

JVR GOVERNMENT COLEGE

SATHUPALLY

KHAMMAM DT.

DEPARTMENT OF COMMERCE

CERTIFICATE COURSE

TALLY

2016-17

To

The Principal,

JVR Govt College,

Sathupally

Respected Sir,

Sub: Application for permission to conduct short term programme in Tally requesting regarding.....

With reference to the subject cited' the department of commerce proposed to conduct a short term programme on Tally to the 20 students of III B com to improve Tally skills and better future employment opportunities. This course duration is about 60 Days . Hence I request your kind self to permit.

Thanking you sir,

Yours faith fully


(J.S.J.RANI)

INCHARGE DEPT OF COMMERCE

Date: 04-11-2016

J.V.R DEGREE COLLEGE –SATHUPALLY
DEPARTMENT OF COMMERCE
CERTIFICATE COURSE IN TALLY 2016-2017

List Of The Students

S. NO	Name of the student	Class	Remark
01	V. NAGESWARI	III B.COM	
02	B.VENKATESWARA RAO	III B.COM	
03	B.BHAVANI	III B.COM	
04	T.VARMA	III B.COM	
05	T.ALIVELU	III B.COM	
06	P.CHAMANTHI	III B.COM	
07	M.ŞIREESHA	III B.COM	
08	M.ŁALITHA KUMARI	III B.COM	
09	K.RAVANDRA KUMAR	III B.COM	
10	G.ŁHAVYA	III B.COM	
11	CH.VARA LAXMI	III B.COM	
12	B.ŁAM BABU	III B.COM	
13	V.ŁAGA LAXMI	III B.COM	
14	T.ŁADHA	III B.COM	
15	S.ŁHIRUPATHAMMA	III B.COM	
16	P.ŁUSHEELA	III B.COM	
17	M.ŁINGESWARI	III B.COM	
18	K.ŁAGARAJU	III B.COM	
19	K.ŁADHYA	III B.COM	
20	D.ŁOWJANYA	III B.COM	
21	B.ŁHANAMMA	III B.COM	
22	B.ŁUTHAYALLU	III B.COM	

NOTICE

DATE : 04-11-2016

ALL THE STUDENTS ARE INFORMED THAT DEPARTMENT OF COMMERCE CONDUCTING 60 DAYS SHORT TERM PROGRAMME ON TALLY FOR FINAL BCOM STUDENTS FROM 07-11-2016. INTERESTED STUDENTS CONTACT DEPARTMENT OF COMMERCE.

NOTE: TIMINGS 4.00PM TO 5.00 PM (MONDAY-SATURDAY)

J.S.J.RANI
J.S.J.Rani
(INCHARGE DEPT OF COMMERCE)

1)

2) *(Signature)*

TALLY SYLLABUS

SL.NO	SYLLABUS
1	ACCOUNTING PRINCIPLES
2	INTRODUCTION TO TALLY
3	DIFFERENCE BETWEEN MANUAL ACCOUNTING AND TALLY
4	TALLY FEATURES AND ADVANTEGES
5	GATE WAY OF TALLY
6	ACCOUNTING INFORMATION
7	CREATION OF GROUPS
8	CREATION OF NEW GROUPS
9	CREATION OF SUB GROUPS
10	CREATION OF IEDGERS
11	CREATION OF VOUCHERS
12	ACCOUNTS OF NON –PROFIT ORGANISATIONS
13	ACCOUNTS OF PARTNESHIP FIRMS
14	ACCOUNTS OF COMPANY
15	MAINTING THE DEBETORS AND CREDEtors ACCOUNTS IN TALLY

DURATION OF THE COURSE : 60 DAYS

TIMINGS: EVENING -4.00PM -5.00PM (MONDAY-SATURDAY)

TEACHING PLAN

SL.NO	NAME OF THE TOPIC	DURATION
1	ACCOUNTING PRINCIPLES	4
2	INTRODUCTION TO TALLY	2
3	DIFFERENCE BETWEEN MANUAL ACCOUNTING AND TALLY	2
4	TALLY FEATURES AND ADVANTAGES	4
5	GATE WAY OF TALLY	3
6	ACCOUNTING INFORMATION	2
7	CREATION OF GROUPS	6
8	CREATION OF NEW GROUPS	4
9	CREATION OF SUB GROUPS	4
10	CREATION OF LEDGERS	5
11	CREATION OF VOUCHERS	5
12	ACCOUNTS OF NON –PROFIT ORGANISATIONS	4
13	ACCOUNTS OF PARTNERSHIP FIRMS	4
14	ACCOUNTS OF COMPANY	8
15	MAINTAINING THE DEBTORS AND CREDITORS ACCOUNTS IN TALLY	3

WORK DONE STATEMENT

SL.NO	NAME OF THE TOPIC	DATE	NO OF STUDENTS PRESENT	COVERED/NOT COVERED	REMARKS
1	ACCOUNTING PRINCIPLES	7-11-16	22	Covered	
2	ACCOUNTING PRINCIPLES	8-11-16	22	Covered	
3	ACCOUNTING PRINCIPLES	9-11-16	18	Covered	
4	ACCOUNTING PRINCIPLES	10-11-16	20	Covered	
5	INTRODUCTION	12-11-16	18	Covered	
6	INTRODUCTION	15-11-16	22	Covered	
7	DIFFERENCE BETWEEN MANUAL ACCOUNTING AND TALLY	16-11-16	22	Covered	
8	DIFFERENCE BETWEEN MANUAL ACCOUNTING AND TALLY	17-11-16	22	Covered	
9	TALLY FEATURES AND ADVANTAGES	18-11-16	20	Covered	
10	TALLY FEATURES AND ADVANTAGES	19-11-16	19	Covered	
11	TALLY FEATURES AND ADVANTAGES	21-11-16	21	Covered	
12	TALLY FEATURES AND ADVANTAGES	22-11-16	21	Covered	
13	GATE WAY OF TALLY	23-11-16	20	Covered	
14	GATE WAY OF TALLY	24-11-16	22	Covered	
15	GATE WAY OF TALLY	25-11-16	22	Covered	
16	ACCOUNTING INFORMATION	26-11-16	21	Covered	
17	ACCOUNTING INFORMATION	28-11-16	22	Covered	
18	CREATION OF GROUPS	29-11-16	20	Covered	
19	CREATION OF GROUPS	30-11-16	21	Covered	
20	CREATION OF GROUPS	1-12-16	20	Covered	
21	CREATION OF GROUPS	2-12-16	21	Covered	
22	CREATION OF GROUPS	3-12-16	18	Covered	
23	CREATION OF GROUPS	5-12-16	21	Covered	
24	CREATION OF NEW GROUPS	6-12-16	20	Covered	
25	CREATION OF NEW GROUPS	7-12-16	21	Covered	
26	CREATION OF NEW GROUPS	8-12-16	22	Covered	
27	CREATION OF NEW GROUPS	9-12-16	21	Covered	
28	CREATION OF SUB GROUPS	13-12-16	20	Covered	
29	CREATION OF SUB GROUPS	14-12-16	22	Covered	
30	CREATION OF SUB GROUPS	15-12-16	21	Covered	
31	CREATION OF SUB GROUPS	16-12-16	18	Covered	
32	CREATION OF LEDGERS	17-12-16	21	Covered	
33	CREATION OF LEDGERS	19-12-16	21	Covered	
34	CREATION OF LEDGERS	20-12-16	21	Covered	
35	CREATION OF LEDGERS	21-12-16	20	Covered	
36	CREATION OF LEDGERS	22-12-16	22	Covered	
37	CREATION OF VOUCHERS	23-12-16	22	Covered	
38	CREATION OF VOUCHERS	30-12-16	21	Covered	
39	CREATION OF VOUCHERS	31-12-16	20	Covered	
40	CREATION OF VOUCHERS	12-1-17	20	Covered	
41	CREATION OF VOUCHERS	18-1-17	22	Covered	

