



दुरितांघे तिमिर जावो !

Shikshan Prasarak Mandal's Anadur

JAWAHAR ART'S, SCIENCE & COMMERCE COLLEGE, ANADUR

Tq. Tuljapur, Dist. Osmanabad-413 603

NAAC GRADE - B++(CUPA 2.81)

President :- Shri. B.F.Kasture

Secretary :- Shri. S.N. Alure Guruji

I/C Principal :- Dr.Smt. M.B. Jadhav(Mob.9960242667)

☎ :- (02471) 246037, 246737

Date: 01/01/2018

Notice

All the faculty members of Commerce Department are hereby informed that a meeting of our department will be held on day 01/01 / 2018 under the chairmanship of our head Dr. S.G.Birajdar to discuss the following agenda. So everyone should attend on time.

Agenda for meeting:

1. To discuss about the certificate course Basic account writing with Tally.
3. To prepare and frame the syllabus of certificate course.
5. To formulate the BOS.
6. To prepare the Time-Table of certificate course.
7. To conduct other activities regarding the course.
8. To prepare timetable with the permission of chairperson.

Head,

Dept. of Commerce

PRINCIPAL

Jawahar Arts, Science & Commerce
College, Anadur,
Tal. Tuljapur, Dist. Osmanabad

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Date: 01/01/2018

Proceeding of Commerce Departmental Meeting

On 01 /01/2018 a meeting was held in department of Commerce under the chairperson Dr. S.G.Birajdar (HOD). In this meeting discussion made on how the conduct the certificate course of Basic Account writing with Tally. All faculties are unanimously agreed to run this certificate course for all UG students. Discussion was successful regarding to construct the syllabus, timetable, the nature of Question paper and the said course admission form. All faculties assured each other to give healthy contribution for running this course and all other efforts needed. Finally all faculties are firmly decided to construct the syllabus, timetable, sample question paper and admission form and to convey to Hon. Principal for further approval from College Development committee.

• Dr.S.G.Birajdar

• Dr. D.D.Kadam

Principal
PRINCIPAL

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Date: 02 /01/2018

To,

Principal,

JASC College, Anadur.

Tq. Tuljapur, Dist. Osmanabad.

Sub: Application for the permission of Certificate course for commerce faculty students

Dear Sir,

With reference to above cited subject I am kindly informing you that a departmental meeting of Commerce was held on date 01/ 01/2018 in this meeting all faculty are unanimously decided to conduct a certificate course in “**Basic Account writing with Tally**” during this academic year 2017-18. In this meeting we all faculty also make a action plan to run this certificate course with all necessary formalities. So we all the Commerce faculty are requesting to you give us approval for said courses.

Attached:

- ✓ Time-Table
- ✓ Syllabus
- ✓ Question Paper Pattern
- ✓ Admission form
- ✓

Dr. S.G. Birajdar

Dr. D.D.Kadam

Head

(Dr. S.G.Birajdar)

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☎ :- (02471) 246037, 246737

Ref.No.JASC/2017-18

Date: 4/1/2018

To,

1} Dr. D.D. Kadam

2} Dr. B.S. Rajole

Ad-hoc Board in Commerce

Ad-hoc Board in Commerce

JASC College, Anadur,

S.P. ASC College, Lohara.

Tq. Tuljapur, Dist. Osmanabad

Tq. Lohara, Dist. Osmanabad.

Mob: 7588337405

Mob: 9421449832

3) shri S.G. Birajdar JASC College, Anadur,

Tq. Tuljapur, Dist. Osmanabad

Mob.No. 9175640623

Subject: Constitution of Ad-hoc Board in Commerce (Certificate Courses- Basic Account Writing & Tally)

Sir/Madam,

I am to inform your that the Hon'ble Principal is pleased to nominate you as a Member/Chairman on the Ad-hoc Board in Commerce for this previous year 2017-18 as per provision statute-159 of the university act.

While requesting you to accept this invitation to work on the Ad-hoc Board. I do realize your busy moments in your own field. Yet in view of your expertise in the subject. I shall be thankful if you accept the membership of the Ad-hoc Board for enriching the academic standards of the university through your valuable contribution.

Your appointment shall be governed by and subject to the provisions of the Maharashtra Public University Act, 2016 as amended from time to time.

