

DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE

INTER OFFICE LETTER

10.03.2023

From: Vice Principal & HOD

To: Hon. Chairman, DSI

Through : Joint Secretary, DSI

Respected Sir,

Sub : Subscription for Bizzlab : BCom & BBA – Even Semester

We wish to bring to your kind notice that Dayananda Sagar College of Arts, Science and Commerce has entered into a partnership with Bizzlab to provide simulated lab sessions for B.Com and BBA students(Enclosed approval copy). In continuation of the same we request to subscribe the following modules for upcoming semester starting from 2nd week of April 2023.

Sl. No.	Course & Module	Total Students	Amount ₹
1	B.Com. – II Semester (Business Setup and Registration)	400	₹950 x 400 = ₹3,80,000
2	BBA – II Semester (Account & Bookkeeping)	180	₹950 x 180 = ₹1,71,000
		580	₹ 5,51,000
	GST @ 18 %		₹ 99,180
		TOTAL	₹ 6,50,180

(Rupees Six Lakhs fifty thousand and One hundred and eighty only)

We request you to kindly approve the same and oblige.

Regards

Vice-Principal - DSCASC



Principal – DSCASC
Principal,

Dayananda Sagar College of Arts,
Science & Commerce
K.S. Layout, Bangalore - 560 078.

Note : An amount of ₹5000 collected separately from all students of BCom and BBA towards add-on programs.

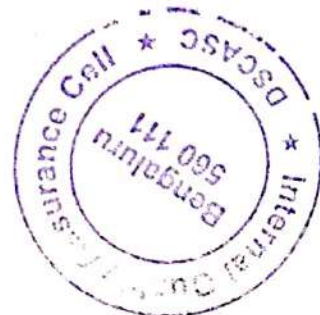
Curriculum



Dayananda Sagar College of Arts,
Science and Commerce

Industrial Program for Skill Development

*"The More we give importance to skill development,
the more competent will be our youth."*



Training Content

1. Program Introduction
2. Brief on Training Flow
3. Outcome from this training
4. Industrial Programs (Details provided)

Sl. No.	Particulars	Theory Duration (Hrs)	Practical Duration (Hrs)
1	Program Introduction	1	-
2	Brief on Training Flow	1	-
3	Outcome from this training	1	-
4	Industrial Programs with Continuous Assessments		
501	Accounting and Book Closing Process	5	30
502	Banking & Financial Literacy	5	30
503	Salary and Payroll Process	5	30
504	Business Setup and Registration Works	5	30
505	Income Tax Works and Return Filing	5	30
506	GST Works & Return Filing	5	30





Accounting and Book Closing Process (Program – 501)

Program Introduction

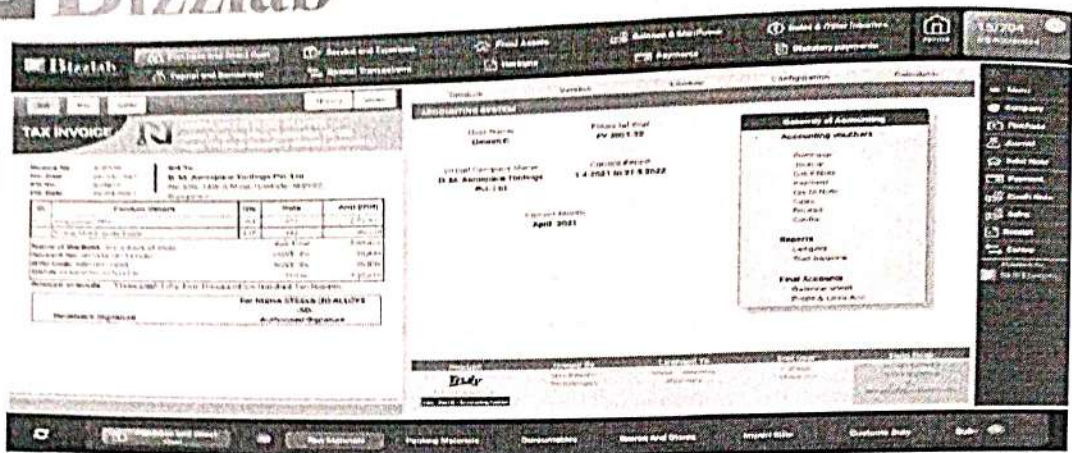
Objective:

This program focuses on giving students industry-oriented training and hands-on industry accounting experience. It gives students an authentic experience of accounting documentation, processes, and transaction recording.

Scope:

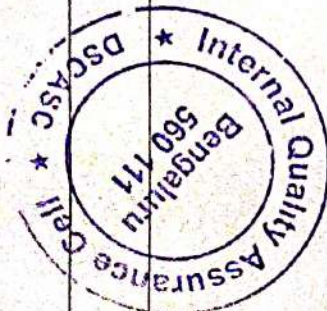
Accounting program has 10 categories, which are further subdivided into ninety (87) sub-categories. Each sub-category's transactions must be accessed and recorded in the accounting system by a student. In addition to the Induction class at the college. Students will also have the choice to double-check their answers. In the event of an accounting error, the system will display a message describing what went wrong. The student will receive one score upon successful of one transaction entry. This model contains 2000 to 10000 accounting transactions. Students who complete the prescribed number of the transaction will become well versed with accounting and accounting entries.





On hand training in college lab & Classroom

SI NO.	Particulars	Key Industrial Learning
1	Introduction of Accounting Transaction	<ul style="list-style-type: none"> • Identification of voucher / selection of voucher. • Types of transactions. • How to create ledgers and basis of ledger creation. • Information on TDS • Information of GST • Information on statutory payment
2	Purchase and Direct Cost	<ul style="list-style-type: none"> • Classification of Entry • What documents should collect before passing entry. • How to read documents before passing entry • Details about Raw material, Packing, Stores and Spares, Consumable, Import Purchases, Debit Note, Sub-Contract bills etc. • How to pass entry in software as per classification • How to check in ledger & trial balance • How direct cost connected to sales. • Impact analysis
3	Services and Expenses	<ul style="list-style-type: none"> • Classification of Entry • What documents should collect before passing entry. • How to read documents before passing entry • Details about Indirect Expenses like Professional bills, Telephone bills, Water bill, Staff welfare. Repairs, Rental, etc. • How to pass entry in software as per classification • How to check in ledger & trial balance • Impact analysis



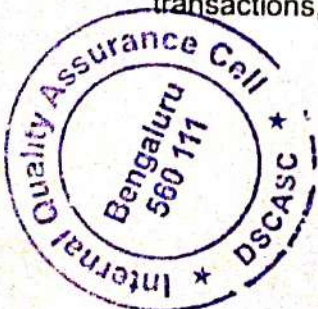
4	Fixed Assets	<ul style="list-style-type: none"> • Classification of Entry • What documents should collect before passing entry. • How to read documents before passing entry • Details about Fixed Asset, Building, Plant & Machinery, Deprecation calculation etc. • How to pass entry in software as per classification • How to check in ledger & trial balance • Impact analysis
5	Salaries and Manpower	<ul style="list-style-type: none"> • Classification of Entry • Documents should collect before passing entry. • How to read documents before passing entry • Details about Salary statement, Full & Final settlement, overtime. House-keeping bills, Security bills etc. • How to pass entry in software • How to check in ledger & trial balance • Impact analysis
6	Sales & Other Incomes	<ul style="list-style-type: none"> • Classification of Entry • Documents should collect before passing entry. • How to read documents before passing entry • Details about sales entry, export entry, credit notes, rental invoice, scrap sales, service invoice etc. • How to pass entry in software • How to check in ledger & trial balance • Impact analysis
7	Capital Borrowings	<ul style="list-style-type: none"> • Classification of Entry • Documents should collect before passing entry. • How to read documents before passing entry • Details about Share capital, Dividend payment, loans receipt, loans payment, interest payment, interest provisions, etc. • How to pass entry in software • How to check in ledger & trial balance • Impact analysis
8	Special Transactions	<ul style="list-style-type: none"> • Classification of Entry • Documents should collect before passing entry. • How to read documents before passing entry • Details about provisional entries, closing stock entries, FD creation, FD closure, Investments, Dividend receipt, Interest accruals etc. • How to pass entry in software

