SIES COLLEGE OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS)

ACADEMIC YEAR 2020-2021

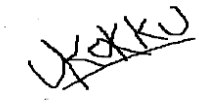
NOTICE

17th January 2021

All the students of FYBMS are hereby informed that the classes for value added certificate course in Tally ERP-9 will begin from 18th January 2021. The certificate course is worth 2 credit points and it will be granted on successful completion of the course. The batch allocated for the above classes are as follows:

Batch	Roll Nos.	Timings
I	01-55	1.00pm(Monday)
II	56 & above	1,00 pm (Wednesday)

Link for the classes will be shared shortly on the official WhatsApp groups.



Prof. Umadevi Kokku

Course Coordinator- BMS

SIES COLLEGE OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS)

ACADEMIC YEAR 2020-2021

TALLY SYLLABUS

CHAPTER-1 [COMPANY CREATION]

1. Company Creation:
2. Opening (Loading) the Company in Tally Prime:
3. Modification | Update | Alter Company Details | Delete Company

CHAPTER-2 [GST SETUP USING Tally Prime]

2.1. Activate GST for Your Company

2.1.1. Activate GST for Regular Dealers

2.1.2. Activate GST for Composition Dealers

CHAPTER-3 [SET-UP OF GROUPS/LEDGERS [Charts of Accounts]

3.1. Account Groups in Tally Prime

3.1.1. Create Account Groups (under Single Group) one-by-one:

3.1.2. Advanced Configurations for Account Groups

3.2. Ledgers in Tally Prime

3.2.1. Creating a Single LEDGER :

3.2.2 Displaying, Altering and Deleting Ledger Accounts

3.2.3. Creating a Current Liabilities / Assets Ledger

Assignment-1

3.2.4. Creating Bank Account Ledgers in TallyPrime

Assignment-2

3.2.5. Creating Party Ledgers (Sundry Debtor / Sundry Creditor)

> Maintain Balances Bill-by-Bill & Default Credit Period (if you require) :

> Define the Default Credit Period:

Assignment-3

3.2.6. Creating GST Ledger (CGST / SGST / IGST) under Duty and Taxes Group.

Assignment-4

3.2.7. Creating Sales and Purchase Ledgers for GST Compliance:

I. Creating a Sales Ledger: Sales-GST/IGST (both for Local & Outside State)

II. Creating a Purchase Ledger: Purchase-GST/IGST (both for Local & Outside State). 38

Assignment-5

3.2.8. Creating Expenses and Income Ledgers without GST Compliance

Assignment-6

3.2.9. Creating Service Ledger with GST Compliance

Assignment-7

3.2.10. Creation of Ledger 'Rounded off (+/-)' for rounding the Invoice Value automatically.

CHAPTER-4 [INVENTORY / ITEMS & GOODS / STOCK]

4.1. Creating a Stock Group

4.1.1. Modifying / Deleting a Single Stock Group

Assignment-8

4.2. Creation of Stock Units of Measure

4.2.1. Simple Units of Measure

4.2.2. Compound Units of Measure

4.2.3. Alternation / Deletion of Stock Units

4.3. Creation of Stock Items

4.3.1. Setting GST Details in Stock Item (Tax On Value)

Assignment-9

4.3.2. Setting Slab-wise GST Details in Stock Item (Tax On Item Rate)

4.3.3. Setting MRP details in Stock Items

4.3.4. Setting 'Nil-Rated' , 'Exempted', 'Zero Rated' & ' Non-GST' Items & Goods using TallyPrime

4.3.4.1. Setting Nil-Rated & Exempted items and Goods :

Assignment-10

4.4.3.2. Setting Non-GST Goods :

CHAPTER- 5 [VOUCHERS in Tally Prime]

5.1. Purchase Voucher (F9)

(A) Local Purchase (within State)

(B) Interstate Purchase (outside State)

(C) Purchase Voucher with some Additional Charges/ Discount etc.

>> Creation of Additional Charges Ledger included before GST in Purchase Bill

>> Creation of Additional Charges Ledger included after GST in Purchase Bill

>> Purchase Bill Voucher with Additional Charges / Discount both before and after GST

Assignment-11

5.1.1. Record Expenses with GST in Purchase Voucher (F9)

Assignment-12

5.1.2. Purchase of Capital Goods with GST in Purchase Voucher (F9)

Assignment-13

5.1.3. Purchase of 'Nil-Rated' , 'Exempted', Items & Goods using TallyPrime

5.2. Purchase Return / Debit Note Voucher (Alt+F5)

(A) Item Invoice Mode :

(B) Accounting Invoice Mode :

