

CERTIFICATE COURSE IN MS EXCEL IN ACCOUNTING & TAXATION

Dates: 07/08/2020 to 19/08 /2020 and 23/02/2021 to 05/03/2021

Timings: 1.15 p.m.to 4.15 p.m. (Three Hours)

No. of Seats: 30 per batch

Duration: 30 Hours

Fees: will be notified

Eligibility: B.Com. Semester V

Criterion of Selection: First Come First Serve Basis

Venue: Room No. 6 Block I

Resource Person: Chartered Accountants

Course Objectives:

- To provide hands on experience in performing accounting jobs by using MS – EXCEL software.
- To provide practical insights on newly implemented GST.
- To develop understanding of filing of Income Tax Returns (ITRs).

Course Outcomes:

At the end of the course students will be able to:

1. Use Excel to analyze data generated in day-to-day accounting
2. Understand why and how such analysis would help the organization /Auditor in working in a more efficient and smooth manner

CERTIFICATE COURSE IN PRACTICAL BANKING AND FINANCIAL ASPECTS

Dates: 02/09/2020 to 18/09/2020

Timings: 1.15 p.m.to 3.15 p.m. (Two Hours)

Duration: 30 Hours

Fees: will be notified

Eligibility: B.Com. Semester I, III and V

Criterion of Selection: First Come First Serve Basis

Venue: Room No. 7 Block I

Resource Person: Banker

Course objectives:

1. To create understanding of provisions of Banking Regulation Act 1949.
2. To acquaint the students with thorough knowledge of specific terms related to banking industry like CRR, SLR, Repo Rate, Reverse Repo Rate, Bank Rate, Demat Account, NEFT, RTGS, CRAR, GNPA, NNPA.
3. To familiarize with the functioning of RBI, IMF and IBRD.
4. To provide knowledge of handling Debit and Credit Card, fake messages etc.
5. To develop attitude, communication skill and leadership qualities.

Course outcomes:

At the end of the course students will be able to:

1. Understand the rules and regulations of banking industry.
2. Understand basic terms in banking such as CRR, SLR, Repo Rate, Reverse Repo Rate, Bank Rate, Demat Account, NEFT, RTGS, CRAR, GNPA, NNPA etc. and prepares for bank exams and pursuing career in banking.
3. Understand the functioning of authorities related to banking industry in India and also across the globe.
4. Acquire knowledge regarding handling of plastic money, fake messages, etc. and helps in employability.
5. Develop good communication skills and leadership qualities required to be employable in banking industry and elsewhere.

**CERTIFICATE COURSE IN TALLY ERP .9 WITH GST I (03
BATCHES OF 30 STUDENTS)**

Dates: 17/09/2020 to 30/09/2020

Timings: 1.15 p.m.to 4.15 p.m. (Three Hours)

No. of Seats: 30 per batch x 03 batches = 90 Students

Duration: 30 Hours

Fees: will be notified

Eligibility: B.Com. Semester V

Criterion of Selection: First Come First Serve Basis

Venue: Room No. 6,7 AND 8 Block I

Resource Person: Faculty, Department of Commerce

Course objectives:

1. To give conceptual background to tally, GST and other related accounting concepts.
2. To guide in the preparation of vouchers.
3. To show how calculations of GST are made.
4. To impart practical knowledge of Tally ERP. 9 with GST.

Course Outcomes:

At the end of the course students will be able to:

1. Gain practical knowledge of Tally ERP. 9 with GST.
2. Understand the concept of Tally and other related accounting terms in relation to the same.
3. Have general awareness of CGST, SGST and IGST.
4. Acquire skills in creating vouchers.
5. Gain employability as Accountants.
6. Be Self-employed as GST Consultants.