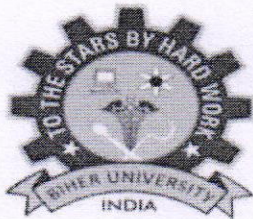
Head of Department

To

Copy to CSE

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HEAD OF DEPARTMENT
Department of Computer Sci. & Engg.,
Bharath Institute of Higher Education & Research
(Declared as Deemed to be University U/S 3 of UGC Act, 1956)
Chennai-600 073. INDIA



Sharath

INSTITUTE OF HIGHER EDUCATION AND RESEARCH

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CERTIFICATE COURSE Tally ERP,E-Filing, CISCO-CCNA And Redhat

Date of Introduction of the Course:

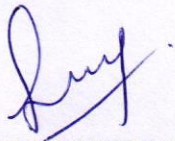
The timings are

Time Table & Lesson plan

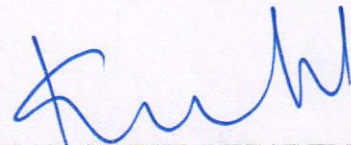
CLASS	DATE	TOPIC
1,2	1.11.2017, 2.11.2017	Introduction to Tally Expert Accountant Basics of Accounting, Types of Accounts, Golden Rules of Accounting, Accounting Principles, Concepts and Conventions, Double Entry System of Book Keeping, Mode of Accounting, Financial Statements, Transactions, Recording Transactions.
3,4	3.11.2017, 6.11.2017	2. Fundamentals of Tally.ERP9 Getting Functional with Tally.ERP 9 , Creation / Setting up of Company in Tally.ERP 9
5,6	7.11.2017, 8.11.2017	3. Accounting Masters in Tally.ERP 9 Bill-wise Details, Cost Centres and Cost Categories,Voucher Class and Cost Centre Class, Multiple Currencies, Interest Calculations ,Budgets & Controls, Scenario Management
7,8	9.11.2017, 10.11.2017	4. Inventory in Tally.ERP 9 Stock Groups , Stock Categories , Godowns / Locations, Units of Measure, Stock Items
9,10	13.11.2017, 14.11.2017	5. Voucher Entry in Tally.ERP 9 Accounting Vouchers, Inventory Vouchers, Invoicing
11,12	15.11.2017, 16.11.2017	6. Goods and Services Tax (GST) General GST Configuration, GST Invoice, Billing, Reverse Charge, Branch Transfers, Bill of Supply, Export Invoices, Accounting of Input & Output of

		SGST, CGST & IGST, GST Configuration Of Sales & Purchases in Tally. Debit Note & Credit Notes, Composition of GST, Job Work, Preparation of GSTR1, GSTR2 & GSTR3, Annual Returns on Tally.
13,14	17.11.2017, 20.11.2017	7. Practical E-filing SGST, CGST & IGST, Input Tax Credits, Monthly Returns, GSTR 1,1A,2,2A,3, E-way bill and other Returns, Annual Returns. Due date of Returns, Penalties & Interest to be paid, Payment by Challans.
15,16	21.11.2017, 22.11.2017	8. . CISCO CCIE Routing switching, CCNA Security, CCNA Collaboration, CCNA Enterprise
17,18	23.11.2017, 24.11.2017	9.. Technological Advantages of Tally.ERP 9 Tally Vault,Security Control Tally Audit,Backup and Restore,Split Company Data,Export and Import of Data ODBC Connectivity ,Web Enabled,Print Preview and Online Help Printing of Reports and Cheque
19,20	27.11.2017, 28.11.2017	10. Application Management and Controls Concept of Control Centre, Installing & Activating Tally. ERP 9
21,22	29.11.2017, 30.11.2017	11. PF Monthly Return, Challan payment, Due date of filing, Employees & Companies Covered, Share of Employees and Companies
23,24	1.12.2017, 4.12.2017	12.TDS 24Q, 26Q, Revised Returns, Downloading Form 16, Form 16A, Justification Report, Challan payment, Due date of payment of TDS and filing returns, TDS on various payments, Percentage TDS on Monthly Salary.
25,26	5.12.2017, 6.12.2017	13. Red Hat Enterprise Linux Access the command line- Log into a Linux system and run simple commands using the shell- Manage files from the command line Evaluate and control