Kindly communicate your acceptance at the earliest.


H/C Principal
PRINCIPAL

Jawahar Arts, Science & Commerce
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Ref No. JMA/2017-18

Date: 04 / 01 / 2018

To,

Dr.Balaji Rajole.,

Asst. Prof., Dept of Commerce

Shankarrao Jawale Patil Mahavidyalaya

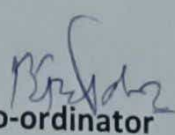
Lohara Dist. Osmanabad

Subject: Nomination as BOS member for the Certificate Course in Basic Accounting with Tally

Dear Sir,

It gives us immense pleasure to inform you that department of Commerce has introduced a Certificate Course in Basic Accounting with Tally .You have been nominated as a member of Board of Studies for the Academic Year 2017-18. You are expected to cooperate in designing the syllabus and evaluation of the certificate course. Please, accept the nomination and cooperate us.

Thank You


Course Co-ordinator

Dr.S.G.Birajdar


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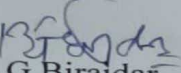
I/C Principal :- Dr.Smt. M.B. Jadhav (Mob.9960242667)

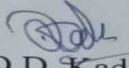
☎ :- (02471) 246037, 246737

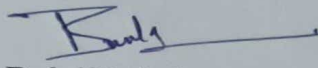
Date: 4/1/2018

BOS Meeting Proceeding

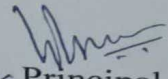
As per requested all BOS member are gathered together to discuss regarding the syllabus of certificate course in **“Basic Account Writing with Tally”** going to conduct by department of commerce during the academic year 2017-18. In this meeting under the chairperson of head of department Dr. S.G.Birajdar, discussion made on designing syllabus as well as how to implement the said course smoothly and fruitful. All members put their view and finally decided the syllabus, duration of one month regular with day to day activities. After vote of thanks expressed by Dr. D. D.Kadam, the said meeting is over.


Dr. S.G.Birajdar


Dr. D.D. Kadam


Dr. Balaji Rajole


Head
Dr. S.G.Birajdar


I/C Principal
PRINCIPAL
Jawahar Arts, Science & Commerce
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Syllabus of Certificate Course in “Basic Accountwritingwith Tally”

Syllabus

No. Contents to be Covered Time Durations

1. Basics of Accounting, and Accounting Books .3 Hours
2. Golden Rules of Accounts (Journal Entries) 01 hrs
3. Classification of Accounts i.e. Personal ,Real, & Nominal Accounts : 1 hrs
2. Introduction to Tally, Company Creation. 2 Hours
3. Creating Groups, and Ledger Accounts. 3 Hours
4. Voucher Types, and Voucher Entry – Part I 0 Hours
5. Practice Session – I 2 Hours
6. Voucher Entry – Part II 2 Hours
7. Closing Entries, and Adjustments 3 Hours
8. Practice Session – II 3 Hours
9. Debit Note, Credit Note, and Bank Reconciliation Statement 2 Hours
10. Memorandum, Optional, Post - dated, and Reversing Vouchers 3 Hours
11. Display, and Print Books / Reports 3 Hours
12. Examination 1 Hours
13. Practical 2 Hours

Head

Dept. Of Commerce
Jawahar College, Anadur-413603

Objective of this course:

1. This course helps students to learn basic account writing with tally
2. Student will learn to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally
3. Accounting with Tally certificate course is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market.

Outcome from this course:

1. Students will get knowledge about basic account writing which will help them to get work of accountant in small businesses, shops , offices etc.
2. Students come from other faculties will get knowledge of account & Tally
- 3 After successfully qualifying practical examination, students will be awarded certificate work with well-known accounting software i.e. Tally
- 4 Student will to create new company in Tally, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally
5. Students do possess required skill and can also be employed as Tally data entry operator


Head

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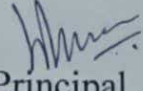
Date:02/01/2018

To,
The Head,
Department of commerce,
Jawahar ASC College, Anadur,
Tq. Tuljapur, Dist. Osmanabad.

Subject: Approval to Conduct the certified course for students of Commerce

As per the decision taken in College Development Committee, you are directed to conduct the Certificate course Basic Account Writing with Tally in Commerce department for the students of our college. The course should be of 30 hours and be conducted in the academic year 2017-2018.

