

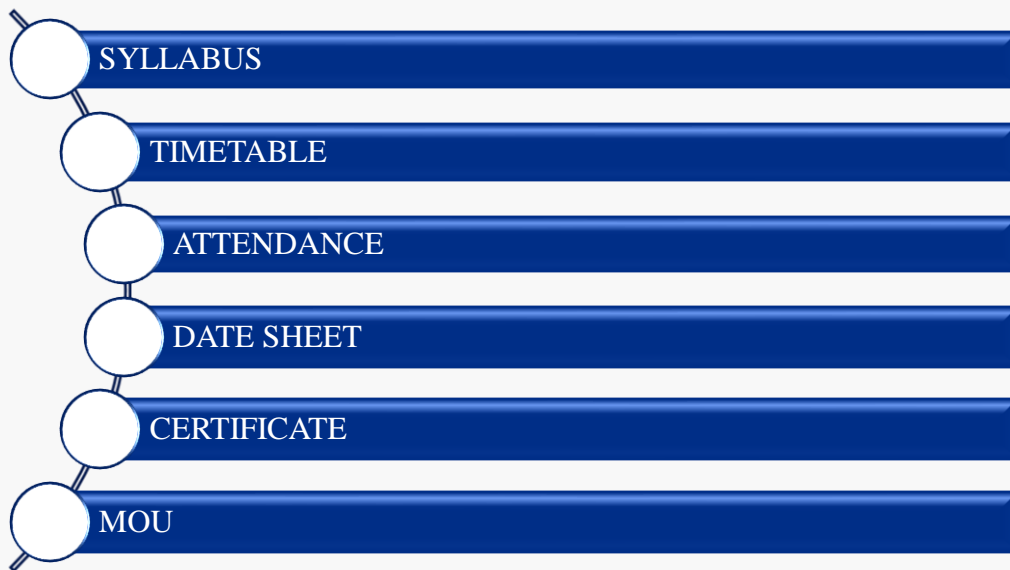


**St. Bede's College Shimla**  
(UGC-NAAC "A+" Grade Re-Accredited)

**CRITERION 1**

1.2.1&1.2.2

**TALLY ESSENTIAL LEVEL3**





**St. Bede's College Shimla**

## **Syllabus**

**TEPL**  
Tally Education

### **SYLLABUS**

#### **TALLY ESSENTIAL LEVEL 3**

- Fundamentals of Accounts
- Introduction to Tally Prime
- Maintaining Charts of Accounts
- Recording and maintaining Accounting Transactions
- Goods and Service Tax
- Tax Deducted at Source
- Management of Business Data
- Moving to the Next Financial Year

*mollym*  
Principal  
St. Bede's College  
Shimla 171002

**BACK**



**St. Bede's College Shimla**

**Timetable (2021-2023)**

**ST. BEDES' COLLEGE, SHIMLA**

**TIME-TABLE FOR ADD ON COURSES FIRST YEAR 2021-22**

**Date: September 13, 2021**

<b>COURSE NAME</b>	<b>DAY</b>	<b>TIME</b>	<b>ROOM</b>
<b>TALLY-GROUP 1</b>	<b>MONDAY</b>	<b>2:30 PM-3:30 PM</b>	<b>COMPUTER LAB 2</b>
	<b>WEDNESDAY</b>	<b>2:30 PM-3:30 PM</b>	<b>COMPUTER LAB 2</b>
<b>TALLY-GROUP 2</b>	<b>MONDAY</b>	<b>3:15PM -4:15 PM</b>	<b>COMPUTER LAB 2</b>
	<b>SATURDAY</b>	<b>1:45 PM-2:45 PM</b>	<b>COMPUTER LAB 2</b>
<b>WEB PAGE DESIGN</b>	<b>MONDAY</b>	<b>3:15 PM -4:15 PM</b>	<b>COMPUTER LAB 1</b>
	<b>SATURDAY</b>	<b>1:45 PM-2:45 PM</b>	<b>COMPUTER LAB 1</b>
<b>FRENCH</b>	<b>MONDAY</b>	<b>3:15 PM -4:15 PM</b>	<b>B8</b>
	<b>SATURDAY</b>	<b>1:45 PM-2:45 PM</b>	<b>B8</b>
<b>BIODIVERSITY</b>	<b>MONDAY</b>	<b>3:15 PM -4:15 PM</b>	<b>B9/ONLINE</b>
	<b>SATURDAY</b>	<b>1:45 PM-2:45 PM</b>	<b>B9/ONLINE</b>

