

## CENTRE FOR INDUSTRY INSTITUTE PARTNERSHIP

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE &  
TECHNOLOGY, HISAR-125001, HARYANA, INDIA

### 3-DAYS SKILL DEVELOPMENT PROGRAMME

ON

### Accounting and Book Keeping

(December 16-18, 2019)

#### REGISTRATION FORM

Name.....

Gender.....

Date of Birth.....

Institution/Organization.....

.....

Academic qualification.....

Address for Communication.....

.....

E-mail.....

Mob. No.....

Payment by (i) Demand Draft in favor of Registrar, Guru Jambheshwar University of Science & Technology, Hisar payable at Hisar OR (ii) NEFT/RTGS in Account of Registrar, Bank Name- PNB, Branch Name- PNB, GJU Hisar, Bank Account No. 4674001100000182, IFSC Code PUNB0467400.

DD No./Transaction ID..... Date.....

Amount..... Bank Name.....

Place.....

Accommodation Required (Yes/No).....

- I will pay the charges (as applicable) for food and accommodation during the course days. (Note: Accommodation is limited and will be provided on 'first come first serve' basis).

Signature of Participants

Signature & Seal of Employer

For any further clarification or detailed information please contact the program coordinator.

#### Prof. Hem Chander Garg

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Mobile : +91 9991359271

#### Important Information

**Venue:** Programme venue will be Seminar Hall – II, CRS Auditorium, Guru Jambheshwar University of Science & Technology, Hisar(INDIA)-125001

**Duration:** December 16 -18, 2019

**Registration Fee (Non-refundable):** Rs. 8000/- per outstation participant

- The Registration Fee includes access to attend all the lectures/tutorials, with a hardbound copy of the course material.
- The Registration fee has to be paid via Demand Draft/NEFT/RTGS in favour of Registrar, Guru Jambheshwar University of Science & Technology, Hisar payable at Hisar.
- Scan copy of the filled Registration Form along with the scan copy of Demand Draft/Transaction receipt must be sent via E-mail to Director, CIIP at hcgarg@gmail.com on or before December 13, 2019.

#### Programme Co-ordinators

##### Prof. Hem Chander Garg

Programme Co-ordinator

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##### Prof. Deepak Kedia

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# SKILL DEVELOPMENT PROGRAMME

on

## ACCOUNTING AND BOOK KEEPING

December 16-18, 2019



Organized By:

**CENTRE FOR INDUSTRY  
INSTITUTE PARTNERSHIP**

**GURU JAMBHESHWAR UNIVERSITY  
OF SCIENCE & TECHNOLOGY,  
HISAR – 125001**

## About GJUS&T, Hisar

The University holds the pride of place being the first ever technical University in Haryana and has a glorious past of twenty five years. The objectives of the University as enshrined in the University Act are to facilitate and promote studies and research in emerging areas of higher education with focus on new frontiers of Technology, Pharmacy, Environmental Studies, Non-conventional Energy Sources, Mass Media and Management Studies and also to achieve excellence in these and connected fields. Right since its inception, the University has taken a number of steps to promote quality technical education and has already made a mark in definite academic areas that contribute to promote quality education in the present global competitive environment. As a result of these efforts taken together, this University was accredited with "A-Grade" by National Assessment and Accreditation Council (NAAC) in 2002, again in 2009 and third time in 2014. Therefore, this University is the one among few universities in India that have earned academic admiration by having three-times "A-Grade" University especially in the field of technical education. Research is a culture among the faculty and students of GJUS&T. Qualified, dedicated and inspired faculty known for its research capabilities having an H-index equal to 81 enables it to be amongst top Indian Universities. This is evident from the several research projects that are ongoing at GJUS&T.

The University is housed in sprawling 372 acres where modern engineering meets exotic nature to create extremely beautiful, soothing and inspiring environment blending modernity with traditions not only in looks but in every walk of life. It is named after Guru Jambheshwar Ji Maharaj, a Saint and an Environmentalist of 15th Century. It is situated at Hisar which is about 167 Kms. from Delhi on NH-10 and is at a distance of about 231 Kms. from Chandigarh on NH-65.

## About Centre for Industry Institute

The Centre for Industry Institute Partnership (CIIP) has been established to promote interaction between faculty, students and industry. The prime objective of the IIP Centre is to reduce the gap between industry expectations (practice) and academic offerings (theory) by direct involvement of industry to attain a symbiosis. The activities planned under this centre will benefit academia in terms of substantial streams of external funding, enhanced opportunities for faculty and students to work on groundbreaking research, vital inputs to keep teaching and learning on the cutting edge of a discipline, and the impact of delivering solutions for pressing global challenges. CIIP also aims to manage and protect the intellectual property rights of the University, faculty members, research scholars, students and other connected with the work, product, ideas and inventions created in connection with the activities of the University.

## Objectives of Skill Development Programme

Today office has become a highly specialized job and as such requires office professionals who are adequately qualified, multi-skilled and are regularly updating their knowledge and skills. There is threat of unbundling and outsourcing office services. There is, therefore, a need for new orientation, new work culture and altogether a different mind set among office staff. They need to be exposed to new developments in office management, the challenges ahead and the attitude and qualities required of them to face the challenges.

This programme is aimed to enhance the skills of staff members so that they can play their role and responsibilities effectively in multifarious environment.

## Topics to be Covered

- Principle and Practices of Book-Keeping and Accounting
- Basic Account Books and their Maintenance
- Preparation and Processing of bills for payments
- Single and Double Entry Systems of Accounting
- Store purchase and Inventory Management
- Pay Fixation, Leave Entitlements and Retirement Benefit
- Payment of Salary
- Payment of TA/DA including LTC
- Permanent and Temporary Advances and their Adjustments
- Students Fees and examination related Receipts and Payments
- Budgeting, Accounts Statements and Balance Sheet
- Audit objections and their disposal
- Computer Applications
- Quiz

## Who Should Attend

Office professionals comprising Clerks, Assistants, Deputy Superintendents and Officer Secretaries i.e Steno typists, Stenographers, Private Secretaries, etc.

## How to Apply

Interested candidates are required to send the duly filled registration form through email to the program coordinator latest by 13th December, 2019. ***The registration form and program brochure can be downloaded from institute website [www.gjust.ac.in/CIIP/](http://www.gjust.ac.in/CIIP/)***

The number of participants is limited to a maximum of 30. Registrations will be done on 'first come first served' basis.