

Seth R.C.S. Arts & Commerce College Durg (C.G.)



**Capacity Building
and
Skills Enhancement Initiatives**



Seth. R. C. S. Arts & Commerce College

Utai Road, Near Ravishankar Shukla Stadium Durg (C.G.) 491001

(Run by District Education Society Durg)

Accredited with Grade B by NAAC

Affiliated to Hemchand Yadav Vishwavidyalaya, Durg

Recognised under 2(f) & 12(B) of the UGC Act, 1956

Phone: (0788) 2322457

Website: www.rcscollege.com Email: rcscollege1964@gmail.com

Date 22/11/2022

Report

Decision Making/ Building Relationships/ Time & Priority Management

सेठ आर. सी. एस. कला एवं वाणिज्य महाविद्यालय में फ्यूचर ट्रेनिंग प्रोग्राम "डिसिजन मैकींग/ बिल्डिंग रिलेशनशीप /टाइम एंड प्रायोरिटी मैनेजमेंट" में कार्यशाला का आयोजन किया गया। कार्यक्रम में मुख्य वक्ता के रूप में श्री जे.सी. राजेश कुमार मिश्रा सिनियर साइंटिफिक ऑफिसर भाभा एटोमिक रिसर्च सेंटर मुंबई उपस्थित हुए।



साथ ही श्री नीलेश केडिया, श्री कुलवंत भाटिया, श्रीमती पल्लवी मिश्रा, श्री अनील बलेवात मंचस्थ थे। कार्यक्रम का प्रारंभ मां सरस्वती की पूजा अर्चना कर की गई। महाविद्यालय के प्राचार्य डॉ. प्रमोद कुमार तिवारी स्वागत भाषण के साथ मुख्य वक्ता का परिचय दिया। जिला शिक्षण समिति दुर्ग के अध्यक्ष श्री प्रवीण चन्द्र तिवारी ने

छात्र-छात्राओं को उत्साह वर्धन करते हुए व्यक्तित्व विकास की बात कही।

मुख्य वक्ता श्री राजेश मिश्रा ने बताया कि निर्णय लेने से पूर्व योजना बनानी चाहिए और भविष्य में होने वाली परिवर्तन के लिए किस प्रकार तैयार रहें एवं भूतकाल एवं भविष्यकाल में निर्णयन के लिए किन किन विषयों की जानकारी होनी चाहिए उनके संबंध में समकों एवं आंकड़ों को प्राप्त करे ताकि हम सही निर्णय ले सकें। कार्यक्रम में छात्र-छात्राएँ एवं प्राध्यापकगण उपस्थित थे। कार्यक्रम का आयोजन प्लेसमेंट सेल द्वारा किया गया। कार्यक्रम का संचालन एवं आभार प्रदर्शन डॉ. दुर्गा शुक्ला ने किया।



प्राचार्य



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Date 17/11/2022

प्रतिवेदन

महिलाओं के हेल्थ एवं हाइजिन पर जागरूकता कार्यक्रम का आयोजन

WOMEN'S HEALTH & HYGIENE AWARENESS Session

Dr. Sangeeta Sinha
Guest Speaker

DATE 17/11/22 | THURSDAY | TIME 11:00 AM

We are organising an awareness session on health and hygiene for women's for all the female members of surana college DURG by **Dr. Sangeeta Sinha** who is a renowned infertility specialist in Bhopal and expert in this field. She has an experience of over 20 years in this field.

+ Venue: Surana College, DURG

सेठ आर. सी. एस. कला एवं वाणिज्य महाविद्यालय दुर्ग एवं सृजन टेस्ट ट्यूब बेबी सेन्टर द्वारा दिनांक 17.11.2022 को महाविद्यालय के छात्राओं एवं महिला स्टाफ के लिए हेल्थ एवं हाइजिन पर जागरूकता कार्यक्रम का आयोजन किया गया। मुख्य वक्ता के रूप में डॉ. संगीता सिन्हा उपस्थित हुईं। उन्होंने महिलाओं में होने वाले हार्मोनल चेन्जेस, मासिक धर्म के समय विभिन्न प्रकार के बदलाव, चेहरे में मुहांसे आना, दर्द का सामना करना एवं अन्य प्रकार की होने वाली बीमारियों पर चर्चा की एवं जीवन शैली को सुधारने की सलाह दी जिससे की इन परेशानियों का सामना न करना पड़े। इन समस्याओं से बचने के लिए स्वास्थ्य वर्धक खान-पान, योगा, एक्सरसाइज, मेडिटेशन

