

Date: 8th September 2022

**NOTICE**

**Department of B. Com (Accounting and Finance)**

**Organizes**

**Value Added Course on Tally**


**Date:** 10th October - 6th December 2022

**Time:** 11.00 am to 12.30 pm

**Days:** Monday to Saturday

Interested students can register on <https://forms.gle/j6H9Q51EnLZXHK7s6> before September 10th, 2022.

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

  
**Rekha Shetty**  
**BAF In- Charge**



  
**Dr. Himanshu Dawda**

**Principal**  
**PRINCIPAL**  
RAMNIRANJAN JHUNJHUNWALA COLLEGE  
OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS)  
Ghatkopar (W), Mumbai-400 086, Maharashtra, INDIA

**2019: Star College Status by DBT**

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# 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.

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## BROCHURE



AY 2022-23

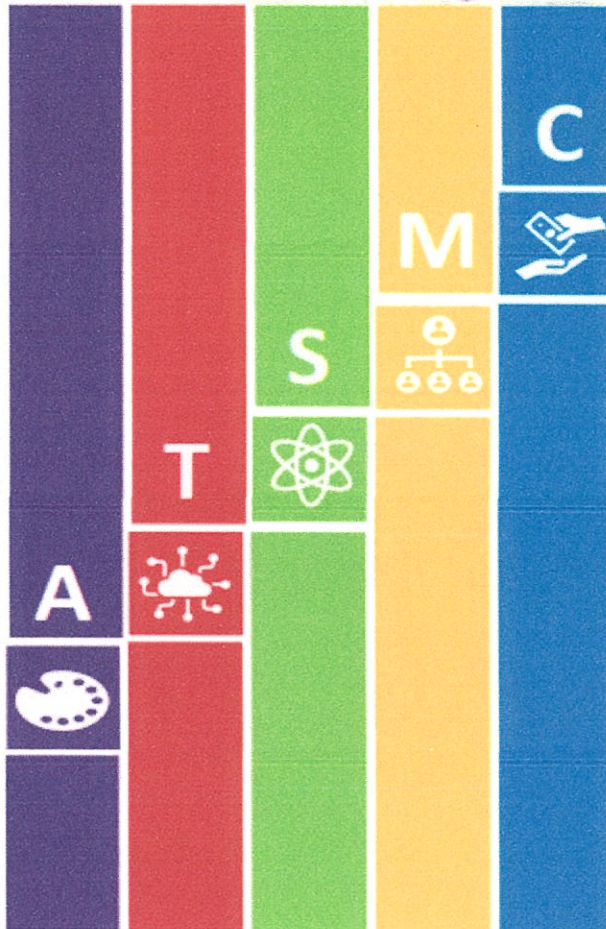
Hindi Vidya Prachar Samiti's

**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**

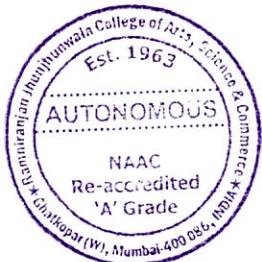
**Tally ERP 9  
with GST**

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**CERTIFICATE COURSE IN TALLY ERP 9 WITH GST**



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 reaccruited 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



  
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**CERTIFICATE COURSE IN GST ERP 9 WITH GST**

**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**

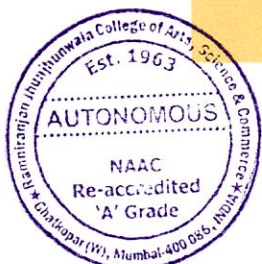


**100 MARKS**

**PASSING 40**

**WHO SHOULD DO**

**Any Student IT?**



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## RESUME

Name : Ankita Vilas Mahadik  
Correspondence Address : Prabhat Colony, Jaku Club, Philips Chawl,  
Road No-9, Santacruz (East)  
Mumbai 400055.  
Permanent Address : Prabhat Colony, Jaku Club, Philips Chawl,  
Road No-9, Santacruz (East)  
Mumbai 400055.  
Date of Birth : 15/2/2000  
Contact Details : 8779774459  
Email ID: mahadikanki0202@gmail.com  
Education Qualification : Completing SSC  
Completing HSC  
Appearing T.Y.B. Com from SNTD College Malad-  
West

### Work Experience:

Working with SDVTII as Trainee since February 2020 to-date.

### Job Responsibilities:

1. Conducted orientation lectures for the students of "Shree Ram Welfare Society's High School" for "Digital Literacy" course.
2. Training students of Shree Ram Welfare Society's School
3. Marking attendance of all students attending the course.
4. Maintaining database of the students
5. Conducting exams both online and offline for the students.
6. Tele calling from database and counselling students for Skills Centre courses.
7. Maintaining and updating database of all enquiries of courses offered by the skills centre.
8. Designed brochure and leaflet for the Skills Centre.
9. Preparing and maintaining the counselling docs as per advice of the Management of the Skills Centre.
10. Currently training a batch of students for Computer Accounting course at the Skills Centre.

### Work Experience:

Worked with Mahyavanshi Shikshan Pracharak Sangh as Junior Computer Trainer cum Institute administrator July 2019 to December 2019.

### Job Responsibilities:

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1. Conducted orientation lectures for the students for "Basic Computer" course.
2. Conducted promotional activity in the neighbourhood by distributing leaflets and coupon to students.
3. Training students at the centre
4. Maintaining database of the students
5. Tele calling from database of prospective students.
6. Counselling walkin students at the centre.
7. Managing day to day activities at the centre like fee collection, housekeeping etc.