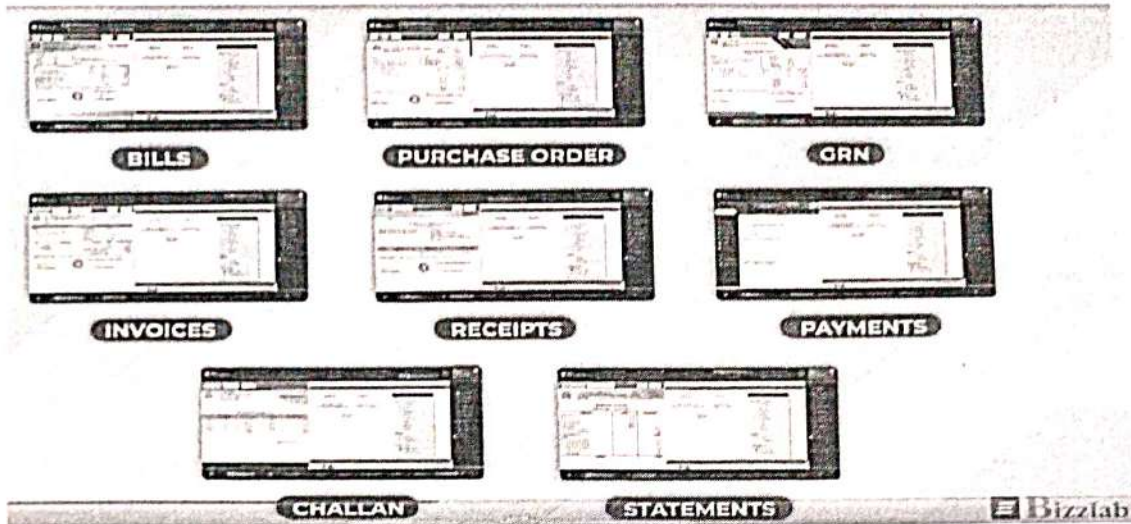


		<ul style="list-style-type: none"> • How to check in ledger & trial balance • Impact analysis
9	Receipts	<ul style="list-style-type: none"> • Classification of Entry • Documents should collect before passing entry. • How to read documents before passing entry • Details about receipts of export, domestic, rent, foreign exchange etc. • How to pass entry in software • How to check in ledger & trial balance • Impact analysis
10	Payments	<ul style="list-style-type: none"> • Classification of Entry • Documents should collect before passing entry. • How to read documents before passing entry • Details about vendor payment, employee payment, advance payment, exchange entry difference payments etc. • How to pass entry in software • How to check in ledger & trial balance • Impact analysis
11	Statutory Payments	<ul style="list-style-type: none"> • Classification of Entry • Documents should collect before passing entry. • How to read documents before passing entry • Details about customs duty payment, advance tax payment, TDS payment, GST payment, GST refund, PF, ESI, PTetc. • How to pass entry in software • How to check in ledger & trial balance • Impact analysis
Total		

Outcome from this training

After learning this training program, student in position to recognize relevant terminologies and documents to analysis of bills payable ledger, account receivable ledgers, ageing report understanding, payment terms, process payment document, approval metrics, customer follow-ups for receivable, profit and loss, balance sheet. The student will gain 2 years of accounting and bookkeeping experience. They will be exposed to workable accounting documents, how to interpret accounting transactions, recognize proper values, and report in the accounting system.





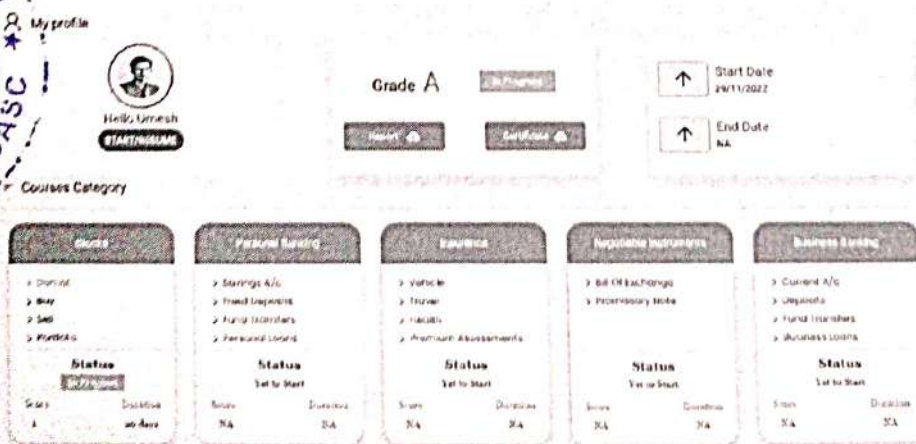
Banking & Financial Literacy (Program – 502) Program Introduction

Objective:

This program focuses on giving students hands-on banking experience. It gives students an authentic experience of banking processes and documents requirement, how to do share transaction, insurance payment, premium calculation, corporate banking transaction.

Scope:

Banking model consists of tasks such as bank account opening, FD opening, RTGS transfer, NEFT transfer, forex payment for imports, forex inwards for exports, bank reconciliation statements, loan EMI computation, and loan processing works, insurance payment, premium calculation, real time corporate transaction flow





On hand training in college lab & Classroom

SI NO.	Particulars	Key Industrial Learning
1	Introduction on Transaction of Banking and Financial Literacy	<ul style="list-style-type: none"> • Identification of Stock / selection of stock. • Types of banking transaction, Insurance, Negotiable Instrument • How to do trading, creation of bank accounts, business banking transaction, different types of insurance, calculate premium, how to secure your money by bill of exchange, promissory note.
2	Stocks	<ul style="list-style-type: none"> • How to open demat a/c. • How to purchase and sales shares. • How to verify portfolio information. • How to verify demat balance information. • NAV means what? • Profit and Loss analysis.
3	Personal Banking	<ul style="list-style-type: none"> • How to open saving bank a/c, cheque deposit procedure. • How to create fixed deposit, close fixed deposit. • Fund Transfer procedure NEFT, RTGS, IMPS. • How to apply credit card. • How to apply personal loan. • E-kyc documents means and procedure to submit.
4	Negotiable Instruments	<ul style="list-style-type: none"> • Bill of Exchange means what and How to create bill of exchange. • Promissory note means what and How to create promissory note. • Different types of bill of exchange & promissory note.
5	Business Banking	<ul style="list-style-type: none"> • How to open current bank a/c. • Cheque deposit procedure, cheque withdrawal procedure, • How to create fixed deposit, close fixed deposit. • Fund Transfer procedure NEFT, RTGS, IMPS. • How to apply business loan. • What documents should collect for advance payment, creditors payment, loan repayment. • How to check fund flow for transaction.
Total		



Outcome:

After learning this training program, student may have gained extensive skills in banking tasks that are commonly required in every company. They will come to know all the relevant bank terms and would be able to initiate banking transactions



digitally. As well they can recognize KYC document, open demat account, trading of shares, open saving bank account, create FD, close FD, apply loan, apply credit card, insurance payment, etc.



Business Setup & Registration Works (Program – 503) Program Introduction

Objective:

This program focuses on providing hands-on work experience with various statutory registrations required to run a business. It provides students with a realistic experience in various forms and working in the government portal. These are commonly expected works from commerce graduates in the industry, which is something most students are unaware of while studying. This program aims to fill that void. Students will learn about the commonly required formalities here.

Scope:

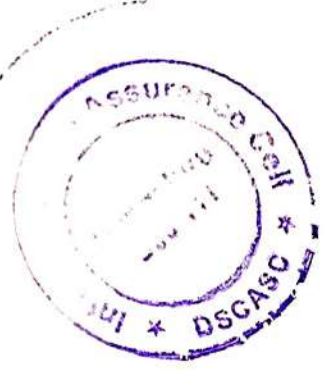
It includes ten (10) registration work categories. This program includes registration activities such as company registration, partnership firm registration, applying for PAN, TAN, GST, PF, PT, ESI, DIN, MSME registration, company registration, and IEC. These are the practical program wherein students will be exposed to the application process and the various documents required to complete the registration process. Students will practice registering any entity in the aforementioned areas on their own. Every student will be able to apply for a minimum of five (5) projects for each area of registration.