**Note:**

- Tally Group I: students of B. Com with roll no 213002- 213071.
- Tally Group II: students of BBA, BSC, BCA, BA GEOPGRAPHY (H), BA ENGLISH (H), AND BA PASS COURSE.
- All Add on courses will commence from September 13, 2021 except for Biodiversity course.
- Classes will be held in both online and offline mode.

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St. Bede's College Shimla

**ST. BEDES' COLLEGE, SHIMLA**  
**TIME-TABLE FOR ADD ON COURSES FIRST YEAR**  
**2022-23**

DATE: SEPTEMBER 16, 2022

COURSE NAME	DAY	TIME	ROOM
TALLY	WEDNESDAY	3:15 PM -4:15 PM	COMPUTER LAB 2
	SATURDAY	2:30 PM -3:30 PM	COMPUTER LAB 2
WEB PAGE DESIGN	WEDNESDAY	3:15 PM -4:15 PM	COMPUTER LAB 1
	SATURDAY	3:30 PM -4:30 PM	COMPUTER LAB 1
FRENCH	WEDNESDAY	3:15 PM -4:15 PM	B8
	SATURDAY	2:30 PM -3:30 PM	B8
PHYSICAL FITNESS AND YOGA	WEDNESDAY	3:15 PM -4:15 PM	COMMON ROOM
	SATURDAY	3:30 PM -4:30PM	COMMON ROOM

PRINCIPAL

Principal  
St. Bede's College  
Shimla 171002




**St. Bede's College Shimla**

**ST. BEDE'S COLLEGE, SHIMLA  
TIME-TABLE FOR ADD ON COURSES SECOND YEAR  
SESSION 2022-23**

Date: September 16, 2022

<b>COURSE NAME</b>	<b>DAY</b>	<b>TIME</b>	<b>ROOM</b>
<b>TALLY- GST GROUP 1</b>	<b>MONDAY</b>	<b>2:30 PM-3:30 PM</b>	<b>COMPUTER LAB 2</b>
	<b>TUESDAY</b>	<b>2:30 PM-3:30 PM</b>	<b>COMPUTER LAB 2</b>
<b>TALLY-GST GROUP 2</b>	<b>TUESDAY</b>	<b>3:30 PM -4:30 PM</b>	<b>COMPUTER LAB 2</b>
	<b>SATURDAY</b>	<b>3:30 PM- 4:30 PM</b>	<b>COMPUTER LAB 2</b>
<b>CORE JAVA</b>	<b>TUESDAY</b>	<b>3:15 PM -4:15 PM</b>	<b>COMPUTER LAB 1</b>
	<b>SATURDAY</b>	<b>3:15 PM-4:15 PM</b>	<b>COMPUTER LAB 1</b>
<b>PHYSICAL FITNESS AND YOGA</b>	<b>TUESDAY</b>	<b>3:15 PM -4:15 PM</b>	<b>COMMON ROOM</b>
	<b>SATURDAY</b>	<b>3:30 PM-4:30 PM</b>	<b>BASKETBALL COURT</b>

  
**PRINCIPAL**  
Principal  
St. Bede's College  
Shimla 171002

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St. Bede's College Shimla

Attendance (2021-2023)

Subject... Tally with List... Faculty... Anjali Thakur... Class... BBA... &... B.A. Ind... Session... 2021

Section... Semester... Year... 2021

Table with columns: S. No., Regd. No., Name, Univ. Roll No., Parent, Phone No. Student

Attendance grid with columns: Previous Absence, 14, 18, 21, 25, 28, 31, 34, 37, 40, 43, 46, 49, 52, 55, 58, 61, 64, 67, 70, 73, 76, 79, 82, 85, 88, 91, 94, 97, 100

Form for Assessment (CC) with columns: Major Assessment, Minor Tests, etc.

Dated 28/9/2021 Teacher's Signature Principal Signature

BACK



St. Bede's College Shimla

Daily Attendance Register of St. Bede's College for the month of Aug - 2022 year 2022

Class ADD. ON - COURSE

Subject Tally Time [Level 3] CIST

Paper.....

CLASS SUB Tally Time (0157) PAPER MONTH YEAR 2022

Table with columns: Serial Number, Name of Student, Registration No, Registration No Previous Attendance, DATES (Aug 20-31), and No of Lectures Attendance.

Total No. of students 40 / 77 Dated 12/8/22

Lecturer's Signature, Lecturer Name

Dated, Received By

Principal's Signature, Clerk's Signature



## St. Bede's College Shimla

Date sheet (2021-2023)



*Add on Courses  
St. Bede's College, Shimla*

### NOTICE

February 27, 2022

#### DATESHEET FOR ADD-ON COURSES

COURSE NAME	CLASS	DATE & TIME	ROOM NO.
TALLY ESSENTIALS LEVEL 3(GST)	SECOND YEAR	MARCH 9, 2022 10:00 AM - 4:00 PM	COMPUTER LAB

#### NOTE:

STUDENTS ARE REQUESTED TO COME ACCORDING TO THEIR GROUPS.

LIST ALREADY DISPLAYED ON THE NOTICE BOARD.

*Neha Walia*  
27/2/2022

NEHA WALIA

(Coordinator)

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**St. Bede's College Shimla**



*Add on Courses  
St. Bede's College, Shimla*

December 19, 2022

**DATESHEET FOR ADD-ON COURSES  
2022-23**

COURSE NAME	CLASS	TIME	ROOM
TALLY ESSENTIALS LEVEL 2	SECOND YEAR	DECEMBER 23, 2022 10:00 AM – 5:00 PM	COMPUTER LAB- 2
TALLY ESSENTIALS LEVEL 3	FIRST YEAR	DECEMBER 24, 2022 9:15 1AM – 5:00 PM	COMPUTER LAB- 2

**NOTE:**

- STUDENTS ARE REQUESTED TO COME ACCORDING TO THEIR GROUPS.
- LISTS ARE ALREADY DISPLAYED ON THE NOTICE BOARD.

  
PRINCIPAL



St. Bede's College Shimla

Certificate (2021-2023)

**Tally**  
POWER OF SIMPLICITY

**TEPL**  
Tally Education

# Certificate of Merit

This certificate is awarded to  
**SAMEERA BATRA**  
Son/Daughter of  
**Sh. SANJEEV BATRA**  
for successfully completing  
**TallyEssential Level 3**  
and securing Grade **A**

Place of Issue: Bengaluru  
Date Certified: 09-Mar-2022  
Edition: Prime 1.1

  
**Bhuvaneshwari B**  
Chief Executive Officer  
Tally Education Pvt. Ltd.

Certificate No: 908301267  
Issued to: Sameera Batra  
St. Bede's College

Tally Education Pvt. Ltd., a subsidiary of Tally Solutions, is the only entity authorized to issue certifications on/Completed/Accounting with Tally.  
This Certificate can be verified at [www.tallyeducation.com](http://www.tallyeducation.com).

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St. Bede's College Shimla

**Tally**  
POWER OF SIMPLICITY

**TEPL**  
Tally Education

# Certificate of Merit

This certificate is awarded to

**LAKSHITA GUPTA**

Son/Daughter of


**Sh. SHYAM GUPTA**

for successfully completing

**TallyEssential Level 3**

and securing Grade **A<sup>+</sup>**

Place of Issue: Bengaluru  
Date Certified: 23-Dec-2022  
Release: Prime 1.1

  
**Bhuaneshwari B**  
Chief Executive Officer  
Tally Education Pvt. Ltd.

Certificate No: 902380518

Institute Name:

**St. Bede's College**

Tally Education Pvt. Ltd., a subsidiary of Tally Solutions, is the only entity authorised to issue certifications on Computerised Accounting with Tally.

This Certificate can be verified at [www.tallyeducation.com](http://www.tallyeducation.com)

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