

**GOVERNMENT DEGREE COLLEGE,  
KORATLA.**

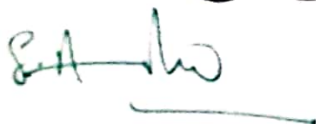
**DIST: JAGTIAL-505326**

**CERTIFICATE COURSE  
IN TALLY.**

**ACADEMIC YEAR 2017-18**

**NO. OF Participants: 30**

**DEPARTMENT OF  
COMMERCE**



  
**PRINCIPAL  
GOVT. DEGREE COLLEGE  
KORATLA, DIST: JAGTIAL**

Koratta

Date:26-07-2017

To

The Principal,

Government Degree College,

Koratta.

Sir,

Sub: Permission for Certificate Course in Tally-Req-Reg.

@@@

Department of Commerce wants to organise certificate course in Tally to enable students to acquire skill for employment in our college in zero hours. We want to conduct classes free of cost. Classes will run daily 1 hour for 30 days i.e. 30 hours duration. Kindly permit us to conduct the course.

Thanking you sir,

Yours faithfully




(S.ASHOK)

Department of commerce

Government Degree college,

koratta.


Permitted  
  
PRINCIPAL  
GOVT. DEGREE COLLEGE  
KORATLA, DIST: JAGTIAL

## NOTICE

Date:27-07-2017

All the Students are here by informed that certificate course in Tally course is starting from 01-08-2017 .It will have duration of 30 working days. It will end on 19-09-2017 (30 days) in our college. All the students should utilise and get trained. After completion of course Certificates will be issued. It will be free of cost.

Interested students contact with Department of Commerce.

  
Principal,  
**PRINCIPAL**  
**GOVT. DEGREE COLLEGE,**  
**KORATLA, DIST: JAGTIAL**  
Koratla.

# SYLLABUS FOR TALLY

## Unit- I Basics of Accounting:

Types of Accounts, Golden rules of Accounting: Accounting Principles, Concepts and conventions.

Double entry system of Book Keeping Mode of Accounting Financial Statements, Transactions, Recording Transactions.

## Unit-II Introduction of Tally:

Creation of company-Groups-Ledgers, Pre defined Vouchers, displaying-Altering-Deleting of vouchers.

Reports: Account books-Registers. Statement of Accounts.

Daybook, cash and Bank books-Final Accounts of sole Traders.

## Unit-III Accounts with Inventory:

Creation of company with Inventory and stock creation of stock groups stock categories-stock items, go downs-unit of measure-Inventory vouchers-Inventory reports.

  
PRINCIPAL  
GOVT. DEGREE COLLEGE  
KORATLA, DIST: JAGTIAL

## **ABOUT THE COURSE:**

It is very popular accounting software which indeed helps a small and medium business. Tally has some unique features comparing to other accounting packages, it became famous because of its features and user friendliness, below some important general Technology, accounting and inventory features are discussed.

## **Objectives:**


After doing this course you will be able to

- This course is designed to impart knowledge regarding concepts of Financial Accounting.
- Tally is an accounting Package which is used for learning to maintain Accounts.

## **Job Opportunities:**

Tally is useful for Students to get placements in different offices as well as companies in Accounts department like:

- Accounts Executive.
- Junior Accountant.
- Tally Operator.
- Accounts Assistant.
- Book Keeper.

  
PRINCIPAL  
GOVT. DEGREE COLLEGE  
KORATLA, DIST: NAGTIAL

Government Degree College, Koratla

Department of Commerce

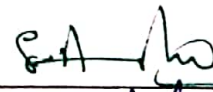
1.1.2 Certificate/Diploma Programmes

Year of Introduction of the course	Name of the course	HT.NO	Name of the students		
2017-18	Certificate Course in Tally	16077046402001	ADEPU ABHILASH		
		16077046402002	ANDUGULA KARTHIK		
		16077046402003	AZEEM BAIG		
		16077046402004	BALE KALYAN		
		16077046402005	BANDI SANDYA		
		16077046402006	CHATLA ASHA		
		16077046402007	CHILUKA MANJULA		
		16077046402008	DASARI VINAYKUMAR		
		16077046402009	JAMPALA CHANDRASHEKAR		
		16077046402010	JAPA PRIYANKA		
		16077046402011	KALWAKOTA SRISAIRAM		
		16077046402012	KAVATI VIJAY		
		16077046402013	MA FAISAL		
		16077046402014	MANDA RADHA		
		16077046402015	MA SOHEL		
		16077046402016	MOHAMMAD SHABAZ		
		16077046402017	MOHD ABDUL ARIF		
		16077046402018	MOHD ABDUL MOIZ		
		16077046402019	MOHD RIZWAN		
		16077046402020	MOHD SHAJIUDDIN		
		16077046402021	MUDIGONDA RAMU		
		16077046402022	MULKALA KETHURA		
		16077046402023	NAZIYA		
		16077046402024	PUTTI RAJU		
		16077046402025	SADHIKA		
		16077046402026	SAKINALA DURGAPRASAD		
				16077046402027	SHIVANEETHI SRIKANTH
				16077046402028	SYED ABUZAR MURTAZA
				16077046402029	THEDDU MANASA
				16077046402030	THEDDU THIRUMALA