		processes running on a Red Hat Enterprise Linux system- Investigate and resolve issues in the web-based management interface, getting support from Red Hat to help solve problems
27,28	7.12.2017, 8.12.2017	14. Tax deducted at Source Basic concepts of TDS, Configuring TDS in Tally.ERP9 Creation of Masters, Processing Transactions TDS Reports
29,30	11.12.2017, 12.12.2017	15. Income tax-Salary Return of all Online Return Filing Form ITR-1 and ITR-2, Challan payment, Due date of filing returns, Deductions available under Chapter VI A : 80C, 80CCA, 80G



COURSE COORDINATOR



HEAD OF THE DEPARTMENT

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Chennai-600 073. INDIA



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CERTIFICATE COURSE ON Tally ERP,E-Filing, CISCO-CCNA

And Redhat

Date of Introduction of the Course: 1.11.2017

COURSE SYLLABUS

1.Introduction to Tally Expert Accountant

Basics of Accounting, Types of Accounts, Golden Rules of Accounting, Accounting Principles, Concepts and Conventions, Double Entry System of Book Keeping, Mode of Accounting, Financial Statements, Transactions, Recording Transactions.

2.Fundamentals of Tally.ERP9

Getting Functional with Tally.ERP 9 , Creation / Setting up of Company in Tally.ERP 9

3.Accounting Masters in Tally.ERP 9

Bill-wise Details, Cost Centres and Cost Categories,Voucher Class and Cost Centre Class, Multiple Currencies, Interest Calculations ,Budgets & Controls, Scenario Management

4. Inventory in Tally.ERP 9

Stock Groups , Stock Categories , Godowns / Locations, Units of Measure, Stock Items

5. Voucher Entry in Tally.ERP 9

Accounting Vouchers, Inventory Vouchers, Invoicing

6. Goods and Services Tax (GST)

General GST Configuration, GST Invoice, Billing, Reverse Charge, Branch Transfers, Bill of Supply, Export Invoices, Accounting of Input & Output of SGST, CGST & IGST, GST Configuration Of Sales & Purchases in Tally. Debit Note & Credit Notes, Composition of GST, Job Work, Preparation of GSTR1, GSTR2 & GSTR3, Annual Returns on Tally.

7. Practical E-filing

SGST, CGST & IGST, Input Tax Credits, Monthly Returns, GSTR 1,1A,2,2A,3, E-way bill and other Returns, Annual Returns. Due date of Returns, Penalties & Interest to be paid, Payment by Challans.

8. CISCO

CCIE Routing switching, CCNA Security, CCNA Collaboration, CCNA Enterprise

9.Technological Advantages of Tally.ERP 9

Tally Vault,Security Control Tally Audit,Backup and Restore,Split Company Data,Export and Import of Data ODBC Connectivity ,Web Enabled,Print Preview and Online Help Printing of Reports and Cheque

10.Application Management and Controls

Concept of Control Centre, Installing & Activating Tally. ERP 9

11. PF

Monthly Return, Challan payment, Due date of filing, Employees & Companies Covered, Share of Employees and Companies

12.TDS

24Q, 26Q, Revised Returns, Downloading Form 16, Form 16A, Justification Report, Challan payment, Due date of payment of TDS and filing returns, TDS on various payments, Percentage TDS on Monthly Salary.

