



Bharath

INSTITUTE OF HIGHER EDUCATION AND RESEARCH

(Declared as deemed to be university under section 3 of UGC Act 1956, vide notification No.F.9-5/2000-U 3)

SCHOOL OF BASIC SCIENCES

Date: 2.9.2019


CIRCULAR

Sub: Organising Value-added Course: Certificate course on TALLY- reg.,

With reference to the above-mentioned subject, we bring it to your notice that School of Basic sciences, Bharath Institute of Higher Education & Research is organising “Value added course on Certificate course on TALLY”. The syllabus and registration form are enclosed below.

The candidates those who are interested to join must fill the registration form and submit to the course coordinator Ms.G.Anandhi, School of Basic sciences on or before 27.9.2019. The Registration form received after the mentioned date shall not be entertained under any circumstances.

Encl: A copy of Syllabus & Registration form


Dean Faculty of Arts & Science
Bharath Institute of Higher Education & Research
(Declared as Deemed to be University U/S 3 of UGC Act 1956)
Chennai-600 073. INDIA

Copy To:

1.All HODs

2.Office File/ Notice Board

Bharath Institute of Higher Education & Research
Faculty of Arts & Science
School of Basic Sciences
Students Registration List

Value Added Course: Certificate course on TALLY Course Duration:30 Hrs

S.No	Date	Topic	Time	Hour
1	03.10.19	User Interface and Company Management	4.00-5.00 Pm	1
2	04.10.19	Masters – Ledgers	4.00-5.00 Pm	1
3	05.10.19	Masters – Groups	4.00-5.00 Pm	1
4	10.10.19	Masters – Bill wise Debtors and Creditors Ledger	4.00-6.00 Pm	2
5	11.10.19	Payment Voucher.	4.00-5.00 Pm	1
6	17.10.19	Day Book in Tally	4.00-5.00 Pm	1
7	18.10.19	Pre-Allocation of Bills	4.00-5.00 Pm	1
8	19.10.19	Receipt Voucher	4.00-6.00 Pm	2
9	25.10.19	Contra and Journal Voucher	4.00-5.00 Pm	1
10	26.10.19	Cheque Printing in Tally ERP	4.00-5.00 Pm	1
11	27.10.19	Masters : Inventory	4.00-5.00 Pm	1
12	01.11.19	Goods and Services Tax (GST)	4.00-6.00 Pm	2
13	02.11.19	Purchase Voucher with GST	4.00-5.00 Pm	1
14	03.11.19	Sales Voucher with GST	4.00-5.00 Pm	1
15	15.11.19	GST Returns and Payment	4.00-5.00 Pm	1
16	16.11.19	Billing Features in Tally	4.00-6.00 Pm	2
17	17.11.19	Purchase Order Processing	4.00-5.00 Pm	1
18	19.11.19	Sales Order Processing	4.00-5.00 Pm	1
19	20.11.19	Debit and Credit Notes	4.00-5.00 Pm	1
20	21.11.19	Bank Reconciliation in Tally	4.00-6.00 Pm	2
21	22.11.19	Price List in Tally	4.00-5.00 Pm	1
22	23.11.19	Credit Limit	4.00-5.00 Pm	1
23	24.11.19	Stock Transfers	4.00-5.00 Pm	1
24	26.11.19	Manufacturing Vouchers	4.00-6.00 Pm	2

Bharath Institute of Higher Education & Research
Faculty of Arts & Science
School of Basic Sciences
Students Registration List