PRINCIPAL  
GOVT. DEGREE COLLEGE  
KORATLA, DIST: JAGTIAL

Sign of the lecturer



Name of the Lecturer

S. Ashok

Designation

Lecturer in Commerce



**GOVERNMENT DEGREE COLLEGE, KORATLA**

**DIST: JAGTIAL-505326.**

**(AFFILIATED TO SATAVAHANA UNIVERSITY)**

**CERTIFICATE**

This is to Certify that Mrs. / Miss Challa Asha Studying B.Com (CA) with hall ticket Number 160770464-02006

Has attended **"CERTIFICATE COURSE IN TALLY"**

From 01-08-2017 19-09-2017 at the Department of Commerce and his/her participation is highly appreciable.

SA  
**Course in charge**  
(S. Ashok)

[Signature]  
**Principal**  
GOVT. DEGREE COLLEGE  
KORATLA, DIST: JAGTIAL

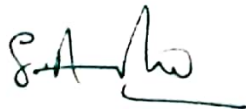
Faculty: The Classes shall be conducted by the faculty of Commerce

**GOVERNMENT DEGREE COLLEGE, KORATLA.**

**DURATION OF THE COURSE: 30HRS**

**NO OF TIMES OFFERED IN A YEAR: ONCE**

**CERTIFICATION: ALL SUCCESSFUL STUDENTS SHALL BE AWARDED A  
CERTIFICATE.**



**PRINCIPAL  
GOVT. DEGREE COLLEGE  
KORATLA, DIST: JAGTIAL**



GOVERNMENT DEGREE COLLEGE, KORATLA - 505 326, DIST. JAGTIAL  
ATTENDANCE OF THE STUDENTS OF CERTIFICATE COURSE IN TALLY -2017-18

FROM 01-08-2017 TO 19-09-2019 (30 WORKING DAYS)

SNo	Admn / Hall Ticket No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Attendance Percentage
1	16077046402001	ADEPU ABHILASH	1	1	2	3	4	5	6	7	8	8	9	10	11	12	13	14	15	15	16	17	18	19	20	21	22	23	23	24	24	24	
2	16077046402002	ANDUGULA KARTHIK	1	2	3	4	5	5	6	7	8	9	10	10	11	12	13	14	15	16	16	17	18	19	20	21	21	22	23	24	24	24	
3	16077046402003	AZEEM BAIG	1	1	2	2	4	5	5	6	7	8	8	9	10	11	12	13	14	14	15	16	17	18	19	20	20	21	21	22	22	22	
4	16077046402004	BALE KALYAN	1	2	2	3	4	5	5	6	7	8	9	10	11	12	13	14	15	16	16	17	18	19	20	21	21	22	22	23	23		
5	16077046402005	BANDI SANDYA	1	2	3	3	4	5	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	21	22	23	24	24	24		
6	16077046402006	CHATTLA ASHA	1	1	2	2	3	4	5	6	7	8	9	10	10	11	12	13	14	15	16	17	18	19	20	21	21	21	22	22	22		
7	16077046402007	CHILUKA MANJULA	1	2	3	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	24	24	24	24		
8	16077046402008	DASARI VINAYKUMAR	1	1	2	2	4	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	21	22	23	23	23	23		
9	16077046402009	JAMPALA CHANDRASEKHAR	1	2	2	3	4	5	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	23	23	23	23		
10	16077046402010	JAPA PRIYANKA	1	1	2	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	23	23	23	23		
11	16077046402011	KALWAKOTA SRISAIRAM	1	2	2	3	4	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	24	24	24		
12	16077046402012	KAVATI VIJAY	1	1	2	2	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	23	23	23	23		
13	16077046402013	MA FAISAL	1	2	2	2	4	5	6	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	23	23	23	23		
14	16077046402014	MANDA RADHA	1	2	2	4	5	6	7	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	24	24	24	24		

SA

PRINCIPAL

GOVT. DEGREE COLLEGE  
KORATLA, DIST: JAGTIAL

Admn. / Hall Ticket No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Attendance Percentage			
15	16077046402015 IMA SOHEL																																		
16	16077046402016 MOHAMMAD SHABAZ																																		
17	16077046402017 MOHD ABDUL ARIF																																		
18	16077046402018 MOHD ABDUL MOIZ																																		
19	16077046402019 MOHD RIZWAN																																		
20	16077046402020 MOHD SHAJUDDIN																																		
21	16077046402021 MUJIGONDA RAMU																																		
22	16077046402022 MULKALA KETHURA																																		
23	16077046402023 NAZIYA																																		
24	16077046402024 PUTTI RAJU																																		
25	16077046402025 SADHIKA																																		
26	16077046402026 SAKINALA DURGAPRASAD																																		
27	16077046402027 SHIVANEETHI SRIKANTH																																		
28	16077046402028 SYED ABUZAR MURTAZA																																		
29	16077046402029 THEDDU MANYASA																																		
30	16077046402030 THEDDU THIRUMALA																																		

Signature

PRINCIPAL  
GOVT. DEGREE COLLEGE  
KORATLA, DIST: JAGTIAL