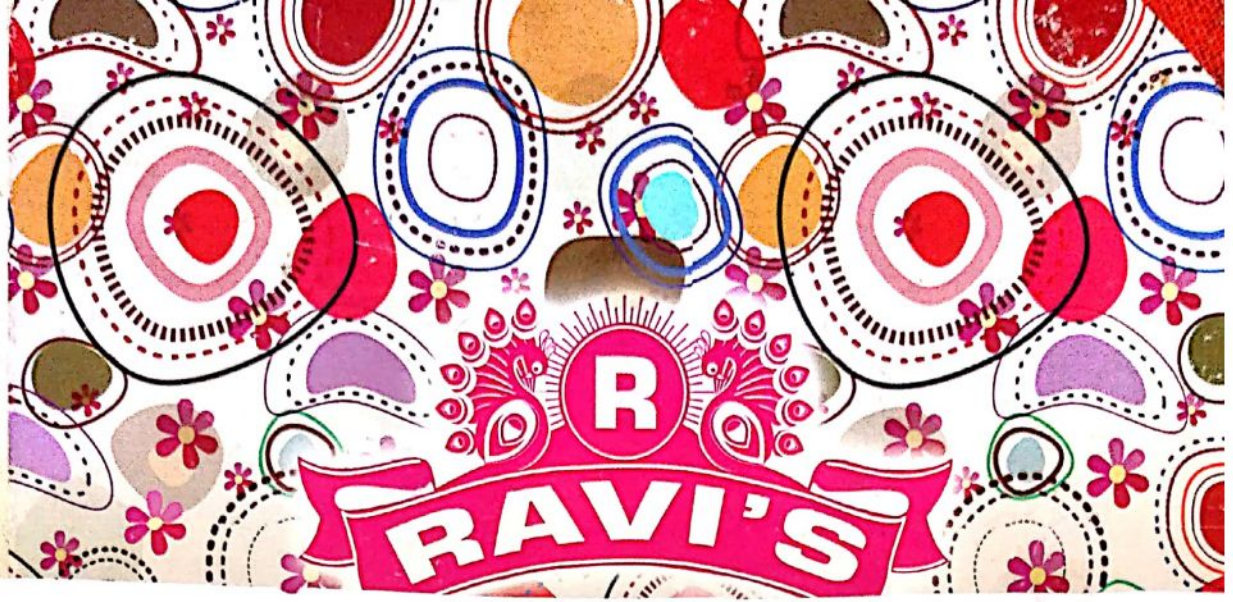




**Subharam Govt. Degree College  
Punganur, Chittoor District**



**Certificate Course Register  
Department of commerce**



# CERTIFICATE COURSE REGISTER.

TALLY

Department of Commerce.



2018 - 19

15

Certificate Course in

TALLY

Department: Commerce

Duration: 30 days

Teacher Name: M. Vijaya Sree

Time: 8-30 AM to 9-30 AM

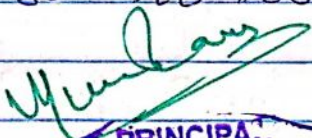
Lecturer in Commerce

Venue: lab computers

circular

Date: 31/8/2018

All the final year students of B.com are hereby informed that, the department of commerce is pleased to announce that the dept is conducting a certificate course in Tally from 1/9/2018 to 11/10/2018. Hence the final year students are requested to Enroll your names of Smt. M. Vijayasree, lecturer in commerce before 31/8/2018. The classes will be held in computer lab from 8.30 to 9.30 in the above mentioned date.

  
PRINCIPAL  
S.R. Govt. Degree College  
PUNGANUR-517247  
Chittoor District

M. Vijaya Sree  
Lecturer in charge



## course objectives:

- (1) Tally is an accounting package which is used for learning to maintain accounts
- (2) To help this course is useful for commerce students to get placement in different offices as well as companies in accounts department.
- (3) To helps SME's for accounting of bills, managing the inventory and complaines helping the clients to take day to day decisions based on the data.
- (4) It is Easy for them to create bills also using ERP9 which saves them some bucks on other ERP softwares.

## Learning Outcomes:

At the completion of the course the learner will be able to

1. Training on Tally ERP 9 and latest Tally prime.
2. How to create company in Tally.
3. Accounting basics like debit and credits that will help you understand and credits post Entries with confidence.
4. Learn to create ledger and alter ledger as well.



5. Voucher Entry.
6. Stock and inventory management in Tally.
7. Learn old taxation like VAT, CST, services tax as well, as those are still relevant.
8. Bill of materials (BOM)
9. Learn the procedure of TDS and TCS in
10. GST in Tally.
11. payroll in Tally.
12. Budget in Tally.
13. Bank reconciliation.

### SYLLABUS

Unit - I : Introduction - what is Tally - Gateway of Tally - how to create a company in Tally - creation of multiple Group procedure to display, alter and delete - various types of vouchers in Tally.

Unit - II : Tally inventory - inventory configuration in Tally - create - stock Groups Display a stock - Group - create stock unit of measure - create compound unit of measure.

Unit - III : GST - Introduction - features stock - Group - stock unit of measure - classification of GST - classification based on - SAC - import purchase under.

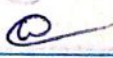
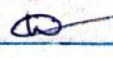


Unit - ~~IV~~ : TDS - features - create - ledgers for  
entering - create journal voucher -  
create - TDS Payment voucher in Tally

Unit - V : Payroll - features of Payroll - The  
procedure of enabling payroll - various  
steps to create - create Attendance  
vouchers create salaries - display  
and print of various pay roll -  
create payroll masters.