42	ACCOUNTS OF NON -PROFIT ORGANISATIONS	19-1-17	22	Covered	
43	ACCOUNTS OF NON -PROFIT ORGANISATIONS	20-1-17 21-1-17	20	Covered	
44	ACCOUNTS OF NON -PROFIT ORGANISATIONS	23-1-17	21	Covered	
45	ACCOUNTS OF NON -PROFIT ORGANISATIONS	24-1-17	19	Covered	
46	ACCOUNTS OF PARTNESHIP FORMS	25-1-17	22	Covered	
47	ACCOUNTS OF PARTNESHIP FORMS	27-1-17	22	Covered	
48	ACCOUNTS OF PARTNESHIP FORMS	30-1-17	21	Covered	
49	ACCOUNTS OF PARTNESHIP FORMS	31-1-17	22	Covered	
50	ACCOUNTS OF COMPANY	1-2-17	22	Covered	
51	ACCOUNTS OF COMPANY	2-2-17	22	Covered	
52	ACCOUNTS OF COMPANY	4-2-17	21	Covered	
53	ACCOUNTS OF COMPANY	5-2-17	21	Covered	
54	ACCOUNTS OF COMPANY	7-2-17	22	Covered	
55	ACCOUNTS OF COMPANY	8-2-17	22	Covered	
56	ACCOUNTS OF COMPANY	10-2-17	22	Covered	
57	ACCOUNTS OF COMPANY	13-2-17	21	Covered	
58	MAINTING THE DEBETORS AND CREDTORS ACCOUNTS IN TALLY	14-2-17	19	Covered	
59	MAINTING THE DEBETORS AND CREDTORS ACCOUNTS IN TALLY	15-2-17	22	Covered	
60	MAINTING THE DEBETORS AND CREDTORS ACCOUNTS IN TALLY	16-2-17	22	Covered	

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2016- 17

Name of the Student : Vooke Nage Swari

Name of the Father : v. yabbai

Caste : ST (Koya) Group : B. Com (G) Year ; (1)

Address : Thoti pampu (v)

: Chedaxigonda (m)

: Khammam (D)

v. Nageswari
Signature of the Student

[Signature]
Signature of the Convener

[Signature]
Principal
PRINCIPAL
J.V.R. GOVT. COLLEGE
SATHUPALLY, KHAMMAM

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2016- 17

Name of the Student : Banoth Venkateswarao

Name of the Father : Banoth Basha

Caste : (S.T) kambodi Group : B. EDA (G) Year ; III - B. Com

Address : Cheeraythandur

: Penuballip (M)

: Khammam (d)

B. Venkateswarao
Signature of the Student


Signature of the Convener


Principal

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2016- 17

Name of the Student : ..BANDORU, BHAVANI.....

Name of the Father : ..BABURAO.....

Caste : ..S.T.(KOYA)..... Group : ..B.COM (E)..... Year ; ..IIIrd.....

Address : ..Chalamappagudem / Local

.....Dhammapet (M).....

.....Khammam (D).....

B. Bhavani
Signature of the Student


Signature of the Convener


Principal

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2016- 17

Name of the Student : Thelea . varana.....

Name of the Father : T. Buchappa.....

Caste : ST Koya Group : B. Com (G) Year ; II.....

Address : Charani Puram (V).....

: Pinapaka (G).....

: Khammam (D).....

T. varna
Signature of the Student

[Signature]
Signature of the Convener

[Signature]
Principal

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2016- 17

Name of the Student : *Thati Aivelu*

Name of the Father : *Thati veerabhadran*

Caste : *ST (Koya)* Group : *B.com (G)* Year ; *III*

Address : *Buchannagudem (W)*

..... *Chandrugonda (M)*

..... *Khammam (D)*

T. Aivelu
Signature of the Student

[Signature]
Signature of the Convener

[Signature]
Principal

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2016- 17

Name of the Student : Podiyon Chamanthi

Name of the Father : P. Malliah

Caste : ST (Koya) Group : B.com(G) Year ; II

Address : Buddagudem(V)

Burgampad (G)

Khammam (D)

P. Chamanthi
Signature of the Student

[Signature]
Signature of the Convener

[Signature]
Principal

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2016- 17

Name of the Student : M. Priyala Sree Sha

Name of the Father : M. Ramarao

Caste : B.C A Group : B. Com (G) Year ; III

Address : Yerugatla (G)

Penuballi (M)

Khammam (D)

M. Sree Sha.
Signature of the Student

[Signature]
Signature of the Convener

[Signature]
Principal

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2016- 17

Name of the Student : M. Lakshmi kumari .. charlotta kumari

Name of the Father : Rajulu

Caste : S.T (Koya) Group : B. Com (G) Year ; II

Address : Grandugula pally (G)

Dama petta (G)

Khammam (D)

M. Lakshmi kumari
Signature of the Student

[Signature]
Signature of the Convener

[Signature]
Principal

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2016- 17

Name of the Student :.....K.ATHA.....RAJIDRAKAMES.....

Name of the Father :.....K.ATHA.....RAGUNATH.....

Caste :.....ST (Koy).....Group :.....B. Com (Co).....Year ;.....III.....

Address :.....Sri ramaga puram (V).....

.....Penapaka (M).....

.....Khammam (D).....

K. Rajidrakames
Signature of the Student


Signature of the Convener


Principal

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2016- 17

Name of the Student : GUPTA Bhavya

Name of the Father : Babu Rao

Caste : S.T. (Koy) Group : B.com (G) Year ; II

Address : Bahubaxi Gudem (G)

..... Gummedipally Aswarapeta (M)

..... Khammam (D)

G. B. Lavya
Signature of the Student

(S)
Signature of the Convener

(S)
Principal

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2016- 17

Name of the Student : Chalancharla varalaxmi

Name of the Father : Ch. Nagulu

Caste : S.T. (Yadav) Group : B. Com (A) Year ; III

Address : Venkatapuram (A)

..... Venoor (M)

..... Khammam (D)

Ch. varalaxmi
Signature of the Student


Signature of the Convener

Principal

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2016- 17

Name of the Student : Baragada Ram babu.....

Name of the Father : Baragada Kannappa.....

Caste : S.T. (Koy) Group : B. Com (G) Year ; II.....

Address : Duvadapadu (V).....

: Aswara Rao Peta (M).....

: Khammam (D).....

B. Ram babu.
Signature of the Student


Signature of the Convener


Principal

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2016- 17

Name of the Student : Vaggela. Nagalaxmi

Name of the Father : Krishnaiah

Caste : ST. Group : Bcom (G) Year ; III

Address : Lankala pally (V)

: Dharmapeta (R)

: Khammam (D)

V. Nagalaxmi.
Signature of the Student

[Signature]
Signature of the Convener

[Signature]
Principal

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2016- 17

Name of the Student : Tellam Radha.....

Name of the Father : Pothu Raju.....

Caste : S.T(kay)..... Group : BCA (B)..... Year ; II.....

Address : Jaggaram (vi).....

: Damma peta (M).....

: Khammam (D).....

T. Radha

Signature of the Student

[Signature]

Signature of the Convener

[Signature]
Principal

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2016- 17

Name of the Student : Savalan Thirupathamma.....

Name of the Father : Nageswara.....

Caste : S.T..... Group : B.COM (C)..... Year ; III.....

Address : Buchanna gudem (vi).....

chaendru gonda (w).....

khammam (D).....

S. Thirupathamma.
Signature of the Student


Signature of the Convener


Principal

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2016- 17

Name of the Student : ... PATIDA. susheela.

Name of the Father : ... koteswarao.

Caste : ... ST. (Koya) ... Group : ... B. (C) ... Year ; ... III.

Address : ... Sai Ram peram (v)

... Mulakalpa pally (M)

... Khammam (D)

P. susheela.
Signature of the Student


Signature of the Convener


Principal

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2016- 17

Name of the Student : Misriyala Lingeswari.....

Name of the Father : m Ankalu.....

Caste : B. C(A)..... Group : B.Com (G)..... Year ; II.....

Address : Yerugatla (V).....

: Penubally (V).....

: Khammam (D).....

M. Lingeswari
Signature of the Student

(S)
Signature of the Convener

(S)
Principal

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2016- 17

Name of the Student : KORSA. Nagaraj.

Name of the Father : Tirupathi Ah.

Caste : ST(Koya) Group : B.com (on) Year ; II

Address : PathaIPNwala (GUDemvi)

mulakalapally (M)

Khammam (D)

K. Nagaraj.
Signature of the Student


Signature of the Convener


Principal

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2016- 17

Name of the Student : kaka. sandhya.

Name of the Father : k. Rama Rao.

Caste : ST Group : Bcom(G) Year ; III

Address : Keswapuram (V)

: charlla (M)

: khammam (D)

k. sandhya.
Signature of the Student

[Signature]
Signature of the Convener

[Signature]
Principal

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2016- 17

Name of the Student : Dharathu Sowjanya.....
Name of the Father : Venkanna.....
Caste : ST (Lambadi) Group : B.Com (Gr) Year ; III.....

Address : Rutsakshapally (v).....
: Sathupally (M).....
: Khammam (D).....

D. Sowjanya.
Signature of the Student


Signature of the Convener


Principal

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2016- 17

Name of the Student : Borra, Dhanamma.....

Name of the Father : Isannaiah.....

Caste : ST (Koya) Group : Bcom (Co) Year ; III.....

Address : Budhagudem (v).....

: Bhogampahad (m).....

: Khammam (Di).....

B. Dhanamma.
Signature of the Student

[Signature]
Signature of the Convener

[Signature]
Principal

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2016- 17

Name of the Student : BANDAM. MUTHAYALU

Name of the Father : BANDAM. GANGULU

Caste : ST. (Koya) Group : III B.COM(G) Year ; III year

Address : DURADAPADU (VILLAGE)

: Aswarao peta (4)

: Khammam (D)

B. Muthayalar.

Signature of the Student

[Signature]

Signature of the Convener

[Signature]
Principal

JVR GOVERNMENT COLEGE

SATHUPALLY

KHAMMAM DT.

DEPARTMENT OF COMMERCE

CERTIFICATE COURSE

TALLY

2017-18

To
The Principal,
JVR Govt College,
Sathupally
Respected Sir,

Sub: Application for permission to conduct short term programme in Tally requesting regarding.....

With reference to the subject cited' the department of commerce proposed to conduct a short term programme on Tally to the 20 students of III B com to improve Tally skills and better future employment opportunities. This course duration is about 60 Days . Hence I request your kind self to permit.

Thanking you sir,

Yours faith fully


(J.S.J.RANI)

Date: 13-10-2017

INCHARGE DEPT OF COMMERCE

NOTICE

DATE : 13-10-2017

ALL THE STUDENTS ARE INFORMED THAT DEPARTMENT OF COMMERCE CONDUCTING 60 DAYS SHORT TERM PROGRAMME ON TALLY FOR FINAL BCOM STUDENS FROM 16-10-17 INTRESTED STUDENTS CONTACT DEPARTMENT OF COMMERCE.

NOTE: TIMINGS 4.00PM TO 5.00 PM (MONDAY-SATURDAY)



(J.S.J.RANI)

INCHARGE DEPT OF COMMERCE

J.V.R DEGREE COLLEGE –SATHUPALLY
DEPARTMENT OF COMMERCE
CERTIFICATE COURSE IN TALLY 2017-2018

List Of The Students

S. NO	Name of the student	Class	Remark
01	S.JYOTHI	III B.COM	
02	S.JAGADESWARI	III B.COM	
03	S.GANGULEE	III B.COM	
04	J.MANASA	III B.COM	
05	K.RAVEENA	III B.COM	
06	T.ARUNA	III B.COM	
07	G.KRISHNA VENI	III B.COM	
08	V.NIVYA	III B.COM	
09	V.CHINNA KRISHANA VENI	III B.COM	
10	S.DIVYA	III B.COM	
11	S.LAILA	III B.COM	
12	M.KAVITHA	III B.COM	
13	N.SURESH	III B.COM	
14	V.RAJU	III B.COM	
15	K.VENKATESWARA RAO	III B.COM	
16	K.NAGARATHANAM BABU	III B.COM	
17	B.RAMYA	III B.COM	
18	T.MADHU BALA	III B.COM	
19	P.RAGHU	III B.COM	
20	MD.CHANDINI	III B.COM	

TALLY SYLLABUS

SL.NO	SYLLABUS
1	ACCOUNTING PRINCIPLES
2	INTRODUCTION TO TALLY
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4	TALLY FEATURES AND ADVANTEGES
5	GATE WAY OF TALLY
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7	CREATION OF GROUPS
8	CREATION OF NEW GROUPS
9	CREATION OF SUB GROUPS
10	CREATION OF IEDGERS
11	CREATION OF VOUCHERS
12	ACCOUNTS OF NON –PROFIT ORGANISATIONS
13	ACCOUNTS OF PARTNESHIP FIRMS
14	ACCOUNTS OF COMPANY
15	MAINTING THE DEBETORS AND CREDEtors ACCOUNTS IN TALLY

DURATION OF THE COURSE : 60 DAYS

TIMINGS: EVENING -4.00PM -5.00PM (MONDAY-SATURDAY)

TEACHING PLAN

SL.NO	NAME OF THE TOPIC	DURATION
1	ACCOUNTING PRINCIPLES	4
2	INTRODUCTION TO TALLY	2
3	DIFFERENCE BETWEEN MANUAL ACCOUNTING AND TALLY	2
4	TALLY FEATURES AND ADVANTEGES	4
5	GATE WAY OF TALLY	3
6	ACCOUNTING INFORMATION	2
7	CREATION OF GROUPS	6
8	CREATION OF NEW GROUPS	4
9	CREATION OF SUB GROUPS	4
10	CREATION OF IEDGERS	5
11	CREATION OF VOUCHERS	5
12	ACCOUNTS OF NON -PROFIT ORGANISATIONS	4
13	ACCOUNTS OF PARTNESHIP FIRMS	4
14	ACCOUNTS OF COMPANY	8
15	MAINTING THE DEBETORS AND CREDETORS ACCOUNTS IN TALLY	3

WORK DONE STATEMENT

SL.NO	NAME OF THE TOPIC	DATE	NO OF STUDENTS PRESENT	COVERED/NOT COVERED	REMARKS
1	ACCOUNTING PRINCIPLES	16-10-17	20	Covered	
2	ACCOUNTING PRINCIPLES	17-10-17	20	Covered	
3	ACCOUNTING PRINCIPLES	20-10-17	18	Covered	
4	ACCOUNTING PRINCIPLES	21-10-17	18	Covered	
5	INTRODUCTION	23-10-17	17	Covered	
6	INTRODUCTION	24-10-17	19	Covered	
7	DIFFERENCE BETWEEN MANUAL ACCOUNTING AND TALLY	25-10-17	17	Covered	
8	DIFFERENCE BETWEEN MANUAL ACCOUNTING AND TALLY	26-10-17	18	Covered	
9	TALLY FEATURES AND ADVANTAGES	27-10-17	17	Covered	
10	TALLY FEATURES AND ADVANTAGES	28-10-17	18	Covered	
11	TALLY FEATURES AND ADVANTAGES	30-10-17	17	Covered	
12	TALLY FEATURES AND ADVANTAGES	31-10-17	18	Covered	
13	GATE WAY OF TALLY	1-11-17	16	Covered	
14	GATE WAY OF TALLY	2-11-17	20	Covered	
15	GATE WAY OF TALLY	3-11-17	18	Covered	
16	ACCOUNTING INFORMATION	6-11-17	20	Covered	
17	ACCOUNTING INFORMATION	7-11-17	19	Covered	
18	CREATION OF GROUPS	8-11-17	19	Covered	
19	CREATION OF GROUPS	9-11-17	20	Covered	
20	CREATION OF GROUPS	14-11-17	20	Covered	
21	CREATION OF GROUPS	15-11-17	20	Covered	
22	CREATION OF GROUPS	16-11-17	20	Covered	
23	CREATION OF GROUPS	17-11-17	19	Covered	
24	CREATION OF NEW GROUPS	18-11-17	19	Covered	
25	CREATION OF NEW GROUPS	20-11-17	20	Covered	
26	CREATION OF NEW GROUPS	21-11-17	19	Covered	
27	CREATION OF NEW GROUPS	22-11-17	16	Covered	
28	CREATION OF SUB GROUPS	23-11-17	20	Covered	
29	CREATION OF SUB GROUPS	24-11-17	20	Covered	
30	CREATION OF SUB GROUPS	25-11-17	20	Covered	
31	CREATION OF SUB GROUPS	27-11-17	20	Covered	
32	CREATION OF LEDGERS	28-11-17	20	Covered	
33	CREATION OF LEDGERS	29-11-17	20	Covered	
34	CREATION OF LEDGERS	30-11-17	20	Covered	
35	CREATION OF LEDGERS	1-12-17	19	Covered	
36	CREATION OF LEDGERS	4-12	19	Covered	
37	CREATION OF VOUCHERS	5-12	20	Covered	
38	CREATION OF VOUCHERS	6-12	20	Covered	
39	CREATION OF VOUCHERS	7-12	20	Covered	
40	CREATION OF VOUCHERS	27-12-17	20	Covered	
41	CREATION OF VOUCHERS	28-12-17	20	Covered	

42	ACCOUNTS OF NON -PROFIT ORGANISATIONS	29-12-17	20	Covered	
43	ACCOUNTS OF NON -PROFIT ORGANISATIONS	30-12-17	20	Covered	
44	ACCOUNTS OF NON -PROFIT ORGANISATIONS	2-1-18	20	Covered	
45	ACCOUNTS OF NON -PROFIT ORGANISATIONS	4-1-18	20	Covered	
46	ACCOUNTS OF PARTNESHIP FORMS	5-1-18	20	Covered	
47	ACCOUNTS OF PARTNESHIP FORMS	6-1-18	20	Covered	
48	ACCOUNTS OF PARTNESHIP FORMS	9-1-18	20	Covered	
49	ACCOUNTS OF PARTNESHIP FORMS	10-1-18	20	Covered	
50	ACCOUNTS OF COMPANY	11-1-18	20	Covered	
51	ACCOUNTS OF COMPANY	12-1-18	20	Covered	
52	ACCOUNTS OF COMPANY	17-1-18	20	Covered	
53	ACCOUNTS OF COMPANY	18-1-18	20	Covered	
54	ACCOUNTS OF COMPANY	19-1-18	19	Covered	
55	ACCOUNTS OF COMPANY	20-1-18	20	Covered	
56	ACCOUNTS OF COMPANY	21-1-18	18	Covered	
57	ACCOUNTS OF COMPANY	23-1-18	20	Covered	
58	MAINTING THE DEBETORS AND CREDETORS ACCOUNTS IN TALLY	24-1-18	19	Covered	
59	MAINTING THE DEBETORS AND CREDETORS ACCOUNTS IN TALLY	25-1-18	18	Covered	
60	MAINTING THE DEBETORS AND CREDETORS ACCOUNTS IN TALLY	27-1-18	20	Covered	

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2017- 18

Name of the Student :..... *Soyam. Jyothi*.....

Name of the Father :..... *Krishnaiah*.....

Caste :..... *ST (Koy)*..... Group :..... *B.com*..... Year ;..... *I*.....

Address :..... *goragutta (vi)*.....

:..... *Dhammapeta (M)*.....

:..... *Khamam (di)*.....

S. Jyothi
Signature of the Student

[Signature]
Signature of the Convener

[Signature]
Principal
PRINCIPAL
J.V.R. GOVT. COLLEGE
SATHUPALLY. KMM DT

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2017- 18

Name of the Student : Soyam, Jagadeswari

Name of the Father : Nageshwarao

Caste : ST (Koya) Group : B.com Year ; 1st

Address : Gangasam (v)

: Sathupally (m)

: khammam (D)

S. Jagadeswari
Signature of the Student

[Signature]
Signature of the Convener

[Signature]
Principal
PRINCIPAL
J.V.R. GOVT. COLLEGE
SATHUPALLY. KMM DT

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2017- 18

Name of the Student : *Soyam, Gangulee*

Name of the Father : *S. Siva*

Caste : *ST (koya)* Group : *B.com* Year ; *1st year*

Address : *Moddulgudem*

..... *Dammarepa (m)*

..... *Bhadradi Kathagudem (D)*

S. Gangulee.
Signature of the Student


Signature of the Convener


Principal

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2017- 18

Name of the Student : *Jaldi. Manesha*

Name of the Father : *Siddartha*

Caste : *S.C (Mala)* Group : *B.Com* Year ; *I*

Address : *Mandalapadu (W)*

..... *Penubally (M)*

..... *Khammam (di)*

J. Manesha
Signature of the Student

[Signature]
Signature of the Convener

[Signature]
Principal

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2017- 18

Name of the Student :..... KARAM : RAVEENA

Name of the Father :..... K. veerabhadraiy

Caste :...ST. (Koya)... Group :...B.com..... Year ;..... 1st

Address :..... D. Koltagudem (vi)

:...Bhadraoi Koltagudem (Di)

:...Dummugudem (m)

K. Raveena

Signature of the Student



Signature of the Convener



Principal

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2017- 18

Name of the Student : Thati. Aruna

Name of the Father : Thati. baburao

Caste : ST (Koya) Group : B.com Year ; 1st

Address : Chalamma P Pagudem

..... Dammapeta (M)

..... Bhadravri. Kothagudem (P)

T. Aruna
Signature of the Student


Signature of the Convener


Principal

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2017- 18

Name of the Student : *Gaddapati Krishnaveni*

Name of the Father : *Mahakantiah*

Caste : *S.T. (Koy)* .. Group : *B.com* .. Year ; *I*

Address : *Venkatapuram (vi)*

: Vemsuru (m)

: Khammam (D)

G. Krishnaveni
Signature of the Student

[Signature]
Signature of the Convener

[Signature]
Principal

JVR GOVERNMENT COLEGE

SATHUPALLY

KHAMMAM DT.

