

TEACHER'S ACTIVITY REPORT 2020 - 2021.

FACULTY: Ms. Simranjeet Kaur
SVC/2020-21/COM/SK/2

DEPARTMENT: Commerce

IQAC ACTIVITY No:

NAME OF THE ACTIVITY: Workshop on Basics of Accounting and Tally

DATE	FACULTY	DEPARTMENT/COMMITTEE	COORDINATOR NAME
30 th March, 2021	Dr. Sindhumani Bag, Dr. Vinod Kumar, Dr. Neha Singhal	Extension Activities Committee	Ms. Sunita Chhabra, Ms. Simranjeet Kaur
TIME	VENUE	NUMBER OF PARTICIPANTS	NATURE: Outdoor/Indoor
10-5pm	Shiksha Trust, Asaf Ali Road, Jindal Trust Building, New Delhi	8	Indoor
SUPPORT/ASSISTANCE:	NGO Shiksha Trust, BWT Experiences (for Sponsorship), Sri Venkateswara College, Delhi University		

BRIEF INFORMATION ABOUT THE ACTIVITY (**CRITERION NO. - III**):

TOPIC/SUBJECT OF THE ACTIVITY	Basics of Accounting and Tally
OBJECTIVES	To teach the participants about basics of accounting and tally.
METHODOLOGY	The student volunteers used audio-visual ICT medium to explain the concepts to the participants. They also used role play and cases to make the subject interesting.
OUTCOMES	The volunteers gave a positive feedback as reflected in the feedback analysis and hoped for similar workshops in the future as well.

PROOFS & DOCUMENTS ATTACHED (Tick mark the proofs attached):

Notice & Letters✓	Student list of participation ✓	Activity report ✓	Photos ✓	Feedback form✓
Feedback analysis ✓	News clip with details	Certificate	Any other	

IQAC Document No:	Criterion No: III	Metric No:
Departmental file no	IQAC file No;	

NAME OF TEACHER & SIGNATURE	NAME OF HEAD/ COMMITTEE INCHARGE & SIGNATURE	IQAC COORDINATOR (SEAL & SIGNATURE)
Simranjeet Kaur	Dr. Mamta Arora	

For Reference

Criterion I	Curricular Aspects (planning & Implementation)	Criterion V	Student Support & Progression
Criterion II	Teaching Learning & Evaluation	Criterion VI	Governance
Criterion III	Research, Innovations & Extension	Criterion VII	Institutional Values & Best Practices
Criterion IV	Learning Resources and Infrastructure		

Basics of Accounting and Tally Workshop

**Organized by Commerce department of
Sri Venkateswara College**

On 30th March 2021, the Department of Commerce, Sri Venkateswara College organized a Basics of accounting and Tally workshop, under its extension activities, for a group of 8 students at Shiksha Trust Centre from 10:00AM to 5:00PM in order to educate them about the accounting and working on tally. The event was sponsored by BWT Experiences.

❖ Objectives of the Workshop

The foremost objective of the programme was to educate children about basics of accounting and then familiarize them with how to work on Tally software. Importance of accounting in real life is increasing day by day that too working on computerized accounting software is on top. Through workshop we wanted to teach students about how Tally actually functions starting from the very basics of accounting.

❖ Profile of audience

A group of 8 students had enrolled with Shiksha Centre for learning tally . Most of the students belonged tot the age group of 15 and above. A few of them were attending college while others were school dropouts. One of the female participants was married and wanted to pursue a job in accounting in future. Overall, the participants listened intently and were sincere in their effort towards learning.

❖ **Committee Members**

The programme has been a good learning experience and would not have been possible without the inspiring leadership of respected Principal Prof. C. Sheela Reddy. We appreciate the guidance provided by our Teacher-in-charge Dr. Mamta Arora, Convenor Ms. Sunita Chhabra and Co-Convenor Ms. Simranjeet Kaur, and other committee members Dr. Sindhumani Baig, Dr. Vinod Kumar , Dr. Neha Singhal and Mr. Mukesh kumar.

