TATA COMMUNITY INITIATIVES TRUST

Registered Office :
C/o. Tata Services Limited, Jeevan Bharti, Tower 1, 10th Floor, 124 Connaught Circus,
New Delhi 110 001. Tel +91 11 2332 7072
(Registration No. 997 of 23SEP2014 at New Delhi; PAN AACTT4708J)

DATE: 07.12.2022

To

Dr. Somnath Mukhopadhyay,
Principal,
Dinabandhu Andrews College
54, Raja Subodh Chandra Mallick Road. Garia. Kolkata-700084

Subject: Collaborating with Tata STRIVE to conduct "Accounts Fundamentals (IT)" Course at Dinabandhu Andrews College, Kolkata

Dear Sir,

Tata STRIVE, is the skill development initiative of Tata Community Initiatives Trust, a charitable trust setup in 2014. It addresses the pressing need of skilling India's youth for employment, entrepreneurship and community enterprise. Tata STRIVE has positively impacted more than 10 lakh lives, through direct and indirect interventions and more than 70% of those trained under direct interventions have found placement or self-employment opportunities, which is above the national average.

Tata STRIVE's Institute Enrichment Programme (IEP) aims to support, both through direct intervention or through its partner organizations, educational institutes in achieving their objective of providing high-quality and holistic education and improving the employability skills among the institute's students.

Under this programme, Tata STRIVE is keen to partner with you in this unique and empowering journey. The program would be delivered by the facilitators from Anudip Foundation to train learners in Accounts Fundamental (IT) Course including Youth Development Module with final year students from of your institute. This course and will be implemented between Dec 7th 2022 and 31st March 2023 by Anudip Foundation Facilitators on behalf of Tata STRIVE. These courses are in accord with the current market demand and industry requirements.

The Youth Development Module is integrated with the domain courses (Accounts Fundamental (IT) and Java Full Stack) that Tata STRIVE offers to address cognitive and non-cognitive skills. It focuses on a 360-degree development of youth helping learners realize their potential while making them job-ready. It is one of the main differentiators in the Tata STRIVE training programme. The Tata STRIVE Programme seeks to develop youth holistically, by focusing on the connection between the Head-Heart-Hand. Through these programmes, Tata STRIVE creates the space for beneficiaries to realize their values, beliefs and potential leading to inner transformation.

A typical batch size would be of 35 to 40 students. The training sessions will vary from 4 to 6 hours and will be conducted 5 to 6 days in a week as per mutual discussion.

The key features of the Tata STRIVE skill development programmes include the following:

1. Programme to be adjustable with regular academic classes
2. Youth Development Modules (YDM), part of the overall training programme, and is one of the main differentiators of Tata STRIVE training program that enhance employability
3. Experienced facilitators
4. Tata STRIVE's digital platform for the entire life cycle of training, for monitoring student performance
5. Joint certification with Tata STRIVE and funding partner branding on student certificates, as mutually agreed, to students who successfully complete the final assessment with minimum 70% attendance.

Below enlisted are the roles and responsibilities of Tata STRIVE:

Role of Tata STRIVE

1. Conduct Orientation session in Institute to help students understand industry oriented subject matter training programme
2. Finalize the schedule for batches in consultation with Institute after students are enrolled
3. Allocate Facilitator for batch as per planned schedule
4. Undertake regular quality checks during programme execution
5. List assessment guidelines and conduct assessments with support from the institute
6. Certification of course to the student on successful completion
7. Timely incident reporting to institute, if any
8. Appraising institute about any changes in the programme
9. Tata STRIVE will promote the courses through orientation sessions, posters and through Tata STRIVE brandings in classrooms, where applicable

Role of Dinabandhu Andrews College

Institute to support in facilitating orientation sessions for students in Institute premises and actively promote the programme for better participation.

