



Maharaja Agrasen Institute of Management Studies
(A Unit of Maharaja Agrasen Technical Education Society)
Affiliated to GGS IP University; Recognized u/s 2(f) of UGC
Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution
Sector 22, Rohini, Delhi -110086, India; www.maims.ac.in

DEPARTMENT OF BUSINESS ADMINISTRATION, MAIMS
Under the Aegis of IQAC and
In Association with PCJSM, Maharaja Agrasen University, Baddi, HP
Skill Enhancement Certificate Course
“Accounting Software for Business”
August – October 2021
Valedictory Session: 11th October 2021

REPORT

From basic invoicing and billing, to tax calculations and project management, accounting software is an essential tool for everyone's business' financial data. It also helps to manage clients, reconcile bank accounts, and generate insightful financial reports that help the business organization grow smoothly and continuously. Use of accounting software helps companies to use the resources in their accounting departments efficiently, and can reduce costly bookkeeping mistakes. Many companies have now been looking for a skilled professional, who possess knowledge of accounting software, data presentation & working on payroll services. Thus, it encouraged the faculty of MAIMS to design a skill enhancement course on accounting software for graduation students.

This Certification Course was the initiative taken by the Department of Business Administration, MAIMS, under the aegis of IQAC, and in association with PCJ School of Management, Maharaja Agrasen University, Baddi, HP, for the benefit of undergraduate students across the country. The credit for this ambitious initiative goes to Prof. (Dr.) Ravi Kumar Gupta, Director - MAIMS and Prof. Vijay Kr. Khurana (HOD, Business Administration).

Prime objective of the course was to equip the students with the basics of financial data recording methods in accounting software. Specifically, the course covered in-depth lessons for recording vouchers, creating ledgers, creation of stock groups and generating financial reports. A total of 81 students enrolled in for the certificate course.

The course was of 30 hours, divided in 20 sessions of one & half hour each. It was a great mutually beneficial experience for the students as well as for the faculty. The sessions were conducted by



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the faculties of Business Administration, namely - Mr. Inderpal Singh, Dr. Preeti Bansal, Dr. Ekta Dargan, Dr. Anitha G., Ms Anu Goyal, Mr. Nakul Anand and Dr. Monica Sharma.

The students were assessed on the basis of four parameters, namely - attendance, assignments, feedback submitted, and performance in MCQ tests. Every session was followed with a practical assignment related to it. After the completion of the week (3 sessions), a feedback form was floated to get the viewpoint of the students. A total of 7 such feedback forms were filled by the students. Overall feedback was also conducted at the end of the certificate course. All feedbacks have been highly encouraging.

The Valedictory Program of the Certificate Course was held on 11th October 2021. Mr. Inderpal Singh, Convener presented the report. Certificates of Completion were given only to 47 such students who successfully qualified on the basis of all the four parameters, namely- attendance, feedback forms, assignments, and quizzes.

Prof. Ravi Kumar Gupta, Director-MAIMS and Prof. Vijay Kr. Khurana (HOD, Business Administration) congratulated the successful participants. Eight participants were awarded with the Certificates of Excellence, out of which four excellent performers were also awarded with cash prizes of Rs.500/- each. List of such awardees is given at the end.

The credit for this ambitious initiative goes to Prof. Ravi Kumar Gupta, Director-MAIMS and Prof. Vijay Kr. Khurana (HOD, Business Administration) and his team. Their constant support and encouragement helped in successful accomplishment of this program.

***Convener – Mr. Inderpal Singh, Associate Professor**

**** Co- Convener - Dr. Ekta Dargan, Sr. Assistant Professor**



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About the Certificate Course

This course is designed to impart knowledge regarding concepts of Financial Accounting. Tally Software is an accounting package which is used for learning and maintaining accounts. Tally course is highly practical and interactive. During the session, each Student will work through exercises and practice using various Tally features covered during the course.

Using accounting software can help the users save time and money, and offer the user valuable insight into the business.

If you choose the package carefully, investing in a computerized accounting system can be one of the best decisions you can make for your business. There are many benefits of accounting software like simple data entry, fast processes, automation of reports and analysis, automation of tasks, reduction of errors and integration with other systems.

Many companies have now been looking for skilled professionals, who possess knowledge of accounting software, data presentation & working on payroll services. The students would be able to become employable in this fast-growing new age field by demonstrating the skills learnt through this course.

Objectives of the Course:

- Grasp keyboard shortcuts to improve speed and efficiency.
- Become well-versed with the accounting software shortcuts
- Master various intermediate and advanced accounting software functions.
- Produce high quality & dynamic reports for data presentations.
- Able to reconcile bank statement and print financial statements



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Course Contents:

This course is organized into 20 sessions of 1 hour 30 minutes each as per details below:

S. No.	Topic(s)	Resource Person(s)
1	Introduction to Accounting, Tally Installation and Company Creation	Mr. Inderpal Singh
2	Creation/ Alteration of Ledgers/ Multiple Ledgers/ Groups/ Multiple Groups	Mr. Inderpal Singh
3	Ledger Creation with Trial Balance	Dr. Preeti Bansal
4	Types of Accounting Vouchers in Tally	Dr. Preeti Bansal
5	Journal Entries with Day Book	Dr. Preeti Bansal
6	Trial Balance with Transactions	Dr. Anitha G.
7	Bank Reconciliation in Tally	Dr. Anitha G.
8	Creation of Financial Reports	Dr. Anitha G.
9	Creation of Inventory Masters	Dr. Ekta Dargan
10	Unit of Measure and Recording Stock Items	Dr. Ekta Dargan
11	Godown Creation with practical example	Dr. Ekta Dargan
12	Understanding Ratio Analysis	Dr. Monica Sharma
13	Payroll Services in Tally	Dr. Monica Sharma
14	Tally With GST	Dr. Monica Sharma
15	Inventory Management with GST	Mr. Nakul Anand
16	Taxation System with GST	Mr. Nakul Anand
17	Advance Features in Tally	Mr. Nakul Anand
18	Printing & Housekeeping, Backup & Restore, Tally Vault	Ms Anu Goyal
19	Exporting and Importing Data in Tally and Short-cuts	Ms Anu Goyal
20	Overall Exercise	Ms Anu Goyal



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Planned Course Outcomes:

- Students will be able to work and analyze with financial data and generate financial reports.
- Students will also be able use the software for GST
- Students will be able to use the software for payroll services
- Students will also be able to use the software for invoicing

Course Implementation:

The certification course was conducted from August 09, 2021 to October 07, 2021 via the online platform of Google Meet.

The duration of the course was 20 sessions of 30 hours along with the two MCQ quiz tests & 20 assignments.

Classes were scheduled for twice a week. Each class/ lecture consisted of a one & a half hour session along with the videos, practice exercises, quizzes, and a reference guide.

Assessment & Certifications:

Following are the criteria based on which students are eligible for the certification:

- Attending regular classes using laptop.
- Submission of all Assignments.
- Participation in all Quizzes.
- Submission of the feedback form on timely basis.

Course Statistics:

- Total Sessions: 20 sessions of 1.5 hours each
- Total number of enrolled students: 81
- Total number of students certified: 47



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Top Performers of the Certificate Course

1.



Ms. Dishika Aggarwal
BBA Student
MAIMS
Agg. Score: 94.37%
(Cash Prize Rs. 500/-)

2.



Mr. Jagrit Jain
BBA Student
MAIMS
Agg. Score: 90.45 %
(Cash Prize Rs. 500/-)

3.



Mr. Shubham Gupta
BBA Student
MAIMS
Agg. Score: 89.37 %
(Cash Prize Rs. 500/-)

4.



Mr. Tushar Garg
BBA Student
IITM
Agg. Score: 86.65 %
(Cash Prize Rs. 500/-)

5.



Ms. Lavanya Sharma
BBA Student
MAIMS
Agg. Score: 86.60%

6.



Ms. Kasvi
BBA Student
MAIMS
Agg. Score: 85.92 %

7.



Mr. Devansh Gupta
BBA Student
MAIMS
Agg. Score: 85.87 %

8.

