

**!! जय साई नाथ !!**



# **TALLY ACADEMY**

## **COMPUTER EDUCATION**

Affiliated By AMBD Infotech Private Ltd. | CIN No.: U8537BR2024PTC071771

**AN ISO 9001:2015 CERTIFIED COMPANY**



**1st Floor, Satyanarayan Bhawan, LIC Building  
Ara, Bhojpur- 802301 (Bihar)**

## **PROSPECTUS**



**कम्प्यूटर कोर्स**



**सरल हिंदी में कम्प्यूटर**



**माइक्रोसॉफ्ट ऑफिस सीखें**



**डिजिटल इंडिया से जुड़ें**



**पूर्ण कम्प्यूटर ज्ञान**



**Contact no.: 9334169149 (Ajay Kr. Upadhyay)**



**E-mail: [ajaytally.net.in@gmail.com](mailto:ajaytally.net.in@gmail.com)**



# TALLY ACADEMY

## COMPUTER EDUCATION

AN ISO 9001:2015 CERTIFIED COMPANY

TALLY PRIME | ACCOUNTING | PROGRAMMING | DTP | DIGITAL MARKETING

ADVANCE EXCEL | OFFICE AUTOMATION | WEB DESIGN | AND MORE...

[www.tallyacademyara.com](http://www.tallyacademyara.com)



EXPERT  
TRAINERS



MODERN  
LAB FACILITY



PRACTICAL  
TRAINING



INDUSTRY  
RECOGNIZED  
CERTIFICATION



100%  
PLACEMENT  
ASSISTANCE



## ABOUT US

Tally Academy Computer Education Institute is a leading computer training and skill development center dedicated to providing quality education in Accounting, Tally Prime, Computer Applications, Programming Languages, Digital Marketing, DTP, and Professional Software Training. With a commitment to excellence, we help students, job seekers, entrepreneurs, and working professionals enhance their technical skills and career opportunities.



Our institute offers practical-oriented training with experienced faculty, modern computer labs, study materials, project work, and certification programs. We focus on developing both technical knowledge and professional confidence so that students can successfully build their careers in the rapidly growing digital economy.



At Tally Academy, we believe that every student deserves the opportunity to learn, grow, and succeed. Through continuous guidance, practical exposure, and industry-relevant training, we transform beginners into skilled professionals ready to meet the demands of today's competitive job market.

Quality Education • Practical Training  
Professional Certification • Bright Career



## OUR MISSION

### Tally Academy Computer Education Institute



At Tally Academy Computer Education Institute, our mission is to empower students with practical, industry-oriented, and career-focused computer education that helps them become skilled, confident, and professionally certified individuals. We are committed to providing quality training in Computer Applications, Tally Prime, Accounting, Programming, Digital Marketing, DTP, and Office Automation through experienced trainers and modern teaching methodologies.



Our goal is not only to teach software and technical skills but also to prepare students for real-world job opportunities, entrepreneurship, and professional success. We focus on hands-on practical learning, project-based training, personality development, and career guidance so that every student can confidently face today's competitive digital world.



We believe that education should be affordable, accessible, and employment-oriented. Therefore, we continuously update our curriculum according to industry requirements and technological advancements. Through regular assessments, practical assignments, and certification programs, we ensure that students gain both theoretical knowledge and practical expertise.



Tally Academy Computer Education Institute strives to create a learning environment where students develop technical competence, professional ethics, and lifelong learning habits. Our vision is to produce certified, skilled, and job-ready professionals who can contribute effectively to businesses, organizations, and society.

*"Learn Today, Lead Tomorrow -  
Your Success is Our Mission."*



## VISION

To become a trusted and recognized computer education institute that creates skilled, certified, and employable professionals through quality education, innovation, and practical learning, contributing to the growth of Digital India and a knowledge-driven society.



