



Maharaja Agrasen Institute of Management Studies

Affiliated to GGSIP University; Recognized u/s 2(f) of UGC

Recognized by Bar Council of India; ISO 9001 : 2015 Certified Institution

Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi – 110086, INDIA www.maims.ac.in

Skill Enhancement Certificate Course Accounting Software for Business 2.0 24th May-7th July 2022

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Director
Maharaja Agrasen Institute
of Management Studies
Sector 22, Rohini, Delhi-86



Skill Enhancement Certificate Course

on
on

ACCOUNTING SOFTWARE FOR
BUSINESS - 2.0

May-July, 2022

3:30 PM- 5:00 PM

Date of Commencement: 24 May 2022

(Online mode -Tally Prime)



Department of Business Administration, MAIMS

Under the Aegis of IQAC

In association with

PCJ School of Management

Maharaja Agrasen University, Baddi, HP

Maharaja Agrasen Institute of Management Studies
(A Unit of Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University, Delhi

Recognized U/s 2(f) of UGC & Bar Council of India

ISO 9001:2015 Certified Institution

Campus: Maharaja Agrasen Chowk, Sector-22,
Rohini, Delhi-110086 India (Est. 2003)

Office Phone: 8448186947

www.maims.ac.in

Courses offered: BBA, B Com(H), BA(H) Economics,
BAJMC, BALLB, BBALLB

For any queries

9911112867

Mr. Inderpal Singh



- 30 Hours online Training via gmeet
- E-Accounts
- Financial Reports
- Payroll Services
- Book-Keeping
- Working with GST

- 30 Hours Training
- E-Accounts
- Financial Reports
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[Click here to Register](#)

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Sector-22, Rohini, Delhi-86

Cash Prizes to Top Performers

Cash Prizes to Top Performers



COURSE DESCRIPTION

- **Course Name:** “Accounting Software for Business-2.0”
- **Course Objectives:** This course is designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts. Online Tally course is practical and interactive. During the session, each Student will work through exercises and practice using the various Tally features covered during the course.
- **Commencement Date:** Tuesday, 26th April 2022*

Contents of the Course

Lect. No.	Topics
1	Recapitulation of Accounting Concepts
2	Principles, Concepts and Conventions of Accounting
3	Recording advanced business transactions in Journal
4	Recording advanced business transactions in Ledger and Trial Balance
5	Recording advanced business transactions in subsidiary books
6	Advanced Bank Reconciliation in Tally
7	Preparation of Final Accounts-I
8	Preparation of Final Accounts-II
9	Understanding advanced Inventory Management
10	Creation of Inventory Vouchers-I
11	Creation of Inventory Vouchers-II
12	Understanding Financial Statements
13	Banking
14	Cost Centre and Cost Categories
15	Order Processing
16	Depreciation
17	Accounting for Joint Venture
18	Accounting With GST
19	Accounting With GST with examples
20	Overall Exercise

* Online Mode

* Hands-on-practice on Tally

* Participants should make arrangements for their own software

Who can attend?

- This Skill Enhancement Certificate Course would enable the participants to become more efficient in the workplace and will enhance their accounting software skills.


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REGISTRATION & CERTIFICATIONS

- **Number of Seats:** Limited seats are available on first cum first served basis.
- **Registration Fees per person (non-refundable):**

Dates	For Internal Participants	For External Participants
Upto 16 th May 2022	₹200/-	₹2500/-
After 16 th May 2022	₹250/-	₹2500/-

- **Cash Prizes of ₹500/-** each shall be given to top 3 performers.
- **Certificate of Merit** will be issued to top 5 Performers.
- **Certificate of Completion** will be issued to the participants who successfully complete the course.

Paytm Details for Payment

Through Paytm	
Account Holder's Name	Ekta Dargan
Mobile No.	9811706416

Registration Form Link

- After making payment. please fill the registration form using below link

<https://forms.gle/wvayqjxvxx53Q6fCA>

Requirements for Issue of Certificate

- Regular and high attendance.
- Submission of solutions/ answers of all assignments.
- Submission of all weekly feedbacks
- Good performance in all MCQ based tests.

