VISVODAYA GOVERNMENT DEGREE COLLEGE

VENKATAGIRI, SPSR NELLORE (Dt.) - 524132

CERTIFICATE COURSE IN *TALLY ERP 9*

March & April 2021

DEPARTMENT OF COMMERCE

Date : 27-02-2021

From

Dr. U.Narasimhulu

Lecturer in Commerce & Head

Department of Commerce

Visvodaya Government Degree College

Venkatagiri

To

The Principal
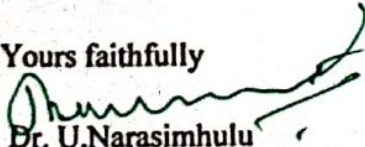
Visvodaya Government Degree College

Venkatagiri

Sir.

Sub: Department of Commerce Introduction of Certificate Course - Request for permission - Regarding.

I submit that the Department of Commerce is planning to introduce a Certificate Course in "Tally ERP 9" during the academic year 2020-21. Hence, I request you to permit me to proceed further in this regard.

Thanking you,

Yours faithfully

Dr. U.Narasimhulu
Dr.U.Narasimhulu,
M.Com.,M.Phil.,Ph.D.
Asst.Professor in Commerce
Visvodaya Govt. Degree College,
Venkatagiri-524132

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Visvodaya Govt.Degree College
VENKATAGIRI-524132
SPSR.Nellore Dt., A.P.

VISVODAYA GOVT. DEGREE COLLEGE

Venkatagiri, SPSR Nellore Dt., A.P- 524132

(Re-accredited by NAAC with B grade)

DEPARTMENT OF COMMERCE

Circular

CERTIFICATE COURSE IN "TALLY ERP 9"

(February and March 2021)

This is to inform all the students that the Department of Commerce is going to start a certificate course in *TALLY ERP 9* from 01-03-2021 to 07-04-2021. The students who are interested in joining the course may approach the department for admission.

Admission into the course is free. The duration of course is 30 hours.

Dr. U.Narasimhulu

Dr.U.Narasimhulu,
M.Com.,M.Phil.,Ph.D.
Head, Department of Commerce
Asst.Professor in Commerce
Visvodaya Govt. Degree College,
Venkatagiri-524132

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DEPARTMENT MEETING & RESOLUTIONS

The lecturers of the department of Commerce met at Commerce Department on 27-02-2021 at 4p.m and came up with the following resolutions:

1. To conduct a 30-hour certificate course in Tally ERP for the B.Com (CA) students.
2. To prepare a detailed schedule of the course.
3. To design a functional syllabus for the course.
4. Classes to be conducted from 01-03-2021 to 07-04-2021.
5. Timings are between 4.00 and 5.00 p.m. daily.
6. To take the attendance in every session.
7. To issue certificates to all the regular participants.

The above resolutions are discussed with the principal on 01-03-2021 and his permission is obtained to run the course. The suggestions of the principal are also to be included in the resolutions.

Objectives of the course:

The following are the general and specific objectives of the course

➤ This course **helps students to work with well-known accounting software i.e. Tally ERP. 9**.

➤ To make understand the students capable to create company, enter accounting voucher entries including advance voucher entries To make them use Commerce in their day-to-day lives

➤ To impart knowledge regarding concepts of Financial Accounting. Tally is an accounting package which is used for learning to maintain accounts. To create interest and passion for Commerce

Outcome of the Course

➤ Certificate will be awarded after completion of course with assessment procedure

➤ After learning upon this course, students can able to create a new company, vouchers and advance vouchers and printing of financial statements.

Pre requisites for the course:

➤ To get benefit of this course, the student should have basic accounting information and computer knowledge.

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Syllabus of the Course

S.No	TOPIC	HOURS REQUIRED
1.	Introduction to Tally ERP 9- Accounting Information	2
2.	Ledger accounts and its subgroup	2
3.	Inventory accounting	2
4.	Stock Groups, Stock Items,	1
5.	Accounting Vouchers- Receipts Vouchers, Payment Vouchers, Purchase Vouchers Sales Vouchers, Contra Vouchers, Journal Vouchers Debit Note, Credit Note, Memorandum Vouchers	4
6.	Date Management- More than one year company creation, Change Period Payroll System,	4
7.	Discount Management- Cash Discount, Trade Discount, Vouchers Types, Back up, Restore	4
8.	Display- Trial Balance, Day Book, Account books, Statement of Accounts, Inventory Books Statements of Inventory, Cash/fund flow, Payroll Reports	4
9.	List of Accounts Exception Reports, Print Management GST- CGST, SGST, IGST transactions management and Printout Management	4
10.	GST- CGST, SGST, IGST transactions management and Printout Management	3
	Total	**30**