PRACTICAL & JOB ORIENTED COURSES



EXPERIENCED & QUALIFIED TRAINERS



ADVANCED COMPUTER LABS



100% PLACEMENT ASSISTANCE



INDUSTRY RECOGNIZED CERTIFICATES



1st Floor, Satyanarayan Bhawan,  
LIC Building Ara, Bhojpur- 802301 (Bihar)



9334169149  
(Ajay Kr. Upadhyay)



ajaytally.net.in@gmail.com



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## Basic of Accountancy (BOA)

DUR. - 1 MONTH



- a. Basic of Accounting
- b. Business Organisation
- c. Accounting on Computers
- d. Introduction to trading Organisation
- e. Purchase & Sales.
- f. Journal, Ledger, Trial Balance  
Profits & Loss Account, Final Accounting

## Diploma in Computer Application (DCA)

DUR. - 6 MONTHS



- a. Fundamental of Computer Hardware  
Formatting, Assembling, Installation, Maintenance
- b. MS- Windows10  
(MS-Paint, Note Pad, Word Pad)
- c. MS- Office 2013-16  
(Word Processor, Excel, Data Entry, Powerpoint,  
Slide Presentation, MS Access, Database Management)
- d. Advance Excel, Billing, V Lookup,  
H Lookup, Validation, Dropdown list, Pay slip, Loan EMI
- e. Internet/email/Online Form/ Net Banking, UPI Creation  
Downloading/Scanning/Printing



## Tally Financial Accounting Program (TFAP)

DUR. - 5 MONTHS



- a. Accounting for trading organisation
- b. Accounting for manufacturing organisation
- c. Financial & Cost analysis
- d. Generation of invoices, reports, forms & challans as per the statutory compliance
- e. Company Information, Account Info., Voucher Entry, Bill wise details, Cost Centre & Cost Categories, Batch wise details, Different Actual billed quantity, Interest, Calculations, Budgets & Controls, Purchase Order & Sales Order, Bill of Materials Banking (Bank Reconciliation, Cheque Printing, Deposit Slip, Payment Advice), Scenario Management, Additional Cost details, Price levels, Job Order Processing, Job Costing, POS
- f. Stock Management
- g. Advance Financial management
- h. Computation of Duties and taxes like (GST, Reverse Charge from URD Dealer, TCS, TDS,)
- i. Payroll- (Employee, Employee Group, Unit (Work, Attendance/Production type, Pay Head, Salary Details)



## Tally Prime (Latest)

**DUR. - 3 MONTHS**

- Basic of Accounting
- Purchase & Sales
- Journal, Ledger, Trial Balance, Balance Sheet, Trading account, Profit & Loss Account
- Company Creation, Ledger Creation  
Voucher Entry, Inventory information (Godowns, Stock Groups, Unit of Measure, Stock Categories, Stock items), Bill wise details, Cost Centre & Cost Categories, Batch wise details, Budgets  
Different Actual billed quantity, Purchase Order & Sales Order, E-Commerce, M-Commerce, POS
- Taxation (GST), GSTR 1, GSTR 2 & 3 B Report
- Stock Management, (Stock Summary, Godown Summary Report)
- Outstanding Report, Cash/Bank Book Statement, Statutory Report



## Desk Top Publishing (DTP)

**DUR. - 3 MONTHS**

- Pagemaker 7.0- Page Alignment, Export, Place, Preference Paste Multiple, Page Design, Font Style, Leading, Frame Fills & Stroke, Group, Lock, Create Index etc.
- Photoshop CS3, CS6- Tools, Image Editing, Designing Photo Album, Filter Effect, Layers, Image Adjustment Merge Layers, Define Pattern, Brush, Transformation etc.
- Coral Draw - Page Design, Logo Design, Banner Design, Tools, Symbol, Export-Import, Colour Adjustment, Effect Power Clip, Convert to Curve, Print Setting (Colour Wise)



Pagemaker 7.0  
Page Layout



Photoshop



CorelDRAW  
Graphics Suite

# PROGRAMMING IN PYTHON



- Fundamental of Python
- Basic Elements of Python
- Input and Output Operation in Python
- Statements, Functions Class
- Mini Project

## DIGITAL MARKETING

**3 Months / Rs. 5,000**

### GRAPHICS DESIGN WITH CANVA:

- Graphics for Social Media
- Logo Design
- Flyers & Brouchers Design
- Invitation Cards
- Prospectus Design (PDF with Links)
- Basic Video Editing



**4 Months / Rs. 7,000**

### SOCIAL MEDIA MARKETING:

- Facebook Ads, Instagram Ads
- Twitter Ads, Youtube Ads
- Linkedin Ads
- Graphics Design with Canva
- SMO (Groups & Pages)
- Social Media Handling



