

DEPARTMENT OF VALUE ADDED EDUCATION
K. C. Das Commerce College, Guwahati- 781008

Established in 2019, the Department of Value Added Education of the College offers the following Value Added Classes and Courses to students by experienced and dedicated faculties. The goal of the department is to guide students by imparting job oriented skill enhancement courses simultaneously with pursuing regular courses.

Programmes Offered:

1. Certificate Courses on Capital Market & Stock Broking

Objectives: The objective of the course is to give knowledge on capital market and stock broking in details so that the learners can consider stock broking as a career option.

Course outcome: The learners will be able to equip themselves with detail knowledge about capital market, its structure and even choosing Stock Broking as a career. This will allow the learners to take stock broking as a profession, understand basic broking mechanisms, its legal framework, thus helping the learners to know much about the Capital market and its functionaries in the country.

Fees: Rs. 500/- for each level

Minimum Eligibility Criteria:

1. Class XII pass
2. Any person having knowledge in finance

Method of teaching: Online

Method of Assessment: 100 marks for each level (20 marks internal assessment from case studies analysis and home assignment + 80 marks from online examination)

Level I: Basics of Capital Market and its Functionaries

Course duration: 4-5 hours in a week for 4 weeks

Syllabus: Capital Market & its Constituents- Meaning, types of capital markets, its sub markets and their present existence. Dealers, Participants, and Procedure of dealing in the Capital market ; Instruments of Capital Market & the Current Scenario- Traditional and modern instruments of capital markets, their applicability, industries & institutions concern dealing with such instruments. Online purchase and sale of instruments, different modes of purchase and sale.

Level II - Basics of Stock Broking & its Regulation in India

Course duration: 4-5 hours in a week for 4 weeks

Syllabus: Stock Broking, its concept & important regulations of SEBI ; Concept, Meaning of Stock Broking, Broker, Sub Broker Its functions & duties, SEBI Regulations for Stock Broker, NSE membership, Surrender of trading membership, Suspension & expulsion of membership, Declaration of defaulter.

Level III: Stock Broking Operations and Challenges

Course duration: 4-5 hours in a week for 4 weeks

Syllabus : Stock Broker and their Challenges in current scenario, authorized person, broker-clients relations, Code of Advertisement for Brokers, Role of Stock Broker, Challenges of a Stock Broker, Broking as a Profession, Stock Broking Firms in India and their current activities.

Important Note:

Candidates enrolling in the above certificate course will get the Certificate of completion only after he or she completes all the modules. After successful completion of each module candidates will be issued scorecards. Candidates completing the entire four modules will have the Final Certificate and Grades after averaging all the scores in the respective modules he or she have earned. Candidates opting for such course will also be assessed on Home Assignments submission and Case Studies analysis after each module.

2. Certificate Courses on Green Banking

Objective: The objective of the course is to give a new concept of green banking so that the learners can acquire skill and knowledge to grasp any opportunity of employment in the financial sector.

Course outcome: Candidates undertaking the certificate course will enhance their skill and knowledge about the modern banking practices available in the current world especially in India. This course will help candidates to know about green banking, its opportunities, disadvantages and even its regulations. This course will also help candidates to avail any job opportunity relating to finance and banking in nature.

Minimum Eligibility Criteria:

1. Class XII pass
2. Any person having knowledge in finance

Fees: Rs. 500 for each level

Method of teaching: Online

Method of Assessment: 100 marks for each level (20 marks internal assessment from case studies analysis and home assignment + 80 marks from online examination)

Level I :Introduction to Green Banking

Course duration: 4-5 hours in a week for 4 weeks

Syllabus: Meaning, Concept, Features, Benefits and Tools of Green banking, Green Banking and Traditional banking difference. History of modern banking, New tools of modern banking and problems of modern banking, Recent transition of traditional banking to green banking.

Level II :Green Management of Credit

Course duration: 4-5 hours in a week for 4 weeks

Syllabus :Its meaning, Concept, History and traditional forms of credit, its comparison with modern forms of credit, Disbursement of credit through green mechanisms, Green KYC, Green evaluation of Customers, Customers attitude towards Green Banking, Its Problems, advantages and awareness.