DEPARTMENT OF COMMERCE

CERTIFICATE COURSE

TALLY

2018-19

NOTICE

DATE : 22-10-2018

ALL THE STUDENTS ARE INFORMED THAT DEPARTMENT OF COMMERCE CONDUCTING 60 DAYS SHORT TERM PROGRAMME ON TALLY FOR FINAL BCOM STUDENS FROM 24-10-2018 INTRESTED STUDENTS CONTACT DEPARTMENT OF COMMERCE.

NOTE: TIMINGS 4.00PM TO 5.00 PM (MONDAY-SATURDAY)


O.CHENNA RAO

INCHARGE DEPT OF COMMERCE

To.

The Principal,
JVR Govt College,
Sathupally .
Respected Sir,

Sub: Application for permission to conduct short term programme in Tally requesting regarding.....

With reference to the subject cited' the department of commerce proposed to conduct a short term programme on Tally to the 20 students of III B com to improve Tally skills and better future employment opportunities. This course duration is about 60 Days Hence I request your kind self to permit.

Thanking you sir,

Yours faithfully,


(O.CHENNA RAO)

INCHARGE DEPARTMENT OF COMMERCE

Date: 22-10-18

J.V.R DEGREE COLLEGE –SATHUPALLY
DEPARTMENT OF COMMERCE
CERTIFICATE COURSE IN TALLY 2018-2019

List Of The Students

S. NO	Name of the student	Class	Remark
01	P.ŚRAVANI	III B.COM	
02	SK,AKBAR VALI	III B.COM	
03	B.ĀRAVEEN	III B.COM	
04	K.ŚAILAJA	III B.COM	
05	K.MAGNA THAIRU	III B.COM	
06	K.ĀSHOK	III B.COM	
07	D.ŚRIRAMA MURTHI	III B.COM	
08	T.ĀRASAD	III B.COM	
09	B.ŚWARUPA	III B.COM	
10	T.ŚAHITH	III B.COM	
11	N.ĀRAJA BABU	III B.COM	
12	S.ĀGENDRA BABU	III B.COM	
13	M.ŚUSHEELA	III B.COM	
14	B.ĀEVANTH	III B.COM	
15	Y.ĀADHAVA RAO	III B.COM	
16	N.ĀAGA BABU	III B.COM	
17	K.ĀRUNA KUMARI	III B.COM	
18	B.ĀAHESWARI	III B.COM	
19	D.ĀAVITEJA	III B.COM	
20	S.ĀANJITH	III B.COM	

TALLY SYLLABUS

SL.NO	SYLLABUS
1	ACCOUNTING PRINCIPLES
2	INTRODUCTION TO TALLY
3	DIFFERENCE BETWEEN MANUAL ACCOUNTING AND TALLY
4	TALLY FEATURES AND ADVANTEGES
5	GATE WAY OF TALLY
6	ACCOUNTING INFORMATION
7	CREATION OF GROUPS
8	CREATION OF NEW GROUPS
9	CREATION OF SUB GROUPS
10	CREATION OF IEDGERS
11	CREATION OF VOUCHERS
12	ACCOUNTS OF NON –PROFIT ORGANISATIONS
13	ACCOUNTS OF PARTNESHIP FIRMS
14	ACCOUNTS OF COMPANY
15	MAINTING THE DEBETORS AND CREDETORS ACCOUNTS IN TALLY

DURATION OF THE COURSE : 60 DAYS

TIMINGS: EVENING -4.00PM -5.00PM (MONDAY-SATURDAY)

TEACHING PLAN

SL.NO	NAME OF THE TOPIC	DURATION
1	ACCOUNTING PRINCIPLES	4
2	INTRODUCTION TO TALLY	2
3	DIFFERENCE BETWEEN MANUAL ACCOUNTING AND TALLY	2
4	TALLY FEATURES AND ADVANTEGES	4
5	GATE WAY OF TALLY	3
6	ACCOUNTING INFORMATION	2
7	CREATION OF GROUPS	6
8	CREATION OF NEW GROUPS	4
9	CREATION OF SUB GROUPS	4
10	CREATION OF IEDGERS	5
11	CREATION OF VOUCHERS	5
12	ACCOUNTS OF NON –PROFIT ORGANISATIONS	4
13	ACCOUNTS OF PARTNESHIP FIRMS	4
14	ACCOUNTS OF COMPANY	8
15	MAINTING THE DEBETORS AND CREDEtors ACCOUNTS IN TALLY	3

WORK DONE STATEMENT

SL.NO	NAME OF THE TOPIC	DATE	NO OF STUDENTS PRESENT	COVERED/NOT COVERED	REMARKS
1	ACCOUNTING PRINCIPLES	24-10-18	20	covered	
2	ACCOUNTING PRINCIPLES	25-10	19	covered	
3	ACCOUNTING PRINCIPLES	26-10	19	covered	
4	ACCOUNTING PRINCIPLES	27-10	19	covered	
5	INTRODUCTION	29-10	19	covered	
6	INTRODUCTION	30-10	18	covered	
7	DIFFERENCE BETWEEN MANUAL ACCOUNTING AND TALLY	31-10	17	covered	
8	DIFFERENCE BETWEEN MANUAL ACCOUNTING AND TALLY	1-11-18	20	covered	
9	TALLY FEATURES AND ADVANTAGES	2-11-18	18	covered	
10	TALLY FEATURES AND ADVANTAGES	3-11-18	17	covered	
11	TALLY FEATURES AND ADVANTAGES	5-11-18	18	covered	
12	TALLY FEATURES AND ADVANTAGES	6-11-18	17	covered	
13	GATE WAY OF TALLY	8-11-18	15	covered	
14	GATE WAY OF TALLY	9-11-18	19	covered	
15	GATE WAY OF TALLY	12-11-18	19	covered	
16	ACCOUNTING INFORMATION	13-11-18	17	covered	
17	ACCOUNTING INFORMATION	15-11-18	19	covered	
18	CREATION OF GROUPS	16-11-18	15	covered	
19	CREATION OF GROUPS	17-11	20	covered	
20	CREATION OF GROUPS	19-11	20	covered	
21	CREATION OF GROUPS	20-11	19	covered	
22	CREATION OF GROUPS	22-11	20	covered	
23	CREATION OF GROUPS	28-12-18	18	covered	
24	CREATION OF NEW GROUPS	29-12	20	covered	
25	CREATION OF NEW GROUPS	31-12	19	covered	
26	CREATION OF NEW GROUPS	2-1-19	18	covered	
27	CREATION OF NEW GROUPS	3-1-19	19	covered	
28	CREATION OF SUB GROUPS	4-1-19	19	covered	
29	CREATION OF SUB GROUPS	5-1-19	17	covered	
30	CREATION OF SUB GROUPS	7-1-19	19	covered	
31	CREATION OF SUB GROUPS	8-1-19	20	covered	
32	CREATION OF LEDGERS	9-1-19	20	covered	
33	CREATION OF LEDGERS	17-1-19	20	covered	
34	CREATION OF LEDGERS	18-1-19	19	covered	
35	CREATION OF LEDGERS	19-1-19	20	covered	
36	CREATION OF LEDGERS	21-1-19	20	covered	
37	CREATION OF VOUCHERS	22-1-19	20	covered	
38	CREATION OF VOUCHERS	23-1-19	20	covered	
39	CREATION OF VOUCHERS	25-1-19	20	covered	
40	CREATION OF VOUCHERS	28-1-19	17	covered	
41	CREATION OF VOUCHERS	30-1-19	13	covered	

