

Certificate course in Tally

GOVERNMENT DEGREE COLLEGE GAMBIRAOPET

RAJANNASICILLA

DEPARTMENT OF COMMERCE

FREE CERTIFICATE COURSE IN TALLY

2021-2022

Free certificate course on Accounting
Regarding Tally
Govt Degree College Gambhiraopet
Department of Commerce



To.

Date: 17/03/2022

The Principal
GDC Gambhiraopet

Respected Sir

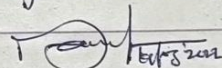
Sub: Department of Commerce
to accord permission to conduct free Certificate
regarding course in Commerce.

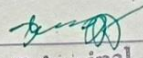
The faculty of in Commerce
willing to conduct Specially Certificate Course
in Tally with an idea of expanding employable
opportunity to the students soon after their
completion of their UG Courses.

Other branches It may be extended to
other branches of UG such as MPC, MPEI students
too.

Thanking you sir

Yours faithfully


H. Mahesh


Principal
G.D.C. Gambhiraopet
Dist: Rajanna Sircilla-505304

Govt Degree college Gambhiraopet
Department of Commerce
Free certificate course 2021-2022

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Notice



18/03/2022

It is kindly informed to The Students of this college that The Department of Commerce as planned to Conduct free Certificate Course on Tally from To for the acadamiycal 2021-2022 with an intention to equip and provide The skills among the Students of this college during the 0 hours with the 30 classes.

The interested Students informed Their names in Department of Commerce on / or before.

The remaining Staff are requested to extend cooperation in this regard.

- ①
- ②
- ③
- ④
- ⑤
- ⑥
- ⑦
- ⑧

[Signature]

Prin: cipal
G.D.C.Gambhiraopet
Dist:Rajanna Sircilla-505304

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Syllabus of Tally

- 1) Introduction of Computerised Accounting.
- 2) Creation of Company, Groups and Ledgers.
- 3) Voucher Altering and deleting of Voucher.
- 4) Reports, Account Books, Registers
- 5) Bank Reconciliation Statement, Day book.
- 6) Final Accounts.
- 7) Creation of Company with inventory and Stock.
- 8) Creation of groups, Stock categories, items, godown, Unit measurements, Inventory vouchers.

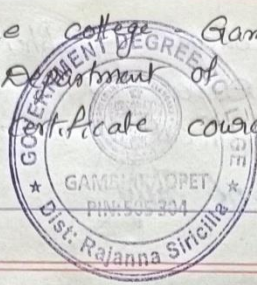
Objectives of Tally

- 1) This course is designed to impart knowledge regarding concept of Financial Accounting.
- 2) Used for learning to maintain accounts.
- 3) Useful for Commerce Students to get placements in different companies.

Principal
G.D.C. Gambhiraopet
Dist: Rajanna Sircilla-595304

K. Mahesh

Govt Degree College Gambhirapet
Department of Commerce
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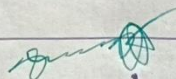
Benefits of Tally Course:-

The Tally course is largely confined to the freshers who are pursuing a career in accounting or those who want to manage books of accounts for a firm.

Newadays, business account dependence on Tally is increasing day by day, due to that, the regular demand for Tally professionals is increasing.

As long as businesses are alive, the demand for Tally professionals will also increase.

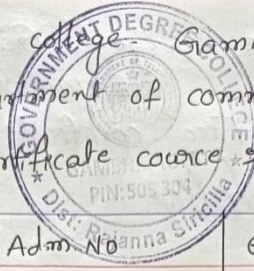
Tally professionals are not only required by business, but they are also in demand by small business individuals who want to maintain their books of accounts.


Principal
G.D.C. Gambhirapet
Dist: Rajanna Sircilla

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 Department of commerce
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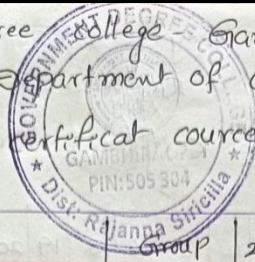
March 2022

S.No	Name of the students	Adm. No	Group	21 st	22	24	25	26
1)	D. Shreela	20071086402025	B.com-2 nd year	P	P	P	P	P
2)	N. Ishawariya	2063	"	P	A	P	P	P
3)	Palka Panchappa	2068	"	P	P	P	A	P
4)	Dyana Jayina Davya	2026	"	A	P	P	A	P
5)	Chatsaboyina Arshana	2018	"	P	P	P	P	P
6)	E. Davana	2030	"	P	P	P	P	P
7)	E. Panchappa	2028	"	A	P	P	A	P
8)	Nalla Pratyusha	2064	"	P	P	P	P	P
9)	Nagasapu Divya	2062	"	A	P	P	A	A
10)	B. Kavayasi	2012	"	A	P	A	A	A
11)	Sh. Noorben pasha	2087	"	A	P	P	P	P
12)	D. Nikhil Kumar	2003	"	P	P	P	P	P
13)	J. Santhosh Kumar	2095	"	P	P	P	P	P
14)	M. Anusha	2088	"	P	A	P	P	P
15)	Janiya	2084	"	P	P	P	P	P
16)	T. Jansan	210770864021010	B.com-2 nd year	P	A	P	P	P
17)	A. Rajesh	1006	"	A	P	P	P	A
18)	M. Jai Shiva	1062	"	P	P	A	P	P
19)	A. Ganeshwari	1008	"	P	P	P	P	P
20)	J. Sowmya	1106	"	P	P	A	A	P
21)	B. Bhargavi	1090	"	P	P	P	P	P
22)	J. Jandya	1093	"	P	P	P	P	P
23)	J. Praneetha	1094	"	P	P	P	P	P
24)	D. G. Saritha	1044	"	P	P	P	P	P
24)	J. Jai Latha	1009	"	P	P	P	P	P
25)	J. Revathi	1077	"	P	P	P	P	A
26)	N. Sowmya	1056	"	P	P	A	P	P
27)	K. Rekha	1074	"	P	P	A	P	P
28)	N. Rakshitha	1022	"	P	P	P	A	A
29)	D. Navitha	1063	"	P	A	P	P	P
30)	A. Deepthi	1009	"	P	P	P	A	A
31)	M. Dhargavi	1045	"	P	P	P	P	P
32)	J. Suthi	1089	"	P	A	P	P	P

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Department of Commerce

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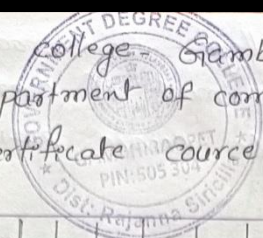


March 2022

S.NO	Name of the student	Adm. NO	Group	21 st	22	24	25	28	29	30	31	O
33)	J. Ramya	1061		P	P	P	P	A	P	P	P	A
34)	M. Raja	1069		P	P	P	P	A	P	P	P	P
35)	M. Archana			A	P	P	P	P	P	P	P	P
36)	Aashiya	20077086402008	B-Com II year	A	P	P	P	P	P	P	P	P
37)	A. Dhargavi	101077086402 - 2001	B-Com III year	P	P	P	P	P	A	A	P	P
38)	J. Sushma	- 2006		P	P	P	P	P	P	A	P	P
39)	Ch. Manasa	2009		P	P	P	P	P	P	A	A	P
40)	E. Nikitha	2009		P	P	P	A	P	P	P	P	P
41)	K. Uday Kisan	2004		P	P	P	P	A	P	P	P	A
42)	K. Anuraj	2013		P	P	P	A	P	P	P	A	A
43)	K. Rakesh	2015		A	P	P	P	P	P	P	P	P
44)	N. Deepthi	2019		A	A	P	P	P	A	P	P	A
45)	O. Shristisha	2021		P	P	P	P	P	P	A	P	P
46)	P. Naresh	2022		P	P	P	P	P	P	A	P	P
47)	D. Manvika	2008		P	P	P	P	P	P	P	P	P
48)	O. Kanya	2020		A	P	P	A	A	P	P	P	P
49)	B. Mahendran	2005		P	P	P	A	P	P	P	P	A
50)	G. Anjali	2010		P	P	P	A	P	P	P	A	A

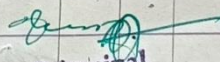
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Department of commerce

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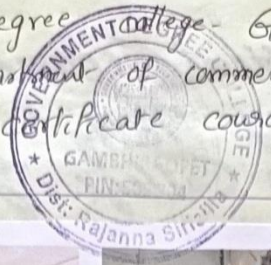


April 2022														May 2022		Student Sign					
04	06	07	08	11	12	13	16	18	19	20	21	22	25	26	27		28	29	30	02	05
P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	Ranya
P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	M. Roja
P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	M. Anila
P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	Aashiya
P	P	A	P	P	A	P	P	A	P	P	P	P	A	A	P	P	P	P	A	A	A. Bhasigavi
A	P	P	A	P	P	A	P	P	P	P	A	A	A	P	P	P	P	A	P	P	B. Sushma
P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	A	P	P	P	A	P	Ch. Manasa
P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	A	P	P	A	P	P	E. Nikitha
A	P	P	A	P	P	A	P	P	A	P	P	P	P	P	A	P	P	A	P	P	K. Uday Kiran
P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	A	A	P	P	P	P	K. Anurag
P	P	P	A	P	P	P	P	A	P	P	P	P	P	A	P	P	A	P	P	A	K. Raksh
P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	N. Sai
P	P	P	P	A	A	P	P	P	A	A	P	P	P	P	P	P	A	P	P	P	O. Shishu
A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P. Vasanth
P	A	P	P	A	P	P	A	P	P	P	A	P	P	P	A	P	P	A	P	P	D. N. Sai
P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	O. Kavya
A	P	P	P	P	P	P	A	P	P	P	A	P	P	P	A	P	P	P	P	P	B. Mahesh
P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	A	A	P	P	P	G. Anjali

Final
Department of commerce


Principal
G.D.C. Gambhiraopet
Dist. Rajanna Sircilla-505304

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Department of Commerce
Free certificate course 2021-2022



Gambhiraopet, Telangana, India
8H59+64P, Gambhiraopet, Telangana 505304, India
Lat 18.308348°
Long 78.567846°
05/05/22 12:31 PM



Gambhiraopet, Telangana, India
8H59+64P, Gambhiraopet, Telangana 505304, India
Lat 18.308317°
Long 78.567828°
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Tally Certificate Distribution photos



Gambhiraopet, Telangana, India
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Lat 18.308335°
Long 78.56785°
05/05/22 12:45 PM



Gambhiraopet, Telangana, India
8H59+64P, Gambhiraopet, Telangana 505304, India
Lat 18.308382°
Long 78.567843°
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Certificate Distribution photos

K. Mahesh
Principal
G.D.C. Gambhiraopet
Rajanna Sircilla-505304.

K. Mahesh

Certificate course in Tally



Govt Degree college - Gambhiraopet
Department of Commerce
20 Free certificate course 2021-2022



Course Outcomes:-

1. After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally.
2. Students by their own will create Companies, enter accounting voucher entries including advance voucher entries, reconcile bank statements, do usual adjustments, and also print financial statements, etc in Tally software.
3. Students will possess required skill and can also be employed as Tally data entry operators.

K. Mahi.
Department of Commerce


Principal
G.D.C. Gambhiraopet
Dist: Rajanna Sircilla-505304



GOVERNMENT DEGREE COLLEGE GAMBHIRAOPET RAJANNASICILLA

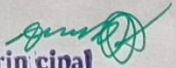
DEPARTMENT OF COMMERCE

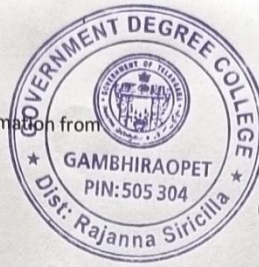
TALLY MULTIPLE CHOICE QUESTION PAPER

Name of the student: _____ H.T.No: _____ Course: _____ Marks 20

1. Which menu appears after starting Tally for the first time
 - (a) gateway of tally
 - (b) company info
 - (c) display
 - (d) none of these
2. Which option is used in tally to make changes in create company
 - (a) select company
 - (b) company
 - (c) alter
 - (d) none of these
3. We can change the company information from
 - (a) company info
 - (b) backup company info
 - (c) alter company info
 - (d) shift company
4. You can show details of debtors and creditors by activating
 - (a) maintain bill book
 - (b) maintain bill wise details
 - (c) maintain references
 - (d) none of these
5. How many inbuilt accounts groups are in tally by default
 - (a) 29
 - (b) 31
 - (c) 25
 - (d) 34
6. Discount to column is available in
 - (a) sales invoice
 - (b) purchase invoice
 - (c) both a and b
 - (d) none of these
7. We can get the report of interest from
 - (a) account books
 - (b) cash and fund flow
 - (c) inventory books
 - (d) statement of accounts
8. Single entry book is applicable for a..
 - (a) received voucher
 - (b) Contra voucher
 - (c) payment voucher
 - (d) all of these
9. Party account can be created through
 - (a) inventory creation window
 - (b) group creation window
 - (c) ledger creation window
 - (d) any one of them

K. Mahf



Principal
G.D.C. Gambhiraopet
Dist: Rajanna Sircilla-505304.



10. We can change the company information from
- (a) company info (b) split company data
(c) company info (d) company info alter
11. Manufacturing journal creates
- (a) stock (b) journal
(c) receipts (d) general
12. For export of data from company to company tally uses
- (a) ASDP format (b) XML format
(c) a s c ii format (d) none of these
13. Transfer from main cash to pretty cash you require to
- (a) pass voucher (b) Contra payment
(c) receive (d) none of these
14. To show the check number press
- (a) F11 (b) F12 (c) ctrl + F11 (d) Ctrl + F12
15. To activate job costing which options requires to be activated
- (a) maintain VAT (b) maintain cost centre
(c) use cost centre for job costing (d) both a and b
16. Service tax report can be seen from
- (a) display statutory masters (b) the book
(c) display account books (d) display statutory report
17. Data folders of a company consists of
- (a) 3 digits (b) 4 digits
(c) 5 digits (d) 6 digits
18. Which group is selected in input VAT or output VAT
- (a) sundry creditors (b) direct expenses
(c) indirect expenses (d) direct taxes
19. Which shortcut key are used to display test of inventory reports which in balance sheet
- (a) F11 (b) F9 (c) f10 (d) f8
20. Which option is used to view list of primary and secondary groups in tally
- (a) accounts (b) list
(c) list of accounts (d) none of these

K. Mahf

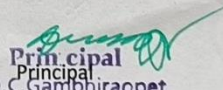
Principal
G.D.C. Gambhiraopet
Dist: Rajanna Sircilla-505304


GOVERNMENT DEGREE COLLEGE GAMBHIRAOPET
(Affiliated to Satavahana University)
DEPARTMENT OF COMMERCE
Academic Year - 2021-2022

**Students Feed Back Analysis on Certificate Course in
TALLY**

Name of the Lecturer: K.Mahesh		Subject: Commerce					
Sl. No.	Questionnaire	Excellent	Very Good	Good	Average	Poor	Total
1	Syllabus	9	1				10
2	Coverage of Syllabus	8	1	1			10
3	Explanation of the topics	7	2	1			10
4	Teaching Mehods	8	2				10
5	Interaction	7	2	1			10
6	Doubts Clarification	7	2	1			10
7	Teacher Presentation	7	3				10
8	Generating interest	6	1	3			10
9	Time Maintenance	7	1	2			10
10	Overal opinion	7	1	2			10
Remarks of the Principal on Certificate Course							

K. Mahesh


Principal
G.D.C. Gambhiraopet
Dist: Rajanna Sircilla-505304



DEPARTMENT OF COMMERCE

FREE CERTIFICATE COURSE IN TALLY

2021-2022

Certificate course summary

Name of the course : Tally

Name of the course co-ordinator : K. Mahesh

No.of Students attended course : 50

No.of Students course completed : 42

No.of hours of the course taken : 30

Date of the course(from-to): 21/03/2022 to 05/05/2022

K. Mahesh
Course co-ordinator

[Signature]
Principal
G.D.C. Gambiraopet
Dist: Rajanna Sircilla-505304