Convey your timetable of the said course to the timetable committee so as to avoid any overlapping of lecturers.


Principal
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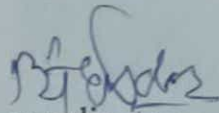
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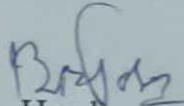
Date: 03 /01/2018

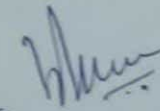
Notice

All the students of Commerce faculty are hereby informed that the Department of Commerce is going to conduct a value added / skill based certificate course on "Basic Account writing with Tally" during this academic year 2017-18 from 10 / 01 /18 to 31 / 01 /2018 (30 hours).

The interested students may enroll their name with Dr. S.G. Birajdar & Dr. D.D. Kadam at department of Commerce before 09 / 01 / 2018


Co-coordinator


Head


Principal
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Department of Commerce

Certificate Course on Basic Account writing with Tally

Student registration form (2017-18)

Name of Student: -----

Class and Roll No: -----

Contact No: -----

Email address: -----

Corresponding Address: -----

Signature of Student

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Certificate course in Basic Account writing with Tally

Course Title: Certificate Course in Accounting with Tally

Course Type: Certificate Course

Intake Capacity: 30

Duration: 30 Contact Hours

Eligibility for Admission: 10th pass and above


Registration Fees: Free of cost

Teaching Scheme: Theory periods & Practical period per week

Scheme of Assessment: Written 40+ Practical 10 =50

Date of Commencement: 10th January 2018

Contact: Course Co-coordinator: Dr. S. G. Birajdar (Cell No.9175640623)


Head
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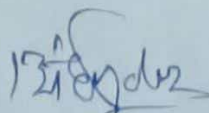
☎ :- (02471) 246037, 246737


Department of Commerce

Add on Course on Basic Account Writing with Tally

Enrollment List of Students 2017-18

Sr. No	Roll Number	Name of Student	Class
1	CA-01	Rathod Akashay Baburao	B.Com.I
2	CA-02	Bachate Ashwini Basweshwar	B.Com.I
3	CA-03	Banne Ashwini Laxman	B.Com.I
4	CA-04	Bashetti Vajinath Shambuling	B.Com.I
5	CA-05	Bhadange Amit Naganth	B.Com.I
6	CA-06	Bhandare Ashish Bhagawan	B.Com.I
7	CA-07	Bosale Deepali Balaji	B.Com.I
8	CA-08	Bhowal Kusum Vilas	B.Com.I
9	CA-09	Birajdar Maruti Prakash	B.Com.I
10	CA-10	Birajdar Prajakta Naganth	B.Com.I
11	CA-11	Birajdar Pratikhsa	B.Com.I
12	CA-12	Bokade Sharad Dilip	B.Com.I
13	CA-13	Bongarge Bhimashankar	B.Com.I
14	CA-14	Byalle Monali Pandit	B.Com.I
15	CA-15	Chanshetti Pragati Channavir	B.Com.I
16	CA-16	Chavan Abhijit Suresh	B.Com.I
17	CA-17	Chavan Priyanka RAju	B.Com.I
18	CA-18	Chavan Usha RAM	B.Com.I
19	CA-19	Chendke SAgar Vinayak	B.Com.I
20	CA-20	Chilgunde Nagnath Suresh	B.Com.I
21	CA-21	Dhale Shantlingeshwar	B.Com.I
22	CA-22	Gaikwad Jaishri Jagunnath	B.Com.I
23	CA-23	Gaikwad Maruti Raosaheb	B.Com.I
24	CA-24	Gaikwad Sunil Bharat	B.Com.I
25	CA-25	Ghodake Khandu Tuljaram	B.Com.I
26	CA-26	Ghuge Anand Madhukar	B.Com.I
27	CA-27	Gurav Sneha Tanaji	B.Com.I
28	CA-28	Hakke Reshma Baburao	B.Com.I
29	CA-29	Halde Poonam Dattatray	B.Com.I
30	CA-30	Halde Rani Gorakh	B.Com.I


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Certificate course in Basic Account writing with Tally

Organised by commerce Department

Tentative Time Table

(10/01/2018 to 31/01/2018) (Hall No. 20)