13. Red Hat Enterprise Linux

Access the command line- Log into a Linux system and run simple commands using the shell- Manage files from the command line Evaluate and control processes running on a Red Hat Enterprise Linux system- Investigate and resolve issues in the web-based management interface, getting support from Red Hat to help solve problems

14. Tax deducted at Source

Basic concepts of TDS, Configuring TDS in Tally.ERP9 Creation of Masters, Processing Transactions TDS Reports

15. Income tax-Salary Return of all Online Return Filing

Form ITR-1 and ITR-2, Challan payment, Due date of filing returns, Deductions available under Chapter VI A : 80C, 80CCA, 80G etc

COURSE OBJECTIVES

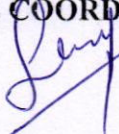
In this course we plan to give students an overview of the field of Tally, and an in-depth even Chartered Accountancy to be an expert in Tally and E return filing of Corporates and firms. . Students will gain hands-on experience solving relevant problems through projects that will utilize existing to become a good Accounting professional. It is our objective that students will develop the skills needed to become a practitioner or carry out research projects in this domain.

Specifically, the course has the following objectives:

Students will learn

- 1) The fundamental ideas behind Tally, is even Chartered Accountancy to be an expert in Tally and E return filing of Corporates and firms; Benefits, as well as current and future challenges;
- 2) The basic ideas for an Accountant, Logic provides a Professional training to those who want to be an Accountant in small to Big companies. It give in depth training on advanced features in Tally
Software deployment considerations;
- 3) API management capabilities increasingly begin to use application programming interface to provide direct programmable access to their services, data and processes
- 4) Red Hat helps create relevant, innovative technologies that liberate resources for growth and prepare customers for the future of IT
- 5) The variety of programming models and develop working experience in several of them

COURSE COORDINATOR



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CERTIFICATE COURSE ON TALLY ERP, E-FILLING, CISCO-CCNA AND REDHAT

Date of Introduction of the Course: 01.11.2017

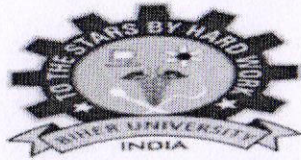
School of Computing
Registered Students Name List

S.NO	REG.NO	NAME OF THE STUDENT
1	U16CS701	PRADEEP SURIYA
2	U16CS702	MOHANRAJ
3	U16CS100	GALLA BHUCHANDRA
4	U16CS101	NITHISHVAR S
5	U16CS151	PODAPATI ASMITHA
6	U16CS152	NALLAPU RAJESH
7	U16CS707	HANUMANTHU RAO
8	U16CS708	SIMRAN ALIZA NISAR
9	U15CS034	CHIDIPOTHU PRATHYUSHA
10	U15CS035	CHINTAGINJALA VENKATA SRI SAI SRAVYA
11	U15CS087	KARTHEESWARAN P
12	U15CS088	KARTHICK S
13	U15CS180	RAVURI SRIKANTH
14	U15CS182	RICHARD WUMBRAND J
15	U15CS183	S. PUNITHA
16	U15CS184	S. SAI SHRUTHI
17	U15CS185	SADHOLLA PRANAY REDDY
18	U15CS241	RUPESH KUMAR ROY
19	U15CS242	KOTAGIRI SAI CHAND
20	U15CS243	RANDHIR KUMAR
21	U15CS244	RAJESH.D
22	U15CS246	J.SAI RAM MADHAV
23	U14CS036	CHARAN.G
24	U14CS038	CHIDIRALA.SAI SHANKAR
25	U14CS110	NAGA TEJA.K
26	U14CS148	RAMYA.B
27	U14CS165	SAURAV SINGH
28	U14CS502	R.SINDHU
29	U14CS182	SRI DHARSHINI .P
30	U14CS183	SULEKHA KUMARI


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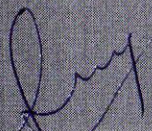
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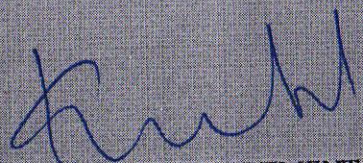
CERTIFICATE OF PARTICIPATION

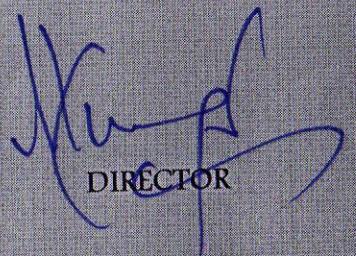
This certificate is presented to

R.SINDHU

For actively participating in the value added course "TALLY Erp,E-FILLING,CISCO-CCNA AND REDHAT" Conducted by School of Computing, BIHER from 01.11.2017 to 12.12.2017.


