

Completion Report
of
The Accounting Training (Non-Credit Course)
Held on 2081/01/17 to 2081/02/17

General Background

‘The Accounting Training’ was a 48 hours non-credit course designed to equip Bachelor’s and Master’s level students of Business Studies with hands-on, practical accounting skills that directly complemented the theoretical foundations provided by the Faculty of Management, Tribhuvan University that align with the objective of developing competent accountants for any sector, the course covered essential topics such as bookkeeping, preparation of financial statements, basic VAT and TDS procedures, and the use of MS Excell and Talley software for professional accounting practice. Guided by experienced CA and accounting practitioners, learners not only gained in-depth knowledge of everyday financial operation but also benefitted from a robust, practice-oriented approach that addressed real-world challenges. The training necessitated a well-equipped computer lab for interactive sessions; ensuring students can seamlessly apply learned concepts to practical scenarios. Ultimately, this program bridged the gap between job market demands and academic proficiency enhancing graduates’ employability and enabling them to thrive in Nepal’s competitive labour market.

Objectives

The course was specially designed for the students of Bachelor’s and Master’s of Business Studies to meet the program objectives of Faculty of Management, T.U. ie to develop students into competent accountant for any sector of organized activity.

The course was based on practical accounting treatment of regular financial activities of business entity. It included procedure of Book Keeping, preparation of Financial Statements, Basic knowledge of VAT and TDS as well as common use of MS Excell and Tally for accounting.

The course specially attempted to:

- Equip the students with the required practical and conceptual knowledge of Accounting.
- Develop knowledge of handling MS Excel independently.
- Develop knowledge of handling business accounting software ‘Talley’ as a professional.
- Enhance the career of the students as professional accountants of the business entity.

Detail Schedule

Date	Topics
2081/01/17	Concept of Accounting
2081/01/18- 2081/01/23	Preparation of Voucher and Ledger
2081/01/24	VAT record and Its Requirements under VAT Act, Regulations
2081/01/25	Tax Deduction of Source (TDS) Rules and Procedures
2081/01/26	Use of Excel Spreadsheet in Accounting and Preparation of Financial Statement
2081/01/27- 2081/02/06	Practical
2081/02/07	Preparation of Financial Statements
2081/02/08	Environmental Taxes
2081/02/08- 2081/02/14	Talley Accounting Software
2081/02/17	Closing Session

Methodology

The training was conducted in person by the trainer, Chartered Accountant (CA), Nabin Bhatta. Very few conceptual lectures were managed and more practical approaches were conducted by the trainer in order to develop the accounting skills of the participant trainees. In person instruction to person to person for the given task was provided to the students, trainees. Instead of instruction and practical, the trainer provided assignments to the trainees and there was regular examination and evaluation in the course duration. It was a productive training period as the effective implementation of integrated approach of lecture, instruction, practicum, assignment, examination and evaluation.

Resource Person/Trainer

The training was conducted by the Chartered Accountant (CA), Nabin Bhatta. He was assisted by the faculties who are teaching Accounting subject at this campus in Bachelor's and Master's level.

Conclusion

The Accounting Training conducted by the Faculty of Management of Koteshwor Multiple Campus could address the demand of management students as they needed to develop their accounting knowledge and skills to compete the job market. It was very effective as it developed the confidence of the students who are reading Business Studies at Bachelor's Level at Koteshwor Multiple Campus. The training was helpful to fulfill the requirements of the curriculum of the university as mentioned in the syllabus. It could strengthen the management capacity of the students and helped them to read and do the faculty related jobs in the part time in

market. The training was thus completed successfully by meeting its objectives as mentioned in the curriculum objectives.

Recommendation

The Accounting Training conducted by this campus was successfully completed. It was felt that the campus should conduct such training and reach to all level students as it became very effective for their job careers after the completion of university course. The administration should organize other related courses in addition to the accounting training. It can also be recommended that if the training is conducted in the blended mode (both in person and online) the students' enrollment would be more as they should not feel any burden of managing their class assignment time and such training time.

Annex 1.2.3 Attendance



Kotesworn
MULTIPLE CAMPUS
(affiliated to Tribhuvan University)

Professional Accounting Training

Attendance Sheet (Third Year)

S.N.	Name	17101	17118	17119	17120	17121	17122	17123	17124	17125
1	Ambika karki	ambika	ambika	ambika	ambika	ambika	ambika	ambika	ambika	ambika
2	Anil Dahal	Anil	Anil	Anil	Anil	Anil	Anil	Anil	Anil	Anil
3	Anita devi katwal	Anita	Anita	Anita	Anita	Anita	Anita	Anita	Anita	Anita
4	Bal kumari panday	Bal	Bal	Bal	Bal	Bal	Bal	Bal	Bal	Bal
5	Bidhan shrestha	Bidhan	Bidhan	Bidhan	Bidhan	Bidhan	Bidhan	Bidhan	Bidhan	Bidhan
6	Chandra Raj acharya	Chandra	Chandra	Chandra	Chandra	Chandra	Chandra	Chandra	Chandra	Chandra
7	Dhirendra Kumar singh	Dhirendra	Dhirendra	Dhirendra	Dhirendra	Dhirendra	Dhirendra	Dhirendra	Dhirendra	Dhirendra
8	Dinesh Bhatt	Dinesh	Dinesh	Dinesh	Dinesh	Dinesh	Dinesh	Dinesh	Dinesh	Dinesh
9	Ganesh upadhyay	Ganesh	Ganesh	Ganesh	Ganesh	Ganesh	Ganesh	Ganesh	Ganesh	Ganesh
10	Ganga Belbase	Ganga	Ganga	Ganga	Ganga	Ganga	Ganga	Ganga	Ganga	Ganga
11	Gayatri kumari	Gayatri	Gayatri	Gayatri	Gayatri	Gayatri	Gayatri	Gayatri	Gayatri	Gayatri
12	Kamal gautam	Kamal	Kamal	Kamal	Kamal	Kamal	Kamal	Kamal	Kamal	Kamal
13	Karna bahadur lama	Karna	Karna	Karna	Karna	Karna	Karna	Karna	Karna	Karna
14	Maya shrestha	Maya	Maya	Maya	Maya	Maya	Maya	Maya	Maya	Maya
15	Piyush subedi	Piyush	Piyush	Piyush	Piyush	Piyush	Piyush	Piyush	Piyush	Piyush
16	Pratik parajuli	Pratik	Pratik	Pratik	Pratik	Pratik	Pratik	Pratik	Pratik	Pratik
17	Purushottam Timalsina	Purushottam	Purushottam	Purushottam	Purushottam	Purushottam	Purushottam	Purushottam	Purushottam	Purushottam
18	Rasila Rishi	Rasila	Rasila	Rasila	Rasila	Rasila	Rasila	Rasila	Rasila	Rasila
19	Sabina Karki	Sabina	Sabina	Sabina	Sabina	Sabina	Sabina	Sabina	Sabina	Sabina
20	Sabina khadka	Sabina	Sabina	Sabina	Sabina	Sabina	Sabina	Sabina	Sabina	Sabina
21	Santosh Lohar	Santosh	Santosh	Santosh	Santosh	Santosh	Santosh	Santosh	Santosh	Santosh
22	Sapana Timalsina	Sapana	Sapana	Sapana	Sapana	Sapana	Sapana	Sapana	Sapana	Sapana
23	Sarada bhandari	Sarada	Sarada	Sarada	Sarada	Sarada	Sarada	Sarada	Sarada	Sarada
24	Saraswati Basnet	Saraswati	Saraswati	Saraswati	Saraswati	Saraswati	Saraswati	Saraswati	Saraswati	Saraswati
25	Saraswati lamichhane	Saraswati	Saraswati	Saraswati	Saraswati	Saraswati	Saraswati	Saraswati	Saraswati	Saraswati
26	Sharada bohora	Sharada	Sharada	Sharada	Sharada	Sharada	Sharada	Sharada	Sharada	Sharada
27	Shirjana Nepa	Shirjana	Shirjana	Shirjana	Shirjana	Shirjana	Shirjana	Shirjana	Shirjana	Shirjana
28	Shree tirtha raj bir bikram shahit	Shree	Shree	Shree	Shree	Shree	Shree	Shree	Shree	Shree
29	Sirjana Bhattarai	Sirjana	Sirjana	Sirjana	Sirjana	Sirjana	Sirjana	Sirjana	Sirjana	Sirjana

30. Manoj Samreg
31. Asmita Ppakuvel
32. Anish a.himani

Expert



3

Professional Accounting Training
Attendance Sheet (Third Year)

S.N.	Name	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	11/27
30	Sobha Dhakal	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.		
31	Sunita Budhathoki	Sunita	Sunita	Sunita	Sunita	Sunita	Sunita	Sunita	Sunita	Sunita		
32	Sunita Upreti	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.		
33	Tulashi Bikram Karki	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.		
34	Uddhab Ghising	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.		
35	Unish Rai	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.		
36	Yasoda Shiwakoti	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.		
37	Kabiraj Shrestha	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.		
38	Raksha Khadka	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.		
39	Grishma Bhattarai	Grishma	Grishma	Grishma	Grishma	Grishma	Grishma	Grishma	Grishma	Grishma		
42	Rima Karki	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.		
43	Nikita Poudel	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.		
44	Asmita Chaulagain	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.		
45	Susmita Rai	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.		
46	Kajhana Khanal	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.		
47	Raj Chaudhary	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.		
48	Nabin Rai	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.		
49	Sujina Neupane	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.		
50	Deepa Lamsal	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.		
51	Kabiraj Shrestha	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.		
52	Anila Dahal	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.		
53	Sara Thapa	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.		
54	Susmita Rai	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.		
55	Anil Shrestha	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.		
56	Asmita Chaulagain	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.	Shag.		

57. Prapti Budhathoki
58. Bhawana Thapa
59. Sachin Chaudhary

Expert

[illegible]

Avana Parlyar (Jus Bil) Avana
Avana Parlyar " " Avana

Manishq Adhikari	Ritika Adhikari	Expert
Arjun Nepal	Anel Anel	



BBS Second Year (Old)

Expert

Professional Accounting Training (~~Professional~~)

Attendance Sheet (Third Year)

S.N.	Name
30	Sobha Dhakal
31	Sunita Budhathoki
32	Sunita Upreti
33	Tulashi Bikram Karki
34	Uddhab Ghising
35	Unish Rai
36	Yasoda Shiwakoti
37	Kabi Raj Shrestha
38	Raksha Khadka
39	Garishma Bhattarai
42	Rima Karki
43	Nikita Poudel
44	Asmita Chaulagain
45	Susmita Rai
46	Kalpana Khanal
47	Raj Chaudhary
48	Nabin Rai
49	Sujina Neupane
50	Deepa Lamsal
51	Sirij Thapa
52	Ash Shrestha
53	Bapti Budhathoki
54	Shrawan Thapa
55	
56	

Professional Accounting Training

Attendance Sheet (Third Year)

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Manoj Sanjel

Asmita Pyakarel



Professional Accounting Training (Practical)

Attendance Sheet (Third Year)

S.N.	Name	1/27	1/28	1/29	2/01	2/02	2/03	2/04	2/06
1	Ambika karki	p	p	p	p	p	p	p	p
2	Anil Dahal	.	p	p	p	p	p	p	p
3	Anita devi katwal	p	p	p	p	p	p	p	p
4	Bal kumari panday	p	p	p	p	p	p	p	p
5	Bidhan shrestha	p	p	p	p	p	p	p	p
6	Chandra Raj acharya	p	p	p	p	p	p	p	p
7	Dhirendra Kumar singh	p	p	p	p	p	p	p	p
8	Dinesh Bhatt	.	p	p	p	p	p	p	p
9	Ganesh upadhayay	p	p	p	p	p	p	p	p
10	Ganga Belbase	p	p	p	p	p	p	p	p
11	Gayatri kumari	p	p	p	p	p	p	p	p
12	Kamal gautam	p	p	p	p	p	p	p	p
13	Karna bahadur lama	p	p	p	p	p	p	p	p
14	Maya shrestha	p	p	p	p	p	p	p	p
15	Piyush subedi	p	p	p	p	p	p	p	p
16	Pratik parajuli	p	p	p	p	p	p	p	p
17	Purushottam Timalisina	p	p	p	p	p	p	p	p
18	Rasila Risal	p	p	p	p	p	p	p	p
19	Sabina Karki	p	p	p	p	p	p	p	p
20	Sabina khadka	p	p	p	p	p	p	p	p
21	Santosh Lohar	p	p	p	p	p	p	p	p
22	Sapana Timalisina	p	p	p	p	p	p	p	p
23	Sarada bhandari	p	p	p	p	p	p	p	p
24	Saraswati Basnet	p	p	p	p	p	p	p	p
25	Saraswati lamichhane	p	p	p	p	p	p	p	p
26	Sharada bohora	p	p	p	p	p	p	p	p
27	Shirjana Thapa	p	p	p	p	p	p	p	p
28	Shree tirtha raj bir bikram shahi	p	p	p	p	p	p	p	p
29	Sirjana Bhattarai	p	p	p	p	p	p	p	p



Professional Accounting Training (Practical)

Attendance Sheet (Third Year)

S.N.	Name	1/27	1/28	1/29	2/01	2/02	2/03	2/04	2/16										
30	Sobha Dhakal	P	P	P	P	P	P	P	P										
31	Sunita Budhathoki	P	P	P	P	P	P	P	P										
32	Sunita Upreti	P	P	P	P	P	P	P	P										
33	Tulashi Bikram Karki	P	P	P	P	P	P	P	P										
34	Uddhab Ghising	P	P	P	P	P	P	P	P										
35	Unish Rai	P	P	P	P	P	P	P	P										
36	Yasoda Shiwakoti	P	P	P	P	P	P	P	P										
37	Kabi Raj Shrestha	P	P	P	P	P	P	P	P										
38	Raksha Khadka	P	P	P	P	P	P	P	P										
39	Garishma Bhattarai	P	P	P	P	P	P	P	P										
42	Rima Karki	P	P	P	P	P	P	P	P										
43	Nikita Poudel	P	P	P	P	P	P	P	P										
44	Asmita Chaulagain	P	P	P	P	P	P	P	P										
45	Susmita Rai	P	P	P	P	P	P	P	P										
46	Kalpana Khanal	P	P	P	P	P	P	P	P										
47	Raj Chaudhary	P	P	P	P	P	P	P	P										
48	Nabin Rai	P	P	P	P	P	P	P	P										
49	Sujina Neupane	P	P	P	P	P	P	P	P										
50	Deepa Lamsal	P	P	P	P	P	P	P	P										
51		P	P	P	P	P	P	P	P										
52		P	P	P	P	P	P	P	P										
53		P	P	P	P	P	P	P	P										
54		P	P	P	P	P	P	P	P										
55		P	P	P	P	P	P	P	P										
56		P	P	P	P	P	P	P	P										

Annex 1.2.5 Photos





