



ADMISSION GOING ON

6 Months Certificate Course on
OFFICE FINANCE

Offers by

Centre for Business, Management & Planning

South Asian Institute for Advanced Research & Development

(SAIARD)

Under the certification of

Centre for Continuing and Adult Education

Vidysasagar University, Midnapore, West Bengal

(A NAAC Accredited, W.B. State Govt. University recognised by UGC, Ministry of Education, Govt. of India)

Course Name: 6 months certificate course on OFFICE FINANCE

COURSE DETAILS

Course Code: CCOF

Eligibility Criteria: 10+2 (preferably in Commerce, Management, Economics etc background)

Mode of Class: Both Online and Offline

Offline Seat Capacity: 35

Online Class Timing: Saturday and Sunday (3.00 p.m. – 5.00 p.m.)

Offline Class Timing: Monday & Wednesday (3.00 p.m. – 5.00 p.m.)

Course Fees: Online - 8000/- + 500/-Admission Processing fees (Total 8500/- INR)

Offline - 10000/- + 500/-Admission Processing fees (Total 10500/- INR)

Conditions of Application: Admission will be held on first cum first serve basis

Certificate will be provided by the VIDYSAGAR UNIVERSITY

Admission Procedure: Pay the Course Fees in the given bank account Fill up the **VU Application Form** (Given below) clearly and submit the Application Form along with the attested and original scanned copies of all Mark sheets, Certificates, Caste Certificates, One Stamp size photo & Aadhar Card, Payment Receipt in the given email ID i.e. **saiardadmission@gmail.com** Candidates have to clearly mention the mode of choice of their class (Offline /Online) in the mail body. After successful registration a confirmation mail will be sent on behalf of SAIARD. The applicant must keep this record for their future reference. Both the charges of course fees and the application amount are non-refundable.

• Only Indian students will be allowed to apply for this courses

FOR ANY QUERIES

6289169916, 7003340425

saiardkolkata@gmail.com

APPLICATION MAIL ID

saiardadmission@gmail.com

BANK DETAILS

Bank: State Bank of India

Beneficiary Name: SAIARD

Account No: 38377901244

IFSC Code: SBIN0016629

COURSE BRIEF

Course	Details
Accounting	<ul style="list-style-type: none"> • Practical aspects of Journal, Ledger, Trail Balance, Accounting Finalization • Accounting on ERP System- Tally ERP 9 • Inventory Management based on Different Method • Basic Knowledge on Accounting Standard including knowledge on few AS required for official Work
Costing	<ul style="list-style-type: none"> • Basic Knowledge of Costing including preparation of Cost Sheet • Cost estimation in order to meet the bid. • Preparation of Budget (time and cost) up to completion of project including variance analysis considering Project Life Cycle for getting the estimated profit level.
Taxation	<ul style="list-style-type: none"> • Income under the Head “SALARIES” including every section required for Official work • Income from “HOUSE PROPERTY” only the portion required for Computation of Tax for Salaried person • Concept of tax on account of Income from other source. • Relevant section of “TAX DEDUCTED AT SOURCE” required for official work • GST (Goods & Service Tax) <ul style="list-style-type: none"> (a) Section required to read to get the concept of GST (b) GST Registration (c) Concept of CGST,SGST,IGST (d) GST Rate (e) GST Return • Concept of Professional Tax including return • Concept of Provident Fund (PF) and Employees State Insurance (ESI)
Insurance	<p>Concept of Insurance – both Life & General IRDA – Formation, It’s role in Insurance Industry, Functions Basics of Insurance Act, 1938 & Amendments thereafter Basics of Life Insurance Basics of General Insurance Basics of Health Insurance Role of Insurance in the Economy & it’s development</p>
Financial Management	<p>The following concept are basically required for submitting data to the bank in relation to Cash Credit Facility and other Banking facilities:</p> <ul style="list-style-type: none"> • Concept of Capital Budgeting • Ratio Analysis • Cash Flow & Fund flow