

**Event Name: Capacity building program for Non-teaching staff in computerized accountant software Tally ERP 9**

**Date: 19.02.2025**

**Organized by: Internal Quality Assurance Cell (IQAC)**

**Academic Year: 2024-2025**

**Report:**

The Internal Quality Assurance Cell (IQAC) of Auxilium College (Autonomous), Vellore organized a Capacity Building Programme for Non-Teaching Staff on *Computerized Accounting Software – Tally ERP 9* on 19 February 2025. The initiative aimed to enhance the technical skills and efficiency of the administrative staff in handling digital accounting systems, thereby strengthening institutional operations and financial management processes.

The session was facilitated by Ms. K. S. Sasi Kala, Assistant Professor, Department of Commerce, who served as the resource person. She conducted an insightful and practice-oriented training session that introduced participants to the fundamentals and key applications of Tally ERP 9.

This course provided a platform for learners to enhance their skills in Accounting Software applications. Basic accountancy requires in-depth knowledge about the voucher entries as they finally lead to the formation of Profit & Loss statement and Balance Sheet which provide the financial result as well as the financial position. This course provided an excellent opportunity for non-teaching staff to apply their knowledge which will ultimately help them to tackle some real-life experiences. Accounting software also provides an excellent platform where people from non-Commerce backgrounds also can learn the formation of these important financial statements without deep-diving into the complexity of the double-entry system. For this course Tally ERP 9 was used as accounting software as it is easily accessible and also it is complete enterprise software. This software also includes the accounting for GST which makes it more valuable. This software also includes the accounting for GST which makes it more valuable. The non-teaching staff members actively participated in the hands-on exercises and interacted enthusiastically throughout the session. The training significantly boosted their confidence and competence in using Tally ERP 9 for efficient record-keeping, documentation, and financial reporting.