VOCATIONAL COURSE
TALLY PRIME
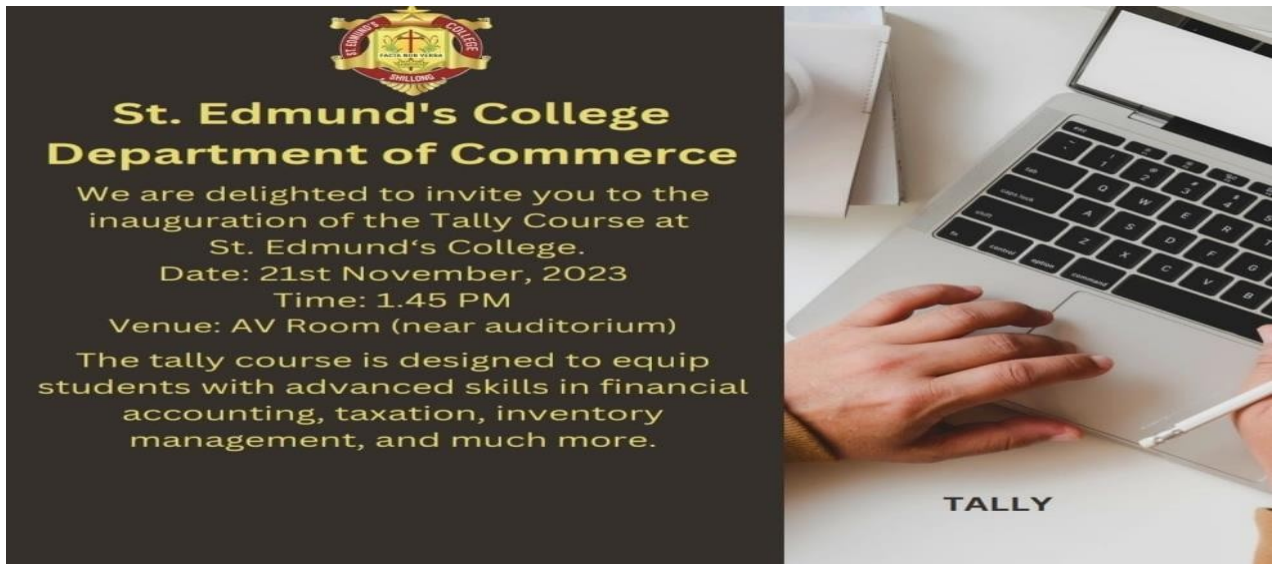**21st of November 2023 to 20th of December 2023.**

INTRODUCTION
In recent years, the landscape of education in India has been undergoing a transformative shift, spurred by the National Education Policy (NEP) 2020. This policy heralds a new era in education, emphasizing holistic development, flexibility in learning pathways, and a stronger integration of vocational education with mainstream academics. Against this backdrop, the proposition of introducing a vocational course in Tally holds significant relevance for our institution.

Tally, leading accounting software, is ubiquitous in Indian businesses and organizations, playing a pivotal role in financial management and digital accounting practices. The NEP 2020 underscores the importance of equipping students with practical skills that enhance employability, foster entrepreneurship, and promote digital literacy—all essential components for thriving in today's dynamic job market.

The compelling reasons as to why a FREE course in Tally has been offered in the college is that such an initiative aligns with the strategic objectives of NEP 2020, enhances educational offerings, and prepares students to excel in the digital economy. Keeping the vision of NEP 2020 in mind, the Principal of the college Dr. Br. Simon Coelho started off with a course in Tally with the idea that it would provide students with practical in demand skills necessary to enhance their employability. This vision was actively championed by the Vice Principal (Administration) Shri. Monotosh Chakravarty and also by the Head Department of Commerce Shri Goutam Deb. The administrative skills of the IQAC Coordinator Shri Sumit Deb ensured that logistics could be easily managed. The Bursar Br. Stelljes Julius oversaw the design of the course curriculum so that it could be aligned with industry standards. By integrating Tally into our curriculum, the college aimed to empower students with relevant skills, bridge the gap between academic learning and industry requirements, and contribute effectively to their career readiness and holistic development.