❖ **Student Participation**

Students of Commerce department worked actively to make the programme a success. From teaching every basic concept to clearing their doubts patiently ,each student made their best efforts. The list of students participating in the programmme is given below:

Name	Year

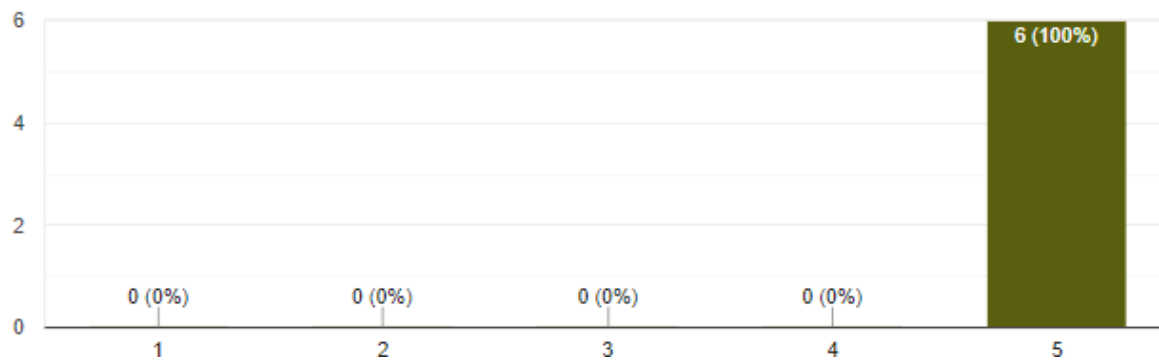
Jessica	B.COM (H) 2 ND Year
Harshita Khandelwal	B.COM (H) 2 ND Year
Mahin Naim	B.COM (H) 2 ND Year
Kunal Jha	B.COM (H) 2 ND Year
Kriti	B.COM (H) 1 st Year
Smriti Lakhina	B.COM (H) 1 st Year

To assess the impact of the workshop, the volunteers circulated a feedback form .They went on to explain how to answer those questions. Also, the students who were facing difficulty in filling the forms or understanding its content were personally assisted by the students. The programme concluded with the distribution of refreshments among the participants.

❖ Feedback form responses

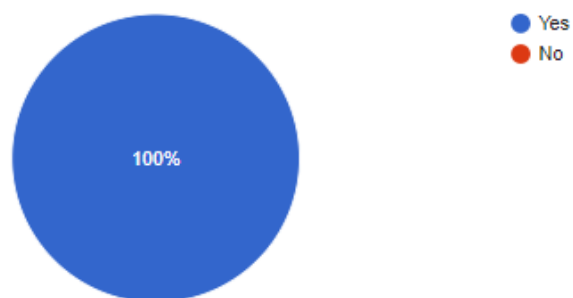
Volunteers were able to clear all difficulties you were facing while using tally?

6 responses



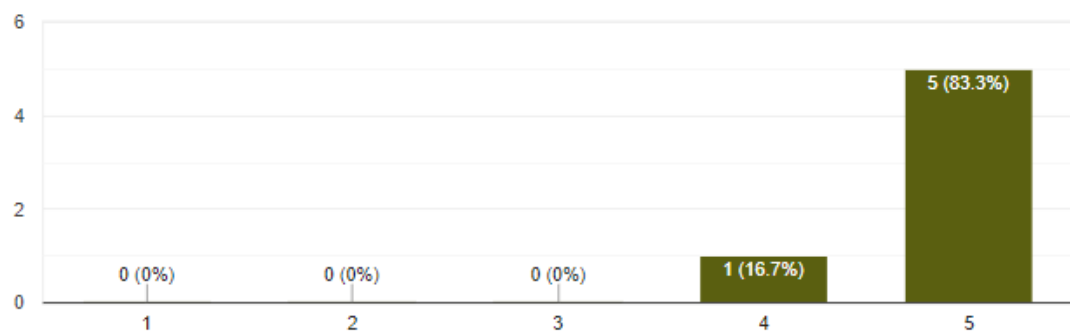
Time allotted for the Workshop was sufficient?

6 responses



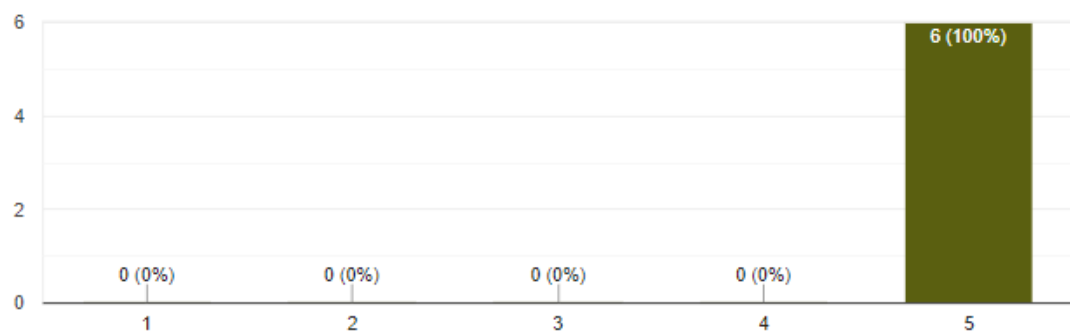
Objectives of the workshop were clearly defined?

6 responses



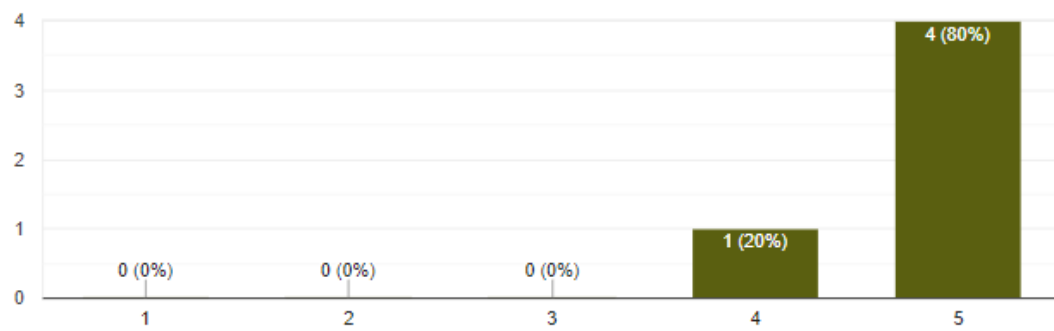
Workshop was interactive and participation was encouraged?

6 responses



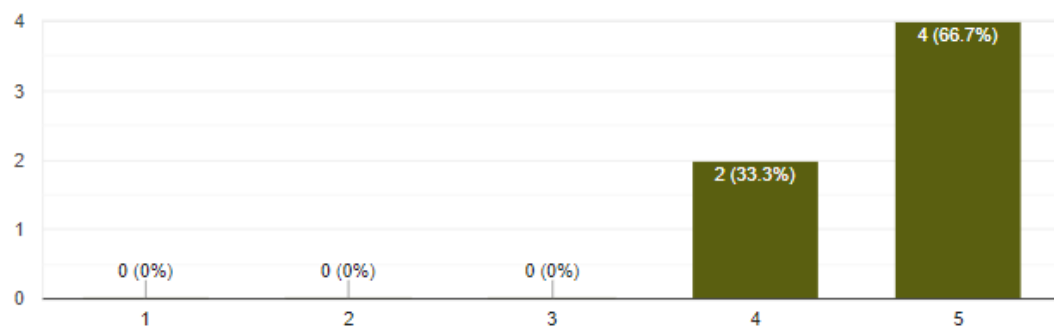
The topics covered were relevant to you ?

