NAGARJUNA GOVERNMENT COLLEGE(A), NALGONDA

CERTIFICATE COURSE IN COMMERCE

ACADEMIC YEAR 2021-22
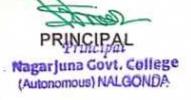
[FROM 17-03-2022 TO 28-04-2022)

DEPARTMENT OF COMMERCE

No. of Participants: 30

PRINCIPAL
Principal
Nagarjuna Govt. College
(Autonomous) NALGONDA

NAGARJUNA GOVERNMENT COLLEGE(A), NALGONDA
CERTIFICATE COURSE IN COMMERCE

PERMISSION LETTER

Date: 14-03-2022

To

The Principal,

NG College,

Nalgonda.

Sir,

    Subject:- Seeking Permission to start Certificate Course in Commerce In our college Request-Reg.

We the Department of Commerce would like on start Certificate Course in Commerce in our college for the academic year 2021-22 for the betterment of all students.

    Hence, you are to request to permit us to start the Certificate Course for the mentioned academic year.

Thanking you sir,

I/C

Yours faithfully;
Principal
Nagarjuna Govt. College
(Autonomous) NALGONDA.

CIRCULAR

Date: 14-03-2022

All the students are here by informed that we, the Department of COMMERCE start 'CERTIFICATE COURSE ON TALLY ERP.9 for a period of Thirty days for this Academic Year 2021-22. The classes will be conducted during Zero hours that is from 4:30 P.M to 5:30 P.M (1hour) on all working days. The Detailed scheduled will be intimated soon interested candidate may enroll their names with Sri. S.VASUDEV, Lecturer in COMMERCE if the enrolled candidates are more than thirty, a formal entrance test will be conducted and based on the performance the selected students will be short listed.

I/C

PRINCIPAL
Principal
Nagarjuna Govt. College
(Autonomous) NALGONDA

Accounting with Tally Certificate Course

	Contents to be Covered	Durations
1.	Basicsof Accounting, and Accounting Cycle	4 Hrs.
2.	Introduction to Tally, and Company Information	4 Hrs.
3.	Creating Groups, and Ledger Accounts	2 Hrs.
4.	Voucher Types, and Voucher Entry - Part I	2 Hrs.
5.	Practice Session - I	2 Hrs.
6.	Voucher Entry - Part II	2 Hrs.
7.	Closing Entries, and Adjustments	2 Hrs.
8.	Practice Session - II	2 Hrs.
9.	Debit Note, Credit Note, and **Bank** Reconciliation Statement	2 Hrs.
10.	Memorandum, Optional, Post - dated, and Reversing Vouchers	2 Hrs.
11.	Display, and Print Books / Reports	2 Hrs.
12.	Revision	2 Hrs.
13.	Examination	2 Hrs.

Objective of this course:

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

2. Student will learn to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software

3. 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.

Outcome from this course:

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 will do by their own create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and print

financial statements, etc. in Tally ERP.9 software
3. Students do possess required and can also be employed as Tally data entry operator.

Department of Commerce

Summary of Certificate Course on Tally Erp.9

30 Hours Certificate Course on Tally Erp.9 was held by Commerce Department, Nagarjuna Government College from 17-03-2022 to 28-04-2022, 30 Students from different B.Com. Batches were enrolled. The classes were taken by Sri S.VASU DEV, Lecturer in Commerce. The Course was designed to impart knowledge regarding concepts of Computerized Accounting with special importance to Tally. It was intended to equip the students to acquire both theoretical and practical training in Tally Erp.9. Practical Examination was conducted at the end of the training and all the thirty students attended the exam. All students cleared the exam with good grades and certificates showing their respective grades were issued to the students which would serve as an additional qualification for them while seeking job as an accountant.

NAGARJUNA GOVERNMENT COLLEGE(A), NALGONDA

Department of Commerce

CERTIFICATE OF APPRECIATION

This is to certify that Mr./Mrs. _____ S/o, D/o _____ Class _B.COM CA_ has participated in a certificate course on "Tally Erp.9" Conducted by the Department of Commerce.

PRINCIPAL
Nagarjuna Govt. College
(Autonomous) NALGONDA

CERTIFICATE COURSE OF TALLY ERP.9

List of Students

SI.NO	Hall Ticket number	Name of the student	Signature
1	19044028405001	A.ANUSHA	A.Anusha
2	19044028405007	A.PRANITHA	A.Anucha
3	19044028405015	ARSHIYA NAAZ	Arshiya Naaz
4	19044028405020	A.SWAPNA	A.Swapna
5	19044028405026	B.SUDHEER	Sudheer
6	19044028405033	B.PUJITHA	B. Pujitha
7	19044028405040	B.SHIRISHA	B.Shirisha
8	19044028405056	CH.NAGARAJU	ch.Nagaraju
9	19044028405069	D.SWAPNA	D.Swapna
10	19044028405078	G.GIRIJA	D.swapna
11	19044028405083	G.SUSHMITHA	G. Sushmitha
12	19044028405100	G.SHIVAKUMAR	G.Shiva
13	19044028405106	J.AKHILA	J. Akhila
14	19044028405116	K.POOJITHA	K. Poojitha
15	19044028405128	K.YASHWANTH	K. Yashwanth
16	19044028405142	K.SRIKANTH REDDY	K.SRIKANTH
17	19044028405144	K.MOUNIKA	K. Mounika
18	19044028405163	MD.ANSARI	mounika
19	19044028405170	M.DATHA	M. Datha
20	19044028405183	M.SRIKANTH	m. Srikanth
21	19044028405205	P.MAMATHA	P.mamatha
22	19044028405208	P.SWAMY	p.Swamy
23	19044028405216	P.SANDEEP	Sandeep
24	19044028405223	P.SOUJANYA	P. Soujanya
25	19044028405234	R.TEJA	Teja
26	19044028405239	R.MANOJKUMAR	R. manojkumar
27	19044028405257	S.KOTESH	kotesh
28	19044028405273	V. INDRA	V. INDRA
29	19044028405278	V.VAMSHI	V.Vamshi
30	19044028405285	Y.SRIKANTH	Srikanth

I/C

Principal
Nagarjuna Govt. College
(Autonomous) NALGONDA.

