



Re-Accredited by NAAC with 'A' Grade

VEER NARMAD SOUTH GUJARAT UNIVERSITY
University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

યુનિવર્સિટી કેમ્પસ, ઉદ્ધના-મગદલા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

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-: પરિપત્ર :-

યુનિવર્સિટી સંલગ્ન તમામ સ્નાતક કોલેજોનાં આચાર્યશ્રીઓને જણાવવાનું કે, શૈક્ષણિક વર્ષ ૨૦૨૧-૨૨ થી અમલમાં આવનાર રાષ્ટ્રીય શિક્ષણ નીતિ-૨૦૨૦ અંતર્ગત પ્રવર્તમાન સ્ટેચ્યૂટ તથા ઓર્ડીનન્સમાં કરવાના થતા ફેરફારોનો મુદ્દો તૈયાર કરવા તથા રાષ્ટ્રીય શિક્ષણ નીતિ-૨૦૨૦ ના અમલીકરણ અંગે જરૂરી નિર્ણયો/ ભલામણો કરવા વિનયન વિદ્યાશાખાની ઓનલાઈન તા.૨૭/૦૭/૨૦૨૧ની સભાનાં ઠરાવ ક્રમાંક: ૩ થી નીચે મુજબની ભલામણ કરેલ છે. જે અંગે એકેડેમિક કાઉન્સિલમાં વિચારણા કરતા એકેડેમિક કાઉન્સિલની તા.૩૧/૦૭/૨૦૨૧ની સભાનાં ઠરાવ ક્રમાંક: ૧૩ અન્વયે સ્વીકાર કરી સિન્ડિકેટને કરેલ ભલામણ સિન્ડિકેટે તેની તા.૧૧/૦૮/૨૦૨૧ની સભાના ઠરાવ ક્રમાંક: ૨૧ થી નીચે મુજબ મંજૂર કરેલ છે. તેની સંબંધકર્તા શિક્ષકોને અને વિદ્યાર્થીઓને કરવી. તદઉપરાંત તેનો અમલ કરવો.

વિનયન વિદ્યાશાખાની ઓનલાઈન તા.૨૭/૦૭/૨૦૨૧ની સભાનાં ઠરાવ ક્રમાંક: ૩

:: આથી ઠરાવવામાં આવે છે કે, વિનયન વિદ્યાશાખા અંતર્ગત નીચે મુજબનાં જેનેરીક ઈલેક્ટીવ વિષયનાં અભ્યાસક્રમો મંજૂર કરવામાં આવે છે અને એકેડેમિક કાઉન્સિલને ભલામણ કરવામાં આવે છે.

ક્રમ નં.	વિષયનાં નામ
૧.	Indian Classical Music- I & II
૨.	Indian Culture
૩.	Media and Communication Skill
૪.	Leadership
૫.	Basic Certificate Course in Vivekananda Studies
૬.	Research methodology
૭.	"CCC" નો અભ્યાસક્રમ
૮.	Tally ERP.9 with GST

એકેડેમિક કાઉન્સિલ તા.૩૧/૦૭/૨૦૨૧ની સભાનાં ઠરાવ ક્રમાંક: ૧૩

:: આથી ઠરાવવામાં આવે છે કે, વિનયન વિદ્યાશાખાની તા. ૨૭/૦૭/૨૦૨૧ ની સભાના ઠરાવ ક્રમાંક : ૩ અન્વયે સ્વીકારેલ જેનેરીક ઈલેક્ટીવ વિષયનાં અભ્યાસક્રમો મંજૂર કરવામાં આવે છે અને તે અંગે સિન્ડિકેટને ભલામણ કરવામાં આવે છે.

