



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

9th August -7th October 2021
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Director
Maharaja Agrasen Institute
of Management Studies
Sector 22, Rohini, Delhi-86



Skill Enhancement Certificate Course

on

ACCOUNTING SOFTWARE FOR BUSINESS 1.0

July -October, 2021

3:00 PM- 4:30 PM

Date of Commencement: 9-08-2021
(Online Mode- Tally Prime)



Department of Business Administration
Under the Aegis of IQAC

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 Training
- E-Accounts
- Financial Reports
- Payroll Services
- Book-Keeping
- Working with GST



[Click here to Register](#)

Cash Prizes to Top Performers



MAIMS Delhi IN



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Course Description

- **Course Name:** “Accounting Software for Business”
- **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:** Monday, 2nd August 2021*

Contents of the Course

Lect. No.	Topics
1	Introduction to Accounting, Software Installation and Company Creation
2	Creation/Alteration of ledgers/Multiple Ledgers/Groups/ Multiple Groups
3	Ledger Creation with Trial Balance
4	Types of Accounting Vouchers in Accounting Software
5	Journal Entries with Day Book
6	Trial Balance with Transactions
7	Bank Reconciliation in Tally
8	Creation of Financial Reports
9	Creation of Inventory Masters
10	Unit of Measure and Recording Stock Items
11	Godown Creation with practical example
12	Understanding Ratio Analysis
13	Payroll Services in Accounting Software
14	Accounting With GST
15	Inventory Management with GST
16	Taxation System with GST
17	Advance Features of Accounting Software
18	Printing & Housekeeping, Backup & Restore, Tally Vault
19	Exporting and Importing Data in Tally and Short-cuts
20	Overall Exercise

**Hands on practice on Tally*

**Participants must make arrangements for their own software*

Who Can attend?

- This Skill Enhancement Certificate Course would enable the students 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 29 th July 2021	₹200/-	₹2500/-
After 29 th July 2021	₹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.

Bank Account / Paytm Details for Payment

Through IMPS / NEFT		Through Paytm / UPI	
Account Holder's Name	Maharaja Agrasen Institute of Management Studies	Account Holder's Name	Maharaja Agrasen Institute of Management Studies/ Anil Kumar
Bank Name	Union Bank of India	Mob. No.	8448186940
Bank Account	394502010059876		
Account Type	Savings Account		
IFSC / NEFT	UBIN0560421		
* UTR/Ref. No & Screenshot of payment to be uploaded for completing the registration form			

Registration Form Link

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

<https://forms.gle/W9XBFaCh3ecgKWgWA>

Requirements for Issue of Certificate

- 80% or more attendance.
- Submission of solutions/ answers of all assignments.
- Submission of all weekly feedbacks
- Good performance in all MCQ based tests.


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PATRONS

Prof. (Dr.) S. K. Garg
Director General, MAIMS

Prof. (Dr.) G. P. Govil
Advisor, MATES

ADVISOR

Prof. (Dr.) Ravi Kumar Gupta
Director, MAIMS

Prof. (Dr.) R. K. Gupta
Vice Chancellor,
Maharaja Agrasen University, Baddi, HP

Prof. (Dr.) Vishal Kumar
Dean Research &
Director, PCJ School of Management

CHIEF COORDINATOR

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

Resource Persons

- Mr. Inderpal Singh, Convener & Assistant Professor - Business Administration (9911112867)
- Prof. (Dr.) Vijay Kr. Khurana, Co-Convener & HOD - Business Administration
- Dr. Parul Kumar, Assistant Professor - Business Administration
- Dr. Ekta Dargan, Assistant Professor - Business Administration
- Ms. Anu Goyal, Assistant Professor - Business Administration
- Mr. Nakul Anand, Assistant Professor - Business Administration
- Ms. Preeti Bansal, Assistant Professor - Business Administration
- Dr. Monica Sharma, Assistant Professor - Business Administration

