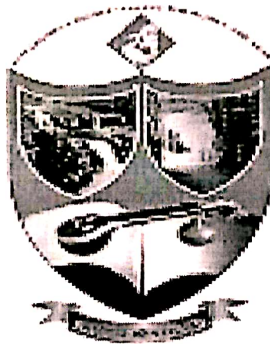


**GOVERNMENT DEGREE COLLEGE ARTS AND COMMERCE  
ADILABAD - 504001**

**DEPARTMENT OF COMMERCE  
AND  
COMPUTER APPLICATIONS**



**COMMERCE CLUB**

**A Report on the 15-Day Certificate Course on  
Communication Skills**

**2017 – 2018**

**For B.Com. Final Year Students**

**From 11<sup>th</sup> July 2017 to 25<sup>th</sup> July 2017**

**Time: 4:00 PM to 5:00 PM**

**Venue: Computer Applications Lab**


**GOVERNMENT DEGREE COLLEGE ARTS AND COMMERCE :: ADILABAD**  
**DEPARTMENT OF COMMERCE AND COMPUTER APPLICATIONS**  
**COMMERCE CLUB**

Date : 05-07-2017

**NOTICE**

All the B.Com students of this college here by informed that “**15-Day Certificate Course on Communication Skills**” is conducting by the department of commerce. The course commence from 11<sup>st</sup> July 2017 the duration of course in 15 days. The classes are held 4:00 pm to 5:00 pm. The course is open for B.Com III year students. Certificate will be awarded to the participants on successful completion of course for further details contact course Coordinator Smt P Kavitha.

  
Coordinator

  
Principal  
PRINCIPAL  
Govt. Degree College for Women  
ADILABAD.

**GOVERNMENT DEGREE COLLEGE FOR WOMEN  
ADILABAD – 504001**

(Under Kakatiya University)  
(Re-accredited by NAAC with "B" Grade)

**DEPARTMENT OF COMMERCE  
AND  
COMPUTER APPLICATIONS**



**COMMERCE CLUB**

**A REPORT ON THE CERTIFICATE COURSE  
IN  
"TALLY WITH GST"**

**2017 – 2018**

**For B.Com. Final Year Students**

**From 5<sup>th</sup> December 2017 to 5<sup>th</sup> January 2018**

**Time: 4:00 PM to 5:00 PM**

**Venue: Computer Applications Lab**

**GOVERNMENT DEGREE COLLEGE FOR WOMEN :: ADILABAD**  
**DEPARTMENT OF COMMERCE AND COMPUTER APPLICATIONS**  
**COMMERCE CLUB**

Date : 25-11-2017

**NOTICE**

All the B.Com students of this college here by informed that “30 Day Certificate Course in Tally with GST” is conducting by the department of commerce. The course commence from 5<sup>th</sup> December 2017 the duration of course in 30 days. The classes are held 4:00pm to 5:00pm. The course is open for B.Com III year students. Certificate will be awarded to the participants on successful completion of course for further details contact course coordinator Smt. P Kavitha.

  
Coordinator

  
Principal

## ***Certificate Course 2017-18***

### ***Guidelines for the Certificate Programs***

Indigenous Certificate Courses were introduced by the college with the following objectives:

- To add values to existing degree programs by providing an opportunity to learners to supplement their degree courses with additional qualifications.
- To promote inter-disciplinary learning.
- To focus on skill development and to make students more employable through emphasis on training and application of theory.

Certificate Courses have been identified and designed on the basis of expert inputs and need analysis, help cater to the varied aptitudes and needs of the students.

All Certificate Programs will have 30 hours of input sessions. On an average 40% of these sessions will be conducted by outside experts in the respective fields, whereas the in house faculty will take care of the remaining 60%. In the case of technical courses, inputs from outside experts will be increased in accordance with the demands of the course.

These courses are available for all B.Com. students.

#### **Certificate Course In-charges**

- Tally - Open To All - Rs.100/-

The following rules and guidelines must be strictly adhered to:

- Students are advised to register for the Certificate courses and pay their fees at the time of the admission.
- Those students who do not attend the classes / training sessions for the courses regularly - registering a minimum of 75% attendance will not be awarded a certificate.
- If the number of Takers in any of these courses is less than 15, we may absorb them to any other courses on the list.
- Assessment will be based on different credits, presentation, reports, minor projects, tests, performance and participation etc. There will be exams at the end of the course.
- There will be no refund of fees if you fail to attend any of the classes you have registered for or you have paid the fees but failed to register for a course.



<b>Name of Course :</b>	Certificate Course in Tally ERP 9		
<b>Duration :</b>	30 Hrs	<b>Modules :</b>	3

#### **Course Objectives :**

1. To impart knowledge regarding concepts of Financial Accounting. Tally is an accounting package which is used for learning to maintain accounts.
2. This course helps students to work with well-known accounting software i.e. Tally ERP.9.
3. To make students capable to create company, enter accounting voucher entries including advance voucher entries, reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software.
4. Accounting with Tally certificate course is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market.

#### **Course Outcomes :**

1. After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9
2. Student by their own will create company, enter accounting voucher entries including advance voucher entries, reconcile bank statements, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software.
3. Students will possess required skill and can also be employed as Tally data entry operator.

#### **Course Pre-requisites :**

- To get full benefit of this course, the student needs to have basic knowledge of accounting and computer.

#### **Career Prospects:**

- Even if you are currently employed, learning Tally and obtaining a certificate will improve your chances for a promotion or you may even land a better job. Tally will give a much-needed boost to your career by enhancing your knowledge in Accounting, Inventory Management, and Taxation.

This program opens up various avenues for students. After the completion of the program, as a fresher you can begin your career as:

- Accounts Executive
- Junior Accountant
- Data Entry Operator
- Accounts Assistant
- Tally Operator
- Accountant Trainee

### Course Contents

<b>Module – 1 :</b>	<b>Duration :</b>	<b>10 Hrs</b>
---------------------	-------------------	---------------

Chapter I.: Fundamentals of Accounting.  
Chapter II: Maintaining Chart of Accounts in Tally ERP  
Chapter III :Maintaining Stock Keeping Units (SKU)  
Chapter IV : Recording Day-to-Day Transactions in Tally ERP 9

<b>Module – 1 :</b>	<b>Duration :</b>	<b>10 Hrs</b>
---------------------	-------------------	---------------

Chapter V : Accounts Receivable and Payable Management.  
Chapter VI : MIS Reports.  
Chapter VII :Recording Vouchers with TDS

<b>Module – 1 :</b>	<b>Duration :</b>	<b>10 Hrs</b>
---------------------	-------------------	---------------

Chapter VIII: Recording Vouchers with TDS (Tax Deducted at Source)  
Goods and Services Tax (GST) - Introduction  
Shortcut Keys Practice

- All the classes will be conducted in the computer lab by the Trainer.
- Certificate will be awarded by college after assessment test.

**List of Participants:**

S.NO	Hall Ticket No	Name of the Student	Fathers Name	Course
1	049162001	CHIKKALA ROJA	CHIKKALA NAGANNA	B.Com. Gen. III Year
2	049162002	DASARI MOUNIKA	DASARI SRINIVAS	B.Com. Gen. III Year
3	049162005	GUNJARIWADA GANGAMANI	BHUMANNA	B.Com. Gen. III Year
4	049162006	KALLEPELLI MAMATHA	K DEVANNA	B.Com. Gen. III Year
5	049162007	KINAKA YAMUNA	KINAKA JANGU	B.Com. Gen. III Year
6	049162008	KOTNAKA LAXMI	KOTNAKA JALAPATHI	B.Com. Gen. III Year
7	049162009	KURSENGA THANU BAI	KURSENGA MOTHIRAM	B.Com. Gen. III Year
8	049162010	MALYALA PRIYANKA	MALYALA MURTHY	B.Com. Gen. III Year
9	049162011	MESRAM SUNITHA	MESRAM KACHRU	B.Com. Gen. III Year
10	049162012	NAHID FATHIMA	MD FASAHATH ALI KHAN	B.Com. Gen. III Year
11	049162013	NAITHAM PREMALATHA	NAITHAM SHANKAR	B.Com. Gen. III Year
12	049162015	POTHU ANITHA	SAILOO	B.Com. Gen. III Year
13	049162016	SIDAM KAPILIBAI	SADAM SUPARI	B.Com. Gen. III Year
14	049162017	SIDAM LATHA	SIDAM CHINNU	B.Com. Gen. III Year
15	049162018	VADGURE SONALI	SHIVA KUMAR	B.Com. Gen. III Year
16	049162019	WADAI MANGALA	BHEEVSAN	B.Com. Gen. III Year
17	049162201	AMBADI SONIKA	AMBADI SANJEEV	B.Com. CA III Year
18	049162202	BOYAR GEETHA	BOYAR GANAPATHI	B.Com. CA III Year
19	049162203	CHILURWAR SANTOSHI	CHILURWAR VENKATI	B.Com. CA III Year
20	049162204	DURGANWAR RANI	GAJANAN	B.Com. CA III Year
21	049162205	DURVA PARVATHI	DURVA PAIKU	B.Com. CA III Year
22	049162206	DEBBADWAR SNEHA	DEBBADWAR MEENA	B.Com. CA III Year
23	049162207	GADAM RAJITHA	GADAM YADAV RAO	B.Com. CA III Year
24	049162208	GUGLAVATH SONIKA	GUGULAVATH GANESH	B.Com. CA III Year



25	049162209	JALLELA PRIYANKA	JALLELA KRISHNA	B.Com. CA III Year
26	049162210	KOMPELLI SOUJANYA	KOMPELLI GANAPATHI	B.Com. CA III Year
27	049162211	KONDAPALLI SHIREESHA	BHUMANNA	B.Com. CA III Year
28	049162212	KUNTALWAR YOJANA	KUNTALWAR KRISHNA	B.Com. CA III Year
29	049162213	MALAVATH SARITHA	MALAVATH GANAPATHI	B.Com. CA III Year
30	049162214	MESANENI SANGEETHA	MESANENI LAKSHMAN	B.Com. CA III Year
31	049162215	MOIZE MAMATHA	MOIZE MADHAV	B.Com. CA III Year
32	049162216	NAITAM RADHA	NAITAM DEV RAO	B.Com. CA III Year
33	049162217	RAISIDAM SHAILAJA	RAISIDAM SOUMU	B.Com. CA III Year
34	049162218	RAISIDAM VIJYAYA	RAISIDAM SAMBU	B.Com. CA III Year
35	049162219	SADAF RUHEE	MOHAMMED ANWAR HUSSAIN	B.Com. CA III Year
36	049162220	SEDAMAKI LAXMI	SEDMAKI RAMJEE	B.Com. CA III Year
37	049162221	SIDAM PRIYATHAMA	SIDAM SHANKAR	B.Com. CA III Year
38	049162222	SONNAILA SARIKA	SONNAILA MALLESHAM	B.Com. CA III Year
39	049162223	SOYAM PRIYANKA	SOYAM DADAROA	B.Com. CA III Year
40	049162224	UGGE MANJULA	UGGE ASHOK	B.Com. CA III Year

**NO. OF PARTICIPANTS: 40**

**LIST OF FACULTY MEMBERS:**

S. No.	Name of the Faculty	Designation
1	K SANTOSH KUMAR	Head, Dept. of Commerce
2	P KAVITHA	Coordinator
3	SRI K GOPAL	Member
4	M SAVITHRI	Member