FLYER

Principal addressing the inaugural session for vocational course in Tally

COURSE OBJECTIVE

The course objectives for a vocational course in Tally have been designed to meet specific learning outcomes that equip students with practical skills and knowledge relevant to accounting software usage.

1. **To Familiarize Students with Tally Software**: Introduce students to the fundamentals of Tally, including its interface, navigation, and basic functionalities.
2. **To Develop Proficiency in Tally Operations**: Enable students to perform essential accounting tasks using Tally, such as ledger creation, voucher entry, bank reconciliation, and generation of financial reports.
3. **To Understand Accounting Principles and Practices**: Provide students with a foundational understanding of accounting principles and practices, with a focus on their application within the Tally software environment.
4. **To Ensure Compliance with Statutory Requirements**: Educate students on GST (Goods and Services Tax) compliance and other statutory requirements applicable in India, using Tally for accurate and timely reporting.
5. **To Enhance Analytical and Problem-Solving Skills**: Enable students to analyze financial data, interpret reports generated by Tally, identify discrepancies, and propose corrective actions.
6. **To Prepare Students for Entry-Level Accounting Roles**: Equip students with the practical skills and knowledge necessary to pursue entry-level positions in accounting firms, businesses, and organizations where Tally is widely used.
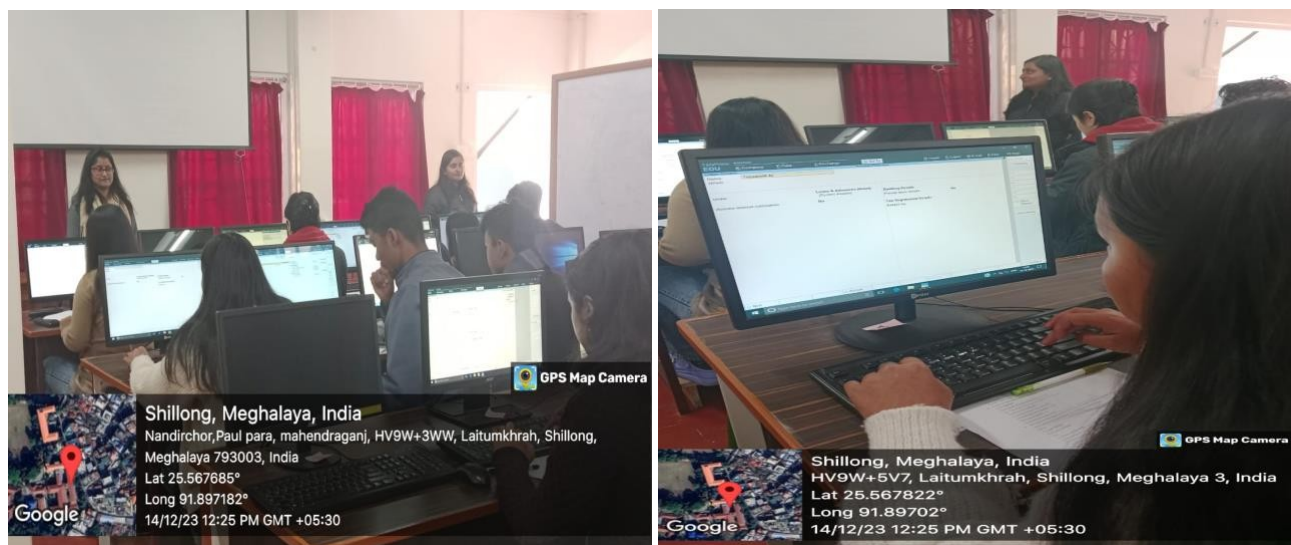
COURSE OUTCOME

The course outcomes of a vocational course in Tally for the students can be structured to achieve several key objectives, aligning with both educational and industry needs. The course outcome for the vocational course in tally have been outlined below:

