

# III. Computer hardware & Maintenance DTP & Tally

**Coordinator**  
**Prof. J.S.Jape**  
**Computer hardware & Maintenance**  
**DTP & Tally**  
**2017-18, 2018-19**

- Workload Distribution
- Photos

- Student Name List
- Time Table

- Syllabus
- Certificate

WEB DESIGN

GRAPHICS



DTP



# Shankarlal Khandelwal Arts, Science & Commerce College, Akola

[Accredited by NAAC with grade "B" (CGPA 2.88)]

## Department of BCA- 2017-18

Name of the extension Activity

### *"Certificate Course on Tally"*

#### OBJECTIVES

- ✚ This course helps students to work with well-known accounting software i.e. Tally ERP.9
- ✚ 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 ERP.9 software
- ✚ 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.

Number of beneficiaries	: 12
Duration	: 60 Day
Exam Date	: 28/10/18
Conduct By	: Mr. Jayant Jape Sir



## Syllabus Covered During Course

No.	Contents to be Covered
1.	Basics of Accounting, and Accounting Cycle
2.	Introduction to Tally, and Company Information
3.	Creating Groups, and Ledger Accounts
4.	Voucher Types, and Voucher Entry – Part I
5.	Practice Session – I
6.	Voucher Entry – Part II
7.	Closing Entries, and Adjustments
8.	Practice Session – II
9.	Debit Note, Credit Note, and Bank Reconciliation Statement
10.	Memorandum, Optional, Post - dated, and Reversing Vouchers
11.	Display, and Print Books / Reports
12.	Revision
13.	Examination

## Outcome of the Course

- After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9
- Student will do by their own 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 ERP.9 software
- Students do possess required skill and can also be employed as Tally data entry operator.

Following are the student appeared for Exam Held on 28/10/18

SHANKARLAL KHANDLWAL ARTS, SCIENCE & COMMERCE COLLEGE, AKOLA  
FINAL EXAM. PRESENTY SHEET

Time :- 1 to 5 pm

Subject : TALLY-ERP-9-VIVA-VOCE  
DATE :- 28-10-18

NO.	NAME	Roll No.	SIGN.
1	chetna. S. dgeval	10221	G. Agewal
2	Pallavi D. Bhorane	10222	<del>Thane</del>
3	Priyanka S. Sathe	10223	P. S. Sathe
4	Rohini Dilip Gaware	10224	R. D. Gaware
5	SWARAJ SANDIP MANDAVKAR	10225	<del>Swaraj Mandavkar</del>
6	chanchal Chaturprasad Dubey	10226	C. Dubey
7	Pranali Dattatray Gowande	10227	<del>Pranali Gowande</del>
8	Priyanka Ramesh Wankhade	10228	P. Wankhade
9	Vaasha Narayan Prasad Dubey	10229	V. N. Dubey
10	Krushna Gajanan Sontakke	10230	K. S. Sontakke
11	Shrikumar. Sanjay. Motwal	10231	<del>Shrikumar</del>
12	swati mohan Waghade	10232	S. M. Waghade

Internal Examiner: J. S. Jale  
External Examiner: Dr. A. B. Patil  
RDG College, Akola

Format of entry form of Course

शंकरलाल खंडेलवाल महाविद्यालय, अकोला  
समृद्धी कौशल्य विकास योजना  
प्रवेश अर्ज

प्रति,  
प्राचार्य,  
शंकरलाल खंडेलवाल महाविद्यालय,  
अकोला.

महोदय,  
मी श्री/कु. (पुर्णनाव मराठीत) चंचल भरतप्रसाद दुबे  
(पुर्णनाव इंग्रजीत) Chanchal Bharatprasad Dubey  
वर्ग B. A भाग III महाविद्यालयात सुरु करण्यात येणाऱ्या  
"Certificate Course in Tally" ह्या अभ्यासक्रमासाठी प्रवेश घेवू इच्छि  
आहे. माझी वैयक्तिक माहिती खालील प्रमाणे आहे-

1) पूर्ण नाव:- चंचल भरतप्रसाद दुबे  
2) जन्म तारीख:- 21-11-95

स्थानिक पत्ता:- न्यु सुरुदेवनगर शिवशेना वसाहत  
जुनिशहर अकोला.