Value Added Course: Certificate course on TALLY Course Duration:30 Hrs

S.No	Date	Time	Hour
1	03.10.19	4.00-5.00 Pm	1
2	04.10.19	4.00-5.00 Pm	1
3	05.10.19	4.00-5.00 Pm	1
4	10.10.19	4.00-6.00 Pm	2
5	11.10.19	4.00-5.00 Pm	1
6	17.10.19	4.00-5.00 Pm	1
7	18.10.19	4.00-5.00 Pm	1
8	19.10.19	4.00-6.00 Pm	2
9	25.10.19	4.00-5.00 Pm	1
10	26.10.19	4.00-5.00 Pm	1
11	27.10.19	4.00-5.00 Pm	1
12	01.11.19	4.00-6.00 Pm	2
13	02.11.19	4.00-5.00 Pm	1
14	03.11.19	4.00-5.00 Pm	1
15	15.11.19	4.00-5.00 Pm	1
16	16.11.19	4.00-6.00 Pm	2
17	17.11.19	4.00-5.00 Pm	1
18	19.11.19	4.00-5.00 Pm	1
19	20.11.19	4.00-5.00 Pm	1
20	21.11.19	4.00-6.00 Pm	2
21	22.11.19	4.00-5.00 Pm	1
22	23.11.19	4.00-5.00 Pm	1
23	24.11.19	4.00-5.00 Pm	1
24	26.11.19	4.00-6.00 Pm	2

Bharath Institute of Higher Education & Research
School of Basic sciences

Participant List

Value Added Courses on Certificate course on TALLY

S.NO	REG.No	NAME OF THE CANDIDATE	DEPARTMENT
1	U17BC023	ABITHA .R	B.Com
2	U17BC024	TABBUSSUM FATHIMA .A	B.Com
3	U17BC025	DOLLY JOHANA .B	B.Com
4	U17BC026	AARTHI .R	B.Com
5	U17BC046	AJAY .A	B.Com
6	U17BC048	VIGNESHWARAN .K	B.Com
7	U17BC120	PRABHU .S	B.Com
8	U17BC121	VINOTHKUMAR .K	B.Com
9	U17BC122	ANBUMANI .S	B.Com
10	U17BC124	SATHISH .D	B.Com
11	U17BC125	PRASANNA .R	B.Com
12	U17BC126	CHANDRAPRAKASH .M	B.Com
13	U17BC146	NANDINI .C	B.Com
14	U17BC166	SARAVANAN M	B.Com
15	U17BC167	DINESH G	B.Com
16	U17BC168	LAKSHMINARAYANAN S	B.Com
17	U17BC169	S SELVA KANNAN	B.Com
18	U17SC012	BOTHYRAJA M	BSC-COMPUTER SCIENCE
19	U17SC013	MANIKANDAN A	BSC-COMPUTER SCIENCE
20	U17SC014	DHAMODARAN B	BSC-COMPUTER SCIENCE
21	U17SC015	SARAVANAN K	BSC-COMPUTER SCIENCE
22	U17SC016	SANTHOSH M	BSC-COMPUTER SCIENCE
23	U17SC017	SHARMILADEVI C	BSC-COMPUTER SCIENCE
24	U17SC019	SUDHARSAN D	BSC-COMPUTER SCIENCE
25	U17PS032	NITHISHRAJ .G	BSC-PHYSICS
26	U17PS033	RAJALAKSHMI C	BSC-PHYSICS
27	U17PS034	SWARNA M	BSC-PHYSICS
28	U17PS035	KOWSALYA G	BSC-PHYSICS
29	U17PS036	NANDHINI M	BSC-PHYSICS
30	U17VC022	PRAVEEN RAJ K	BSC-VISCOM
31	U17VC023	KALPANA M G	BSC-VISCOM
32	U17VC024	PAVITHRA P	BSC-VISCOM
33	U17VC025	SWETHA PRIYA J	BSC-VISCOM
34	U17VC026	HARSHA N	BSC-VISCOM
35	U17CA027	S SELVA KANNAN	BCA
36	U17CA030	RAGHAVAN S	BCA

44	U17CA036	AJAY. V	BCA
45	U17CA037	JEMI SALOMI . D	BCA



Bharath

INSTITUTE OF HIGHER EDUCATION AND RESEARCH

(Declared as deemed to be university under section 3 of UGC Act 1956, vide notification No.F.9-5/2000-U 3)

SCHOOL OF BASIC SCIENCES

Value Added Courses on Certificate course on TALLY



Resource Person

Sai Infosys Accounting services Chennai.