1. Spaces with high visibility (for example, reception, public spaces, cafeteria and notice boards) to be allocated within the institute to Tata STRIVE for branding purpose only.
2. Institute to provide sufficient number of classroom(s) available to train students in batches of 35-40 with projector(s) and other training aids and electrical and internet connections for programme execution.
3. Batch will be formed with a minimum 30 students. Institute to support in retention of enrolled students.

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4. Institute to share with the students, information related to orientation and enrolment date and time and any other activities before formation of batches.

5. Institute to provide support in scheduling the programme along with Tata STRIVE by providing the batch timings, list of holidays and advance intimation on any other ITI activities.

6. Institute to provide Tata STRIVE access to computer labs with internet connectivity whenever required (Schedule will be discussed and shared in advance) and any other infrastructure to enable delivery of assessments and activities during the course.

7. Institute to provide Internet connection provision for facilitators in IT lab.

8. Institute to provide Single Point of Contact (SPOC) as contact person for any support related to this programme.

9. Institute to provide undertaking (in format shared by Tata STRIVE) from enrolled students as acceptance of enrolment for the course wherever applicable

10. Institute to provide support in ensuring maximum attendance, and timely action is taken for regular absentees.

11. Institute to share institute logo and authorized signature for the purpose of certification

12. Institute to provide support for any guest sessions and visits in institute premises

13. Institute to ensure that safety of the learners and staff associated with the project and appropriate safety measures are to be taken for the same.

14. Institute should only use the Tata STRIVE logo and other branding artefacts which are designed and shared by TCIT representatives.

Looking forward to working with your college in Empowering the Youth with the Right Skills and a Bright Future.

If the foregoing is satisfactory, please indicate your acceptance by countersigning on copy of this Letter of Intent.

Thanking you,

Yours Truly,

For Tata Community Initiatives Trust

Acceptance of LOI by

Ameya Vanjari
Head – Operations, Partnerships & Technology

Dr. Somnath Mukhopadhyay
Principal- Dinabandhu Andrews College

Domain Trainer:-	Chanchal Das	Employee ID: ANP-0595
Batch:-	Advanced Program in Accounting with Tally	Center : Dinabandhu Andrews College
Batch Duration	216 Hrs.	

Tally ERP 9		
Session Day's	**Topic**	**Lesson Objectives**
Day_1	Baseterm Assessment	Baseterm Assessment
Day_2	Accounting Introduction	Duration: 90 Minutes Explain the concept of Accountancy. Define Financial Statement. Identify the different types of Financial Statements.
Day_3	Basics of Recording Transactions	Duration: 120 minutes Journal Entries Assignments Manual. Explain Double Entry in Accounting. Identify the effects of Credit & Debit in Double Entry. Identify the Chart of Account. Identify the Debit and Credit in Chart of Account.
Day_4	Branches of Accounting & Accounts Group	Duration: 180 Minutes Classify different branches of Accounting. Demonstrate various methods of tracking the accounting records. Explain Account Group. Record Accounts under Non-Revenue and Revenue Group. Classify the Debtor and Creditor.

Day_5	Accounting Principle	Duration: 120 Minutes
		   Explain the concept of Accounting principle.
		   Apply the three golden rules of Accounting.
		   Identify the different modes of Accounting.

Day_6	GETTING FUNCTIONAL WITH TALLY ERP9	Duration: 90 Minutes Start using Tally.ERP9. Set up Company in Tally.ERP9. Work with different companies in Tally.ERP9. Shut down a Company in Tally.ERP 9.
Day_7	COMPANY FEATURES IN TALLY.ERP 9	Duration:60 Minutes Identify the F11: Company Feature in Tally.ERP 9. Describe Accounting of Company Feature. Describe Inventory of Company Feature. Describe Statutory & Taxation of Company Feature. Describe Add-Ons Features of Company.
Day_8	INVENTORY CONTROL	Duration: 120 Minutes Access Inventory Info. Set up Inventory Control. Create Stock Group. Create Stock Categorization. Create Godowns. Create Units of Measure. Create Stock Items. Create Voucher Type.