ORGANIZING TEAM

Mentors

Prof. (Dr.) Ravi Kumar Gupta
Director, Maharaja Agrasen
Institute of Management Studies

Prof. A. K. Vasishtha
Director, PCJ School of Management,
Maharaja Agrasen University, Baddi

CHIEF COORDINATOR

Prof. (Dr.) Vijay Kr. Khurana
HOD, Business Administration

CONVENERS

Mr. Inderpal Singh
991112867

Convener & Assistant Professor
Department of Business Administration


Director
Maharaja Agrasen Institute
of Management Studies
Sector 22, Rohini, Delhi-86
Dr. Ekta Dargan
9811706416



Co-Convener & Sr. Assistant Professor
Department of Business Administration

Resource Persons

- Mr. Inderpal Singh, Convener & Assistant Professor (9911112867)
- Dr. Ekta Dargan, Co-Convener & Assistant Professor (9811706416)
- Dr. Anitha G, Assistant Professor (9003559236)
- Dr. Ankit Goel, Associate Professor (9634451240)
- Ms. Anu Goyal, Assistant Professor (9911557121)
- Dr. Preeti Bansal, Assistant Professor (9899207699)
- Dr. Monica Sharma, Assistant Professor (9560234566)
- Prof. (Dr.) Vijay Kr. Khurana, HOD - Business Administration (7988142771)

“Education is the most powerful weapon which you can use to change the world.” — Nelson Mandela

Some of our industry-oriented add-on courses

1. Certificate Course on “Data Analytics”
2. Certificate Course on “Business Applications of MS Excel”
3. Certificate Course on “Tally Accounting Software”
4. Certificate Course on “Jamovi Software”
5. *Certificate Course on “Financial Modelling”
6. *Certificate Course on “Digital Marketing”
7. Training Sessions for “NSE Certification course on Derivatives Beginner Module”



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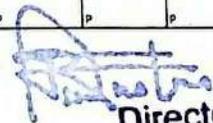


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Value Added Course on ACCOUNTING SOFTWARE FOR BUSINESS 2.0

BATCH I

S.No	Name	Enrollment No.	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	
			25-5-22	27-5-22	30-5-22	1-6-22	3-6-22	6-6-22	8-6-22	10-6-22	13-6-22	15-6-22	17-6-22	20-6-22	22-6-22	24-6-22	27-6-22	29-6-22	29-6-22	1-7-22	4-7-22	6-7-22
1	AAKRITI GARG	04861101719	P	A	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
2	AAAYUSH AGGARWAL	14614701721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	ADITYA JAIN	14061101721	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
4	ADITYA SINGHAL	13861101721	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	ANIKET GULATI	04961101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	ANIKET SHANKAR	01214721619	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P
7	ANIKITHI	04661101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	ANIRUDH SHARMA	01814721619	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
9	ANISH KUMAR PANDEY	14814701721	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
10	ANKUR GUPTA	12061101721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	ANSHIKA ANAND	01914721621	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
12	ANUJ KAPOOR	00714701520	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	ARCHIT ARORA	02614721621	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	ARJUN SINGH KALSI	12661101721	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P
15	ARUN KUMAR	15114701721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
16	ARYAN NAUDIYAL	04161101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	ARYAN PUNDIR	12761101721	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P


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84	KUNAL SHARMA	06814701720	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P
85	KUNAL TANWAR	06914701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
86	KUSHAGRA	07014701720	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P
87	KUSHAGRA SINGH	14214701721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
88	KUSHAL JAIN	07114701720	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
89	KUSHAL JAIN	07214701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
90	LAKSHAY KUMAR	07314701720	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
91	LAKSHIT BHALLA	07414701720	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
92	LAVANYA AMAN	02414721621	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A