## Coverage of Syllabus and

### Time schedule

| S.No | Date     | Topic covered                             | Signature                                                                             |
|------|----------|-------------------------------------------|---------------------------------------------------------------------------------------|
|      | 1/9/2018 | Introduction                              |  |
|      | 4/9/18   | create a company                          |  |
|      | 5/9/18   | Gateway of Tally                          |  |
|      | 6/9/18   | creation of single group                  |  |
|      | 7/9/18   | creation of multiple group                |  |
|      | 10/9/18  | procedure to display, alter<br>and delete |  |
|      | 11/9/18  |                                           |                                                                                       |



|         |                                   |   |
|---------|-----------------------------------|---|
| 12/9/18 | Inventory in Tally                | o |
| 14/9/18 | Inventory Configuration           | o |
| 15/9/18 | Display a Stock Groups            | o |
| 17/9/18 | alter and delete a stock group    | o |
| 18/9/18 | create stock unit of measures     | o |
| 19/9/18 | GST Introduction                  | o |
| 20/9/18 | procedure of enabling             | o |
| 22/9/18 | features of GST                   | o |
| 24/9/18 | classification                    | o |
| 25/9/18 | enter on import purchase undergst | o |
| 26/9/18 | Enter an Export Sale              | o |
| 23/9/18 | TDS features                      | o |
| 28/9/18 | Entering TDS Transactions         | o |
| 29/9/18 | create Journal Vouchers for TDS   | o |
| 1/10/18 | TDS payment vouchers.             | o |
| 2/10/18 | create deducting TDS on payment   | o |



3/10/18 enter TDS on advance payment

4/10/18 features of payroll

5/10/18 procedure of enabling payroll

8/10/18 various steps to create payroll

9/10/18 creation of employee masters

10/10/18 create payroll vouchers

11/10/18 print of various payroll reports.

M. Vijayasree

*M. Vijayasree*

PRINCIPAL  
S.R. Govt. Degree College  
PUNGANUR-517247  
Chittoor District



## Attendance Register for the

Month of

2018

- 20 19

No of Days

Average Attendance

| S.No<br>పేరు | Name<br>పేరు      | 20 వ సంవత్సరము<br>September |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    | నెలతాలకు హాజరు పట్టి<br>October |    |    |    |    |    |    |    |    |    |    |    | Days Attended<br>హాజరు పట్టి |                 | Remarks<br>మార్కులు |
|--------------|-------------------|-----------------------------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|---------------------------------|----|----|----|----|----|----|----|----|----|----|----|------------------------------|-----------------|---------------------|
|              |                   | 1                           | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19                              | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31                           | Boys<br>పిల్లలు | Girls<br>పిల్లలు    |
| 1            | G. Ambedkar.      | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 2            | T. Bharath.       | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 3            | K. Damodhar.      | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 4            | O. Gangadhar.     | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 5            | O. Gauribabu.     | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 6            | T. Harresh.       | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 7            | B. Hariprasad.    | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 8            | B. Himadhar.      | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 9            | D. Hyderabad.     | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 10           | A. Kalyankumar.   | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 11           | T. Lokesh.        | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 12           | P. Manjunath.     | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 13           | Y. Haruthi.       | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 14           | G. Hounika.       | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 15           | V. Hounikrishna.  | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 16           | C. Narayanaswamy. | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 17           | R. Sankumar.      | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 18           | H. Sathesh.       | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 19           | B. Siva Sankar.   | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 20           | N. Sreelanth.     | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 21           | K. Venkatasadri.  | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 22           | N. Venkatesh.     | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 23           | K. Sankara.       | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 24           | A. Saravana.      | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 25           | D. Nagesh.        | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 26           | C. Sareesha.      | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 27           | D. Shilpa.        | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 28           | S. Shabana.       | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 29           | P. Hubeenstaj.    | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 30           | G. Hounika.       | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 31           | A. Navya.         | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 32           | T. prathyesha.    | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 33           | B. Rupa.          | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |
| 34           | T. Saisunthala.   | /                           | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                               | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                            | /               |                     |

Govt. Degree College  
Chittoor District  
Chittoor



2019 - 20

21

certificate course in

TALLY

Department :- Commerce

Duration :- 30 day

Teacher name : M. Vijaya Sree

Time :- 8 to 9 AM.

lecturer in commerce

Venue :- lab computer

Circular

Date :-

All the final year students of B.com are hereby informed that, the Department of commerce is pleased to announce that the dept is conducting a certificate course in TALLY from 11/12/19 to 09/1/20. Hence the final year students are requested to enroll your names of smt. M. Vijaya Sree, lecturer in commerce before 25/11/2019. The classes will be held in computer lab from 8 AM to 9 AM in the above mentioned date.

PRINCIPAL  
S.R. Govt. Degree College  
PUNGANUR-517247  
Chittoor District

M. Vijaya Sree  
Lecturer in charge.



## course objectives :-

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3. To help SME's for accounting of bills, managing the inventory and compliances based helping the clients to take day to day decision based on the data.
4. It is easy for them to create bills also using erp, which saves them some bucks on other erp softwares.

## Learning outcomes :-

At the completion of the course the learner will be able to.

