



**NSCB Memorial Govt. Degree College
Hamirpur
District Hamirpur (H.P.)**



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REPORT OF THE EVENT

A 7 days interactive workshop on “USE OF COMPUTERIZED ACCOUNTING SOFTWARES SKILLS IN COMMERCE with special reference to tally, GST, ITR-Filing & Computer applications in business” was conducted by the Department of Commerce from 25th October to 31st November, 2023. The event was conducted in the following manner:-

TECHNICAL SESSIONS	TIME	SPEAKER OF THE SESSION	TOPIC OF THE SESSION
DAY-1 25.10.23 (Wednesday)			
Inaugural Session	10.00 AM	Welcoming the participants & the Chief Guests	
	10.15 AM	HOD's address by Dr Satish Soni	
	10.20- 10.25 AM	Inaugural address by: Principal Dr Pramod Singh Patial NSCBM GOVT COLLEGE HAMIRPUR H.P	
	10.25-10.30 AM	Vote of Thanks by : Dr Kanika Kaondal Department of commerce	

T.S.-1	10.30-12.00 PM	Specialization: Tally, Computerize Accounting and Taxation	Introduction of IT
T.S.-2	12:00-1.30PM	Speciilization: Filling ITR, GST Return	Introduction of Tally
T.S.-3	2:30-4.00PM		How to Create Company and How to Create Ledger Group-1 (All Odd Roll no Students of B Com 1 st Year and B. Voc students) How to Create Ledger and How to Create Ledger Group-1I (All Even Roll no Students of B Com 1 st Yearand B. Voc
T.S.-3	2.30-4.00PM		Hands on session on GST

DAY-2
26/10/2023(Thursday)

TECHNICAL SESSIONS	TIME	SPEAKER OF THE SESSION	TOPIC OF THE SESSION
T.S.-0	10.00-10.30AM	Review Session:	1. Prof Naresh Kumar 2. Dr Kanika Kaundal
T.S.-1	10.30-12.00PM		Stock Creation and Vouchering and use of shortcut keys Group-1 (All Odd Roll no Students of B Com 1 st Year and B. Voc students) Stock Creation & Vouchering and use of shortcut keys Group-1I (All Even Roll no Students of B Com 1 st Year and B. Voc students)
T.S.-2	12.00-1.30 PM		Purchase and Cash credit of GST (All Odd Roll no Students of B Com 1 st Year and B. Voc students) Vouchering and use of shortcut keys Sale and cash credit Group-1I (All Even Roll no Students of B Com 1 st Year and B. Voc students)

DAY-3
27/10/23(Friday)

TECHNICAL SESSIONS	TIME	SPEAKER OF THE SESSION	TOPIC OF THE SESSION
T.S.-0	10.00-10.30AM	Review Session :	<p style="text-align: center;">1.Prof Naresh Kumar</p> <p style="text-align: center;">2.Dr Kanika Kaundal</p>
	10.30-12.00 Noon		<p>Day Book ,Registered Dealer and Unregistered Dealer Group-1 (All Odd Roll no Students of B Com 1st Year and B. Voc students) Vouchering and use of shortcut keys</p> <p>Day Book ,Registered Dealer and Unregistered Dealer Group-II (All Even Roll no Students of B Com 1st Year and B. Voc students)</p>
T.S.-2	12.00-1.30 PM		<p>Purchase Foreign Currency and Its Change Group-1 (All Odd Roll no Students of B Com 1st Year and B. Voc students) Vouchering and use of shortcut keys</p> <p>Foreign Currency and journal Voucher Group-II (All Even Roll no Students of B Com 1st Year and B. Voc students)</p>
T.S.-3	2.30-4.00PM		<p>GST Price and Written Group-1 (All Odd Roll no Students of B Com 1st Year and B. Voc students) Vouchering and use of shortcut keys</p> <p>Outstanding Entries Group-II (All Even Roll no Students of B Com 1st Year and B. Voc students)</p>

DAY-4
28/10/2023(saturday)

TECHNICAL SESSIONS	TIME	SPEAKER OF THE SESSION	TOPIC OF THE SESSION
T.S.-0	10.00-10.30AM	Review Session	<p>1.Prof Naresh Kumar</p> <p>2.Dr KanikaKaundal</p>
T.S.-1	10.30-12.00Noon		<p>Return and advance Receipt Group-1 (All Odd Roll no Students of B Com 1st Year and B. Voc students) Vouchering and use of shortcut keys</p> <p>Return and advance Receipt Group-II (All Even Roll no Students of B Com 1st Year and B. Voc students)</p>
T.S.-2	12.00-1.30 PM		<p>Purchase, Sale Group-1 (All Odd Roll no Students of B Com 1st Year and B. Voc students) Vouchering and use of shortcut keys</p> <p>Mixed Supply Group-II (All Even Roll no Students of B Com 1st Year and B. Voc students)</p>
T.S.-3	2.30-4.00PM		<p>Composite Supply Group-1 (All Odd Roll no Students of B Com 1st Year and B. Voc students) Vouchering and use of shortcut keys</p> <p>State wise MRP Group-II (All Even Roll no Students of B Com 1st Year and B. Voc students)</p>

DAY-5
30/10/2023(monday)

TECHNICAL SESSIONS	TIME	SPEAKER OF THE SESSION	TOPIC OF THE SESSION
T.S.-0	10.00-10.30AM	Review Session 1. Prof Naresh Kumar 2. Dr Kanika Kaundal	
T.S.-1	10.30-12.00 Noon		GST Introduction Group-1 (All Odd Roll no Students of B Com 1 st Year and B. Voc students) Vouchering and use of shortcut keys GST Introduction Group-II (All Even Roll no Students of B Com 1 st Year and B. Voc students)
T.S.-2	12.00-1.30 PM		GST Implication of GST Group-1 (All Odd Roll no Students of B Com 1 st Year and B. Voc students) Vouchering and use of shortcut keys GST Implication of GST Group-II (All Even Roll no Students of B Com 1 st Year and B. Voc students)
T.S.-3	2.30-4.00PM		Filling of GST and Its Rule regarding Return Group-1 (All Odd Roll no Students of B Com 1 st Year and B. Voc students) Vouchering and use of shortcut keys Filling of GST and Its Rule regarding Return Group-II (All Even Roll no Students of B Com 1 st Year and B. Voc students)

DAY-6
31/10/2023(Tuesday)

TECHNICAL SESSIONS	TIME	SPEAKER OF THE SESSION	TOPIC OF THE SESSION
T.S.-0	10.00-10.30AM	Review Session:	<p style="text-align: center;">1. Prof Naresh Kumar</p> <p style="text-align: center;">2. Dr Kanika Kaundal</p>
T.S.-1	10.30-12.00 Noon		<p>Rules and Law of GST (Implication of GST) Group-1 (All Odd Roll no Students of B Com 1st Year and B. Voc students) Vouchering and use of shortcut keys</p> <p>Rules and Law of GST (Implication of GST) Group-II (All Even Roll no Students of B Com 1st Year and B. Voc students)</p>
T.S.-2	12.00-1.30 PM		<p>ITR and GST/ CGST, SGST and IGST</p> <p>Steps to involve to file the ITR and Classification of Goods Group-1 (All Odd Roll no Students of B Com 1st Year and B. Voc students) Vouchering and use of shortcut keys</p> <p>ITR and GST/ CGST, SGST and IGST Steps to involve to file the ITR and Classification of Goods Group-II (All Even Roll no Students of B Com 1st Year and B. Voc students)</p>
T.S.-3	2.30-4.00PM	VALEDICTORY SESSION	