Level III :Green Fund Transfer

Course duration: 4-5 hours in a week for 4 weeks

Syllabus : Its meaning, concept, different techniques of fund transfer, its comparison with the traditional techniques, RTGS, NEFT, ON Line Transfer, Its basic requirements, Its barriers to fund transfer, advantages to fund transfer.

Level IV : Modern Regulation of Banking-

Course duration: 4-5 hours in a week for 4 weeks

Syllabus : Banking Regulation Act 1949, Negotiable Instrument Act 1881 in parlance with Green Techniques, Banks Attitude regarding adoption of Green Banking.

Important Note:

Candidates enrolling in the above certificate course will get the Certificate of completion only after he or she completes all the modules. After successful completion of each module candidates will be issued scorecards. Candidates completing the entire four modules will have the Final Certificate and Grades after averaging all the scores in the respective modules he or she have earned.

3. Certificate Course on Tally

Course Code: VAE_IT05

Course duration: 4 hours in a week for 8 weeks (2 months)

Fees: ₹500/-per month for two months

Minimum Eligibility Criteria: 10+2 Passed

Marks: 100+ 100

Objectives of the Course: This course is designed to impart knowledge regarding concepts of Financial Accounting. Tally is an accounting package which is used for learning to maintain accounts. As this course is useful for Commerce students to get placements in different offices as well as companies in Accounts departments.

Course Outcome: After successfully qualifying the examination, students will be awarded certificate to work with well-known accounting software. Students do possess required skill and can also be employed as Tally software.

Syllabus :

Unit I : Introduction to Accounting

Accounting – meaning, definition, function, objective, need, advantage, events and transaction, double entry system of book keeping; Books of accounts - classification of books of accounts, meaning of journal, journalizing of transactions, ledger and ledger posting, closing of books of accounts and preparation of trial balance ;Cash book - single column, double column and triple column; depreciation ; Financial statements - Trading, Profit and Loss Account and Balance Sheet.

Unit II: Tally Software package (ERP Version with GST)

Meaning, Versions of Tally, Features of Tally, ERP Features, Data Directory, and Tally switching between screen areas.

1. Company creation:-Create/ Alter/Select/Close/Delete.

Introduction on F11 features & F12 configuration.

2. Basic Accounting: - Accounting Info Ledger/Group (Single & Multiple)

Create/Display/Alter/Delete.

3. Accounting Voucher:- Types of Voucher, Configuring Voucher, Voucher Creation,

Entering/Altering & Deleting.

4. Basic of Tally Inventory:-“Integrated A/c with Inventory” Create/Display/Alter/(Single & Multiple) : Group, Category, Godown, Units (Simple/Compound)

5. Invoicing:-Purchase & Sales in Invoice format, Debit Credit notes/Discount/Description

6. Inventory Voucher :-Create Multiple Ledger of the following Account Heads : Bank Charges ; Basic Pay ; Bonus ; Bonus Paid ; Business Promotion Expenses ; Commission Paid ; Conveyance ; Depreciation on Air Conditioner ; Depreciation on Building ; Depreciation on Computers ; Depreciation on Furniture & Fixtures ; Depreciation on Motor Car ; Depreciation on Plant & Machinery ; Discount ; Donation ; Electricity Charges ; Employers Contribution to Provident Fund ; Freight Outward ; Insurance Premium ; Interest Due ; Interest & Finance Charge ; Interest on Bank Overdraft ; Interest on Partner's Capital A/c ; Interest on Unsecured Loans ; Legal Fees ; Miscellaneous Expenses ; Office Rent ; Office Repairs & Maintenance ; Printing & Stationery ; Rent ; Rent Due ; Travelling Expenses.

7. Goods and Services Tax (GST): Purchase Voucher with GST, Sales Voucher with GST, Reports and Returns.



(Dr. Bipul Ch. Kalita)

Coordinator

Department of Value Added Education

K.C. Das Commerce College