**6 Months / Rs. 15,000**

### WEB DESIGN WITH WORDPRESS:

- Graphics Design with Canva
- Domain & Hosting
- Educational Website
- Personal Website
- Company Website
- E-Commerce Website
- Live Project
- 3 Months Internship and Mentorship Additional



**9 Months / Rs. 25,000**

### BLOGGING:

- Graphics Design with Canva
- Web Design with WordPress
- Google Analytics, SEO
- Google Adsense
- Google Webmaster
- Keyword Research
- Affiliate Marketing
- E-Mail Marketing
- 3 Months Internship and 6 Months Mentorship Additional



**12 Months / Rs. 30,000**

### DIGITAL MARKETING:

- Module of Graphics Design
- Module of Web Design
- Module of Blogging
- Module of SMM
- Some Digital Tools
- 6 Months Internship & Mentorship Additional



# OUR PROGRAMS

BUILD YOUR SKILLS. BUILD YOUR FUTURE.



## Programming in C & C++

- Basic Introduction
- Basic elements of C, C++
- Input and output operation in C, C++
- Statements, Array, Functions, Pointer, String, Structure & OOPs
- File Handling, Exception Handling
- Template Classes, Mini Project



## Core Java Programming

- Basic for Java, Introduction
- Basic elements of Java
- Input and output operation in Java
- Statements, Data types, OOPs
- File Handling, (I/O Streams)
- Exception Handling, AWT and
- Event Handling, JDBC, Mini Project

ORACLE



## ORACLE SQL

- Introduction, Structure Query Language (SQL)
- Data Definition Language (DDL)
- Data Manipulation Language (DML)
- Date Query Language, Joins,
- Database objects, Constraints, Subqueries.

*Join us for 100%  
Success & Bright Future*





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## Registration & Certification



  
GOVERNMENT OF INDIA  
MINISTRY OF CORPORATE AFFAIRS  
Central Registration Centre  
Certificate of Incorporation

[Pursuant to sub-section (2) of section 7 and sub-section (1) of section 8 of the Companies Act, 2013 (18 of 2013) and rule 18 of the Companies (Incorporation) Rules, 2014]

I hereby certify that AMBD INFOTECH PRIVATE LIMITED is incorporated on this EIGHTH day of OCTOBER TWO THOUSAND TWENTY FOUR under the Companies Act, 2013 (18 of 2013) and that the company is Company limited by shares

The Corporate Identity Number of the company is U85307BR2024PTC071771  
The Permanent Account Number (PAN) of the company is ABBCA4867E\*  
The Tax Deduction and Collection Account Number (TAN) of the company is PTNA11892G\*

Given under my hand at Manesar this EIGHTH day of OCTOBER TWO THOUSAND TWENTY FOUR

Digitally signed by  
DS MINISTRY OF CORPORATE  
AFFAIRS, CH. MANESAR 1  
Date: 2024.10.08 17:14:16 IST

PRAMOD KUMAR  
Assistant Registrar of Companies/ Deputy Registrar of Companies/ Registrar of Companies  
For and on behalf of the Jurisdictional Registrar of Companies  
Registrar of Companies  
Central Registration Centre

Disclaimer: This certificate only evidences incorporation of the company on the basis of documents and declarations of the applicant(s). This certificate is neither a license nor permission to conduct business or solicit deposits or funds from public. Permission of sector regulator is necessary wherever required. Registration status and other details of the company can be verified on mca.gov.in

Mailing Address as per record available in Registrar of Companies office:  
AMBD INFOTECH PRIVATE LIMITED  
At Mahavir Tola, Arrah Urban-1, Arrah, Babura, Koilwar, Bhojpur- 802163, Bihar  
\*as issued by Income tax Department

  
**Certificate Of Compliance**

This is to Certify that the Management System of the

**AMBD INFOTECH PRIVATE LIMITED**  
AT MAHAVIR TOLA LIC BUILDING ARA, BHOJPUR, BIHAR- 802301, INDIA

has been independently assessed and confirmed to be in accordance with the requirements of the standard mentioned below

**ISO 9001:2015**

This Certificate is Valid for the following scope  
"PROVIDING SERVICES IN COACHING INSTITUTE AND STUDY CENTRAL WHERE, THE COACHING PROVIDING IN THE FIELD OF PROFESSIONAL & VOCATIONAL, SKILL EDUCATION COURSES AND INTERNATIONAL LANGUAGE COURSES"

Certificate Number: Q2A-2025-0514780631  
Initial Registration Date: 14-MAY-2025  
Certificate Issue Date: 14-MAY-2025  
1st Surveillance on or before: MAY-2026  
2nd Surveillance on or before: MAY-2027  
Valid & Until: 13-MAY-2028

Auth. Sig.

