



# ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University || AICTE Approved Electronic City, Bengaluru - 100

Reaccredited by NAAC with 'B++' Grade || Recognised under section 2(f) & 12(b) of the UGC Act || An ISO 9001: 2015 Certified Institution

A FRANSALIAN INSTITUTE OF HIGHER LEARNING

## Brochure content for Certificate Course

<b>Title of the Course</b>	<b>Tally</b>
<b>Date of Registration (From- to)</b>	
<b>Date of Commencement</b>	
<b>Venue</b>	<b>OFFLINE PLATFORM</b>
<b>Duration</b>	<b>30 hours</b>
<b>Who can Enroll?</b>	
<b>Registration Fee</b>	<b>NO FEES</b>
<b>Course Facilitators</b>	<b>Dr Maria Priya, Mrs. Ramandeep Kaur and Mrs. Rakshitha G</b>
<b>Module 1</b>	<b>Tally Introduction, Accounts Information, Various Types of Company</b>
<b>Module 2</b>	<b>Vouchers</b>
<b>Objectives (in two sentences)</b>	<b>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</b>

	<p>print financial statements, etc. in Tally ERP.9 software</p> <p>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.</p>
<p>Outcome (in two sentences)</p>	<p>1. After successfully qualifying assesment, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9</p> <p>2. Student will do by their own 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</p> <p>3. Students do possess required skill and can also be employed as Tally data entry operator.</p>
<p>Name and Contact details of HoD and Coordinators</p>	<p>H.O.D- Dr Maria Priya 8553027816 Coordinator-Mrs. Geetha P.S. 9035494533</p>

**Points to Note:**

- The main topic of each module should be mentioned. The sub topics may be decided later.
- Each module should have 12 recorded videos, one quiz and two assignments.  
7+2+1=10
- Each recorded video should be a minimum of 30 minutes.



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## Letter of Appointment

The Curriculum Enrichment Committee is pleased to appoint the following faculty as the course facilitators of the Certificate/Add-On course **Tally ERP.9** from the Department of **Business Administration** – UG. They will be responsible for designing and developing the curriculum for the Certificate/Add-On course, conducting the courses, and evaluating the course for the odd semester 2021-2022.

S.No	Name	Designation
1	Dr. Maria Priya	Assistant Professor
2	Prof. Ramandeep Kaur	Assistant Professor
3	Prof. Rakshitha G	Assistant Professor

COORDINATOR

Curriculum Enrichment Cell  
St. Francis de Sales College

Bengaluru - 560100

Date: 01.12.2022

Place: Bangalore

**PRINCIPAL**  
St. Francis de Sales College  
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## Certificate Course Report

On

Tally ERP 9

**Title of the Course:** Tally ERP 9

**Date of Commencement:** 6 December, 2021

**Date of Completion:** 10 January, 2022

**Number of hours:** 30 hrs

**Course Facilitator/s:** 1. Dr Maria Priya

2. Mrs. Ramandeep Kaur

3. Mrs. Rakshitha G

### Course Objective:

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.

### Course Structure:

#### Syllabus

#### Module I

Tally Introduction, Accounts Information, Various Types of Company

#### Module II

Vouchers

#### Assessment Method used

MCQ Method used



### Report of the Course:

The Department of Business Administration has offered certificate course on Tally ERP 9. 275 students from different streams registered for this course. It was started on 6 December, 2021 through online mode. Google classroom I was created for Tally classes. Module I contained 12 videos. Video was posted after 2 days. Assessment I was conducted based on syllabus of Module I. Students who have cleared assessment I was promoted to google classroom II. Similarly, Module II contained 12 videos. Module II videos was posted in google classroom II. Students watched all videos. They had taken up Assessment I and Assessment 2 for module I and module II. Feedback had taken after II Module.

This course was designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts. As this course is useful for Commerce students to get placements in different offices as well as companies in Accounts departments.

275 students completed the course. Certificates was given to all students after successfully completing feedback. On 10 January, course was completed. The benefits of Tally ERP 9:

- Student will enable to create their own 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
- Students do possess required skill and can also be employed as Tally data entry operator.

### The outcome of the Course:

1. After successfully qualifying assessment, students will be awarded certificate to work with well-known accounting software i.e., Tally ERP.9
2. Student will do by their own 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. Students do possess required skill and can also be employed as Tally data entry operator.

### No of the Students who registered for the Course (along with the Name List):

275 Students

### No of the Students who completed the Course (along with the Name List):

275 Students

### Report by

1. Dr Maria Priya
2. Mrs. Ramandeep Kaur
3. Mrs. Rakshitha G

  
11/01/23

  
19/1/23

  
PRINCIPAL  
St. Francis de Sales College  
Electronics City Post, Banga



**TALLY ERO 9**

<b>Full name of the student</b>	<b>E-MAIL ID</b>	<b>CLASS (only for 2nd and 3rd year students)</b>	<b>COLLEGE ROLL NO.</b>	<b>UNIVERSITY REGISTRATION NO.</b>
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# ST FRANCIS DE SALES COLLEGE

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## A FRANSALIAN INSTITUTE OF HIGHER LEARNING

### CERTIFICATE COURSE BROCHURE

#### DEPARTMENT OF SCIENCE (BSc)

FREE  
REGISTRATION  
FOR 2021 -22  
COURSES

**Title of the Course : FOOD & NUTRITION**

**Duration : 30 Classes**

**Venue : Online Platform**

**Fees : No Registration Fees**

**Eligibility : UG and PG Students of any streams**

**Course Facilitators : PROF. MARUTHI**

**PROF. PANDIKANI**

REGISTRATION  
DATES  
4<sup>th</sup> DEC to 6<sup>th</sup> DEC, 2021

**Objectives :**

To introduce the students to the fundamentals of Nutrition, food and health and to familiarize them with importance of nutrition during various stages of life.

**Outcome :**

Being familiar with nutrients, their function in an organism, bioavailability, requirements and recommended quantities, as well as the bases of energetic and nutritional balance. Examining and evaluating the relationship between food and nutrition in health and/or illness.

**Registration Link :**

<https://docs.google.com/forms/d/1njWr2tiglquceVNG7nGiGlb9ZHwb56SkWj9K6RLwdK8/edit>

**Date of Commencement of Course : 08<sup>th</sup> December, 2021**