

P G Department of Commerce

Add on course - Tally

Naipunnya[®]

To reach the unreachable

Date of event: 12th August 2022

Faculty In-charge: Roseland Peter



REPORT

Report on Tally Add on Course in the academic year 2022-23

Department of Commerce organized an add on course Tally from August 12th, 2022. The add on programme was designed and delivered by Manvish Info Solutions Pvt Ltd, Aluva. The trainers conversed to the students over Google Meetings, where the concepts were explained first and practical exercises where assigned to test the knowledge of the participants. Few practical sessions were given offline in our college as well. As the hands on exercises required access to computers, the IT labs were made accessible to the students. As the session was partly online, participants could also join from their houses. Manvish Info Solutions Pvt Ltd, Aluva provided expert trainers for each of the topic discussed and that gave the students deeper insights into Tally as well as the best practices followed in the industry.

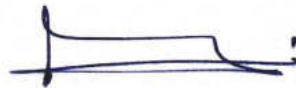
The add on course covered everything from the Fundamental of Accounting, maintain charts of accounts in Tally. ERP9, maintaining stock keeping units, recording day to day transactions using Tally, accounts receivable and payable management etc. These classes where provided from the industry perspective that both novices and seasoned users in Tally found it interesting and informative. The final year students from B Com Finance, , Cooperation and BBA completed the add on course successfully. The efforts of Manvish Info Solutions Pvt Ltd trainers in delivering the training session online and offline mode, requires special commendations. The support extended by the IT Department and college authorities in imparting an industry relevant skill to the students is also heartily appreciated

Prepared by


Roseland Peter

(Faculty In-Charge)

Verified by



Dr. Mathew Jose K

(HoD, PG Department of Commerce)

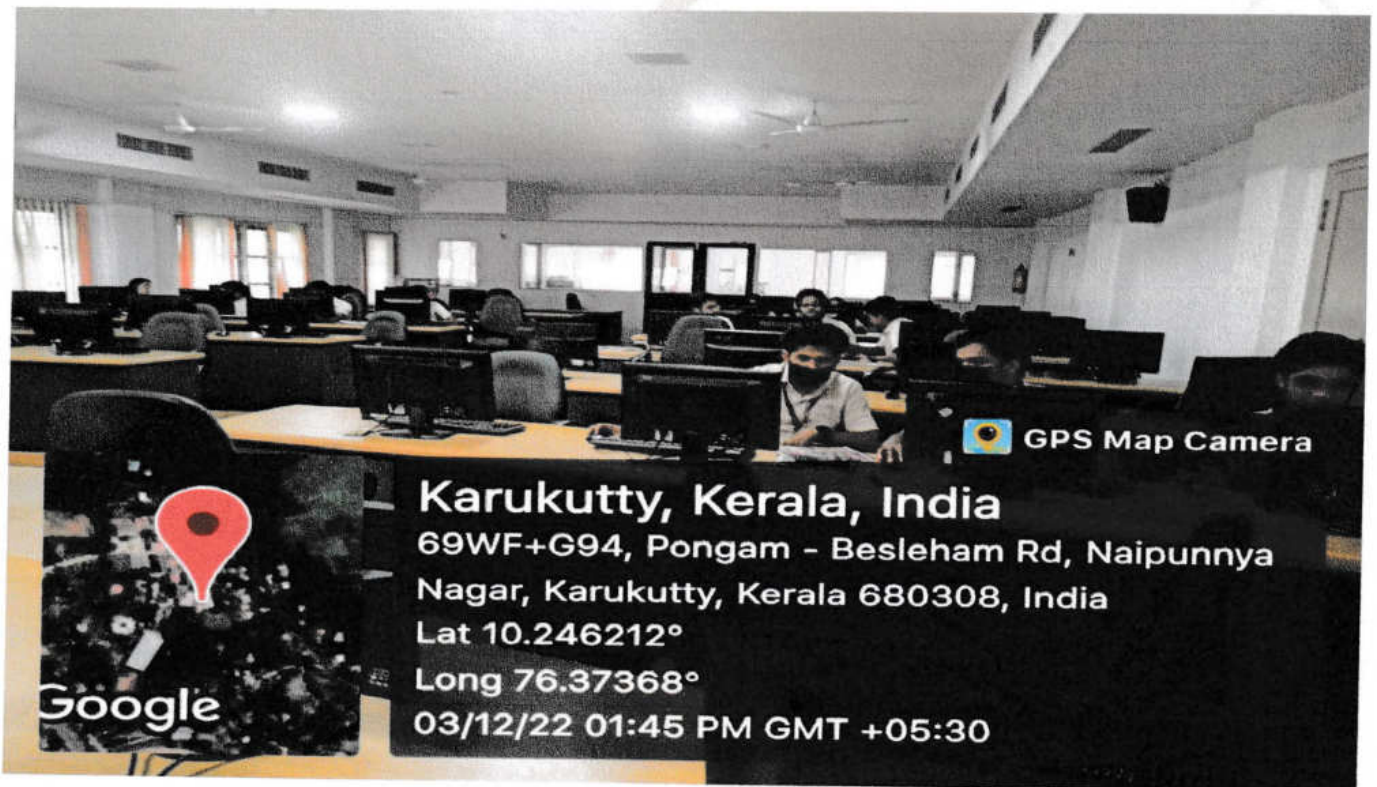
Approved by:



