Software Training on Accounting Packages

A Training Need Analysis (TNA) by Directorate of Technical Education, Government of Kerala, found that faculty members of technical education institutions in Kerala entered into teaching career without any pedagogical training. The technical and administrative staff also lacked prior training in their domain of work. The Directorate of Technical Education, Government of Kerala, has identified 20 areas in which training is essential for improving the quality of service and course delivery in technical educational institutions under the Directorate. The Directorate also decided to set up training facilities in College of Engineering Trivandrum (CET) for conducting the training in 10 areas in the current financial year. Software Training on Accounting Packages was the second programme in the series. Department of Business Administration, College of Engineering Trivandrum, coordinated the programme for CET. The training expected to familiarize the participants- faculty and staff members of technical educational institutions under Directorate of Technical Education, Government of Kerala, with the application accounting practices in a computerized environment.

OBJECTIVES OF THE PROGRAMME

- To learn the basis of making entries in books of accounts and maintenance of account books in a computerized environment.
- To generate reports in standard formats as and when required for improving operational efficiency and faster decision making.
- To familiarize with the potential of accounting software and its administration.
- To update the participants with the new features of Tally.ERP9.

PARTICIPANTS

Administrative staff preferably handling Accounts and Purchases of Government Engineering Colleges and Polytechnic Institutions in Kerala.

TOPICS COVERED

- Accounting in Academic Institutions using computer software.
- Service Tax, VAT, CST, TDS and Payroll.
- Generation/Usage of Reports.
- Practical applications and Challenges in accounting software.

RESOURCE PERSONS

- **Shri. M. Gireesh Kumar IAS**
  Joint Secretary, Finance, Govt. Of Kerala
- **Shri. Ramdas**
  Tax Practitioner
- **Shri. Santhosh Mathew**
  Financial Analyst

- **Shri. Manu Jose**
  Tally Integrator
- **Shri. Gopakumaran Nair R**
  Accounts Officer, CET
- **Shri. Rajeev Kumar**
  Lab Support, Tally service Partner

The programme was held at CTS, College of Engineering Trivandrum from September 24 - 28, 2012. Travel expenses were reimbursed and accommodation was provided for outstation participants.