



Shri Shivaji Education Society's,
**MAHASATEE ARTS, COMMERCE & SCIENCE
COLLEGE,**

Ulga, Karwar, UttaraKannada, Karnataka-581328

PhoneNo.: 08382-257033

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Criterion – V - Student Support and Progression

5.1.2 Capacity Development and Skills Enhancement Activities

| Year | Name of the capacity development and skills enhancement program | Period (from date - to date) | Number of students enrolled | Name of the agencies/experts involved with contact details (if any) |
|--|---|------------------------------|-----------------------------|---|
| Soft Skills | | | | |
| 2021-22 | Tally Course | 27-02-2022 – 01-04-2022 | 24 | Department of Commerce, MACSC College, Ulga |
| Language and Communication Skills | | | | |
| 2023-24 | Orientation Programme | 03-11-2023 | 160 | Programme committee, MACSC College, Ulga |
| | Communication Skills in English | 17-10-2023- 23-11-2023 | 20 | Department of English, MACSC College, Ulga |
| 2022-23 | Orientation Programme | 09-11-2022 | 168 | Programme committee, MACSC College, Ulga |
| | Communication Skills in English | 02-11-2022 to 07-12-2022 | 22 | Department of English, MACSC College, Ulga |
| 2021-22 | Orientation Programme | 12-11-2021 | 185 | Programme committee, MACSC College, Ulga |
| 2019-20 | Orientation Programme | 27-07-2019 | 150 | Programme committee, MACSC College, Ulga |
| Life Skills | | | | |
| 2023-24 | Yoga | 15-11-2023 | 25 | Department of Commerce, MACSC College, Ulga |
| | Awareness Programme on Crime | 12-12-2023 | 40 | Programme committee, MACSC College, Ulga |

| | | | | |
|---------|-------------------------------------|--------------------------|----|---|
| 2022-23 | Field Work on Nursery and Gardening | 30-11-2022 | 30 | Department of Botany, MACSC College, Ulga |
| | Yoga - Health and Fitness | 15-12-2022 to 15-01-2023 | 30 | Department of Commerce, MACSC College, Ulga |
| | Field Study on Honeycomb Farming | 24-12-2022 | 40 | Department of Zoology, MACSC College, Ulga |
| | Mehendi and Rangoli Competition | 08-03-2023 | 26 | Women Welfare Committee, MACSC College, Ulga |
| | Drawing Competition | 13-07-2023 | 20 | Programme committee, MACSC College, Ulga |
| 2021-22 | Yoga | 18-11-2021 to 17-12-2021 | 30 | Department of Commerce, MACSC College, Ulga |
| | Field work on Prawns farming | 06-01-2022 | 30 | Department of Zoology, MACSC College, Ulga |
| | Food Fest | 18-07-2022 | 40 | Programme committee, MACSC College, Ulga |
| | Rangoli and Mehendi Competition | 21-07-2022 | 20 | Women Welfare Committee, MACSC College, Ulga |
| 2019-20 | Yoga | 14-09-2019 to 13-10-2019 | 30 | Department of Commerce, MACSC College, Ulga |
| | Self Defence Training Programme | 24-09-2019 | 30 | Aigal Martial Arts, Trust, Sadashivgad, Karwar and MACSC College Ulga |



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DEPARTMENT OF COMMERCE

**ADD ON CERTIFICATE COURSE IN
TALLY**



Last Date for Enrollment 26/02/2022





ಶ್ರೀ ಶಿವಾಜಿ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ
ಮಹಾಸತಿ ಕಲಾ, ವಾಣಿಜ್ಯ ಹಾಗೂ ವಿಜ್ಞಾನ ಮಹಾವಿದ್ಯಾಲಯ ಉಳಗಾ. ಕಾರವಾರ-581328

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Accredited by NAAC with "B" Grade

Phone:08382-257033 E-mail:sesmahasateek@gmail.com Website:www.sesmacs.co.in

Ref:MACS/2021-22/

DATE: 23-02-2022

Proceedings of BOS meeting of Add on Course

Proceedings of the meeting of BOS of Add on course Entitled **Tally Course** By the Dept. of Commerce, held on 24-02-2022 at 3.30 pm in IQAC Room Agenda:

1. To approve the Ad-on courses
2. To frame syllabus for Ad-on courses
3. Implementation of Ad-on courses
4. Preparation of Time Table
5. Conduction of course, class/Exams

The following members were present:

1. Dr. V. V. Nayak-Principal Charman
2. Dr. I. R. Kajagar. Dept. of Pol-Science- Convener
IQAC Co-ordinator
3. Smt. S. S. Gaonkar. HOD of Economics-Member
4. Smt. Roopa D. Kudtarkar. HOD, Commerce-Member
5. Shri. Prasad S. Naik, FDC-Member
6. Shri. Raghavendra Shet- Entrepreneur
7. Shri. Sudheer Nagekar-ember-Alumni

Resolutions:

1. Read and confirmed the minutes of last meeting held on 03-11-2021. After detailed discussion the following resolutions were passed as under:

1. The panel of BOS scrutinized Add on course and finalized
2. The panel of BOS of Add on course recommended the syllabus model of different Add on course
3. The members expressed that Time table should be stipulated on Sunday and working days.
4. The panel of BOS of Add on course is approved to implement all the Add on courses as early as possible.

The meeting was concluded with the chairman thanking all the members for their active participation and co-operation.

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Chairman Bos of Add-on Course

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ನ್ಯಾಕನಿಂದ "ಬಿ" ಮಾನ್ಯತೆ ಪಡೆದಿದೆ
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Report on Add-on Certificate Course on "Tally"

Introduction

The Department of Commerce initiated the Add-on Certificate Course on "Tally" to enhance students' professional skills and improve their employability. Tally, a widely used accounting software, is essential for managing financial records, inventory, and compliance in businesses. The course aims to equip students with the necessary technical knowledge and hands-on experience in Tally to prepare them for careers in accounting, finance, and related fields.