Rev. Fr. Dr. Paulachan K J

(Principal)

PHOTOGRAPHS





Attendance List

TALLY ATTENDANCE LIST									
SL. NO.	NAME	CLASS	CONTACT NO	13/08/22	20/08/22	27/08/22	17/09/22	1/10/22	7/10/22
1	MATHEWS VARGHESE	B COM IA	9061220974						
2	S Anandha Krishnan	B COM FA	7558946056						
3	Anna Jose	B COM IA	8590568480						
4	Muhammed Jazim	B COM FA	9895099505						
5	AHAMMED AMEEN V A	B COM FB	+91 95448 97831						
6	ALOSHIOUS VARGHESE	B COM FB	+91 98957 90376						
7	GODWIN P J	B COM FB	+91 94951 51334						
8	HENIN JOY	B COM FB	+91 98476 62111						
9	IMMANUEL VALSAN	B COM FB	+91 94003 59672						
10	ISAAC JOSE	B COM FB	+91 99477 24344						
11	JOMI JOHNSON	B COM FB	+91 98465 18898						
12	WILSON THOMAS	B COM FB	+91 80869 93897						
13	SAHAL HUSAIN	B COM FB	+91 99614 09446						
14	HEZRON MATHEW THOMAS	B COM FB	+91 81370 88827						
15	ASHLIN SEBY	B COM FB	+91 93834 00670						
16	ANJANA PRADEEP	B COM FB	+91 97460 77562						
17	AMAL BENNY	B COM FB	+91 88488 61070						
18	SNEHA CLELTUS	B COM FB	+91 79940 22516						

19	Annmaria Francis	BBA	9567672731						
20	Jilna K G	BBA	6238543134						
21	Athul Remesh	BBA	8138816980						
22	KRIPA JOY	BBA	7736867026						
23	LEOHN GEORGE	BBA	8547909328						
24	Geethu Varghese	BBA	9539017454						
25	Angel Davis	BBA	7356534766						
26	Anesha P J	BBA	9207086639						
27	Immanual Rajan	BBA	9207162396						
28	Maximelen	BBA	8075686930						
29	Deepak Varghese	BBA	7559927053						
30	JOE ANTONIO SAM	BBA	8943133803						
31	MELVIN PAULACHAN	B COM COOP	8304987177						
32	Adithya Krishna.K.A	B COM COOP	7025972027						
33	Amal joseph	B COM COOP	9744469157						
34	Anamika P	B COM COOP	7994472540						
35	Ajith Paulson	B COM COOP	6282047968						
36	Alvin Paulose	B COM COOP	9946788634						



SL	NAME	CLASS	CONTACT NO	26/10/2022	27/10/2022	28/10/2022	29/10/2022	30/10/2022	31/10/2022
1	MATHEWS VARGHESE	B COM FA	9061220974						
2	S Anandha Krishnan	B COM FA	7338946026						
3	Anna Jose	B COM FA	8590368480						
4	Muhammed Jazim	B COM FA	9895099505						
5	AHAMMED AMEEN V A	B COM FB	+91 97448 97831						
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19	Annamaria Francis	BBA	9567672731						
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34	Anamika P	B COM COOP	7994472540						
35	Ajith Paulson	B COM COOP	6282047968						
36	Alvin Paulose	B COM COOP	9946788634						





Memorandum of Understanding

കേരളം കേരള KERALA

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This MOU is executed at Aluva, Ernakulam, Kerala on 12th Day of August, 2022.