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Form No. DIR-3
 [Pursuant to section 153 of The Companies Act, 2013 & Rule 9(1) of The Companies (Appointment and Qualifications of Directors) Rules, 2014 & Rule 10 of Limited Liability Partnership Rules, 2009]

- All fields marked in * are to be mandatorily filled.
 - Income-tax Permanent Account Number (income-tax PAN) is mandatory in case of Indian nationals and in such case applicant details should be as per income tax PAN. In case the details as per income tax PAN are incorrect, applicant is advised to first correct the details in income tax PAN. Refer instruction kit for details.
 - In case of foreign nationals, Passport number is mandatory.

1. *Applicant's name (Enter full name and do not use abbreviations)
 (a) First name *
 (b) Last name *
 (c) Middle name



On hand training in college lab & Classroom

SI NO.	Particulars	Key Industrial Learning
1	Introduction on Business Setup and Registration Works	<ul style="list-style-type: none"> How many types of registration. Why registration required. Which form to be used. Documents required to apply.
2	PAN	<ul style="list-style-type: none"> How to apply for PAN. Which form should be used. how to fill-up application.
3	Company Incorporation	<ul style="list-style-type: none"> How to apply DIN & CIN. Which form should be used. how to fill-up application.
4	TAN	<ul style="list-style-type: none"> How to apply for TAN. Which form should be used. how to fill-up application.
5	GST	<ul style="list-style-type: none"> How to apply for GST. Which form should be used. how to fill-up application.
6	PF	<ul style="list-style-type: none"> How to apply for PF. Which form should be used. how to fill-up application.
7	PT	<ul style="list-style-type: none"> How to apply for PT. Which form should be used. how to fill-up application.



8	ESI	<ul style="list-style-type: none">• How to apply for ESI.• Which form should be used.• how to fill-up application.
9	Udyam	<ul style="list-style-type: none">• How to apply for Udyam.• Which form should be used.• how to fill-up application.
10	IEC	<ul style="list-style-type: none">• How to apply for IEC.• Which form should be used.• how to fill-up application.
Total		<ul style="list-style-type: none">•

Outcome:

After completion of this course, a student will already have attained 1 year of expertise in registration work. They will develop skills in identifying which forms to use for various registrations, what documents are required, and how to apply.



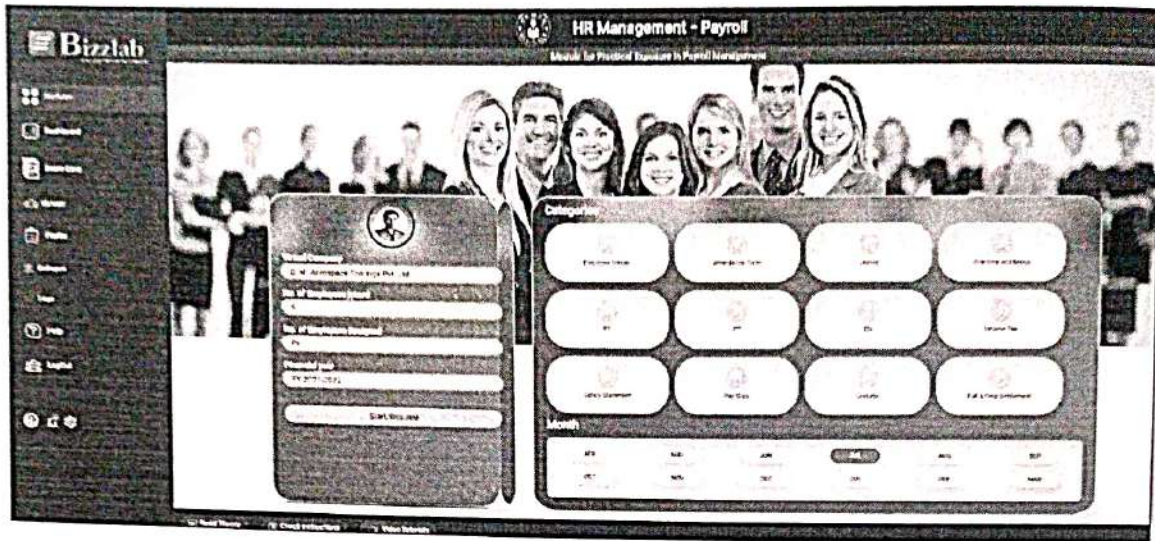
**Salary & Payroll Process (Program – 504)
Program Introduction**

Objective:

This program focuses on providing hands-on experience with salary or payroll processing. This is one of the responsibilities that commerce students are required to complete after joining any industry. This is never considered in any subject, so the skill shortage in this area is very vast. This program gives opportunities for students to practice salary processing.

Scope:

This program teaches nine (9) critical areas of payroll work. This program focuses on providing actual corporate experience in Payroll processing, which involves responsibilities such as employee onboarding, employee monthly salary processing, promotions, year-end payments, employee resignations, and so on. All of these operations have to be performed manually for a mid-size company's entire 12-month employment period. The module can provide all actual HR documents such as appointment forms, attendance records, statements, and so on. While working on this module, students will learn about salary processing, bank payment procedures, PF, PT, ESI, and tax compliance, among many other things. Bank payments, PF, PT, ESI, tax compliance, and so on.



On hand training in college lab & Classroom

Sl. NO.	Particulars	Key Industrial Learning
1	Introduction of Salary & Payroll Process	<ul style="list-style-type: none"> How to process Salary. What documents required to prepare salary statement. Statutory compliance
2	Employee Master	<ul style="list-style-type: none"> What information should collect from employee. How to add details in Employee Master.
3	Leaves	<ul style="list-style-type: none"> Verification of Leave Policy Understanding on types of leaves. Update leaves in software.
4	Attendance Form	<ul style="list-style-type: none"> Verification of attendance register. Update attendance in software.
5	Overtime and Bonus	<ul style="list-style-type: none"> Verification of Overtime policy. Verification of Bonus Policy Calculation of Overtime. Calculation of Bonus.
6	PF	<ul style="list-style-type: none"> Understanding on PF rates. Preparation of PF statement.
7	PT	<ul style="list-style-type: none"> Understanding on PT rates. Preparation of PT statement.
8	ESI	<ul style="list-style-type: none"> Understanding on ESI rates. Preparation of ESI statement.

9	Income Tax	<ul style="list-style-type: none"> • Understanding on Income tax rates. • Difference between old regime and new regime. • Computation of income preparation for TDS on salary.
10	Salary Statement	<ul style="list-style-type: none"> • Preparation of salary statement. • Payment of salary
11	Pay Slips	<ul style="list-style-type: none"> • Generation of Pay Slips
12	Gratuity	<ul style="list-style-type: none"> • Understanding on Gratuity calculation. • Preparation of Gratuity statement.
13	Full & Final Settlement	<ul style="list-style-type: none"> • Document requirement. • Preparation of Full & Final settlement.
	Total	<ul style="list-style-type: none"> •

Outcome:

After completing this course, the student will already have attained 1 year of experience in the salary and payroll process segment. They will understand all the relevant terms, such as salary processing and salary payout, and will be capable of handling salary computation work independently since joining the industry.



Income Tax Works & Return Filing (Program – 505)

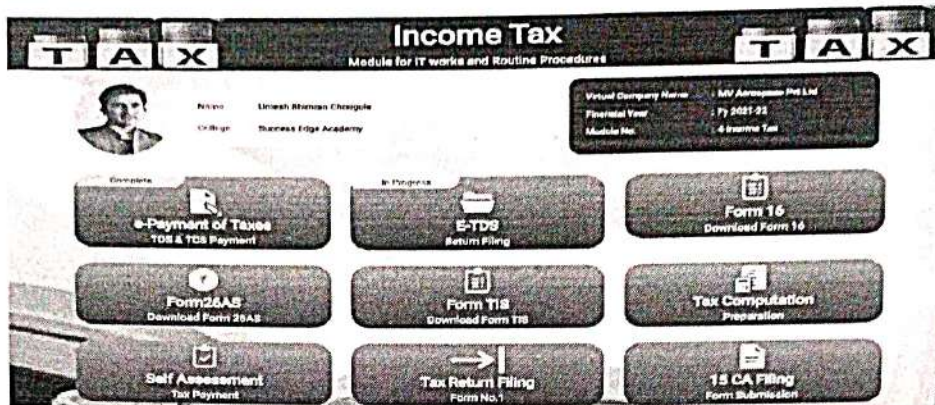
Program Introduction

Objective:

This program focuses on providing a practical learning experience with income tax routine procedures and filing. Students can connect their graduation studies with practical procedures.