Assignment-14

5.3. Sales Invoice (F8) –

5.3.1. Alter Pre-defined 'Sale' Voucher Types in Tally Prime

5.3.1.1. 'General' Setting in Voucher Type

5.3.1.2. 'Printing' Setting in Voucher Type

5.3.1.3. 'Name of Class' Setting in Voucher Type

5.3.2. Voucher Classes for Sale Voucher

5.3.3. Sale Voucher with Item Invoice for GST Compliance

5.3.4. Sale of Goods and Services in a Single Invoice with multiple GST Rate.

5.3.5. GST Sale of a Composite Supply (Sale of Items & Goods with Expenses Apportioning)

5.3.6. Sale of 'Nil-Rated' , 'Exempted', Supplies using TallyPrime

5.3.7. Ledger to Round-off the Invoice Value Automatically in Sale Invoice.

5.3.8. Zero Valued Entries in Sales Invoice

Creating Zero Valued Entries (Sale of Free Product)

5.3.9. Different Actual and Billed Quantities in Sale Invoice

5.3.10. Enable Item Rate (Inclusive of Tax) during Sale

5.3.10.1. Enable Item Rate (Inclusive of Tax) at the time of Item Creation / Alternation mode :

5.3.10.2. Activation of Item Rate Inclusive of Tax in F12: Configuration during Sale Entry.

Assignment-15

5.3.11. Sale Voucher with Accounting Invoice for Service Ledger

(A) Sale Invoice with Service Charges within State (CGST / SGST)

Assignment-16

(B) Sale Invoice with Service Charges Outside State (IGST)

Assignment-17

5.4. Sales Return / Credit Note (Alt+F6)

(A) Item Invoice Mode

(B) Accounting Invoice Mode

Assignment-18

5.5. Contra Voucher (F4)

(A) Cash Deposit Voucher

(B) Cash Withdrawal Voucher

(C) Fund Transfer Voucher

5.5.1. Voucher Classes for Contra Voucher

(A) For 'Cash Deposit' Class under Contra Voucher

(B) For 'Cash Withdrawal' Class under Contra Voucher

(C) For 'Fund Transfer' Class under Contra Voucher

Assignment-19

5.6. Payment Voucher (F5)

5.6.1. Voucher Classes for Payment & Receipt Voucher

Assignment-20

5.7. Receipt Voucher(F6)

5.7.1. Voucher Classes for Payment & Receipt Voucher

Assignment-21

5.8. Journal Vouchers (F7):

Assignment-22

CHAPTER-6 [GST Reports to File GST Returns]

6.1. GSTR -1 Report in TallyPrime

6.1.1. Return View of GSTR-1

6.1.1.1. Return View Information (GSTR-1 Report)

> Total number of vouchers for the period

> Included in returns.

> Not relevant for returns

Incomplete/mismatch in information (to be resolved) – GSRT-1

6.1.1.2. Particulars Information (GSTR-1 Report)

1. B2B Invoices - 4A, 4B, 4C, 6B, 6C
2. B2C(Large) Invoices - 5A, 5B
3. B2C(Small) Invoices - 7
4. Credit/Debit Notes (Registered) - 9B
5. Credit/Debit Notes (Unregistered) - 9B
6. Exports Invoices - 6A
7. Tax Liability (Advances received) - 11A(1), 11A(2)

8. Adjustment of Advances - 11B(1), 11B(2)
9. Nil Rated Invoices

> HSN/SAC Summary - 12

> Document Summary - 13

6.1.2. Nature View of GSTR-1 Report

6.1.3. Export GSTR-1 Report from TallyPrime in the JSON Format.

6.2. GSTR -2 Report in TallyPrime

6.2.1. Transaction Summary in GSTR-2 Report

> Total number of vouchers for the period

> Included in Returns.

> Not included in returns due to incomplete information

> Not relevant for returns

> Invoices with mismatch in information

6.2.2. Particulars Information (GSTR-2 Report)

1. B2B Invoices - 3, 4A
2. B2BUR Invoices - 4B
3. Import of Services - 4C
4. Import of Goods - 5
5. Credit/Debit Notes Regular - 6C. 141
6. Credit/Debit Notes Unregistered - 6C
7. Nil Rated Invoices - 7
8. Advance Paid - 10A
9. Adjustment of advance - 10B
10. ITC Reversal/Reclaim - 11

HSN Summary of inward supplies - 13

6.3. GSTR -3B Report in TallyPrime

6.3.1. Return View of GSTR-3B Report

6.3.1.1. Return Summary of GSTR-3B Report

> Total number of vouchers for the period

> Included in returns.

> Not relevant for returns

> Uncertain Transactions (Corrections needed)– GSRT-3B

6.3.1.2. Table Particulars (Computation details) as per GST Format of GSTR-3B Report

3.1 Details of Outward Supplies and inward supplies liable to reverse charge

3.2 of the supplies shown in 3.1 (a) above, details of inter-Sate supplies made to unregistered persons, composition taxable persons and UIN holders

4. Eligible ITC

5. Values of exempt, nil-rated and non-GST inward supplies

5.1 Interest and Late Fees Payable

6.3.2. Nature View of GSTR-3B Report

6.3.3. Generate GSTR-3B Returns in the JSON Format to File from TallyPrime

> Print GSTR-3B Return in Word Format or File directly on the GST Portal.

