

**Tentative Routine of Add-on Course on "E-filing of Individual Income Tax Return"**

**Academic Session: 2021-2022**

Date	Time	Name of the Teacher	Topic
9.11.2021	3:30pn to 6pm	Kalidas Mukherjee	Introduction namely meaning of tax, purpose and classification of taxes, Tax system of India and residential status.
16.11.2021	3:30pm to 6pm	Hirak Roy	Income from Salary
22.11.2021	3:30PM to 6pm	Hirak Roy	Income from House property
27.11.2021	3:30pm to 6pm	Hirak Roy	Income from profits and gains of business and profession
30.11.2021	3:30pm to 6pm	Hirak Roy	Capital gains
6.12.2021	3:30pm to 6pm	Hirak Roy	Income from other sources
13.12.2021	3:30pm to 6pm	Hirak Roy	Details of incomes which are exempt under section 10 of Income tax Act 1961.
16.12.2021	3:30pm to 6pm	Hirak Roy	Tax Planning with reference to Individuals and the deductions as per the series of Section 80.
21.12.2021	3:30pm to 6pm	Hirak Roy	Methods of computing taxable income of an Individual

ATTESTED  


**DR. DIPANKAR GHOSH**  
PRINCIPAL  
Sudhiranjan Lahiri Mahavidyalaya  
MAJDIA, NADIA



			considering various applicable deductions under section 80.
23.12.2021	3:30pm to 6pm	Hirak Roy	Knowledge of various returns (ITRs) and the applicable return for individual income tax,
27.12.2021	3:30pm to 6pm	Hirak Roy	Overview of the Income tax website and how to file return online and
8.1.2022	3:30pm to 6pm	Hirak Roy	Extract the previous financial year income tax return data.
11.1.2022	3:30pm to 6pm	Kalidas Mukherjee	Valedictory Session.

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# Sudhiranjan Lahiri Mahavidyalaya

(Accredited by NAAC)

ESTD 1966

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P.O. - MAJDIA, DIST. NADIA PIN - 741507 WEST BENGAL, INDIA.

## Syllabus of Certificate Course on Tally ERP 9 with GST

### Course Objectives:

1. To impart knowledge regarding the concepts of financial accounting
2. To enable students to understand and work with an accounting software with GST
3. To increase the employability of students in the area of accounting and finance.

### Course Outcomes:

After successful completion of the course, the learners will be able to:

1. Classify accounting records relating to inventory, banking, vouchers and orders.
2. Synthesize company accounts into Tally software
3. Evaluate GST in the accounting software
4. Create a career as accounting professional.

### Course Contents:

Sr.No	Topics	Brief Description
1	Introduction	Financial Accounting Principles and Basics of Tally, Types of ledgers, accounts & groups etc.
2	Company Info	Creation of a Company in Tally, data entry, assigning passwords to the company, selecting, altering and closing a company in Tally. Creating company ledgers, groups, displaying ledgers, groups, security controls
3	Inventory Management	Inventory Records, Creating units of measurement, Creating stock items, groups & categories, Altering & Displaying inventory information, Making voucher entries affecting inventory, various methods for valuation of stock, various inventory reports.
4	Accounting Ledger Details	Concept of Ledger entry – vouchers, new features (F11) of latest Tally versions. Explanation of different settings, options for configuration in Tally, Different types of voucher entries, sales, purchase, receipts, payment using shortcut combinations of Alt, making different types of voucher entries.
5	Banking	Bank & contra Entries, Bank Reconciliation statements, displaying purchase-sales registers, receipts-payment, Displaying Balance Sheet, Profit & Loss account.



6	Cost Centre and Cost Categories	Concept of Cost centre and use of cost centre, creating cost centres, Displaying cost centre, cost centre breakup, reports, summary, assignments
7	Memo Voucher (Memorandum)	Making Memo entries, using direct commands, Different Types of Balance Sheet, Vertical and Horizontal control, Passing journal entries for adjustments, editing vouchers and journal entries.
8	Order Processing	Orders Entry, Order printing, configuration, sales invoice printing, order outstanding summary assignments
9	Report in Tally ERP.9	Taking print outs of ledgers, Balance sheet, profit & loss account, etc. Exporting data in different formats, web interactivity ( email, upload, and browse)
10	GST in Tally ERP.9	GST, Introduction of GST in Tally, Enabling GST in F11 Features.
11	Generate GST	Creating a Stock Item with GST Creating Purchase Ledger with GST Creating Sales Ledger with GST, Creating a Input GST Tax Ledger Creating a Output GST Tax Ledger, Creating a Customer Ledger, Creating Sales Ledger.