Day_9	LEDGER & GROUPS	Duration: 180 Minutes Create Single & Multiple Ledger. Display, Alter & Delete Single Ledger Account. Classify Groups. Create a Single & Multiple Ledger Group. Alter & Delete Groups in Tally.
Day_10	Accountin Vouchers	Duration: 120 Minutes Define Accounting Voucher. Discuss different types of Accounting Vouchers. Configure different Accounting Vouchers. Configure Purchase Invoice.
Day_11	Accountin Vouchers	Duration: 120 Minutes Define Accounting Voucher. Discuss different types of Accounting Vouchers. Configure different Accounting Vouchers. Configure Purchase Invoice.
Day_12	RECORDING TRANSACTION OF SIMPLE DATA	Duration:120 Minutes Define Financial Transaction in Accounting. List the importance of recording Transaction. Record Transaction using Voucher Type.
Day_13	PURCHASE AND SALES ENTRY	Duration:120 Minutes Define Purchase in Financial Transaction. Create a purchase entry in Tally.ERP9. List two types of Invoice Modes in Purchase Voucher.
Day_14	POINT OF SALE	Duration: 90 Minutes Define Point of Sale in Tally.ERP 9. Describe the features of Point of Sale. Create POS Voucher Type and Invoicing. Generate POS Invoice Statement.
Day_15	BUDGET SYSTEM	Duration: 180 Minutes Enable Budget in Tally.ERP 9. Create Budget for Groups, Ledgers and Cost Centres. Display Budget and Variances for Groups, Ledgers and Cost Centres.
Day_16	ANALYSIS OF FINANCIAL STATEMENT	Duration:90 Minutes Describe Final Account. List different types of Final Accounts in Tally.ERP 9. Explain the process to view Trading Account, Profit and Loss Account, and Balance Sheet Account. Describe Ratio Analysis. Display Ratio Analysis Report.
Day_17	JOB COSTING	Duration: 120 Minutes Enable Job Costing in Tally. Explain the use of Cost Centre for Job Costing in Tally.ERP9. Explain the use of Ledger Creation for Job Costing. Create Cost Centres for Job Costing. Create Godowns for Job Costing.
Day_18	BILLING	Duration:180 Minutes Explain and configure Bill of Material (BoM). Explain and configure Bill-Wise Details. Explain Actual & Billed Quantity. Configure the recording of Actual & Billed Quantity.

Day_19	INTERFACE IN DIFFERENT LANGUAGE	Duration:60 Minutes Generate different language interface for working, displaying and printing in Tally.ERP 9. Change the display language. Explain phonetic feature in Tally.ERP 9. Viewing reports and balance sheet in Tally.ERP 9.
Day_20	PROCESSING PAYROLL FUNCTION IN TALLY	Duration:120 Minutes Explain Payroll Features in Tally.ERP 9. Describe the Salient Features of Payroll. Enable Payroll in Tally.ERP 9. Configure Payroll in Statutory Feature.
Day_21	GENERATING FINANCIAL STATEMENT AND REPORT & PRINTING REPORT	Duration:60 Minutes Identify Financial Statement. Access different Financial Statements in Tally.ERP 9. Explain Trial Balance. Explain Day Book in Tally.ERP 9. Explain List of Account in Tally.ERP 9. Duration:60 minutes Configure Print option in Tally.ERP 9. Identify two-ways to Print Report. Print with Alt + P option in Tally.ERP 9. Print with Multiple Account Print option in Tally.ERP 9. Explain the uses of Common Print option.
Day_22	MANAGEMENT CONTROL SYSTEM	Duration:120 Minutes Explain Management Control System in Tally.ERP 9. List types of MIS Report. Explain features of Financial Management and Control. Explain Scenario Management in Tally.ERP 9. Create Scenario in Tally.ERP 9. Create Reversing Journal Entry in Tally.ERP 9.
Day_23	BANK RECONCILIATION STATEMENT	Duration: 120 Minutes Define Bank Reconciliation Statement.List types of MIS Report. Generate Bank Reconciliation Statement. Explain Scenario Management in Tally.ERP 9. View Bank Reconciliation Statement.
Day_24	TDS	Duration: 120 Minutes Explain TDS in Tally.ERP9. Identify the role of Deductor and Deductee. Generate TDS report.
Day_25	INCOME TAX	Duration:120 Minutes Explain Income Tax in Tally.ERP9. Explain the norms of Income Tax. Describe the features of Income Tax. Explain the benefits of Income Tax Return. Configure Income Tax in Tally.ERP9.
Day_26	Module End Test	Module End Test