6.4. GST Annual Computation Report in TallyPrime

6.4.1. Vouchers Recorded for the Period

6.4.1.1. Resolution of incomplete/incorrect details

6.4.2. Liability, Input Tax Credit, HSN/SAC Summary

> Outward and Inward Supplies on Which Tax is Payable (Including Advances)

> Outward Supplies on Which Tax is not Payable

> Input Tax Credit

> ITC Reversal and Ineligible ITC Declared

> HSN/SAC Summary of Outward Supplies

> HSN/SAC Summary of Inward Supplies

CHAPTER-7 [e-Way Bill using TallyPrime]

7.1. Setup e-Way Bill in TallyPrime

7.2. Record invoice with details required for e-Way Bill, and create JSON

7.3. Step to generate e-Way Bill on the e-Way Bill Portal by Uploading JSON File

7.4. Print the invoice with e-Way Bill number

CHAPTER – 8 [GST on Reverse Charge Mechanism (RCM)]

8.1. Inward Supply of Goods & Service under GST Reverse Charge (RCM)

8.2. Setup for Inward Supply under GST Reverse Charge

(A) Create Unregistered Supply Ledger under Sundry Creditor.

(B) Create Local Expenses Ledger i.e. Freight & Cartage - Local" with 5% GST under RCM

(C) Create Expenses Ledger (IGST) with Reverse Charge Applicable

(D) Create Items and goods as Reverse Charge Applicable

8.3. View Total Tax Liability under GST Reverse Charge (RCM) in GSTR-3B & GSTR-2 Report

8.4. Journal Voucher for Increase of Tax Liability & Input Tax Credit on Purchase under Reverse Charge.

CHAPTER – 9 [GST on Advance Received]

9.1. GST on Advance Received from Customer if Turnover is more than Rs. 1.5 Crores

9.2. Advance Receipt from Customer against Sale of Goods and Services

9.3. Journal Voucher to Raise GST Liability against Advance Received from Customer

9.4. Reversing the GST Liability on Advance Receipt for Sales completed in the same month.

(A) Sales Invoice Linked to an Advance Receipt Voucher

(B) Reverse Tax Liability on Advance Receipt for Sale completed in same month.

CHAPTER – 10 [Order Processing in TallyPrime]

10.1. Purchase Order (Ctrl+F9) Processing in TallyPrime

10.1.1. Receipt Note Voucher (GRN) against Purchase Order

10.1.2. Purchase Voucher against Receipt Note Voucher (GRN)

10.2. Sales Order Processing in TallyPrime

10.2.1. Delivery Note Against Sales Order

10.2.2. Sale Invoice Against Delivery Note

CHAPTER – 11 [Bill of Materials (BoM)]

11.1. Setup Bill of Materials (BOM)

11.2. Creating a Manufacturing Journal

CHAPTER – 12 [Price Levels & Price List]

12.1. Price Levels in TallyPrime

12.1.1. Create Price Levels

12.1.2. Assign Price Levels to Ledger Accounts

12.2. Price List in TallyPrime

12.3. Use Price Levels & Price List during Voucher Entry

CHAPTER – 13 [Cost Centre and Cost Category]

13.1. Creating Cost Category and Cost Centre

13.2. Applying Cost Centres to Ledger Accounts

13.3. Cost Centres Allocation in Voucher Entry

CHAPTER-14 [TDS (Tax Deducted At Source)]

14.1. Enabling TDS in TallyPrime

14.2. Creating TDS Nature of Payment

14.3. Creating Master Ledger with TDS Transaction i.e. Expenses, Party Ledger, TDS Ledger

Step-1: Alter Expenses Ledger i.e. Rent Paid

Step-2: Alter Party Ledger i.e. N. Jatania & Co (Under Sundry Creditor) as below :

Step-3 : Create TDS Ledger i.e. TDS on Rent

Step-4: TDS Transaction (Accounting for TDS on Expenses)

14.4. TDS on Advance Payment against Expenses

14.5. Recording Payment Transaction (TDS)

CHAPTER-15 [Optional & Non-Accounting Vouchers]

15.1. Memo (Memorandum) Voucher
15.2. Optional Voucher
15.3. Post-dated Voucher
15.4. Reversing Journal
15.5. Physical Stock Voucher
15.6. Stock Journal Voucher (Alt+F7)
> Additional Cost on Purchase in Stock Journal :
15.7. Rejection In Voucher (Ctrl+F6)
15.8. Rejection Out Voucher (Alt+F6)

CHAPTER – 16 [REPORTS IN TallyPrime]

16.1. Modifying Reports
16.2. Display Financial Statements in TallyPrime
16.2.1. Balance Sheet in TallyPrime
Set Closing Stock Manually in the Balance Sheet
16.2.2. Profit & Loss Account in TallyPrime
16.2.3. Receipts and Payments Report in TallyPrime
16.2.4. Trial Balance in TallyPrime
16.3. Display Books, Registers and Ledgers
16.3.1. Sales Register Report in TallyPrime
16.3.1.1. Columnar Sales Register
16.3.1.2. Extract of Sales Register
16.3.2. Purchase Register Report in TallyPrime
16.3.3. Cash /Bank Book Report in TallyPrime
16.3.4. Statement of Accounts Report in TallyPrime
16.3.5. Journal Register Report in TallyPrime
16.3.6. Day Book Report in TallyPrime
16.4. Display Inventory Reports and Statements
16.4.1. Stock Summary Report in TallyPrime
16.4.2. Stock Items Report in TallyPrime

> Viewing Stock Item Vouchers
16.4.3. Godown / Location Summary Report in TallyPrime
16.4.4. Movement Analysis Report in TallyPrime
16.4.4.1. Movement Analysis (Stock Group Analysis)
16.4.4.2. Stock Item Movement Analysis
16.4.4.3. Accounts Group Movement Analysis
16.4.4.4. Ledger Movement Analysis
16.4.4.5. Transfer (Movement) Analysis
16.4.5. Stock Ageing Analysis Report in TallyPrime
16.4.5.1. Changing the Default Ageing Period
16.4.6. Sales and Purchase Order Report in TallyPrime
16.5. Display Management Information System(MIS) Reports
16.5.1. Cost Centre Reports
16.5.2. Ratio Analysis Reports
16.5.3. Cash Flow Reports
16.5.4. Funds Flow Statement Reports
16.5.5. Exception Reports
16.5.5.1. Negative Stocks Report
16.5.5.2. Negative Ledgers Report
16.5.5.3. Memorandum Voucher Register Report
16.5.5.4. Reversing Journals Register Report
16.5.5.5. Optional Vouchers Register Report
16.5.5.6. Post Dated Vouchers Register Report

CHAPTER – 17 [OTHER UTILITIES]

17.1. Security Control
17.1.1. Set Password in TallyPrime
17.1.2. Use Security Control
17.1.2.1. Creating Users and Passwords
17.1.2.2. Creating and Setting Up Voucher Type Security for Users
17.1.3. TallyVault Password
17.2. Year-end Processing & Moving Company Data to Next Financial Year
17.2.1. Change Current Period

17.2.2. Create New Company and Import the Opening Balances

> Export closing balances from old company

> Import Masters of closing balances as opening balances in new company

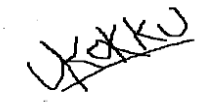
17.3. Splitting Company Data based on Financial Year

17.4. Group Company in Tally Prime

For More Visit this Website

http://tallyerp9book.com/

Technical Cube



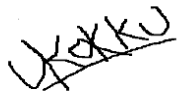
Prof. Umadevi Kokku
Course Coordinator- BMS

SIES College of Arts, Science & Commerce
(Autonomous)
Sion (West)

Report on value added course Tally ERP 9 (AY 2020-21)

FYBCOM and FYBMS were offered value added course Tally ERP 9 for the academic year 2020-21. The course was conducted online through MS teams. The course was completed in 38 hours.

Course	Enrolled	Completed	Male	Female
FYBCOM	227	204	99	105
FYBMS	95	95	37	58



Dr. Umadevi Kokku
Co-ordinator-BMS

SIES COLLEGE OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS), SION (WEST)

DEPARTMENT OF STATISTICS

Notice

25th January 2021

Department of Statistics invites applications for the value-added course- Intermediate course in R software.

Details are as follows:

Name of the course	An intermediate course in R software
Duration	50 Hours
Fee	Rs. 1000 (Including GST)

The registrations for the course are open for all TYBSc students. Interested students are required to inform the undersigned by 31st January 2021.

Details regarding the course content are attached herewith.

Pallavi Rege

Head of Statistics Department

SIES COLLEGE OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS), SION (WEST)

STATISTICS DEPARTMENT

R Software Course Syllabus

Topics	Duration
Unit I: Introduction to R software **Overview:** Introduction & history of R software. **Basic commands:** Command, help, quit, library, installing packages, data import, data export and creation of output files in various formats, data editor, cleaning up the windows, setting up directories. Introduction to R studio. Description of a command window, console, environment window, output window. Operational functions, built-in functions, Basic matrix commands Operation with strings, factor, cat function, paste function, Extra functions Handling Categorical and Continuous data Logical operations, Conditional Execution, Control structures in R	**12 Lectures**
Unit II: Data Exploration and Analysis I Introduction to data sets, Data preparation, and handling missing observations Graphical representation, Descriptive statistics, Correlation & Simple Linear Regression. Probabilities using discrete and continuous distributions. Sampling Methods, Analysis of Variance and its interpretation.	**13 Lectures**
Unit III: Data Analysis II Z test & Exact sampling distributions. Non-parametric tests **Multiple linear regression:** Introduction, validation of assumptions, estimation of parameters, variable selection, and fitting of the model and its interpretation. **Logistic regression:** Introduction, validation of assumptions, estimation of parameters, variable selection, and fitting of the model and its interpretation. AUC	**13 Lectures**
Unit IV: **Introduction and Interpretations using Advanced Statistical Techniques** Principal Component Analysis, Factor analysis & Cluster analysis. Decision Tree (CART and CHAID). Text mining & Market Basket Analysis.	**12 Lectures**