Date	Time 2.00 p.m.to 2.50 p.m.	Date	Time 2.50 a.m.to 3.40 p.m.
10/01/2018	Dr.D.D.Kadam	10/01/2018	Shri S.G.Birajdar
11/01/2018	Dr.B.S. Rajole	11/01/2018	Dr.B.S. Rajole
12/01/2018	Dr.D.D.Kadam	12/01/2018	Shri S.G.Birajdar
13/01/2018	Dr.D.D.Kadam	13/01/2018	Shri S.G.Birajdar
15/01/2018	Dr.D.D.Kadam	15/01/2018	Shri S.G.Birajdar
16/01/2018	Dr.B.S. Rajole	16/01/2018	Dr.B.S. Rajole
17/01/2018	Dr.D.D.Kadam	17/01/2018	Shri S.G.Birajdar
18/01/2018	Dr.D.D.Kadam	18/01/2018	Shri S.G.Birajdar
19/01/2018	Dr.D.D.Kadam	19/01/2018	Shri S.G.Birajdar
20/01/2018	Dr.B.S. Rajole	20/01/2018	Dr.B.S. Rajole
22/01/2018	Dr.D.D.Kadam	22/01/2018	Shri S.G.Birajdar
25/01/2018	Dr.D.D.Kadam	25/01/2018	Shri S.G.Birajdar
29/01/2018	Dr.D.D.Kadam	29/01/2018	Shri S.G.Birajdar
30/01/2018	Dr.B.S. Rajole	30/01/2018	Dr.B.S. Rajole

B.F.Kasture
Course coordinator

Head
Dept. Of Commerce
Jawahar College, Anadur-413603

Jawahar College, Anadur,

Department of Commerce

Presents Reports of Certificate Course (Commerce)

10/01/2018 to 20/01/2018

Roll No.	Name of Students	10	11	12	13	15	16	17	18	19	20
		K	R	B	K	K	R	B	K	B	R
CA-01	Rathod Akashay Baburao	P	P	P	P	P		P	A	P	
CA-02	Bachate Ashwini Basweshwar	P		P	P	P	P	P	P	P	
CA-03	Banne Ashwini Laxman	P		P	A	P	P	P	P	P	
CA-04	Bashetti Vaijinath Shambuling	P		P	P	A			P	P	
CA-05	Bhadange Amit Naganth	A		P	P	P		P	A	P	
CA-06	Bhandare Ashish Bhagawan	P		P	P	P			P	P	
CA-07	Bosale Deepali Balaji	P		P	A	P		P	P	P	
CA-08	Bhowal Kusum Vilas	P		P	P	A		P	P	A	
CA-09	Birajdar Maruti Prakash	P		A	P	P		P	P	P	
CA-10	Birajdar Prajakta Naganth	P		P	P	P		P	A	P	
CA-11	Birajdar Pratikhsa	A		P	P	P		P	P	P	
CA-12	Bokade Sharad Dilip	P		P	A	P		P	P	P	
CA-13	Bongarge Bhimashankar	P		A	P	A		P	P	A	
CA-14	Byalle Monali Pandit	P		P	P	P		P	P	P	
CA-15	Chanshetti Pragati Channavir	P		P	P	P		P	P	P	

Head
Dept. Of Commerce
Jawahar College, Anadur-413603

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Jawahar College, Anadur,

Department of Commerce

Presents Reports of Certificate Course (Commerce)

10/01/2018 to 20/01/2018

Roll No.	Name of Students	10 K	11 R	12 B	13 K	15 K	16 R	17 B	18 K	19 B	20 R
CA-16	Chavan Abhijit Suresh	P		P	P	P		P	A	P	
CA-17	Chavan Priyanka RAju	P		P	A	P		P	P	P	
CA-18	Chavan Usha RAM	P		P	P	A		P	P	P	
CA-19	Chendke SAgar Vinayak	A		P	P	P		P	P	A	
CA-20	Chilgunde Nagnath Suresh	P		P	P	P		P	A	P	
CA-21	Dhale Shantlingeshwar	P		A	A	P		P	P	P	
CA-22	Gaikwad Jaishri Jagannath	P		P	P	A		P	P	P	
CA-23	Gaikwad Maruti Raosaheb	P		P	P	P		A	P	P	
CA-24	Gaikwad Sunil Bharat	P		P	P	P		P	A	P	
CA-25	Ghodake Khandu Tuljaram	A		P	P	P		P	P	P	
CA-26	Ghuge Anand Madhukar	P		P	A	P		P	P	A	
CA-27	Gurav Sneha Tanaji	P		P	P	A		P	P	P	
CA-28	Hakke Reshma Baburao	P		P	P	P		P	P	P	
CA-29	Halde Poonam Dattatray	A		P	P	P		P	P	P	
CA-30	Halde Rani Gorakh	P		P	P	P		P	A	P	