को जीवन शैली में शामिल करने और जंक फुड से दूर रहने की सलाह दी। कार्यक्रम में लगभग 150 छात्राओं एवं समस्त महिला प्राध्यापकगण उपस्थित होकर कार्यक्रम से लाभान्वित हुए।

महाविद्यालय के प्राचार्य डॉ. प्रमोद कुमार तिवारी ने उपस्थित छात्राओं को ऐसी जागरूकता कार्यक्रमों में भाग लेने हेतु उत्साह वर्धन किया। मुख्य वक्ता डॉ. संगीता सिन्हा का महिला इकाई की अध्यक्ष डॉ. किरण तिवारी ने मोमेंटों प्रदान कर सम्मान किया। आभार प्रदर्शन आईक्यूएसी समन्वयक डॉ. पूजा मल्होत्रा एवं मंच संचालन डॉ. दुर्गा शुक्ला ने किया।



डॉ. प्रमोद कुमार तिवारी
प्राचार्य



EDU VENTURES
QUEST TO EDUCATE

Date: September 2, 2022

To,

The Principal,
Seth R.C.S Arts & Commerce College,
Civil Lines,
Durg (Chhattisgarh)

Subject: Memorandum Of Understanding (MOU) for College Tie-up with Sure Skills (Edu Ventures Pvt. Ltd.) Durg – an empanelled institute with Tally Education Private Limited (TEPL)

Respected Sir/Ma'am,

Thank you for receiving the Memorandum Of Understanding (MOU).

Tally Education Private Limited (TEPL), the educational division of Tally Solutions, India's leading business management software product company, proposes to collaborate with your esteemed college to train and certify students on Tally. **Tally Certifications** include relevant concepts and application of accounting and GST, and have been created with different levels to provide a platform to candidates to enhance their employability and simultaneously offer assurance of skilled resources to the potential employers.

TEPL is the only entity authorised to issue certifications on Tally. Tally **Training and Assessment centres (TACs)** are a network of empanelled centres with TEPL to offer these certifications and associated training support. The TACs also provide additional support by way of training to the students.

We solicit your support for initiating the Certification programme at the earliest convenient date.

Please feel free to contact undersigned for any other information or clarification required.

Thanking you,

Yours truly,

Aditi Gupta
Sure Skills (Edu Ventures Pvt. Ltd.)
Durg, Chhattisgarh
Contact: 9752-11-4722
Email: aditi@eduventures.in



Encl: 1) TAC empanelment/authorization certificate
2) A Sample copy of TallyEssential certification
3) Training content



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No. S/R.C.S./1450/2022

Date 15/09/2022

College/University Application Form

Name of the College/University : Seth R. C. S. Arts & Commerce College, Durg
Name of Society/Trust (If applicable): District Education Society Durg
Affiliated to : Hemchand Yadav Vishwavidyalaya Durg
Registration No :

Contact Person : Dr. Pooja Malhotra
Designation : Assistant Professor
College/University Address : Utai Road, Near Ravishankar Shukla Stadium, Durg
City : Durg
Pin Code : 491001
State : Chhattisgarh
Phone : 0788-2322457
Fax :
Contact person Mobile No. : 9301402000
E-Mail : profpooja5@gmail.com
No. of Computers Available : 15

Total student strength of the college : 1100

Student strength for commerce stream : 665

Expected number of enrolments in FY 2022-23 for Tally Certification: 50

License to be issued in the name of: Seth R. C. S. Arts & Commerce College, Durg

Declaration: We understand that the license offered to the College/University is for exclusively for training purpose and Tally shall have the sole discretion in extending the validity of the license. We also hereby give our consent to have a 2*2 Tally board installed in our computer lab.