फोन नंबर/मोबाईल नंबर:- 9766517467

मला ह्या कोर्सचे जे नियम व अटी आहेत त्या मान्य असून त्याचे पालन मला  
माझा भ. दुबे  
(माझी सही)

Dr. A. B. Patil  
(विद्यार्थ्यांची मंत्री)

College Letter & University Letters for Add-on Course

TO  
THE H.O.D.  
LIFELONG LEARNING DEPARTMENT  
S.G.B. AMRAVATI UNIVERSITY  
AMRAVATI

Sub. :- Submission of answer sheet of certificate course in T

Respected sir

We are here submitting the answer sheet of following exam  
Conducted on 28 oct. 2018 at shankarlal khandelwal college

Course : Certificate course in Tally.

No. of student : 12

Appeared students : 12

Total : 12

SHOT ON REDMI Y3  
AI DUAL CAMERA  
Date of exam : 28/10/2018



(T) : 2662206, 2662207, 2662208, 2662249, 2662358  
GRAM : AMUNI

SANT GADGE BABA  
AMRAVATI UNIVERSITY  
AMRAVATI - 444602

FAX NO. 0721-2660949, 2662135  
Website : [www.sgbau.ac.in](http://www.sgbau.ac.in)

No. SGBAU/DLLE/526/ 95/2018  
Date :-17/10/2018

To,  
The Principal,  
All Affiliated College,  
Sant Gadge Baba Amravati,  
University, Amravati.

Subject :- About the Meeting on 'Short term Courses Exam'

Respected Sir,

As per the direction of Hon'ble Vice Chancellor Sant Gadge Baba Amravati University, Amravati. The meeting will have focus on the agenda which includes the issues of the schedule of the short term courses exam which is held on 28/10/2018 and how to conduct these exams time table of exam is attach her with.

Your exam co-ordinator has been requested to attain the said meeting on 25/10/2018 at 12.00 p.m. at department of Lifelong learning & Extension.

If you have any queries about the meeting do contact us on the following mobile number Dr. Shrikant Patil (8888855679)

We are expecting your affirmative response.

Thank You,

(Dr. Shrikant Patil)

Shrikantpatil

Director/Head  
Department of Lifelong Learning  
& Extension

SANT GADGE BABA  
AMRAVATI UNIVERSITY  
AMRAVATI-444 602  
Maharashtra (INDIA)  
NAAC Accredited 'A' Grade  
Director, Board of  
Examinations & Evaluation  
Ph.No.0721-2551633/2662206/07/08  
FAX NO.0721-2660949, 2662135, 2553905



संत गाडगे बाबा  
अमरावती विद्यापीठ  
अमरावती-४४४ ६०२  
(महाराष्ट्र)(भारत)  
नेंक 'अ' दर्जा प्राप्त  
संचालक,  
परीक्षा व मूल्यमापन मंडळ  
website : www.sgbau.ac.in  
E-Mail : coe@sgbau.ac.in

क्रमांक संगबाअवि/३/१००/२०१८  
दिनांक : २६/१०/२०१८

प्रति,

प्राचार्य,  
संबंधित महाविद्यालये,  
संत गाडगे बाबा अमरावती विद्यापीठ

विषय :- अल्पकालिन प्रमाणपत्र अभ्यासक्रमांच्या प्रात्यक्षिक परीक्षेकरीता उत्तरपत्रिका पुरविण्याबाबत

महोदय,  
आजीवन अध्ययन आणि विस्तार विभागाद्वारे अल्पकालिन प्रमाणपत्र अभ्यासक्रमाची परीक्षा दिनांक २८/१०/२०१८ रोजी आयोजित करण्यात आलेली आहे. याच कालावधीत प्रात्यक्षिक परीक्षा सुद्धा घ्यावयाची असून याकरीता आपल्या परीक्षा केंद्रावरून संबंधित परीक्षा घेणाऱ्या आपल्या महाविद्यालयातील समन्वयकास खालीलप्रमाणे उत्तरपत्रिका प्रात्यक्षिक परीक्षा घेण्याकरीता पुरविण्यात येवून विद्यापीठास सहकार्य करावे, ही विनंती.

