

# **DHANRAJ BAID JAIN COLLEGE**

## **(Autonomous)**

Thoraipakkam, Chennai – 600097

Affiliated to the University of Madras



**DIPLOMA COURSE**  
**SYLLABUS**

# DIPLOMA IN STOCK MARKET

## PAPER 1 : MARKET OF NEW ISSUES

### Course Objectives

To make the students to get the knowledge

- about the a “new issue market”, also current trends in public issue
- concept of mutual fund and its functioning and investment patterns
- the financial services in merchant banking and the management of merchant banking

### SYLLABUS

**UNIT 1 : Market of new issues** – Need for floating capital – Public Offer - Private Placement – Rights Issue – Equity and Debt – Recent trends in public issues.

**UNIT 2: Mutual Funds** – Concept and Classification – Growth and Importance

**UNIT 3 :Merchant Banking** – Concept – Merchant Banking in India Pre issue Management – Post Issue Management

### Course Outcomes

Student will

- a) understand the functions of primary markets, floating capital and recent trends in public issues
- b) Learn the concepts of Mutual funds and apply their generalizations towards classification of mutual fund and its necessity.
- c) View the merchant Banking in Indian scenario on both Indian pre issue and post issue management

## **PAPER 2: SECONDARY MARKETS**

### **Course Objectives**

This chapter provides insight to the students about

- securities contract regulation Act and its role on secondary market
- trading methods and requirements of secondary markets  
sensex and enable them to understand the procedures to fixation of employees

### **SYLLABUS**

**UNIT 1:Trading in Security** – Securities Contract Regulation Act, 1956

**UNIT 2:Instruments of Trading** – Trading Methods – Trading Ring, On-line Trading, Carry Forward Systems – Risk Management – Investor Protection

**UNIT 3:Securities Market Indicators** – Sensex – Study of fixation of indicies

### **Course Outcomes**

At the end of this unit the student will

- Understand the legal framework pertaining to securities contract regulation act 1956.
- Apply the methodology of trading in secondary market instruments like trade ring, online trading
- Analyze the risk factor associated with these
- Understand the methods of fixation of indices and functioning of regulatory agencies in commodity market.

# DIPLOMA IN TRAVEL & TOURISM

## PAPER I :TRAVEL & TOURISM INDUSTRY

### Course Objectives

Students will get insight about the

- meaning, nature and basic components of tourism
- reasons for the drastic growth of tourism in domestic and international levels.
- role of state in promoting social tourism
- demand and supply in tourism related products and its assessment.
- the role played by travel agencies

### SYLLABUS

**UNIT 1: Growth & Development of Modern Tourism** – Meaning & Nature of Tourism – Basic Components of Tourism – Elements of Tourism – Causes of Rapid Growth.

**UNIT 2: Motivation for Travel** – Basic Travel Motivators – Role of State in promoting Social Tourism – Evaluation of Demand – Factors Influencing the Growth of Tourism

**UNIT 3:Tourism Planning and Development** – Planning for Tourism – Assessment of Tourist Demand and Supply – Basic Infrastructure – Financial Planning – Tourism Marketing – Role of Travel Agencies in India

### Course Outcomes

At the end of this unit the student will

- Understand the nature of tourism and explore the reasons for the rapid growth of tourism
- View how the travel motivators promote social tourism
- apply the concept to explore the demand
- factors influencing tourism

## **PAPER 2: TOURISM MANAGEMENT**

### **Course Objectives**

This enables the students to have a knowledge about

- maintenance of tourism products in India and abroad
- meaning, types and concepts of itinerary and methods to develop a ideal itinerary and function of tour managers.
- understand the concept of tour packages, types of tour, tour designing process and its importance.

### **SYLLABUS**

- 1. Organized Travel** - Defining Tourist & Tourism viz: inbound, outbound, domestic, maintenance of tourism products, Alternative tourism, Mass tourism, Special Interest Tourism.
- 2. Itinerary Development** - Introduction, meaning and definition, types of itineraries, how to develop an effective itinerary, functions of tour managers and planning tools for an itinerary.
- 3. Tour Packaging Management** - Concept, Origin and development of Tour Packaging, Types of Tour, Component of a Standard Package Tour, Factors affecting Tour Formulation, Tour Designing Process, Significance of Package Tour, Tour Brochure.