Scope:

This program contains nine (9) work categories that provide students with practical experience in income tax routine areas. This program focuses on teaching students how to apply for a PAN and TAN, pay TDS, TCS challans, advance tax, 15 CA certifications, file EDS returns, year-end tax returns, pay self-assessment tax, and download tax returns, and assessment orders, among much other stuff. It provides a variety of scenarios for users to experiment with it and gain practical knowledge in the field of income taxation. This program provides a virtual environment of an income tax portal where students can perform routine tasks. Students must simulate a few projects in each of the areas. Each task involves students filling out forms or file returns. After completing all the tasks successfully, the students will receive grades.




On hand training in college lab & Classroom

SI NO.	Particulars	Key Industrial Learning
1	Introduction of Income Tax	<ul style="list-style-type: none"> • What is TDS. • What is Income tax. • How to calculate Income tax. • How to file IT return.
2	TDS Calculation	<ul style="list-style-type: none"> • TDS rates applicability. • Document verification. • Preparation of TDS statement
3	TDS Payment	<ul style="list-style-type: none"> • Which form should be select. • In which category payment should be done. • How to make payment.
4	E-TDS Return	<ul style="list-style-type: none"> • How many types of E-TDS return • How to add employee and deductee. • How to link challans with deductee. • How to file E-Tds return.
5	Form 16 & 16A	<ul style="list-style-type: none"> • How to download Form 16 & 16A. • How frequently form should be issued. • How to download Form 16 & 16A.
6	Form 26AS	<ul style="list-style-type: none"> • What is 26AS. • How to download.
7	Form TIS	<ul style="list-style-type: none"> • What is TIS. • How to download.

8	Tax Computation	<ul style="list-style-type: none"> • How to prepare Tax computation. • What documents required to prepare computation of income.
9	Advance Tax & Self-Assessment Tax	<ul style="list-style-type: none"> • Preparation of Advance Tax payment challan on basis of computation of income. • Preparation of Self-Assessment Tax payment challan on basis of computation of income.
10	Tax Return Filing	<ul style="list-style-type: none"> • How many types of IT return form. • Criteria on selection of form. • How to file IT return in software.
11	15CA Preparation	<ul style="list-style-type: none"> • Applicability of Form • How to prepare this form for international payment.
Total		•

Outcome:

After completing this course, students may have practical exposure to income tax – routine procedures and filing work. They will learn about all the hassle-free tax filings and procedures.



**GST Works & Returns Filing (Program – 506)
Program Introduction**

Objective:

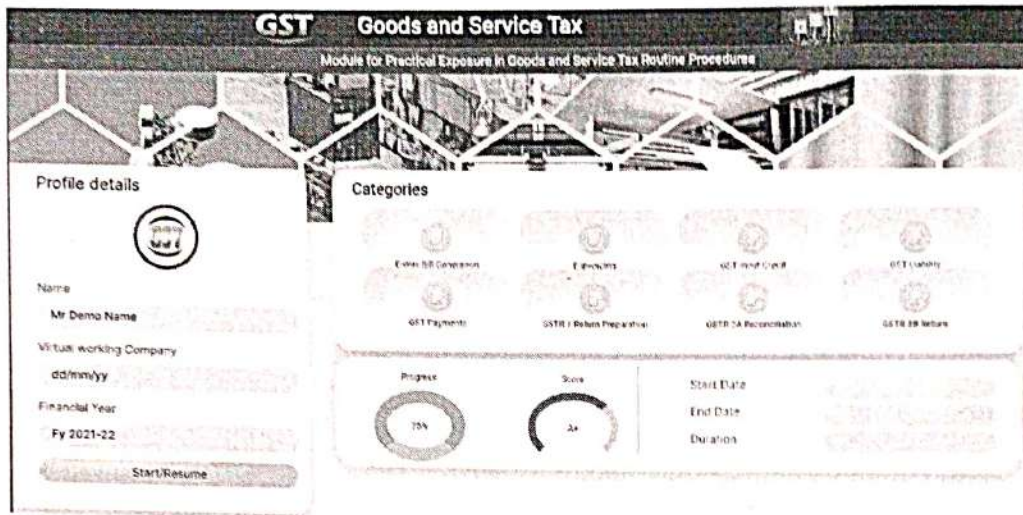
This program focuses on providing practical learning experience with Goods and Services Tax - GST routine procedures and filing. Students can incorporate their graduation studies with practical procedures.

Scope:

This program has ten (10) routine work areas such as E-way bill generation, E-Invoice generation, GST Input credit availing, GST Liability estimation, GST payment process, filing GSTR-1, filing GST-3B, reconciling GSTR2B, filing Annual Returns, and filing refunds. All these areas are coupled to actual forms and the GST portal, which students are expected to fill out and submit. A student will work in a virtual company and gain practical experience. Each area student is required to experiment with repeated works. Each successful completion of work earns a score on the platform. The platform also has a help option where students can see the right way to complete the work. This program takes approximately 150 to 200 hours to finish.



After accomplishing the program, candidates can access their scorecard and certificate.



On hand training in college lab & Classroom

Sl. NO.	Particulars	Key Industrial Learning
1	Introduction of GST Works & Return Filing	<ul style="list-style-type: none"> What is GST. Applicability of GST. What is CSGST, SGST & IGST. GST Rates. What is HSN Code & SAC code. Applicability of E-way bill & E-invoice.
2	E-Invoice	<ul style="list-style-type: none"> How to prepare E-Invoice. How to upload file in GST portal.
3	E-way bill	<ul style="list-style-type: none"> How to prepare E-way bill. Documents and information required to prepare E-way bill.
4	GST Output Register	<ul style="list-style-type: none"> What document required. How to pre-prepare output register. Where can use this output register.
5	GSTR-1	<ul style="list-style-type: none"> Brief information on GSTR-1 return. Rules and GST for filing return. Preparation of return in software.
6	GST Input Register	<ul style="list-style-type: none"> What document required. How to pre-prepare input register. Where can use this input register.
7	GSTR-2B-Download	<ul style="list-style-type: none"> What is GSTR-2B How to download.

8	Vendor Reconciliation	<ul style="list-style-type: none"> • Why vendor reconciliation required. • How to do this reconciliation in software.
9	RCM Register	<ul style="list-style-type: none"> • What is RCM register. • Applicability of GST rates under RCM.
10	GSTR-3B Return	<ul style="list-style-type: none"> • Brief information on GSTR-3B return. • Rules und GST for filing return. • Preparation of return in software.
Total		•

Outcome:

After finishing the course, students should be able to handle routine tasks in GST via the portal on their own, GSTR -1 Filling, GSTR 3B Filling, preparation of documents etc.

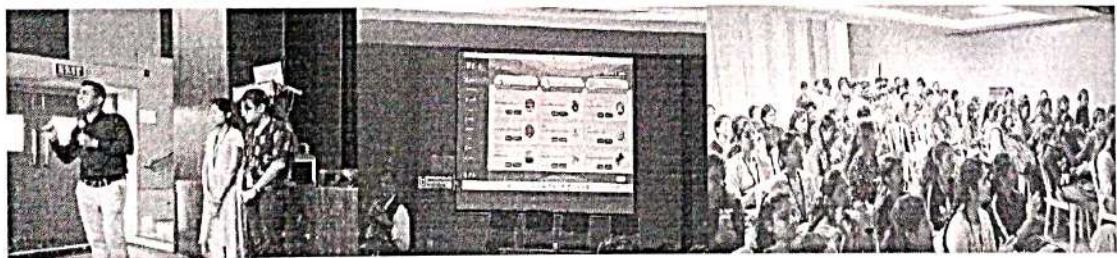


Implementation Plan

1. Offline Sessions in College will be conducted.
2. Practice Industrial Portal credentials will be sent at the time of program starts.
3. Each college will be provided application access to get status of the student.
4. Back-end team email id and mobile no will be provided to student to resolve issue or for any information.
5. We are providing slots to the colleges to deliver the training but once slot has booked by college and if training has started then no changes can be made.
6. For 200 students one trainer will be assigned from BIZZLAB.