NAGARJUNA GOVERNMENT COLLEGE(A), NALGONDA
DEPARTMENT OF COMMERCE
CERTIFICATE COURSE ON TALLY ERP.9
STUDENT ATTENDACE SHEET

S.NO	Ht.No	Name of the student	17 / 1	21 / 2	22 / 3	23 / 4	24 / 5	25 / 6	26 / 7	28 / 8	29 / 9	30 / 10	31 / 11	1 / 12	4 / 13	6 / 14	7 / 15
1	19044028405001	A.ANUSHA	1	2	3	4	5	6	6	7	8	9	10	11	12	13	14
2	19044028405007	A.PRANITHA	1	2	2	3	4	5	6	7	8	9	10	11	12	13	14
3	19044028405015	ARSHIYA NAAZ	1	2	3	4	5	5	6	7	8	9	10	10	11	12	13
4	19044028405020	A.SWAPNA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
5	19044028405026	B.SUDHEER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
6	19044028405033	B.PUJITHA	1	1	2	3	4	5	6	7	8	9	10	11	12	13	14
7	19044028405040	B.SHIRISHA	1	2	3	4	5	6	7	8	9	10	11	12	12	13	14
8	19044028405056	CH.NAGARAJU	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
9	19044028405069	D.SWAPNA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
10	19044028405078	G.GIRIJA	1	2	3	4	5	6	7	8	8	9	10	11	12	13	14
11	19044028405083	G.SUSHMITHA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
12	19044028405100	G.SHIVAKUMAR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
13	19044028405106	J.AKHILA	1	2	3	4	5	6	7	8	9	10	11	12	12	13	14
14	19044028405116	K.POOJITHA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
15	19044028405128	K.YASHWANTH	1	2	3	4	5	6	6	7	8	9	10	11	12	13	14
16	19044028405142	K.SRIKANTH REDDY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
17	19044028405144	K.MOUNIKA	1	2	3	4	5	6	7	8	9	9	10	11	12	13	14
18	19044028405163	MD.ANSARI	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
19	19044028405170	M.DATHA	1	2	3	4	4	5	6	7	8	9	10	11	12	13	14
20	19044028405183	M.SRIKANTH	1	2	3	4	5	5	6	7	8	9	10	11	12	13	14
21	19044028405205	P.MAMATHA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
22	19044028405208	P.SWAMY	1	2	3	4	5	6	7	8	9	10	11	12	13	13	14
23	19044028405216	P.SANDEEP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
24	19044028405223	P.SOUJANYA	1	2	3	4	5	6	7	8	9	10	10	11	12	13	14
25	19044028405234	R.TEJA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
26	19044028405239	R.MANOJKUMAR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
27	19044028405257	S.KOTESH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
28	19044028405273	V. INDRA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
29	19044028405278	V.VAMSHI	1	2	3	4	5	6	6	7	8	9	10	11	12	13	14
30	19044028405285	Y.SRIKANTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

S.NO	Ht.No	Name of the student	APRCH -2022 8 / 16	11 / 17	12 / 18	13 / 19	16 / 20	18 / 21	19 / 22	20 / 23	21 / 24	22 / 25	23 / 26	16 / 27	26 / 28	27 / 29	28 / 30
1	19044028405001	A.ANUSHA	15	16	17	18	18	19	20	21	22	23	24	25	26	27	28
2	19044028405007	A.PRANITHA	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
3	19044028405015	ARSHIYA NAAZ	14	15	16	16	17	18	19	20	21	22	23	24	25	26	27
4	19044028405020	A.SWAPNA	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
5	19044028405026	B.SUDHEER	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
6	19044028405033	B.PUJITHA	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
7	19044028405040	B.SHIRISHA	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
8	19044028405056	CH.NAGARAJU	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
9	19044028405069	D.SWAPNA	16	17	18	19	20	21	22	23	24	25	26	27	28	28	29
10	19044028405078	G.GIRIJA	15	16	17	18	19	20	21	22	23	24	25	26	27	28	30
11	19044028405083	G.SUSHMITHA	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
12	19044028405100	G.SHIVAKUMAR	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
13	19044028405106	J.AKHILA	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
14	19044028405116	K.POOJITHA	16	17	18	19	20	21	22	23	24	25	26	27	28		
15	19044028405128	K.YASHWANTH	15	16	16	17	18	19	20	21	22	23	24	25	26	27	28
16	19044028405142	K.SRIKANTH REDDY	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
17	19044028405144	K.MOUNIKA	15	16	17	18	19	20	21	22	23	24	24	25	26	27	28
18	19044028405163	MD ANSARI	16	17	18	19	20	21	22	23	24	25	26	17	28	29	30
19	19044028405170	M.DATHA	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
20	19044028405183	M.SRIKANTH	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
21	19044028405205	P.MAMATHA	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
22	19044028405208	P.SWAMY	15	16	16	17	18	19	20	21	22	23	24	25	26	27	28
23	19044028405216	P.SANDEEP	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
24	19044028405223	P.SOUJANYA	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
25	19044028405234	R.TEJA	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
26	19044028405239	R.MANOJKUMAR	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
27	19044028405257	S.KOTESH	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
28	19044028405273	V.INDRA	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
29	19044028405278	V.VAMSHI	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
30	19044028405285	Y.SRIKANTH	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

I/C

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