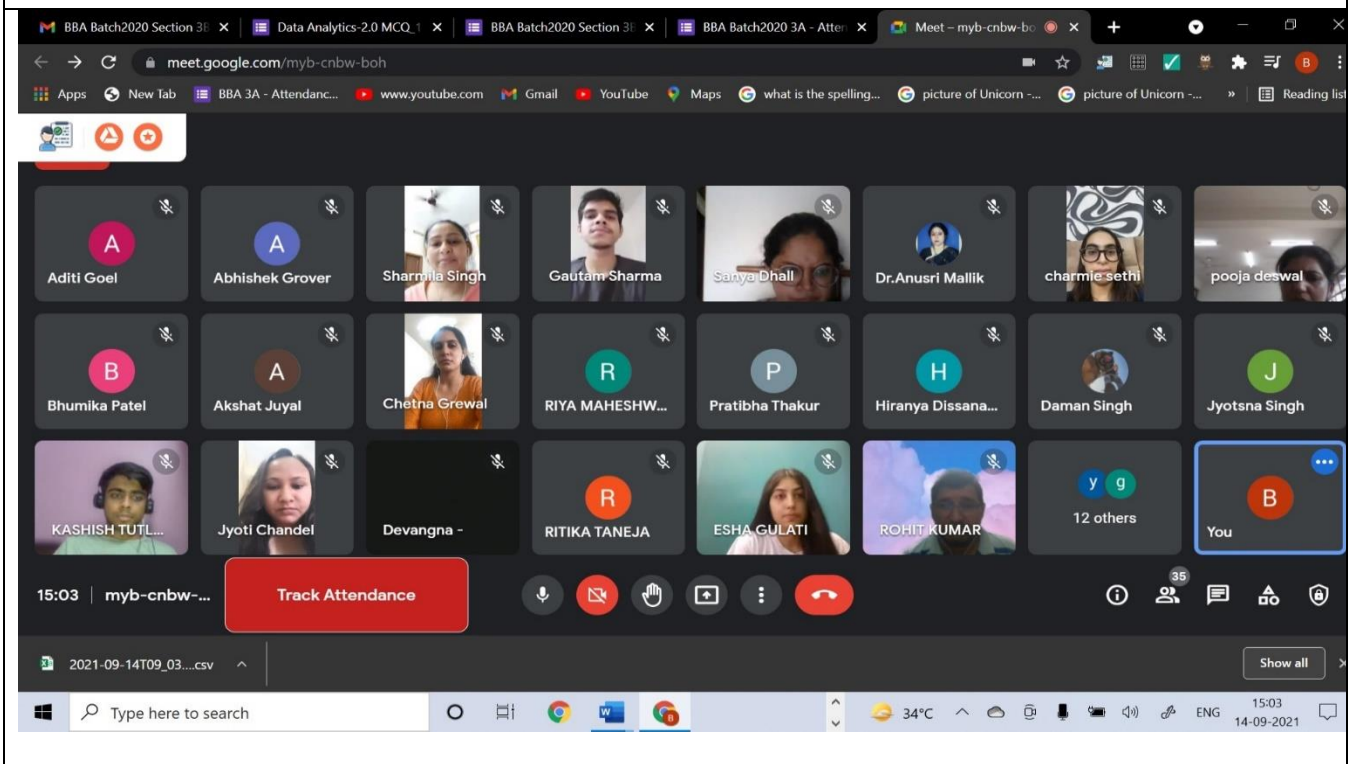
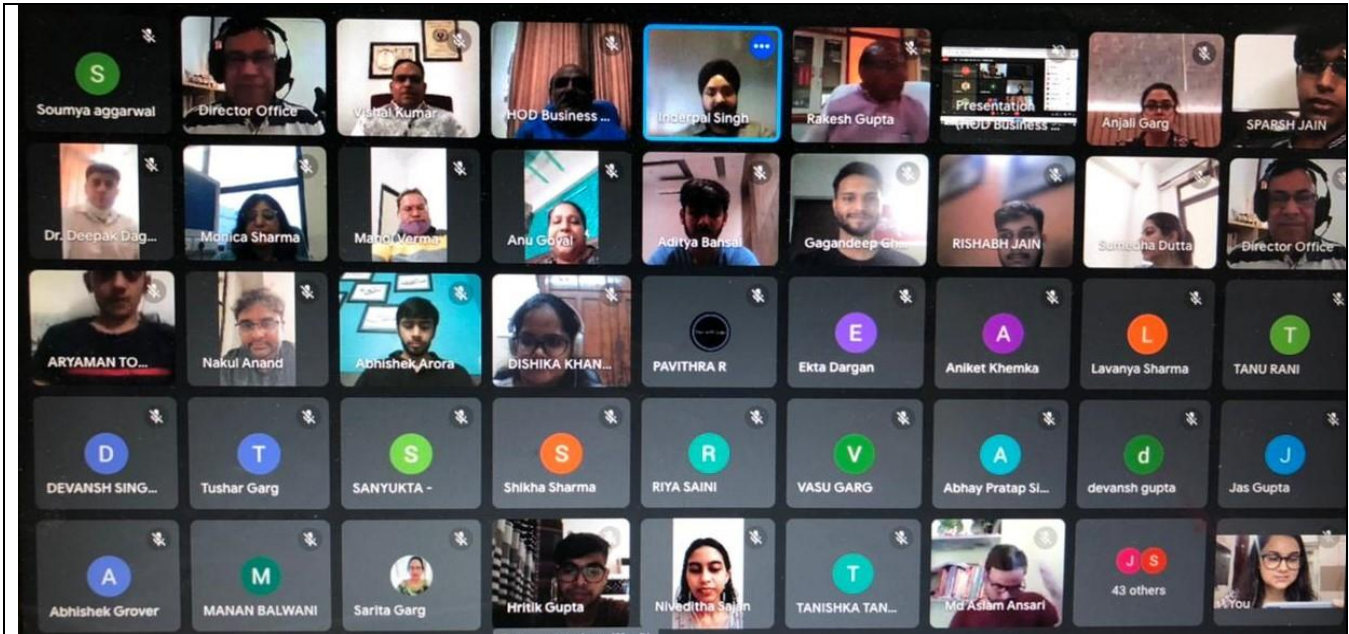


Mr. Aryaman Tomar
BBA Student
MAIMS
Agg. Score: 85.34 %



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Glimpses of the Certificate Course Classes & Valedictory Session





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Zoom Meeting

LIVE on Custom Live Streaming Service

Participants (98)

Find a participant

Inderpal Singh (Co-host, me)

MG Meenakshi Gupta (Host)

RC Rakesh Cajla (Co-host)

AG AADITYA GUPTA (Co-host)

CM Charu Mohla (Co-host)

DM Director MAIMS (Co-host)

DS Dr. Sushila Gupta (Co-host)

SS Sanam Sharma (Co-host)

SS Sarthak Sodhi (Co-host)

SK Saumya Karan saumy... (Co-host)

SM shagun matta (Co-host)

VK Vijay Kumar Khurana (Co-host)

AG Abhishek Grover

Unmute Stop Video Security Participants Chat Share Screen Record Reactions Apps More Leave

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