INSTITUTE OF HIGHER EDUCATION AND RESEARCH
(Declared as Deemed to be University under section 3 of UGC Act 1956)

Bharath Institute of Science and Technology

83.3 Agharam Main Road, Secretariat Colony, Tiruvanchery, Selayur, Chennai - 600126, Tamil Nadu, India.

School of Basic sciences

Certificate of Participation

*This certificate is awarded to Mr./ Ms. AARTHI .R for enthusiastic participation
and completion of the Value Added Courses on Certificate course on TALLY from
03.10.2019 to 26.11.2019.*

Ms.G.Anandhi

Dr.A.Muthukumaravel
Course Coordinator

& Science

Mr.S.Kannan

Convener

Dean - Arts



Shaheed
INSTITUTE OF HIGHER EDUCATION AND RESEARCH

(Declared as deemed to be university under section 3 of UGC Act 1956, vide notification No.F.9-5/2000-U.3)

FACULTY OF ARTS AND SCIENCE

School of Basic sciences

Value Added Course-Certificate course on TALLY

OBJECTIVE:

The objective of the course is to train individuals in the Computerized Accounting using Tally and pursue the career in this sector.

LEARNING OUTCOMES:

1. This course helps students to work with well-known accounting software i.e. Tally ERP.9
2. Student will learn to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software
3. Accounting with Tally certificate course is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market

SYLLABUS

UNIT 1:

User Interface and Company Management-Masters – Ledgers-Masters – Groups-Masters – Bill wise Debtors and Creditors Ledger

UNIT 2:

Payment Voucher-Day Book in Tally-Pre-Allocation of Bills-Receipt Voucher-Contra and Journal Voucher-Cheque Printing in Tally ERP

UNIT 3:

Masters : Inventory-Goods and Services Tax (GST)-Purchase Voucher with GST-Sales Voucher with GST-GST Returns and Payment.

UNIT 4:

Billing Features in Tally-Purchase Order Processing-Sales Order Processing-Debit and Credit Notes-Bank Reconciliation in Tally-Price List in Tally

UNIT 5:

Credit Limit-Stock Transfers-Manufacturing Vouchers-Batch Wise Details.

REFERENCE BOOK

TALLY ERP 9 TRAINING GUIDE - 4TH REVISED & UPDATED EDITION by Asok K.
Nadhani



Bharath

INSTITUTE OF HIGHER EDUCATION AND RESEARCH

(Declared as deemed to be university under section 3 of UGC Act 1956, vide notification No.F.9-5/2000-U.3)

SCHOOL OF BASIC SCIENCES

Registration Form

Value Added Courses on Certificate course on TALLY

Date: 25.9.2019

Name : R. AARTHI

Reg.No. : U18BC026

Date of Birth : 14.07.1999

Gender : F

Department : Commerce.

Year : 2019

Contact No. : 9940128789

Email ID : aarthiy126@yahoo.com

Course Applied For : Certificate Course On Tally.

Signature



Bharath

INSTITUTE OF HIGHER EDUCATION AND RESEARCH

(Declared as deemed to be university under section 3 of UGC Act 1956, vide notification No.F.9-5/2000-U 3)

SCHOOL OF BASIC SCIENCES

Course Feedback form

Value Added Courses on Certificate course on TALLY

Date: 26.11.2019

Course Title: Certificate course on TALLY

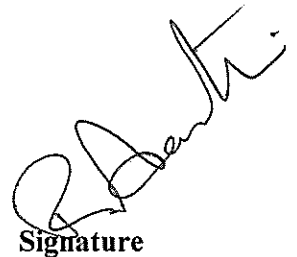
Name: R. AARTHI

RegNo: 017BC026

Department: Bcom

S.No	Particulars	1	2	3	4	5
(1. Very Unsatisfied 2. Unsatisfied 3. Neutral 4. Satisfied 5. Very Satisfied)						
1.	Objectives of the course clear to you					✓
2.	Course contents met with your expectations					✓
3.	Lecture sequence was well planned					✓
4.	Lectures were clear and easy to understand					✓
5.	Teaching aids were effective					✓
6.	Instructors encourage interaction and were helpful				✓	
7.	The level of the course					✓
(1. Very poor 2. Poor 3. Average 4. Good 5. Excellent)						
8.	Overall rating of the course:	1	2	3	4	5

Please give Suggestion for the improvement of the course:


Signature