

Tally Syllabus

Chapter 1: Fundamentals of Accounting

This chapter summarizes the Fundamentals of Accountancy, starting with the accounting terms, concepts, right up to the double entry system of accounting. It explains the need and usage of Golden Rules of Accounting in the books of accounting and recording the business transactions.

Chapter 2: Introduction to Tally Prime

This introductory chapter on Accounting using Tally explains how simple it is to download and install Tally in the system. This chapter helps you understand the simplest way of creating a company and the company features and configurations.

Chapter 3: Maintaining Chart of Accounts

This chapter shows you how simple it is to create, alter and display the Chart of Accounts such as Ledgers, Groups, Stock Items and Units of Measure Creation.

Chapter 4: Recording and Maintaining Accounting Transactions

This chapter covers how to record transactions such as Receipt, Contra, Payment, Purchase, Sales, Debit Note, Credit Note, and Journal Vouchers with practical scenarios.

Chapter 5: Banking

This chapter covers the basic Banking Feature, Cheque Printing, Bank Reconciliation, Generating Deposit Slips including Payment Advice.

Chapter 6: Generating Financial Statements and MIS Reports

This chapter covers all MIS reports in Tally; Trail Balance, Balance Sheet, Profit and Loss account, Cash Flow Statement, Ratio Analysis, Daybook, Receipts and Payments, Purchase and Sales Register including Inventory Reports.

Chapter 7: Data Security and Company Data Management

This chapter covers Securing Financial Information of the Company, Creating Security Control, User Roles, Creation of Users and Change User.

This chapter covers how to securely take company data and restore without any data loss.

Chapter 8: Goods and Services Tax

This chapter covers Goods and Services Tax and enables recording intrastate and interstate transactions, purchase and sales return transaction with GST supplies inclusive of tax, purchase from composition dealer, exports and supply of exempted goods along with the procedure of adjusting input credit against available liability

ROLL NO.	NAME OF THE STUDENT	MONTH DATE INITIAL OF LECTURER NO. OF LECTURES	YEAR 2022																																																		
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			9/3	10/3	11/3	12/3	13/3	14/3	15/3	16/3	17/3	18/3	19/3	20/3	21/3	22/3	23/3	24/3	25/3	26/3	27/3	28/3	29/3	30/3	31/3	1/4	2/4	3/4	4/4	5/4	6/4	7/4	8/4	9/4	10/4	11/4	12/4	13/4	14/4	15/4	16/4	17/4	18/4	19/4	20/4	21/4	22/4	23/4	24/4	25/4	26/4	27/4	28/4
(1) 5507	B. Kavitha		1	2	3	4	5	6	7	8	8	8	9	9	1	14	15	16	17	18	19	20	21	22	23	24	25	26																									
(2) 5524	Kalpana			1	2	3	4	5	6	7	8	8	8	8	2	1	16	11	12	13	14	15	16	17	18	19	20	21	22																								
(3) 5542	M. Ganga		1	2	3	4	5	6	7	8	9	9	10	11	3	2	9	10	11	12	12	12	12	13	14	15	16	17	18																								
(4) 5557	Y. Bhagyalaxmi		1	2	3	4	4	4	5	6	7	7	8	8	4	3	12	13	14	15	15	16	17	18	19	20	21	22	23																								
(5) 5003	A. Jyothi					1	2	3	4	4	4	4	4	5	6	4	9	10	11	12	13	14	15	16	17	18	19	20	21																								
(6) 5008	A. shivalatha		1	2	3	4	5	6	7	8	9	10	10	11	12	7	5	5	5	5	6	6	6	6	6	6	6	6	6	6																							
(7) 5014	B. Navya		1	2	3	4	5	6	7	8	9	10	10	11	12	8	7	13	14	15	16	17	18	19	20	21	22	23	24																								
(8) 5015	B. Navaneetha		1	2	3	4	5	6	7	8	9	10	11	12	13	9	8	13	14	15	15	16	16	17	18	19	19	20	21	22																							
(9) 5016	B. Giranashwari		1	2	3	4	5	6	7	8	8	8	9	10	10	9	14	15	16	16	17	18	19	20	21	22	23	23	23																								
(10) 5021	B. Swathi			1	2	3	4	5	6	7	8	9	10	11	11	10	11	12	12	13	14	15	16	17	18	19	20	21	21																								
(11) 5026	B. Swathi					1	2	3	4	5	6	7	8	12	11	12	13	14	14	14	14	15	16	17	18	19	19	20																									
(12) 5032	C. Bhargavi		1	2	3	4	5	6	7	7	8	9	10	11	12	13	12	9	10	11	14	14	14	15	16	17	18	19	20	21	22	22																					
(13) 5033	C. Kalpana		1	2	3	4	5	6	7	8	9	9	9	10	14	13	13	13	13	13	13	13	14	15	15	16	17	17																									
(14) 5045	Fareha fayaz		1	2	3	4	4	5	6	7	8	9	9	10	11	15	14	12	13	14	15	16	16	17	18	19	19	20	21	21																							
(15) 5049	Gi. Anjali Devi		1	2	3	4	5	6	7	8	9	9	10	11	12	16	15	13	14	15	15	16	17	18	19	20	21	22	23	24																							
(16) 5051	Gi. Jennifer			1	2	3	4	5	6	7	8	8	8	8	17	16	9	10	10	11	11	12	12	13	14	15	16	16	17																								
(17) 5059	Haleema Bader			1	2	3	4	5	6	7	8	9	10	11	12	18	17	13	14	15	16	17	18	19	20	21	22	23	24	25																							
(18) 5062	Huda		1	2	3	4	5	6	7	8	9	10	11	12	13	19	18	14	15	16	17	18	19	20	21	22	23	23	24	25																							
(19) 5064	Irshad fathima				1	2	3	4	4	5	6	7	8	9	20	19	10	10	10	11	11	11	11	11	11	11	11	12	12	12																							
(20) 5066	Ismath Sultana		1	2	3	4	5	6	7	8	9	10	11	12	13	21	20	14	15	16	17	18	19	20	21	22	23	24	25	26																							
(21) 5067	J. Bhargavi		1	1	2	3	4	5	5	6	6	7	8	9	10	22	21	10	10	10	10	11	11	12	13	14	15	16	17	18																							
(22) 5068	J. Divya rani		1	2	3	4	5	6	7	8	9	10	11	12	13	23	22	14	15	16	16	16	16	17	18	19	20	21	22																								
(23) 5075	K. Girija		1	2	3	4	5	6	7	8	9	10	10	11	24	23	11	12	13	14	15	15	16	17	18	19	19	19																									
(24) 5079	K. Sravanthi			1	2	3	4	5	6	7	8	8	8	9	25	24	9	9	9	9	9	9	10	11	12	12	12	12																									
(25) 5081	K. Radhika		1	2	3	4	5	6	7	8	9	10	11	12	13	26	25	14	13	14	14	15	16	17	18	19	20	21	22	22																							
(26) 5085	M. Archana			1	2	3	4	5	6	7	7	7	7	8	27	26	10	11	11	12	12	13	13	14	15	16	17	18	19																								
(27) 5088	M. Kanya			1	2	3	3	4	5	6	7	8	9	10	28	27	11	12	13	13	13	13	14	15	16	17	18	19	20																								
(28) 5092	M. Chandana		1	2	3	4	5	6	7	8	9	10	11	12	29	28	13	14	15	16	17	18	19	20	21	22	23	24	25																								
(29) 5094	M. Hanika			1	2	3	4	5	6	6	7	8	8	9	10	30	29	11	12	12	13	14	14	14	15	15	16	16	16	16																							
(30) 5098	Gi. Mounika		1	2	3	4	5	6	7	8	8	9	9	10	11	31	30	12	13	13	15	16	16	16	17	17	18	18	18	18																							
(31) 5099	M. Pavani		1	2	3	4	5	6	7	8	9	10	10	11	32	31	12	13	14	15	16	16	17	18	19	20	21	21	21																								



Vignan ICSS Vocational Institute
(Recognized by Govt of A.P.)
B-3-3/B/C/D, Mottugadda, MAHABUBNAGAR.
Tel : 08642-652554.



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Memorandum of Understanding

Vignan ICSS Tally Training and Assessment Center (TAC)

and

NTR Government Degree College for Women, Mahabubnagar

Date of Contract :28-12-2021

TAC Name :Vignan ICSS

College Details :Department of Commerce,
NTR Government Degree College for Women, Mahabubnagar

MOU Period :One Year from Date of Contract

Course :Tally Essential Level 1

Commercials:

Examination fee

Assessment and certification

(As per MOU between TEPL and CCETS) :Rs. 1168/-

(Rupees One Thousand one hundred and sixty eight only)

Vignan ICSS Training and Assessment Center (TAC) and Department of Commerce, NTR Government Degree College for Women, Mahabubnagar. We Share the common vision of empowering the students by imparting industry relevant skill sets and increasing their employability.

To achieve our common goal Vignan ICSS (Training and Assessment Center) and College would collaborate on the following framework to execute the students training.

Proposed Terms and Conditions:

Deliverables from Vignan ICSS:

1. Digital Content will be made available (At no extra cost)
2. Enroll all students to the TEPL portal
3. Provide assessment and certification to the enrolled students

Deliverables from TEPL for college and all enrolled candidates:

1. TallyPrime Multiuser License on an annual renewable basis on request
2. 2*2 Tally logo signboard to be affixed outside/inside the computer lab
3. Online Assessment for the certification
4. Digital verifiable Certificate to students who pass the assessment.
5. Access for students to the TEPL Candidate Portal
6. Mock assessments to students in the Candidate Portal to evaluate their progress

Deliverables from NTR Government Degree College for Women:

1. Students to make payment to empanelled partner on commencement of the course.
2. Necessary student details of the enrolled students.
3. Infrastructure for training and assessment
4. Fix Tally logo signboard (as provided by TEPL) in the computer lab
5. Utilize the license provided for training purpose only
6. Minimum of 100 students for certification for the license to be renewed.

For
Vignan ICSS

For
Principal,
NTR Government Degree College
for Women, Mahabubnagar

Head,
Department of Commerce,
NTR Government Degree College
for Women, Mahabubnagar

Authorized Signatory
DIRECTOR
Vignan ICSS Training and Assessment
Center, Mahabubnagar.

Authorized Signatory
NTR G.D.C. (W)
MAHABUBNAGAR



TALLY ADD-ON COURSE BY DEPARTMENT OF COMMERCE

INNOGARATION PROGRAMME ON 21-03-2022

FOR 2021-2022 BATCH STUDENTS.



CERTIFICATE DISTRIBUTION PROGRAMME FOR 2021-2022 BATCH STUDENTS ON :24-06-2022.