अ.क्र.	महाविद्यालयांचे / परीक्षा केंद्राचे नांव	द्यावयाच्या उत्तरपत्रिकांची संख्या
१	श्री.शिवाजी कला व वाणिज्य महाविद्यालय, अमरावती. (१०२)	११०
२	महिला महाविद्यालय, जोग चौक, अमरावती (११३)	२०
३	राजश्री शाहू विज्ञान महाविद्यालय, चांदुररेल्वे, जि.अमरावती. (८०७)	१०
४	कला व वाणिज्य महाविद्यालय, येवदा, जि.अमरावती.(१५५)	१५
५	शंकरलाल खंडेलवाल कला, विज्ञान व वाणिज्य महाविद्यालय, अकोला (२२९)	१०
६	जौ.एस.महाविद्यालय, खामगांव, जि.बुलढाणा (३०१)	६०
७	स्व.भास्करराव शिंगणे कला, प्रा.नारायणराव गावडे विज्ञान व आशांलता गावडे वाणिज्य महाविद्यालय, लव्हाळा रोड, साखरखेडा, ता.सिदखेडराजा, जि.बुलढाणा (३३६)	२५५
८	श्रीमती नानकीबाई वाघवानी महाविद्यालय, लोहारा, यवतमाळ (४५१)	६०
९	शिवशक्ती कला व वाणिज्य महाविद्यालय, बाभुळगांव, जि.यवतमाळ (४३०)	३०
१०	जवाहरलाल दर्डा इन्स्टीट्यूट ऑफ इंजीनीअरींग अँड टेक्नॉलॉजी, लोहारा, यवतमाळ.(४४७)	३०
११	इंदिरा महाविद्यालय, कळंब, जि.यवतमाळ (४१४)	२०
१२	आर.ए.महाविद्यालय, वाशिम (७०१)	