Training Photo's



Bizzlab



R. Gnan

IQAC Co-ordinator
Dayananda Sagar College of Arts,
Science & Commerce
Kumara my Layout, Bengaluru - 560 111.

Principal,
Dayananda Sagar College of Arts,
Science & Commerce
K.S. Layout, Bangalore - 560 078.

DETAILS OF BIZLAB ENROLLED STUDENTS

First Name	Email	Mobile No	Semester	Module-1
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SHOBHITH M VEDHAANTHA	manjunathajb1976@gmail.com	9380839119	BBA-1	Business Setup & Registration Works
MANOJ D	doreswamy490@gmail.com	7406315161	BBA-1	Business Setup & Registration Works
VANYASHREE	vanyashree610@gmail.com	8618404524	BBA-1	Business Setup & Registration Works
SAGAR M	9110622684@gmail.com	9110622684	BBA-1	Business Setup & Registration Works
NIKHIL R HONNAL	nikhilhonnal@gmail.com	9980188873	BBA-1	Business Setup & Registration Works



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ICAO Coordinator
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 Kumara Hwy Layout, Bengaluru - 560 111.

Principal,
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 K.S. Layout, Bangalore - 560 078.

Curriculum



**DAYANANDA SAGAR
UNIVERSITY**

Industrial Program for Skill Development

*"The More we give importance to skill development,
the more competent will be our youth."*



Training Content

1. Program Introduction
2. Brief on Training Flow
3. Outcome from this training
4. Industrial Programs (Details provided)

Sl. No.	Particulars	Theory Duration (Hrs)	Practical Duration (Hrs)
1	Program Introduction	1	-
2	Brief on Training Flow	1	-
3	Outcome from this training	1	-
4	Industrial Programs with Continuous Assessments		
501	Accounting and Book Closing Process	5	30
502	Banking & Financial Literacy	5	30
503	Salary and Payroll Process	5	30
504	Business Setup and Registration Works	5	30
505	Income Tax Works and Return Filing	5	30
506	GST Works & Return Filing	5	30



Accounting and Book Closing Process (Program – 501)

Program Introduction

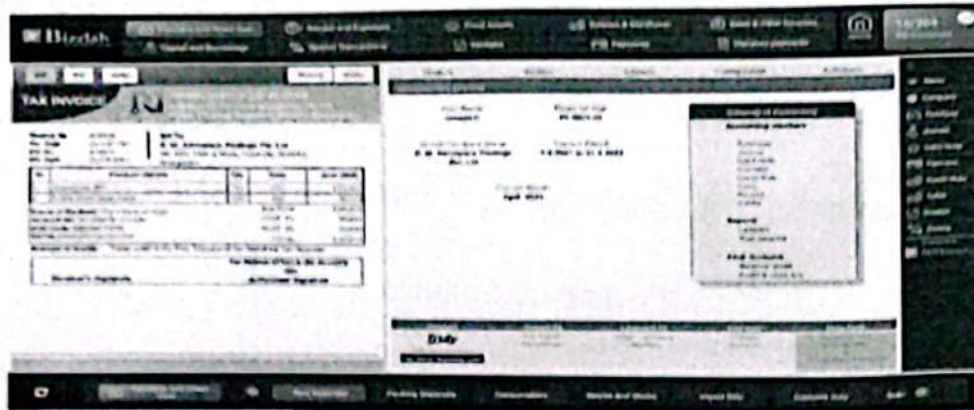
Objective:

This program focuses on giving students industry-oriented training and hands-on industry accounting experience. It gives students an authentic experience of accounting documentation, processes, and transaction recording.

Scope:

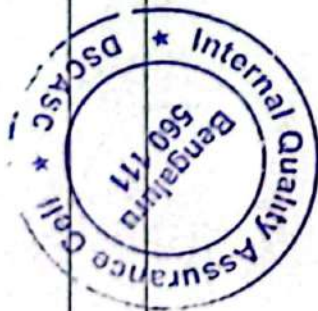
Accounting program has 10 categories, which are further subdivided into ninety (87) sub-categories. Each sub-category's transactions must be accessed and recorded in the accounting system by a student. In addition to the Induction class at the college. Students will also have the choice to double-check their answers. In the event of an accounting error, the system will display a message describing what went wrong. The student will receive one score upon successful of one transaction entry. This model contains 2000 to 10000 accounting transactions. Students who complete the prescribed number of the transaction will become well versed with accounting and accounting entries.





On hand training in college lab & Classroom

SI NO.	Particulars	Key Industrial Learning
1	Introduction of Accounting Transaction	<ul style="list-style-type: none"> • Identification of voucher / selection of voucher. • Types of transactions. • How to create ledgers and basis of ledger creation. • Information on TDS • Information of GST • Information on statutory payment
2	Purchase and Direct Cost	<ul style="list-style-type: none"> • Classification of Entry • What documents should collect before passing entry. • How to read documents before passing entry • Details about Raw material, Packing, Stores and Spares, Consumable, Import Purchases, Debit Note, Sub-Contract bills etc. • How to pass entry in software as per classification • How to check in ledger & trial balance • How direct cost connected to sales. • Impact analysis
3	Services and Expenses	<ul style="list-style-type: none"> • Classification of Entry • What documents should collect before passing entry. • How to read documents before passing entry • Details about Indirect Expenses like Professional bills, Telephone bills, Water bill, Staff welfare. Repairs, Rental, etc. • How to pass entry in software as per classification • How to check in ledger & trial balance • Impact analysis



4	Fixed Assets	<ul style="list-style-type: none"> • Classification of Entry • What documents should collect before passing entry. • How to read documents before passing entry • Details about Fixed Asset, Building, Plant & Machinery, Deprecation calculation etc. • How to pass entry in software as per classification • How to check in ledger & trial balance • Impact analysis
5	Salaries and Manpower	<ul style="list-style-type: none"> • Classification of Entry • Documents should collect before passing entry. • How to read documents before passing entry • Details about Salary statement, Full & Final settlement, overtime. House-keeping bills, Security bills etc. • How to pass entry in software • How to check in ledger & trial balance • Impact analysis
6	Sales & Other Incomes	<ul style="list-style-type: none"> • Classification of Entry • Documents should collect before passing entry. • How to read documents before passing entry • Details about sales entry, export entry, credit notes, rental invoice, scrap sales, service invoice etc. • How to pass entry in software • How to check in ledger & trial balance • Impact analysis
7	Capital Borrowings	<ul style="list-style-type: none"> • Classification of Entry • Documents should collect before passing entry. • How to read documents before passing entry • Details about Share capital, Dividend payment, loans receipt, loans payment, interest payment, interest provisions, etc. • How to pass entry in software • How to check in ledger & trial balance • Impact analysis
8	Special Transactions	<ul style="list-style-type: none"> • Classification of Entry • Documents should collect before passing entry. • How to read documents before passing entry • Details about provisional entries, closing stock entries, FD creation, FD closure, Investments, Dividend receipt, Interest accruals etc. • How to pass entry in software