Parties to the Memorandum of Understanding

Naipunnya Institute of Management and Information Technology, Naipunnya Nagar, Pongam, Koratty East, Thrissur - 680308 Kerala represented by Principal Rev.Fr.Dr.Paulachan K J which expressions shall, unless excluded by or repugnant to the meaning or context, include its successors and/or assigns and referred as the First Part

Manvish Info Solutions Pvt Ltd, registered under the Indian Companies Act, 1956 having its Registered Office at Aluva, 2nd Floor, 8/560(1), Payyappilly Building, High Road Aluva 683101, Kerala, India (hereinafter referred to as Tally Institute of Learning - TIL) and represented by the Director Operations - Ms. Minnu James, which expressions shall unless excluded by or repugnant to the meaning or context, include its successors and / or assigns and referred as the Second Part.

Dr. M.K.

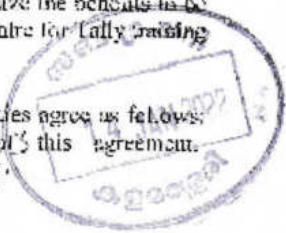
WHEREAS the TIL declares that it has agreed for training tie-up at Naipunnya Institute of Management and Information Technology via Department of Commerce to conduct training on Tally software on the present latest version to the students at the college.

WHEREAS the first part is engaged in providing education and recognize the benefits to be derived from being associated with second part who is an authorized centre for Tally training and offers different courses to the students of first part.

11946 Now in existence of the mutual covenants set forth herein, the parties agree as follows: Both the parties are liable to maintain the confidentiality of this agreement.

Linked with No: From NAIPUNNYA to PAYYAPPILLY BUILDING, ALUVA

K. SHAJAHAN,
STAMP VENDOR,
ALUVA



Manvish Info Solutions Pvt. Ltd.
11th Floor, Payyappilly Building
High Road, Aluva - 683 101
Ph : 0484 2622855
Email: manvish@hotmail.com, sales@manvishonline.in
Web: www.manvishonline.in
CIN - U72200KL2006PTC019133



Objective of MoU

The objective of this MoU to empower the students seeking commerce and accounts career with basic level training on Tally software with Tally Essential Level 1 certification; the industry relevant course content authorized by the Creators of the software, scientifically designed teaching methodology, online assessments and certification

Responsibilities of College

1. To be responsible to conduct the training by adhering to standards that will not be detrimental to the reputation of Manvish Info Solutions Pvt Ltd.
2. Proper infrastructure facilities (Lab session) and necessary arrangements should be given to the faculties coming from second part for onsite training.
3. To arrange the classes on mutually convenient days with a minimum of 35 hours and arrange more incase additional hours if required, which will be intimated by TIL in advance.
4. To maintain the presence of total number of students and proper discipline in class.
5. The agreement is to provide the course as add on course to the students of the College and is not offered to the public.
6. To make the payment of the fees agreed on time to ensure proper exam registration process.

Responsibilities of Manvish (TIL)

1. To conduct the training on the course on Tally software imparting the syllabus set by TEPL for Tally certification program. The class will be conducted on online platform this year due to the pandemic situation.
2. To install the learning licence at college lab for practical sessions and ensure smooth flow of learning to students and uninstall it after the course from the lab.
3. To depute qualified faculties on the committed days and ensure delivery of quality training.



Manvish Info Solutions Pvt. Ltd.
Poyyappilly Building
Road, Aluva - 683 101
0484 2629655
manvish@hotmail.com, www.manvishonline.in
www.manvishonline.in
CIN - U72200KL2006PTC019133



5. To ensure registration of students for examination after getting the full fees from the college.
6. To conduct examination and issue authorized certificate –Tally Essential Level I to the qualified students.

Terms and conditions

1. Any holidays or an unexpected holiday coming on the course day has to be considered by both parties.
2. The Trainer shall be deputed from the division Authorised Tally Institute of Learning of Manvish Info Solutions Pvt Ltd – the Five Star Certified Partner Tally Solutions Pvt Ltd.
3. As a special case to make full participation of students the course fee is very much subsidized from the original fees. The total payment is the understanding between the first part and second part for the tie – up policy only for the College and to be kept confidential.
4. The college is responsible to make the payment to Manvish Info Solutions Pvt Ltd on time as agreed above. Invoice will be given on receipt of the payment.
5. Either side can terminate this MOU with or without cause by a prior notice of three (3) month's to other party, without affecting the students.

Payment terms

To empower the students and make them employable, the college has decided to provide authorized basic level training on Tally software as addon course for the B.Com students with certification Tally Essential Level I.

