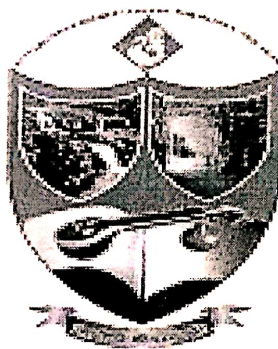GOVERNMENT DEGREE COLLEGE ARTS AND COMMERCE
ADILABAD - 504001

DEPARTMENT OF COMMERCE
AND
COMPUTER APPLICATIONS

COMMERCE CLUB

A Report on the 15-Day Certificate Course on Professional Skills

2018 – 2019

For B.Com. Final Year Students

From 21st July 2018 to 04th August 2018

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 : 15-07-2018

NOTICE

All the B.Com students of this college here by informed that **"15-Day Certificate Course on Professional Skills"** is conducting by the department of commerce. The course commence from 21st July 2018 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 M Savithri.

Coordinator

PRINCIPAL
Govt. Degree College for Women
ADILABAD.

A REPORT ON THE
30 DAY CERTIFICATE COURSE IN
"TALLY WITH GST"

For B.Com. Final Year Students

From 1st December 2018 to 1st January 2019

Time: 4:00 PM to 5:00 PM

Venue: Computer Applications Lab

COMMERCE CLUB

DEPARTMENT OF COMMERCE
AND
COMPUTER APPLICATIONS

GOVERNMENT DEGREE COLLEGE FOR WOMEN
ADILABAD – 504001

(Under Kakatiya University)
(Re-accredited by NAAC with "B" Grade)
2018 – 2019

GOVERNMENT DEGREE COLLEGE FOR WOMEN :: ADILABAD

DEPARTMENT OF COMMERCE AND COMPUTER APPLICATIONS

COMMERCE CLUB

Date : 15-12-2018

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 1st December 2018 the duration of course in 30 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 Sri K Chandrakanth.

Principal

Coordinator

Certificate Course 2018-19

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

- <u>Tally - Open To All - Rs.100/-</u>

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.

Name of Course	:	Certificate Course in Tally ERP 9		
Duration :		30 Hrs	**Modules :**	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		
Module – 1 :	Duration :	10 Hrs
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		
Module – 2 :	Duration :	10 Hrs
Chapter V : Accounts Receivable and Payable Management. Chapter VI : MIS Reports. Chapter VII :Recording Vouchers with TDS		
Module – 3 :	Duration :	10 Hrs
Chapter VIII: Recording Vouchers with TDS (Tax Deducted at Source) Goods and Service 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 online assessment test.		

List of Participants:

S.No.	HALL TICKET NO.	STUDENT NAME	FATHER NAME	Course
1	49172001	ASHA SAMREEN	KHAYAMUDDIN	B.Com. Gen III Year
2	49172003	BEERLA RAJITHA	BEERLA RAJANN	B.Com. Gen III Year
3	49172008	GUNJALA ANUSHA	GUNJALA NAGESH	B.Com. Gen III Year
4	49172010	KANAKA KAVITHA	HARIDAS	B.Com. Gen III Year
5	49172011	KARAM SAIPRIYA	RAMULU	B.Com. Gen III Year
6	49172014	MADAVI SONI	MADAVI INDRU	B.Com. Gen III Year
7	49172015	MANNE SHARAD	MANNE KISHAN	B.Com. Gen III Year
8	49172016	MASKE PREETHI	MASKE PRABHAKAR	B.Com. Gen III Year
9	49172018	MESHRAM SHIRISHA	MESHRAM SURYARAO	B.Com. Gen III Year
10	49172023	RATHOD ROJA	RATHOD NOORSINGH	B.Com. Gen III Year
11	49172201	ADWALA SOUNDARYA	ADWALA VENKATA RAMULU	B.Com. CA III Year
12	49172202	ASHRA TABASSUM	KHUDRAT ALI	B.Com. CA III Year
13	49172203	B MANASA	B SAYANNA	B.Com. CA III Year
14	49172204	CHINDAM ANUSHA	CHINDAM DEVIDAS	B.Com. CA III Year
15	49172205	DOKURU PRAVALIKA	BHUMANNA	B.Com. CA III Year
16	49172206	FATIMA MASOOD MINIF	MASOOD BIN UMER BIN MINIF	B.Com. CA III Year
17	49172207	JADAV BIJJU	JADAV BAPUJEE	B.Com. CA III Year
18	49172208	JADAV LATHA	JADAV RAMESH	B.Com. CA III Year
19	49172209	JADHAV KARISHMA	JADHAV GANESH	B.Com. CA III Year