**TARGET LEARNERS:** College Students

**NAME AND DESIGNATION OF THE TRAINER:** Wajid Bin Sajid Hazrami, Trainer, Hazrami  
Computers and Solutions, Adilabad

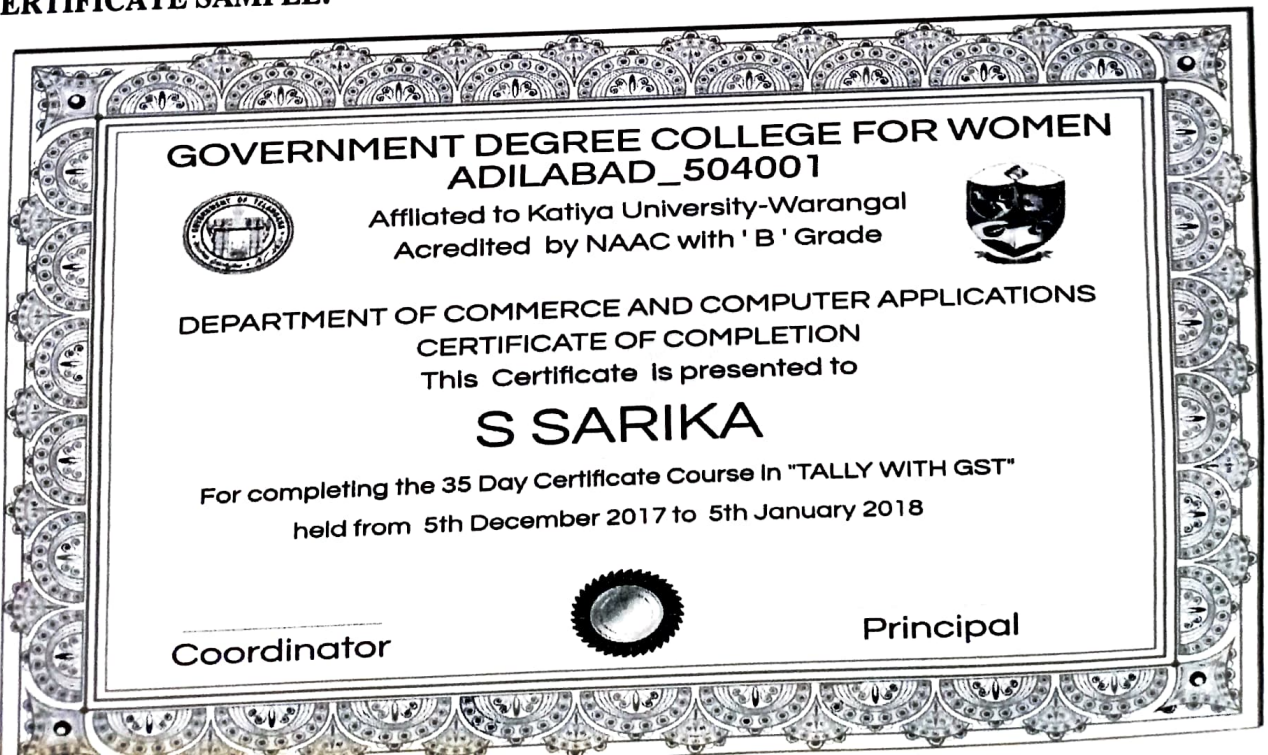
## A BRIEF REPORT:

The Certificate Course Programme commenced with a welcome address by Smt. M Savithri, Lecturer in Commerce. She welcomed the Wajid Bin Sajid Hazrami, Trainer, Hazrami Computers and Solutions, Adilabad, with around 10 years of experience. The session was very informative and practical oriented. Head, Dept. of Commerce, Sri K Santosh Kumar expressed his gratitude towards the trainer for an enlightening session. A formal vote of thanks was proposed by Ms. J Priyanka of B.com. C.A. III Year

## Photographs :



## CERTIFICATE SAMPLE:





**COURSE CONTENT COVERAGE :**

Module 1	I Week
Module 2	II Week
Module 3	III Week
Practicals	IV Week

  
**Trainer**

  
**Coordinator**

  
**PRINCIPAL**

## LEARNER FEEDBACK FORM

<b>Learner Name:</b>	<b>Title of Course / Module / Training Activity</b>
----------------------	---

**Q.1 Did the training meet your learning objectives?** Yes ☐ No ☐

Comment:

**Q.2 How do you intend to apply what you learned?**

Comment:

**Q.3 Was the programme / module delivered clearly?**

Yes ☐ No ☐

Comment:

**Q.4 Was the aim of the programme / module explained?**

Yes ☐ No ☐

Comment:

**Q.5 Was the training room suitable to the training programme / module?**

Yes ☐ No ☐

Comment:

**Q.6 How would you rate the following? (Please tick)**

	Excellent	Good	Fair	Poor
Resources & equipment				
Approachability of tutor (s)				
Handouts				
Exercises/assessments				
Overall Tutor Support				

**Q.7 Have you any suggested improvements regarding this course / module?**

Yes ☐ No ☐

Comment:

**Q.8 Course / Module Outcomes (please tick as appropriate)**

Certification	Further Training	Work Experience	Employment	Other (please specify)

Comment: