



# R. J. COLLEGE of Arts, Science & Commerce (AUTONOMOUS)

(Hindi Vidya Prachar Samiti's) RAMNIRANJAN JHUNJHUNWALA COLLEGE of Arts, Science & Commerce)

Opposite Ghatkopar Railway Station, Ghatkopar (West), Mumbai 400086, Maharashtra, INDIA.

Website: [www.rjcollege.edu.in](http://www.rjcollege.edu.in) Email: [rjcollege@rjcollege.edu.in](mailto:rjcollege@rjcollege.edu.in) Tel No: +91 22 25151763 Fax No: +91 22 25150957

College is recognized under Section 2(f) & 12(B) of the UGC Act, 1956

Affiliated to UNIVERSITY OF MUMBAI || NAAC Re-Accredited 'A' Grade (CGPA: 3.50)

Date: 30 June 2021

**NOTICE**  
**Department of BAF**  
**Organizes**  
**Value Added Course on Tally**

**Date:** July 05 - 29, 2021  
**Time:** 3pm to 5pm  
**Days:** Monday to Saturday

Interested students can register on <https://forms.gle/azDgYcNcaYPBgyU5A> before July 04, 2021

**Note:** Attendance is compulsory. Students scoring more than 40% are entitled to receive a certificate of completion and 2 credit point in their grade card

*RS Shukla*



*[Signature]*  
PRINCIPAL  
RAMNIRANJAN JHUNJHUNWALA COLLEGE  
OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS)  
Ghatkopar (W), Mumbai-400086, Maharashtra, INDIA

**2019: Star College Status by DBT**

**2008: Best College by University of Mumbai    2010: IMC RBNQ Award 'Performance Excellence' for the year 2009**  
**2011: 'Best Teacher Award' by Government of Maharashtra    2013: DST-FIST    2014: DBT STAR College**

**2013 & 2014: 'Jagar Jaanivancha Award' by Govt. of Maharashtra    2016: ISO 14001:2015    2016: ISO 9001:2015    2017: ISO 27001:2013**

**2018: Autonomous Status by University Grants Commission (No. F. 22-1/2018(AC) - 28.05.2018) & by University of Mumbai (No. Aff./ICD/18-19/440 - 08.06.2018)**



AY 2021-22

# Hindi Vidya Prachar Samiti's RAMNIRANJAN JHUNJHUNWALA COLLEGE (AUTONOMOUS)

(Also known as R. J. College of Arts, Science & Commerce as per UGC Notification)

Affiliated to UNIVERSITY OF MUMBAI II Recognized by UGC under 2f & 12B  
NAAC Accredited 'A GRADE' with CGPA 3.50

## Knowledge is all Ambrosia

CERTIFICATE  
COURSE IN

Tally ERP 9  
with GST

A

T

S

M

C



[www.rjcollege.edu.in](http://www.rjcollege.edu.in)



[rjcollege@rjcollege.edu.in](mailto:rjcollege@rjcollege.edu.in)



+91 22 25151763



Opposite Railway Station, Ghatkopar (W),  
Mumbai 400 086, Maharashtra, INDIA.



# ABOUT US

Hindi Vidya Prachar Samiti was incepted on the auspicious day of Shri Krishna Janmashtami, 15th August 1938. A brain child of a visionary Late Shri Nandkishore Singh Jairamji, samiti was established with the objectives of catering to the educational needs of the Hindi speaking community. Ramniranjan Jhunjhunwala College came into existence in 1963, enabling a larger section of the society to take advantage of the facilities provided for higher education.

From 1999-2000 the College has added a number of self-financing courses like B.M.S., B.B.I., B.Sc. in Computer Science, Information Technology, Biotechnology, M.Sc. in Computer Science, Biotechnology and Information Technology as well as add on courses, which further hone the special skills of the students.

The college has been reaccredited with 'A' Grade by NAAC in 2014 with a CGPA 3.50 and received the Best College Award (2007-2008) of the University of Mumbai.

The College has been bestowed with IMC "Ramkrishna Bajaj Performance Excellence Trophy", 2010.

The Principal of the college was awarded "Best Teacher" by Government of Maharashtra in 2011.

Government of Maharashtra conferred the college with "JAAGAR JAANIVANCHA" (First in Mumbai Suburban- in 2013 and Second in Mumbai Suburban- in 2014) for safety of girls.

**C**ourse Code: **RJCUBAFC02**

**D**uration: **40** hours

**C**redits : **02**

## LEARNING OUTCOME

- To develop computer skill of recording financial transactions, preparation of annual accounts and reports using Tally software.
- To apply the knowledge of quantitative tool and techniques in the interpretation of data for managerial decision making.



## COURSE OBJECTIVE

- To enable the learner to gain an in depth knowledge in accounting Tally software and its allied subject.
- To enable the learner to acquire necessary competency by imparting knowledge of various concepts methods and approaches to analyze complex business issues.
- To improve their competitive position through practical methods and update the changes in the subject areas

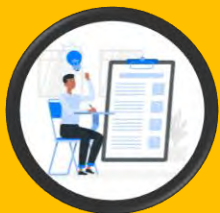


# COURSE CONTENT

1	Introduction
2	Basic Short cut keys
3	<u>Accounting</u> a. Groups b. Ledgers
4	Accounting Vouchers & Invoices
5	Other Accounting Features
6	<u>Inventory</u> a. Stock Groups b. Stock item & Units creation c. Stock Categories d. Godowns e. Purchase & Sales Invoice Creation f. Actual & Billed Invoice g. Discounted Bills
7	<u>Inventory Vouchers</u> a. Stock Journals b. Physical stocks
8	Inventory features a. Purchase Orders b. Sales Order c. Tracking Notes d. Rejection inward & outward
9	Multi- Currency
10	Non- Cash Vouchers
11	BRS
12	Payrolls & Pay slips
13	Taxations a. TDS b. TCS c. GST

Continuous Evaluation with test/assignments at the end of the units

## EVALUATION



100 MARKS



PASSING 40

WHO SHOULD DO IT?  
Any Student



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## Report Value Added Course on Tally BAF Department

Date: July 05 - 29, 2021

Time: 3pm to 5pm

Attendees: BAF, BVOG

No. of attendees: 95

No. of participants eligible for credits/certificate: 71

No. of teachers involved: 01

Resource person: Ms. Kiran Johare

Finance Analyst, in Accenture Service Pvt. Ltd.

Course Code: RJCUBAFCO2

Total No of Hours: 40

Total No of Credits: 02

Mode: Zoom (online)

Joining link:

<https://rjcollege-edu->

[in.zoom.us/j/81046064848?pwd=RFVZY0hYTEtwNmtLZ1NYaIZyQ3MxUT09](https://rjcollege-edu-in.zoom.us/j/81046064848?pwd=RFVZY0hYTEtwNmtLZ1NYaIZyQ3MxUT09)

[9](https://rjcollege-edu-in.zoom.us/j/81046064848?pwd=RFVZY0hYTEtwNmtLZ1NYaIZyQ3MxUT09)

Meeting ID: 810 4606 4848

Passcode: tally

*RS Bulky*



*[Signature]*  
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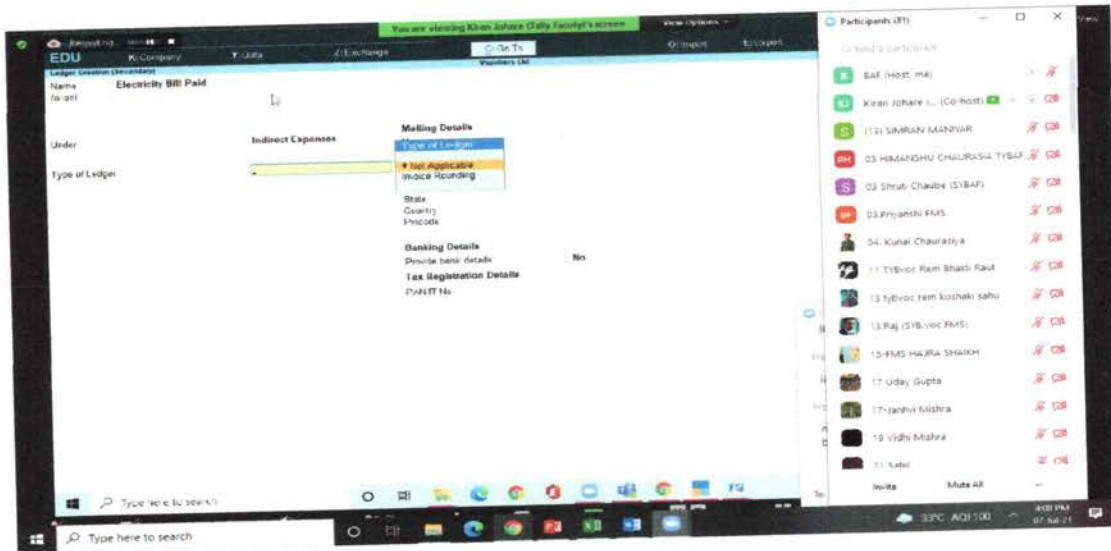
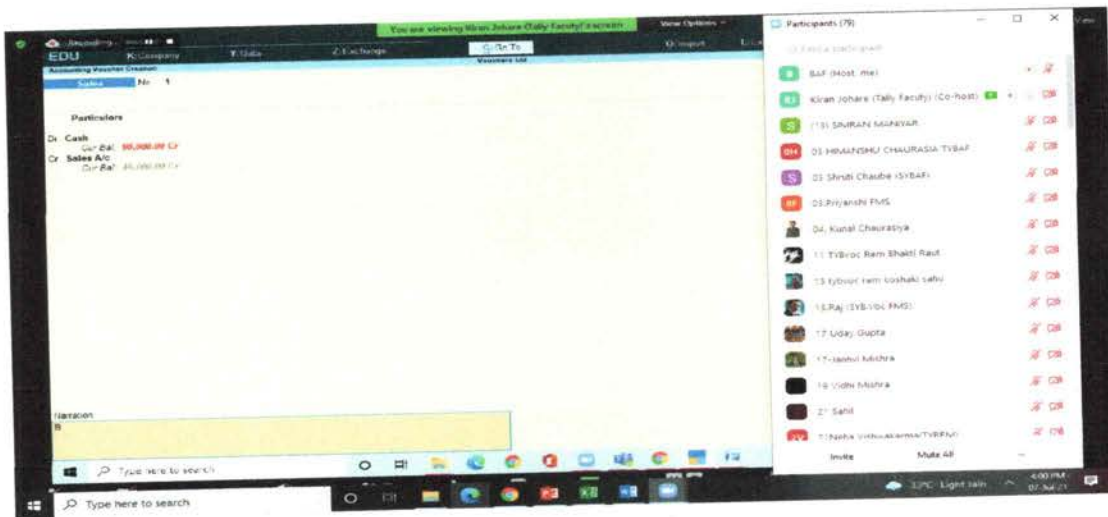
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## Photographs of the session



*R. J. College*

*[Signature]*

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## List of students eligible for credit:

Sr. No	Last Name	First Name	Class
1	Behera	Jyoti	SYBAF
2	Chaube	Shruti	SYBAF
3	Chauhan	Abhishek	SYBAF
4	Dalvi	Mrunali	SYBAF
5	Dubey	Anchal	SYBAF
6	Gupta	Disha	SYBAF
7	Gupta	Khushbu	SYBAF
8	Gupta	Uday	SYBAF
9	Jaiswar	Anjali	SYBAF
10	KANNAUJIYA	PAYAL	SYBAF
11	Kumbh	Shivkumar	SYBAF
12	Mishra	Riyashri	SYBAF
13	Nahak	Priya	SYBAF
14	Nayak	Jaya	SYBAF
15		Saif Husain	SYBAF
16	Pandey	Mansi	SYBAF
17	Saroj	Neha	SYBAF
18	Shaikh	Shahista	SYBAF
19	Shaikh	Muskan Mohd Ojar	SYBAF
20	Singh	Amrita	SYBAF
21	Singh	Ritika	SYBAF
22	Sonar	Nandini	SYBAF
23	Talkar	Shravani	SYBAF
24	Thakur	Sneha	SYBAF
25	Varma	Nikita	SYBAF
26	Yadav	Anita	SYBAF
27	Yadav	Poonam	SYBAF
28	Yadav	Ujala	SYBAF



*ESL*

*[Signature]*  
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29	Chauhan	Priyanshi	SYBVOC- FMS
30	Dabhade	Sanjivani	SYBVOC- FMS
31	Dhuriya	Sachin	SYBVOC- FMS
32	Jaiswar	Raj	SYBVOC- FMS
33	Pandey	Sneha	SYBVOC- FMS
34	Rana	Nisha	SYBVOC- FMS
35	Tarannum	Shaikh	SYBVOC- FMS
36	Thakur	Sejal	SYBVOC- FMS
37	Solanki	Rishi	SYBVOC-REM
38	Ansari	Areeb	TYBAF
39	Bhardwaj	Priyanka	TYBAF
40	CHAURASIA	HIMANSHU	TYBAF
41	Chaurasiya	Kunal	TYBAF
42	Gupta	Pooja	TYBAF
43	Jaiswal	Suseela	TYBAF
44	Mishra	Akhil	TYBAF
45	Mishra	Janhvi	TYBAF
46	Mishra	Vidhi	TYBAF
47	Ojha	Deepu	TYBAF
48	Pandey	Riya	TYBAF
49	Prasad	Priyanka	TYBAF
50	Rane	Sneha	TYBAF
51	Raut	Aishwarya	TYBAF
52	Sharma	Harsh	TYBAF
53	Shukla	Neha	TYBAF
54	Shukla	Ambika	TYBAF
55	Singh	Yash	TYBAF
56	Vishwakarma	Aarti	TYBAF
57	Vishwakarma	Aashna	TYBAF
58	Gupta	Rinku	TYBAF
59	Beig	Mirza sahil	TYBVOC-FMS



*PSK*

*[Signature]*  
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60	Patle	Prajakta	TYBVOC-FMS
61	Shaikh	Hajra	TYBVOC-FMS
62	Shaikh	Salik	TYBVOC-FMS
63	Varma	Nikita	TYBVOC-FMS
64	Yadav	Sonali	TYBVOC-FMS
65	Khan	Aman	TYBVOC-FMS
66	BALMIKI	Seeta	TYBVOC-REM
67	Raut	Bhakti	TYBVOC-REM
68	Sahu	Koshaki	TYBVOC-REM
69	Shaikh	Abdul Sami	TYBVOC-REM
70	Vishwakarma	Neha	TYBVOC-REM
71	Pandey	Priya	TYBA

PS Lully



Principal  
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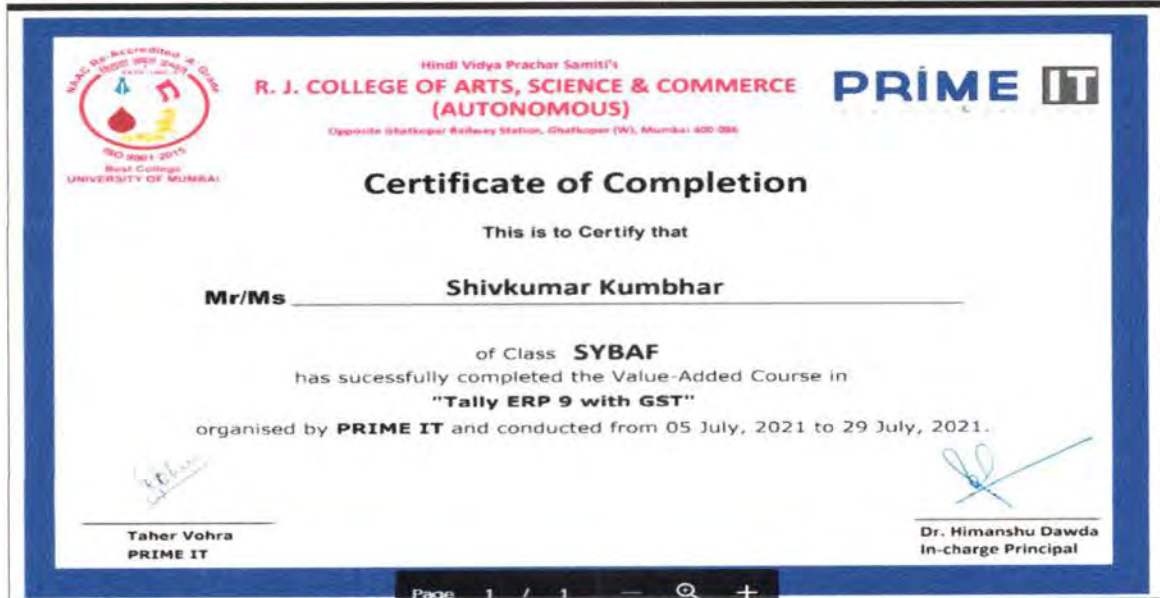
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## Certificates:



MAAC Re-Accredited 'A' Grade  
ESTD. 1983  
RJC  
ISO 9001:2015  
Best College  
UNIVERSITY OF MUMBAI

Hindi Vidya Prachar Samiti's  
**R. J. COLLEGE OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS)**  
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**PRIME IT**

### Certificate of Completion

This is to Certify that

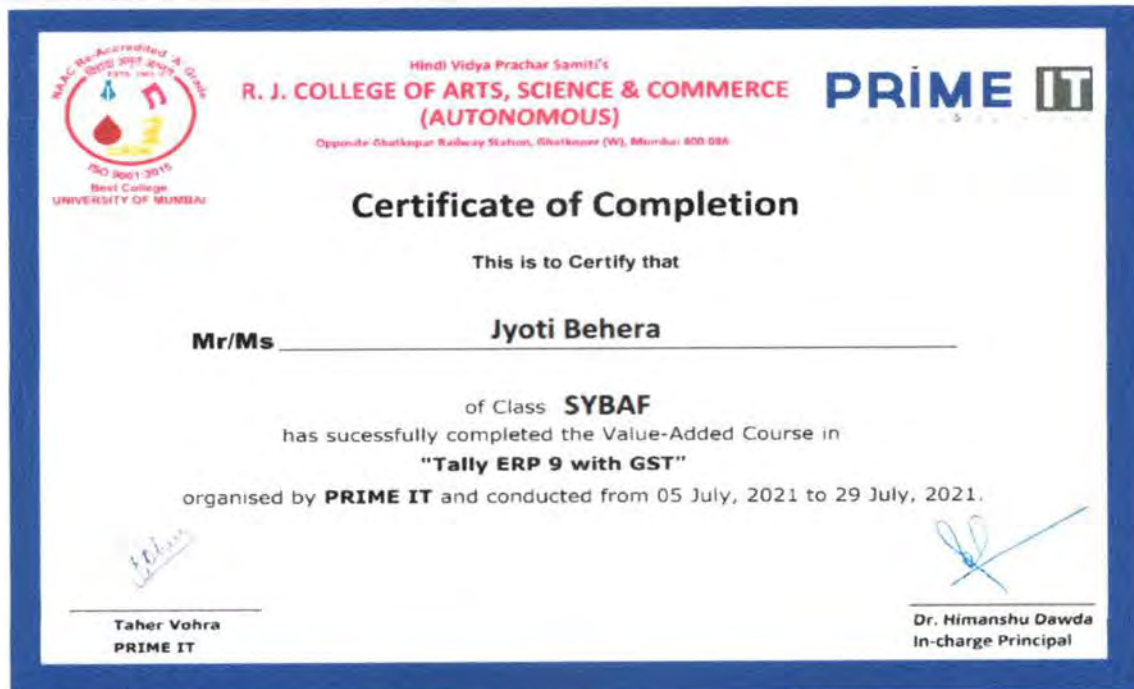
**Mr/Ms Shivkumar Kumbhar**

of Class **SYBAF**  
has successfully completed the Value-Added Course in  
**"Tally ERP 9 with GST"**  
organised by **PRIME IT** and conducted from 05 July, 2021 to 29 July, 2021.

Taher Vohra  
PRIME IT

Dr. Himanshu Dawda  
In-charge Principal

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MAAC Re-Accredited 'A' Grade  
ESTD. 1983  
RJC  
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**PRIME IT**

### Certificate of Completion

This is to Certify that

**Mr/Ms Jyoti Behera**

of Class **SYBAF**  
has successfully completed the Value-Added Course in  
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Taher Vohra  
PRIME IT

Dr. Himanshu Dawda  
In-charge Principal



*RSKulkarni*

*[Signature]*  
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