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Department of Commerce

Presents Reports of Certificate Course (Commerce)

22/01/2018 to 01/02/2018

Roll No.	Name of Students	22	25	29	30	1/2/18
CA-01	Rathod Akashay Baburao	P	A	P		P
CA-02	Bachate Ashwini Basweshwar	A	P	P		P
CA-03	Banne Ashwini Laxman	P	P	A		P
CA-04	Bashetti Vaijinath Shambuling	P	P	P		A
CA-05	Bhadange Amit Naganth	P	P	P		P
CA-06	Bhandare Ashish Bhagawan	P	A	P		P
CA-07	Bosale Deepali Balaji	A	P	P		P
CA-08	Bhowal Kusum Vilas	P	P	A		P
CA-09	Birajdar Maruti Prakash	P	P	P		A
CA-10	Birajdar Prajakta Naganth	P	P	P		P
CA-11	Birajdar Pratikhsa	P	P	P		P
CA-12	Bokade Sharad Dilip	P	P	P		P
CA-13	Bongarge Bhimashankar	P	A	P		P
CA-14	Byalle Monali Pandit	A	P	P		P
CA-15	Chanshetti Pragati Channavir	P	P	A		P

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Department of Commerce

Presents Reports of Certificate Course (Commerce)

21/01/2018 to 01/02/2018

Roll No.	Name of Students	22	25	29	30	1/2/18
		K	B	K	R	B
CA-16	Chavan Abhijit Suresh	P	P	A		P
CA-17	Chavan Priyanka RAju	P	P	P		P
CA-18	Chavan Usha RAM	P	P	P		P
CA-19	Chendke SAgar Vinayak	A	A	P		P
CA-20	Chilgunde Nagnath Suresh	P	P	A		P
CA-21	Dhale Shantlingeshwar	P	P	P		A
CA-22	Gaikwad Jaishri Jagannath	P	P	P		P
CA-23	Gaikwad Maruti Raosaheb	P	A	A		P
CA-24	Gaikwad Sunil Bharat	P	P	P		P
CA-25	Ghodake Khandu Tuljaram	A	P	P		P
CA-26	Ghuge Anand Madhukar	P	P	A		A
CA-27	Gurav Sneha Tanaji	P	P	P		P
CA-28	Hakke Reshma Baburao	P	P	P		P
CA-29	Halde Poonam Dattatray	A	A	P		P
CA-30	Halde Rani Gorakh	P	P	P		P

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Jawahar Arts, Science and Commerce College, Anadur

Add on Course on "Basic Account Writing with Tally"

Question Paper – 2018

Date:3/02/2018

All questions are necessary

Each Ques. Carry 2 marks.

Total Marks: 40

Certificate course in Basic Account writing with Tally

Test Question Paper

Time 30 minute (2.30 -3.00pm)

Total Marks 40

Note: All question compulsory. 2 marks each question.

1. What is TAN?

A. Tax Absorb Number B. Tax Assign Number C. Tax Account Number D. Tax Assessment Number

2. How many types of Measurement Units we can create in Tally?

A. 5 B. 4 C. 3 D. 2

3. Tally package is developed by

A. Microsoft B. Apple Software C. Adobe Software D. Tally Solutions

4. Income Tax number of the company will appear in which report?

A. Profit and Loss Account B. Payment voucher C. Reminder Letter D. Cash/Bank Book

5. Manufacturing Journal creates based on

A. Journal B. Purchase Quotation C. Stock Journal D. Receipt Note

6. _____ godown facility is available in Tally

A Single B Multi

07. Tally is developed by


A -EDP B -TCS C- Petronius D- None of the above

08.To define a ledger it is mandatory to maintain

A. Alias B. Opening Balance C. Group D. None of the above

09.What is the shortcut key to select a company?

