

From:

Mr. Arun Marathe

Assistant Professor Department of Commerce

Vidya Prabodhini College of Commerce, Education, Computer and Management

Parvari-Goa

12th January 2021

To

The Principal

Vidya Prabodhini College of Commerce,

Education, Computer and Management Parvari-Goa

Sub: Short term certificate course in Practical aspects of Accounting


Respected Sir,

I the undersigned wish to organise a short term certificate course in Practical aspects of Accounting to be conducted by Commerce Department of our College. The detail proposal for the course along with the list of suggested resource persons is attached herewith for your reference.

Kindly do the needful.

Thanking you,

Yours faithfully.



Mr. Arun Marathe

(Assistant Professor Department of Commerce)

- IQAC
for scrutiny


12/01/2021

May be conducted


(Sunny Pandhre)
sec. IQAC

Prabodhan Education Society's

Vidya Prabodhini College of Commerce, Education, Computer and Management,
Parvari Goa.

EVENT PROPOSAL

Name of the Event: Certificate course in Practical aspects of Accounting

Name of the Event Co-ordinator: Mr. Arun Marathe

Academic Year: 2020-21

Type of the Event: Course

Mode of Event: Online

Date of Event: 10-02-2021 to 26-02-2021

No of Day(s): 15 days (30 hours Course)

Details about the external Collaborating/Associating agencies

**Name of the
collaborating agency:**

Address:

Nature of the

Collaboration:

Details of

Collaboration:

Resource Persons' Details

Name of the Resource person: Vikas Marathe

Institutional Affiliation: Chartered Accountant

Any other details:

Budget

Proposed registration fee to be collected from delegates

Sr. No.	Delegates	Amt. (₹) per person
1	Student and Research Scholar	500
2	Local Delegate	0
3	National Delegate	0
4	International Delegate	0
5	Institutional Delegate	0



Proposed sources of Funds

Sr. No.	Particulars	Amount (₹)
1	Registration fee:	15000
2	Sponsorship:	0
3	Support from funding agencies/ departments/ institutions:	0
	TOTAL Funds in Rupees	15000

Proposed Expenditure

Sr. No.	Particulars	Amount (₹)
1	Hall/Venue Booking	0
2	Remuneration/Honorarium	10000
3	Accommodation	0
4	Local Conveyance	0
5	Food and Refreshments	3500
6	Travelling Expenses	0
7	Printing, Stationary, Seminar Kit, Stage decoration etc.	0
8	Miscellaneous	1500
	TOTAL Expenditure in Rupees	15000

Name of the Co-ordinator: Mr. Arun Marathe

Name of the Co Co-ordinator: _____

Signature of the Co=Ordinator: _____

Signature of the Co Co-ordinator: _____



CERTIFICATE COURSE IN ACCOUNTING AND BOOK WRITING

Aim:

- To acquaint participants with the practical skills in book writing and auditing.
- To enable students to gain working knowledge of computerized accounting software.

Duration of the course: 30 Hours

Mode: Offline Online (Possible through both the modes).

Expected Outcome:

- Participants will acquire the fundamental as well as practical knowledge in book writing and auditing.
- Participants will gain the practical knowledge in computerized accounting software (Tally).
- It will enhance the employability of the participants.

Course Design:

- I. Introduction to Accounting: (2 Hours)
 - ❖ Single entry and double entry book keeping system.
 - ❖ Manual book writing and computerized accounting.
 - Manual book writing:
Types of registers to be maintained (Cash Book/ Bank Book/ Journal Voucher/Ledger Register);
Final Accounts (Profit and Loss Register/Balance Sheet Register)
 - Computerized Accounting:
Types of Accounting Software (Tally, Ex-Generation, SAP, Quick Books etc.)
- II. Accounting: (3 Hours)
 - ❖ Purchases: Meaning, Content
 - ❖ Sales: Meaning and Content Payments: Meaning and Content
 - ❖ Receipts: Meaning and Content Journal Voucher: Meaning and Content
 - ❖ Contra Entry: Meaning and Content
 - ❖ Inventory Entry: Meaning and Content
 - ❖ Debit Note and Credit Note
- III. Introduction to Tally ERP 9: (3 Hours)
 - ❖ Company Info Menu. Company Creation, Selection of Company
 - ❖ Gateway of Tally, Accounting Voucher
- IV. Book Writing: (10 Hours)
 - ❖ Identifying fields required from the bill (Eg Bill No. Bill date. Vendor Name
 - ❖ Check Points: Header, Company Details, Seller/Purchaser's Details, Sr. No. Item Description, unit of measure, rate, amount, subtotal, tex, final total, amount in rupees seal and signature and disclaimer
 - ❖ Passing of accounting entries using different vouchers in Tally Software
- V. Goods and Service Tax (GST): (4 Hours)
 - ❖ Introduction to GST Application of GST
 - ❖ Finalization of Accounts



VI. General Ledger Scrutiny (5 Hours)
❖ Bank Reconciliation
❖ Trial Balance
❖ Profit and Loss Account
❖ Balance sheet

VII. Printing of Accounting Reports VIII. Introduction to Tax Audit (1 hour)

VII. Auditor's report, 3CD, 3CB, Director's Report etc. (2 hours)

Note:

- ❖ Each chapter will have a unit test (Oral, Theory and Practical).
- ❖ Each batch will contain maximum 25 participants.

Course Designed by:

Shri. Arun R. Marathe, Assistant Professor in Commerce, Vidya Prabodhini College, Parvari Goa.