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		BATCH II																				
S.No	Name	Enrolment No.	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	
			24-5-22	26-5-22	28-5-22	31-5-22	2-6-22	4-6-22	4-6-22	7-6-22	9-6-22	11-6-22	14-6-22	16-6-22	18-6-22	21-6-22	23-6-22	25-6-22	28-6-22	30-6-22	2-7-22	5-7-22
87	LAVANYA PAIRAJA	07514701720	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
94	LOVISH AGGARWAL	07614701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
95	MAHI JINDAL	07714701720	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P
96	MANYA BAHRAH	07814701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
97	MANYA BISHIT	04261101719	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
98	MANYA KHAMNA	14561101721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
99	MAYANK BARARIA	07914701720	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
100	MAYANK BUDHILAKOTI	12561101721	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
101	MEGHA	01714721631	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
102	MEHUL SINGH RAWAT	08014701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
103	MITALI SHARMA	02214721619	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	A
104	MUHAMMAD ZUBAIR	13261101721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
105	MR AMAN JINDAL	36614701721	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A
106	MR ARBIANT BANSAL	36414701721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
107	MR AYUSH BANSAL	36114701721	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P
108	MR CHAYAN GOEL	35914701721	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
109	MR DIBRUV GARG	35814701721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
110	MR KRITHIK VASAN S	35214701721	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P


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Under the Aegis of IQAC

Skill Enhancement Certificate Course **Accounting Software for Business 2.0** **24th May-7th July 2022**

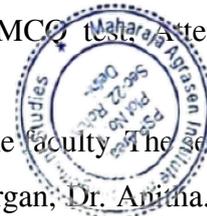
Report

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 manage clients, reconcile bank accounts, and generate insightful financial reports that help your business grow smoothly and continuously. Using 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 seasoned faculty of MAIMS to design a skill enhancement course on accounting software for pursuing graduation students.

This Certification Course was the second initiative taken under the aegis of IQAC in association with PCJ school of management and the course was started for all the undergraduate students across the country. Prime objective of the course was to equip the students with the basics of financial recording data 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 182 students enrolled in the course. The course was of 30 hours, divided in 20 sessions of one & half hour each. Registrations started from 16th may. 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. The students were assessed based on the assignment submitted, MCQ tests, Attendance and feedback forms submitted..

It was a great learning experience for the students as well as for the faculty. The sessions were conducted by Mr. Inderpal Singh, Dr. Pooja Dargan, Dr. Anitha.G, Ms Anu Goyal, Dr. Ankit Goel and Dr. Monica Sharma. Certificates were given only to such students who successfully qualified all the four parameters, namely, attendance, feedback forms,


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assignments, and quizzes.

The credit for this ambitious initiative goes to Dr. Manoj Verma (HOD, Business Administration) & his team, who worked under the able guidance of the Prof.(Dr.) Rajini Malhotra Dhingra, Director, MAIMS. Their constant support and encouragement helped in the successful accomplishment of this program.

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

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

About the Course

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

Using accounting software can help you save time and money, and offer you valuable insight into your 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 a skilled professional, 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

Course content:

This course is organized into 20 sessions as per details below:

S.No	Topic	Resource Person
1	Recapitulation of Accounting Concepts	Mr. Inderpal Singh



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2	Principles, Concepts and Conventions of Accounting	Mr. Inderpal Singh
3	Recording advanced business transactions in Journal	Dr. Preeti Bansal
4	Recording advanced business transactions in Ledger and Trial Balance	Dr. Preeti Bansal
5	Recording advanced business transactions in subsidiary books	Dr. Preeti Bansal
6	Advanced Bank Reconciliation in Tally	Dr.Anitha. G
7	Preparation of Final Accounts-I	Dr.Anitha. G
8	Preparation of Final Accounts-II	Dr.Anitha. G
9	Understanding advanced Inventory Management	Dr.Ekta Dargan
10	Creation of Inventory Vouchers-I	Dr.Ekta Dargan
11	Creation of Inventory Vouchers-II	Dr.Ekta Dargan
12	Understanding Financial Statements	Dr.Monica Sharma
13	Banking	Dr.Monica Sharma
14	Cost Centre and Cost Categories	Dr.Monica Sharma
15	Order Processing	Dr.Ankit Goel
16	Depreciation	Dr.Ankit Goel
17	Accounting for Joint Venture	Dr.Ankit Goel
18	Accounting With GST	Ms Anu Goyal
19	Accounting With GST with examples	Ms Anu Goyal
20	Overall Exercise	Ms Anu Goyal

Course Outcomes:

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

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The certification course was conducted from May 24th, 2022 to July 7th, 2022 via the online platform of Google Meet. The duration of the course was 30 hours along with the two MCQ

quizzes & 20 assignments. Each class consists of a one & a half hour session along with the videos, a practice exercise, a quiz, and a reference guide. Classes were scheduled for thrice a week.

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

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

Total Sessions: 20 of 1.5 hour each

Total number of enrolled students: 182

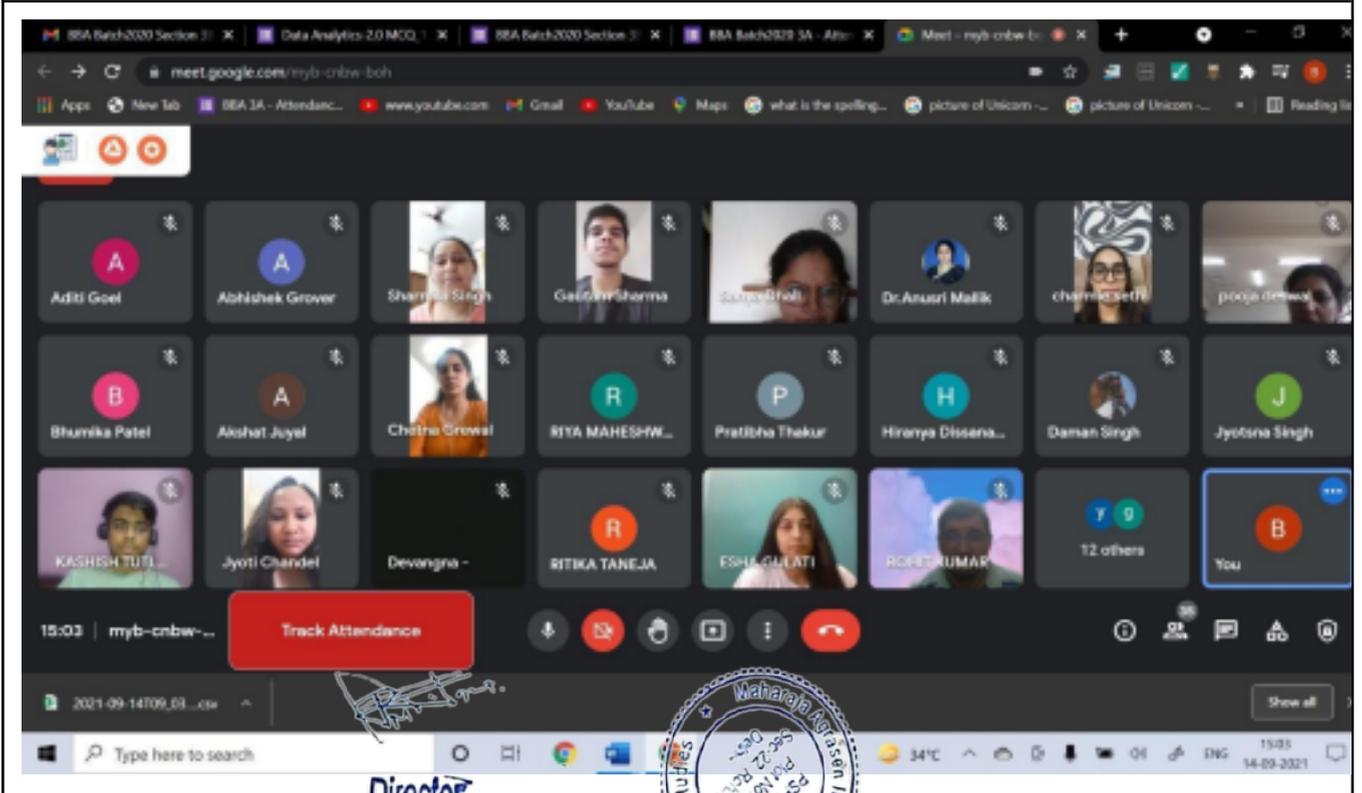
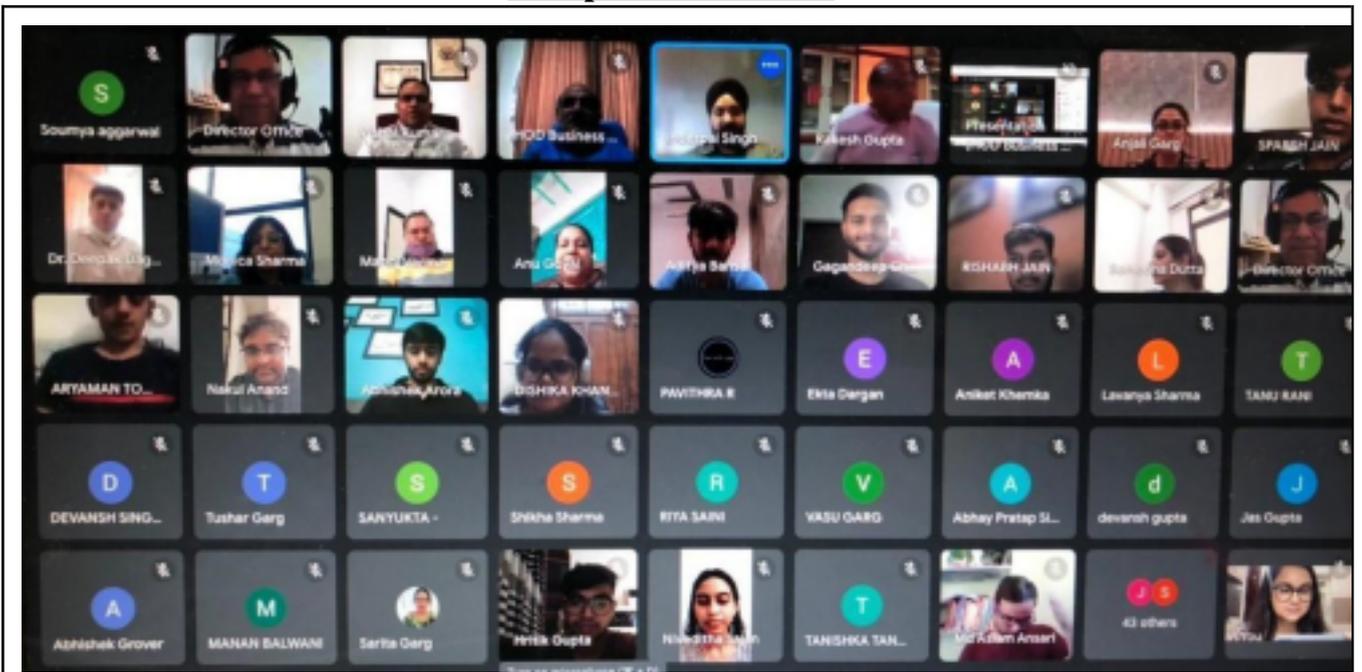
Total number of students certified: 182