A. F1 B. F2 C F3 D F4


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10. In Tally, what is the shortcut key to change the date of a transaction?

- A. F3 B. Alt+M **C. F2** D. Ctrl+F

11. The executable file of Tally is

- A Tally.Exe*** B WinTally.Exe C Tally.in D Tally.Sav

12. Tally has been developed using

- A C B Visual Basic **C C++** D None of the above

13. The number of predefined ledger(s) in Tally is/are

- A 2** B 4 C 10 D 20

14. Which is not the default group in Tally?

- A Suspense Account **B Outstanding Expense** C Sales Account D Investments

15. _____ feature helps the administrator to track changes in the accounts.

- A Tally Audit** B Tally Vault C Tally Gold D None of the above

16. F11 is used for changing current configuration

- A True **B False**

17. Multiple ledger creation is possible in Tally

- A True** B False

18. It is possible to search voucher in Tally

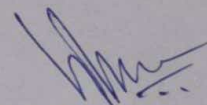
- A. True **B. False**

19. Units of measurement is used for calculation of stock

- A. True** B. False

20. F6 used for purchase voucher

- A. True **B. False**



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Jawahar Arts, Science and Commerce College, Anadur

Department of Commerce

Certificate Course on "Basic Account Writing with Tally"

Mark List Academic Year (2018)

Roll No.	Student Name	class	Theory Mark (40)	Oral Marks (10)	Total Obtain Marks (50)	Grade
CC-01	Rathod Akashay Baburao	B.Com.I	26	07	33	A
CC-02	Bachate Ashwini Basweshwar	B.Com.I	24	05	29	B
CC-03	Banne Ashwini Laxman	B.Com.I	28	08	36	A
CC-04	Bashetti Vaijinath Shambuling	B.Com.I	18	06	24	B
CC-05	Bhadange Amit Naganth	B.Com.I	24	07	31	A
CC-06	Bhandare Ashish Bhagawan	B.Com.I	20	06	26	B
CC-07	Bosale Deepali Balaji	B.Com.I	26	06	32	A
CC-08	Bhowal Kusum Vilas	B.Com.I	28	07	34	A
CC-09	Birajdar Maruti Prakash	B.Com.I	22	06	28	B
CC-10	Birajdar Prajakta Naganth	B.Com.I	22	05	27	B
CC-11	Birajdar Pratikhsa	B.Com.I	20	06	26	B
CC-12	Bokade Sharad Dilip	B.Com.I	28	08	34	A
CC-13	Bongarge Bhimashankar	B.Com.I	28	07	35	A
CC-14	Byalle Monali Pandit	B.Com.I	26	07	33	A
CC-15	Chanshetti Pragati Channavir	B.Com.I	28	08	36	A
CC-16	Chavan Abhijit Suresh	B.Com.I	26	08	34	A
CC-17	Chavan Priyanka RAju	B.Com.I	28	07	35	A
CC-18	Chavan Usha RAM	B.Com.I	26	06	32	A
CC-19	Chendke SAgar Vinayak	B.Com.I	28	06	34	A
CC-20	Chilgunde Nagnath Suresh	B.Com.I	22	07	29	B
CC-21	Dhale Shantlingeshwar	B.Com.I	22	05	27	B
CC-22	Gaikwad Jaishri Jagannath	B.Com.I	28	07	35	A
CC-23	Gaikwad Maruti Raosaheb	B.Com.I	28	08	36	A
CC-24	Gaikwad Sunil Bharat	B.Com.I	20	05	25	B
CC-25	Ghodake Khandu Tuljaram	B.Com.I	28	06	34	A
CC-26	Ghughe Anand Madhukar	B.Com.I	20	04	24	B
CC-27	Gurav Sneha Tanaji	B.Com.I	26	07	33	A
CC-28	Hakke Reshma Baburao	B.Com.I	26	06	32	A
CC-29	Halde Poonam Dattatray	B.Com.I	26	07	33	A
CC-30	Halde Rani Gorakh	B.Com.I	24	08	32	A

Note:1.sudent passed 17 to 20 marks Grade C 2.Student obtain marks 20 to 30 Grade B
3.Above 30 Marks student Grade A

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