Certification Board

\*Validity Of the Certificate is Subject to Successful Completion of surveillance audits on or before of due date. In case surveillance is not allowed to be conducted, this certificate shall be suspended/cancelled. Further clarification regarding the scope of this certificate and the applicability of standard may be obtained by consulting the organization. This Certificate remains property of Q2ACB-UK and must be returned on request. Q2ACB-UK is an independent system product and personal assessment body. In case of complaint, clarification & surveillance details and verify certificate write- info@q2acbk, visit- http://certificateq2acbk/or scan QR code, Q2ACB-UK, Office: 907-Frederick Street Kings Cross London WC1X 0NY United Kingdom

### Sample Certificate

  
**TALLY ACADEMY**  
COMPUTER EDUCATION  
AN ISO 9001:2015 CERTIFIED COMPANY

SI. No. TAC/2301  
Registration No. 26342401

## Certificate/Diploma

### Of Course Completion

This Certificate is Awarded to Alok Kumar

Father's Name Raghuveer Shaw

On Successful Completion of the Course Advanced Diploma in Computer Application (ADCA)

from our Study Centre Tally Academy, Mahavir Tola, Ara, (Bihar)

Centre Code 26342301 of Duration 12 Months in Feb. 2024

and has Procured the Grade A On the recommendation of the board of examiners.

Date of Issue: **15-Apr-2024**  
Certified By: Tally Academy  
1<sup>st</sup> & 2<sup>nd</sup> Floor, LIC Building, Near Indian Bank, Mahavir Tola, Arrah, Bihar 802301.

Authorised Signatory

  
**TALLY ACADEMY**  
COMPUTER EDUCATION  
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SI. No. TAC/2301  
Registration No. 26342401

## Grade Card / Result Sheet

### CANDIDATES DETAILS

Mr./Ms./Mrs. : Alok Kumar  
Mother's Name : Lalti Devi  
Father's Name : Raghuveer Shaw  
Date Of Birth : 10-03-1996  
Course Name : Advanced Diploma in Computer Application (ADCA)  
Duration : 12 Months  
Study Centre : Tally Academy, Mahavir Tola, Ara, (Bihar)  
Centre Code : 26342301

### MODULES COVERED

M1 DCA : Fundamental of Computer, MS-Windows 7/8/10/11, MS-Word, MS-Excel, MS-Power Point, MS-Access, Internet, Multimedia, HTML, System Maintenance, Networking.  
M2 CFA : Fundamental of Accounting, Financial Accounting Tally Prime, Trading Organization, Final Accounts & Taxation in Tally Prime Accounting Software.  
M3 DTP : Adobe PageMaker, Adobe Photoshop, CorelDraw  
M4 : Assignment Project on Tally Digital Studio Work Printing Work  
Your Performance in the examination is as below:

| Exam                | Full Marks | Pass Marks | Marks Obtained |
|---------------------|------------|------------|----------------|
| Written             | 100        | 40         | 82             |
| Practical           | 100        | 40         | 83             |
| Assignment/ Project | 100        | 40         | 81             |
| Viva                | 100        | 40         | 82             |
| Total               | 400        | 160        | 328            |

**\*Overall Percentage : 82 %** **\*\*Performance : Very Good**

| Performance  | Marks Range  | Grade |
|--------------|--------------|-------|
| Excellent    | (85% - 100%) | A++   |
| Very Good    | (75% - 84%)  | A+    |
| Good         | (65% - 74%)  | A     |
| Satisfactory | (40% - 64%)  | B     |
| Failure      | (Below 40%)  | F     |

Date of Issue: **15-Apr-2024**  
Certified By: Tally Academy  
1<sup>st</sup> & 2<sup>nd</sup> Floor, LIC Building, Near Indian Bank, Mahavir Tola, Arrah, Bihar 802301.

Authorised Signatory