SIES COLLEGE OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS), SION (WEST)

STATISTICS DEPARTMENT

An intermediate course in R software - Report

The department of Statistics conducted "An intermediate course in R software" for TYBSc students. The course was conducted from 3rd February 2021 to 31st March 2021. Students gained 2 credit points after the successful completion of the course. The course was conducted for 8 weeks. 30 students from TYBSc enrolled in this course and completed the intermediate course in R software.

Pallavi Rege

Head of Statistics Department

SIES College of Arts Science & Commerce (Autonomous), Sion (West)
Department of Commerce

FYBCOM
Value Added Course with 2 Credits for the Academic Year 2020-21

Tally.ERP9 Course

NOTICE

Online Tally lectures on MS Teams platform will commence from 18th January, 2021 onwards.

Link will be shared on class WhatsApp group.

Students are required to follow the batch system given below:

Batch No.	Class	Division	Roll No.	Time	Days
01	F.Y.BCom	A	01 - 60	1.30 P.M. To 2.30 P.M.	Wednesday and Friday
02	F.Y.BCom	A	61 - 125	2.30 P.M. To 3.30 P.M.	Wednesday and Friday
01	F.Y.BCom	B	201 - 260	1.30 P.M. To 2.30 P.M.	Thursday and Saturday
02	F.Y.BCom	B	261 - 323	2.30 P.M. To 3.30 P.M.	Thursday and Saturday

Tally Teacher,
Ajit Gala

Co-ordinator,
Maria Fernandes

15-1-2021

SIES College of Arts Science & Commerce (Autonomous), Sion (West)

Department of Commerce

FYBCOM

Value Added Course with 2 Credits for the Academic Year 2020-21

Tally.ERP9 Course

Syllabus

Objectives:

1) To provide students knowledge of Tally.ERP 9 & make them aware of the procedures of Accounting, Inventory, Taxation, Payroll software & Job-work.
2) To Provide Students necessary skills to perform all kinds of accounting operations as required by the industry.
3) To enhance the employability of students seeking jobs in the Accounts departments of any company.

Syllabus:

LEVEL -1

CHAPTER-1. COMPANY CREATION

- Company Creation
- Opening (Loading) the Company in Tally Prime
- Modification | Update | Alter Company Details | Delete Company

CHAPTER-2. SET-UP OF GROUPS/LEDGERS [Charts of Accounts]

- Account Groups in Tally Prime
- Create Account Groups (under Single Group) one-by-one
- Advanced Configurations for Account Groups
- Ledgers in Tally Prime
- Creating a Single LEDGER
- Displaying, Altering and Deleting Ledger Accounts
- Creating a Current Liabilities / Assets Ledger
- Creating Bank Account Ledgers in Tally Prime
- Creating Party Ledgers (Sundry Debtor / Sundry Creditor)

CHAPTER-3. INVENTORY / ITEMS & GOODS / STOCK

- Creating a Stock Group
- Modifying / Deleting a Single Stock Group
- Creation of Stock Units of Measure
- Simple Units of Measure
- Alternation / Deletion of Stock Units

- Creation of Stock Items

CHAPTER-4. VOUCHERS in Tally Prime

- Purchase Voucher (F9)

(A) Purchase Voucher with some Additional Charges/ Discount etc.
(B) Purchase Bill Voucher with Additional Charges / Discount

- Sales Invoice (F8)

(A) 'General' Setting in Voucher Type
(B) 'Printing' Setting in Voucher Type
(C) Item Invoice Mode
(D) Accounting Invoice Mode

- Contra Voucher (F4)

(A) Cash Deposit Voucher
(B) Cash Withdrawal Voucher
(C) Fund Transfer Voucher

- Payment Voucher (F5)
- Receipt Voucher(F6)
- Journal Vouchers (F7)

CHAPTER-5. OTHER UTILITIES

- Security Control
- Set Password in Tally Prime
- Creating Users and Passwords
- Tally Vault Password
- Year-end Processing & Moving Company Data to Next Financial Year
- Change Current Period
- Create New Company and Import the Opening Balances
- Export closing balances from old company
- Import Masters of closing balances as opening balances in new company
- Splitting Company Data based on Financial Year
- Group Company in Tally Prime

LEVEL -2

CHAPTER-6. GST SETUP USING Tally Prime

- Activate GST for Your Company
- Activate GST for Regular Dealers
- Activate GST for Composition Dealers
- Creating GST Ledger (CGST / SGST / IGST) under Duty and Taxes Group.
- Creating Sales and Purchase Ledgers for GST Compliance:
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- Creating a Purchase Ledger: Purchase-GST/IGST (both for Local & Outside
- GSTR -1 Report in Tally Prime
- Return View of GSTR-1

- Return View Information (GSTR-1 Report)
- Incomplete/mismatch in information (to be resolved) – GSRT-1
- Particulars Information (GSTR-1 Report)
- Nature View of GSTR-1 Report
- Export GSTR-1 Report from Tally Prime
- GSTR -2 Report in Tally Prime
- Transaction Summary in GSTR-2 Report
- Total number of vouchers for the period
- Invoices with mismatch in information
- Particulars Information (GSTR-2 Report)
- Total number of vouchers for the period

CHAPTER-7. Bill of Materials (BoM)

- Setup Bill of Materials (BOM)
- Creating a Manufacturing Journal

CHAPTER-8. Price Levels & Price List

- Price Levels in Tally Prime

(A) Create Price Levels
(B) Assign Price Levels to Ledger Accounts
(C) Price List in Tally Prime
(D) Use Price Levels & Price List during Voucher Entry

CHAPTER-9. Cost Centre and Cost Category

- Creating Cost Category and Cost Centre
- Applying Cost Centres to Ledger Accounts
- Cost Centres Allocation in Voucher Entry

CHAPTER-10. REPORTS IN Tally Prime

- Modifying Reports
- Display Financial Statements in Tally Prime
- Balance Sheet in Tally Prime
- Profit & Loss Account in Tally Prime
- Receipts and Payments Report in Tally Prime
- Trial Balance in Tally Prime
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- Statement of Accounts Report in Tally Prime
- Journal Register Report in Tally Prime
- Day Book Report in Tally Prime
- Display Inventory Reports and Statements
- Stock Summary Report in Tally Prime
- Stock Items Report in Tally Prime
- Godown / Location Summary Report in Tally Prime

SIES College of Arts Science & Commerce (Autonomous), Sion (West)
Department of Commerce

FYBCOM
Value Added Course with 2 Credits for the Academic Year 2020-21

Tally.ERP9 Course

Report

FYBCOM were offered value added course Tally ERP 9 for the academic year 2020-21. The course was conducted online through MS teams. The course was completed in 38 hours.

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Co-ordinator,
Maria Fernandes

SIES COLLEGE OF ARTS, SCIENCE & COMMERCE (Autonomous)
SION (W), MUMBAI – 400 022.
CENTRE FOR EXCELLENCE– "A Centre to meet your Professional Needs"
Report (2020 – 2021)
siescentreforexcellence@gmail.com siescoe@groups.facebook.com

You Tube Channel Link https://www.youtube.com/channel/UCOthiiYFVBvIMd5e6LhEmfw

NISM Value Added Training Program in association with BMS and Financial Planning Academy for
BMS Department's Degree Program BMS in Capital Market w.e.f from 2020 – 2021.

NISM CERTIFICATION FOR AUTONOMOUS DEGREE PROGRAMME BMS IN CAPITAL MARKET:

Course Objective: Centre for Excellence actively involved itself in framing Autonomous Degree Programme for Department of Management Studies new course **BMS in Capital Market** introduced from the academic year **2020 – 2021**. The exponential growth of the financial sector all over the world has created a necessity to equip skilled professionals with a strong knowledge base in capital markets. *This programme is designed keeping in mind the changes in the practice of business and aims to bridge the gap between the expectations of the industry and academia by including experts like Mr. Kirtan Shah, Mr. Vishal Gada, Mr. Tanuj Poddar from corporate sectors along with Mr. Subramanian Iyer and Centre for Excellence into the Board of Studies (BOS).* The add-on course **NISM SEBI XII, V – A and V – B Certification** with additional credit is been offered with this degree programme to provide hands on training in Capital Market to the students.

MODULE – I in Semester – I

FY Semester I: NISM-SERIES-XII: SECURITIES MARKET FOUNDATION EXAMINATION

Number of Credits: 02

Date of Introduction: 10th December 2020

Date of Completion: 8th January 2021

Duration: 30 Hours

Report:

- NISM-SERIES-XII: **Securities Market Foundation** course, Module – I training was held from 10th December 2020 in Semester – I as a part of Add-On course introduced under BMS in Capital Market Degree Program.
- A total of 53 students participated in the 30 hours course held by Financial Planning Academy.
- All 53 students were evaluated for the course via examination and given projects.

- Those who qualified the course examination received credit certificate as a mark of course completion.