5 responses



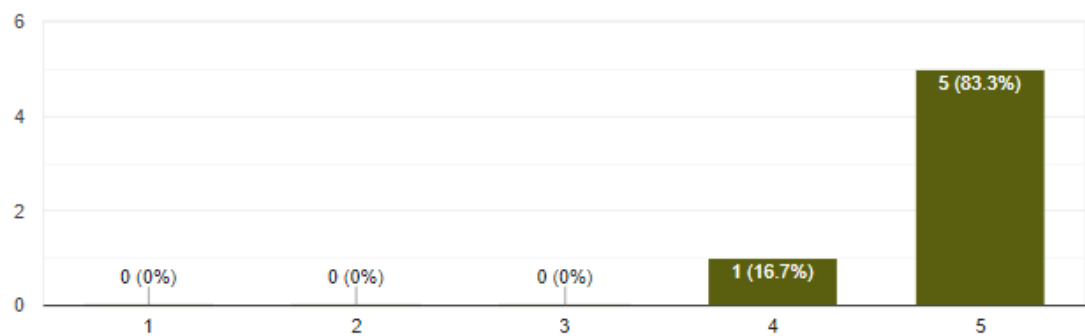
The content was organized and easily understandable?

6 responses



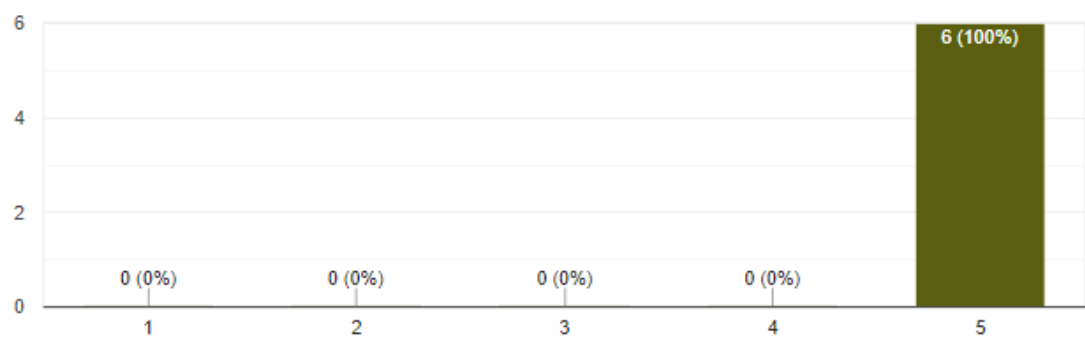
The volunteers were knowledgeable about the topics?

6 responses



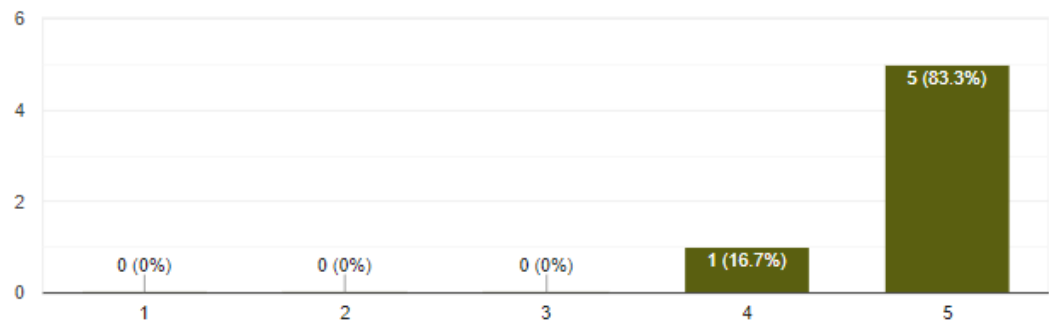
The volunteers were supportive to make you understand the topic ?

6 responses



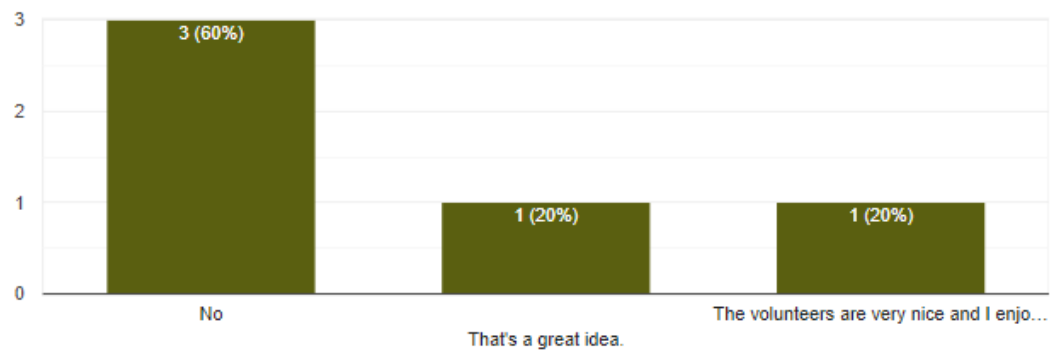
How satisfied were you with the session content?

6 responses



Any suggestions?

