

## **Skill Development Training Program on Tally Accounting**

Looking to the need of Information Technology enabled Human Resource (ITEH), two weeks “**Skill development training on Tally accounting**” for M.Com students is being jointly organized by **Skill development Cell & Department of Information Technology**, Institute of Technology.

Tally is popularly known as an accounting software for small and medium businesses. It does all the functions of accounting that a particularly mid-sized business has. Knowledge of Tally is one of the key skills expected from Account Executives, Finance Executives, Account & Administration Manager, and Executive taxations & Accounts.

### **Core Features of Tally**

1. Accounting
2. Billing
3. Sales and profit analysis
4. Banking
5. Inventory
6. Taxation (VAT, TDS, TCS)

The Program is as follows

Dates: **29-02-2016 to 11 -03-2016** (Two weeks)

Target Students: M.Com.

Last date of Registration: **25-02-16**

### **Venue:**

1. **E-class room (New IT building)** – Demonstration of Tally Accounting Software
2. **Advanced programming lab**, Information Technology Department (New IT building)- Hands on training

### **Programme Schedule:**

<b>S.No.</b>	<b>Dates</b>	<b>Time</b>	<b>Batch</b>	<b>Venue</b>
1	29/02/2016 – 01/03/2016	1PM -3PM	All students	E-class room
2	02/03/2016	1PM -3PM	Ist batch	Advanced Programing lab, IT
3	03/03/2016	1PM -3PM	IIInd batch	Advanced Programing lab, IT
4	04/03/2016	1PM -3PM	IIIrd batch	Advanced Programing lab, IT
5	07/03/2016- 08/03/2016	1PM -3PM	All students	E-class room
6	09/03/2016	1PM -3PM	Ist batch	Advanced Programing lab, IT
7	10/03/2016	1PM -3PM	IIInd batch	Advanced Programing lab, IT
8	11/03/2016	1PM -3PM	IIIrd batch	Advanced Programing lab, IT

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**Coordinator, Training program**