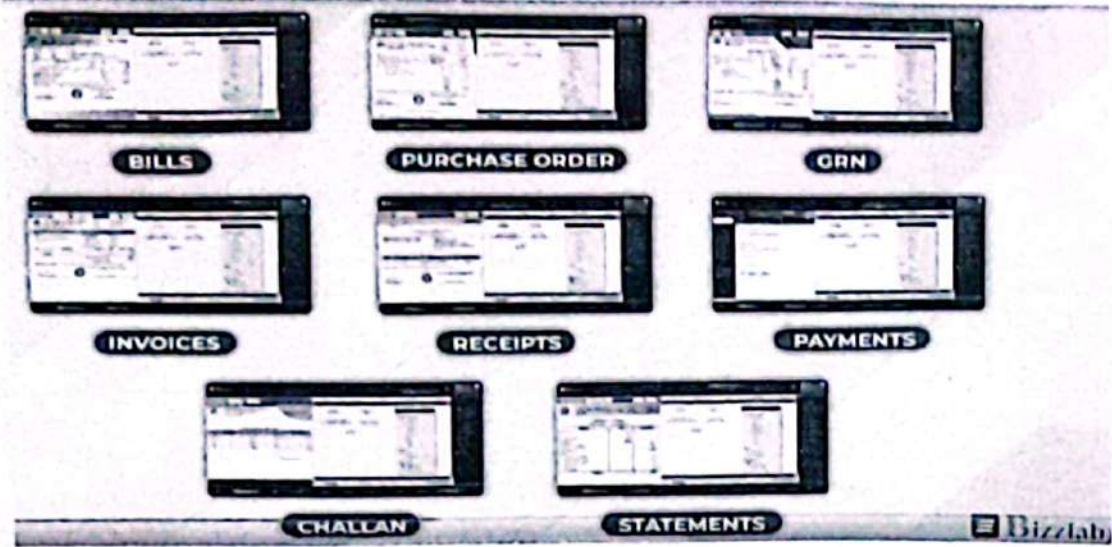


		<ul style="list-style-type: none"> • How to check in ledger & trial balance • Impact analysis
9	Receipts	<ul style="list-style-type: none"> • Classification of Entry • Documents should collect before passing entry. • How to read documents before passing entry • Details about receipts of export, domestic, rent, foreign exchange etc. • How to pass entry in software • How to check in ledger & trial balance • Impact analysis
10	Payments	<ul style="list-style-type: none"> • Classification of Entry • Documents should collect before passing entry. • How to read documents before passing entry • Details about vendor payment, employee payment, advance payment, exchange entry difference payments etc. • How to pass entry in software • How to check in ledger & trial balance • Impact analysis
11	Statutory Payments	<ul style="list-style-type: none"> • Classification of Entry • Documents should collect before passing entry. • How to read documents before passing entry • Details about customs duty payment, advance tax payment, TDS payment, GST payment, GST refund, PF, ESI, PTetc. • How to pass entry in software • How to check in ledger & trial balance • Impact analysis
Total		

Outcome from this training

After learning this training program, student in position to recognize relevant terminologies and documents to analysis of bills payable ledger, account receivable ledgers, ageing report understanding, payment terms, process payment document, approval metrics, customer follow-ups for receivable, profit and loss, balance sheet. The student will gain 2 years of accounting and bookkeeping experience. They will be exposed to workable accounting documents, how to interpret accounting transactions, recognize proper values, and report in the accounting system.





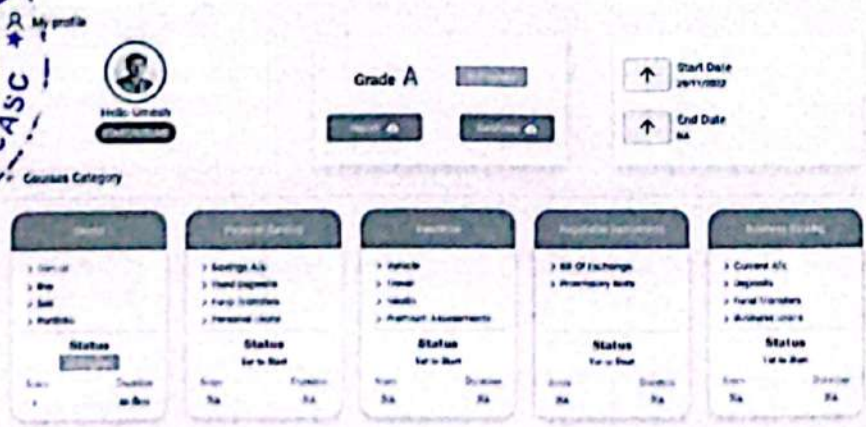
Banking & Financial Literacy (Program – 502) Program Introduction

Objective:

This program focuses on giving students hands-on banking experience. It gives students an authentic experience of banking processes and documents requirement, how to do share transaction, insurance payment, premium calculation, corporate banking transaction.

Scope:

Banking model consists of tasks such as bank account opening, FD opening, RTGS transfer, NEFT transfer, forex payment for imports, forex inwards for exports, bank reconciliation statements, loan EMI computation, and loan processing works, insurance payment, premium calculation, real time corporate transaction flow





On hand training in college lab & Classroom

SI NO.	Particulars	Key Industrial Learning
1	Introduction on Transaction of Banking and Financial Literacy	<ul style="list-style-type: none"> • Identification of Stock / selection of stock. • Types of banking transaction, Insurance, Negotiable Instrument • How to do trading, creation of bank accounts, business banking transaction, different types of insurance, calculate premium, how to secure your money by bill of exchange, promissory note.
2	Stocks	<ul style="list-style-type: none"> • How to open demat a/c. • How to purchase and sales shares. • How to verify portfolio information. • How to verify demat balance information. • NAV means what? • Profit and Loss analysis.
3	Personal Banking	<ul style="list-style-type: none"> • How to open saving bank a/c, cheque deposit procedure. • How to create fixed deposit, close fixed deposit. • Fund Transfer procedure NEFT, RTGS, IMPS. • How to apply credit card. • How to apply personal loan. • E-kyc documents means and procedure to submit.
4	Negotiable Instruments	<ul style="list-style-type: none"> • Bill of Exchange means what and How to create bill of exchange. • Promissory note means what and How to create promissory note. • Different types of bill of exchange & promissory note.
5	Business Banking	<ul style="list-style-type: none"> • How to open current bank a/c. • Cheque deposit procedure, cheque withdrawal procedure, • How to create fixed deposit, close fixed deposit. • Fund Transfer procedure NEFT, RTGS, IMPS. • How to apply business loan. • What documents should collect for advance payment, creditors payment, loan repayment. • How to check fund flow for transaction.
Total		



Outcome:

After learning this training program, student may have gained extensive skills in banking tasks that are commonly required in every company. They will come to know all the relevant bank terms and would be able to initiate banking transactions



digitally. As well they can recognize KYC document, open demat account, trading of shares, open saving bank account, create FD, close FD, apply loan, apply credit card, insurance payment, etc.



Business Setup & Registration Works (Program – 503)

Program Introduction

Objective:

This program focuses on providing hands-on work experience with various statutory registrations required to run a business. It provides students with a realistic experience in various forms and working in the government portal. These are commonly expected works from commerce graduates in the industry, which is something most students are unaware of while studying. This program aims to fill that void. Students will learn about the commonly required formalities here.

Scope:

It includes ten (10) registration work categories. This program includes registration activities such as company registration, partnership firm registration, applying for PAN, TAN, GST, PF, PT, ESI, DIN, MSME registration, company registration, and IEC. These are the practical program wherein students will be exposed to the application process and the various documents required to complete the registration process. Students will practice registering any entity in the aforementioned areas on their own. Every student will be able to apply for a minimum of five (5) projects for each area of registration.

8	ESI	<ul style="list-style-type: none"> • How to apply for ESI. • Which form should be used. • how to fill-up application.
9	Udyam	<ul style="list-style-type: none"> • How to apply for Udyam. • Which form should be used. • how to fill-up application.
10	IEC	<ul style="list-style-type: none"> • How to apply for IEC. • Which form should be used. • how to fill-up application.
Total		•

Outcome:

After completion of this course, a student will already have attained 1 year of expertise in registration work. They will develop skills in identifying which forms to use for various registrations, what documents are required, and how to apply.



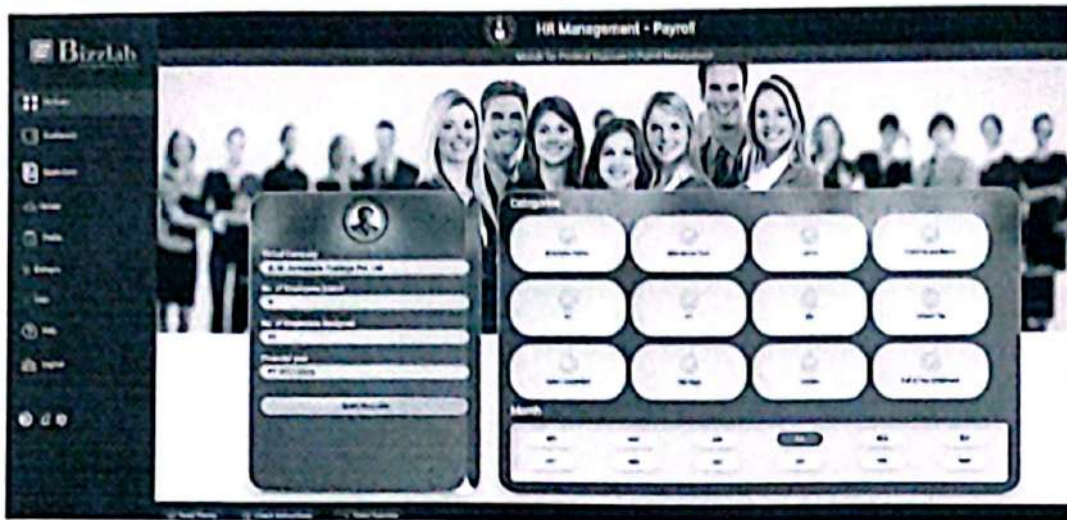
**Salary & Payroll Process (Program – 504)
Program Introduction**

Objective:

This program focuses on providing hands-on experience with salary or payroll processing. This is one of the responsibilities that commerce students are required to complete after joining any industry. This is never considered in any subject, so the skill shortage in this area is very vast. This program gives opportunities for students to practice salary processing.