(Authorized Signatory with college seal)

For Office Use:

Regional Manager Name

Submitted for E-approval on: _____

Approved by CEO (Y/N) : _____

Approval Number : _____

License Number : _____

Validity : _____

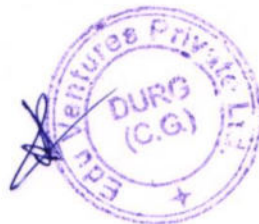


Training Contents

TallyEssential Level 1	
Chapter 1: Fundamentals of Accounting	
1.1	Introduction
1.2	Terminologies used in Accounting
1.3	Concepts of Accounting
1.4	Double Entry System of Accounting
1.5	Golden Rules of Accounting
1.6	Recording of Business Transactions
1.7	Financial Statements
1.8	Computerised Accounting
Practice Exercises	
Chapter 2: Introduction to TallyPrime	
2.1	Introduction
2.2	Features of TallyPrime
2.3	Types of Licenses in TallyPrime
2.4	Working TallyPrime in Educational Mode
2.5	Company Creation and Setting up Company Features in TallyPrime
2.6	Getting Started with TallyPrime
2.7	Shut the Company
Practice Exercises	
Chapter 3: Maintaining Chart of Accounts	
3.1	Introduction
3.2	Chart of Accounts
3.3	Creation / Alteration / Deletion of Masters in TallyPrime
3.4	Multi-Masters Creation and Display of Chart of Accounts
Practice Exercises	
Chapter 4: Recording and Maintaining Accounting Transactions	
4.1	Introduction
4.2	Recording Transactions in Tally
4.3	Recording Accounting Vouchers in TallyPrime
Practice Exercises	
Chapter 5: Banking	
5.1	Introduction
5.2	Banking Payments
5.3	Cheque Printing
5.4	Deposit Slip
5.5	Payment Advice
5.6	Bank Reconciliation
Practice Exercises	
Chapter 6: Generating Financial Statements and MIS Reports	
6.1	Introduction
6.2	Final Accounts Reports in Tally
6.3	MIS Reports in Tally
Practice Exercises	
Chapter 7: Data Security	
7.1	Introduction
7.2	Security Control
7.3	Activation of Security Control
7.4	Creation of Security Levels (User Roles)
7.5	Creation of Users And Passwords for Company
7.6	Accessing the company using Security Levels
7.7	Auto Login



7.8 Tally Vault Practice Exercises
Chapter 8: Company Data Management
8.1 Introduction 8.2 Backup of Company Data 8.3 Restoring of Company Data 8.4 Company Data Repair 8.5 Migration of Tally.ERP 9 Company Data to TallyPrime Practice Exercises
Chapter 9: Storage and Inventory
9.1 Introduction 9.2 Supply Chain 9.3 Inventory Management 9.4 Inventory Masters in TallyPrime 9.5 Tracking of Movements of Goods in Batches/Lots 9.6 Price Levels and Price Lists Practice Exercises
Chapter 10: Accounts Receivable and Payable Management
10.1 Introduction 10.2 Accounts Payable and Receivable 10.3 Maintain Bill-wise Entry 10.4 Activation of Bill-wise Entry 10.5 Specifying of Credit Limit for Parties 10.6 Splitting of Credit Sale Into Multiple Bills 10.7 Payment Performance of Debtors 10.8 Bills Payable and Receivable Reports in TallyPrime Practice Exercises
Chapter 11: Purchase and Sales Order Management
11.1 Introduction 11.2 Purchase Order Processing 11.3 Sales Order Processing 11.4 Order Outstandings 11.5 Reorder Level 11.6 Godown Transfer in TallyPrime Practice Exercises
Chapter 12: Goods and Services Tax (GST)
12.1 Introduction to GST 12.2 Activate GST for a company in TallyPrime 12.3 Record Interstate & Intrastate Inward and Outward Supplies 12.4 Generate GST Invoices and Tax payments 12.5 Generate GSTR-1, GSTR-3B Practice Exercises
Business Case Study





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No. S/RCS/632/23

Date 23/02/2022

Letter of Appreciation

This is to acknowledge that sure skill has completed Tally program successfully for the first batch of session-2022-23 of Seth R.C.S. Arts & Commerce College, Durg (C.G.)

We appreciate your efforts.

Looking forward for further collaboration

Regards

Principal

Principal
Seth R.C.S. Arts & Comm.
College Durg (C.G.)