સિન્ડિકેટની તા.૧૧/૦૮/૨૦૨૧ની બાબત ઠરાવ ક્રમાંક: ૧૨

:: આથી ઠરાવવામાં આવે છે કે, એકેડેમિક કાઉન્સિલ તા.૩૧/૦૭/૨૦૨૧ની સભાનાં ઠરાવ ક્રમાંક: (૧૩) થી કરેલ ઉપરોક્ત ભલામણ અન્વયે વિનયન વિદ્યાશાખાની તા.૨૭/૦૭/૨૦૨૧ની સભાના ઠરાવ ક્રમાંક: ૩ અન્વયે સ્વીકારેલ સ્નાતક કક્ષાએ જેનેરીક ઈલેક્ટીવ વિષયોનો અભ્યાસક્રમ મંજૂર કરવો.

(બિડાણ: ઉપર મુજબ)

ક્રમાંક : એકે./પરિપત્ર/૧૨૫૪૪/૨૦૨૧

તા. ૧૯-૦૮-૨૦૨૧

પ્રતિ,

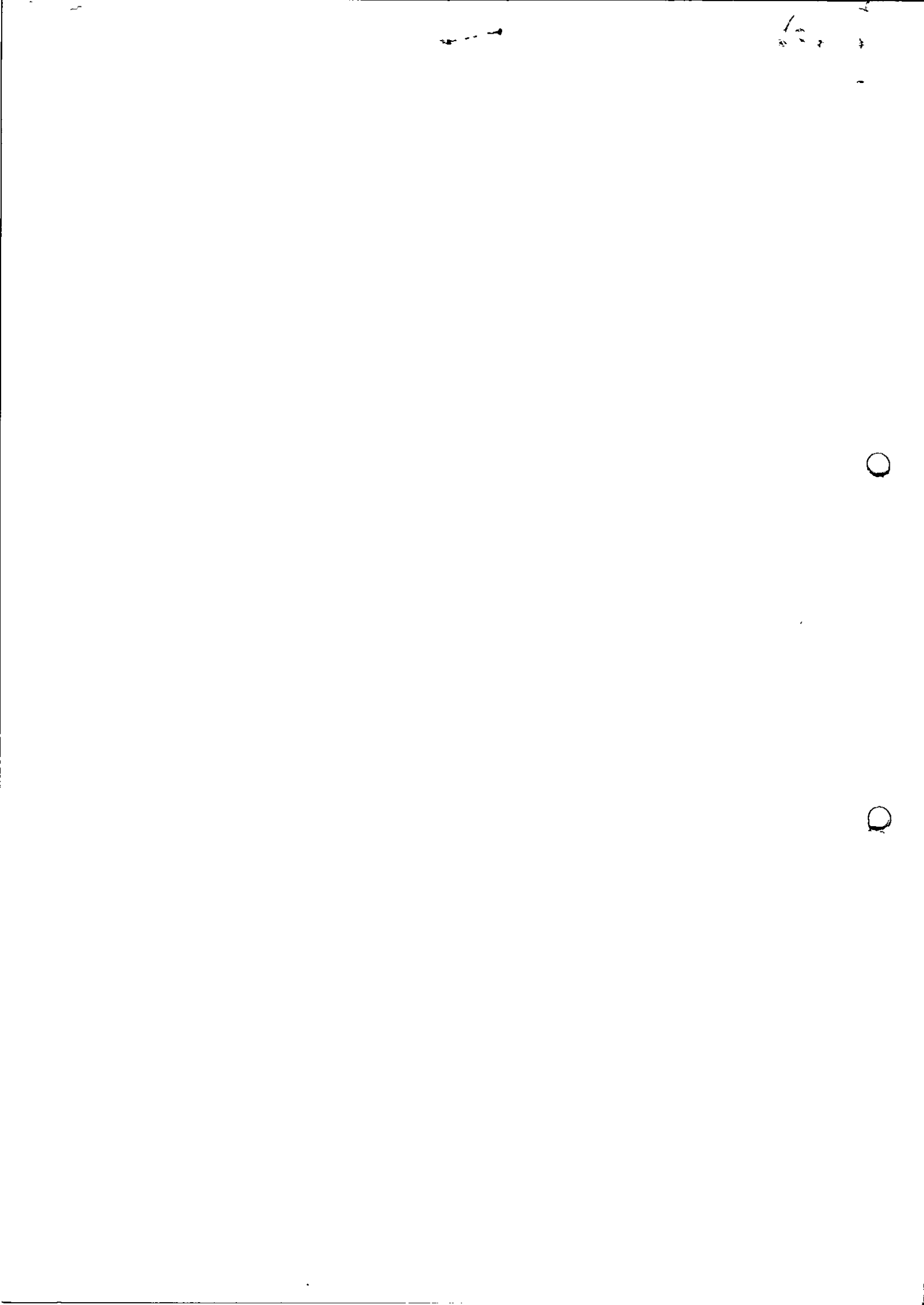
૧)યુનિવર્સિટી સંલગ્ન તમામ સ્નાતક કોલેજોના આચાર્યશ્રીઓ.

૨)અધ્યક્ષશ્રી, તમામ વિદ્યાશાખા.

૩)પરીક્ષા નિયામકશ્રી, પરીક્ષા વિભાગ, વીર નર્મદ દ. ગુ. યુનિવર્સિટી, સુરત.

.....તરફ જાણ તેમજ અમલ સારૂ.

ઈ.ચા. કુલસચિવ



Indian Classical Music -1

सिन्डिकेट नं. ११/१२०११
भाषा: हिन्दी

Credit Points :

2

Level :

Undergraduate

Overview

Course includes detailed and in depth knowledge of Indian Music Specially Vocal tradition north India of with illustrations supported by traditional Knowledge with modern innovation in music and learning techniques. These topics based on ancient texts and are also relevant to present context.

With a short historical survey of music, course will explore general aspects of classical music including Swara, Raga, Thaata, GeetGazal, Bhajan, Filmy music, Ravindra Music, Western Music, Music Composition and Music Direction. Folk Music of north India with special focus on vocal tradition will be an important part of study.

Important aspect of Indian vocal tradition is Semi Classical Music and its interdependence on Classical and folk music.

Detailed study and practice of techniques of SwaraSadhana. The course provides basic knowledge of Indian classical vocal Music with Folk, Filmy, Western, Semi classical and other north Indian vocal traditions. It is very important to student learning music directly in UG level as well as senior/ junior student learning music in any other system. It is important for credit seekers as Core/ Elective/ Generic elective as well as non-student professionals of other fields and freelance learners of all ages.

Syllabus

COURSE LAYOUT

Unit 1. भारतीयसंगीतपरिचय, स्वरज्ञान, भारतीयसंगीतलिपि

Unit 2. कंठसंस्कार - भाग1, कंठसंस्कार - भाग2, कंठसंस्कार - भाग3

24/7/21
51st, Durgam
Chowk, Hyderabad

27/7/21

28/7/21

Unit 3. रागएवंथाटअभ्यास - भाग1, रागएवंथाटअभ्यास - भाग2,
उत्तरभारतीयशास्त्रीयगायनशैलियाँ - भाग1

Unit 4. उत्तरभारतीयशास्त्रीयगायनशैलियाँ - भाग2, क्षेत्रीयलोकसंगीतभाग1,
क्षेत्रीयलोकसंगीतभाग2

Indian Classical Music -2

Credit Points :	2
Level :	Undergraduate

Unit 1 गीत-परिचय, गीत-अभ्यास, गज़ल- परिचय

Unit 2 गज़ल- अभ्यास, भजन- परिचय, भजन-अभ्यास

Unit 3 रवीन्द्रसंगीत, फिल्मसंगीतएवंआर्केस्ट्रा - भाग1, फिल्मसंगीतएवंआर्केस्ट्रा - भाग2

Unit 4 वाद्यवर्गीकरण - भाग1, वाद्यवर्गीकरण - भाग2, वाद्यवर्गीकरण - भाग3

Indian Culture

Credit Points :

2

Level :

Undergraduate

Overview

“भारतीयसंस्कृतिः इतिहासश्च” यह अत्यन्त महत्त्वपूर्ण पाठ्यक्रम है। इस पाठ्यक्रम में ४० पाठ्यांश हैं जिनके माध्यम से भारतीय सांस्कृतिक परम्परा एवं भारतीय ऐतिहासिक परम्परा को व्याख्यायित किया गया है। सर्वप्रथम भारत की महान् संस्कृति एवं गौरवशाली भारतीय इतिहास का विवेचन किया गया है। ऋषियों द्वारा लिखित प्राचीन ग्रन्थों में वर्णित भारत की संस्कृति सम्पदा एवं भारत के इतिहास का विवरण प्रकाशित किया गया है। इसके अन्तर्गत इतिहास की भारतीय अवधारणा तथा पुराणादि ग्रन्थों में वर्णित भारत के इतिहास की विवेचना की गयी है। वैदिक वाङ्मय तथा पौराणिक साहित्य का संक्षिप्त विवरण एवं आर्षकाव्य के इतिवृत्त को संग्रहीत किया गया है। संस्कृत वाङ्मय के समस्त सांस्कृतिक एवं ऐतिहासिक ग्रन्थों तथा ऐतिहासिक काव्यों का परिचय दिया गया है। इस पाठ्यक्रम के अध्ययन से छात्रों को भारतीय संस्कृति एवं भारतीय इतिहास के मूलभूत तत्त्वों का ज्ञान हो सकेगा। संस्कृत वाङ्मय के ग्रन्थों के आधार पर भारत की संस्कृति एवं भारत के इतिहास को भारतीय चिंतन की दृष्टि से समझने की दिशा में एक नवीन दृष्टि प्राप्त हो सकेगी।

Syllabus and COURSE LAYOUT

Unit 1 प्राचीन भारतीय इतिहासः प्रथम भागः (Ancient Indian History - Part One)-

01 प्राचीन भारतीय इतिहासः द्वितीय भागः (Ancient Indian History - Part Two)-

02 मध्यकालीन भारतम् (Medieval Indian History)- 03

Unit 2 आधुनिक भारतस्य इतिहासः (Modern Indian History)-

04 इतिहासस्य भारतीय अवधारणा परम्परा च (Indian ideas of history and its tradition)-

05 पुराणेषु भारतीय इतिहासः (Indian history of puranas)- 6

Unit 3 ऐतिहासिक महाकाव्यानि 1000-1599 ई (Historical epics 1000-1599 A.D.) -

7] ऐतिहासिक महाकाव्यानि 1600-2000 ई (Historical epics 1000-1599 A.D.) -

8 भारतीय परम्परा तत्र धर्माः- 09

Unit 4 सांख्यदर्शनस्य सामान्य परिचयः- 13 योगदर्शनस्य सामान्य परिचयः-

14 वल्लभवेदान्तस्य दार्शनिक परिचयः- (Philosophical introduction to Vallabha Vedanta)-1

N

Media and Communication Skill:

Credit Points :

2

Level :

Undergraduate

COURSE LAYOUT

Module outcome

After completing the learning tasks in this module, the learners will be able to:

- Demonstrate effective communication skills i.e., listening, speaking, reading and writing.
- Select active learning strategies to enhance students' engagement.
- Select and integrate media to enhance interaction in classroom.
- Evolve strategies for obtaining and provide feedback for improving effectiveness of teaching and learning.

MODULE CONTENTS

Unit 1: An Introduction to Mass Communication

- Introduction, communication: concept and process stages in classroom communication skills and purposes, principals of effective classroom communication, principles for teachers, Principles for message design, Principles for selection of instructional methods and media, principles for creating conducive learning environment.

Unit 2: Listening and Speaking

- Listening: Concept, difference between hearing and listening, purpose of listening, process of listening, principles of effective listening, Development of listening among students
- Speaking: Introduction, purpose principles of effective speaking, improving your speaking skills.

Unit 3: Reading and Writing

- Reading: Concept, purposes, Types, Stages, Strategies for effective reading, techniques and practices to promote reading in classrooms, helpful tips for effective reading.
- Writing: Concept, Purposes, Process of writing in classroom, Principles of effective writing, Different types of writing in classroom, Developing writing in classroom.
- Non-Technical Communication: Memorandum, noting and drafting, Meeting procedure

Unit 4: Active Learning and feedback

- Concept of Active learning, Major Characteristics of Active learning, Elements of active learning, Benefits of active learning, Requirements to create active learning classroom, Active learning techniques to achieve learning objectives at various

levels of Blooms' Taxonomy, Classification of Active learning techniques, Barriers to active learning, Overcomes barriers to active learning.

- Concept and purpose, Types of Feedback, Four 'W's and one 'H' of feedback, relationship between Assessment and feedback, principles for obtaining and proving feed back

BOOKS AND REFERENCES

1. "Classroom Communication", Module IV: Instructional Planning & Delivery, December 2014, Department of Education and Educational management, National Institute of Technical Teachers Training and research, Chandigrah -160019.
2. Wharton, Jennifer," Academic Encounters: The Natural World Teacher's Manual: Reading, Study Skills, and Writing",Published by Cambridge University Press, 2009,ISBN 10: 0521715172 / ISBN 13: 9780521715171
3. Dalton , M. et. Al ," Human Relation ", Chapter 9: Communication: The Essential Skill",(2000) South-Western Thompson Learning
4. Michael Molenda , James D. Russell, Sharon E. Smaldino ,Sharon Smaldino ,Robert Heinich ," Instructional Media and Technologies for Learning", 5th Edition, ISBN-13: 978-0023530708 ,ISBN-10: 0023530707
5. Jason Creekmore, Shannon Deaton,"The Active Learning Classroom: Strategies for Practical Educators ",Published by New Forums Press, United States, 2015, ISBN 10: 1581072872 / ISBN 13: 9781581072877
6. Brunner, Cornelia; Tally, William," The New Media Literacy Handbook: An Educator's Guide to Bringing New Media into the Classroom", Published by Anchor , Atlanta Book Company (Atlanta, GA, U.S.A.),ISBN 10: 0385496141 / ISBN 13: 9780385496148
7. Peter G. Cole and Lorna K. S. Chan" Teaching principles and Practices", Published by Prentice Hall,(Australia) (1994),ISBN 10: 0724811923 ISBN 13: 9780724811922

Leadership

Category : ~~Humanities and Social Sciences~~

Credit Points : 2

Level : Undergraduate

Syllabus

Unit I Introduction to Leadership: Functions, Leadership Roles: Leaders Vs Managers: Theories, Leadership Styles: Effective Vs Successful Managers,

Leadership Behaviour: Emergence: Leadership and Trust.

Unit-2 Leadership Styles: Adaptation-Studies/Case: "From Sindhi to Siddhi"(Part-I), Case: " From Sindhi to Siddhi"(Part-II) Transformation Leadership.

Unit-3Leadership Skills: Leadership and Management, Competencies and Skills of Leaders: Issues in Organizational Leadership.

Unit-4Case Study: "Self-Regulation-The Key to Institution Building" Framework of Institution Building.

Reference Books:

1. *Education and Leadership: Role of Indian Universities and Colleges in Nurturing Future Leaders* , By B.M.Naik, Atlantic Publishers and Distributors Pvt Ltd; Second Revised and Enlarged edition. 2018

2. Green, Carry J. *Leadership and soft skills for Students: Empowered to succeed in High school, College and Beyond*, 2015

3. NPTEL Course on Leadership - <https://nptel.ac.in/courses/122105021/9>

4. *Managing Soft Skills for Personality Development* – edited by B.N.Ghosh, McGraw Hill India, 2012.

5.English and Soft Skills – S.P.Dhanavel, Orient Blackswan India, 2010.

BASIC CERTIFICATE COURSE IN VIVEKANANDA STUDIES (3 Months)

Credit Points :	2
Level :	Undergraduate

Eligibility and Minimum Qualification: Any citizen of India having passed 10+2 or equivalent exam can join the course. The course can be pursued simultaneously along with any other course.

SYLLABUS

UNIT – I

1. Life of Swami Vivekananda - as a boy and as a wandering monk
2. Sri Ramakrishna and his impact on Swami Vivekananda

UNIT – II

3. Parliament of religions; his travels in India and abroad, his return and activities for National regeneration.
4. Swami Vivekananda's views on : Caste, Society , Politics , Art , Literature and Man-making Education
5. Vivekananda and Contemporary India

UNIT – III

6. An introduction to the System of Vedanta
7. Vivekananda's Practical Vedanta.

UNIT – IV

8. Vivekananda and Yogic Methods: Raj yoga, Bhakti Yoga, Karma Yoga and Jnana Yoga
9. Harmony between Education, Science and different Religions
10. The Message of Swami Vivekananda for the upliftment of masses, women and youth.

Suggested Readings

1. Rolland, R. (2001).Life of Ramakrishna.Kolkata:AdvaitaAshrama. Godman, D. (1985).
2. Be as You Are: The teachings of Sri Raman Maharishi.Delhi: Penguin Books.
3. Gambhirananda, S. (2004).Ma Sri Sarada Devi. Calcutta:
4. AdvaitaAshrama. Pandit , M. P. (1959).
5. The Teachings of Sri Aurobindo. Kolkata: Sri AurobindoStudy Circle. Further Readings 2 Mukerjee, B. (1997).

6. Life and Teachings of Sri Ma Anandamayi, Sri Satguru Publication, Division of Indian Books Centre, Delhi, 1997.
7. Purnatmananda, S. (Ed.) & Gupta, M. S. (tr.). (2004) Reminiscences of Sri Sarada Devi Compiled in Bengali. Kolkata: Advaita Ashrama. Osborne, A. (2002).
8. The teachings of Raman Maharshi in His own words. Tiruvannamalai : Sri Ramanasram.

Research methodology:

The present course intends to target the students who are pursuing the subject of Research Methodology as a part of their degree or post graduate degree courses in criminology, law, sociology, social work, etc. Divided over 15 weeks, the course has 35 Modules which would be disseminated to the learners through e-text and video lectures. The contents of the course have been organised in a manner that they result

into a progressive learning of the subject on the part of the learners. The discussion forum and quiz component of the course will enable the students for a participatory learning experience. The course can also be taken by the learners who are practitioners in different organisations as the certificate programme.

Credit Points : 2

Level : Undergraduate/Postgraduate

Course layout

Name / Title of the Module

Unit -1

Basics of Research, Legal Research, Legal Reasoning, Research Problem, Research Design, Hypothesis

Unit-2

Qualitative and Doctrinal Methods in Research, Quantitative Methods in Research, Sampling, Methods of Data Collection, Tools & Techniques of Data Collection, Data Analysis, Use of Law Library in Legal Research, Report Writing

Unit-3

Research Ethics, Quantitative Research, Qualitative Research, Research Proposal, Review of Literature, Primary & Secondary Data, Survey Method, Content Analysis, Case Study Method

Unit -4

Projective Techniques, Data Processing, Statistical Package for Social Sciences (SPSS), Drawing Conclusions, Presentation of Research, Citation Patterns, Plagiarism



7

પરિશિષ્ટ - 'ગ'

સા.વ.વિ. ના તા. ૩૦-૦૯-૨૦૦૬ના કસ્ટોર કમીટી : પસંદ - ૧૦૨૦૦૫-૧૫૩૨ - ૬: સાથેજ વિસ્તાર :

"CCC" સ્તરનો અભ્યાસક્રમ

Total Duration: 45 Hours.

Section-1 :

Duration: 20 Hours.

➤ **Operating System & Office Productivity Tools**

- Microsoft Windows XP/ 2003
- MS Word 2003 including Advanced Features
- MS Outlook 2003
- File and Folder Management
- Internet Familiarity, Usages and E-mail
- Understanding Wide Area Network, Wireless LAN and connecting LAN to WAN
- Information on Internet explorer usages and various options / settings available
- Overview & usages of PDF

Section-2 :

Duration: 15 Hours.

➤ **Microsoft Office Indic 2003 (Gujarati)**

- Introduction about MS Office 2003 Indic
- Introduction about Desktop, Mouse, Keyboard, etc.
- How to start Word? Methods of starting Word 2003
- How to change language English to Gujarati
- Introduction about the Gujarati Keyboards
- Introduction about the Gujarati IME. Difference between Remington and Transliteration K/B.
- How to operate the K/B. What is Transliteration K/B.
- How to type different Characters and Words from transliteration K/B.
- How to use IME help? How to use spelling grammars check in Gujarati?
- What is smart Tag ? What is Thesaurus ?
- How to change the menu from English to Gujarati
- Convert the ASCII font to Unicode from TBIL converter.

Section-3:

Duration: 10 Hours.

➤ **Troubleshooting, Installation and Best Practices**

- Understanding Storage devices
- How to use a DVD / CD / ROM and floppy.
- Burning DVD / CD
- Taking data on and from a flash drive, pen drive
- Using data and resources from a Local Area Network
- Using FTP for uploading and downloading of Data from the Internet
- Information on Scanner and Scanner software usage/ configuration

➤ Installations:

- Installing basic software's like MS Office, etc.
- CD Burning software (Nero etc.)
- Installing or adding printers
- Installing or adding Fonts
- Installing sound drivers
- Installing drivers for any new hardware
- Installing new software and removing them using the control panel

➤ Best Practices:

- Understanding patches, upgrades, versions and installing them.
- General Security Concepts (Covering orientation on the criticality of the password protection, guidelines on forming new passwords, guidelines on protection of the assigned accounts)
- Disk cleanup
- Regular updating of anti-virus software
- Scandisk
- Backups in detail including the following:
 - Backup through Application
 - Backup through Utilities and Tools
 - Record Retention.

➤ Troubleshooting:

- Troubleshooting Tools
- Troubleshooting Viruses
- Troubleshooting Fundamentals
- Problems that keep a computer from starting
- Troubleshooting OS, Network
- Problems after a Computer Boots

Tally ERP.9 With GST

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

2. Fundamentals of Tally.ERP 9

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

3: Accounting Masters in Tally.ERP 9

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

4: Inventory in Tally.ERP 9

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

5: Voucher Entry in Tally.ERP 9

- Accounting Vouchers
- Inventory Vouchers
- Invoicing

6: Advanced Accounting in Tally.ERP 9

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

7: Advanced Inventory in Tally.ERP 9

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

8: Value Added Tax (VAT)

- Configuring VAT in Tally.ERP 9
- Creating Masters
- Entering Transactions
- Accounting for Return of Goods
- Rate Difference in Purchase / Sales
- Accounting for Interstate Transactions
- Exempt Transactions under VAT
- Purchases from Unregistered Dealers
- Claiming ITC on Capital Goods
- Inter-State Branch Transfers
- VAT Reports
- VAT for Composite Dealers

9: Central Sales Tax (CST)

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

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

11: Job Costing

- Configuring Job Costing In Tally.ERP 9
- Creating Masters for Job Costing
- Recording Transactions
- Job Costing Reports

12: Multilingual Capabilities

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

13: Technological Advantages of Tally.ERP 9

- TallyVault
- Security Control
- Tally Audit
- Backup and Restore
- Split Company Data
- Export and Import of Data
- ODBC Connectivity
- Web Enabled, Print Preview and Online Help
- Printing of Reports and Cheques

14: Tally.NET and Remote Capabilities

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

15: Application Management and Controls

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

16: Online Help and Support

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

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

18: Tax Deducted at Source

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

19: Tax Collected at Source

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

20: Excise for Dealers

- Basic Concepts
- Salient Features of Dealer Excise
- Enabling Dealer Excise in Tally.ERP 9
- Creating Masters
- Entering Transactions
- Excise Reports
- Sales & Purchase Extract

21: Excise for Manufacturers

- Basic Concepts of Excise Duty
- Configuring Excise in Tally.ERP 9
- Creation of Masters
- Processing Transactions
- Excise Reports

22: Payroll Accounting and Compliance

- Configuring Payroll in Tally.ERP 9
- Creating Payroll Masters
- Processing Payroll in Tally.ERP 9
- Accounting for Employer PF Contributions
- Accounting for Employer ESI Contributions
- Payment of Professional Tax
- Generating Payroll Reports

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