Scope:

This program teaches nine (9) critical areas of payroll work. This program focuses on providing actual corporate experience in Payroll processing, which involves responsibilities such as employee onboarding, employee monthly salary processing, promotions, year-end payments, employee resignations, and so on. All of these operations have to be performed manually for a mid-size company's entire 12-month employment period. The module can provide all actual HR documents such as appointment forms, attendance records, statements, and so on. While working on this module, students will learn about salary processing, bank payment procedures, PF, PT, ESI, and tax compliance, among many other things. Bank payments, PF, PT, ESI, tax compliance, and so on.



On hand training in college lab & Classroom

Sr. NO.	Particulars	Key Industrial Learning
1	Introduction of Salary & Payroll Process	<ul style="list-style-type: none"> • How to process Salary. • What documents required to prepare salary statement. • Statutory compliance
2	Employee Master	<ul style="list-style-type: none"> • What information should collect from employee. • How to add details in Employee Master.
3	Leaves	<ul style="list-style-type: none"> • Verification of Leave Policy • Understanding on types of leaves. • Update leaves in software.
4	Attendance Form	<ul style="list-style-type: none"> • Verification of attendance register. • Update attendance in software.
5	Overtime and Bonus	<ul style="list-style-type: none"> • Verification of Overtime policy. • Verification of Bonus Policy • Calculation of Overtime. • Calculation of Bonus.
6	PF	<ul style="list-style-type: none"> • Understanding on PF rates. • Preparation of PF statement.
7	PT	<ul style="list-style-type: none"> • Understanding on PT rates. • Preparation of PT statement.
8	ESI	<ul style="list-style-type: none"> • Understanding on ESI rates. • Preparation of ESI statement.

9	Income Tax	<ul style="list-style-type: none"> • Understanding on Income tax rates. • Difference between old regime and new regime. • Computation of income preparation for TDS on salary.
10	Salary Statement	<ul style="list-style-type: none"> • Preparation of salary statement. • Payment of salary
11	Pay Slips	<ul style="list-style-type: none"> • Generation of Pay Slips
12	Gratuity	<ul style="list-style-type: none"> • Understanding on Gratuity calculation. • Preparation of Gratuity statement.
13	Full & Final Settlement	<ul style="list-style-type: none"> • Document requirement. • Preparation of Full & Final settlement.
Total		•

Outcome:

After completing this course, the student will already have attained 1 year of experience in the salary and payroll process segment. They will understand all the relevant terms, such as salary processing and salary payout, and will be capable of handling salary computation work independently since joining the industry.



Income Tax Works & Return Filing (Program – 505)

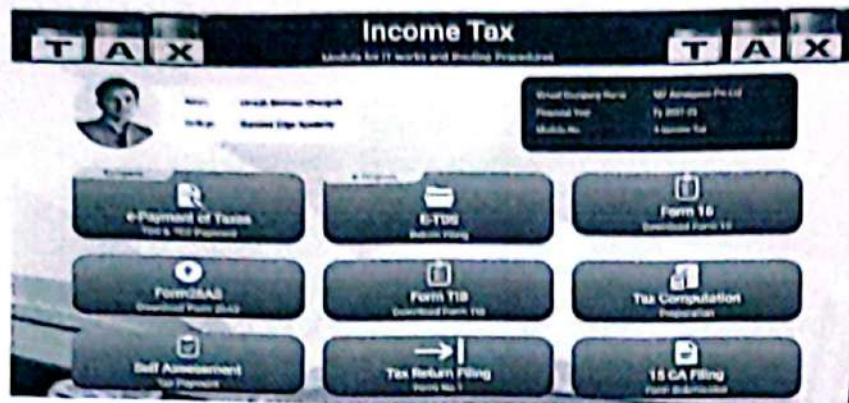
Program Introduction

Objective:

This program focuses on providing a practical learning experience with income tax routine procedures and filing. Students can connect their graduation studies with practical procedures.

Scope:

This program contains nine (9) work categories that provide students with practical experience in income tax routine areas. This program focuses on teaching students how to apply for a PAN and TAN, pay TDS, TCS challans, advance tax, 15 CA certifications, file EDS returns, year-end tax returns, pay self-assessment tax, and download tax returns, and assessment orders, among much other stuff. It provides a variety of scenarios for users to experiment with it and gain practical knowledge in the field of income taxation. This program provides a virtual environment of an income tax portal where students can perform routine tasks. Students must simulate a few projects in each of the areas. Each task involves students filling out forms or file returns. After completing all the tasks successfully, the students will receive grades.



On hand training in college lab & Classroom

SI NO.	Particulars	Key Industrial Learning
1	Introduction of Income Tax	<ul style="list-style-type: none"> • What is TDS. • What is Income tax. • How to calculate Income tax. • How to file IT return.
2	TDS Calculation	<ul style="list-style-type: none"> • TDS rates applicability. • Document verification. • Preparation of TDS statement
3	TDS Payment	<ul style="list-style-type: none"> • Which form should be select. • In which category payment should be done. • How to make payment.
4	E-TDS Return	<ul style="list-style-type: none"> • How many types of E-TDS return • How to add employee and deductee. • How to link challans with deductee. • How to file E-Tds return.
5	Form 16 & 16A	<ul style="list-style-type: none"> • How to download Form 16 & 16A. • How frequently form should be issued. • How to download Form 16 & 16A.
6	Form 26AS	<ul style="list-style-type: none"> • What is 26AS. • How to download.
7	Form TIS	<ul style="list-style-type: none"> • What is TIS. • How to download.

8	Tax Computation	<ul style="list-style-type: none"> • How to prepare Tax computation. • What documents required to prepare computation of income.
9	Advance Tax & Self-Assessment Tax	<ul style="list-style-type: none"> • Preparation of Advance Tax payment challan on basis of computation of income. • Preparation of Self-Assessment Tax payment challan on basis of computation of income.
10	Tax Return Filing	<ul style="list-style-type: none"> • How many types of IT return form. • Criteria on selection of form. • How to file IT return in software.
11	15CA Preparation	<ul style="list-style-type: none"> • Applicability of Form • How to prepare this form for international payment.
Total		•

Outcome:

After completing this course, students may have practical exposure to income tax – routine procedures and filing work. They will learn about all the hassle-free tax filings and procedures.



**GST Works & Returns Filing (Program – 506)
Program Introduction**

Objective:

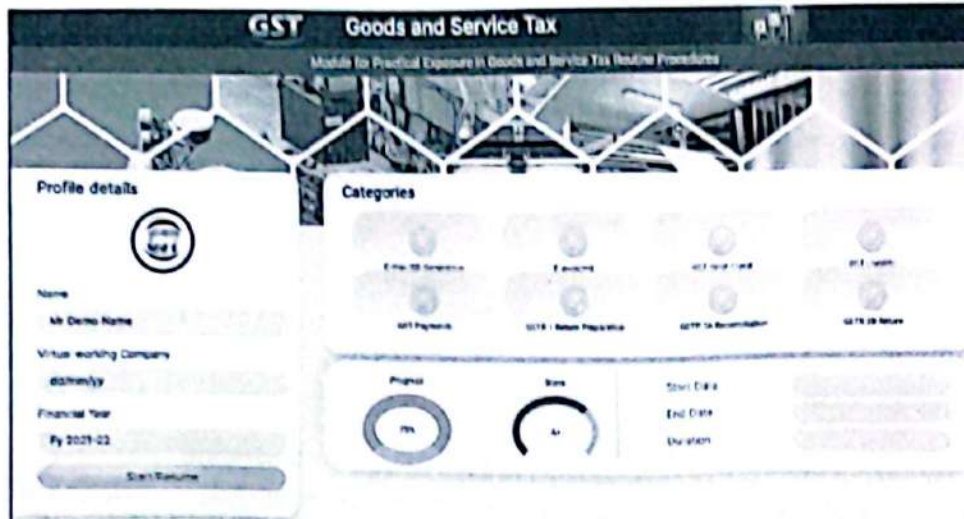
This program focuses on providing practical learning experience with Goods and Services Tax - GST routine procedures and filing. Students can incorporate their graduation studies with practical procedures.