Fees Remittance	Amount	Day of remittance
Registration Fees (50%)	Rs.1425/-	MoU signup day or on course commencement day
Balance settlement	Rs.1425/-	On training completions and before conducting online examination



Manvish Info Solutions Pvt. Ltd.
1st Floor, Payyappilly Building
High Road, Aluva - 683 101
Ph: 0484 2622855
Email: manvish@hotmail.com, sales@manvishonline.in
Web: www.manvishonline.in
CIN - U72200KL2006PTC019133



Duration of the MOU

Subject to the parties complying with the terms and conditions of this MOU and of the program conceived under herein, this MOU shall be valid for a period of **1 year from 12th day of August 2022**. Thereafter, the MoU may be renewed for the further duration upon satisfactorily fulfillment of obligations of both the parties and on mutually agreed terms.

Indemnity & Dispute resolutions

In the event of any dispute whatsoever arising between **Naipunnya Institute of Management and Information Technology, Naipunya Nagar, Pongam, Koratty** and **Manvish Info Solutions Pvt Ltd** shall be governed in accordance with the said agreement and understanding.

Signed this on **August 12, 2022**

On behalf of

Manvish Info Solutions Pvt Ltd

Seal & Authorised



Witness 1.

On behalf of

**Naipunnya Institute of Management
and Information Technology**

Seal & Authorised Signatory

Fr. Dr. **PAULACHAN K.J.**
Principal

Witness 1.



Final Report on Add On course Tally Prime

Addon Course: Basic level training on Tally software (version Tally Prime)

Certification: Tally ACE

Mode of Exam: Online

Total Hours of the Program: 35 hrs

No of students: 36 nos

Training Centre: Manvish Info Solutions Pvt Ltd, Aluva

Faculty Online Class: Mrs.Sreekala MP

Faculty Offline Lab: Mr.Atheesh Krishnan

We have completed the addon course on Tally with **35 Hours** duration from July 19, 2021 to till March 7 2022.

Topic covered	
I	Fundamental of Accounting
	Meaning of Accounting, Terms, Concepts and types of Accounting
	Rules of accounting
	Recording of transactions & journal
	Ledger
	Trial Balance
	Financial Statements
II	Maintaining Chart of Accounts in Tally.ERP9
	Company Creation, Features, Configuration
	Chart of accounts
	Ledger Creation
	Group Creation, Alteration, Deletion
III	Maintaining Stock Keeping Units
	Inventory Masters
	Stock Group
	Stock Masters
	Units of Measure
	Defining of stock opening balance in Tally
IV	Recording day to day transactions using Tally
	Daily Transactions
	Accounting vouchers
	Daybook
	Recording of Provisions
V	Accounts Receivable and Payable Management
	Creating References
	Tracking References
	Closing Bills with Partial/Full Payment

VI	MIS Reports
	Financial Statements (Balance Sheet, P & L, Trial Balance, Cash Flow Statement, Ratio Analysis)
	Books & Reports (Daybook, Receipt & Payments, Receivables & Payables etc)
VII	Getting Started with GST
	Enabling GST and defining Tax details
	Transferring Input Tax Credit to GST
	Intrastate supply of goods
	Interstate supply of goods
	Return of goods
	Supplies Inclusive of Tax
	Defining Tax rates at Master and transaction levels
	GST reports
	Input Tax credit set off
VIII	Recording Vouchers with TDS
	Basic concepts in TDS
	TDS in Tally
	Configuring Tax rates
	Recording transactions with statutory details
	TDS reports