GST

Session Day's	Topic	Lesson Objectives

Day_1	Introduction to Goods and Services Tax-GST	Duration: 30 Minutes Define Goods and Services Tax. Identify the Pre-GST Structure in India. Identify the GST Structure in India. List benefits of GST implementation. Explain the criteria for GST Registration. Identify the pre-requisite measures for Taxable and Non-Taxable Indians.
Day_2	GST AND ITS TYPES	Duration: 30 Minutes Describe GST structure in India. Identify the scope of supply of GST. Enable GST in Tally.ERP9.
Day_3	GST FEATURES AND REGISTRATION	Duration:- 30 Minutes Discuss the features of GST. Explain the rate structure of GST. Register under GST law.
Day_4	Goods and Services Tax Return (GSTR)	Duration:- 45 Minutes Explain GST Return. Identify individuals liable to file the GSTR. Explain the late fees for not filing return on time. Describe the types of GST Return. Explain the Goods & Services Tax Return Dashboard.
Day_5	GSTR 1- Invoice Details and Other Details	Duration:- 60 Minutes Define GSTR 1 in Goods and Services Tax. Explain the prerequisites for filing GSTR 1. Identify when to file GSTR 1 on a quarterly basis. Illustrate Form Submission of GSTR 1.
Day_6	GSTR 1A-Auto Drafted Supplies	
Day_7	GSTR 2 - Inward Supplies Return	Duration:- 60 Minutes Define GSTR 2 in Goods and Services Tax. Discuss the importance of GSTR 2. Identify when to file GSTR 2. Classify Taxpayers to file GSTR 2. Access GSTR 2 and GSTR 2A.
Day_8	GSTR 2A-Auto Drafted Details	
Day_9	Debit/Credit Note and working with GST	Duration:- 45 Minutes Explain Debit Note in GST. Explain Credit Note in GST. Create Purchase Ledger in GST. Discuss Reverse Charge Mechanism under GST.
Day_10	JSON FILE UPLOAD	Duration:- 45 Minutes Define JSON File. Explain the uses of JSON File. Upload JSON File in GST Portal.
Day_11	Module End Test	Module End Test

Tally Prime		
Session Day's	**Topic**	**Lesson Objectives**
Day_1	Introduction to Tally Prime	Introduction to Tally Prime
Day_2	Tally Prime Installation	Tally Prime Installation
Day_3	TallyPrime - Features Overview	TallyPrime - Features Overview
Day_4	TallyPrime Data Migration	TallyPrime Data Migration

