



Govt. Pt. Shyamacharan Shukla College, Raipur (C.G.)

DEPARTMENT OF COMMERCE

Report on

Value-Added Course on Tally Prime

Govt. Pt. Shyamacharan Shukla College is dedicated to delivering an education grounded in principles of ethics, excellence, and practical applicability, catering to the needs of all stakeholders. To further this commitment, we have recently introduced a series of value-added courses. One such initiative was undertaken by the Department of Commerce, which conducted a Value-Added Course on Tally Prime, spanning from January 8th to January 20th, 2024. The course garnered significant interest, with a total of 45 students from various departments enrolling. Designed to span a duration of 30 hours, the value-added course comprised theoretical instruction on each unit complemented by practical session. The course curriculum was meticulously structured into five units, addressing essential aspects of Tally software and its practical applications.

Unit 1 : Introduction, Installation and setup of Tally Prime

Unit 2 : Company Setup, Creation, Modification, Division, Recording, Journal and Ledger of a Company, Accounting vouchers: Groups, Accounting Vouchers, Sales Register, Bills Receivable, Bills Payable, Bonus, Loan, Depreciation, Purchase Return and Sales Return

Unit 3 : Manufacturing Accounting of Organisations.

Unit 4 : Calculation of GST for Trading, manufacturing, and Service Organisation.

Unit 5 : Payroll Creation, Data security, Backup and restore, input and export, split company data, Generating Reports, Balance Sheet, Profit and Loss Account, Income and Expenses Account, Cash Book, Bank Book, Ratio Analysis; Cash Flow Statement, Fund Flow Statement Daybook, Multi Account Printing

The evaluation process for the course was conducted based on assignments, practical exercises, and tests, ensuring a comprehensive assessment of students' understanding. Both theoretical and practical sessions were facilitated by Mr. Shubham Bhardwaj and Mr. Harish Sahu, who were assisted by Ms. Nidhi Sahu and Ms. Garima Dewangan, Lab Technician. Upon successful completion of the course, students are now equipped with enhanced employment prospects in the job market. They can pursue roles such as accounting professionals, inventory managers, bookkeeper accountants, and even embark on a career as freelance Tally experts. Feedback from students indicates a high level of satisfaction with the program, affirming its effectiveness in skill development. Looking ahead, there are plans to expand this value-added training program in the coming months, introducing advanced modules covering Tally and other relevant accounting software. This initiative aims to further empower students with cutting-edge skills that are in demand in today's competitive job market.

Dr. G. Nag Bhargvi,

Co-Ordinator IQAC

Dr. Sunita Dubey,

Head of Department

**Dr. Sanjay Kumar
Singh,**

Course Co-ordinator,

Mrs. Aditi Bhagat,

Organizing Secretary

**Dr. Shabnoor
Siddiqui**

(Principal)

PHOTOGRAPHS OF THE SESSIONS

Inauguration



Theoretical and Practical Session



Test Session



Valedictory Session