Conclusion Report

Online Assesement Date : December 17th, 2022

Total number of students attended class - 36nos

Total number of students attended exam - 30nos

Total of students qualified exam - 30nos

Total students failed - Nil

Pending to attend exam – 6 nos

PARTICIPANT'S LIST

TALLY STUDENTS LIST 2022-23			
SL NO	NAME	MOBILE NO	EMAIL ID
1	Anna Jose	8590568480	cjannajose@gmail.com
2	Jomi Johnson	9846518898	jjomijohnson@gmail.com
3	S.Anandha Krishnan	7558946056	sanandhakrishnan55@gmail.com
4	Amal benny	8848861070	amalbenny5373@gmail.com
5	Ashlin Seby	9383400670	ashlinseby@gmail.com
6	Athul Remesh	8138816980	athulremeshcollege@gmail.com
7	Aloshious Varghese	9895790376	aloshiouskv@gmail.com
8	SAHAL HUSAIN	9961409446	sahalhusain500@gmail.com
9	Anamika P	7994472540	anamikamalooty@gmail.com
10	geethu Varghese	9539017454	geethuvarghese1772001@gmail.com
11	Annmaria Francis	9567672731	francisannmaria406@gmail.com
12	Aneesha PJ	9207086639	aneeshajohny30@gmail.com
13	Ahammed Ameen	9544897831	ahammedameenakbar@gmail.com
14	Immanual Rajan	9207162395	immanualrajan18@gmail.com
15	Isaac Jose	9947724344	isaacjosepaliakkara3546@gmail.com
16	MaxMelan	8075686930	maxmelankerala@gmail.com
17	Sneha Cleetus	7994022516	snehacleetus272@gmail.com
18	Kripa Joy	7736867026	kripajoy135@gmail.com
19	Jilna K. G	6238543134	Jilnakg2@gmail.com
20	GODWIN P. J	9495151334	godwinjoshy17@gmail.com
21	MELVIN PAULACHAN	8304987177	melvinpaul200213@gmail.com
22	Hezron Mathew Thomas	8137088827	hezron2040@gmail.com
23	Immanuel Valsan	9400359672	Immanuelvalsan067@gmail.com
24	Wilson thomas	8086993897	pettayil2002@gmail.com
25	Joe Antonio Sam	8943133803	joeantoniosam6666@gmail.com
26	Anjana Pradeep	97460775620	anjanapradeep.m@gmail.com
27	Ajith paulson	6282047968	paulsonajith@gmail.com
28	Angel Davis	7356534766	angeldavis2717@gmail.com
29	Henin Joy	8921164272	heninjoy@gmail.com
30	Leohn george	8547909328	leohn999@gmail.com
31	Amal Joseph Josy	9744469157	amaljosephjosy@gmail.com



Sl No	Student Name	Course Name	Final Score	Grade	Status
1	JOMI JOHNSON	Tally Essential Level 1	75	A+	Pass
2	HENIN JOY	Tally Essential Level 1	56.67	B	Pass
3	LEOHN GEORGE	Tally Essential Level 1	61.67	A	Pass
4	ANGEL DAVIS	Tally Essential Level 1	41.67	B	Pass
5	AJITH PAULSON	Tally Essential Level 1	50	B	Pass
6	ANJANA PRADEEP	Tally Essential Level 1	58.33	B	Pass
7	WILSON THOMAS	Tally Essential Level 1	50	B	Pass
8	JOE ANTONIO SAM	Tally Essential Level 1	50	B	Pass
9	MELVIN PAULACHAN	Tally Essential Level 1	41.67	B	Pass
10	HEZRON MATHEW THOMAS	Tally Essential Level 1	A		
11	IMMANUEL VALSAN	Tally Essential Level 1	41.67	B	Pass
12	JILNA K. G	Tally Essential Level 1	31.67	C	Pass
13	GODWIN P. J	Tally Essential Level 1	40	B	Pass
14	KRIPA JOY	Tally Essential Level 1	41.67	B	Pass
15	MAXMELAN	Tally Essential Level 1	66.67	A	Pass
16	SNEHA CLEETUS	Tally Essential Level 1	53.33	B	Pass
17	ISAAC JOSE	Tally Essential Level 1	55	B	Pass
18	AHAMMED AMEEN	Tally Essential Level 1	36.67	B	Pass
19	IMMANUAL RAJAN	Tally Essential Level 1	68.33	A	Pass
20	ANNMARIA FRANCIS	Tally Essential Level 1	38.33	B	Pass
21	ANEESHA PJ	Tally Essential Level 1	46.67	B	Pass
22	ANAMIKA P	Tally Essential Level 1	51.67	B	Pass
23	GEETHU VARGHESE	Tally Essential Level 1	35	C	Pass
24	ALOSHIOUS VARGHESE	Tally Essential Level 1	43.33	B	Pass
25	SAHAL HUSAIN	Tally Essential Level 1	58.33	B	Pass
26	ATHUL REMESH	Tally Essential Level 1	33.33	C	Pass
27	AMAL BENNY	Tally Essential Level 1	60	A	Pass
28	ASHLIN SEBY	Tally Essential Level 1	48.33	B	Pass
29	AMAL JOSEPH JOSY	Tally Essential Level 1	25	C	Pass
30	S.ANANDHA KRISHNAN	Tally Essential Level 1	60	A	Pass
31	ANNA JOSE	Tally Essential Level 1	40	B	Pass

FEEDBACK