COURSE COORDINATORS


HEAD OF THE DEPARTMENT


DIRECTOR

COURSE FEEDBACK FORM

Academic Year		2017 - 2018							
Term		ODD SEM							
Course Number									
Course Title		TALLY, ERP, E-FILING, CISCO-CCNA & REDHAT							
Number of Credits									
Type of Course	Regular		Elective		Add-on	<input checked="" type="checkbox"/>			
I. Information on the Respondent: (Tick (√) Appropriately)									
1. Percentage of classes attended									
0-20		20-40		40-60		60-80	<input checked="" type="checkbox"/>	80-100	
2. Number of hours per week spent on the course (Other than lecture hours)									
0-2		2-4		4-6		6-8		8-10	<input checked="" type="checkbox"/>
3. Preparation for the course by the student:									
(i)	Have done part of this course earlier								YES
(ii)	Has adequate prior exposure to the prerequisites								YES
(iii)	Had to pickup relevant additional topics through concurrent study								YES
(iv)	Have no exposure to the background material								YES
4. The expectations for taking the course by the student are:									
(a)	Enhance by skill base in the area of specializations								YES
(b)	Get exposed to a relevant subject								YES
(c)	Curiosity								YES
(d)	Better Employment Opportunity								YES
(e)	Complete Course requirements								YES
(f)	To Improve CGPA								YES
About the Instructor: Information on the Respondent: (Tick (√) Appropriately)									
		A	B	C	D	E			
1.	Pace of the Teaching/lecture		<input checked="" type="checkbox"/>						
2.	Comment of the Subject			<input checked="" type="checkbox"/>					
3.	Clarity of expression		<input checked="" type="checkbox"/>						
4.	Level of preparation		<input checked="" type="checkbox"/>						
5.	Level of interaction		<input checked="" type="checkbox"/>						
6.	Accessibility outside the class		<input checked="" type="checkbox"/>						
7.	Others (please specify)								
A: Excellent		B: Very Good		C: Good		D: Satisfactory		E: Poor	

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COURSE FEEDBACK FORM

Academic Year		2017-2018			
Term		ODD SEM			
Course Number					
Course Title		TALLY, ERP, E-FILING, CISCO-CCNA & REDHAT			
Number of Credits					
Type of Course	Regular		Elective		Add-on <input checked="" type="checkbox"/>

I. Information on the Respondent: (Tick (✓) Appropriately)

1. Percentage of classes attended

0-20		20-40		40-60		60-80	✓	80-100	
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2. Number of hours per week spent on the course (Other than lecture hours)

0-2		2-4		4-6		6-8		8-10	✓
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3. Preparation for the course by the student:

(i)	Have done part of this course earlier	✓
(ii)	Has adequate prior exposure to the prerequisites	✓
(iii)	Had to pickup relevant additional topics through concurrent study	✓
(iv)	Have no exposure to the background material	✓

4. The expectations for taking the course by the student are:

(a)	Enhance by skill base in the area of specializations	Yes
(b)	Get exposed to a relevant subject	Yes
(c)	Curiosity	Yes
(d)	Better Employment Opportunity	Yes
(e)	Complete Course requirements	Yes
(f)	To Improve CGPA	Yes

About the Instructor: Information on the Respondent: (Tick (✓) Appropriately)

		A	B	C	D	E
1.	Pace of the Teaching/lecture	✓				
2.	Comment of the Subject		✓			
3.	Clarity of expression	✓				
4.	Level of preparation	✓				
5.	Level of interaction	✓				
6.	Accessibility outside the class	✓				
7.	Others (please specify)					

A: Excellent **B: Very Good** **C: Good** **D: Satisfactory** **E: Poor**


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