आपला,

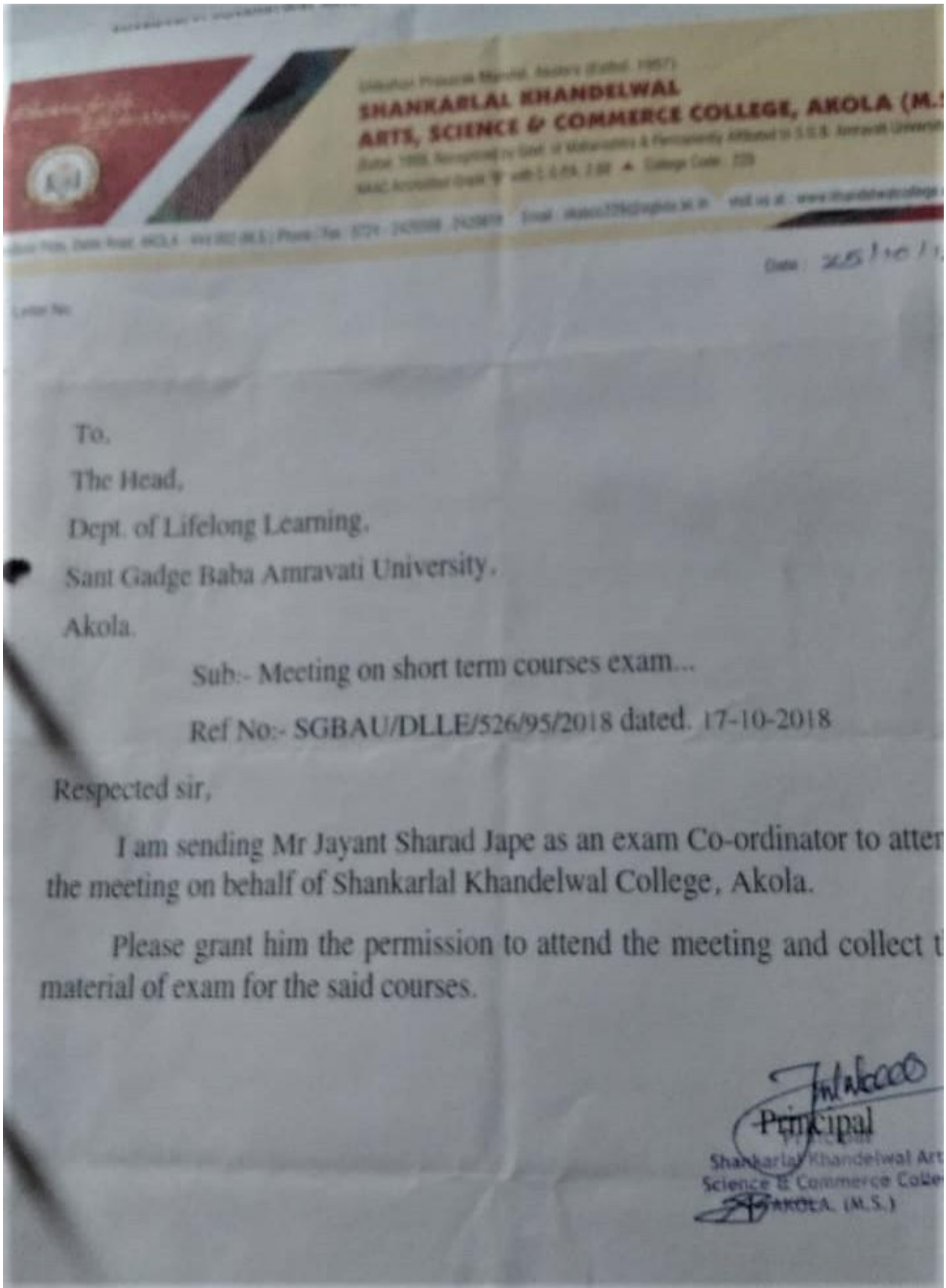
संचालक,

परीक्षा व मूल्यमापन मंडळ,  
संत गाडगे बाबा अमरावती विद्यापीठ

प्रतिलिपी-

सहाय्यक कुलसचिव (परीक्षा/चौकशी), संत गाडगे बाबा अमरावती विद्यापीठ

Meeting Letter for Short Term Course





**Shankarlal Khandelwal Arts, Science and Commerce College**

**Akola.**

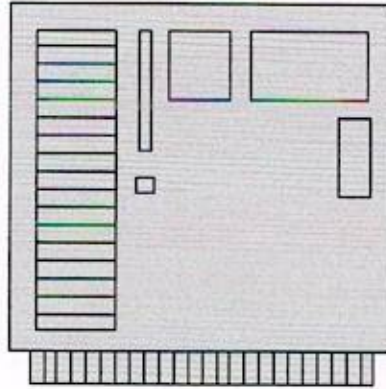
**Annual Report of Add-on Courses**

**Under IQAC**

**Computer Hardware and Maintenance**

**Tally**

**DTP**



**2018-2019**



**Coordinator**

**J.S.Jape**

**Assistant Professor**

**B.C.A. Department**

Shankarlal Khandelwal Arts, Science and Commerce College

Akola.

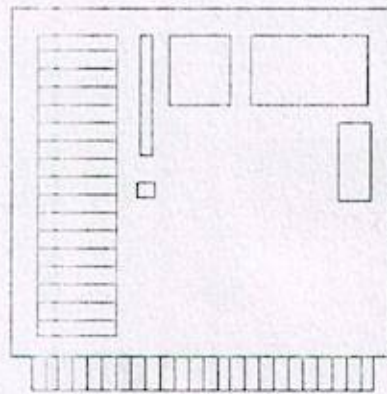
Annual Report of Add-on Courses

Under IQAC

Computer Hardware and Maintenance

Tally

DTP



2018-2019



Coordinator


J.S.Jape

Assistant Professor


B.C.A. Department

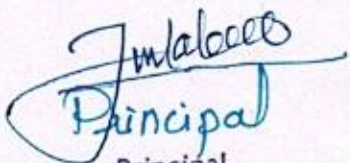
## Annual Report of Add-on Course 2018-2019

Title : Computer Hardware and Maintenance  
Name of coordinator with Dept. : BCA Department  
Duration : 60 Days  
Number of Hours : 60 Hours  
Date of Inauguration with  
Chief Guest and President (if any) : Inaugurated course ceremony held on dated  
12/02/2019 president of the program was  
Dr. J.M.Saboo Principal of the college.  
Date of Valedictory session with  
Chief guest and President (if any) : yet to conclude  
No. of Participants : 16  
Names of resource person/Teacher/  
Trainers appointed for the course : 1) Mr. J.S.Jape  
2) Mr. Kapil Sirsat

  
Add-on Course  
Coordinator

**Dr. M. A. R. Deshpande**  
Head Department of Microbiology  
Shankarlal Khandelwal College.

  
J.S. Jape  
Course  
Coordinator

  
Principal  
Shankarlal Khandelwal Arts,  
Science & Commerce College,  
AKOLA. (M.S.)

## Annual Report of Add-on Course 2018-2019

Title : Tally ERP 9

Name of coordinator with Dept. : BCA Department

Duration : 60 Days


Number of Hours : 60 Hours

Date of Inauguration with  
Chief Guest and President (if any) : Inaugurated course ceremony held on dated  
12/02/2019 president of the program was  
Dr. J.M.Saboo Principal of the college.