42	ACCOUNTS OF NON -PROFIT ORGANISATIONS	30-1-19	20	covered	
43	ACCOUNTS OF NON -PROFIT ORGANISATIONS	31-1-19	17	covered	
44	ACCOUNTS OF NON -PROFIT ORGANISATIONS	10-2-19	15	covered	
45	ACCOUNTS OF NON -PROFIT ORGANISATIONS	2-2-19	18	covered	
46	ACCOUNTS OF PARTNESHIP FORMS	4-2-19	19	covered	
47	ACCOUNTS OF PARTNESHIP FORMS	5-2-19	18	covered	
48	ACCOUNTS OF PARTNESHIP FORMS	6-2-19	19	covered	
49	ACCOUNTS OF PARTNESHIP FORMS	7-2-19	19	covered	
50	ACCOUNTS OF COMPANY	9-2-19	19	covered	
51	ACCOUNTS OF COMPANY	11-2-19	20	covered	
52	ACCOUNTS OF COMPANY	12-2-19	20	covered	
53	ACCOUNTS OF COMPANY	13-2-19	20	covered	
54	ACCOUNTS OF COMPANY	14-2-19	19	covered	
55	ACCOUNTS OF COMPANY	15-2-19	19	covered	
56	ACCOUNTS OF COMPANY	16-2-19	20	covered	
57	ACCOUNTS OF COMPANY	18-2-19	20	covered	
58	MAINTING THE DEBETORS AND CREDETORS ACCOUNTS IN TALLY	19-2-19	18	covered	
59	MAINTING THE DEBETORS AND CREDETORS ACCOUNTS IN TALLY	20-2-19	20	covered	
60	MAINTING THE DEBETORS AND CREDETORS ACCOUNTS IN TALLY	21-2-19	17	covered	

J.V.R. GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE- 2018- 19

Name of the Student : P. Saravani

Name of the Father : Nagumoru Rao

Caste : SC Group : Year ; B.Com.II

Address : Rudresha pallei
: Sathupally
: Sathupally
507303 ,

P. Saravani
Signature of the Student

Signature of the Convener

B. Saravani
Principal

PRINCIPAL
J.V.R. GOVT. COLLEGE
SATHUPALLY. KMM DT

JVR GOVERNMENT COLEGE

SATHUPALLY

KHAMMAM DT.

DEPARTMENT OF COMMERCE

CERTIFICATE COURSE

TALLY

2019-20

To.

The Principal,
JVR Govt College,
Sathupally .

Respected Sir,

Sub: Application for permission to conduct short term programme in Tally requesting regarding.....

With reference to the subject cited' the department of commerce proposed to conduct a short term programme on Tally to the 20 students of III B com to improve Tally skills and better future employment opportunities. This course duration is about 60 Days .Hence I request your kind self to permit.

Thanking you sir,

Yours faithfully,


(O.CHENNA RAO)

INCHARGE DEPARTMENT OF COMMERCE

Date:

NOTICE

DATE : 02-11-2019

All The Students Are Informed That Department Of Commerce Conducting 60 Days Short Term Programme On Tally For Final Bcom Studens From 24-10-2018 Intrested Students Contact Department Of Commerce.

NOTE:

TIMINGS 4.00PM TO 5.00 PM (MONDAY- SATURDAY)

O.CHENNA RAO

INCHARGE DEPT OF COMMERCE

WORK DONE STATEMENT

SL.NO	NAME OF THE TOPIC	DATE	NO OF STUDENTS PRESENT	COVERED/NOT COVERED	REMARKS
1	ACCOUNTING PRINCIPLES	4-11-19	20	Covered	
2	ACCOUNTING PRINCIPLES	5/11/19	20	Covered	
3	ACCOUNTING PRINCIPLES	6/11/19	18	Covered	
4	ACCOUNTING PRINCIPLES	7/11/19	19	covered	
5	INTRODUCTION	8/11/19	19	Covered	
6	INTRODUCTION	9/11/19	17	covered	
7	DIFFERENCE BETWEEN MANUAL ACCOUNTING AND TALLY	11/11/19	19	Covered	
8	DIFFERENCE BETWEEN MANUAL ACCOUNTING AND TALLY	13/11/19	18	Covered	
9	TALLY FEATURES AND ADVANTEGES	14/11/19	16	Covered	
10	TALLY FEATURES AND ADVANTEGES	15/11/19	20	Covered	
11	TALLY FEATURES AND ADVANTEGES	20/12/19	19	covered	
12	TALLY FEATURES AND ADVANTEGES	21/12/19	20	covered	
13	GATE WAY OF TALLY	23/12/19	20	covered	
14	GATE WAY OF TALLY	27/12/19	19	covered	
15	GATE WAY OF TALLY	28/12/19	20	covered	
16	ACCOUNTING INFORMATION	30/12/19	19	Covered	
17	ACCOUNTING INFORMATION	31/12/19	18	covered	
18	CREATION OF GROUPS	2/2/20	18	Covered	
19	CREATION OF GROUPS	3/1/20	17	Covered	
20	CREATION OF GROUPS	4/1/20	19	Covered	
21	CREATION OF GROUPS	6/1/20	20	Covered	
22	CREATION OF GROUPS	7/1/20	19	Covered	
23	CREATION OF GROUPS	8/1/20	19	Covered	
24	CREATION OF NEW GROUPS	9/1/20	19	Covered	
25	CREATION OF NEW GROUPS	10/1/20	20	Covered	
26	CREATION OF NEW GROUPS	11/1/20	16	Covered	
27	CREATION OF NEW GROUPS	17/1/20	19	Covered	
28	CREATION OF SUB GROUPS	18/1/20	18	Covered	
29	CREATION OF SUB GROUPS	20/1/20	16	Covered	
30	CREATION OF SUB GROUPS	23/1/20	17	Covered	
31	CREATION OF SUB GROUPS	24/1/20	20	Covered	
32	CREATION OF LEDGERS	25/1/20	20	Covered	
33	CREATION OF LEDGERS	28/1/20	18	Covered	
34	CREATION OF LEDGERS	29/1/20	20	Covered	
35	CREATION OF LEDGERS	30/1/20	20	Covered	
36	CREATION OF LEDGERS	31/1/20	20	Covered	
37	CREATION OF VOUCHERS	1/2/20	17	Covered	
38	CREATION OF VOUCHERS	3/2/20	19	Covered	
39	CREATION OF VOUCHERS	4/2/20	17	Covered	
40	CREATION OF VOUCHERS	5/2/20	20	Covered	
41	CREATION OF VOUCHERS	6/2/20	20	Covered	

42	ACCOUNTS OF NON -PROFIT ORGANISATIONS	7/2/20	20	Covered	
43	ACCOUNTS OF NON -PROFIT ORGANISATIONS	8/2/20	20	Covered	
44	ACCOUNTS OF NON -PROFIT ORGANISATIONS	10/2/20	19	Covered	
45	ACCOUNTS OF NON -PROFIT ORGANISATIONS	11/2/20	19	Covered	
46	ACCOUNTS OF PARTNESHIP FORMS	12/2/20	19	Covered	
47	ACCOUNTS OF PARTNESHIP FORMS	13/2/20	18	Covered	
48	ACCOUNTS OF PARTNESHIP FORMS	17/2/20	17	Covered	
49	ACCOUNTS OF PARTNESHIP FORMS	18/2/20	19	Covered	
50	ACCOUNTS OF COMPANY	19/2/20	20	Covered	
51	ACCOUNTS OF COMPANY	20/2/20	17	Covered	
52	ACCOUNTS OF COMPANY	24/2/20	19	Covered	
53	ACCOUNTS OF COMPANY	25/2/20	20	Covered	
54	ACCOUNTS OF COMPANY	26/2/20	19	Covered	
55	ACCOUNTS OF COMPANY	27/2/20	20	Covered	
56	ACCOUNTS OF COMPANY	28/2/20	20	Covered	
57	ACCOUNTS OF COMPANY	29/2/20	20	Covered	
58	MAINTING THE DEBETORS AND CREDTORS ACCOUNTS IN TALLY	2/3/20	19	Covered	
59	MAINTING THE DEBETORS AND CREDTORS ACCOUNTS IN TALLY	3/3/20	20	Covered	
60	MAINTING THE DEBETORS AND CREDTORS ACCOUNTS IN TALLY	4/3/20	20	Covered	

J.V.R DEGREE COLLEGE –SATHUPALLY
DEPARTMENT OF COMMERCE
CERTIFICATE COURSE IN TALLY 2019-2020

List Of The Students

S. NO	Name of the student	Class	Remark
01	B. GOPLA KRISHNA	III B.COM	
02	K.GOPALA KRISHNA	III B.COM	
03	K.ĀMULYA	III B.COM	
04	M.MOUNIKA	III B.COM	
05	M.VENKATA NAGA LAXMI	III B.COM	
06	M.MAMTHA	III B.COM	
07	P.DAYAMANI	III B.COM	
08	P.PARAVATHI	III B.COM	
09	P.SWARUPA	III B.COM	
10	S.SIREESHA	III B.COM	
11	T.MOUNIKA	III B.COM	
12	M.KALYAN KISHORE	III B.COM	
13	K.RAJESWARI	III B.COM	
14	K.SIREESHA	III B.COM	
15	K.CHINNA MUTHAMMA	III B.COM	
16	K.DEVAMANI	III B.COM	
17	M.SANDYA	III B.COM	
18	N.VENKATA NAGNI	III B.COM	
19	T.KAMALA KUMARI	III B.COM	
20	S.ANITHA	III B.COM	

TALLY SYLLABUS

SL.NO	SYLLABUS
1	ACCOUNTING PRINCIPLES
2	INTRODUCTION TO TALLY
3	DIFFERENCE BETWEEN MANUAL ACCOUNTING AND TALLY
4	TALLY FEATURES AND ADVANTEGES
5	GATE WAY OF TALLY
6	ACCOUNTING INFORMATION
7	CREATION OF GROUPS
8	CREATION OF NEW GROUPS
9	CREATION OF SUB GROUPS
10	CREATION OF IEDGERS
11	CREATION OF VOUCHERS
12	ACCOUNTS OF NON –PROFIT ORGANISATIONS
13	ACCOUNTS OF PARTNESHIP FIRMS
14	ACCOUNTS OF COMPANY
15	MAINTING THE DEBETORS AND CREDETORS ACCOUNTS IN TALLY

DURATION OF THE COURSE : 60 DAYS

TIMINGS: EVENING -4.00PM -5.00PM (MONDAY-SATURDAY)

TEACHING PLAN

SL.NO	NAME OF THE TOPIC	DURATION
1	ACCOUNTING PRINCIPLES	4
2	INTRODUCTION TO TALLY	2
3	DIFFERENCE BETWEEN MANUAL ACCOUNTING AND TALLY	2
4	TALLY FEATURES AND ADVANTAGES	4
5	GATE WAY OF TALLY	3
6	ACCOUNTING INFORMATION	2
7	CREATION OF GROUPS	6
8	CREATION OF NEW GROUPS	4
9	CREATION OF SUB GROUPS	4
10	CREATION OF LEDGERS	5
11	CREATION OF VOUCHERS	5
12	ACCOUNTS OF NON -PROFIT ORGANISATIONS	4
13	ACCOUNTS OF PARTNERSHIP FIRMS	4
14	ACCOUNTS OF COMPANY	8
15	MAINTAINING THE DEBTORS AND CREDITORS ACCOUNTS IN TALLY	3

J.V.R GOVT COLLEGE
SATHUPALLY-KHAMMAM
DEPARTMENT OF COMMERCE

APPLICATION FOR CERTIFICATE COURSE -2019-2020

Name of the student *K. Gopal Krishna*

Name of the father..... *Satyanaarayana*

Caste..... *SC* Group..... *B. Cem* Year..... *II*

Address *Vadlagudem*
Damma Peta (m)
Bhadradri Kothagudem
P.N. 507 30.6

K. Gopal Krishna
Signature of the student

ob
Signature of the convener

B. Gopal Krishna
Principal
PRINCIPAL
J.V.R. GOVT. COLLEGE
SATHUPALLY. KMM DT

JVR GOVERNMENT COLEGE

SATHUPALLY

KHAMMAM DT.

DEPARTMENT OF COMMERCE

CERTIFICATE COURSE

TALLY

2020-21

From

The Head ,

Department of Commerce

JVR Government College, Sathupally,

Khammam Dt.

TO

The Principal

JVR Government College, Sathupally,

Khammam Dt.

Respected Sir,

Sub:-Application for permission to conduct short term programme in Tally requesting regarding

&&&&&&


With reference to subject cited the Department of Commerce proposed to conduct a short term programme on Tally to the 41 students of III B.com to IMPROVE Tally skills and better future employment opportunities. This course duration is about 60 days. Hence I request your kind to permit This programme.

Thanking you,

Permitted

Date : 21-10-2021

Place : Sathupally


PRINCIPAL
J.V.R. GOVT. COLLEGE
SATHUPALLY. KMM DT.


Yours sincerely,

NOTICE

DATE : 22-10-2021

ALL THE STUDENTS ARE INFORMED THAT DEPARTMENT OF COMMERCE CONDUCTING 60 DAYS SHORT TERM PROGRAMME ON TALLY FOR FINAL BCOM STUDENTS FROM 25-10-2021 INTERESTED STUDENTS CONTACT DEPARTMENT OF COMMERCE.

NOTE: TIMINGS 4.00PM TO 5.00 PM (MONDAY-SATURDAY)


O.CHENNA RAO

INCHARGE DEPT OF COMMERCE

J.V.R DEGREE COLLEGE –SATHUPALLY
DEPARTMENT OF COMMERCE
CERTIFICATE COURSE IN TALLY 2021-2022

List Of The Students

SL. NO	Name of the student	GENDER	Class	Remarks
01	Ch. Sravani	Female	III B.COM	
02	S .Anusha	Female	III B.COM	
03	P. Sailaja	Female	III B.COM	
04	S. Vijaya	Female	III B.COM	
05	S. Sowjanya	Female	III B.COM	
06	V. Ankitha	Female	III B.COM	
07	p. sindhu	Female	III B.COM	
08	G.Uma Rani	Female	III B.COM	
09	M.Anna Purna	Female	III B.COM	
10	P.Nagamani	Female	III B.COM	
11	K.Anusha	Female	III B.COM	
12	K.Sanjeeva rani	Female	III B.COM	
13	K.Geetha Rani	Female	III B.COM	
14	D.Shivani	Female	III B.COM	
15	V.Ramya	Female	III B.COM	
16	A.Rajini	Female	III B.COM	
17	M.Naveen	MALE	III B.COM	
18	U.Samel Raju	MALE	III B.COM	
19	P.Saleem	MALE	III B.COM	
20	T.Rakesh	MALE	III B.COM	
21	N.Jagapathi	MALE	III B.COM	
22	V.Pavan kumar	MALE	III B.COM	
23	P.Kiran kumar	MALE	III B.COM	
24	G.Sunil	MALE	III B.COM	
25	K.Sudheer	MALE	III B.COM	
26	S.Ram Prasad	MALE	III B.COM	
27	B.Pavan kalian	MALE	III B.COM	

28	p.Aruna	Female	III B.COM	
29	K.Chinna Krishna	Male	III B.COM	
30	B.Vamshi	Male	III B.COM	
31	B.Srihari	Male	III B.COM	
32	B.Siva Naga lakshmi	Female	III B.COM	
33	G.Sailaja	Female	III B.COM	
34	K.V.enkatamma	Female	III B.COM	
35	D.Sayamala	Female	III B.COM	
36	M.Harani	Female	III B.COM	
37	R.Laxmi sri	Female	III B.COM	
38	U.shireesha	Female	III B.COM	
39	p.sai Ram	Male	III B.COM	
40	B.Mega Mala	Female	III B.COM	
41	M,prameela	Female	III B.COM	

TALLY SYLLABUS

SL.NO	SYLLABUS
1	ACCOUNTING PRINCIPLES
2	INTRODUCTION TO TALLY
3	DIFFERENCE BETWEEN MANUAL ACCOUNTING AND TALLY
4	TALLY FEATURES AND ADVANTEGES
5	GATE WAY OF TALLY
6	ACCOUNTING INFORMATION
7	CREATION OF GROUPS
8	CREATION OF NEW GROUPS
9	CREATION OF SUB GROUPS
10	CREATION OF IEDGERS
11	CREATION OF VOUCHERS
12	ACCOUNTS OF NON –PROFIT ORGANISATIONS
13	ACCOUNTS OF PARTNESHIP FIRMS
14	ACCOUNTS OF COMPANY
15	MAINTING THE DEBETORS AND CREDEtors ACCOUNTS IN TALLY

DURATION OF THE COURSE : 60 DAYS

TIMINGS: EVENING -4.00PM -5.00PM (MONDAY-SATURDAY)

TEACHING PLAN :

SL.NO	NAME OF THE TOPIC	DURATION
1	ACCOUNTING PRINCIPLES	4
2	INTRODUCTION TO TALLY	2
3	DIFFERENCE BETWEEN MANUAL ACCOUNTING AND TALLY	2
4	TALLY FEATURES AND ADVANTEGES	4
5	GATE WAY OF TALLY	3
6	ACCOUNTING INFORMATION	2
7	CREATION OF GROUPS	6
8	CREATION OF NEW GROUPS	4
9	CREATION OF SUB GROUPS	4
10	CREATION OF IEDGERS	5
11	CREATION OF VOUCHERS	5
12	ACCOUNTS OF NON –PROFIT ORGANISATIONS	4
13	ACCOUNTS OF PARTNESHIP FIRMS	4
14	ACCOUNTS OF COMPANY	8
15	MAINTING THE DEBETORS AND CREDETORS ACCOUNTS IN TALLY	3

WORK DONE STATEMENT

SL.NO	NAME OF THE TOPIC	DATE	NO OF STUDENTS PRESENT	COVERED/NOT COVERED	REMARKS
1	ACCOUNTING PRINCIPLES		31	covered	
2	ACCOUNTING PRINCIPLES		30	covered	
3	ACCOUNTING PRINCIPLES		30	covered	
4	ACCOUNTING PRINCIPLES		29	covered	
5	INTRODUCTION		31	covered	
6	INTRODUCTION		30	covered	
7	DIFFERENCE BETWEEN MANUAL ACCOUNTING AND TALLY		30	covered	
8	DIFFERENCE BETWEEN MANUAL ACCOUNTING AND TALLY		27	covered	
9	TALLY FEATURES AND ADVANTAGES		31	covered	
10	TALLY FEATURES AND ADVANTAGES		27	covered	
11	TALLY FEATURES AND ADVANTAGES		25	covered	
12	TALLY FEATURES AND ADVANTAGES		28	covered	
13	GATE WAY OF TALLY		29	covered	
14	GATE WAY OF TALLY		27	covered	
15	GATE WAY OF TALLY		31	covered	
16	ACCOUNTING INFORMATION		29	covered	
17	ACCOUNTING INFORMATION		31	covered	
18	CREATION OF GROUPS		29	covered	
19	CREATION OF GROUPS		29	covered	
20	CREATION OF GROUPS		31	covered	
21	CREATION OF GROUPS		30	covered	
22	CREATION OF GROUPS		29	covered	
23	CREATION OF GROUPS		30	covered	
24	CREATION OF NEW GROUPS		29	covered	
25	CREATION OF NEW GROUPS		31	covered	
26	CREATION OF NEW GROUPS		31	covered	
27	CREATION OF NEW GROUPS		30	covered	
28	CREATION OF SUB GROUPS		31	covered	
29	CREATION OF SUB GROUPS		30	covered	
30	CREATION OF SUB GROUPS		29	covered	
31	CREATION OF SUB GROUPS		31	covered	
32	CREATION OF LEDGERS		31	covered	
33	CREATION OF LEDGERS		31	covered	
34	CREATION OF LEDGERS		29	covered	
35	CREATION OF LEDGERS		29	covered	
36	CREATION OF LEDGERS		30	covered	
37	CREATION OF VOUCHERS		29	covered	
38	CREATION OF VOUCHERS		30	covered	
39	CREATION OF VOUCHERS		31	covered	
40	CREATION OF VOUCHERS		31	covered	
41	CREATION OF VOUCHERS		31	covered	

42	ACCOUNTS OF NON –PROFIT ORGANISATIONS		31	covered	
43	ACCOUNTS OF NON –PROFIT ORGANISATIONS		31	covered	
44	ACCOUNTS OF NON –PROFIT ORGANISATIONS		31	covered	
45	ACCOUNTS OF NON –PROFIT ORGANISATIONS		31	covered	
46	ACCOUNTS OF PARTNESHIP FORMS		31	covered	
47	ACCOUNTS OF PARTNESHIP FORMS		31	covered	
48	ACCOUNTS OF PARTNESHIP FORMS		30	covered	
49	ACCOUNTS OF PARTNESHIP FORMS		31	covered	
50	ACCOUNTS OF COMPANY		31	covered	
51	ACCOUNTS OF COMPANY		31	covered	
52	ACCOUNTS OF COMPANY		31	covered	
53	ACCOUNTS OF COMPANY		31	covered	
54	ACCOUNTS OF COMPANY		31	covered	
55	ACCOUNTS OF COMPANY		31	covered	
56	ACCOUNTS OF COMPANY		30	covered	
57	ACCOUNTS OF COMPANY		31	covered	
58	MAINTING THE DEBETORS AND CREDETORS ACCOUNTS IN TALLY		31	covered	
59	MAINTING THE DEBETORS AND CREDETORS ACCOUNTS IN TALLY		30	covered	
60	MAINTING THE DEBETORS AND CREDETORS ACCOUNTS IN TALLY		30	covered	
			31	covered	

J.V.R. GOVERNMENT COLLEGE
SATHUPALLY :: KHAMMAM DIST. - T.S.
DEPARTMENT OF COMMERCE



CERTIFICATE

2021-2022

This is to certify that Mr. / Ms.

Of Class has successfully completed the certificate course in

..... conducted by the DEPARTMENT OF COMMERCE

Witness

Principal