“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-1.0”
2. Certificate Course on “Jamovi Software”
3. Certificate Course on “Business Applications of MS Excel”
4. Training Sessions for “NSE Certification course on Derivatives Beginner Module”
5. Certificate Course on “Tally Accounting Software”
6. *Certificate Course on “Digital Marketing”
7. *Certificate Course on “Financial Modelling”



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Value Added Course on: ACCOUNTING SOFTWARE FOR BUSINESS 1.0

BATCH I

S.No	Name	Enrolment No.	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
			9-8-21	11-8-21	13-8-21	16-8-21	18-8-21	23-8-21	25-8-21	27-8-21	1-9-21	3-9-21	6-9-21	8-9-21	10-9-21	13-9-21	15-9-21	17-9-21	20-9-21	22-9-21	29-9-21	6-10-21
1	AASTHA RAWAT	01414788821	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	ABDUL HANNAAN SIRAJ	01361101721	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	ABHEER NARAIN BHAT	01414701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	ABHILASH KARDAM	01514701719	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
5	ABHIMANYU KUMAR	02114701721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	ABHINAV KUMAR DUBEY	01661101719	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P
7	ADITI GOEL	01361101719	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P
8	ADITYA DHAMA	01961101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	ADITYA KUMAR RAJAK	01461101721	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
10	ADITYA SHARMA	01261188819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	AGAM NAGPAL	01114701720	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	A	P	P
12	AGRIM GOEL	01214701720	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
13	AKSHAT DHAWAN	01314701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	AKSHAT JAIN	01414701720	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P
15	AKSHIT BANSAL	01914788819	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
16	AKSHIT GUPTA	01414701721	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P

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17	AKSHITAA VAID	01514701720	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P
18	AMANDEEP SINGH	01614701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	AMISHA JAIN	01161101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	ANITABH GUPTA	01314788821	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
21	AMOGH SAWHNEY	01714701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
22	ANAND MISHRA	01814701720	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
23	ANIKET GOEL	01661101721	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	ANIKET KHEMKA	01261101720	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	ANIRUDH RAJ	01914701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	ANIRUDH SHARMA	01361101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	ANISH BHATEJA	02014701720	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P
28	ANISH SACHIDEVA	01461101720	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
29	ANKIT KUMAR	01561101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
30	ANMOL RALHAN	01661101720	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
31	ANMOL VASU	01761101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
32	ANSH BANWARI	01861101720	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
33	ANSH BHOJAIYA	01961101720	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P
34	ANSH GOEL	01214788821	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35	ANSH JAIN	02414788821	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
36	ANSH VERMA	02061101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P

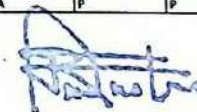

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57	ARYAN PASRICHA	02414701720	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
58	ASHISH GUPTA	02514701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
59	ATISHYA JAIN	01514788821	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
60	ATUL KUMAR SINGH	02614701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
61	AYUSH KATHIT	02714701720	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P
62	AYUSH MISHRA	01161188821	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
63	AYUSHI POKHRIYAL	01361188820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
64	BHAVYA KUMAR	02814701720	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
65	BHAVYA SHARMA	01461188820	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
66	BHOOMI JAIN	01561188820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
67	CHANCHAL	02914701720	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
68	CHIRAG BANSAL	01661188820	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
69	DAKSH BHASIN	02614701721	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
70	DAKSH KUMAR SHARMA	01114701721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
71	DASHMESH SINGH	02214701719	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
72	DEEPANSHI KHANAGWAL	02114788819	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
73	DEEPTI KAPOOR	03014701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
74	DEV NARANG	01314788819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
75	DEVANGNA	03114701720	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P
76	DEVANSH SINGHAL	03214701720	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P