## Other Qualification

:

Done Retail Sale Association Course at SDVTII

Done Tally Prime Level 1 Course at SDVTII

Doing Computer Course: -

- Completed 1<sup>st</sup> Module Office Automation MS Office 2013
- Completed 2<sup>nd</sup> Module Tally Erp9 Level 1
- Completed 3<sup>rd</sup> Module Tally Erp9 Level 2



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## Department of BCOM (ACCOUNTING & FINANCE)

Academic Year: 2022-23

### Value Added Course on Tally BAF Department

Date: 10th October - 6th December 2022

Time: 11.00 am to 12.30 pm

No. of participants eligible for credits/certificate: 44

No. of teachers involved: 01.

Resource person: Ms. Ankita Mahadik.

Course Code: RJCUBAFCO2

Total No of Hours: 40

Total No of Credits: 02

The Department of B.Com (Accounting and Finance) conducted a value added course in Tally from 10<sup>th</sup> October to 6<sup>th</sup> December 2022. The resource person for the course was Ms. Ankita Mahadik. The value-added course in Tally gave students an insight regarding the basic shortcut keys used in Tally. Students were taught about how to analyze complex business issues and solve them. 44 students successfully completed the course and were issued with a certificate and two grade points.



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**Photographs of the Value-added Course in Tally**



Ms. Ankita Mahadik interacting with students.





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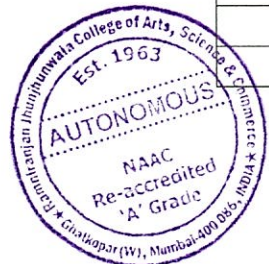
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**List of Students Who Completed the Value Added Course in Tally**

Sr No	Students Name	Roll No
1	KURMI KHUSHBOO MAHENDRA KUSUMAVATI	4003
2	BASIL THOMAS VARGHESE BINDU	4005
3	RAJBHAR RAJNISH SHIVNARAYAN FULADEVI	4007
4	SHARMA MANOJ KUMAR NAGENDRA PRASAD RADHA DEVI	4008
5	BHARAMBE CHINMAYI SUDHIR SUNANDA	4009
6	BARAI AMIT KUMAR AJAY KUMAR JHINMATI DEVI	4010
7	SHELAR SUMIT SAHADEV SHOBHA	4012
8	SAW SURAJ DEGLAL FAGUNI	4013
9	GUPTA SONAL SAHDEV SUMAN	4014
10	CHAURASIA ANURAG RISHIKESH KANCHAN	4016
11	KHAN MOSAIF ASLAM HAMIDA	4017
12	MISHRA BHAVINI CHANDRAMANI SANTOSHI	4020
13	MEER SAFIYA KHATOON JASEEM ALAM NAZDA KHATOON	4021
14	SINGH ANJALI SHRAVAN SADHANA	4022
15	PANDEY SONAM MITHILESH GUDDI	4023
16	BAJIYALA USHA SOHAN SUBHAGADEVI	4026
17	MISHRA SHRUTI RAKESH VIBHA	4029
18	CHAURASIYA SARITA CHAKRAWORTHY URMILA	4030
19	GOWDA BHASKAR NARSIMHA VARLAXMI	4032
20	PRAJAPATI VINAY JAWAHAR SHUBHAVATI	4034
21	SINGH AYUSHKUMAR MANOJKUMAR PRATIMA	4035
22	KAJALE AARYA CHANDRASHEKHAR RUTUJA	4036
23	MORE PURVA PRABHAKAR PRATIKSHA	4037
24	PRAJAPATI ANJALI SURENDRA SANGITA	4040
25	THAPA PARAS HARISHCHANDRA JUMADEVI	4042
26	SHARMA VAISHALI MRIGANKSHEKHAR HEMA	4043
27	PRAJAPATI HEMLATA DILIP KUMAR MOVANI	4044
28	PRAJAPATI JAINATH KUNDAN SINGARIDEVI	4045
29	SHEDGE DEEPAK JANARDAN SUVARNA	4046
30	PANDEY SHRAVAN KUMAR CHANDRAMAULI POONAM	4047
31	NIKAM SANJIVANI KISAN KAVITA	4049
32	JAIN HARSHITA KAMLESH MANJU	4050
33	PANIGRAHI BHARTI RAVINDRA PRANITA	4051
34	RANE CHAITANYA PRADIP NIRMALA	4052
35	ANSARI TAIBA SHAMIM SHANNO	4054



*[Signature]*  
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36	SHARMA KSHITIJ VINOD PADMINI	4055
37	GUNJAL SHRUTI BABAJI SUSHAMA	4057
38	GAUDA ARVIND ARUN ANITA	4059
39	AHIRE SNEHA BALKRISHNA MANISHA	4060
40	JAIWAL PRITI SURESH SAROJ	4061
41	DUDWADKAR LOUKIK SUSHIL KAVITA	4063
42	FIDVI AMMAR SHAKIR JAINAB	4068
43	SINGH YASH INDRAKESH NEETU	4069
44	BHARDWAJ POOJA KUMARI SANJAY SANJU	4070



  
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### Certificate of Completion


This is to Certify that


**Mr/Ms** \_\_\_\_\_ **CHAURASIYA SARITA CHAKRAWORTHY URMILA**


has successfully completed the Value-Added Course in

**"Tally ERP 9 with GST"**


organised by **PRIME IT** and conducted from 10 October, 2022 to 10 December, 2022.

  
Taher Vohra  
PRIME IT

  
Dr. Himanshu Dawda  
In-charge Principal



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### Certificate of Completion


This is to Certify that


**Mr/Ms** \_\_\_\_\_ **THAPA PARAS HARISHCHANDRA JUMADEV**

has successfully completed the Value-Added Course in

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PRIME IT

  
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In-charge Principal



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