5 responses

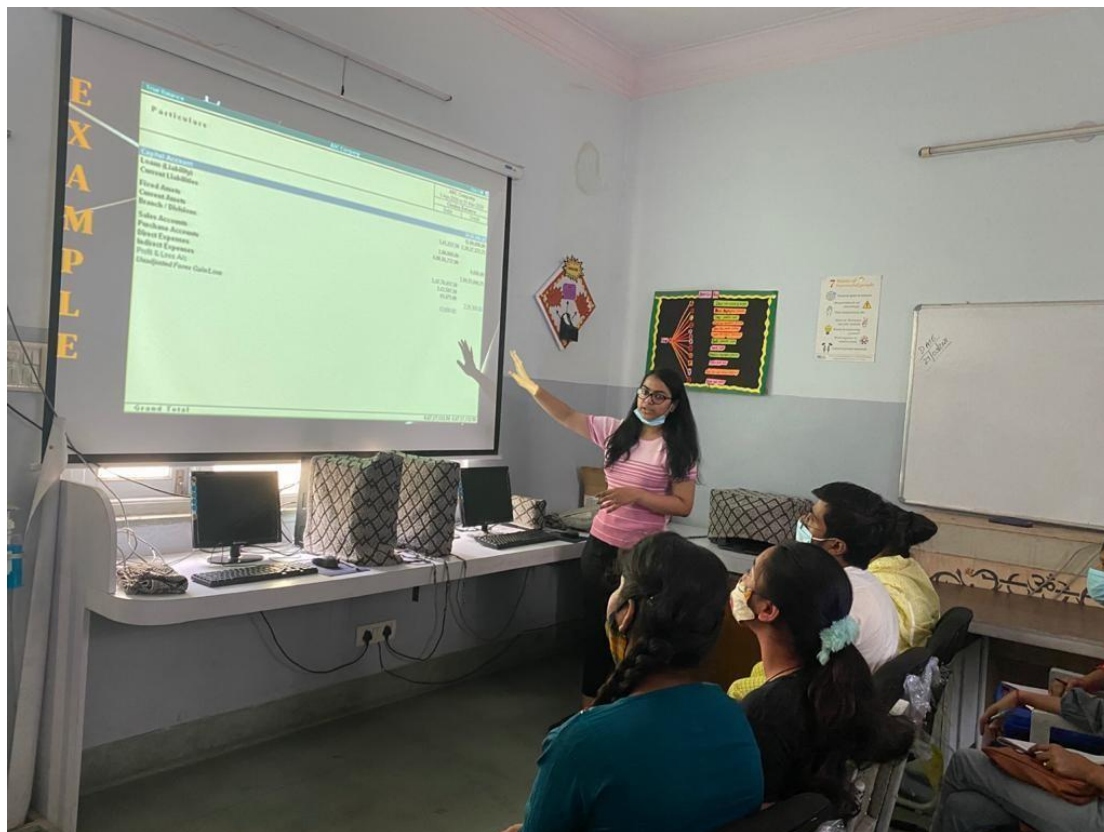


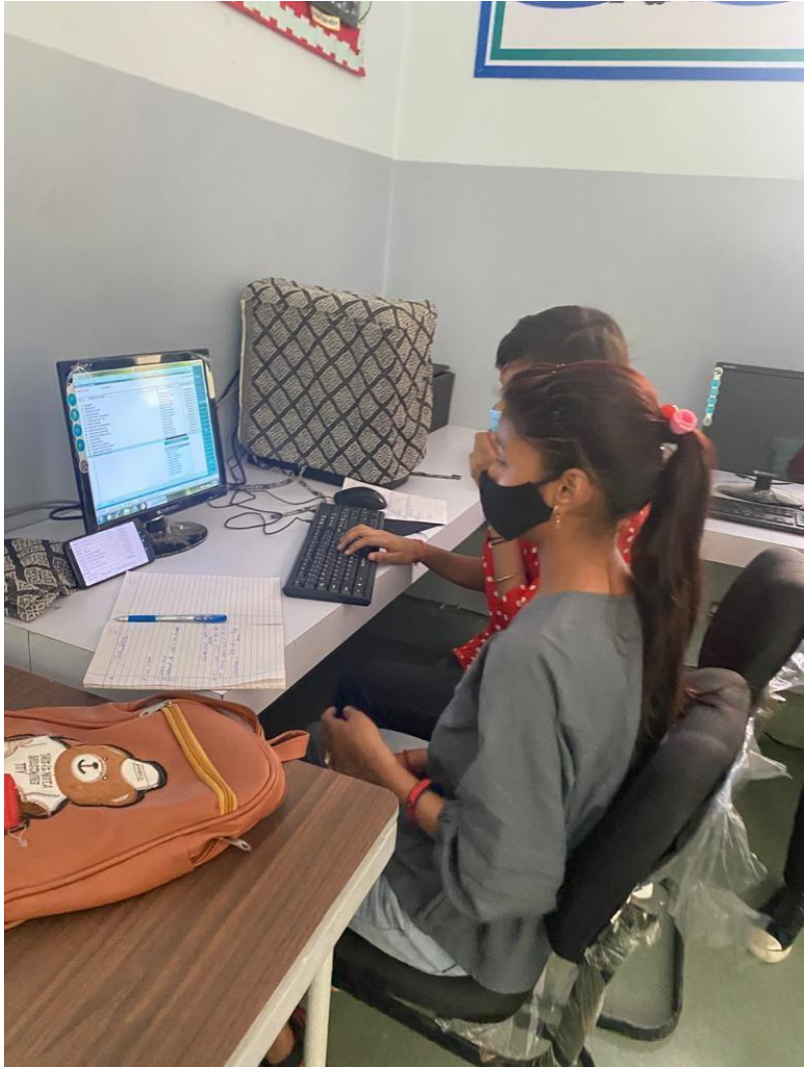
❖ Photo Gallery



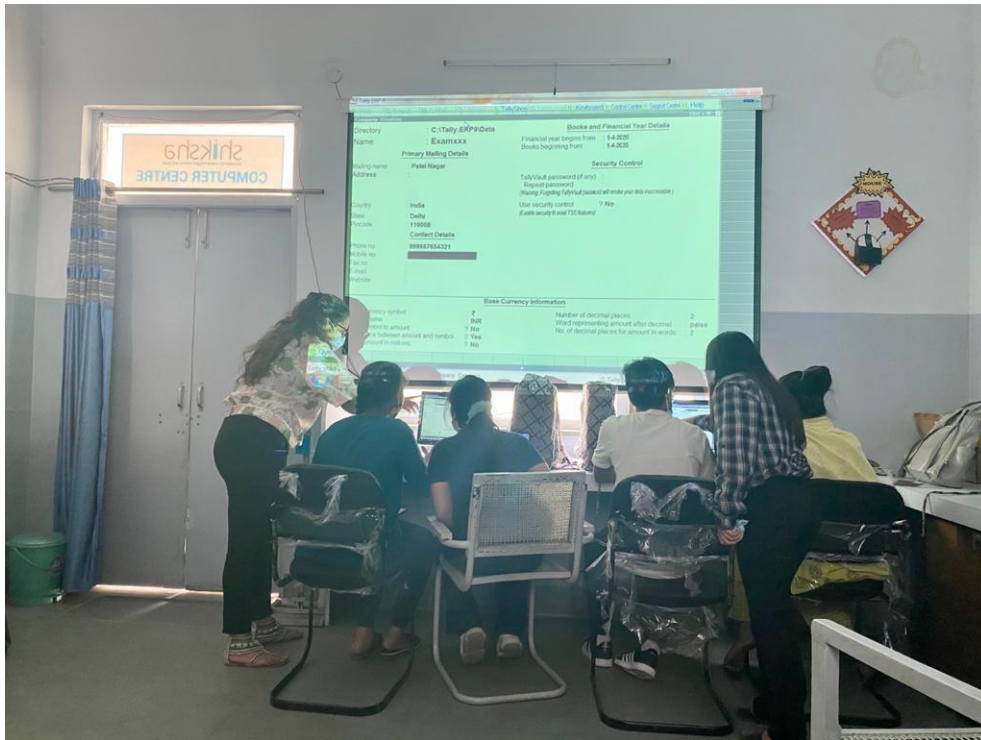












One day Basic Accounting and Tally Workshop feedback

Thank you for participating in this workshop. We hope you had as much fun attending as we did organizing it.

We want to hear your feedback so we can keep improving ourselves. Please fill this quick survey and let us know your thoughts.

Name *

Short answer text

Volunteers were able to clear all difficulties you were facing while using tally? *

	1	2	3	4	5	
Disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Agree

Time allotted for the Workshop was sufficient? *

☐ Yes

☐ No

Objectives of the workshop were clearly defined? *

	1	2	3	4	5	
Disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Agree

Workshop was interactive and participation was encouraged? *

	1	2	3	4	5	
Disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Agree

The topics covered were relevant to you ?

	1	2	3	4	5	
--	---	---	---	---	---	--

The content was organized and easily understandable? *

	1	2	3	4	5	
Disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Agree

The volunteers were knowledgeable about the topics? *

	1	2	3	4	5	
Disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Agree

The volunteers were supportive to make you understand the topic ? *

	1	2	3	4	5	
Disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Agree

How satisfied were you with the session content? *

	1	2	3	4	5	
Poor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Excellent



THE COMMERCE
DEPARTMENT
OF
SRI VENKATESWARA COLLEGE
BRINGS

bwt experiences

BASICS OF ACCOUNTING AND TALLY WORKSHOP



in association with
SHIKSHA TRUST

30 MARCH 2021
10 AM TO 5 PM

VENUE: 1/8B ASAF ALI ROAD,
JINDAL TRUST BUILDING,
DELHI - 110002

SPONSORED BY: BWT
EXPERIENCES

For further information,
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Department of Biochemistry

Shri D. Venkat Ramana
A.O (I/C)

This is to certify that the Activity report (Teacher/Department /Society/Association) has been submitted for documentation to IQAC, Sri Venkateswara College, University of Delhi.

N. Latha

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