### **Course Outcomes**

At the end of this unit the student will

- Understand and explore maintenance of tourism products in India and abroad
- provide information about tour packages
- Assert and apply the methods to develop an ideal itinerary and function of tour managers.

# DIPLOMA IN COMMUNICATION AND PUBLIC SPEAKING

## PAPER 1 – COMMUNICATION SKILLS

### Course Objectives

To enable students

- to learn aspects of non verbal communication and principles of effective communication
- to understand the skill requirements in reading, notes making, precise writing
- role played by Audio Visual aids in communication
- to get knowledge about traditions, spelling rules, proof reading and its related skills

### SYLLABUS

**1.Introduction** – Basics – Nonverbal Communication – Barriers to Communication – Seven C's of the Effective Communication

**2.Required Skills** – Reading Skills – Note-Making – Precis Writing – Audio Visual Aids – Oral Communication

**3.Mechanics of Writing** – Transitions – Spelling Rules – Hyphenation - Transcribing Numbers - Proof Reading

### Course Outcomes

At the end of the unit the student will acquire

- the skills in reading, notes making, precis writing, role played by Audio Visual aids in communication
- knowledge about traditions, spelling rules, proof reading and related skills

## **PAPER 2 PUBLIC SPEAKING**

### **Course Objectives**

To enable the students

- Acquire speaking and learning skills
- Makes the students to get information about presentation aids and get an idea about the language using styles
- This activity enables students to excel themselves in public speaking in positive perspectives

### **SYLLABUS**

**UNIT 1:Introduction Speeches** – Understanding Speaking – Listening – Speaking Ethics - Transforming Ideas into Speech Points - Audience Analysis

**UNIT 2:Practical** – Learners should give a talk on either ‘Speak about a film, or book that you have enjoyed recently’ or ‘About your College’, etc.

**UNIT 3:Informative Strategies** – How to organize points – Connectives – Presentation Aids – Language Styles – Attention and Interest

**UNIT 4:Student Assignment** – Research the background of a cutting from a newspaper or magazine. Give a prepared talk that expresses your opinion on the topic.

### **Course Outcomes**

At the end of this unit

- Students will be able to demonstrate their ability in speaking and learning skills.

# DIPLOMA IN HOTEL MANAGEMENT (DIHM)

## PAPER 1- HOSPITALITY AND HOTEL INDUSTRY

### Course Objectives

Students get

- The fundamental knowledge about history and evolution of hospitality and hotel industry
- skills for front office management and its attributes in relation to large scale hotels.
- responsibilities of housekeeping and qualities of keeping staffs and coordinating with housekeeping department.

### SYLLABUS

**UNIT 1:Introduction** – Historical background of hospitality industry – Growth of Hotel Industry in India – Classification of Hotels – Levels of Service – Types of Room

**UNIT 2:Front Office Operation** – Importance of Front Office – Layout – Hierarchy of Front Office staff for medium and large size hotels – Duties and responsibilities of front office staff – Attributes of front office staff

**UNIT 3:Role of House Keeping** – Duties & responsibilities of housekeeping staff – Housekeeping personnel – Personal Qualities of Housekeeping staff – Layout of Housekeeping Department – Co- ordination of Housekeeping with other departments.

### Course Outcomes

The student will be able to

- Understand and apply their generalizations in front office management practices
- Align their skills on housekeeping.



## **PAPER 2 – HOTEL ENGINEERING, MAINTENANCE AND SERVICE**

### **Course Objectives**

The student will

- understand “Preventive Maintenance” “Contract Maintenance”, and “Service Contracts”
- acquire knowledge on room arrangements, reservations, receiving of guests and registering and use of gestures as a means communication

### **SYLLABUS**

**UNIT 1:Introduction** – Types of Maintenance – Preventive and Breakdown, Comparisons, Contract Maintenance, and Service Contract – Circumstances under which equipment is generally replaced.

**UNIT 2:Waste Disposal & Pollution Control** – Disposal of waste various methods – Sewage Treatment Plans – Water Pollution – Sewage Pollution – Air Pollution and Noise Pollution related to Hotel industry.

**UNIT 3:Basic Front Office Operation Services** – Forecasting of Rooms – Taking Reservations – Receiving and Registering Guests – Basic Etiquettes, Body language and Communication

### **Course Outcomes**

At the end of this module

- the students get a functioning knowledge about various methods of waste disposal to avoid pollution.
- The students get exposed towards the receiving of guests, reserving rooms and using gestures in communication.