1. Training on Tally ERP 9 and latest Tally prime
2. How to create company in Tally.
3. Accounting basics like debits and credits that will help you understand and post entries with confidence.
4. Learn to create ledger and alter ledger as well.
5. Voucher entry.
6. Stock and inventory management in Tally.
7. Learn old taxation like VAT, CST, service tax as well as those are still relevant.
8. Bill of materials BOM.
9. Learn the procedure of TDS and TCS in
10. GST in Tally.
11. Payroll in Tally.
12. Budget in Tally.
13. Bank reconciliation.



## SYLLABUS

**UNIT - I** :- Introduction - What is Tally - Gateway of Tally - How to create a company in Tally - creation of multiple group - procedure to display, alter and delete various types of vouchers in Tally.

**UNIT - II** :- Tally inventory - inventory configuration in Tally - create stock groups - display a stock group - create stock unit of measure

**UNIT - III** :- GST - Introduction - features - stock group - stock unit of measure classification of GST - classification based on SAC - import purchase under

**UNIT - IV** :- TDS - features - create ledgers for entering - create journal voucher - create TDS payment voucher in Tally - create deducting - How to enable service tax in Tally.

**UNIT - V** :- payroll - features of payroll - The procedure of enabling payroll - various steps to create salaries - display and print of various payroll - create payroll masters.



## Coverage of Syllabus and Time Schedule

| S.No. | Date     | Topic covered                          | Signature |
|-------|----------|----------------------------------------|-----------|
|       | 1/12/19  | Introduction                           |           |
|       | 4/12/19  | Gate way of Tally                      |           |
|       | 5/12/19  | Create a company                       |           |
|       | 6/12/19  | creation of single Group               |           |
|       | 8/12/19  | Creation of multiple Group             |           |
|       | 10/12/19 | procedure to display, alter and delete |           |
|       | 11/12/19 | Inventory in Tally                     |           |
|       | 12/12/19 | Inventory Configuration                |           |
|       | 13/12/19 | ➤ Create stock Groups                  |           |
|       | 14/12/19 | ➤ Display a stock Groups               |           |
|       | 15/12/19 | alter and delete a stock group         |           |
|       | 17/12/19 | create stock unit of measures          |           |



|          |                                       |  |
|----------|---------------------------------------|--|
| 18/12/19 | GST Introduction                      |  |
| 19/12/19 | procedure of Enabling                 |  |
| 20/12/19 | features of GST                       |  |
| 21/12/19 | Classification                        |  |
| 22/12/19 | Enter an import purchase<br>under GST |  |
| 24/12/19 | Enter an export sale                  |  |
| 26/12/19 | TDS features                          |  |
| 27/12/19 | Entering TDS transactions             |  |
| 28/12/19 | create Journal vouchers<br>for TDS    |  |
| 29/12/19 | TDS payment vouchers                  |  |
| 31/12/19 | create deducting TDS on payment       |  |
| 1/1/20   | enter TDS on advance payment          |  |
| 2/1/20   | features of payroll                   |  |
| 3/1/20   | procedure of Enabling payroll         |  |
| 4/1/20   | various steps to create payroll       |  |



|        |                                  |
|--------|----------------------------------|
| 5/1/20 | Creation of Employee masters     |
| 7/1/20 | create payroll vouchers          |
| 8/1/20 | print of various payroll reports |
| 9/1/20 |                                  |

H. Vijayasree

PRINCIPAL  
S.R. Govt. Degree College  
PUNGANUR-517241  
Chittoor District



# December 10

## Attendance Register for the

# January

## Month of 2019 - 2020

No. of Days of School Holiday

Average Attendance Percentage

| S.No<br>పాఠశాల<br>సం.                                                                                                                                                                 | Name<br>పేరు      | 20 వ సంవత్సరము |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    | నెలతొలూకు హాజరు పట్టి |    |    |    |    |    |    |    |    |    |    |    |    |    |                 |                  |  | Days Attended<br>హాజరు ఉన్న రోజులు |  | Remarks<br>మార్పులు |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|-----------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|-----------------|------------------|--|------------------------------------|--|---------------------|
|                                                                                                                                                                                       |                   | 1              | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18                    | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | Boys<br>పిల్లలు | Girls<br>పిల్లలు |  |                                    |  |                     |
| 1                                                                                                                                                                                     | T. Vijay Kumar    | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 2                                                                                                                                                                                     | G. Sudharshan     | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 3                                                                                                                                                                                     | T. Vinay          | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 4                                                                                                                                                                                     | T. Nagaraja       | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 5                                                                                                                                                                                     | G. Bhaskar        | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 6                                                                                                                                                                                     | O. Madhu          | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 7                                                                                                                                                                                     | K. Prudhvi        | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 8                                                                                                                                                                                     | K. Naveen Kumar   | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 9                                                                                                                                                                                     | G. Sagar Reddy    | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 10                                                                                                                                                                                    | Y. Sunil Kumar    | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 11                                                                                                                                                                                    | V. Venkateswaram  | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 12                                                                                                                                                                                    | N. Tanakiram      | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 13                                                                                                                                                                                    | H. Sreedhar       | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 14                                                                                                                                                                                    | Y. Surendra       | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 15                                                                                                                                                                                    | H. Sathish        | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 16                                                                                                                                                                                    | G. Sreekanth      | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 17                                                                                                                                                                                    | G. Muniraja       | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 18                                                                                                                                                                                    | S. Bhanuprasad    | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 19                                                                                                                                                                                    | G. Reddy Naveen   | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 20                                                                                                                                                                                    | K. Dilip Kumar    | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 21                                                                                                                                                                                    | T. Naveen         | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 22                                                                                                                                                                                    | Y. Sunil          | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 23                                                                                                                                                                                    | T. Sathish        | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 24                                                                                                                                                                                    | S. Surendra       | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 25                                                                                                                                                                                    | P. Bhaskar Prasad | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 26                                                                                                                                                                                    | C. Manjunath      | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 27                                                                                                                                                                                    | T. Divya          | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 28                                                                                                                                                                                    | P. Tejasvi        | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 29                                                                                                                                                                                    | H. Hemavathi      | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 30                                                                                                                                                                                    | A. Sravani        | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| 31                                                                                                                                                                                    | A. Komala         | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /  | /  | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /               | /                |  |                                    |  |                     |
| <div><br/>PRINCIPAL<br/>S.P. Govt. Degree College<br/>PUNGANUR-517247<br/>Nellore District</div> |                   |                |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |                       |    |    |    |    |    |    |    |    |    |    |    |    |    |                 |                  |  |                                    |  |                     |

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2020 - 21

35

Certificate course in  
TALLY

Department :- Commerce Duration :- 30 days

Teacher Name :- M. Vijayasree Time :- 8.00 Am to 9.30 Am

Lecturer in commerce Venue :- Lab (computer)

circular

date :- 02/11/2020

All the final year students of Bcom are hereby informed that, the department of commerce is pleased to announce that the dept is conducting a certificate course in "TALLY" from 03/11/2020 to 21/12/2020. Hence the final year students are requested to enroll your names of Smt. M. Vijayasree, Lecturer in commerce before 2/11/20. The classes will be held in computer lab from 8.00 Am to 9.30 Am in the above mentioned date.

M. Vijayasree

Lecturer in charge.

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Chittoor District



### Course objectives :-

- (1) Tally is an accounting package which is used for learning to maintain accounts.
- (2) To help this course is useful for commerce students to get placements in different offices as well as companies in Accounts departments.
- (3) To help SME'S for accounting of bills, managing the inventory and compliances helping the clients to take day to day decisions based on the data.
- (4) It is easy for them to create bills also using ERP9 which saves them some bucks on other ERP softwares.

### Learning outcomes :-

At the completion of the course the learner will be able to:

1. Training on Tally ERP 9 and latest tallyprime
2. How to create company in Tally
3. Accounting basics like debits and credits that will help you understand and post entries with confidence.
4. Learn to create ledger and alter ledger as well.
5. Voucher entry
6. Stock and inventory management in Tally
7. Learn old taxation like VAT, CST, service tax as well. As those are still relevant.
8. Bill of materials (BOM) -
9. Learn the procedure of TDS and TCS in
10. GST in Tally
11. Payroll in Tally
12. Budget in Tally
13. Bank reconciliation



## SYLLABUS

**UNIT - I :** Introduction - what is Tally - Gateway of Tally - How to create a company in Tally - Creation of multiple Group - procedure to Display, alter and delete - Various types of vouchers in Tally -

**UNIT - II :** Tally inventory - inventory configuration in Tally - Create stock Groups - Display a stock Group - Create stock unit of measure - create Compound unit of measure -

**UNIT - III :** GST - Introduction - Features - stock Group - stock unit of measure - classification of GST - classification based on SAC - import purchase under -

**UNIT - IV :** TDS - features - Create ledgers for entering - create journal voucher - create TDS payment voucher in Tally - create deducting - How to enable Service tax in Tally.

**UNIT - V :** payroll - features of payroll - the procedure of enabling payroll - various steps to create - Create Attendance vouchers - Create salaries - display and print of various payroll - create payroll masters

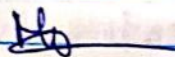
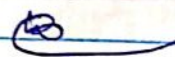
J. Krishna Murthy  
Lecturer - M - Chem.

Principal  
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## Coverage of syllabus and

### - Time schedule

| S.No | date       | Topic Covered                          | Signature                                                                             |
|------|------------|----------------------------------------|---------------------------------------------------------------------------------------|
|      | 3/1/2021   | Introduction                           |    |
|      | 4/1/2021   | Gateway of Tally                       |   |
|      | 5/1/2021   | Create a Company                       |  |
|      | 6/1/2021   | Creation of single Group               |  |
|      | 7/1/2021   | Creation of multiple Group             |  |
|      | 9/1/2021   | procedure to display, alter and delete |  |
|      | 10/1/2021  | Inventory in Tally                     |  |
|      | 11/1/2021  | inventory configuration                |  |
|      | 12/1/2021  | create stock Groups                    |  |
|      | 01/12/2021 | Display a stock group                  |  |
|      | 02/12/2021 | alter and delete a stock group         |  |



|     |            |                                    |   |
|-----|------------|------------------------------------|---|
|     | 03/12/2021 | create stock unit of measure       | ✓ |
| iii | 04/12/2021 | GST introduction                   | ✓ |
|     | 05/12/2021 | procedure of enabling              | ✓ |
|     | 07/12/2021 | Features of Gst                    | ✓ |
|     | 08/12/2021 | classification                     | ✓ |
|     | 09/12/2021 | enter an import purchase under gst | ✓ |
|     | 10/12/2021 | enter an export sale               | ✓ |
| iv  | 11/12/2021 | TDS features                       | ✓ |
|     | 12/12/2021 | Entering TDS Transactions          | ✓ |
|     | 14/12/2021 | create journal voucher for TDS     | ✓ |
|     | 15/12/2021 | TDS payment voucher                | ✓ |
|     | 16/12/2021 | Create deducting TDS on payment    | ✓ |
|     | 17/12/2021 | enter TDS on advance payment       | ✓ |
| 5   | 18/12/2021 | Features of payroll                | ✓ |
|     | 19/12/2021 | procedure of enabling payroll      | ✓ |
|     | 21/12/2021 | various steps to create payroll    | ✓ |



|            |                                   |                                                                                     |
|------------|-----------------------------------|-------------------------------------------------------------------------------------|
| 22/12/2021 | creation of employee masters      |  |
| 23/12/2021 | create payroll vouchers           |  |
| 24/12/2021 | print of various payroll reports. |  |

*Leader in charge.*

*H. Vijayaraj*  
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*[Signature]*  
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## Attendance Register for the

From November 20 December . Time 8-30 to 10 AM.  
Month of - 2021

No of Days రోజుల సంఖ్య

Average Attendance సగటు హాజరు

| S.No<br>వరుస<br>నెం. | Name<br>పేరు     | 20 వ సంవత్సరము |   |   |   |   |   |          |   |   |   |   |   | నెలతొలూకు హాజరు పట్టి |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | Days Attended<br>పోల్గిన రోజులు |                 | Remarks<br>మార్పులు |
|----------------------|------------------|----------------|---|---|---|---|---|----------|---|---|---|---|---|-----------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---------------------------------|-----------------|---------------------|
|                      |                  | November       |   |   |   |   |   | December |   |   |   |   |   | 14                    | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31                              | Boys<br>పిల్లలు | Girls<br>కన్యలు     |
| 1                    | S. Ahammadvalli  | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 27                              |                 |                     |
| 2                    | Y. Amaramath     | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 28                              |                 |                     |
| 3                    | S. Apsara        | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 27                              |                 |                     |
| 4                    | A. Arshiya       | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 28                              |                 |                     |
| 5                    | B. Anurag        | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 27                              |                 |                     |
| 6                    | T. Ganesh        | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 27                              |                 |                     |
| 7                    | J. Gayatri       | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 30                              |                 |                     |
| 8                    | T. Gayathri      | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 30                              |                 |                     |
| 9                    | M. Geetha        | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 30                              |                 |                     |
| 10                   | S. Hareesh Reddy | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 30                              |                 |                     |
| 11                   | K. Hareesh       | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 28                              |                 |                     |
| 12                   | J. Hemanth       | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 28                              |                 |                     |
| 13                   | L. Hemasundar    | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 29                              |                 |                     |
| 14                   | S. Inran         | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 28                              |                 |                     |
| 15                   | T. Kogava        | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 28                              |                 |                     |
| 16                   | G. Kishorekumar  | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 29                              |                 |                     |
| 17                   | G. Kishorekumar  | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 23                              |                 |                     |
| 18                   | J. Nageswari     | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 28                              |                 |                     |
| 19                   | P. Ravankumar    | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 26                              |                 |                     |
| 20                   | B. Purushottam   | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 26                              |                 |                     |
| 21                   | G. Raghuvamsi    | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 30                              |                 |                     |
| 22                   | C. Rajesh        | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 28                              |                 |                     |
| 23                   | K. Rajesh Reddy  | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 30                              |                 |                     |
| 24                   | C. Ramu          | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 30                              |                 |                     |
| 25                   | K. Revanth Kumar | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 27                              |                 |                     |
| 26                   | B. Sai Ganesh    | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 25                              |                 |                     |
| 27                   | K. Sharada       | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 30                              |                 |                     |
| 28                   | P. Sravani       | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 30                              |                 |                     |
| 29                   | S. Tasmiya       | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 25                              |                 |                     |
| 30                   | V. Vinod         | /              | / | / | / | / | / | /        | / | / | / | / | / | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | 27                              |                 |                     |

H. Vijaya Sree

PRINCIPAL  
S.R. Govt. Degree College  
PUNGANUR-517247  
Chittoor District



2021-2022

47

Certificate course in

TALLY

Department Commerce

Duration: 30 days

Time: 8:30 AM.

Teacher Name: M. vijaya sree

Venue: Lab

Lecturer in Commerce

[Computer]

Circular

Date: 30/11/21

All the final year Students of B.Com are here by informed that, the Department of Commerce is pleased to announce that the dept is conducting a Certificate Course in "TALLY" from 1/12/2021 to 31/12/21. Hence the final year Students are requested to Enroll your names of Smt. M. vijayasree, Lecturer in Commerce before 1/11/2021. The classes will be held in Computer Lab from 8:00 AM to 9:30 AM in the above mentioned date.

M. Vijayasree

Lecturer in charge

PRINCIPAL  
S.R. Govt. Degree College  
PUNGANUR-517247  
Chittoor District



## Course Objectives :

1. Tally is an accounting package which is used for learning to maintain Accounts.
2. To Help This Course is usefull for Commence Students to get placements in different offices as well as Companies in Accounts departments.
3. To Helps SME's for accounting of bills, Managing the inventory and Compliances helping the clients to take day to day decisions based on the data.
4. It is Easy for them to create bills Also using Erp which saves them some bucks On Other Erp Softwares.

## Learning Outcomes :-

At the Completion of the Course the learner will be able to

1. Training On Tally ERP 9 and latest Tally prime
2. How to Create Company in Tally
3. Accounting basics like debits and credits that will help you understand and post Entries with Confidence.
4. Learn to Create Ledger and alter ledger as well
5. Voucher Entry
6. Stock and inventory Management in Tally
7. Learn old taxation like VAT, CST, Service Tax as well as those are still relevant.
8. Bill of Materials [BOM]
9. Learn the procedure of TDS and TCS in
10. GST in Tally
11. payroll in Tally
12. Budget in Tally
13. Bank reconciliation



## "SYLLABUS"

**UNIT - I** : Introduction - What is Tally - Gateway of Tally - How To create a Company - in Tally - Creation of Multiple Group - Procedure To Display - alter and delete - various types of vouchers in Tally.

**UNIT - II** : Tally inventory - inventory Configuration in Tally - create Stock Groups - Display a stock group - create stock unit of Measure - create Compound unit of Measure

**UNIT - III** : GST - Introduction - Features - stock Group - stock unit of Measure - Classifications of GST - Classification based on SAC - import purchase under-

**UNIT - IV** : TDS - Features - create ledgers for Entering - create Journal voucher - Create TDS payment voucher in Tally - Create deducting - How to Enable Service Tax in Tally.

**UNIT - V** : payroll - Features of payroll - The procedure of Enabling payroll - various steps to create - create Attendance vouchers - create salaries - display and print of various payroll - create payroll Masters.

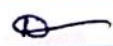
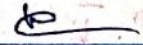


PRINCIPAL



## Coverage of Syllabus and

- Time schedule -

| S.No | Date      | Topic covered                          | Signature                                                                             |
|------|-----------|----------------------------------------|---------------------------------------------------------------------------------------|
|      | 1/12/2021 | Introduction                           |    |
|      | 2/12/21   | Gate Way Rally                         |   |
|      | 3/12/21   | Create A Company                       |  |
|      | 4/12/21   | Creation of single Group               |  |
|      | 6/12/21   | Creation of Multiple Group             |  |
|      | 7/12/21   | procedure To display, Alter and delete |  |
|      | 8/12/21   | Inventory In Rally                     |  |
|      | 9/12/21   | Inventory Configuration                |  |
|      | 10/12/21  | Create Stock Groups                    |  |
|      | 13/12/21  | Display a stock Group                  |  |
|      | 14/12/21  | alter & delete a stock group           |  |



|          |                                       |   |
|----------|---------------------------------------|---|
| 15/12/21 | Create Stock UNIT of Measures         | ☉ |
| 16/12/21 | GST Introduction                      | ☉ |
| 17/12/21 | procedure of Enabling                 | ☉ |
| 18/12/21 | Features of GST                       | ☉ |
| 20/12/21 | Classifications                       | ☉ |
| 21/12/21 | Enter On Import purchase under<br>gst | ☉ |
| 22/12/21 | Enter an Export Sale                  | ☉ |
| 23/12/21 | TDS Features                          | ☉ |
| 24/12/21 | Entering TDS Transactions             | ☉ |
| 27/12/21 | Create Journal vouchers for TDS       | ☉ |
|          | TDS voucher payment                   | ☉ |
| 28/12/21 | Create deducting TDS on payment       | ☉ |
|          | Enter TDS on Advance payment          | ☉ |
| 29/12/21 | Features of payroll                   | ☉ |
|          | procedure of Enabling payroll         | ☉ |
| 30/12/21 | various steps to create payroll       | ☉ |



28/12/21 Creation of Employee Masters

31/12/21 { Create payroll vouchers  
print of various payroll reports.

H. Vijayaraj

120  
Leelan 3th-chap

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PUNG. 6-57247  
Chittoor District



## Attendance Register for the

Month of

December - 2021

From: December 1

To: December 31

No. of Days

Average Attendance

Days Attended

Boys

Girls

Remarks

| S.No.<br>వరుస<br>నెం. | Name<br>పేరు        | 20 వ సంవత్సరము<br>December |   |   |   |   |   |   |   |   |    |    |    | నెలతాలూకు హాజరు పట్టి |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | Days Attended<br>ఆగ్రహార విద్యుత్ |    | Boys<br>పాఠశాల<br>అధికారి                                      | Girls<br>పాఠశాల<br>అధికారి | Remarks<br>మార్కులు |
|-----------------------|---------------------|----------------------------|---|---|---|---|---|---|---|---|----|----|----|-----------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----------------------------------|----|----------------------------------------------------------------|----------------------------|---------------------|
|                       |                     | 1                          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13                    | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30                                | 31 |                                                                |                            |                     |
| 1                     | A. Chinnajeevi Raju | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 2                     | B. Jayanth          | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 3                     | B. Lakshminarayana  | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 4                     | C. Revathi          | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 5                     | C. Sreekanth        | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 6                     | C. Sreeram          | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 7                     | C. Naveenkumar      | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 8                     | E. Chandu           | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 9                     | G. Baby             | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 10                    | K. Hemanthkumar     | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 11                    | K. Reddy Belchar    | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 12                    | K. Sravani          | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 13                    | H. Huneesh.         | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 14                    | H. Huneeshjovathi   | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 15                    | N. Saran Kumar      | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 16                    | P. Svarna           | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 17                    | p. Ramasimha        | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 18                    | R. Prakash          | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 19                    | S. Sravani          | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 20                    | S. Tabesh Babu      | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 21                    | S. Sajid Babu       | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 22                    | T. Pallavi          | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 23                    | T. Saikumar         | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 24                    | U. Lavanya          | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 25                    | v. Tharun           | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 26                    | y. Mohan Kumar      | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 27                    | C. Sivakumar        | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 28                    | K. Nagaraja         | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| 29                    | B. Mahesh.          | /                          | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                 | /  | /                                                              |                            |                     |
| H. Vijayashree        |                     |                            |   |   |   |   |   |   |   |   |    |    |    |                       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                   |    | Principal<br>S.R. Govt. College<br>FUNGAL<br>Chittoor District |                            |                     |

H. Vijayashree

HOD  
S.R. Govt. CollegePRINCIPAL  
S.R. Govt. College  
FUNGAL  
Chittoor District



2022 - 2023

59

Certificate Course in

TALLY

Department :- Commerce

Duration :- 30 days

Time :- 8:30 AM

Teacher Name :- M. Vijaya Sree

Venue :- Lab

Lecturer in Commerce

[Computer]

Circular

Date : 30/11/22

All the Final year students of B.Com are here by informed that, the Department of Commerce is Pleased to announce that the dept is conducting a Certificate Course in TALLY from 11/12/22 to

Hence the Final year students are requested to Enroll your name of Smt. M. Vijaya Sree, Lecturer in B.Commerce before 11/12/22. The classes will be held in Computer Lab from 8:00 AM to 9:30 AM in the above mentioned date.

Lecturer in Charge

PRINCIPAL

S.R. Govt. Degree College

PUNGANUR-517247

Chittoor District



## Course Objectives :-

- 1] Tally is an accounting Package which is used for learning to maintain accounts.
- 2] To help this course is useful for Commerce students to get placements in different offices as well as Companies in accounts department.
- 3] To help SME's for accounts of bills, managing the inventory & compliances helping the clients to take day to day decisions based on the data.
- 4] It is easy for them to create bills also using ERP which saves them some bucks on other ERP softwares.

## Learning outcomes :-

At the completion of the course the learner will be able to

1. Training on Tally ERP 9 & latest Tally Prime
2. How to create Company in Tally
3. Accounting basics like debits & credits that will help you understand & Post Entries with confidence
4. Learn to create ledger & other ledger as well
5. Voucher Entry
6. Stock & inventory management in Tally
7. Learn old taxation like VAT, CST, Service tax as well as those are still relevant.
8. Bill of materials [BOM]
9. Learn the Procedure of TDS & TCS in
10. GST in Tally
11. Payroll in Tally
12. Budget in Tally
13. Bank reconciliation



## SYLLABUS

**UNIT - I :** Introduction - What is Tally - Gateway of Tally - how to create a company in tally - creation of multiple Group - Procedure to Display alter & delete - Various types of vouchers in Tally -

**UNIT - II :** Tally inventory - inventory Configuration in tally - create stock Groups - Display a stock Group - create stock unit of measure - create Compound unit of measure -

**UNIT - III :** GST - Introduction - Features - Stock Group - stock unit of measure - classification of GST - Classification of GST - Classification based on SAC - Import Purchase under

**UNIT - IV :** TDS - Features - create ledgers for Entering - create Journal voucher - create TDS Payment voucher - in tally create deducting How to Enable - service tax in tally

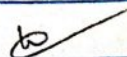
**UNIT - V :** Payroll - Features of Payroll - the Procedure of enabling Payroll - various steps to create - create Attendance vouchers create salaries - Display & Print of various Payroll - create Payroll masters





# Coverage of Syllabus And

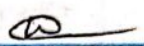
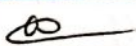
## Time Schedule

| S.NO | Date     | TOPIC COVERED                        | Signature                                                                             |
|------|----------|--------------------------------------|---------------------------------------------------------------------------------------|
| 1    | 1/12/22  | Introduction                         |    |
| 2    | 2/12/22  | Gateway of Tally                     |   |
| 3    | 3/12/22  | Create a Company                     |  |
| 4    | 5/12/22  | Creation of single Group             |  |
| 5    | 6/12/22  | Creation of multiple Group           |  |
| 6    | 7/12/22  | Procedure to display, alter & delete |  |
| 7    | 9/12/22  | Inventory in Tally                   |  |
| 8    | 12/12/22 | Inventory Configuration              |  |
| 9    | 13/12/22 | Create stock Groups                  |  |
| 10   | 14/12/22 | Display a stock group                |  |
| 11   | 15/12/22 | Alter & delete a stock group         |  |



|    |          |                                               |   |
|----|----------|-----------------------------------------------|---|
| 12 | 16/12/22 | Create stock unit of measure                  | ✓ |
| 13 | 18/12/22 | GST Introduction                              | ✓ |
| 14 | 19/12/22 | Procedure of Enabling                         | ✓ |
| 15 | 20/12/22 | Features of GST                               | ✓ |
| 16 | 21/12/22 | Classification                                | ✓ |
| 17 | 22/12/22 | Enter an important Purchase<br>- SE Under GST | ✓ |
| 18 | 23/12/22 | Enter an export sale                          | ✓ |
| 19 | 24/12/22 | TDS Features                                  | ✓ |
| 20 | 26/12/22 | Entering TDS Transactions                     | ✓ |
| 21 | 27/12/22 | Create Journal voucher for TDS                | ✓ |
| 22 | 28/12/22 | TDS Payment voucher                           | ✓ |
| 23 | 29/12/22 | Create debducting TDS on Payment              | ✓ |
| 24 | 2/1/23   | Enter TDS on advance Payment                  | ✓ |
| 25 | 3/1/23   | Features of Payment                           | ✓ |
| 26 | 6/1/23   | Procedure of Enabling Payroll                 | ✓ |
| 27 | 9/1/23   | Various steps to create Payroll               | ✓ |



|    |         |                                  |                                                                                     |
|----|---------|----------------------------------|-------------------------------------------------------------------------------------|
| 28 | 10/1/23 | creation of Employee masters     |  |
| 29 | 18/1/23 | create Payroll vouchers          |  |
| 30 | 19/1/23 | Print of various Payroll reports |  |

M. Vijayashree.



Sec-in-charge

  
PRINCIPAL

S.R. Govt, Degree College,  
PUNGANNUR-517247  
Chittoor District



సంవత్సరం - సంవత్సరం  
From : 2020 to 2021  
Attendance Register for the Month of

Time:- 8.30 to 10 AM.

సంవత్సరం 2020

No. of Days రోజుల సంఖ్య

Average Attendance సగటు హాజరు

| S.No.<br>వరుస<br>సం. | Name<br>పేరు        | 20 వ సంవత్సరము |   |   |   |   |   |   |   |   |    |    |    | నెలతొలూకు హాజరు పట్టి |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | Days Attended<br>హాజరు చేసిన రోజులు |    |                | Remarks<br>మార్పులు |                 |  |  |
|----------------------|---------------------|----------------|---|---|---|---|---|---|---|---|----|----|----|-----------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-------------------------------------|----|----------------|---------------------|-----------------|--|--|
|                      |                     | 1              | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13                    | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30                                  | 31 | Boys<br>కాబులు |                     | Girls<br>కాబులు |  |  |
| 1                    | A.B. Bhaskar        | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | a  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              |                     |                 |  |  |
| 2                    | A. Mahesh           | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              |                     |                 |  |  |
| 3                    | A. Meghana          | a              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | a  | /  | /  | /  | /  | /  | /                                   | /  | /              |                     |                 |  |  |
| 4                    | K. Bhaskara         | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | a  | /  | /  | /                                   | /  | /              |                     |                 |  |  |
| 5                    | K. Lokesh.          | /              | / | / | / | / | / | / | / | / | /  | /  | a  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              |                     |                 |  |  |
| 6                    | K. Tejendrababu     | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              |                     |                 |  |  |
| 7                    | M. Srinath          | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | a  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              |                     |                 |  |  |
| 8                    | M. Ajaykumar        | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              |                     |                 |  |  |
| 9                    | M. Kanthamma.       | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              |                     |                 |  |  |
| 10                   | M. Reddi Radhika.   | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              |                     |                 |  |  |
| 11                   | P. Nandini          | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              |                     |                 |  |  |
| 12                   | P. Jayachandra.     | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | a  | /  | /                                   | /  | /              |                     |                 |  |  |
| 13                   | S. Saravanan Kumar. | /              | a | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              | /                   |                 |  |  |
| 14                   | Y. Hari             | /              | / | / | / | / | / | / | a | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              | /                   |                 |  |  |
| 15                   | S. Sumithra.        | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | a  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              | /                   |                 |  |  |
| 16                   | B. Harilakshmi.     | /              | / | / | / | a | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              | /                   |                 |  |  |
| 17                   | B. Badri            | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              | /                   |                 |  |  |
| 18                   | G. Anand Babu.      | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              |                     |                 |  |  |
| 19                   | L. Arham Khan       | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              | /                   |                 |  |  |
| 20                   | M. Hariprasad.      | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              | /                   |                 |  |  |
| 21                   | N. Naveen Kumar     | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | a  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              | /                   |                 |  |  |
| 22                   | P. Vishnu Varadhan  | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              | /                   |                 |  |  |
| 23                   | S. Hemant Kumar     | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              | /                   |                 |  |  |
| 24                   | S. Asraf            | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              | /                   |                 |  |  |
| 25                   | T. Jagadeesh        | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              | /                   |                 |  |  |
| 26                   | T. Valsu            | /              | / | a | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              | /                   |                 |  |  |
| 27                   | V. Parvathi         | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | a  | /  | /  | /  | /  | /  | /  | /  | a  | /                                   | /  | /              | /                   |                 |  |  |
| 28                   | B. Moumika          | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              | /                   |                 |  |  |
| 29                   | C. Remika.          | /              | / | / | / | / | / | / | a | / | /  | /  | /  | /                     | /  | /  | /  | a  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              | /                   |                 |  |  |
| 30                   | D. Tahnavi          | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              | /                   |                 |  |  |
| 31                   | G. Mallika          | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              | /                   |                 |  |  |
| 32                   | G. Vennela          | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | a  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              | /                   |                 |  |  |
| 33                   | G. Bhavani          | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              | /                   |                 |  |  |
| 34                   | V. Anbilika.        | /              | / | / | / | / | / | / | / | / | /  | /  | /  | /                     | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /                                   | /  | /              | /                   |                 |  |  |

H. Vijayashree



# Model Certificate



## SUBHARAM GOVT DEGREE COLLEGE



PUNGANUR, CHITTOOR DIST., A.P – 517247  
AFFILIATED TO SRI VENKATESWARA UNIVERSITY

Accredited with NAAC Grade “B”

**DEPARTMENT OF COMMERCE**

### Certificate of Completion

Cert No: \_\_\_\_/2022-23

This is to certify that Mr / Ms \_\_\_\_\_  
S/O / D/O \_\_\_\_\_ Class \_\_\_\_\_  
Register No \_\_\_\_\_ has successfully completed Certificate course  
on **Tally**, for 30 days during the Academic Year \_\_\_\_\_

Department In charge

PRINCIPAL