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DEPARTMENT OF COMMERCE
CERTIFICATE COURSE IN TALLY ERP FOR FRESHERS
September & October 2021

List of Students Enrolled for the Course:

S.No	Name	Course	Semester
1.	R. Venkatesh	B.Com (CA)	6th
2.	D. Kalyani	B.Com (CA)	6th
3.	K. Devi Vara Prasad	B.Com (CA)	6th
4.	M. Sudheer Kumar	B.Com (CA)	6th
5.	M. Supriya	B.Com (CA)	6th
6.	M. Supraja	B.Com (CA)	6th
7.	P. Uday Kiran	B.Com (CA)	6th
8.	P. Amanullah	B.Com (CA)	6th
9.	P. Bhagya Lakshmi	B.Com (CA)	6th
10.	S. Kalyan	B.Com (CA)	6th
11.	Shaik. Imran	B.Com (CA)	6th
12.	T. Venkaiah	B.Com (CA)	6th
13.	V. Chiranjeevi	B.Com (CA)	6th
14.	P. Murali	B.Com (CA)	6th
15.	Guntapudi. Venkateswarlu	B.Com (CA)	4th
16.	Kalavagunta. Vinay Kumar	B.Com (CA)	4th
17.	Chandragiri. Sivakumar	B.Com (CA)	4th
18.	Kalluru. Dileep Kumar	B.Com (CA)	4th
19.	Vadiyala. Mahesh	B.Com (CA)	4th
20.	Nallamekala. Ganesh	B.Com (CA)	4th
21.	Gundala. Venkatesh	B.Com (CA)	4th
22.	Shaik Mohammad Tahir	B.Com (CA)	4th
23.	Kuppicherla. Suneel	B.Com (CA)	4th
24.	Kappa. Srinivasulu Raju	B.Com (CA)	4th
25.	Thumula. Vinod	B.Com (CA)	4th

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Assessment:

At the end of the course, an assessment test was carried out through Multiple Choice Questions. A total of 25 questions were asked and each correct answer carried 01 marks. The minimum mark for awarding a certificate was 15.

Marks of the end exam

S.No.	Name of the Student	Marks
1.	B. Venkatesh	16
2.	D. Kalyani	18
3.	K. Devi Vara Prasad	20
4.	M. Sudhher Kumar	18
5.	M. Spuriya	21
6.	M. Supraja	23
7.	P. Uday Kiran	22
8.	P. Amanullah	17
9.	P. Bhagya Lakshmi	19
10.	S. Kalyan	21
11.	Shaik Imran	23
12.	T. Venkatesh	20
13.	V. Chiranjeevi	19
14.	P. Murali	20
15.	Guntapudi. Venkateswarlu	18
16.	Kalavagunta. Vinay Kumar	19
17.	Chandragiri. Sivakumar	20
18.	Kalluru. Dileep Kumar	21
19.	Vadiyala Mahesh	23
20.	Nallamekala Ganesh	22
21.	Gundala Venkatesh	19
22.	Shaik Mohammad Tahir	18
23.	Kupicherla Suneel	20
24.	Kappa Srinivasulu Raju	21
25.	Thumula Vinod	22

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Name	Total
B. Venkatesh	25
D. Kalyani	24
K. Devi Vara Prasad	25
M. Sudheer Kumar	25
M. Supriya	25
M. Supraja	25
P. Uday Kiran	25
P. Amanullah	24
P. Bhagya Lakshmi	25
S. Kalyan	25
Shaik Imran	25
T. Venkaiah	26
V. Chiranjeevi	25
P. Murali	25
Guntapadi Venkateswarlu	25
Kalavagunta Vinay Kumar	25
Chandragiri Sivakumar	24
Kalluru Dileep Kumar	26
Vadiyala Mahesh	24
Nallamekala Ganesh	25
Gundala Venkatesh	25
Shaik Mohammad Tahir	25
Kuppicherla Suneel	26
Kappa Srinivasulu Raju	28
Thumula Vinod	30

Signature of the Lecturer

Head of the Department

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DEPARTMENT OF COMMERCE

CERTIFICATE COURSE IN "TALLY ERP 9"
(February and March 2021)

CERTIFICATE

This is to certify that B. Venkatesh of B.Com(CA) attended a 30-hour certificate course in "Tally ERP 9" conducted by the department of Commerce from 01-03-2021 to 07-04-2021 during the academic year of 2020-2021.

Principal   Course Organizer   Head of the Department

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