MODULE – II in Semester – II

FY Semester – II: NISM-SERIES-V-A: MUTUAL FUND DISTRIBUTORS CERTIFICATION EXAMINATION

Number of Credits: 02

Date of Introduction: 10th February 2021

Date of Completion: 7th April 2021

Duration: 30 Hours

Report:

- NISM SERIES V – A **Mutual Fund Distributors** course, Module – II training was held from 10th February 2021 in Semester – I as a part of Add-On course introduced under BMS in Capital Market Degree Program.
- A total of 53 students participated in the 30 hours course held by Financial Planning Academy.
- All 53 students were evaluated for the course via examination and given projects.
- Those who qualified the course examination received credit certificate as a mark of course completion.

Coordinator, Centre for Excellence
(Ms. Mahalaxmi Nadar)

SIES COLLEGE OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS)
Sion West, Mumbai - 400 022.

CENTRE FOR EXCELLENCE in association with FINANCIAL PLANNINY ACADEMY

NISM SERIES – COURSE TRAINING MODULE AND CREDIT DETAILS

(W.E.F ACADEMIC YEAR 2020 – 2021)

Duration: 30 Hours each module (Three module Series) [XII and V-A for FY and V-B for SY)

CREDITS: 2 (each) **Credits will be given on completion of Course along with project**

Evaluation Pattern: Online Examination and Projects

MODULE – I in Semester – I

FY Semester I: NISM-SERIES-XII: SECURITIES MARKET FOUNDATION EXAMINATION

I: UNDERSTANDING SECURITIES MARKETS AND PERFORMANCE

1. Securities Markets
2. Securities
3. Securities Markets: Structure and Participants
4. Role of Securities Markets
5. Technological advancements in the securities market

II: SECURITIES: TYPES, FEATURES AND CONCEPTS OF ASSET ALLOCATION AND INVESTING

1. Securities available in the securities market
2. Choice between Equity and Debt Financing for Issuers
3. Characteristics and role of equity capital
4. Characteristics and role of Debt securities
5. Choosing between Debt and Equity Investment Avenues
6. Hybrid Instruments
7. Characteristics and role of Commodities as an asset class
8. Derivatives as investments

9. Asset Allocation and Diversification
10. Understanding the factors underlying the investment process
11. Various aspects of investing in Equity
12. Equity Investing Process
13. Various aspects of investing in Debt securities
14. Debt Investing Process

III: PRIMARY MARKETS

1. Primary Market: Definition and Functions
2. Primary Vs Secondary Markets
3. Intermediaries in Primary Market
4. Types of Issues
5. Types of Issuers
6. Types of Investors
7. Regulatory Framework for Primary Markets
8. Types of Public Issue of Equity Shares
9. Pricing a Public Issue of Shares
10. Public Issue Process of equities
11. Prospectus
12. Applying to a Public Issue
13. Listing of Shares
14. Rights Issue of Shares
15. Regulatory requirements for a Public Issue of Debt Securities
16. Public issue process for debt securities
17. Private Placements in Equity and Debt

IV: SECONDARY MARKETS

1. Role and Function of the Secondary Market
2. Types of secondary markets for different securities

3. Market Structure and Participants
4. Brokers and Client Acquisition
5. Trade Execution
6. Clearing and Settlement of Trades
7. Trading and settlement process from investor's point of view
8. Market Information and Regulation
9. Risk Management Systems
10. Rights, Obligations and Grievance Redressal
11. Secondary market trading and reporting for debt securities

V: MUTUAL FUNDS

1. Meaning and Description of a Mutual Fund
2. Terms and Concepts Related to Mutual Funds
3. Types of Open-ended Mutual Fund Products
4. Types of Closed ended Mutual Fund Schemes
5. Investment approaches – active and passive
6. Processes for Investing in Mutual Funds
7. Systematic Transactions
8. Switches
9. Reading Mutual Fund Information
10. Benefits and Costs of Investing in Mutual Funds
11. Regulation of Mutual Funds
12. Investor Service Standards

VI: DERIVATIVE MARKETS

1. Derivatives
2. Underlying concepts in Derivatives
3. Types of Derivative Products
4. Structure of Derivative Markets

5. Trading and Settlement Process: Equity Futures
6. Risk Management in Derivative Markets
7. Application of Derivatives Products in Risk Management
8. Market Indicators

MODULE – II in Semester – II

FY Semester – II: NISM-SERIES-V-A: MUTUAL FUND DISTRIBUTORS CERTIFICATION EXAMINATION

I. Investment Landscape

1. Understand the parameters of the Indian Economy Describe about Investors and their Financial Goals
2. Understand Savings and Investment
3. Discuss Different Asset Classes
4. Understand the classification of Investment Risks
5. Explain Risk Measure and Management Strategies
6. Understand Behavioral Biases in Investment Decision Making
7. Understand Risk Profiling
8. Explain the Asset Allocation
9. Comparison between the two approaches - Do-it-yourself and Taking Professional Help