S. No.				
20	49172210	JOYIJODI RENUKA	JOYIJODI PANDURANGAVITTAL RAO	B.Com. CA III Year
21	49172211	KAMDASU ROJA	K KISHTU	B.Com. CA III Year
22	49172212	KANDHI RAJESHWARI	KANDHI CHANDRASHEKHAR	B.Com. CA III Year
23	49172213	MANTHENA HIMA BINDU	MANTHENA SRINIVAS	B.Com. CA III Year
24	49172215	MESRAM KAVITHA	MESRAM SURESH	B.Com. CA III Year
25	49172216	ORAGANTI ANUSHA	O SWAMY	B.Com. CA III Year
26	49172217	PASUPULA ALIVENI	PASUPULA POTHANNA	B.Com. CA III Year
27	49172219	SHAGUFTHA NAAZ	MOHD SHAFEEQ UR RAHAMAN	B.Com. CA III Year
28	49172220	SHEDEKAR MEENA	SHEDEKAR BHAKTARAJU	B.Com. CA III Year
29	49172221	SHRUTHI JOSHI	ANAND JOSHI	B.Com. CA III Year
30	49172222	TAMMALA VENKATAMMA	TAMMALA POCHANNA	B.Com. CA III Year
31	49172223	UYIKA KAMADHENU	UYIKA GANGADHAR	B.Com. CA III Year
32	49172224	VELUVAKA SAUJANYA	VELUVAKA SAMBAIAH	B.Com. CA III Year

NO. OF PARTICIPANTS: 32

LIST OF FACULTY MEMBERS:

| S. No.	Name of the Faculty	Designation
1	SRI K SANTOSH KUMAR	Head, Dept. of Commerce
2	SRI K CHANDRAKANTH	Coordinator
3	SRI K GOVIND	Member
4	SMT M SAVITHRI	Member

TARGET LEARNERS: College Students

NAME AND DESIGNATION OF THE TRAINER: Sri K Venkateshwarlu, Income Tax and GST Practitioner and Tax Consultant, Adilabad

A BRIEF REPORT:

The Certificate Course Programme commenced with a welcome address by Smt. M Savithri, Lecurer in Commerce. She welcomed the Sri K Venkateshwarlu, Income Tax and GST Practitioner and Tax Consultant, Adilabad, with around 10 years of experience. The Inaugural Ceremony 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. M Himabindu of B.com. C.A. III Year.

In the Valedictory Ceremony session Sri G Shanker Rao, Retd. Principal was addressed to the trainees who have successfully completed 30 Day Certificate Course. After that certificates were given to the students.

Photographs:

CERTIFICATE SAMPLE:
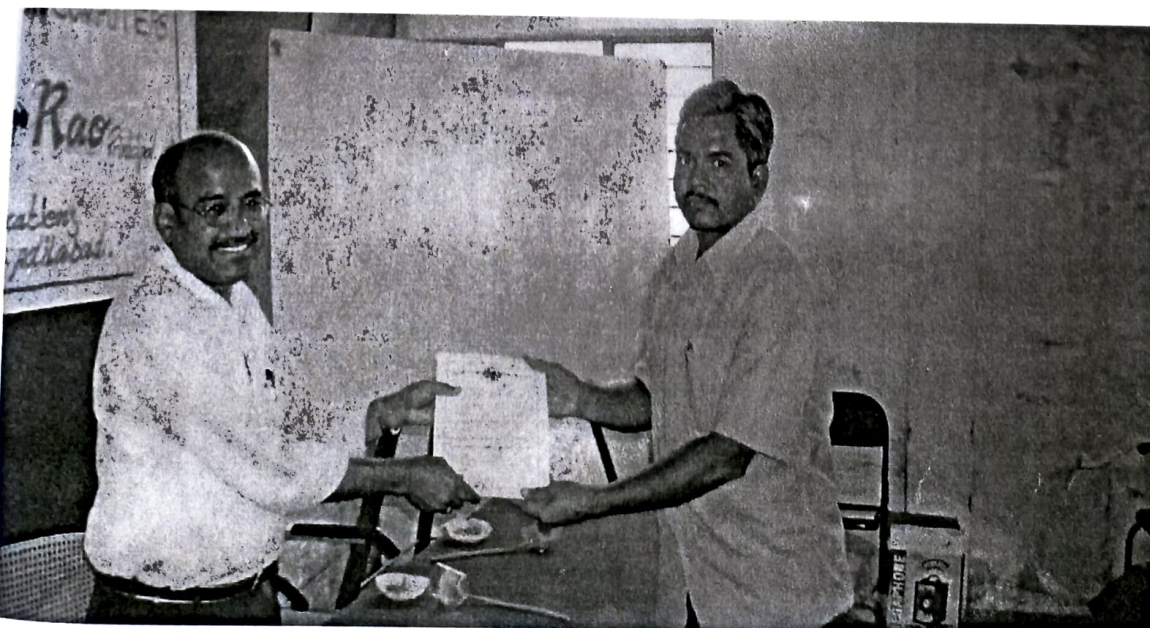
GOVERNMENT DEGREE COLLEGE FOR WOMEN
ADILABAD TS-504001

DEPARTMENT OF COMMERCE & COMPUTER APPLICATIONS

COMMERCE CLUB

CERTIFICATE

This is to certify that Miss.**SHRUTHI JOSHI** son/daughter of **ANAND JOSHI** has completed the
"**30 Days Certificate Course in Tally with GST**" organized by the Department of Commerce and
Computer Application of this college from **1ˢᵗ December 2018** to **1ˢᵗ January 2019**

Date:1/1/2019

Place:Adilabad

COURSE COORDINATOR   **PRINCIPAL**

COURSE CONTENT COVERAGE

Module 1	1 Week
Module 2	2 Week
Module 3	3 Week
Practicals	4 Week

TRAINER   **CO-ORDINATOR**   **PRINCIPAL**

LEARNER FEEDBACK FORM

Learner Name:	Title of Course / Module / Training Activity

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: