

# **CERTIFICATE COURSE ON**



**DEPARTMENT OF COMMERCE**

**2020-2021**

## **Certificate course on “TALLY”**

**Date 01.04.2021**

Certificate Course “TALLY” Organized by Department of Commerce is inaugurated by the Principal Dr.T.Govindamma Garu. In This regard IQQC Co-ordinator Dr A.Sivaprasad, HOD of Commerce Dr.G.Nagasanthi. The Principal explained about the Importance of Tally Course.. The Course Co-Ordinator Sri B.Hemaraju explain the importance and objectives of the Tally Accounting Package Course. . The other faculty members Sri T.Neelakanthumu, , Sri L.Malleswara Rao, Sri E.LOkeswara Rao Sri P.V Satyanarayana, Sri Ch,Ramababu, Sri A.Ramaraao involved in this programme.

<b>Principal</b>	<b>Dr.T.Govindamma</b>
<b>IQAC Co-Ordinator</b>	<b>Dr A.Sivaprasad</b>
<b>HOD of Commerce</b>	<b>Dr G.NagaSanthi, Lect in Commerce</b>
<b>Course Co-Ordinator</b>	<b>Sri B.Hemaraju,Lect in Computer Appl</b>
<b>Staff members</b>	
<b>1. Sri L.Malleswara Rao</b>	
<b>2. Sri T.Neelakanthumu</b>	
<b>3.Sri Ch.Rambabu</b>	
<b>4.Sri PV Satyanarayana</b>	
<b>5. Sri T.Rajendraprasad</b>	

**Name of The Certificate Course:** TALLY

**Course code:** 03-com-2020

**Objectives:**

- To Know the Financial position of the Business
- To know the Profit & Loss account of your Business
- Business control
- Decision Making
- Payroll Accounting
- Maintain Business Accounts
- GST
- VAT
- Course is used for Commerce students to get placements in different offices as well as companies.

**Specification of the Course**

- Syllabus framing
- Class work
- Assessments
- Study material
- Feedback from the students
- Certification

## Course Format

Sno	Date	Name of the Topic	Resource Person	No.of students Attended
1	01.04.2021	Interduction to Tally	B.Hemaraju Lect in Computer Appl	15
2	02.04.2021	Groups in Tally	B.Hemaraju Lect in Computer Appl	15
3	03.04.2021	Ledgers in Tally	B.Hemaraju Lect in Computer Appl	12
4	05.04.2021	Journal in Tally	T.Neelakanthmu Lect in Commerce	14
5	06.04.2021	Vouchers in Tally	L.Malleswara Rao Lect in Commere	15
6	07.04.2021	Payment & sales Vouchers	L.Malleswara Rao Lect in Commere	12
7	08.04.2021	Stock Groups	L.Malleswara Rao Lect in Commere	15
8	09.04.2021	Final Reports	B.Hemaraju Lect in Computer Appl	15
9	12.04.2021	Balance Sheet	B.Hemaraju Lect in Computer Appl	15
10	13.04.2021	Sales Register	B.Hemaraju Lect in Computer Appl	15
11	15.04.2021	Daybook	B.Hemaraju Lect in Computer Appl	15
12	16.042021	Budgets	B.Hemaraju Lect in Computer Appl	13
13	17.04.2021	Shortcut keys in Tally	B.Hemaraju Lect in Computer Appl	15
14	19.04.2021	VAT	B.Hemaraju Lect in Computer Appl	15
15	20.04.2021	Printing Reports	B.Hemaraju Lect in Computer Appl	15

## Students Registration

Sno	Name of the Student	Group
1	T.Anatha Rao	III B.Com
2	P.BalaKrishna	III B.Com
3	D.Eswara Reddy	III B.Com
4	B.Santhoshi Kumari	III B.Com
5	N.Mohana Rao	III B.Com
6	P.Ganapathi	III B.Com
7	J.Uma	III B.Com
8	B.Jhansi	III B.Com
9	G.Madhu	III B.Com
10	B.Madhavi	III B.Com
11	B.Pavan Kumar	III B.Com
12	U.Usha Rani	III B.Com
13	K.Devendra Rao	III B.Com
14	B.Puspha	III B.Com
15	V.Varsha	III B.Com

## ASSESSMENT

Sno	Name of the Student	Group	Assessment1	Assessment 2	Average	Grade
1	T.Anatha Rao	III B.Com	18	18	18	B
2	P.BalaKrishna	III B.Com	20	20	20	A
3	D.Eswara Reddy	III B.Com	19	17	18	B
4	B.Santhoshi Kumari	III B.Com	16	16	16	C
5	N.Mohana Rao	III B.Com	17	19	18	B
6	P.Ganapathi	III B.Com	18	19	18.5	B
7	J.Uma	III B.Com	18	18	18	B
8	B.Jhansi	III B.Com	19	19	19	B
9	G.Madhu	III B.Com	20	20	20	A
10	B.Madhavi	III B.Com	15	15	15	C
11	B.Pavan Kumar	III B.Com	18	20	19	B
12	U.Usha Rani	III B.Com	18	15	16.5	C
13	K.Devendra Rao	III B.Com	15	17	16	C
14	B.Puspha	III B.Com	20	20	20	A
15	V.Varsha	III B.Com	17	15	16	C

## **Certificate Ceremony**

<b>Venue :</b>	Principal Chamber Government Degree College, Tekkali
<b>Chaired By :</b>	Dr T.Govindamma, Principal
<b>Organised by :</b>	Department of Commerce
<b>IQAC Coordinator :</b>	Dr A.SivaPrasad, Lect. in Computer Science
<b>Course Coordinator :</b>	Sri B.Hemaraju, Lect in Computer Applications
<b>HOD, Commerce :</b>	Dr G.Naga Santhi. Lect. in Commerce

### **Members Attended :**

1. Sri L.Malleswara Rao
2. Sri T.Neelakanthumu
3. Sri Ch.Rambabu
4. Sri PV Satyanarayana
5. Sri M.Hemachalam
6. Sri G.Rajendra Prasad
7. Sri T.Trinadh

Certificate Course on  
TALLY

2020-2021



# Certificate Course on "Tally"

Date 01-04-

Certificate Course on "Tally"  
Organized by Department of Commerce is  
Inaugurated by The Principal Dr. T. Govindan  
in this regard IQAC Co-ordinator Dr. A.  
Sivaprasad, HOD of commerce Dr. G. Nagas  
explained about the importance of Tally  
Software Package. Sri B. Hemaraju Course  
Co-ordinator explain the importance and  
objective of the course. Other faculty  
members of commerce Sri T. Neelakantham  
Sri M. Duryadhana Rao, Sri L. Mallewarao  
involved in this program.

1. Dr. T. Govindamma  
Principal

2. Dr. A. Sivaprasad  
IQAC Co-ordinator

3. Dr. G. Nagasanthi  
HOD, Commerce

A. B. Hemaraju  
course Co-ordinator

S. T. Neelakantham  
Lect. in Commerce

*Govindan*  
Principal  
01/04/2022  
Govt. Degree College  
Tirupur-632 003

1. Name of The certificate course : Tally  
Course code : 03-COM-2

2. objectives :

- (i) TO know The financial position of The Business
- (ii) TO know Profit or Loss of Business
- (iii) Business control
- (iv) Decision Making
- (v) Sales, purchase and Inventory Management
- (vi) Payroll Accounting
- (vii) Preparation of Balance sheet
- (viii) Maintain Business Accounts
- (ix) GST invoicing
- (x) course is used for commerce students to get placements in different offices as well as companies.

3. Specifications of The course :

- (i) Syllabus framing
- (ii) classwork
- (iii) Assessment / Evaluation
- (iv) study material
- (v) Feedback from the students
- (vi) Systems ~~practice~~
- (vii) certification

COURSE FORMAT						
SNO	Date	Name of the Topic	Resource person Name	Signature	No. of students Attended	Remarks
1	01-04-21	Introduction to Tally version of Tally features of Tally	B. Hemaraju Lect. in Computer Appl GDC, Tekkali	B. Hemaraju	15	
2	02-04-21	Groups in Tally Primary Group Sub Group Groups creation	B. Hemaraju Lect. in Computer Appl	B. Hemaraju	15	
3	03-04-21	Ledgers in Tally Ledgers creation Ledgers Deletion Ledger update Ledgers Delete	B. Hemaraju Lect. in Computer Appl	B. Hemaraju	12	
04	05-04-21	Credit / Debit Journal Examples	T. Neela Kantham Lect. in Commerce	T. Neela Kantham	14	
05	06-04-21	Vouchers in Tally Types of Vouchers	L. Mallawara Rao Lect. in Commerce	L. Mallawara Rao	12	
06	07-04-21	Payment voucher, Sales voucher Contra	L. Mallawara Rao	L. Mallawara Rao	12	



Registration Proforma

SNO	Name of the student	Group	College fee Rs.	Signature Student
1	T. Anatha Rao	III B.com	Free	A...
2	P. Babakrishna	"	"	P. Babakrishna
3	D. Eswara Reddy	"	"	D. Eswara
4	B. Santhosi Kumari	"	"	B. Santhosi
5	N. Mohana Rao	"	"	N. Mohana
6	P. Ganapathi	"	"	P. Ganapathi
7	J. Uma	"	"	J. Uma
8	B. Jhansi	"	"	B. Jhansi
9	G. Madhu	"	"	G. Madhu
10	B. Madhavi	"	"	B. Madhavi
11	B. Pavan Kumar	"	"	B. Pavan Kumar
12	U. Usharani	"	"	U. Usharani
13	K. Devendra Rao	"	"	K. Devendra
14	B. Pushpa	"	"	B. Pushpa
15	V. Varsha	"	"	V. Varsha

10			Assessment					11	
SNO	Name of The Student	Group	Assessment 1	Assessment 2	Average	Grade	Remarks		
1.	T. Anatha Rao	III B.com	18	18	18	B			
2.	P. Balakrishna	III B.com	20	20	20	A			
3.	D. Eswara Reddy	III B.com	19	17	18	B			
4.	B. Santhoshi kumari	III B.com	16	16	16	C			
5.	N. Mohana Rao	III B.com	17	19	18	B			
6.	P. Ganapathi	III B.com	18	19	18.5	B			
7.	J. Uma	III B.com	18	18	18	B			
8.	B. Jhansi	III B.com	19	19	19	B			
9.	G. Madhu	III B.com	20	20	20	A			
10.	B. Madhavi	III B.com	15	15	15	C			
11.	B. Pavan Kumar	III B.com	18	20	19	B			
12.									

GOVERNMENT DEGREE COLLEGE:: TEKKALI

CERTIFICATE COURSE ON TALLY

ne: B. Jhansi

sup: ii) B. COM

e: ~~2021~~ 30-4-2021

(10x1=10 marks)

In the Blanks

1. Who developed Tally Software SS. Groenka
2. How many Main Groups and Sub Groups are available in Tally 15 Primary Groups 13:
3. How to delete Ledger in Tally bwf - Account info -> ledger -> Alter -> ALT+D
4. Shortcut key of Payment Voucher F5
5. Shortcut key of Contra Voucher F4
6. What are the Two important keys in Tally enter and esc
7. Short cut key of Gate way of Tally Screen Ctrl+M
8. Short cut key of Calculator Area Ctrl+U
9. VAT means value added tax
10. F12 Button is company settings

Answer ALL Questions.

(3x5=15 Marks)

1. Write Any Five shortcut keys in Tally?

-> Payment - voucher -> F5 -> Purchase voucher -> F9  
-> Contra voucher -> F4 -> Sales voucher -> F8  
-> Receipt voucher -> F6

2. How to Delete Company in Tally?

bwf -> company info -> fs and press ALT+D

3. Write Types of Vouchers in Tally?

-> Payment - voucher -> F5 -> Purchase voucher -> F9  
-> Contra voucher -> F4 -> Sales voucher -> F8  
-> Receipt voucher -> F6

4. Write Some Ledgers and its related Groups in Tally?

ledger	group	purchase	pror
Capital Account	Capital Account		
Salary	indirect expenses	vat	daily a

5. What are the Final Reports in Tally?

Final Reports are:-  
Trial Balance  
Profit and Loss account  
Balance sheet



# GOVT. DEGREE COLLEGE -TEKKALI

ACCREDITED BY NAAC 'B' GRADE



CERTIFICATE

This is to Certify that Mr. /Miss B.Jhansi of III B.Com Government Degree college, Tekkali has Successfully completed Certificate course On "Tally", Sponsored by Govt. Degree College Tekkali and Organized by Department of Commerce, Tekkali On 01-04-2021 to 15-04-2021.

*B. Hemaraju*  
B.Hemaraju  
Course Co-ordinator

*G. Santhi*  
Dr.G.Nagasanthi  
HOD of Commerce

*A. Shankar*  
Dr.A. Silva Prasad  
IQAC Co-ordinator

*Dr. T. Govindamma*  
Dr.T.Govindamma  
Principal



**Government Degree College, Telikali**  
**DEPARTMENT OF COMMERCE**  
STUDENT FEEDBACK ON CERTIFICATE COURSE

Name of the student: B. Jhensi

Class: 3rd  
B.Com

Academic year: 2021

S.No.	Statement	Strongly Agree	Agree	Disagree
1	The Course I pursue is useful for my goal attainment.	<input checked="" type="checkbox"/>		
2	The course is useful for getting job opportunities relevant.		<input checked="" type="checkbox"/>	
3	The syllabus would help me to improve laboratory skills.	<input checked="" type="checkbox"/>		
4	The course is useful for pursuing higher studies.	<input checked="" type="checkbox"/>		
5	Syllabus is accordance with modern technology.	<input checked="" type="checkbox"/>		
6	Syllabus of the course is up to date and satisfactory.		<input checked="" type="checkbox"/>	
7	Changes are required to the syllabus.	<input checked="" type="checkbox"/>		
8	The course would increase my confidence.	<input checked="" type="checkbox"/>		
9	I suggest continuation of the course.	<input checked="" type="checkbox"/>		
10	Suggestions if any: <u>please provide lab more time.</u>			

B. Jhensi  
III B.Com (rd)



Principal  
Gwal Degree College  
TERKALI-632201

at

0.15 L.

100

## Students Attended

Sno	Name of the student	Group	Signature
1	T. Anantha Rao	III B.Com	T. Anantha Rao
2	J. Uma	III B.Com	J. Uma
3	B. Pushpa	III B.Com	B. Pushpa
4	B. Madhavi	III B.Com	B. Madhavi
5	P. Ganapathi	III B.Com	P. Ganapathi
6	V. Varsha	III B.Com	V. Varsha
7	B. Jhansi	III B.Com	B. Jhansi
8	G. Madhu	III B.Com	G. Madhu
9	B. Pawan Kumar	III B.Com	B. Pawan Kumar
10	G. Lalitha	II <sup>nd</sup> B.Com	G. Lalitha
11	P. Rohini	II <sup>nd</sup> B.Com	P. Rohini
12	Y. Akhila	II <sup>nd</sup> B.Com	Y. Akhila
13	T. Sujatha	II B.Com	T. Sujatha
14	K. Saravani	II B.Com	K. Saravani
15	B. Venkataxami	II B.Com	B. Venkataxami
16	P. Nagamani	II B.Com	P. Nagamani
17	L. Revathi	II B.Com	L. Revathi
18	Y. Vanalakshi	II B.Com	Y. Vanalakshi
19	M. Prameela	II B.Com	M. Prameela
20	J. Jagadeeswari	II B.Com	J. Jagadeeswari

## Government Degree College-Tekkali

### Requisition for the Approval of Certificate Course

1. Department : Commerce

2. Title of Certificate Course: TALLY

3. Name of the Course Co-Ordinator: Sri B.Hemaraju, Lect.in  
Computer Appl

4. Course Code:03-COM-2021

5. Objective of the Course:

- ✓ To Know the Financial position of the Business
- ✓ Course is used for Commerce students to get placements in different offices as well as Companies.
- ✓ Maintain Business Accounts.
- ✓ Preparation of Balance sheet and P/L Accounts.
- ✓ Preparation of Payroll Accounting, VAT, GST etc..

6. Duration of the Course : 30 Days

7. Date of Commencement of the Course:01-April-2021

8. Course fee :Free

B. Hemaraju

Signature of the Course Co-ordinator

G. Nagarathu

Signature of the Dept.In-Charge

Principal Remarks

Signature of the Principal

20/4/2021

**Thank you**

