



INSTITUTE FOR ELECTRONIC GOVERNANCE
JAWAHAR KNOWLEDGE CENTER

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Training Programme on Tally 9.0
Guide Lines



Duration of the Programme :	2 months (2 hrs a day – 6 days in a week) 6d X 2h = 12h – 12hrs x 8w = 96 hrs										
Participants	B.Com JKC Registered Students B.Com JKC Non Registered Students Unemployed B.Com or M.Com Degree holders										
Fees	No fee for JKC Registered Students Rs.750/- for all others payable in the form of DD drawn in favour of Institute for Electronic Governance, Hyderabad which will be distributed as indicated below										
Batch Strength	30 - 50 per batch (if the response is more, 2 batches can be started)										
Timings	2 hours a day evening or morning as per the convenience of the College If two batches are planned, one in the morning and one in the evening may be started										
Publicity	Wide publicity through Paper Notification and Press Releases to benefit outsiders Display in Notice Board for the college students										
Press Release	17 th Nov 2008										
Registration	17 – 22 Nov 2008										
Date of Commencement	between 24 Nov – 1 Dec 2008										
Date of Completion	Not later than 30 th Jan 2009										
Expectations	<ul style="list-style-type: none">• All colleges who have received the software should invariably install the software and register with Tally Solutions India Ltd online if not done already. Ensure that the software can be used on all systems in the computer lab.• The Faculty undergone training will be responsible for conducting the training programme.• The TPO should take the responsibility of issuing paper notification, registration of students, collecting fee correspond with IEG etc.• The Principal/Management to oversee all activities from time to time.										
Others	<ul style="list-style-type: none">• Intimate DDM of IEG as soon as a batch is formed with a minimum of 30 and also date of commencement and obtain approval for commencement of the batch• The DDs collected should be sent to IEG immediately after commencement of the training (within 3 days)• The fee collected will be distributed to people involved in the programme as per the following proportion after completion of the programme <table><tr><td>Faculty</td><td>40 %</td></tr><tr><td>TPO</td><td>15%</td></tr><tr><td>Lab maintenance</td><td>20%</td></tr><tr><td>College Admn</td><td>15%</td></tr><tr><td>IEG</td><td>10%</td></tr></table>	Faculty	40 %	TPO	15%	Lab maintenance	20%	College Admn	15%	IEG	10%
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TPO	15%										
Lab maintenance	20%										
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IEG	10%										

As per the course material TFAP (Tally Financial and Accounting Programme) the following schedule is to be followed

Volume / Lesson	Lesson/ Topic	No. of Minutes Allotted	
		Theory	Practical
Vol.1, Lesson			
1	Introduction	60	
2	Basics of Accounting	110	
3	Business organization	100	
4	Tally Fundamentals	80	270
5	Processing transactions in Tally	60	480
6	Report Generation	120	420
Vol. 2, Lesson			
1	Introduction to trading organization	130	
2	Purchases & Sales	90	
3	Overview of Tally features	80	
4	Getting functional with Tally	150	360
5	Display and reports	120	240
Vol. 3, Lesson			
1	Introduction to Manufacturing Organization	70	
2	Purchases, Sales and manufacturing	60	
3	Overview of Tally features	60	
4	Getting functional with Tally	60	240
5	Report generation	120	480
6	Tax collected at source	20	30
7	Fringe benefit tax	30	30
8	Excise duties	30	30
Vol. 4 Lesson			
1	Overview	30	
2	Budgeting systems, scenario management and variance analysis	60	90
3	Costing systems	80	120
4	Management Control system	70	90
5	Ratio analysis	100	240
6	Cash flow statements & funds flow statements	120	120
7	Analyzing and managing inventory	30	30
8	Multilingual system administration and other utilities	60	30
Total		2100	3300
Converted in to hours		35 hrs	55 hrs

Total = 90 hours for completion of the programme, In addition there will be workshops on Softskills and English Communication @ 4 hrs per week

Note :

Formats for the reports to be sent to IEG on session wise details, attendance and other claims will be sent separately.