# DIPLOMA IN HUMAN RESOURCES MANAGEMENT (DIHRM)

## PAPER 1 – HUMAN RESOURCES MANAGEMENT

### Course Objectives

The attitudes will be

- Able to understand the concepts of Human resources Management and its scope.
- It provides the selection process steps and job description details.
- Able to grasp the concept and importance of training and development.

### SYLLABUS

**UNIT 1:Introduction** – Concept, function, Scope of HRM, Power and Responsibilities of personnel Manager.

**UNIT 2:Recruitment** – Sources of Recruitment, Steps in Selection Process – Placement and Induction - Job Description

**UNIT 3:Training and Development** – Concept and Importance, Training Programmes,

**UNIT 4:Performance Appraisal:** Purpose of Appraisal, appraisal Criteria.

### Course Outcomes

At the end of this unit the learner will be able to

- define the purposes and scope of Human resources Management
- evaluate the various methods of training and development available

## **PAPER 2 – PRINCIPLES OF MANAGEMENT**

### **Course Objectives**

The student will understand

- the significance of management process
- the functions of management
- Helps to comparative analysis of authority and power

### **SYLLABUS**

**UNIT 1:Introduction** – Meaning, Concept, nature, process and significance of management

**UNIT 2:Functions of Management** – Planning, Organizing, Coordinating, Controlling, Staffing, and Motivating.

**UNIT 3:Authority** – Delegation – Decentralization – Difference between authority and power – Uses of authority

### **Course Outcomes**

- To demonstrate an understanding of the difference between various functions of HRM
- To evaluate the linkage between HRM and Goals of business

# DIPLOMA IN CUSTOMER RELATIONSHIP MANAGEMENT (DICRM)

## PAPER 1 – INTRODUCTION TO CRM

### Course Objectives

The student will be able to understand

- the concepts of customer relationship management and its types
- the success factors of customer relationship management brought to the students knowledge
- It provides the significance of customer satisfaction helps to measure customer satisfaction with valuable parameters
- Able to understand various ways of service quality dimensions
- impact of customer expectation and perception.

### SYLLABUS

**UNIT 1 ;Fundamentals** - CRM Definitions, Emergence of CRM practice, Significance of CRM, Types of CRM, Success Factors in CRM, CRM Implementation

**UNIT 2:Customer Satisfaction** - Meaning, Definition, Significance of Customer Satisfaction, Components of Customer Satisfaction, Measuring Customer Satisfaction, and Customer Satisfaction Practices.

**UNIT 3 :Service Quality** - Concept of Quality, Meaning and Definition of Service Quality, Factors influencing customer expectation and perception, Types of Service Quality, Service Quality Dimensions, Service Quality Gaps.

### Course Outcomes

At the end of the unit, the student will be able to

- Identify strategically the significant markets of Customers
- Use generated database to critically analyze the requirements of the organizations to increase profitability

## **PAPER 2 – CONSUMER BEHAVIOUR AND LOYALTY**

### **Course Objectives**

The students will be able

- to understand the concept of consumer behavior
- to analyze the influencing factors for consumer buying decision.
- the significance of customer loyalty, retention of brand loyalty.

to analyze of behavioral loyalty, attitudinal loyalty and cognitive loyalty.

**UNIT 1:Overview of Consumer Behaviour** - Understanding Consumer Behavior - Meaning and Concept of Consumer and Customer, Different Models in Consumer Behavior – Factors Influencing Consumer Buying Decision

**UNIT 2:Customer Loyalty Comprehension** - Meaning and definition of customer loyalty, Significance of Customer Loyalty - Customer retention and Brand Loyalty - Factors affecting customer loyalty formation

**UNIT 3:Customer Loyalty Outcomes** - Characteristic Features of Behavioral Loyalty, Attitudinal Loyalty and Cognitive Loyalty – Customer Engagement

### **Course Outcomes**

At the end of this unit the student will be

- able to design CRM strategy to gain competitive advantage over retaining customer loyalty
- apply their skills on analyze of behavioral loyalty, attitudinal loyalty and cognitive loyalty.