1. **Proficiency in Tally Software**: Students will gain a comprehensive understanding of Tally software, including its features, functionalities, and applications in accounting and financial management.
2. **Practical Skills Development**: The course will equip students with hands-on experience in using Tally for various accounting tasks such as ledger management, journal entries, balance sheet preparation, GST compliance, and financial reporting.
3. **Digital Literacy and Technological Competence**: Students will develop proficiency in digital tools and software, enhancing their technological competence and adaptability in a digital workplace.
4. **Industry-Relevant Knowledge**: The course will provide students with insights into current industry practices and standards related to accounting and financial management, preparing students for entry-level positions in sectors where Tally is widely used.
5. **Problem-Solving and Analytical Skills**: Through practical exercises and case studies, students will enhance their ability to analyze financial data, identify discrepancies, and solve accounting problems effectively using Tally.

6. **Soft Skills Enhancement**: The course will focus on developing soft skills such as teamwork, communication, and time management, essential for professional success in any field.
7. **Career Readiness and Entrepreneurship**: The course will prepare students for diverse career opportunities in accounting firms, businesses, and organizations where Tally expertise is in demand. It may also encourage entrepreneurial endeavors by equipping students to manage financial aspects of their ventures.

In essence, the vocational course in Tally aims to empower college students with practical skills, industry knowledge, and digital literacy essential for their professional growth and success in today's competitive job market.

TEACHING METHODOLOGY
The teaching methodology that was employed blends theoretical understanding with practical application. Here's a brief outline of the teaching methodology:

1. **Interactive Lectures**: Interactive lectures to introduce concepts such as Tally interface, navigation, basic accounting principles, and software functionalities.
2. **Hands-on Practice**: Ample hands-on practice sessions where students use Tally software to perform tasks like ledger creation, voucher entry, inventory management, and financial reporting.
3. **Assignments and Projects**: Students were assigned individual and group projects that require students to apply Tally skills to solve complex accounting problems, prepare financial statements, or analyze business scenarios.
4. **Regular Assessments**: Regular assessments, including quizzes, tests, and practical exams were conducted to evaluate students' understanding of Tally concepts and their proficiency in using the software.
   This methodology ensured that students not only grasp theoretical concepts but also gain practical proficiency in using Tally, preparing them effectively for careers in accounting and finance where Tally is widely used.

Participants

The participants of the vocational course in Tally were exclusively B.Com 1st semester students. A total of 17 students enrolled in the course, demonstrating a keen interest in enhancing their understanding of accounting software applications beyond theoretical learning. The 30 day course was scheduled from the 21st of November 2023 to 20th of December 2023.

No. of students registered for the course:

Sl. No	Roll No	Name
1	C157	RITESH RAI
2	23/BCOM/242	NENGTINLHING HAOLAI
3	23/BCOM/223	BRANGSENG SINGPHO
4	23/BCOM/237	WANKANAME ALLYA
5	23/BCOM/255	THANGLENHAO ANTHONY TOUTHANG
6	23/BCOM/217	L JESSIA KHONGSAI
7	23/BCOM/043	HUNSIMAI SHADAP
8	23/BCOM/020	ROYAL SINGH
9	23/BCOM/239	UJJAL SINGHA
10	23/BCOM/055	DAISY KHARDEWSAW
11	23/BCOM/266	PRANK THAPA
12	23/BCOM/048	RUNJAN SHARMA
13	23/BCOM/042	SIDDHARTH LAKANDRI
14	23/BCOM/091	ANNAPURNA PAUL
15	23/BCOM/285	PRIYALI DAS
16	23/BCOM/068	ROHINI PAUL
17	23/BCOM/070	RISHI CHOUDHURY