#### Course Evaluation:

1. Attendance--10%
2. Weekly Test and exercises --50%
3. Final Project --40%.

#### Instructors:

- Hirak Roy
- Dr. Arindam Chakraborty
- Dr. Somnath Bandyopadhyay
- Ranjan Sarkar

#### Conclusion:

1. By the conclusion of this add on course, participants will achieve increased productivity in Tally ERP.
2. Gain proficiency in passing accounting entries, navigating the interface, creating Trial Balance, Balance Sheet and generating relevant accounting reports.
3. Gain Knowledge in GST and its accounting in Tally ERP 9.



## **Tentative Routine of Add-on Course on Tally ERP 9 with GST**

**Academic Session: 2022-2023**

Date	Time	Name of the Teacher	Topic
6.8.2022	3:30pm to 6pm	Kalidas Mukherjee	Introduction to Financial Accounting Principles and Basics of Tally, Types of ledgers, accounts & groups etc.
10.8.2022	3:30pm to 6pm	Hirak Roy	Creation of a Company in Tally, data entry, assigning passwords to the company, selecting, altering and closing a company in Tally. Creating company ledgers, groups, displaying ledgers, groups, security controls
16.8.2022	3:30pm to 6pm	Hirak Roy	Inventory Records, creating units of measurement, creating stock items, groups & categories, Altering & Displaying inventory information, making voucher entries affecting inventory, various methods for valuation of stock, various inventory reports.
22.8.2022	3:30pm to 6pm	Hirak Roy	Concept of Ledger entry – vouchers, new features (F11) of latest Tally versions. Explanation of different settings options for configuration in Tally, Different types of voucher entries, sales, purchase, receipts, payment using shortcut combinations of Alt, making different types of voucher entries.
25.8.2022	3:30pm to 6pm	Hirak Roy	Bank & contra Entries, Bank Reconciliation statements, displaying purchase-sales registers, receipts-payment, Displaying Balance Sheet, Profit & Loss account.



30.8.2022	3:30PM to 6pm	Hirak Roy	Concept of Cost centre and use of cost centre, creating cost centres, Displaying cost centre, cost centre breakup, reports, summary, assignments
31.8.2022	3:30pm to 6pm	Hirak Roy	Making Memo entries, using direct commands, Different Types of Balance Sheet, Vertical and Horizontal control, Passing journal entries for adjustments, editing vouchers and journal entries.
3.9.2022	3:30pm to 6pm	Hirak Roy	Orders Entry, Order printing, configuration, sales invoice printing, order outstanding summary assignments
10.9.2022	3:30pm to 6pm	Hirak Roy	Taking print outs of ledgers, Balance sheet, profit & loss account, etc. Exporting data in different formats, web interactivity i.e., email, upload, and browse
19.9.2022	3:30pm to 6pm	Hirak Roy	GST, Introduction of GST in Tally, Enabling GST in F11 Features.
24.9.2022	3:30pm to 6pm	Hirak Roy	Creating a Stock Item with GST Creating Purchase Ledger with GST Creating Sales Ledger with GST,
27.9.2022	3:30pm to 6pm	Hirak Roy	Creating a Input GST Tax Ledger Creating a Output GST Tax Ledger, Creating a Customer Ledger, Creating Sales Ledger.
29.9.2022	3:30pm to 6pm	Kalidas Mukherjee	Valedictory Session.





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## Syllabus on Add on Course "Basic Concepts of Excel".

The Department of Commerce at Sudhiranjan Lahiri Mahavidyalaya has recently launched a 32-hour add-on course titled "Basic concepts of Excel". This certification course aims to showcase proficiency in essential Excel skills such as creating and handling worksheets and workbooks, managing cells and ranges, developing tables, utilizing formulas and functions, and generating charts and objects.