# DIPLOMA IN CYBER LAW

## PAPER 1 CYBER CRIMES

### Course Objectives

1. Students learn about different types of cybercrimes and analyze legal frameworks.
2. Familiarity with Laws governing cyberspace and analyze the role of Internet Governance in framing policies for Internet security.
3. Importance of jurisdictional boundaries and identify the measures to overcome cross jurisdictional cybercrimes.
4. Learn Intellectual property right issues in the cyberspace and design strategies to protect your intellectual property.
5. **Recognize** the the importance of ethics in legal profession and determine the appropriate ethical and legal behavior according to legal frameworks.
6. **Assess** the legal issues with online trading, and analyze applicable e-contracting and taxation regulations.

### SYLLABUS

#### UNIT 1: Introduction

- Overview of Computer and Web Technology
- Need for Cyber Law
- Cyber Jurisprudence at International and Indian Level

#### UNIT 2: Jurisdictional Aspects in Cyber Law

- Issues of jurisdiction in cyberspace
- Types of jurisdiction
- The Test evolved
  - Minimum Contacts Theory
  - Sliding Scale Theory
  - Effects Test and International targeting
- Jurisdiction under IT Act, 2000.

#### UNIT 3: Cyber Crimes & Legal Framework

- Cyber Crimes against Individuals, Institution and State
- Hacking
- Digital Forgery
- Cyber Stalking/Harassment

- Cyber Pornography
- Identity Theft & Fraud
- Cyber Terrorism
- Cyber Defamation
- Right to Privacy and Data Protection on Internet
  - Concept of privacy
  - Threat to privacy on internet
  - Self-regulation approach to privacy
  - Ingredients to decide confidentiality of information
  - Breach of sensitive personal information and confidentiality under IT Act and penalties for the same.
  - Right of Interception under IT Act.
- Different offences under IT Act, 2000

### **Course Outcomes**

1. Students will be familiar with Cyber World, Internet and online resources, Security of information and Digital signature.
2. Examine the areas of cyber space, Regulation of cyber space – introducing cyber law, Scope of Cyber laws – e-commerce.
3. Illustrate online contracts; IPRs (copyright, trademarks and software patenting), e-governance and cyber crimes
4. Cyber law in India with special reference to Information Technology Act, 2000.
5. Students will be able to understand Cyber threats,
6. Data security strategies and Legal aspects .

## **PAPER II: DATA PROTECTION**

### **Course Objectives**

1. Students learn about concepts of digital signature.
2. Familiarity with E-Contract and types.
3. Importance of E-Commerce and its features.
4. Recognize the the importance of Intellectual Property Issues in Cyber Space.
5. Assess Trademarks and domain related issues

### **SYLLABUS**

#### **UNIT 1: Digital signature and Electronic Signature and Data Protection**

- Concept of public key and private key
- Certification authorities and their role
- Creation and authentication of digital signature
- Concept of electronic signature certificates

#### **UNIT 2:Electronic Governance**

- Concept of electronic records and electronic signatures
- Rules for attribution, acknowledgement and dispatch of such records

#### **UNIT 3: E Contracting**

- Salient features of E-contract
- Formation of E-contract and types
- E-mail Contracting
- Indian Approach on E-contracts

#### **UNIT 4: E Commerce**

- E-commerce-Salient Features and advantages
- Models of E-commerce like B2B, B2C
- Indian Laws on E-commerce

#### **UNIT 5: Intellectual Property Issues in Cyber Space**

- Interface with Copyright Law
- Interface with Patent Law
- Trademarks &Domain Names Related issues
- Dispute Resolution in Cyberspace



**Course Outcomes:**

Students who successfully complete this course will be able to:

1. **Identify** intellectual property right issues in the cyberspace and design strategies to protect your intellectual property
2. **Assess** the legal issues with online trading, and analyze applicable e-contracting and taxation regulations
3. **Create** security policy to comply with laws governing privacy and develop the policies to ensure secure communication
4. **Recognize** the importance of digital evidence in prosecution and compare laws of different countries that govern Standard Operating Procedures (SOP) for handling evidence

# **DIPLOMA IN GOODS AND SERVICES TAX (GST)**

## **Course Objectives**

1. To understand The Constitutional Framework Time and Place of Supply Input Tax Credit.
2. Introduction to the Centre (Central GST), and the other levied by the States (State GST).
3. Develop an understanding of the fundamental principles of tax law, including income tax, GST and fringe benefit tax law as it applies to a wide variety of different business types such as companies, trusts, partnerships and sole proprietors.
4. Familiar with GST Registration, Concept of Negative List, Concept of Declared List, Impact of Bundled Services, Exemption to Small Service Provider, E-Payment of GST Tax and E-Filing of Returns.
5. Learn GST Legal Provisions, Anti-Profiteering, GST Provisional Assessments Recovery
6. GST Audit and Appeals in GST.

## **SYLLABUS**

### **UNIT 1: Overview of Goods and Services Tax**

- Overview of GST
- Implementation of GST
- Liability of the Tax Payer
- GST Network
- GST Council
- SelfExamination Questions

### **UNIT 2 : Levy of an Exemption from Tax**

- Levy of GST– Introduction
- Composition Scheme
- Remission of Tax / Duty
- SelfExamination Questions

**UNIT 3 : Registration**

- Introduction
- Registration Procedure
- Important Points
- Special Persons
- Amendments / Cancellation
- SelfExamination Questions

**UNIT 4: Meaning and Scope of Supply**

- Taxable Supply
- Supply of Goods and Supply of Services
- Course or Furtherance of Business
- Special Transactions
- SelfExamination Questions

**UNIT 5: Time of Supply**

- Time of Supply- Goods
- Time of Supply–Services
- Other Points
- SelfExamination Questions

**UNIT 6 :Valuation in GST**

- Transaction Value
- Valuation Rules
- SelfExamination Questions

**UNIT 7 :Payment of GST**

- Introduction
- Time of GST Payment
- How to make payment
- Challan Generation & CPIN
- TDS & TCS
- SelfExamination Questions

**UNIT 8: Electronic Commerce**

- Introduction
- Tax Collected at Source (TCS)
- Procedures for E-commerce Operator
- SelfExamination Questions

**UNIT 9 : Job Work**

- Introduction
- Part II
- SelfExamination Questions

**UNIT 10 : Input Tax Credit**

- Introduction
- Important Points
- Job Worker
- Case Studies– Part I
- Case Studies– Part I
- SelfExamination Questions

**UNIT 11 : Input Service Distributors**

- Concept of Input Service Distributor
- Legal Formalities for an ISD
- Distribution of Credit
- Sdf-Examination Questions

**UNIT 12 :Matching of Input Tax Credit**

- Returns
- GSTR-2
- Other Taxable Persons
- Annual Return
- SelfExamination Questions

**UNIT 13 : Overview of the IGST Act**

- Overview
- Other Provisions
- SelfExamination Questions

**UNIT 14 : Place of Supply of Goods & Services**

- Introduction
- Registered and Unregistered Persons
- Case Studies– Part I
- Case Studies– Part II
- SelfExamination Questions

**UNIT 15 :GST Portal**

- Introduction
- GST Eco-system
- GST Suvidha Provider (GSP)
- Uploading Invoices
- SelfExamination Questions

Revised Model GST Law – Highlights

**Course Outcomes**

1. Students will understand Direct and Indirect Tax,GST Challenges, Benefits and GST Models.
2. Assess destination Consumption and Origin-based GST
3. Identification of types of GST, Deposit Chain or Flow and calculating GST.
4. Gain working knowledge on GST and application of the same in the organizations.
5. Understand and make use of knowledge of GST rules in taking managerial decisions in various tax related matters
6. Students will be able to understand and assimilate the new taxation structure, associated compliances and the changes in business processes emanating there from.
7. Identification of Registration and Need GSTIN,GST Registration Forms,Amendment to GST Registration GSTIN Cancellation and Revocations Migration for Central Excise/Service Tax Assesses,GSTIN New Registration and GST Transition Provision.

# DIPLOMA IN TALLY (ERP 9)

## Course Objectives

1. The students are introduced to computerized accounting environment.
2. Knowledge of Tally, computerized accounting software is imparted to the students.
3. To train the students in preparations of final accounts and other financial statements in Tally.

## SYLLABUS

### UNIT 1: Basics of accounting

Types of Accounts, Golden Rules of Accounting, Accounting Principles, Concepts and conventions, Double Entry System of Book keeping, Mode of Accounting, Financial Statements, Transactions, Recording Transactions.