Date of Valedictory session with  
Chief guest and President (if any) : yet to conclude

No. of Participants : 05

Names of resource person/Teacher/  
Trainers appointed for the course : 1) Mr. J.S.Jape

  
Add-on Course  
Coordinator

Dr. M/s. Anil R. Deshpande  
Head Department of Microbiology  
Shankarlal Khandelwal College,

  
J.S. Jape  
Course  
Coordinator

  
Principal  
Shankarlal Khandelwal Arts,  
Science & Commerce College,  
AROLA, (M.S.)

## Annual Report of Add-on Course 2018-2019

Title : Desk Top Publishing

Name of coordinator with Dept. : BCA Department

Duration : 60 Days


Number of Hours : 60 Hours

Date of Inauguration with  
Chief Guest and President (if any) : Inaugurated course ceremony held on dated  
12/02/2019 president of the program was  
Dr. J.M.Saboo Principal of the college.

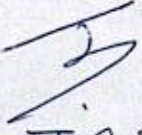
Date of Valedictory session with  
Chief guest and President (if any) : yet to conclude

No. of Participants : 02

Names of resource person/Teacher/  
Trainers appointed for the course : 1) Mr. J.S.Jape

  
Add-on Course  
Coordinator

**Dr. Mrs. Anur R. Deshpande**  
Head Department of Microbiology  
Shankarlal Khandalwal College,

  
J.S. Jape  
Course  
Coordinator

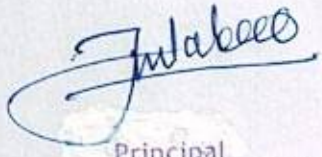
  
Principal  
Shankarlal Khandalwal Arts,  
Science & Commerce College,  
AKOLA (M.S.)

Photo graphs enclosed :

1] Inaugural Function



Photo graphs enclosed :

1] Inaugural Function



Photo graphs enclosed :

1] Inaugural Function



Date

Coordinator

Handwritten signature of the coordinator.



Corodinator

Principal

Add on course Committee

Shankarlal Khandelwal Arts, Science and Commerce College, Akola (M.S.)

Add on Course

**“Computer Hardware and Maintenance “**

**Students list**

Sr.no.	Name of Students
1	Miss Neha Varma
2	Miss Shreya Bonte
3	Miss Rasika Shinde
4	Miss Gayatri Pathrikar
5	Makrand Tatte
6	Amit Jadhav
7	Osama Naved
8	Ayush Agrawal
9	Abhijeet Dhore
10	Ajinkya Jadhav
11	Shivam Sharma
12	Ramakant Bhosle
13	Pavan Gawande
14	Roshan Mohod
15	Mahesh Pathak
16	Ramzi Ul Haque

COURSE CORDINATOR & TRAINER



(JAYANT S. JAPE)

Shankarlal Khandelwal Arts, Science and Commerce College, Akola (M.S.)

Add on Course

"TALLY ERP 9 "

Students list

Sr. No.	Name of Students
1	Shubham More
2	Kailash Fulwani
3	Pavan Kalapad
4	Bhagwat Nighot
5	Prathmesh Deshmukh

COURSE CORDINATOR & TRAINER



(JAYANT S. JAPE)

Shankarlal Khandelwal Arts, Science and Commerce College, Akola (M.S.)

Add on Course

“DESK TOP PUBLISHING “

Students list

Sr. No.	Name of Students
1	Pranita Bhale
2	Akshata Rode

COURSE COORDINATOR & TRAINER



(JAYANT S. JAPE)

Shankarlal Khandelwal Arts, Science and Commerce College, Akola (M.S.)

Add on Course

**“Computer Hardware and Maintenance “**

2018-2019

Time Table

Sr. no.	Day	Time	Theory/Prac.
1	Monday	10.30 to 11.30 Am.	Theory
2	Tuesday	10.30 to 11.30 Am.	Theory
3	Wednesday	10.30 to 11.30 Am.	Theory
4	Thursday	10.30 to 11.30 Am.	Theory
5	Friday	10.30 to 11.30 Am.	Practical
6	Saturday	10.30 to 11.30 Am.	Practical

Shankarlal Khandelwal Arts, Science and Commerce College, Akola (M.S.)