Certificate

St.Edmund's College, Shillong
Department of Commerce
Tally Training Center

This is to certify that

_____

has successfully completed a short term course in Tally Prime
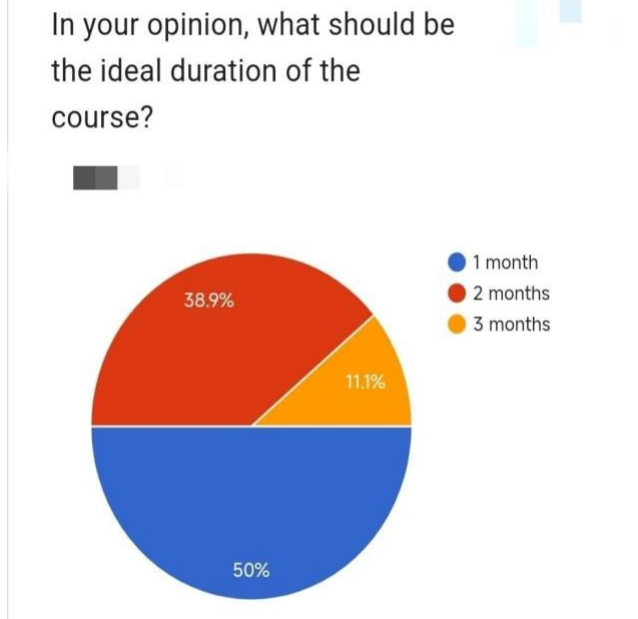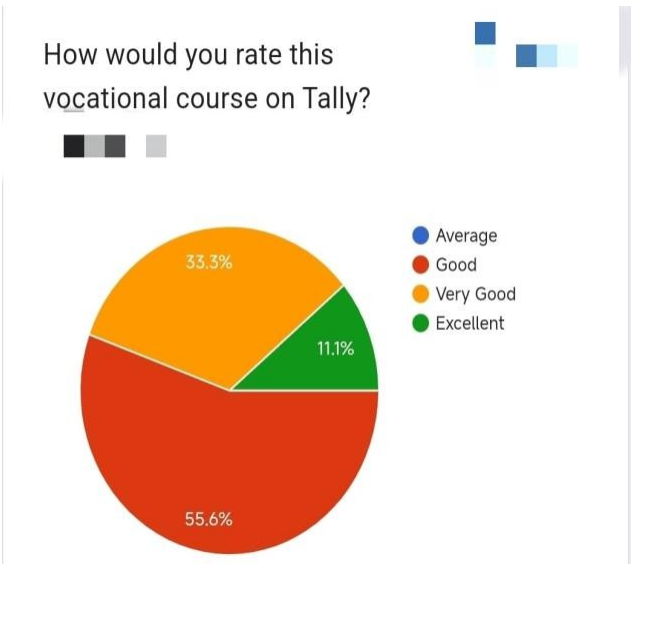held from 21st November,2023 to 20th December,2023
with Grade _____.

Grades:
A+ 85-100
A 70-84
B+ 55-69
B 40-54
C <40

_____   _____   _____   _____
Principal   HOD   Coordinator   Joint-
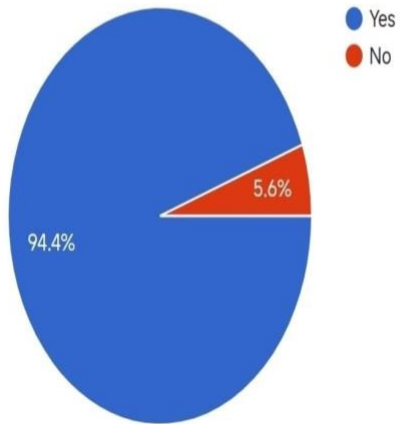   Coordinator

Feedback Analysis

At the end, a feedback form was circulated amongst the students who have successfully completed the one and half months course; and as per the record, responses were received from the students.

Graphs below highlight the nature of responses received.

How would you rate this vocational course on Tally?

- Average
- Good
- Very Good
- Excellent

33.3%
11.1%
55.6%

In your opinion, what should be the ideal duration of the course?

- 1 month
- 2 months
- 3 months

38.9%
11.1%
50%

Would you like this type of program in future?

- Yes
- No

94.4%

5.6%

Any other vocational course that you may want to attend in future?

- Yes
- No

100%