### UNIT 2: Fundamentals of Tally.ERP 9

- Getting Functional with Tally.ERP 9
- Creation / Setting up of Company in Tally.ERP 9

### UNIT 3 : Accounting Master in Tally.ERP 9

- F11: Features
- F12: Configurations
- Setting up Account Heads

### UNIT 4: Inventory in Tally.ERP 9

- Stock Groups
- Stock Categories
- Godowns / Locations
- Units of Measure
- Stock Items
- Creating Inventory masters for National Traders

**UNIT 5:Voucher Entry in Tally.ERP 9**

- Accounting Vouchers
- Inventory Vouchers
- Invoicing

**UNIT 6 :Advanced Accounting in Tally.ERP 9**

- Bill-wise Details
- Cost Centers and Cost Categories
- Voucher Class and Cost centre Class
- Multiple Currencies
- Bank Reconciliation
- Interest Calculations
- Budgets & Controls
- Scenario Management

**UNIT 7:Advanced Inventory in Tally.ERP 9**

- Order Processing
- Recorder Levels
- Tracking Numbers
- Batch-wise Details
- Additional Cost Details
- Bill of Materials (BoM)
- Price Levels and Price Lists
- Stock Valuation
- Zero valued Entries
- Inventory AgeingAnalysis
- Different Actual and Billed Quantities

**UNIT 8:Value Added Tax (VAT)**

- Configuring VAT in Tally.ERP 9
- Creating Masters
- Entering Transactions
- Accounting for Return of Goods
- Rate Differnce in Purchase / sales
- Accounting for Interstate Transactions

- Exempt Transaction under VAT
- Purchases from Unregistered Dealers
- Claiming ITC on Capital Goods
- Inter-State Branch Transfers
- VAT Reports
- VAT for Composite Dealers

**UNIT 9: Central Sales Tax (CST)**

- Basic of Central Sales Tax (CST)
- Enabling CST in Tally.ERP 9
- Recording Interstate Transactions in Tally.ERP 9
- Payment of CST
- CST Reports

**UNIT 10: Point of Sale (PoS)**

- Features of Point of Sale (PoS) in Tally.ERP 9
- Configuring point of sale in Tally.ERP 9
- Entering POS Transactions
- POS Reports

**UNIT 11: Job Costing**

- Configuring Job Costing in Tally.ERP 9
- Creating Master for Job Costing
- Recording Transactions
- Job Costing Reports

**UNIT 12: Multilingual Capabilities**

- Configuring Tally.ERP 9 for Multilingual Capabilities
- Creating Masters
- Entering Transaction in Multiple Languages
- Transliteration
- Generating Reports



**UNIT 13:Technological Advantages of Tally.ERP 9**

- Tally Vault
- Security control
- Tally Audit
- Backup and Restore
- Split Company Data
- Export and Import of Data
- ODBC Connectivity
- Web Enabled, Print Preview and Online Help

**UNIT 14:Tally.NET and Remote Capabilities**

- Overview of Tally.NET
- Configure Tally.NET Features
- Connect Company on Tally.NET
- Create Remote Users
- Authorize Remote Users
- Remote Access

**UNIT 15:Application Management and Controls**

- Concepts of Control Centre
- Installing & Activating Tally.ERP 9
- Logging to Control Centre
- Managing Accounts using Control Centre

**UNIT 16:Online Help and Support**

- Features of Support Centre
- Accessing the Support Centre
- Using Support Centre

**UNIT 17:Service Tax**

- Basics of Service Tax
- Configuring Tally.ERP 9 for service Tax
- Creating Masters
- Entering Transactions

- Accounting for Advance Receipts
- Accounting for Opening Service Tax Credit
- Payment of service Tax
- Service Tax Reports

**UNIT 18: Tax Deducted at Source**

- Basic concepts of TDS
- Configuring TDs in Tally.ERP 9
- Creation of Masters
- Processing Transactions
- -TDS Reports

**UNIT 19: Tax Collect at Source**

- Basic concepts of TCS
- Configuring Tally.ERP 9 for TCS
- Creating Masters
- Entering Transactions
- TCS Reports

**Course Outcomes**

1. Students learn the basics of tally and importance of tally in today's computerized environment.
2. Students learn how to create company accounts using tally and about function keys and shortcut keys.
3. To know about voucher entry, payment voucher, receipt voucher, credit and debit note.
4. Students learn how to create single and multiple ledgers, group creation, budget, inventory groups and other functions.
5. Students learn to prepare final accounts in tally along with cash flow statements and inventory analysis reports.