Add on Course

“TALLY ERP 9 “

2018-2019

Time Table

Sr. no.	Day	Time	Theory/Prac.
1	Monday	10.30 to 11.30 Am.	Theory
2	Tuesday	10.30 to 11.30 Am.	Theory
3	Wednesday	10.30 to 11.30 Am.	Practical
4	Thursday	10.30 to 11.30 Am.	Practical
5	Friday	10.30 to 11.30 Am.	Practical
6	Saturday	10.30 to 11.30 Am.	Practical

Shankarlal Khandelwal Arts, Science and Commerce College, Akola (M.S.)

Add on Course

**“DESK TOP PUBLISHING “**

2018-2019

Time Table

Sr. no.	Day	Time	Theory/Prac.
1	Monday	10.30 to 11.30 Am.	Practical
2	Tuesday	10.30 to 11.30 Am.	Practical
3	Wednesday	10.30 to 11.30 Am.	Practical
4	Thursday	10.30 to 11.30 Am.	Practical
5	Friday	10.30 to 11.30 Am.	Practical
6	Saturday	10.30 to 11.30 Am.	Practical

# Syllabus of Add-on Course

## Computer hardware and Maintenance

This course focuses on assembling a computer, installing operating system , installation of various application software , trouble shooting and basics of computer networks.

- Introduction to various components of computer.
- System unit
- System board
- Microprocessor
- Memory
- Expansion slots and cards.
- Bus lines, ports.
- Electronic data and instructions.
- Storage
- Hard disks
- Solid state storage
- Optical disks
- Cloud storage
- Mass storage devices
- Assembling a computer
- Formatting hard disks drive
- Installation of operating system windows 7,8,9,10
- Installation of antivirus programs.
- Installation of various application softwares.
- Installation of lan cable and pinging with network pc.

# Syllabus of Add-on Course

## Tally ERP 9

This course offers detailed understanding and hands on experience not only with Tally 9.0 but also with Tally ERP 9.

- Introduction to financial accounting, accounting concepts.
- Financial accounting basics, company creation, accounts configuration, accounts classification, accounts masters creations, voucher types and classes , account vouchers.
- Financial accounts advanced final account, bank reconciliation statements.
- Inventory , introduction to inventory, stock groups , stock categories, stock items, reorder levels, locations, godowns, units to measure, price list, tariff classification, dealer excise opening stock, pure inventory voucher, entry of pure inventory vouchers, bill of material , purchase and sale order.
- Business management new year books, MIS reports, budget management, scenario management.
- Document printing, printing configuration for vouchers, printing reports, printing of inventory reports.



# Syllabus of Add-on Course

## Desk Top Publishing

This course will lead the learner to a career path in print media industry in which he or she will be engaged in designing of Advertisement, Brochures, News paper layout, Book designing etc.

### PAGE MAKER :

- Principals and basics of print media.
- Designing layouts with vector and raster graphics using Adobe Page maker.
- Knowledge of tool box.
- Knowledge of menus and palate.
- Making of visiting cards.
- Making of calendar.
- Making of wedding cards.
- Advertise settings.
- Form settings.
- Pomplete settings.
- Compact disk copy.
- Printing the documents.

### COREL DRAW :

- Knowledge of Object effects.
- Knowledge of Text effects.
- Knowledge of Pallets.
- Knowledge of Menus.
- Complete knowledge of Tool box.



ISO 9001-2015 Certified

# AICIT Computer Education

CIN : U27900MH2010PTC208650

Certificate No. 017150

Regd. Under Companies Act, Ministry of Corporate Affairs, Govt. of India.  
(A Training Division of All India Council for Information Technology)  
103/3555, Nehru Nagar, Kurla (E), Mumbai - 24



## Certificate

**HEMRAJ RANGU SALAME**

has successfully completed

**CERTIFICATE IN COMPUTER TYPING [ CCT - M30 ]**

( Adobe Photoshop, IT Skills, Marathi Typing 40 WPM)

conducted at

**ORBIT COMPUTER EDUCATION, PARATWADA**

from 15/07/2018 to 14/10/2018 and

has passed the examination

with 'A' Grade

Head of Institute

Authorised Signatory, AICIT

Date : 25 JAN 2019

Place : MUMBAI



Web Portal : [www.aicit.in](http://www.aicit.in)  
Email : [info@aicit.in](mailto:info@aicit.in)

Note : Certificate is valid with embossed seal only

Grading		
'A+'	Outstanding	100% to 91%
'A'	Excellent	90% to 71%
'B'	Good	70% to 51%
'C'	Satisfactory	50% to 40%