Shri. Vikas V. Marathe, Audit and Accounting Practitioner, and Instructor, Panaji Goa



NOTICE
(2020-21)
(STUDENTS)

This is to inform all the students that a Certificate Course in 'Practical aspects of Accounting' will be organised by the Vidya Prabodhini College under the aegis of IQAC. The inaugural function is scheduled on 8th February, 2021 at 02:00 p.m. in the F.Y.B.Com. (A) classroom.

All interested students are requested to kindly take note of the same.

Date: 1st February, 2021

(Mr. Arun Marathe)
Co-ordinator



(Mr. Kuldeep Kamat)
Off. Principal

Class	Sign	Class	Sign
F.Y.B.Com. A		F.Y.B.A. B.Ed. A	
F.Y.B.Com. B		F.Y.B.A. B.Ed. B	
S.Y.B.Com. A		S.Y.B.A. B.Ed. A	
S.Y.B.Com. B		S.Y.B.A. B.Ed. B	
T.Y.B.Com. A		T.Y.B.A. B.Ed. A	
T.Y.B.Com. B		T.Y.B.A. B.Ed. B	
Fourth Year B.A.B.Ed. A		Fourth Year B.A.B.Ed.	



The following students participated in **Short Term Certificate Course in Practical Aspects of Accounting**

Sr. No.	Name of the student
1.	Andurlekar Mayuri Santosh
2.	Arleshwar Sayyed Hussain Noor Ahmed
3.	Bhagat Shruti Satish
4.	Chand Garima Ganesh
5.	Chaudhary Inderjit Raghunath
6.	Chawan Taniksha Ashok
7.	Chendvankar Sonali Rajan
8.	Chodanker Sudeepa Jayant
9.	Choudhari Deepak Kumar Dayanand
10.	Dhainje Akanksha Vikas
11.	Dodamani Yashoda Dilip
12.	Gawas Aarti Ramakant
13.	Gawas Rajnandini Vithal
14.	Goli Haritha Venkatswamy
15.	Govekar Saloni Sunil
16.	Halankar Bhanudas Vilas
17.	Halgekar Pavan Pandurang
18.	Hebbare Sunil Vasanth
19.	Hiremath Sujata Noorandaiswami
20.	Iyengar Gautami Sampatkumar
21.	Jalgekar Siddharth Rama
22.	Julai Aafreen Allabax
23.	Kamat Amol Rajesh
24.	Kamat Kalash Kishor
25.	Kashyap Bhavana Pradeep
26.	Khan Rubina Khajamuddin
27.	Kharol Pooja Prakashchand



28.	Kurtakoti Fauziya Imamsab
29.	Lingwat Sonali Prakash
30.	Mahajan Ronit Rakesh
31.	Majumder Suravi Sudip
32.	Mane Renuka Mallesh
33.	Manerkar Shambhavi Makarand
34.	Manjrekar Om Nagesh
35.	Mishki Sonu Shivkumar
36.	Mokashi Sonali Umesh
37.	Muskan Ismail Shaikh
38.	Nageshkar Swezel Chouranganath
39.	Nalavade Vittal Subhash
40.	Navelkar Leela Audhut
41.	Navik Siddharth Chandrika
42.	Pokle Vedant Vilas
43.	Prabhudessai Nimish Shivram
44.	Pujar Deepa Basavaraj
45.	Pujari Shriram Chandru
46.	Sahani Rajnikant Vikram
47.	Salvi Priya Subhash

Name and Signature of the Co-ordinator:

Arjun R. Manasthu
A

Signature of the Principal:

[Handwritten Signature]





Prabodhan Education Society's

VIDYA PRABODHINI COLLEGE
OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT
Vidya Nagar, Alto-Parvari, Goa

Excellence... Everywhere... Everytime...

CERTIFICATE

This is to certify that

has completed "A short-Term Certificate Course in Practical aspects of Accounting" of 30 hours organised by Department of Commerce from 10th February to 26th February 2021, at Vidya Prabodhini College, Parvari, Goa.

Mr. Arun Marathe
Coordinator



Mr. Kuldeep Kamat
Off. Principal

**Prabodhan Education Society's
Vidya Prabodhini College of Commerce, Education, Computer and Management,
Parvari Goa.**

Activity Report

Name of the Event: Certificate Course in Practical aspects of Accounting

Academic Year: 2020-21

Type of the Event: Certificate Course

Reach of the Event: Local

Mode of Event: Online

Date of Event: 10-02-2021 to 26-02-2021

No of Day(s): 15

Objectives of the event : To gain the conceptual and practical knowledge of Accounting

Details about the external Collaborating/Associating agencies

**Name of the
collaborating agency:**

Address:

Nature of the

Collaboration:

Details of

Collaboration:

Resource Persons' Details

Name of the Resource person: Vikas Marathe

Institutional Affiliation:

Any other details



Participant Details

Number of Participants

Local	State	National	International	Total Delegation
47	0	0	0	47

Event Coordinator Details

Name of the Department/Committee: Commerce

Name of the Event Co-ordinator: Mr. Arun Marathe

Event Co-ordinator email address: a.marathe@gmail.com

Event Co-ordinator Mobile Number:

Name of the Co-coordinator:

Signature of the Coordinator:



Signature of the Co-coordinator:



Signature of the Principal:



Date: 02-03-2021

Place: Porvorim - Goa



Santhosh