Scope:

This program has ten (10) routine work areas such as E-way bill generation, E-Invoice generation, GST Input credit availing, GST Liability estimation, GST payment process, filing GSTR-1, filing GST-3B, reconciling GSTR2B, filing Annual Returns, and filing refunds. All these areas are coupled to actual forms and the GST portal, which students are expected to fill out and submit. A student will work in a virtual company and gain practical experience. Each area student is required to experiment with repeated works. Each successful completion of work earns a score on the platform. The platform also has a help option where students can see the right way to complete the work. This program takes approximately 150 to 200 hours to finish.



After accomplishing the program, candidates can access their scorecard and certificate.



On hand training in college lab & Classroom

DBI NO.	Particulars	Key Industrial Learning
1	Introduction of GST Works & Return Filing	<ul style="list-style-type: none"> What is GST. Applicability of GST. What is CSGST, SGST & IGST. GST Rates. What is HSN Code & SAC code. Applicability of E-way bill & E-invoice.
2	E-Invoice	<ul style="list-style-type: none"> How to prepare E-Invoice. How to upload file in GST portal.
3	E-way bill	<ul style="list-style-type: none"> How to prepare E-way bill. Documents and information required to prepare E-way bill.
4	GST Output Register	<ul style="list-style-type: none"> What document required. How to pre-prepare output register. Where can use this output register.
5	GSTR-1	<ul style="list-style-type: none"> Brief information on GST-1 return. Rules und GST for filing return. Preparation of return in software.
6	GST Input Register	<ul style="list-style-type: none"> What document required. How to pre-prepare input register. Where can use this input register.
7	GSTR-2B-Download	<ul style="list-style-type: none"> What is GSTR-2B How to download.

8	Vendor Reconciliation	<ul style="list-style-type: none"> • Why vendor reconciliation required. • How to do this reconciliation in software.
9	RCM Register	<ul style="list-style-type: none"> • What is RCM register. • Applicability of GST rates under RCM.
10	GSTR-3B Return	<ul style="list-style-type: none"> • Brief Information on GSTR-3B return. • Rules und GST for filing return. • Preparation of return in software.
Total		•

Outcome:

After finishing the course, students should be able to handle routine tasks in GST via the portal on their own, GSTR -1 Filling, GSTR 3B Filling, preparation of documents etc.



Implementation Plan

1. Offline Sessions in College will be conducted.
2. Practice Industrial Portal credentials will be sent at the time of program starts.
3. Each college will be provided application access to get status of the student.
4. Back-end team email id and mobile no will be provided to student to resolve issue or for any information.
5. We are providing slots to the colleges to deliver the training but once slot has booked by college and if training has started then no changes can be made.
6. For 200 students one trainer will be assigned from BIZZLAB.



Training Photo's



Bizzlab



R. Gnan

IUAC Co-ordinator
Dayananda Sagar College of Arts,
Science & Commerce
Kumara K.S. Layout, Bengaluru - 560 111.

[Signature]

Principal,
Dayananda Sagar College of Arts,
Science & Commerce
K.S. Layout, Bangalore - 560 078.



Skill Elevator Technologies Pvt. Ltd
#44, South End Road, Basavangudi, Bengaluru, Karnataka 560004
Email ID: info@skill-elevator.com Contact No. 7019124511

Business Laboratory

To,
The Principal,
Dayananda Sagar College of Arts, Science and Commerce
Shavige Malleshwara Hills, Kumaraswamy Layout, Bangalore 560111
GSTIN: 29AAATM2020Q3ZC

No.: 2022/23-007
Date: 15/03/2023

Coordinator for the program: Radhika K
Cell: 9740071811
Email: radhika.k@skill-elevator.com

Company Bank Details
Bank Name: Axis Bank Ltd
Name: Skill Elevator Technologies Pvt. Ltd
Account Type: Current Account
Branch: Basavanagudi
IFSC Code: UTIB0001496
Account No: 921020049623239

For any commercial/technical clarification
please feel free to contact us.

Please acknowledge to this quotation either
by reply to the email or contacting the above
accounting holder.

Tax Invoice

Sl No.	Particulars	No. of Licenses	Rate	Amount
1	Module Name: Business Setup & Registration /Account & Books Closing Process Edition: College Purchase: License Usage: Single User	580	950	5,51,000
	SGST @ 9%			49,590
	CGST @ 9%			49,590
Total				6,50,180

Amount Words: Six lakhs fifty thousand one hundred and eighty only

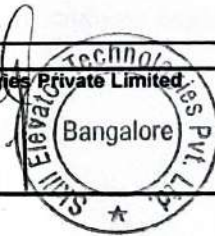
Terms and condition.

- Payment:** 100% payment before start this course
(Payment Through Crossed-cheque/Demand Draft/Online Transfer) Do Not Pay by Cash
- Student:** Student details should be provide by college as per attached sheet, to issue licenses.
- Licenses:** License credentials will be directly sent to students email
- Kindly send the GST number by repiy email if available or ignore if already provided.

GSIN:29ABGCS6661K1ZO
PAN:ABGCS6661K

For Skill Elevator Technologies Private Limited

Director



**DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE
INTER OFFICE LETTER**

Date : 22-08-2022

From: Vice-Principal & HOD, DSCASC
Through: Joint. Secretary, DSI

To: Hon. Chairman, DSI

Respected Sir,

Sub: Request for approval of Bizlab for BCom/BBA students.

We wish to bring to your kind notice that Dayananda Sagar College of Arts, Science and Commerce offering BCom and BBA courses affiliated to Bangalore University. Presently the courses have intake of 400 and 180 respectively. In order to provide better career opportunities and practical exposure of the theoretical components we wish to offer Bizlab for the upcoming batch of 2022-23.

Bizlab, an cloud-based online platform for practical experience is developed by M/s Skill Elevator Technologies Pvt Ltd, a Skill-Tech Start-up approved by DPIIT, Start-up India, Skill India, and Start-up Karnataka, developed Bizlab. This company was established to improve the skills and employability of commerce students pursuing their graduation and post-graduation. This start-up has initiated its innovation in compliance with the Government of India's new education policy (NEP) to promote skill-based learning to students beginning with graduation.

A detailed proposal is enclosed for your kind perusal. We humbly request you to kindly approve the same and oblige.

Yours sincerely


Vice-Principal & HoD

Hemanth Appala M.Sc.
Vice - Principal & HOD
Dayananda Sagar College of Arts
& Commerce
Keshwara Hills, Kumaraswamy Layout,
Bangalore - 560 111, India.



BizzLab Proposal

1. Modules proposed for 2022-23 :

B.Com

Sl. No.	Semester	Module
1.	I Semester	Accounting & Book Closing Process
2.	II Semester	Salary & Payroll

BBA

Sl. No.	Semester	Module
1.	I Semester	Banking & Insurance
2.	II Semester	Business Setup & Registration Process

2. Subscription price

Sl. No.	No of Modules subscribed	Price per module* (In rupees)
1	800	₹1100.00
2	800-1500	₹950.00

(*Exclusive GST charges)

3. Fee Charged for Add-On Programs

Sl. No.	Course	Fee (In rupees)
1.	BCom	₹ 5000.00
2.	BBA	₹ 5000.00

4. Annual Subscription Price

Sl. No.	No of Students (* As on 16 Aug 2022)	Price Band (Exclusive GST)	Estimated Price/Year (Inclusive GST)
1.	BBA - 140 BCom - 340 Total - 480	₹ 950 / module	₹ 1121/ Module

Total Expenditure/ Student/Year: 2 Modules * ₹ 1121 = ₹ 2242