Course Details

The course was scheduled to commence on **27th February 2022**. Classes were organized on **all working days from 4:00 PM to 5:00 PM**, ensuring accessibility for students without disrupting their regular academic schedule. 24 Students are beneficiaries.

Objectives

1. **Practical Proficiency:** To develop hands-on experience in Tally for recording and managing financial transactions.
2. **Accounting Knowledge:** To understand concepts like ledger creation, GST compliance, inventory management, and payroll in Tally.
3. **Skill Development:** To prepare students for accounting roles in diverse sectors.

Course Structure

The course covered the following key modules:

1. **Introduction to Tally:** Overview of the software and its significance in the industry.
2. **Ledger and Voucher Management:** Learning to create, edit, and maintain ledgers and vouchers.
3. **Inventory Management:** Understanding stock categorization, godown creation, and tracking.
4. **GST Compliance:** Practical application of Goods and Services Tax (GST) in Tally.
5. **Banking and Reconciliation:** Training in bank reconciliation and cash flow management.
6. **Payroll Management:** Maintaining employee records, salary details, and statutory compliance.

Outcomes

1. Students gained a comprehensive understanding of the Tally software and its applications.
2. They developed essential skills to handle real-world financial tasks, enhancing their employability.
3. Many students found it easier to transition into internship roles and job opportunities in accounting firms.

Feedback

Students appreciated the systematic approach to teaching, which included:

- **Interactive Sessions:** Allowing real-time problem solving.
- **Practical Assignments:** Focusing on real-world applications.
- **Industry Insights:** Sharing updates about Tally's evolving features.

Conclusion

The Add-on Certificate Course on "Tally" proved to be an effective skill enhancement initiative by the Department of Commerce. Its relevance to the industry and student-focused approach has significantly contributed to preparing students for accounting careers.

Further such programs are recommended to keep students aligned with industry demands and technology advancements.



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Date: 24-02-2022.

DEPARTMENT OF COMMERCE

STUDENT NOTICE

This is to inform all the students of B.Com that Department of Commerce is organizing an Add-on Certificate program in "Yoga" from the 27 February 2022.

Interested student should immediately contact Smt.Roopa D.Kudtarkar, Head of the Commerce Department on or before 26 February 2022. for further details in connection with the time Table or other related matters.


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Sign. of HOD Commerce

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Date: 24-02-2022.

DEPARTMENT OF COMMERCE

STUDENT NOTICE

This is to inform all the students who have registered their name for the Add on Certificate course on "Tally" classes will start from 27 February 2022.

Add on Certificate course on "Tally" classes will engaged at 4.00pm to 5.00pm on all working days.


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Department of Commerce

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Syllabus for Add-On Course on Tally (30 Hours)

Course Objective:

To provide participants with fundamental and practical knowledge of Tally ERP/Prime software for managing accounts, inventory, and compliance efficiently in a business setting.

Module 1: Introduction to Tally (3 Hours)

- **Overview of Tally ERP/Prime**
 - Features and applications of Tally
 - Installation and basic setup
 - **User Interface and Navigation**
 - Tally screen components
 - Keyboard shortcuts
 - **Creating a Company**
 - Company creation, modification, and deletion
 - Configuring base currency
-

Module 2: Fundamentals of Accounting in Tally (6 Hours)

- **Chart of Accounts**
 - Understanding groups, ledgers, and vouchers
 - Creating and managing ledgers
- **Recording Transactions**
 - Types of vouchers: Payment, Receipt, Contra, Journal, etc.
 - Practical session: Entering transactions
- **Trial Balance and Final Accounts**

- Generating and interpreting trial balance, profit & loss account, and balance sheet
-

Module 3: Inventory Management in Tally (6 Hours)

- **Inventory Features**
 - Creating stock groups, stock categories, and items
 - Units of measurement
 - **Recording Inventory Transactions**
 - Purchase and sales vouchers with inventory
 - Stock journal and godown management
 - **Inventory Reports**
 - Stock summary, movement analysis, and reorder levels
-

Module 4: GST and Taxation (6 Hours)

- **Understanding GST in Tally**
 - Activating GST in Tally
 - Setting up GST rates for stock items
 - **Recording GST Transactions**
 - Input tax credit (ITC), GST on sales/purchases
 - Generating GST reports: GSTR-1, GSTR-3B
 - **TDS and TCS Features**
 - Setting up and managing TDS/TCS in Tally
 - Recording related transactions
-

Module 5: Payroll and Compliance Management (4 Hours)

- **Payroll in Tally**
 - Activating and configuring payroll
 - Setting up employee masters and salary details
 - **Compliance Reports**
 - PF, ESI, and professional tax management
 - Generating statutory reports
-

Module 6: Advanced Features in Tally (3 Hours)

- **Budgeting and Controls**
 - Creating and managing budgets

- Variance analysis
 - **Bank Reconciliation**
 - Uploading bank statements and auto-reconciliation
 - **Backup and Security**
 - Data backup, restore, and password protection
-

Module 7: Project and Assessment (2 Hours)

- **Mini-Project**
 - Real-life accounting scenario simulation
 - Completing end-to-end transactions (Accounting, Inventory, and GST)
 - **Assessment**
 - Practical test and feedback session
-

Certification:

Participants will receive a course completion certificate after successfully completing the course and assessment.

Target Audience:

- Accounting and commerce students
- Small business owners and entrepreneurs
- Professionals looking to enhance accounting skills


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