



Vaish College, Bhiwani

(Affiliated to Chaudhary Bansi Lal University, Bhiwani-Haryana)



Assessment Period: 2018-2023

Supporting Document: 1.2.1

Institutional programme brochure/notice for Certificate/Value added/
Add on programmes with course modules and outcomes.



Vaish College, Bhiwani

Add on Course

Expand Your Horizons And
Embrace Your Skills

Eligibility:
12th and above



**LIMITED
SEAT**

Session:
2020-2021

- **Stress Management (30 hours)**
- **Time Management (30 Hours)**



Website: vaishcollegebhiwani.ac.in



Email: vcbprincipal@gmail.com

Contact Person:

Dr. Pawan gupta
7988957947

Vaish College, Bhiwani

Dated:- 02.12.2020

Notice

All the students are hereby informed that Short Term Certificate 30 hours classes (Stress Management) & (Time Management) begin tomorrow i.e. 03.12.2020 at 3:00 PM to 4:00 PM in the department of Commerce.



(Dr. Pawan Kumar Gupta)
Co-ordinator



(Dr. Sudha Rani)
Principal

Vaish College, Bhiwani

Syllabus of


Stress Management

(Short Term Certificate Course)

Max. Hours: 30

- *Stress: Introduction, Meaning, Sources, Types, Internal Sources,
- *Signs and symptoms of stress overhead, Effects of Stress, 50 common signs and symptoms of Stress.
- *Diagram of the Effects of Stress on the Body, Questions to consider when assessing for Stress, The stress response, The Relaxation Response.
- *Stress Relieving Techniques, Exercises.


(Dr. Tawar Gupta)
Coordinator


(Dr. Sudha Rani)
Principal
Vaish College
Bhiwani
PRINCIPAL
Vaish College
Bhiwani

Vaish College, Bhiwani

Syllabus of

Time Management

(Short Term Certificate Course)

Max. Hours: 30

Introduction

Misconceptions of Time

Symptoms of Poor Time Management

The Eleven Time Thieves

Monochromic and Polychromic views of Time

The Five Time Zone Concept

Time Management Matrix


Elements of Effective Time Management

Getting oriented to Manage Time

Overcoming Barriers to Effective Time Management


Co-ordinator
(Dr. Pawan Gupta)

~~PRINCIPAL~~
~~Vaish College~~
~~Bhiwani~~


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Principal
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Vaish College, Bhiwani

**Add on
Course**



LIMITED

SEAT

No Extra Fees

**Eligibility:
12th and above**

- **Tally (40 hours)**
- **Stress Management (30 hours)**
- **Time Management (30 Hours)**



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**Session:
2021-2022**



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Contact Person:

Dr. Pawan gupta

7988957947

Vaish College, Bhiwani

Dated:- 06.11.2021

Notice

All the students are hereby informed that Short Term Certificate 30 hours classes (Stress Management) & (Time Management) begin on 08.11.2021 at 3:00 PM to 4:00 PM in the department of Commerce.


(Dr. Pawan Kumar Gupta)
Co-ordinator


(Dr. Sudha Rani)
Principal

Vaish College, Bhiwani

Dated:- 06.11.2021

Notice

All the students are hereby informed that Short Term Certificate 40 hours classes Tally begin on 08.11.2021 at 1:00 PM to 2:00 PM in the department of Commerce.



(Dr. Pawan Kumar Gupta)
Co-ordinator



(Dr. Sudha Rani)
Principal

Vaish College, Bhiwani
Dated:- 30.04.2022

Notice

All the students are hereby informed that Short Term Certificate 40 hours classes Tally begin on 01.05.2022 at 1:00 PM to 2:00 PM in the department of Commerce.


(Dr. Pawan Kumar Gupta)
Co-ordinator


(Dr. Sanjay Kumar Goyal)
Principal

Vaish College, Bhiwani

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For Session 2021-22

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- *Stress: Introduction, Meaning, Sources, Types, Internal Sources,
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For Session 2021-22

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Dr. Pansu Gupta
Coordinator


Principal
PRINCIPAL,
Vaish College,
BHIWANI
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Tally ERP Introduction Course

For Session 2021-22

Level 1 (Recording & Reporting)

Chapter 1:- Fundamentals of Accounting

This chapter summarizes the Fundamentals of Accountancy, starting with the accounting terms, concepts, right up to the double entry system of accounting. It explains the need and usage of Golden Rules of Accounting in the books of accounting and recording the business transactions.

Chapter 2:- Introduction to tally ERP

This introductory chapter on Accounting using Tally explains how simple it is to download and install Tally in the system.

This chapter helps you understand the simplest way of creating a company and the company features and configurations.

Chapter 3:- Maintaining chart of accounts

This chapter shows you how simple it is to create, alter and display the Chart of Accounts such as Ledgers, Groups, Stock Items and Units of Measure Creation.

Chapter 4:- Recording and Maintaining Accounting Transactions

This chapter covers how to record transactions such as Receipt, Contra, Payment, Purchase, Sales, Debit Note, Credit Note, and Journal Vouchers with practical scenarios.

Chapter 5:- Goods and Services Tax


The chapter includes the introduction of GST, GST in Tally ERP, Recording GST compliant transactions, Input Tax Credit Set Off against Liability.

Chapter 6:- Banking

This chapter covers the basic Banking Feature, Cheque Printing, Bank Reconciliation.

Chapter 7:- Generating Financial Statements and MIS Reports


Co-ordinator


Principal
Vaishi College,
Bhiwani

This chapter covers all MIS reports in Tally; Trail Balance, Balance Sheet, Profit and Loss account, Cash Flow Statement, Ratio Analysis, Daybook, Receipts and Payments, Purchase and Sales Register including Inventory Reports.

Level 2:- (Accounts Receivable and Payable)

Chapter 1:- Storage and Classification of Inventory

This chapter helps you understand the meaning and types of inventories. Also covers the creation of inventory masters such as Stock Groups, Stock Category, Warehouse and Batches.

Chapter 2:- Accounts Receivable and Payable Management

This chapter covers the fundamentals and concepts of Outstanding Management, Enabling Bill-wise practical business scenarios on the given references such as, New Reference, Against Reference, Advance Reference, On account Reference with illustrations along with Bill Settlement.

Chapter 3:- Purchase and Sales Order Management

This chapter covers Management of Sales and Purchase Cycle, Placing an Order, Handling Rejections, Raising an Invoice against the order and complete it with receipts and payments.

Chapter 4:- Tracking Additional costs of purchase

This chapter covers how to maintain additional costs incurred on purchase of stock.


Chapter 5:- Cost/Profit Centers Management

This chapter covers how to allocate expenses and incomes to different cost unit of the organization, automation of allocation of cost centre by creating cost centre classes in Tally and updating the reports instantly, once after recording the transactions.

Chapter 6:- Generating and Printing Reports

This chapter covers how to generate and print all Books and Registers in Tally including Inventory Reports.


Dr. Pawan Gupta
Coordinator


Principal
Vaish College,
Blivani
BRIVANI



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Add on Course



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Dated:- 21.04.2023

Notice

All the students are hereby informed that Short Term Certificate 30 hours classes (Stress Management) & (Time Management) begin on 24.04.2023 at 3:00 PM to 4:00 PM in the department of Commerce.


(Dr. Pawan Kumar Gupta)
Co-ordinator


(Dr. Sanjay Kumar Goyal)
Principal

Vaish College, Bhiwani

Dated:- 03.09.2022

Notice

All the students are hereby informed that Short Term Certificate 40 hours classes Tally begin on 05.09.2022 at 1:00 PM to 2:00 PM in the department of Commerce.



(Dr. Pawan Kumar Gupta)
Co-ordinator



(Dr. Sanjay Kumar Goyal)
Principal

Vaish College, Bhiwani
Dated:- 29.03.2023

Notice

All the students are hereby informed that Short Term Certificate 40 hours classes Tally begin on 01.04.2023 at 1:00 PM to 2:00 PM in the department of Commerce.


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Learning Outcomes of Value Added/Add on Courses

Course Name	Learning Outcomes
Tally	<p>Tally is an accounting and inventory management software that helps users learn to maintain accounts. After completing a Tally course, students should be able to:</p> <ul style="list-style-type: none">• Understand the basics of accounting• Create companies, ledgers, groups, and stock items• Enter accounting voucher entries, including advance voucher entries• Reconcile bank statements• Make accrual adjustments• Print financial statements, such as balance sheets and P&L accounts• Use Tally to handle accounting for manufacturing and service concerns
Stress Management	<p>Stress management courses generally have learning outcomes that include cognitive, physiological, and behavioral learning objectives. Some learning outcomes of stress management courses include:</p> <ul style="list-style-type: none">• Coping techniques: Learning to use effective coping techniques like communication skills, creative problem solving, and cognitive restructuring• Relaxation techniques: Learning to perform relaxation techniques like deep breathing, mental imagery, and meditation to achieve a relaxed physiological state• Proactive responses: Developing proactive responses to stressful situations• Lifestyle factors: Learning to manage stress through diet, sleep, and other lifestyle factors• Action plan: Developing a long-term action plan to minimize and better manage stress• Stressors: Recognizing personal stressors and how they affect you• Stress coping skills: Practicing stress coping skills related to mindfulness• SMART goal: Creating a stress management SMART goal• Sustainable behaviors: Developing sustainable behaviors• Personal resources: Developing your personal resources and avoiding stress “overdraft”• Negative stress: Recognizing negative stress and its symptoms

- Stress causes: Identifying the causes of unwanted stress
- Balanced lifestyle: Developing a balanced lifestyle in order to control stress in the long term
- Stress reduction techniques: Utilizing effective relaxation and stress reduction techniques

Time Management

Time management is a learned skill that involves organizing and planning how to divide time between different activities. Some learning outcomes of time management include:

- Prioritizing: Prioritizing tasks and workload
- Planning: Planning working days efficiently
- Setting goals: Setting long-term professional goals
- Reducing distractions: Reducing distractions and procrastination
- Staying motivated: Staying motivated and tackling procrastination
- Increasing productivity: Increasing productivity and focus
- Reducing stress: Reducing stress
- Improving grades: Improving grades
- Balancing goals: Balancing goals with personal life