Day_5	Creating Ledgers in Tally Prime	Creating Ledgers in Tally Prime
Day_6	Tally Prime Multi-User Data Configuration	Tally Prime Multi-User Data Configuration
Day_7	Tally Prime Record Purchasing and Sales	Tally Prime Record Purchasing and Sales
Day_8	Tally Prime Page Size Modification for Invoice Printing	Tally Prime Page Size Modification for Invoice Printing
Day_9	Fetching GST Details in TallyPrime	Fetching GST Details in TallyPrime
Day_10	Tally Prime - Advanced GST Features	Tally Prime - Advanced GST Features
Day_11	Using Additional Details in Tally Prime	Using Additional Details in Tally Prime
Day_12	Voucher type Creation & Alteration	Voucher type Creation & Alteration
Day_13	Interest Calculation	Interest Calculation
Day_14	Tally Prime - How To Use Go To for Navigation	Tally Prime - How To Use Go To for Navigation
Day_15	Tally prime - GSTR2 Reconciliation	Tally prime - GSTR2 Reconciliation
Day_16	GSTR1 Sales invoice	GSTR1 Sales invoice
Day_17	RCM with examples and activities	RCM with examples and activities
Day_18	Calculate Tax on Advance Received on GST	Calculate Tax on Advance Received on GST
Day_19	Tax Deducted at Source (TDS) under Goods and Service Tax	Tax Deducted at Source (TDS) under Goods and Service Tax
Day_20	Inventory Stock, Physical Stock	Inventory Stock, Physical Stock
Day_21	How To Manage Cheques	How To Manage Cheques
Day_22	Performing Multiple Actions Simultaneously	Performing Multiple Actions Simultaneously
Day_23	Reports in TallyPrime	Reports in TallyPrime
Day_24	Tally ERP 9 Project - Q&A and Practical Assignments	Tally ERP 9 Project - Q&A and Practical Assignments
Day_25	Tally Prime Project - Q&A and Practical Assignments	Tally Prime Project - Q&A and Practical Assignments
Day_26	Module End Test	Module End Test

WorkPlace IT

Session Day's	Topic	Lesson Objectives
Day_1	Computer & it's Hardware	Explain about computer & its basic operation. Define Motherboard and its function. Identify and explain various ports & connectors. Explain types of storage devices. Explain about power unit and its function.
Day_2	Working With Windows and mac	Operate the new enabled latest features of windows 10. Identify the layout of the desktop screen of windows 10. Change the application and create a folder in Windows 10. Define features of the new latest Mac OS and create a folder.
Day_3	Introduction to Microsoft Excel	Describe what Microsoft Excel is and what it is used for? Use basic element within a worksheet. Add and delete new worksheet in a excel workbook. Describe the function of name box and formula bar. Add and delete column and rows.
Day_4	Microsoft Excel-Formatting Cells and using find & replace	Format text, cells and cell borders. Change the text alignment and wrap extra long text. Merge selected cells into a single board cell with the content centered within it. Apply the format painter to copy formatting from one cell in a spreadsheet to another. Change height and width of rows and columns. Apply find and replace feature to find and replace a selective text.
Day_5	Microsoft Excel Formulas and Fucntions	Describe what Microsoft excel formula is and its advantages. Apply different excel formula in worksheets.
Day_6	Getting started with Microsoft Word	Describe the advantages of Micro Soft Word Start and use a Micro Soft Word processor
Day_7	Microsoft Word - Formatting Text	Change the Text style in a document Align Text in a document Cut, Copy and Paste Text in a document Find and Replace Text in a document
Day_8	Introduction to Internet	Define Internet. Describe Usefulness of Internet. Define Web-Browser. List the most common web-browser. Use Web-Browser for accessing internet. Apply basic Search techniques over internet.
Day_9	Email - Creating Gmail account & basic functionality of email	Describe the importance of Email List out different websites where you can create an email account Create a Gmail account Explain about the E-mail interface of a popular email service provider like G mail Compose an Email with Custom formatingMessage Reply to the email and Forward an Email Attach files or folder to Email
Day_10	Module End Test	Module End Test

Logical Reasoning

Session Day's	Topic	Lesson Objectives
Day_1	Pre Test Logical Reasoning	Pre Test Logical Reasoning
Day_2	Introduction to Logical Reasoning	Introduction to Logical Reasoning
Day_3	Facilitator Led Session	Facilitator Led Session
Day_4	Facilitator Led Session	Facilitator Led Session