



चरैवेति चरैवेति

SHIBPUR DINO BUNDHOO INSTITUTION (COLLEGE)

(1948)

Degree & P.G. College (Affiliated to the University of Calcutta)

Re-Accredited with "B" Grade (2.50/4.00 CGPA) by NAAC

Date: 30/12/2021

CAREER COUNSELING NOTICE

A Free Training Courses on Tally & GST will be organised by our college in collaboration with LA MARTINIÈRE SEOMP SOCIETY AND Tech Mahindra Foundation.

Eligibility:	Commerce Graduates
Age:	18 to 25 years
Duration:	Four months
Course Fee:	Nil
Final Examination Fee:	Rs. 1062/-

Course Content of Tally & GST:

- a. **Basics**
 - i. Accounting Management in Tally.
 - ii. Inventory Management in Tally.
- b. **Taxation**
 - i. GST in Tally.
 - ii. TDS in Tally.
- c. **Basic IT**
 - i. Microsoft Word
 - ii. Microsoft Excel
 1. Basic Part of Excel
 2. Advance Excel
 - iii. Microsoft Power Point
- d. **Communicative English**
 - i. Spoken English,
 - ii. Sentence Construction (Grammar),
 - iii. Workplace Readiness,
 - iv. Interview preparation.

- ✓ After completion of courses each student will get two certificate one from Tally Academy and another from Tech Mahindra.
- ✓ Placement Assistant will be provided by LA MARTINIÈRE SEOMP SOCIETY.

Interested candidates should CLICK the following GoogleForm Link for REGISTRATION:

<https://docs.google.com/forms/d/e/1FAIpQLSdIXtRm85qCdtu-F3xLdJNmZAY110hB7m3MqfqiUFpUKfURVg/viewform?vc=0&c=0&w=1&flr=0>

The above GoogleForm Link for REGISTRATION will be closed on 03.01.2022

Dr. Susanta Kanrar

(Convener)

Career Counseling Cell