

JVR GOVERNMENT COLLEGE

SATHUPALLY-KHAMMAM DT-TELANGANA



TRAINING PROGRAM

ON

BASIC COMPUTER SKILLS

2020-21

DEPARTMENT OF COMPUTERS

**COMMISSIONER OF COLLEGIATE EDUCATION
GOVERNMENT OF TELANGANA
PRESENT: SRI.NAVIN MITTAL, IAS.**

CIRCULAR

Sub: Collegiate Education - Government Degree Colleges – One month In-house Training Program on Basic Computer Skills for Teaching and Non-Teaching Staff Members –Reg.

During the Virtual Meeting held on 15.03.2021 with Principals of GDCs in Telangana State, some of the Principals have informed the Commissioner of Collegiate Education that some of the Teaching and Non-teaching faculty members of GDCs do not have the basic Computer knowledge which ultimately leading to hindrance to the effective functioning of GDCs.

In order to efficiently maintain the Academic and Office Administration in all GDCs, it has been decided to conduct One Month (30 days) training program in Basic Computer Skills for the Teaching and Non-teaching faculty members of GDCs, who are not well-versed or not equipped with Basic Computer Skills.

The training would cover the following components of Computer Skills:

1. MS Word
2. MS Excel
3. MS Power Point
4. Internet Browsing and email usage
5. Usage of e-Office

Further, the Principals are instructed to identify the Teaching and Non-teaching staff for undergoing Training and ensure that they should be given proper training by the Computer Science/Applications Faculty member (Regular/Contract/Guest) of the respective colleges.

Prior to the identification of faculty members for imparting Computer training, the Principals should get the undertaking signed from the faculty members that they are aware of Basic Computer Skills and they would be able to work on the above said applications as a part of their regular Office/Academic duties.

In this connection, Principals are instructed to identify the Trainer and participants and are directed to commence the training program from today and complete the training program by 15 April, 2021 and ensure that all the

Staff members are Computer Literates and are able to work on the above said applications for effective and smooth functioning of the colleges. The training should be given before or after the regular college timings covering two hours per day and the Principals should ensure that those who are undergoing training should mark the Biometric attendance after 8 hours instead of the regular 6 hours of College timings.

In view of the above the Principals are informed to monitor the training program and issue certificates to the participants after successful completion of the training program and send compliance of the same to the O/o CCE by 15 April, 2021.

(Orders of CCE obtained in the note file)

Signature valid

Digitally signed by Ghanshyam
Date: 2021.03.16 14:09:01 IST
Reason: Approved



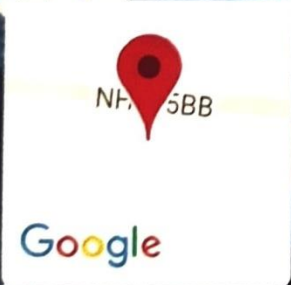
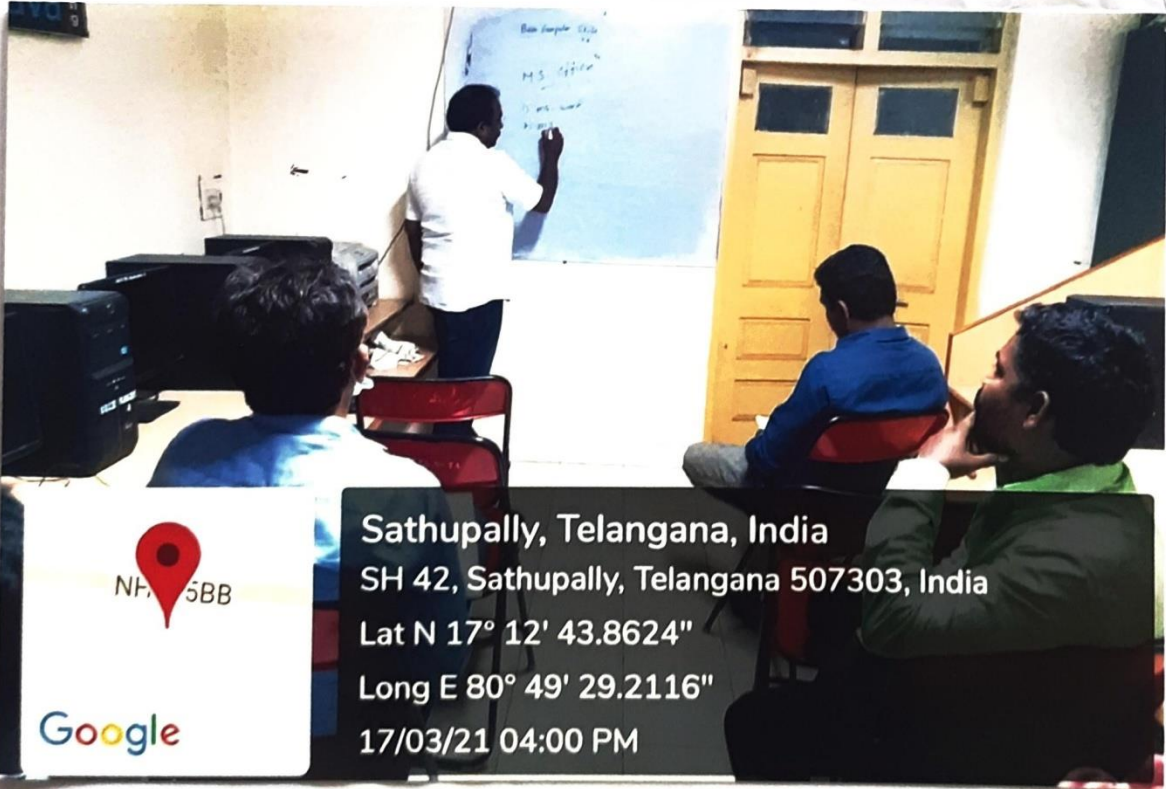
For Commissioner of Collegiate Education

To Principals of All GDCs in Telangana State.





Sathupally, Telangana, India
SH 42, Sathupally, Telangana 507303, India
Lat N 17° 12' 43.8624"
Long E 80° 49' 29.1972"
17/03/21 03:57 PM



Sathupally, Telangana, India
SH 42, Sathupally, Telangana 507303, India
Lat N 17° 12' 43.8624"
Long E 80° 49' 29.2116"
17/03/21 04:00 PM

JVR GOVERNMENT COLLEGE, SATHUPALLY

DEPARTMENT OF COMPUTER SCIENCE/APPLICATIONS

TRAINING PROGRAM ON BASIC COMPUTER SKILLS

2020-21

LIST OF EMPLOYEES PARTICIPATED IN THE PROGRAM

SLNO	NAME OF THE EMPLOYEE
01	D.BANGARI
02	I.KIRAN KUMAR
03	K.MADHU
04	K.RAJYALAKSHMI
05	G.SUBHASHINI
06	K.RAMA RAO
07	G.AFZAL
08	S.V.R.N. RAJU
09	S.V. SRIDHAR RAO
10	M.PRASADA RAO
11	G.VEERESH
12	SK.MASTHAN
13	K.DHAMAYANTHI
14	E.VENKATALAXMI

JVR GOVERNMENT COLLEGE, SATHUPALLY

DEPARTMENT OF COMPUTER SCIENCE / APPLICATIONS

**TRAINING PROGRAM
ON
BASIC COMPUTER SKILLS**

2020-21

SYLLABUS

01. INTRODUCTION TO COMPUTERS

02. MS-WORD

03. MS-EXCEL

04. MS-POWER POINT

05. INTERNET BROWSING AND E-MAIL USAGE

**DURATION OF THE : TRAINING PROGRAM ON BASIC COMPUTER SKILLS
FOR THE YEAR 2020-21**

**TIMINGS : EVENING 4.00 TO 5.00 (MONDAY –SATURDAY)
ONEMONTH PROGRAM**

SLNO	NAME OF THE TOPIC	DURATION
01.	INTRODUCTIONS TO COMPUTERS	02 (DAYS)
02	MS-WORD	05 (DAYS)
03.	MS-EXCEL	05 (DAYS)
04.	MS-POWER POINT	05 (DAYS)
05.	INTERNET BROWING AND E-MAIL USAGE	05 (DAYS)

SLN O	NAME OF THE TOPIC	DATE	NO OF EMPLOYEE PRESENT	COVERED /NOT COVERED	REMARKS
01	INTRODUCTION TO COMPUTERS	16-03-21	14	covered	
02	INTRODUCTION TO COMPUTERS	17-03-21	12	covered	
01	MS-WORD	18-03-21	11	covered	
02	MS-WORD	19-03-21		covered	
03	MS-WORD	20-03-21		covered	
04	MS-WORD	22-03-21		covered	
05	MS-WORD	23-03-21		covered	
01	MS-EXCEL	24-03-21		covered	
02	MS-EXCEL	25-03-21		covered	
03	MS-EXCEL	26-03-21		covered	
04	MS-EXCEL	27-03-21		covered	
05	MS-EXCEL	30-03-21		covered	
01	MS-POWER POINT	31-03-21		covered	
02	MS-POWER POINT	01-04-21		covered	
03	MS-POWER POINT	03-04-21		covered	

04	MS-POWER POINT	06-04-21		Covered	
05	MS-POWER POINT	07-04-21		Covered	
01	INTERNET BROWING AND E-MAIL USAGE	8-4-21		Covered	
02	INTERNET BROWING AND E-MAIL USAGE	9-4-21		covered	
03	INTERNET BROWING AND E-MAIL USAGE	12-4-21		covered	
04	INTERNET BROWING AND E-MAIL USAGE	15-4-21		covered	
05	INTERNET BROWING AND E-MAIL USAGE	16-4-21		covered	

ANNEXURE - A
UNDERTAKING

Name of the Faculty/Office Staff: *Dakusi Bangari*
Subject/Department: *English.*
Designation: *Asst. prof. of English.*
No. of Years of Teaching/office Experience:

1. I hereby declare that, I do not have proper knowledge on Basic Computer skills and therefore I want to undergo training on Basic Computer Skills which is being imparted at college level for a period of one month.
2. Further, I am here with giving my undertaking that, I will equip myself with the Basic Computer and Internet knowledge and I will put my efforts to learn Basic Computer Skills, to undertake computer work/assignment assigned by the Principal.

Date: *17.03.2021*

D. Bangari
Signature

ANNEXURE - A
UNDERTAKING

Name of the Faculty/Office Staff: *I. Kiran Kumar*

Subject/Department: *Telegu*

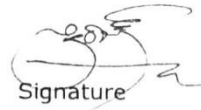
Designation: *Asst Prof*

No. of Years of Teaching/office Experience: *09*

1. I hereby declare that, I do not have proper knowledge on Basic Computer skills and therefore I want to undergo training on Basic Computer Skills which is being imparted at college level for a period of one month.

2. Further, I am here with giving my undertaking that, I will equip myself with the Basic Computer and Internet knowledge and I will put my efforts to learn Basic Computer Skills, to undertake computer work/assignment assigned by the Principal.

Date: *17.03.2021*.


Signature

**CERTIFICATE COURSE IN COMPUTING
BASICS
2019-20**

J.V.R. GOVERNEMENT COLLEGE

SATHUPALLY- KHAMMAM DT. - TELANGANA



CERTIFICATE COURSE IN COMPUTER BASICS

2019 - 20

DEPARTMENT OF COMPUTERS

J.V.R.GOVERNEMNT COLLEGE, SATHUPALLY
DEPARTMENT OF COMPUTER SCIENCE/ APPLICATIONS
CERTIFICATE COURSE IN COMPUTER BASICS
2019 - 20

LIST OF STUDENTS

Sl.No.	HTNO.	Name of the Student	Class which studying	Remarks
1	032181304	GOLLAMUDI RAJA	III BA- HEPA	
2	032181306	JADA YALADRI	III BA- HEPA	
3	032181307	KANAKAM KIRAN KUMAR	III BA- HEPA	
4	032181311	KOLA SATISH KUMAR	III BA- HEPA	
5	032181315	KOTHAPALLI DINESH	III BA- HEPA	
6	032181325	PARSIKA SIRISHA	III BA- HEPA	
7	032181327	PAYAM VENKATA SUMALATHA	III BA- HEPA	
8	032181330	RAYALA NAGA RAJU	III BA- HEPA	
9	032181331	SADAM KARTHIK	III BA- HEPA	
10	032181342	SUNNAM NAGARAJU	III BA- HEPA	
11	032181343	SUNNAM SAIKIRAN	III BA- HEPA	
12	032181347	VADE MAHESH	III BA- HEPA	
13	032183001	ADAVELLI VENKATESWARARAO	III BSC- BZC	
14	032183002	BANDI GOPALA KRISHNA	III BSC- BZC	
15	032183008	GUGULOTH LAVANYA	III BSC- BZC	
16	032183010	KAMPELLI SAI	III BSC- BZC	
17	032183016	KUVVARAPU YAMUNA	III BSC- BZC	
18	032183017	LANKA TEJAVINITHA	III BSC- BZC	
19	032182004	KOTHAPALLY SIREESHA	III BCOM- GEN	
20	032182006	KURSAM DEVAMANI	III BCOM- GEN	
21	032182008	NARAM VENKATANAGNI	III BCOM- GEN	
22	032181108	JUJJARAPU DEEPA	III BA- HEPS	
23	032181110	KODEM NAGAMANI	III BA- HEPS	
24	032181111	KOLA PAWANKALYAN	III BA- HEPS	
25	032181116	KOTAGIRI NARENDRA	III BA- HEPS	


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

SYLLABUS

1. INTRODUCTION TO THE COMPUTER
2. MS- OFFICE
 - A) MS- WORD
 - B) MS- EXCEL
 - C) MS- POWER POINT
3. INTERNET CONCEPTS

DURATION OF THE COURSE : 2 MONTHS

TIMINGS : EVENING – 4.00- TO 5.00 (MONDAY TO SATURDAY)

TEACHING PLAN :

S.NO.	NAME OF THE TOPIC	DURATION
1	INTRODUCTION TO THE COMPUTER	10 days
2	MS- WORD	15 Days
3	MS- EXCEL	15 Days
4	MS- POWER POINT	10 Days
5	INTERNET CONCEPTS	10 days

Sl.No	Name of the Topic	Date	No. of Students Present	Covered / Not Covered	Remarks
1	INTRODUCTION TO THE COMPUTER	10-10-19	24	Covered	
2	INTRODUCTION TO THE COMPUTER	11-10-19	23	Covered	
3	INTRODUCTION TO THE COMPUTER	12-10-19	22	Covered	
4	INTRODUCTION TO THE COMPUTER	14-10-19	22	Covered	
5	INTRODUCTION TO THE COMPUTER	21-10-19	25	Covered	
6	INTRODUCTION TO THE COMPUTER	22-10-19	23	Covered	
7	INTRODUCTION TO THE COMPUTER	23-10-19	23	Covered	
8	INTRODUCTION TO THE COMPUTER	25-10-19	22	Covered	
9	INTRODUCTION TO THE COMPUTER	26-10-19	25	Covered	
10	INTRODUCTION TO THE COMPUTER	29-10-19	22	Covered	
1	MS- WORD	30-10-19	25	Covered	
2	MS- WORD	31-10-19	24	Covered	
3	MS- WORD	1-Nov-19	25	Covered	
4	MS- WORD	2-11-19	25	Covered	
5	MS- WORD	3-11-19	22	Covered	
6	MS- WORD	4-11-19	22	Covered	
7	MS- WORD	5-11-19	22	Covered	
8	MS- WORD	6-11-19	24	Covered	
9	MS- WORD	8-11-19	22	Covered	
10	MS- WORD	9-11-19	24	Covered	
11	MS- WORD	11-11-19	24	Covered	
12	MS- WORD	12-11-19	23	Covered	
13	MS- WORD	13-11-19	21	Covered	
14	MS- WORD	14-11-19	22	Covered	
15	MS- WORD	18-11-19	24	Covered	

Sl.No	Name of the Topic	Date	No. of Students Present	Covered / Not Covered	Remarks
1	MS- EXCEL	22-11-19	24	Covered	
2	MS- EXCEL	02-01-2020	25	Covered	
3	MS- EXCEL	3-1-20	24	Covered	
4	MS- EXCEL	4-1-20	23	Covered	
5	MS- EXCEL	6-1-20	23	Covered	
6	MS- EXCEL	7-1-20	23	Covered	
7	MS- EXCEL	8-1-20	24	Covered	
8	MS- EXCEL	9-1-20	25	Covered	
9	MS- EXCEL	10-1-20	25	Covered	
10	MS- EXCEL	11-1-20	22	Covered	
11	MS- EXCEL	17-1-20	21	Covered	
12	MS- EXCEL	18-1-20	25	Covered	
13	MS- EXCEL	20-1-20	25	Covered	
14	MS- EXCEL	21-1-20	25	Covered	
15	MS- EXCEL	23-1-20	25	Covered	
1	MS- POWER POINT	24-1-20	23	Covered	
2	MS- POWER POINT	25-1-20	23	Covered	
3	MS- POWER POINT	27-1-20	22	Covered	
4	MS- POWER POINT	28-1-20	24	Covered	
5	MS- POWER POINT	29-1-20	23	Covered	
6	MS- POWER POINT	31-1-20	24	Covered	
7	MS- POWER POINT	1-02-2020	23	Covered	
8	MS- POWER POINT	3-2-20	22	Covered	
9	MS- POWER POINT	4-2-20	24	Covered	
10	MS- POWER POINT	5-2-20	24	Covered	
1	INTERNET CONCEPTS	6-2-20	24	Covered	
2	INTERNET CONCEPTS	7-2-20	25	Covered	
3	INTERNET CONCEPTS	8-2-20	25	Covered	
4	INTERNET CONCEPTS	10-2-20	23	Covered	
5	INTERNET CONCEPTS	11-2-20	21	Covered	
6	INTERNET CONCEPTS	12-2-20	24	Covered	
7	INTERNET CONCEPTS	13-2-20	21	Covered	
8	INTERNET CONCEPTS	15-2-20	24	Covered	
9	INTERNET CONCEPTS	17-2-20	24	Covered	
10	INTERNET CONCEPTS	18-2-20	24	Covered	


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

J.V.R.GOVERNMENT COLLEGE

SATHUPALLY – Khammam Dist.

DEPARTMENT OF COMPUTER SCIENCE / APPLICATIONS

APPLICATION FOR CERTIFICATE COURSE – 2019 - 2020

Name of the Student : ...GOLLAMUDI... RAJA.....

Hall Ticket No. 032181304

Group ...BA...H.E.P.A...Year ...III.....

Address :vem80007.....


.....

.....

.....

G. Raja
Signature of the Student


Signature of the convener


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



J.V.R. GOVERNMENT COLLEGE
 SATHUPALLY- KHAMMAM DT. - TELANGANA



Specimen Copy

DEPARTMENT OF COMPUTERS
 CERTIFICATE
 20__-20__

This is to certify that Mr./ Ms. GOLLAMUDI. RAJA
 of III BA: H.E.P.A Class has successfully completed the certificate course in
COMPUTER BASICS conducted by the Department of Computers.

Convener
 Convener

Principal
 Principal
 J.V.R. GOVT. COLLEGE
 SATHUPALLY, KHAMMAM DT.

ICT COMPUTING SKILLS

J.V.R GOVERNMENT COLLEGE

SATHUPALLY-KHAMMAM DT.-TELANGANA



ICT - TRAINING PROGRAM

2018-19

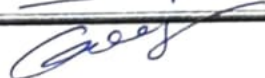
DEPARTMENT OF COMPUTERS

J.V.R GOVERNMENT COLLEGE, SATHUPALLY
DEPART OF COMPUTER SCIENCE/ APPLICATIONS
ICT TRAINING PROGRAM
2018-19

LIST OF EMPLOYEE PARTICIPATED IN TRAINING

SLNO	NAME OF THE EMPLOYEE
01	D.BANGARI
02	L.KIRAN KUMAR
03	CH. PURNA CHANDRA RAO
04	B.SARITHA
05	G.VENKATA GANDADHAR RAO
06	K.Y. KARUNA
07	Dr.K.SAMPATH
08	SK.CHAND PASHA
09	Dr.CH. SAMATHA
10	M.V.RAMANA MURTHY
11	T.KRISHNA RAO
12	O.CHENNA RAO
13	K.HARI KRISHNA
14	G.SUBHASHINI
15	K.RAJYA LAXMI
16	R.TEJOLATHA
17	K.RAMA RAO
18	P.PREM SAGAR
19	B.NAGA RAJU
20	K.DHAMAYANTHI
21	T.POTHU RAJU
22	P.NAGAMANI
23	S.V.SRIDHAR RAO
S24	MD WAJID PASHA
25	S.V.R.N. RAJU
26	Y.NAGA SUDHA
27	SHANAZ KHAN

Hed of Dept




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

J.V.R GOVERNMENT COLLEGE, SATHUPALLY
DEPART OF COMPUTER SCIENCE/ APPLICATIONS
ICT TRAINING PROGRAM
2018-19

SYLLABUS

- 01. INTRODUCTION TO COMPUTER**
- 02. OPERATING SYSTEM**
- 03. MS-WORD**
- 04. MS-EXCEL**
- 05. INTERNET CONCEPTS.**
- 06. NETWORKING CONCEPTS**
- 07. MS-POWER POINT**

Duration of the ICT- Training program: 2 MONTHS

Timings: Evening- : 4.00 TO 5.00 (Monday –Saturday)

Teaching plan :

SLNO	NAME OF THE TOPIC	DURATION
01	Introduction to computer	05 (Days)
02	OPERATING SYSTEM	05 (Days)
03	Ms - word	13 (Days)
04	Ms - Excel	12 (Days)
05	Internet concepts .	10 (Days)
06	Networking concepts	10 (Days)
07	Ms –power point	05 (Days).

s/no	NAME OF THE TOPIC	DATE	NO OF EMPLOYEE PRESENT	COVERED/ NOT COVERED	REMARKS
1	INTRODUCTION TO COMPUTERS	4-9-18	26	Covered	
2	INTRODUCTION TO COMPUTERS	5-9-18	26	Covered	
3	INTRODUCTION TO COMPUTERS	6-9-18	24	Covered	
4	INTRODUCTION TO COMPUTERS	7-9-18	24	Covered	
5	INTRODUCTION TO COMPUTERS	10-9-18	25	Covered	
				Covered	
1	OPERATING SYSTEM	11-9-18	24	Covered	
2	OPERATING SYSTEM	12-9-18	24	Covered	
3	OPERATING SYSTEM	14-9-18	25	Covered	
4	OPERATING SYSTEM	15-9-18	22	Covered	
5	OPERATING SYSTEM	17-9-18	26	Covered	
1	MS-WORD	18-9-18	24	Covered	
2	MS-WORD	19-9-18	25	Covered	
3	MS-WORD	20-9-18	25	Covered	
4	MS-WORD	22-9-18	24	Covered	
5	MS-WORD	24-9-18	25	Covered	
6	MS-WORD	25-9-18	26	Covered	
7	MS-WORD	26-9-18	23	Covered	
8	MS-WORD	27-9-18	27	Covered	
9	MS-WORD	28-9-18	25	Covered	
10	MS-WORD	29-9-18	27	Covered	
11	MS-WORD	1-10-18	26	Covered	
12	MS-WORD	3-10-18	24	Covered	
13	MS-WORD	4-10-18	24	Covered	
1	MS-EXCEL	6-10-18	26	Covered	
2	MS-EXCEL	8-10-18	27	Covered	
3	MS-EXCEL	22-10-18	27	Covered	
4	MS-EXCEL	25-10-18	25	Covered	
5	MS-EXCEL	27-10-18	27	Covered	
6	MS-EXCEL	29-10-18	27	Covered	
7	MS-EXCEL	30-10-18	27	Covered	
8	MS-EXCEL	31-10-18	25	Covered	
9	MS-EXCEL	1-11-18	25	Covered	
10	MS-EXCEL	2-11-18	25	Covered	
11	MS-EXCEL	3-11-18	25	Covered	
12	MS-EXCEL	5-11-18	24	Covered	

J.V.R.GOVERNMENT COLLEGE

SATHUPALLY – Khammam Dist.

DEPARTMENT OF COMPUTER SCIENCE / APPLICATIONS


APPLICATION FOR ICT TRAINING PROGRAM –2018 - 2019

Name of the Staff : D. BANGARI

Designation : Asst. prof. of English.

Address : J.V.R. Govt College
Sathupalli.


Signature of the Staff


Signature of the convener


Principal

TO THE PRINCIPAL
J.V.R. GOVERNMENT COLLEGE
SATHUPALLY, KHAMMAM DIST.

J.V.R. GOVERNEMENT COLLEGE

SATHUPALLY- KHAMMAM DT. – TELANGANA



CERTIFICATE COURSE IN COMPUTER BASICS


2018 - 19

DEPARTMENT OF COMPUTERS

J.V.R.GOVERNEMNT COLLEGE, SATHUPALLY
DEPARTMENT OF COMPUTER SCIENCE/ APPLICATIONS
CERTIFICATE COURSE IN COMPUTER BASICS
2018 - 19

LIST OF STUDENTS

Sl.No.	HTNO.	Name of the Student	Class which studying	Remarks
1	032172002	BANDARU MAHESWARI	III BCOM- GEN	
2	032172005	DANDU SRIRAMA MURTHY	III BCOM- GEN	
3	032172007	GADDAM SIVA	III BCOM- GEN	
4	032172008	GANAPA CHIRANJEEVI	III BCOM- GEN	
5	032172015	KUNSOTHU MANGA THAYARU	III BCOM- GEN	
6	032173007	DUGGIRALA KRISHNAVENI	III BZC	
7	032173010	GOWRA INDIRA	III BZC	
8	032173013	KANCHARLA RAVITEJA	III BZC	
9	032173019	KORSA MAMATHA	III BZC	
10	032173023	MADASU PRABHAKAR	III BZC	
11	032173024	MADDELA SONIYA	III BZC	
12	032174102	BHOGYAM VIJAYAKUMAR	III MPC	
13	032174106	KORRI SURESH	III MPC	
14	032172025	PITTALA MANASA	III BCOM- GEN	
15	032172029	SINGISALA MARESURANI	III BCOM- GEN	
16	032171308	GADDAM DHARMARAJU	III BA- HEPA	
17	032171302	BANNE NAGA RAJU	III BA- HEPA	
18	032171306	DONTHU GANESH	III BA- HEPA	
19	032171312	JONNALAGADDA NAGAMANI	III BA- HEPA	
20	032171317	KOKKERAGADDA MONOJ	III BA- HEPA	
21	032171328	MANELLI SRAVANI	III BA- HEPA	
22	032171335	PAYAM SAIBABU	III BA- HEPA	
23	032171340	SAVALAM SRINADH	III BA- HEPA	
24	032171344	THELLAM KRISHNAVENI	III BA- HEPA	
25	032171345	VAGGELA VEERABHADRAMMA	III BA- HEPA	


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

SYLLABUS

1. INTRODUCTION TO THE COMPUTER

2. MS- OFFICE

- A) MS- WORD
- B) MS- EXCEL
- C) MS- POWER POINT

3. INTERNET CONCEPTS

DURATION OF THE COURSE : 2 MONTHS

TIMINGS : EVENING – 4.00- TO 5.00 (MONDAY TO SATURDAY)

TEACHING PLAN :

S.NO.	NAME OF THE TOPIC	DURATION
1	INTRODUCTION TO THE COMPUTER	10 days
2	MS- WORD	15 Days
3	MS- EXCEL	15 Days
4	MS- POWER POINT	10 Days
5	INTERNET CONCEPTS	10 days

Sl.No	Name of the Topic	Date	No. of Students Present	Covered / Not Covered	Remarks
1	INTRODUCTION TO THE COMPUTER	29-12-2018	22	Covered	
2	INTRODUCTION TO THE COMPUTER	31-12-2018	21	Covered	
3	INTRODUCTION TO THE COMPUTER	2-1-2019	21	Covered	
4	INTRODUCTION TO THE COMPUTER	3-1-2019	22	Covered	
5	INTRODUCTION TO THE COMPUTER	4-1-2019	23	Covered	
6	INTRODUCTION TO THE COMPUTER	5-1-2019	22	Covered	
7	INTRODUCTION TO THE COMPUTER	8-1-2019	23	Covered	
8	INTRODUCTION TO THE COMPUTER	9-1-2019	23	Covered	
9	INTRODUCTION TO THE COMPUTER	10-1-2019	23	Covered	
10	INTRODUCTION TO THE COMPUTER	11-1-2019	25	Covered	
1	MS- WORD	18-1-2019	24	Covered	
2	MS- WORD	19-1-2019	23	Covered	
3	MS- WORD	21-1-2019	22	Covered	
4	MS- WORD	22-1-2019	24	Covered	
5	MS- WORD	23-1-2019	22	Covered	
6	MS- WORD	24-1-2019	23	Covered	
7	MS- WORD	25-1-2019	22	Covered	
8	MS- WORD	28-1-2019	24	Covered	
9	MS- WORD	29-1-2019	23	Covered	
10	MS- WORD	30-1-2019	23	Covered	
11	MS- WORD	31-1-2019	24	Covered	
12	MS- WORD	1-2-2019	23	Covered	
13	MS- WORD	2-2-2019	23	Covered	
14	MS- WORD	4-2-2019	24	Covered	
15	MS- WORD	5-2-2019	22	Covered	

J.V.R.GOVERNMENT COLLEGE

SATHUPALLY – Khammam Dist.

DEPARTMENT OF COMPUTER SCIENCE / APPLICATIONS

APPLICATION FOR CERTIFICATE COURSE – 2018 - 2019

Name of the Student : BANDARU MAHESWARI

Hall Ticket No. 032172002

Group III ~~B.Com~~ B.Com Year 2018-19 - III

Address : SATHUPALLY

.....

.....

.....

B. Maheswari
Signature of the Student

[Signature]
Signature of the convener

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



J.V.R. GOVERNMENT COLLEGE
SATHUPALLY- KHAMMAM DT. - TELANGANA



DEPARTMENT OF COMPUTERS
Specimen Copy
CERTIFICATE
20 - 20

This is to certify that Mr./ Ms. Bandaru. Maheswari
of M. B. Com. General Class has successfully completed the certificate course in
CERTIFICATE COURSE IN COMPUTER BASICS conducted by the Department of Computers.

Converter

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

J.V.R. GOVERNEMENT COLLEGE

SATHUPALLY- KHAMMAM DT. - TELANGANA



CERTIFICATE COURSE IN COMPUTER BASICS

2017 - 18

DEPARTMENT OF COMPUTERS

J.V.R.GOVERNEMNT COLLEGE, SATHUPALLY

ACADEMIC YEAR -2017-2018

LIST OF STUDENTS

Sl.No.	Name of the Student	Ht.No.	Class which studying	Remarks
1	B.MANGA RAO	032161202	III BA-HEPA	
2	K. DAYANI	032161209	III BA-HEPA	
3	K. RAMESH	032161213	III BA-HEPA	
4	K. SUNITHA	032161219	III BA-HEPA	
5	M. VENKATESWARA RAO	032161223	III BA-HEPA	
6	A.ANJALI	032161002	III BA- HEPS	
7	B. VENKATESWARA RAO	032161007	III BA- HEPS	
8	G. RAMESH	032161012	III BA- HEPS	
9	G. NAGALAXMI	032161015	III BA- HEPS	
10	K. VEERA BABU	032161022	III BA- HEPS	
11	B. VENKATESH	032162003	III BCOM - GEN	
12	G. RAVI	032162012	III BCOM - GEN	
13	J. MANEESHA	032162017	III BCOM - GEN	
14	K. DURGA BHAVANI	032162018	III BCOM - GEN	
15	M. ANAND RAO	032162023	III BCOM - GEN	
16	M. KAVITHA	032162025	III BCOM - GEN	
17	P. RAGHU	032162033	III BCOM - GEN	
18	S. PRAMEELA	032162037	III BCOM - GEN	
19	S. JYOTHI	032162028	III BCOM - GEN	
20	G. KRISHNA VENI	032162013	III BCOM - GEN	
21	D. SRILEKHA	032163008	III BSC- BZC	
22	E. SWATHI	032163009	III BSC- BZC	
23	I. SIREESHA	032163017	III BSC- BZC	
24	L RAMA LAXMI	032163024	III BSC- BZC	
25	U. RAMBABU	032163038	III BSC- BZC	
26	D. BHAVANI	032163202	III BSC- BZC	
27	D. VKIRAM	032164103	III BSC- MPC	
28	J. VINOD KUMAR	032164105	III BSC- MPC	
29	K. SIVA KRISHNA	032164106	III BSC- MPC	
30	T. VENKATA LAXMI	032164115	III BSC- MPC	


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

SYLLABUS

1. INTRODUCTION TO THE COMPUTER
2. MS- OFFICE
 - A) MS- WORD
 - B) MS- EXCEL
 - C) MS- POWER POINT
3. INTERNET CONCEPTS

DURATION OF THE COURSE : 2 MONTHS,

TIMINGS : EVENING – 4.00- TO 5.00 (MONDAY TO SATURDAY)

TEACHING PLAN :

S.NO.	NAME OF THE TOPIC	DURATION
1	INTRODUCTION TO THE COMPUTER	10 days
2	MS- WORD	15 Days
3	MS- EXCEL	15 Days
4	MS- POWER POINT	10 Days
5	INTERNET CONCEPTS	10 days

Sl.No	Name of the Topic	Date	No. of Students Present	Covered / Not Covered	Remarks
1	INTRODUCTION TO THE COMPUTER	1-8-2017	30	Covered	
2	INTRODUCTION TO THE COMPUTER	2-8-2017	29	Covered	
3	INTRODUCTION TO THE COMPUTER	3-8-2017	28	Covered	
4	INTRODUCTION TO THE COMPUTER	4-8-2017	26	Covered	
5	INTRODUCTION TO THE COMPUTER	5-8-2017	27	Covered	
6	INTRODUCTION TO THE COMPUTER	8-8-2017	25	Covered	
7	INTRODUCTION TO THE COMPUTER	9-8-2017	29	Covered	
8	INTRODUCTION TO THE COMPUTER	10-8-2017	24	Covered	
9	INTRODUCTION TO THE COMPUTER	11-8-2017	28	Covered	
10	INTRODUCTION TO THE COMPUTER	16-8-2017	28	Covered	
1	MS- WORD	17-8-2017	30	Covered	
2	MS- WORD	18-8-2017	29	Covered	
3	MS- WORD	19-8-2017	29	Covered	
4	MS- WORD	21-8-2017	27	Covered	
5	MS- WORD	22-8-2017	29	Covered	
6	MS- WORD	23-8-2017	29	Covered	
7	MS- WORD	24-8-2017	30	Covered	
8	MS- WORD	26-8-2017	29	Covered	
9	MS- WORD	28-8-2017	28	Covered	
10	MS- WORD	29-8-2017	30	Covered	
11	MS- WORD	30-8-2017	26	Covered	
12	MS- WORD	31-8-2017	28	Covered	
13	MS- WORD	1-9-2017	27	Covered	
14	MS- WORD	4-9-2017	28	Covered	
15	MS- WORD	5-9-2017	25	Covered	

Sl.No	Name of the Topic	Date	No. of Students Present	Covered / Not Covered	Remarks
1	MS- EXCEL	6-9-2017	28	Covered	
2	MS- EXCEL	11-9-2017	27	Covered	
3	MS- EXCEL	12-9-2017	29	Covered	
4	MS- EXCEL	13-9-2017	30	Covered	
5	MS- EXCEL	14-9-2017	30	Covered	
6	MS- EXCEL	15-9-2017	30	Covered	
7	MS- EXCEL	16-9-2017	26	Covered	
8	MS- EXCEL	18-9-2017	25	Covered	
9	MS- EXCEL	20-10-2017	28	Covered	
10	MS- EXCEL	21-10-2017	27	Covered	
11	MS- EXCEL	23-10-2017	26	Covered	
12	MS- EXCEL	24-10-2017	28	Covered	
13	MS- EXCEL	25-10-2017	28	Covered	
14	MS- EXCEL	26-10-2017	30	Covered	
15	MS- EXCEL	27-10-2017	28	Covered	
1	MS- POWER POINT	28-10-2017	30	Covered	
2	MS- POWER POINT	30-10-2017	27	Covered	
3	MS- POWER POINT	31-10-2017	28	Covered	
4	MS- POWER POINT	1-11-2017	30	Covered	
5	MS- POWER POINT	2-11-2017	28	Covered	
6	MS- POWER POINT	3-11-2017	26	Covered	
7	MS- POWER POINT	6-11-2017	26	Covered	
8	MS- POWER POINT	8-11-2017	29	Covered	
9	MS- POWER POINT	9-11-2017	28	Covered	
10	MS- POWER POINT	10-11-2017	28	Covered	
1	INTERNET CONCEPTS	13-11-2017	29	Covered	
2	INTERNET CONCEPTS	14-11-2017	30	Covered	
3	INTERNET CONCEPTS	15-11-2017	26	Covered	
4	INTERNET CONCEPTS	16-11-2017	28	Covered	
5	INTERNET CONCEPTS	17-11-2017	28	Covered	
6	INTERNET CONCEPTS	18-11-2017	29	Covered	
7	INTERNET CONCEPTS	20-11-2017	30	Covered	
8	INTERNET CONCEPTS	21-11-2017	30	Covered	
9	INTERNET CONCEPTS	22-11-2017	24	Covered	
10	INTERNET CONCEPTS	23-11-2017	27	Covered	



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

J.V.R.GOVERNMENT COLLEGE

SATHUPALLY – Khammam Dist.

DEPARTMENT OF COMPUTER SCIENCE / APPLICATIONS

APPLICATION FOR CERTIFICATE COURSE - 2017 - 2018

Name of the Student :.....BANDARU. MANGA RAO.....

Father Name :.....S/o Muthyala Rao.....

GroupBA [HEPA] YearIII.....

Address :Sathupalli.....

.....

.....

.....


Signature of the Student


Signature of the convener


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



J.V.R. GOVERNMENT COLLEGE
SATHUPALLY- KHAMMAM DT. - TELANGANA



DEPARTMENT OF COMPUTERS

CERTIFICATE

2017-2018

SPECIMEN COPY

This is to certify that Mr./ Ms. B. Manga Rao
of IIIrd BA - HEPA Class has successfully completed the certificate course in
Computer Basics conducted by the Department of Computers.

B. Rao
Convener

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

J.V.R. GOVERNEMENT COLLEGE

SATHUPALLY- KHAMMAM DT. – TELANGANA



CERTIFICATE COURSE IN COMPUTER BASICS

2016 - 17

DEPARTMENT OF COMPUTERS

J.V.R.GOVERNEMNT COLLEGE, SATHUPALLY
DEPARTMENT OF COMPUTER SCIENCE/ APPLICATIONS
CERTIFICATE COURSE IN COMPUTER BASICS
2016 - 17

LIST OF STUDENTS

Sl.No.	HTNO.	Name of the Student	Class which studying	Remarks
1	032151301	BADISA SUVARTHA	III BA-HEPA	
2	032151303	BABDARU JYOTHI	III BA-HEPA	
3	032151306	CHANDRAVATH PRASANTH	III BA-HEPA	
4	032151310	GALI PADMA	III BA-HEPA	
5	032151313	GUGULOTHU GOPI	III BA-HEPA	
6	032151328	MADIVI YESU BABU	III BA-HEPA	
7	032151337	PENUBALLY JYOTHI	III BA-HEPA	
8	032151343	SOYAM ARUNA	III BA-HEPA	
9	032151106	CHILAKABATTE SRIKANTH	III BA - HEPS	
10	032151113	KALTI ADILAKSHMI	III BA - HEPS	
11	032151121	KUNJA RAJU	III BA - HEPS	
12	032151127	NALLAPATI DEVI PRASANNA	III BA - HEPS	
13	032151133	SOYAM SONIA	III BA - HEPS	
14	032151137	VUKA RUPA	III BA - HEPS	
15	032152005	BHANOTH VENKATESWAR RAO	III BCOM- GEN	
16	032152008	CHALLAM CHARLA VARA LAXMI	III BCOM- GEN	
17	032152010	DARAVATH SOWJANYA	III BCOM- GEN	
18	032152015	KAKA SANDHYA	III BCOM- GEN	
19	032152022	MIRIYALA SIRISHA	III BCOM- GEN	
20	032152031	TOLEM VARMA	III BCOM- GEN	
21	032152001	ANONTHOJI SARIKA	III BCOM- GEN	
22	032153005	GARLAPATI NAGIMANI	III BSC- BZC	
23	032153009	KARAM VIJAYA DURGA	III BSC- BZC	
24	032153013	KUNJA SWAPNA	III BSC- BZC	
25	032153016	PALGANI RADHA LATHA	III BSC- BZC	


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

SYLLABUS

1. INTRODUCTION TO THE COMPUTER
2. MS- OFFICE
 - A) MS- WORD
 - B) MS- EXCEL
 - C) MS- POWER POINT
3. INTERNET CONCEPTS

DURATION OF THE COURSE : 2 MONTHS

TIMINGS : EVENING – 4.00- TO 5.00 (MONDAY TO SATURDAY)

TEACHING PLAN :

S.NO.	NAME OF THE TOPIC	DURATION
1	INTRODUCTION TO THE COMPUTER	10 days
2	MS- WORD	15 Days
3	MS- EXCEL	15 Days
4	MS- POWER POINT	10 Days
5	INTERNET CONCEPTS	10 days

Sl.No	Name of the Topic	Date	No. of Students Present	Covered / Not Covered	Remarks
1	INTRODUCTION TO THE COMPUTER	2-NOV-16	25	Covered	
2	INTRODUCTION TO THE COMPUTER	3-NOV-16	24	Covered	
3	INTRODUCTION TO THE COMPUTER	4-NOV-16	23	Covered	
4	INTRODUCTION TO THE COMPUTER	5-NOV-16	23	Covered	
5	INTRODUCTION TO THE COMPUTER	7-NOV-16	24	Covered	
6	INTRODUCTION TO THE COMPUTER	8-NOV-16	23	Covered	
7	INTRODUCTION TO THE COMPUTER	9-NOV-16	24	Covered	
8	INTRODUCTION TO THE COMPUTER	10-NOV-16	24	Covered	
9	INTRODUCTION TO THE COMPUTER	11-NOV-16	23	Covered	
10	INTRODUCTION TO THE COMPUTER	15-NOV-16	24	Covered	
1	MS- WORD	16-NOV-16	24	Covered	
2	MS- WORD	17-NOV-16	25	Covered	
3	MS- WORD	18-NOV-16	24	Covered	
4	MS- WORD	19-NOV-16	25	Covered	
5	MS- WORD	21-NOV-16	21	Covered	
6	MS- WORD	23-NOV-16	23	Covered	
7	MS- WORD	24-NOV-16	23	Covered	
8	MS- WORD	25-NOV-16	22	Covered	
9	MS- WORD	26-NOV-16	23	Covered	
10	MS- WORD	28-NOV-16	23	Covered	
11	MS- WORD	29-NOV-16	24	Covered	
12	MS- WORD	30-NOV-16	23	Covered	
13	MS- WORD	1-Dec-16	22	Covered	
14	MS- WORD	2-Dec-16	24	Covered	
15	MS- WORD	3-Dec-16	24	Covered	

Sl.No	Name of the Topic	Date	No. of Students Present	Covered / Not Covered	Remarks
1	MS- EXCEL	5-Dec-16	25	Covered	
2	MS- EXCEL	6-Dec-16	25	Covered	
3	MS- EXCEL	7-Dec-16	22	Covered	
4	MS- EXCEL	8-Dec-16	23	Covered	
5	MS- EXCEL	9-Dec-16	25	Covered	
6	MS- EXCEL	13-Dec-16	23	Covered	
7	MS- EXCEL	3-Jan-17	24	Covered	
8	MS- EXCEL	4-Jan-17	24	Covered	
9	MS- EXCEL	5-Jan-17	24	Covered	
10	MS- EXCEL	6-Jan-17	23	Covered	
11	MS- EXCEL	7-Jan-17	22	Covered	
12	MS- EXCEL	9-Jan-17	24	Covered	
13	MS- EXCEL	10-Jan-17	25	Covered	
14	MS- EXCEL	11-Jan-17	23	Covered	
15	MS- EXCEL	12-Jan-17	24	Covered	
1	MS- POWER POINT	13-Jan-17	25	Covered	
2	MS- POWER POINT	19-Jan-17	22	Covered	
3	MS- POWER POINT	20-Jan-17	24	Covered	
4	MS- POWER POINT	21-Jan-17	24	Covered	
5	MS- POWER POINT	23-Jan-17	23	Covered	
6	MS- POWER POINT	24-Jan-17	24	Covered	
7	MS- POWER POINT	25-Jan-17	24	Covered	
8	MS- POWER POINT	30-Jan-17	25	Covered	
9	MS- POWER POINT	31-Jan-17	24	Covered	
10	MS- POWER POINT	1-Feb-17	24	Covered	
1	INTERNET CONCEPTS	2-Feb-17	25	Covered	
2	INTERNET CONCEPTS	3-Feb-17	25	Covered	
3	INTERNET CONCEPTS	4-Feb-17	25	Covered	
4	INTERNET CONCEPTS	6-Feb-17	23	Covered	
5	INTERNET CONCEPTS	7-Feb-17	24	Covered	
6	INTERNET CONCEPTS	8-Feb-17	24	Covered	
7	INTERNET CONCEPTS	10-Feb-17	25	Covered	
8	INTERNET CONCEPTS	13-Feb-17	23	Covered	
9	INTERNET CONCEPTS	13-Feb-17	25	Covered	
10	INTERNET CONCEPTS	14-Feb-17	25	Covered	


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

J.V.R.GOVERNMENT COLLEGE

SATHUPALLY – Khammam Dist.

DEPARTMENT OF COMPUTER SCIENCE / APPLICATIONS

APPLICATION FOR CERTIFICATE COURSE – 2016 - 2017

Name of the Student : BADISA. SUVARTHA.....

Hall Ticket No. 032151301

Group BA [HEPA]..Year III.....

Address : GANGARAM.....

.....

.....

.....

B. Suvatha
Signature of the Student

[Signature]
Signature of the convener

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

Sl.No	Name of the Topic	Date	No. of Students Present	Covered / Not Covered	Remarks
1	MS- EXCEL	6-2-2019	22	Covered	
2	MS- EXCEL	7-2-2019	21	Covered	
3	MS- EXCEL	8-2-2019	22	Covered	
4	MS- EXCEL	9-2-2019	23	Covered	
5	MS- EXCEL	11-2-2019	20	Covered	
6	MS- EXCEL	12-2-2019	23	Covered	
7	MS- EXCEL	13-2-2019	23	Covered	
8	MS- EXCEL	14-2-2019	22	Covered	
9	MS- EXCEL	15-2-2019	25	Covered	
10	MS- EXCEL	16-2-2019	24	Covered	
11	MS- EXCEL	18-2-2019	24	Covered	
12	MS- EXCEL	19-2-2019	24	Covered	
13	MS- EXCEL	20-2-2019	23	Covered	
14	MS- EXCEL	21-2-2019	20	Covered	
15	MS- EXCEL	22-2-2019	22	Covered	
		23-2-2019			
1	MS- POWER POINT	23-2-2019	24	Covered	
2	MS- POWER POINT	25-2-2019	23	Covered	
3	MS- POWER POINT	28-2-2019	21	Covered	
4	MS- POWER POINT	27-2-2019	24	Covered	
5	MS- POWER POINT	1-3-2019	23	Covered	
6	MS- POWER POINT	2-3-2019	23	Covered	
7	MS- POWER POINT	6-3-2019	25	Covered	
8	MS- POWER POINT	7-3-2019	24	Covered	
9	MS- POWER POINT	9-3-2019	24	Covered	
10	MS- POWER POINT	11-3-2019	23	Covered	
		12-3-2019			
1	INTERNET CONCEPTS	12-3-2019	21	Covered	
2	INTERNET CONCEPTS	13-3-2019	19	Covered	
3	INTERNET CONCEPTS	14-3-2019	22	Covered	
4	INTERNET CONCEPTS	15-3-2019	24	Covered	
5	INTERNET CONCEPTS	16-3-2019	20	Covered	
6	INTERNET CONCEPTS	18-3-2019	23	Covered	
7	INTERNET CONCEPTS	19-3-2019	23	Covered	
8	INTERNET CONCEPTS	20-3-2019	22	Covered	
9	INTERNET CONCEPTS	21-3-2019	22	Covered	
10	INTERNET CONCEPTS	22-3-2019	23	Covered	


 RAMESH
 J.V.R. GOVT. COLLEGE
 BATHIPALLY, KMM DIST.



J.V.R. GOVERNMENT COLLEGE
 SATHUPALLY- KHAMMAM DT. - TELANGANA

SPECIMEN COPY

DEPARTMENT OF COMPUTERS
CERTIFICATE
 2016 - 2017

This is to certify that Mr./ Ms. C. padma
 of B.A.-HEPA Class has successfully completed the certificate course in
Computer Basics conducted by the Department of Computers.

[Signature]
 Convener

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

TALLY CERTIFICATE COURSE

2020-21



To
The Head
Department of Commerce
Jharkhand Government College, Bokaro
Bokaro - 83


From
The Principal
Jharkhand Government College, Bokaro
Bokaro - 83
Bokaro - 83

Subject: Application for permission to conduct short term programme in Tally resulting regarding

With reference to subject cited the Department of Commerce proposed to conduct a short term programme in Tally to the 40 students of B.Com (IMPROVE) Tally skills and better future employment opportunities. This course duration is about 40 days. Hence I request your kind to permit this programme.

Thanking you,

Date: 21-08-2021
Place: Bokaro


PRINCIPAL
JHARKHAND GOVT COLLEGE
BOKARO - 83



Your obediently,

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 STUDENS FROM 25-10-2021 INTRESTED STUDENTS CONTACT DEPARTMENT OF COMMERCE.

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


G. CHENNA RAD

INCHARGE DEPT OF COMMERCE

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 PARTNESHIP FIRMS	4
14	ACCOUNTS OF COMPANY	4
15	MAINTING THE DEBETORS AND CREDEtors ACCOUNTS IN TALLY	3

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 CREDETRS ACCOUNTS IN TALLY

WORK DONE STATEMENT

S. NO	NAME OF THE TOPIC	DATE	NO OF STUDENTS PRESENT	COVERED/NOT COVERED	REMARKS
1	ACCOUNTING PRINCIPLES		51	Covered	
2	ACCOUNTING PRINCIPLES		50	Covered	
3	ACCOUNTING PRINCIPLES		50	Covered	
4	ACCOUNTING PRINCIPLES		51	Covered	
5	INTRODUCTION		50	Covered	
6	INTRODUCTION		50	Covered	
7	DIFFERENCE BETWEEN MANUAL ACCOUNTING AND TALLY		50	Covered	
8	DIFFERENCE BETWEEN MANUAL ACCOUNTING AND TALLY		53	Covered	
9	TALLY FEATURES AND ADVANTAGES		51	Covered	
10	TALLY FEATURES AND ADVANTAGES		54	Covered	
11	TALLY FEATURES AND ADVANTAGES		54	Covered	
12	TALLY FEATURES AND ADVANTAGES		50	Covered	
13	GATE WAY OF TALLY		50	Covered	
14	GATE WAY OF TALLY		50	Covered	
15	GATE WAY OF TALLY		51	Covered	
16	ACCOUNTING INFORMATION		51	Covered	
17	ACCOUNTING INFORMATION		51	Covered	
18	CREATION OF GROUPS		51	Covered	
19	CREATION OF GROUPS		50	Covered	
20	CREATION OF GROUPS		50	Covered	
21	CREATION OF GROUPS		50	Covered	
22	CREATION OF GROUPS		50	Covered	
23	CREATION OF GROUPS		50	Covered	
24	CREATION OF NEW GROUPS		50	Covered	
25	CREATION OF NEW GROUPS		50	Covered	
26	CREATION OF NEW GROUPS		51	Covered	
27	CREATION OF NEW GROUPS		51	Covered	
28	CREATION OF NEW GROUPS		50	Covered	
29	CREATION OF SUB GROUPS		51	Covered	
30	CREATION OF SUB GROUPS		50	Covered	
31	CREATION OF SUB GROUPS		50	Covered	
32	CREATION OF SUB GROUPS		51	Covered	
33	CREATION OF LEADERS		51	Covered	
34	CREATION OF LEADERS		51	Covered	
35	CREATION OF LEADERS		50	Covered	
36	CREATION OF LEADERS		51	Covered	
37	CREATION OF LEADERS		50	Covered	
38	CREATION OF VOUCHERS		51	Covered	
39	CREATION OF VOUCHERS		51	Covered	
40	CREATION OF VOUCHERS		50	Covered	
41	CREATION OF VOUCHERS		51	Covered	
42	CREATION OF VOUCHERS		51	Covered	

46	P. Anura	Female	BI S.COM
47	K. Chitra Krishna	Male	BI S.COM
48	S. Varaha	Male	BI S.COM
49	S. Srinani	Male	BI S.COM
50	S. Siva Naga Lakshmi	Female	BI S.COM
51	S. Sakshi	Female	BI S.COM
52	K. V. Anitha	Female	BI S.COM
53	P. Gayatri	Female	BI S.COM
54	M. Anuraj	Female	BI S.COM
55	A. Lakshmi	Female	BI S.COM
56	S. Anitha	Female	BI S.COM
57	S. Anitha	Female	BI S.COM
58	S. Anitha	Female	BI S.COM
59	S. Anitha	Female	BI S.COM
60	S. Anitha	Female	BI S.COM
61	S. Anitha	Female	BI S.COM
62	S. Anitha	Female	BI S.COM
63	S. Anitha	Female	BI S.COM
64	S. Anitha	Female	BI S.COM
65	S. Anitha	Female	BI S.COM
66	S. Anitha	Female	BI S.COM
67	S. Anitha	Female	BI S.COM
68	S. Anitha	Female	BI S.COM
69	S. Anitha	Female	BI S.COM
70	S. Anitha	Female	BI S.COM
71	S. Anitha	Female	BI S.COM
72	S. Anitha	Female	BI S.COM
73	S. Anitha	Female	BI S.COM
74	S. Anitha	Female	BI S.COM
75	S. Anitha	Female	BI S.COM
76	S. Anitha	Female	BI S.COM
77	S. Anitha	Female	BI S.COM
78	S. Anitha	Female	BI S.COM
79	S. Anitha	Female	BI S.COM
80	S. Anitha	Female	BI S.COM
81	S. Anitha	Female	BI S.COM
82	S. Anitha	Female	BI S.COM
83	S. Anitha	Female	BI S.COM
84	S. Anitha	Female	BI S.COM
85	S. Anitha	Female	BI S.COM
86	S. Anitha	Female	BI S.COM
87	S. Anitha	Female	BI S.COM
88	S. Anitha	Female	BI S.COM
89	S. Anitha	Female	BI S.COM
90	S. Anitha	Female	BI S.COM
91	S. Anitha	Female	BI S.COM
92	S. Anitha	Female	BI S.COM
93	S. Anitha	Female	BI S.COM
94	S. Anitha	Female	BI S.COM
95	S. Anitha	Female	BI S.COM
96	S. Anitha	Female	BI S.COM
97	S. Anitha	Female	BI S.COM
98	S. Anitha	Female	BI S.COM
99	S. Anitha	Female	BI S.COM
100	S. Anitha	Female	BI S.COM

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 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

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..... *Satyanarayana*

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

Address *Vadlagudem*
Damma Peta (m)
Bhadram Kothagudem
Pin 507 306

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

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.PRAVEEN	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.PRASAD	III B.COM	
09	B.ŚWARUPA	III B.COM	
10	T.SAHITH	III B.COM	
11	N.RAJA BABU	III B.COM	
12	S.ĀGENDRA BABU	III B.COM	
13	M.ŚUSHEELA	III B.COM	
14	B.REVANTH	III B.COM	
15	Y.MADHAVA RAO	III B.COM	
16	N.NAGA BABU	III B.COM	
17	K.ĀRUNA KUMARI	III B.COM	
18	B.MĀHESWARI	III B.COM	
19	D.RAVITEJA	III B.COM	
20	S.ĀNJITH	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 palli
: 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

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
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	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	25-12-17	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)*.....

.....*Dharmapeta (M)*.....

.....*Khammam (di)*.....

S. Jyothi
Signature of the Student

[Signature]
Signature of the Convener

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

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 STUDENS FROM 07-11-2016 INTRESTED STUDENTS CONTACT DEPARTMENT OF COMMERCE.

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

J.S.J.RANI

(INCHARGE DEPT OF COMMERCE)

1)

2) 

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	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	21	Covered	
37	CREATION OF VOUCHERS	23-12-16	21	Covered	
38	CREATION OF VOUCHERS	20-12-16	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 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	28-1-17	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 : .. Banoth Venkateswarao ..
Name of the Father : .. Banoth Basha ..
Caste : (S.T) kamboti Group : B. Coa (G) Year : III - B. Coa ..

Address : Cheenyanthandur ..
: Penuballip (M) ..
: Khammam (d) ..

B. Venkateswarao
Signature of the Student


Signature of the Convener


Principal