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77	DHAIRYA KHIRWANI	01714701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
78	DHIRUV VOHRA	01561101719	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	
79	DHIRUV JOSHI	01914788821	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
80	DIKSHITA MOHTA	01761188820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
81	DIPANSHU KANDAV	01861188820	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
82	DIVYANJALI SINGH	02961101721	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
83	DIVYANSH SINGH	01961188820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
84	DIYA GOEL	01714788821	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
85	EKANSH KHATRI	01514788819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
86	FIZA KHAN	01214701721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
87	GALAV BANSAL	02061188820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
88	GARY GUPTA	02161188820	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
89	GAURANG JALAN	01914701721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
90	GAUTAM MALHOTRA	01661188819	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
91	GEETANSHU RANA	01814701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
92	GUNIKA PASRIJA	02261101721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
93	GURNOOR SINGH	00961101719	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
94	HARDIK BANSAL	01114788820	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A



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Value Added Course on: ACCOUNTING SOFTWARE FOR BUSINESS 1.0

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	Date
			10-8-21	12-8-21	14-8-21	17-8-21	19-8-21	21-8-21	24-8-21	26-8-21	28-8-21	31-8-21	2-9-21	4-9-21	7-9-21	9-9-21	11-9-21	14-9-21	21-9-21	28-9-21	30-9-21	7-10-21
95	HARNOOR SINGH BEDI	02661101721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
96	HARSH GHANGHAS	01361188819	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
97	HARSH HARI AGARWAL	01561101721	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
98	HARSHIT TEWARI	01161101721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
99	HARSHITA BANGA	02261188820	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
100	HARSHITA JAIN	01214788820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
101	HEMANG GOEL	02361188820	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
102	HIMANSHU SINGH	01314788820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
103	HITEN RAWAT	02361101721	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
104	HITESH KRISHANA	01114701719	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P
105	HRIDAY DUA	02714701721	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
106	ISHAN SRIVASTAVA	01861101721	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
107	ISHITA TULI	01514788820	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P
108	JAGRIT SOIN	01614788820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
109	JAI BENIWAL	01714788820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
110	JATIN MITRA	01814788820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

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111	JEEYA RAJPAL	01814788819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
112	JOSHUA DALY T	01914788820	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
113	KANWALJEET	02014701721	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
114	KARTIK CHOPRA	01761188821	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
115	KARTIKEYA AGGARWAL	02114788820	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
116	KASHISH KOCHHAR	02714788821	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
117	KHUSHI GARG	02214788820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
118	KHUSHI NARANG	02314788820	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
119	KHUSHIN GUPTA	02414788820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
120	KHUSHIT GARG	02461188820	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P
121	KRISH GARG	02514788820	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P
122	KRITIN BERRY	02761101721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
123	KSHITIJ KHANNA	02614788820	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
124	KSHITIJ PUNJ	01461188821	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
125	KSHITIJ SRIVASTAVA	02714788820	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
126	KSHITIZ GUPTA	01561188821	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
127	KUNAL SEHGAL	02561188820	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P
128	KUSH SINGLA	01914701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
129	LAVANYA SAMANT	01514701721	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
130	MANAS AGGARWAL	01961101721	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P


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131	MANVI JAIN	01214701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
132	MAYANK	02514701721	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
133	MAYANK SHARMA	01014788819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
134	MONIKA MEENA	01114788819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
135	NANDINI KHURANA	01314701721	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
136	NIKHIL KUMAR	02161101719	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
137	NITESH JAIN	02314701721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
138	PARITOSH NEGI	02614788821	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
139	PRYANSH BANSAL	01714788819	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
140	PULKIT BHATIA	02561101721	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P
141	PUSHP JAIN	01661188821	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
142	RAJAT GUPTA	02014788821	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P
143	RAUNAQ SINGH BAKSHI	01261101719	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
144	RICHA	02814788821	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
145	RIJUL GOEL	02314788821	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P
146	RINGRUI KHUNGUR BORO	01314701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
147	RITIK BANSAL	01214788819	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P
148	RIYA JAIN	02314701719	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
149	SAGAR THAKUR	01161188819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
150	SANYA CHHABRA	01861188821	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P


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171	UTKARSH MISHRA	02814701721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
172	VAIBHAV JAIN	02214788821	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
173	VAIBHAV THAPLIYAL	01261101721	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
174	VAISHALI MITTAL	02361101719	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
175	VANI SAHNI	01761101721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
176	VANSH KUMAR	02214701721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
177	VANSHIKA MITTAL	01461101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
178	VARDAAN BEHAL	01614701721	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
179	VARTIKA PATWAL	02161101721	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
180	VARUN KUMAR	02014701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
181	VASU SINGHAL	01861101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
182	VASUNDHRA CHAUDHARY	01014701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
183	VIKAS KUMAR	02461101721	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P
184	VISHAL LOUHRIA	02261101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
185	VISHAL MALIK	01814701721	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
186	YASH BHARTIA	02161188821	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P



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MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

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Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution
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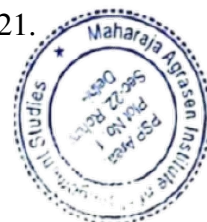
Skill Enhancement Certificate Course **Accounting Software for Business** **9th August -7th October 2021**

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 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 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 186 students enrolled in the course. The course was of 30 hours, divided in 20 sessions of one & half hour each. The mode of the course was Online and all the classes were conducted via Google Meet. The timings of the classes were 3:00pm - 4:30pm. Two batches were formed for convenience. The classes of Batch 1 were conducted on Monday, Wednesday and Friday and on the other hand the classes of Batch 2 were conducted on Tuesday, Thursday and Saturday. The valedictory for the course was conducted on 7th October 2021.

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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. The students were assessed based on the assignment submitted, MCQ test.

It was a great learning experience for the students as well as for the faculty. The sessions were conducted by Mr. Inderpal Singh, Dr. Preeti Bansal, Dr. Ekta Dargan, Dr. Anitha.G, Ms Anu Goyal, Mr. Nakul Anand and Dr. Monica Sharma. Certificates were given only to such students who successfully qualified all the four parameters, namely, attendance, feedback forms, assignments, and quizzes. The credit for this ambitious initiative goes to Prof. Vijay Kr. Khurana (HOD, Business Administration) & his team, who worked under the able guidance of Prof. Ravi Kumar Gupta. 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.


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- 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	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


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18	Printing & Housekeeping, Backup & Restore, Tally Vault	Ms Anu Goyal
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19	Exporting and Inporting Data in Tally and Short-cuts	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

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

Total Sessions: 20 of 1.5 hour each




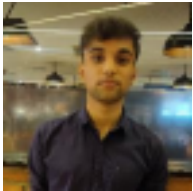
Total number of enrolled students: 81


Total number of students certified: 81

Top Performers of the Course


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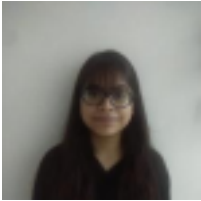




	<p>Ms. Dishika Aggarwal BBA Student MAIMS Aggregate Score: 94.37% (Cash Prize Rs. 500/-)</p>
	<p>Mr. Jagrit Jain BBA Student MAIMS Aggregate Score: 90.45 % (Cash Prize Rs. 500/-)</p>
	<p>Mr. Shubham Gupta BBA Student MAIMS Aggregate Score: 89.37 % (Cash Prize Rs. 500/-)</p>
	<p>Mr. Tushar Garg BBA Student IITM Aggregate Score: 87.50 % (Cash Prize Rs. 500/-)</p>

	<p>Ms Lavanya Sharma BBA Student MAIMS Aggregate Score: 86.60%</p>
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	<p>Ms Kasvi BBA Student MAIMS Aggregate Score: 85.92 %</p>
	<p>Mr. Devansh Gupta BBA Student MAIMS Aggregate Score: 85.87 %</p>
	<p>Mr. Aryaman Tomar BBA Student MAIMS Aggregate Score: 85.34 %</p>


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Sample Certificate:

Skill Enhancement Certificate Course
Accounting Software for Business
9th August -7th October 2021




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