Top Performers of the Course

	<p>Ms. Rashi Aggarwal BBA Student MAIMS Aggregate Score: 77% (Cash Prize Rs. 500/-)</p>
	<p>Ms. Sanya Gupta BBA Student MAIMS Aggregate Score: 76 % (Cash Prize Rs. 500/-)</p>
	<p>Ms. Fiza Khan BBA Student MAIMS Aggregate Score: 74 % (Cash Prize Rs. 500/-)</p>
	<p>Mr. Gaurav Singh BBA Student MAIMS Aggregate Score: 73% Director Maharaja Agrasen Institute of Management Studies Sector 22, Rohini, Delhi-86</p> 

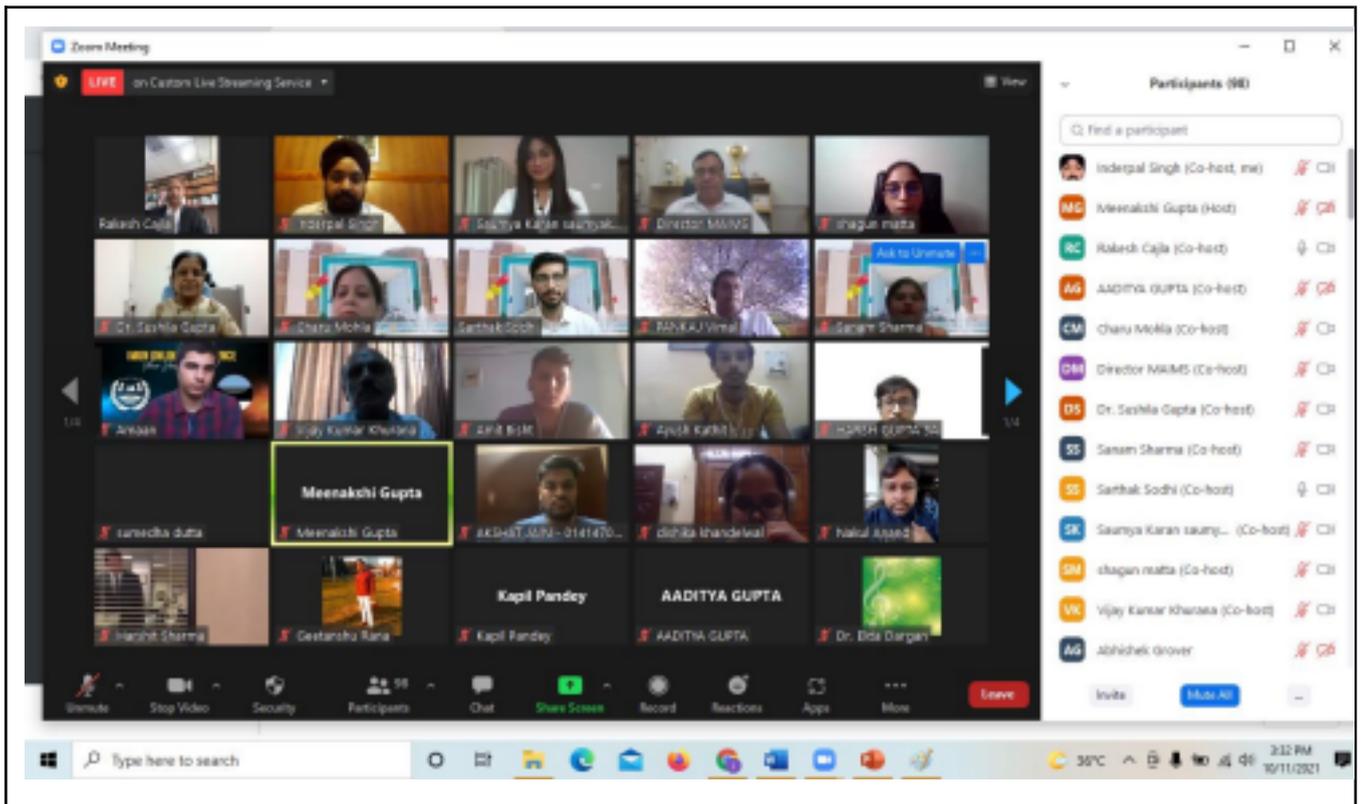
	<p>Ms Parineeta BBA Student MAIMS Aggregate Score: 71 %</p>
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Glimpses of the Event



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[Handwritten signature]

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Sample Certificate:

**Skill Enhancement Certificate Course
Accounting Software for Business 2.0
24th May-7th July 2022**



Rajni Malhotra Dhingra
Director
Maharaja Agrasen Institute
of Management Studies
Sector 22, Rohini, Delhi-86



Sample Certificate:

Contemporary Practices in Management 2.0
2nd September-21st October 2021

Contemporary Practices in Management 2.0



Contemporary Practices in Management 2.0




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