### **Learning Objectives:**

The course includes skills in manipulating data within workbooks, including creating, modifying, and removing data in worksheets, ranges, tables, charts, named items, and other elements. It emphasizes using graphical elements to visually present data. Examples of workbook applications encompass professional-grade budgets, financial reports, team performance visuals, sales records, and data entry logs.

### **Course includes:**

Articles, downloadable materials, accessibility via mobile and TV, and a certificate upon completion.

### **Requirements:**

Compatible with Microsoft Excel 2007, 2010, 2013, 2016, 2019 & Office 365

Compatible with Excel 2011, 2016 & Office 365 for Mac



This was recorded using Excel 2010, 2013 & 2016.

**Prerequisites:**

Basic computer literacy and familiarity with Microsoft Excel.

**Course Contents:**

**Introduction to Excel Basics:**

1. The lecture outlines the steps through which participants will acquire the course content
2. How to Use Tabs and Ribbon on Excel
3. Comprehensive exploration of different Excel dashboards and interfaces.
4. It will demonstrate how to utilize the tabs and ribbons located at the top of an Excel workbook.
5. Hands-on exercises: creating and formatting simple documents.

**Basic concepts on cell referencing, data wrangling in excel**

1. Access the file menu to save, print, and customize documents within Excel.
2. Provides an overview of the numerous features and tools accessible in Excel 2016.
3. Introduction of Cell Referencing in Excel.
4. Understanding the concept of Data Wrangling
5. Illustrations discussed in this module, types of cells referencing.
6. Hands-on exercises; creating and formatting simple documents.

**Basic Concepts on creating, editing, deleting tables, filtering in excel.**

1. Introduction to using Tables and Borders in Excel.
2. Learn to create and use tables and borders in Excel.
3. Organizing and viewing the data.
4. Sorting and filtering the data in Excel sheet.
5. Practical activities involving the creation and formatting of basic documents.



## **Understanding Conditional formatting, Data Bars**

1. Using conditional formatting to visualize data in simple documents.
2. Learn effectiveness of Conditional Formatting.
3. Understanding Data Bars.
4. Use of Data Bars on Same Field and Adjacent Field, customizing Data Bars
5. Hands-on exercises; creating and formatting simple documents.

## **Sorting and filtering in excel:**

1. Sorting in Excel and Filtering in Excel.
2. Sort all sorts of data in the Excel sheet on the basis of color or values.
3. Experience how sorting works by going through example.
4. Experience how filtering works in Excel.
5. Learn to apply filtering to a given data set and explore its uses.
6. Hands-on exercises; creating and formatting simple documents.

## **Using of functions like if-else condition in excel:**

1. Data & Time If-Else condition in Excel
2. Learn about various variables used in Excel
3. Become familiar with the date and time functions
4. Learn different ways to use the functions in Excel
5. If-Else condition in Excel is used to test a condition and then take one action.
6. Get to know If-Else condition and its use in Excel with the help of different use cases.
7. Practical activities involving the creation and formatting of basic documents.

## **Final project on Excel covering all above topics:**

1. Final Project and course review
  2. Final project: Participants will apply their skills to create a Excel or presentation.
  3. Project presentation and peer feedback.
  4. Course review: summarizing essential concepts, techniques, and best practices.
- ✦



5. Question & answer session: addressing participants' question and concern
6. Course evaluation and feedback collection.

**Assessment:**

1. Weekly assignments and exercises: 50%
2. Final project: 40%
3. Participation and engagement: 10%

**Instructors:**

- Hirak Roy
- Kalidas Mukherjee
- Dr. Arindam Chakraborty
- Dr. Somnath Bandyopadhyay
- ~~Ranjan Sarkar~~

**Conclusion:**

1. By the conclusion of this module, participants will achieve increased productivity in Excel, resulting in time savings and reduced workplace stress.
2. Gain proficiency in Excel basics: navigating the interface, creating spreadsheets, and saving work.
3. Create Bar, Column, Pie, and Line Charts in Excel.
4. The primary goal of this course is to enhance participants' skills and interest in Excel for future professional applications.



## Tentative Routine of Add-on Course on "Basic Concepts of Excel"

Academic Session: 2020-21

Date	Time	Name of the Teacher	Topic
4.8.2020	6pm to 8pm	Dr Somnath Bandopadhyay	Introduction to Excel basics
8.8.2020	6pm to 8pm	Hirak Roy	Create Worksheets and Workbooks
11.8.2020	6pm to 8pm	Hirak Roy	Navigate in Worksheets and Workbooks
14.8.2020	6pm to 8pm	Hirak Roy	Format Worksheets and Workbooks
18.8.2020	6pm to 8pm	Hirak Roy	Customize Options and Views for Worksheets and Workbooks
21.8.2020	6pm to 8pm	Hirak Roy	Configure Worksheets and Workbooks for Distribution
25.8.2020	6pm to 8pm	Hirak Roy	Apply Custom Data Formats and Validation
29.8.2020	6pm to 8pm	Hirak Roy	Apply Advanced Conditional Formatting and Filtering
2.9.2020	6pm to 8pm	Hirak Roy	Change worksheet order
5.9.2020	6pm to 8pm	Hirak Roy	Insert and delete columns or rows
8.9.2020	6pm to 8pm	Hirak Roy	Change workbook themes
12.9.2020	6pm to 8pm	Hirak Roy	Adjust row height and column width
15.9.2020	6pm to	Hirak Roy	Insert headers and footers



	8pm		
19.9.2020	6pm to 8pm	Hirak Roy	Customize Options and Views for Worksheets and Workbooks
22.9.2020	6pm to 8pm	Hirak Roy	Configure Worksheets and Workbooks for Distribution
26.9.2020	6pm to 8pm	Hirak Roy	Valedictory Session





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A.

## Syllabus on e-filing of Individual Income tax returns

Name of Course:	E-filing of Tax Returns		
Duration:	32 Hours	Modules:	6
Course Objectives:			
<ul style="list-style-type: none"><li>This course aims at teaching Indian tax system, various heads of income and tax planning with reference to salaried persons.</li><li>Students will also get an overview of income tax department's website and how to file a return.</li><li>Students will learn legal ways of minimizing tax liability by making use of various tax exemptions and deductions.</li></ul>			
Course Outcomes:			
After doing this course students will be able to: <ul style="list-style-type: none"><li>Calculate income under various heads.</li><li>Compute total income.</li><li>Make tax plan for individual.</li><li>File tax return.</li></ul>			
Course Pre-requisites:			
<ul style="list-style-type: none"><li>The students should have basic idea about accounting and taxation.</li><li>Basic mathematical abilities.</li></ul>			
Career Prospects:			



This course will enable the students to choose their work area such as:

- Tax consultant/Tax advisor/Tax Specialist
- Income tax official
- Tax Managers.

#### Course Contents:

Sr.No.	Topics	Brief Description
1	Introduction	Meaning of tax, purpose and classification of taxes, Tax system of India and residential status.
2	Overview of various heads of Income	Income from Salary, Income from House property, Income from profits and gains of business and profession, Capital gain, Income from other sources
3	Exempted Incomes	Details of incomes which are exempt under section 10 of Income tax Act 1961.
4	Tax Planning	Tax Planning with reference to Individuals and the deductions as per the series of Section 80.
5	Computation of Income of an Individual	Methods of computing taxable income of an Individual considering various applicable deductions under section 80.
6	Preparing return of Income and filing of said return	Knowledge of various returns (ITRs) and the applicable return for individual income tax, Overview of the Income tax website and how to file return online and extract the previous financial year income tax return data.

#### Course Evaluation:

1. Attendance-- 10%
2. Weekly Test and exercises -- 50%
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#### Instructors:

- Hirak Roy
- Kalidas Mukherjee
- Dr. Arindam Chakraborty



- Dr. Somnath Bandyopadhyay
- Ranjan Sarkar

**Conclusion:**

1. By the conclusion of this add on course, participants will achieve increased productivity in e-filing of income tax returns.
2. Gain proficiency in computing income under various heads, tax planning and filing of return of income.



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