II. Concept & Role of a Mutual Fund

1. Explain the concept of mutual fund
2. Understand the classifications of mutual funds
3. Describe the Growth of the mutual fund industry in India

III. Legal Structure of Mutual Funds in India

1. Describe the structure of mutual funds in India
2. Understand the key constituents of a Mutual Funds
3. Understand the organisation structure of Asset Management Company
4. Understand the role and support functions of service providers of mutual funds
5. Explain the Role and Function of AMFI

IV. Legal and Regulatory Framework

1. Describe role of regulators in India
2. Discuss role of Securities and Exchange Board of India
3. Know the Due Diligence process followed by AMCs for distributors of mutual funds

4. Explain Investor Grievance and Redressal standards (Explain about SCORES)
5. Understand AMFI Code of conduct for Intermediaries

V. Scheme Related Information

1. Understanding the Mandatory Documents and their purpose, objective and significance
2. Explain the Non-Mandatory Disclosures

VI. Fund Distribution and Channel Management Practices

1. Explain the role and importance of mutual fund distributors
2. Understand the classification of mutual fund distributors
3. Explain the modes of distribution
4. Understand the Pre-requisites to become Distributor of the Mutual Fund
5. Explain Revenue for a mutual fund distributor
6. Know the Commission Disclosure mandated by SEBI
7. Explain the Due Diligence Process by AMCs for Distributors of Mutual Funds
8. Discuss Nomination facilities to Agents / Distributors and Payment of Commission to Nominee
9. Explain about change of distributor

VII. Net Asset Value, Total Expense Ratio and Pricing of Units

1. Discuss the Fair Valuation Principles
2. Compute net assets of a mutual fund scheme and NAV
3. Explain about Dividends & Distributable Reserves
4. Know about the Concept of Entry and Exit Load and its impact on NAV
5. Know about the Key Accounting and Reporting Requirements applicable to mutual funds
6. Know about the NAV, Total expense ratio and pricing of units for the Segregated Portfolio

VIII. Taxation

1. Understand Applicability of various taxes in respect of mutual funds
2. Understand about Capital gains, Capital gains (Long term & Short term) tax and Indexation.
3. Understand about the Dividend Income and Dividend Income tax
4. Understand the difference between dividend distribution tax and capital gains tax
5. Understand the basics of Setting off Gains and Losses under Income Tax Act
6. Understand about Securities Transaction Tax
7. Understand about Tax benefit under Section 80C of the Income Tax Act for investment pertaining to mutual funds
8. Understand about Tax Deducted at Source (TDS) in mutual funds

9. Understand Applicability of GST in mutual funds

IX. Investor Services

1. Describe the NFO Process
2. Explain about the New Fund Offer Price /On-going price for subscription
3. Discuss Different types of investment plans and options
4. Explain how the mutual fund units are allotted to the investor
5. Describe the content and periodicity of Statement of Accounts for investments
6. Describe different types of Mutual Fund Investors
7. Explain how to fill in the application form for mutual funds
8. Describe the financial transactions with mutual funds (Purchase, Redemption and Switches)
9. Explain Cut-off time and Time Stamping
10. Describe the KYC requirement for mutual fund investors
11. Explain the different types of systematic transactions
12. Explain operational aspects of systematic transactions
13. Explain Non – Financial Transactions in Mutual Funds
14. Discuss change in Status of Special Investor Categories
15. Explain Investor Transactions – turnaround times

X. Risk, Return and Performance of funds

1. Understand the General and Specific Risk Factors
2. Explain the Factors that affect mutual fund performance
3. Describe Drivers of Returns and Risk in mutual fund Scheme
4. Understand the Measures of Returns
5. Know about the SEBI norms regarding representation of returns by mutual funds in India
6. Explain risks in fund investing with a focus on investors
7. Understand the Measures of Risk
8. Explain certain provisions with respect to Credit risk

XI. Mutual Fund Scheme Performance

1. Explain the concept of Benchmarks
2. Compare Price Return Index and Total Return Index
3. Identify the Basis of choosing an appropriate performance benchmark

4. Describe the use of market benchmarks to evaluate Equity Fund Performance
5. Describe the use of market benchmarks to evaluate Debt Fund Performance
6. Describe the use of market benchmarks to evaluate Other Schemes
7. Explain Quantitative Measures of Fund Manager Performance
8. Define Tracking Error
9. Understand the different Sources for disclosure of scheme performance (Scheme documents, AMFI and AMC website and Fund Fact Sheet)

XII. Mutual Fund Scheme Selection

1. Explain Scheme Selection based on Investor needs, preferences and risk-profile
2. Explain Risk Levels in mutual fund schemes
3. Explain Scheme Selection based on investment strategy of mutual funds
4. Explain Selection of Mutual Fund scheme offered by different AMCs or within the scheme category
5. Know about selecting options in mutual fund schemes
6. Know about Do's and Don'ts while selecting mutual fund schemes

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