S.A.S. GOVERNMENT DEGREE COLLEGE

NARAYANAPURAM, WEST GODAVARI DISTRICT-534411

(AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM)

Phone: 08818 252189, E-mail: narayanapuram.jkc@gmail.com

DEPARTMENT OF COMMERCE

CERTIFICATE COURSE ON "TALLY ERP 9"

COURSE INSTRUCTOR

Smt.B.Parvathi

ACADEMIC YEAR 2021-22

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CERTIFICATE COURSE AT A GLANCE

1. TITLE OF THE COURSE : Tally ERP 9
2. LEVEL OF THE COURSE : UG
3. NAME OF THE INSTRUCTOR : Smt.B.Parvathi
4. DURATION OF THE COURSE: 30 HOURS
5. DATE OF COMMENCEMENT : 03-11-2021
6. DATE OF CLOSURE : 13-12-2021
7. TIME OF CONDUCT OF THE CLASSES: 9:00 PM – 10:00 PM
8. NUMBER OF STUDENTS ENROLLED FOR THE COURSE: 11
9. NUMBER OF STUDENTS COMPLETED THE COURSE: 11
10. ASSESMENT CRITERION : EVALUATION TEST

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CONTENTS

1. Minutes of the Departmental meeting
2. Permission letter to the principal
3. Proceedings of the principal
4. Notice for the Certificate course
5. Objectives of the course
6. Course outcomes
7. Syllabus
8. List of the students enrolled for the course
9. Attendance particulars
10. Question paper
11. Valued script
12. Photographs of conducting the classes
13. Model certificate
14. Report on the Certificate course

SAS GOVT. DEGREE COLLEGE NARAYANAPURAM

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Minutes of Departmental Meeting on Certificate Course

The faculty members of Department of Commerce met in the Principal's chamber under the chairperson ship of Dr.G.Giribabu at 3 PM on Dt :25-10-21 discussed and resolved as detailed here under.

After the through discussion on the agenda of conducting certificate course as per the departmental action plan, it was resolved to

1. Conduct a certificate course titled Digital Marketing with a duration of 30 hours during the working days
2. Frame the syllabus and regulations for the successful completion of certificate course
3. Conduct the examination after the completion of course and issue certificate to the qualified students
4. Set 40% of marks as eligibility for the completion of the course
5. Serve notice to the students well in advance for the enrollment into this course
6. Commence the course on the date fixed obtaining due permission from the chair.

Signatures of the faculty

Incharge
Department of Commerce
SAS GOVERNMENT DEGREE COLLEGE
NARAYANAPURAM

Principal

PRINCIPAL
SAS GOVT. DEGREE COLLEGE
NARAYANAPURAM
West Godavari District.
Pin: 534 406, Andhra Pradesh

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PERMISSION LETTER FOR CERTIFICATE COURSE

NARAYANAPURAM,

Dt.26-10-2021

From
The In-charge,
Department of Commerce,
SAS GDC,
Narayanapuram.

To
The Principal,
SAS GDC,
Narayanapuram.

Sir,

Sub: Department of Commerce ,SAS Govt. Degree College, Narayanapuram-Conduct of Certificate course in **Tally ERP 9**(30 hours) - Accordance of permission requested-Reg.

Ref: Minutes of the departmental meeting dated 25-10-2021

****

Adverting to the subject, I wish to submit to your kind self that the Department of Commerce is planning to conduct a Certificate course in "**Tally ERP 9 "** with 30 hours duration for the students of our college as well as the general public . A resolution was passed to this effect in the Departmental meeting dated 25-10-2021 . Hence I request you to kindly accord permission to conduct the same from 03-11-2021 onwards.

Thanking you sir.

Yours faithfully

B. parvathi

Lecturer in Commerce

Incharge

Department of Commerce

SAS GOVERNMENT DEGREE COLLEGE

NARAYANAPURAM-534406

Enclosures

1. A xerox copy of the minutes of Departmental meeting dt. 25-10-2021

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2. A copy of syllabus
3. Blue print of the Execution of the course

PROCEEDINGS OF THE PRINCIPAL, SAS GOVT. DEGREE COLLEGE, NARAYANAPURAM

DATE : 27-10-2021

To

The In-charge,

Department of Commerce,

SAS GDC

Narayanapuram .

Sir/Madam,

Sub: SAS Govt. Degree college, Narayanapuram- Conduct of certificate course in Mutual Funds– Permission accorded- Reg.

Adverting to the subject, I here by draw the kind attention of the in-charge of department of Commerce of this college ,that a decision was taken in the staff council meeting 26-10-2021 dated after much discussions and deliberation to approve and accord permission for the conduct of a certificate course "**Tally ERP 9**" with 30 hours duration for the general public as well as the students of our college from dt. 03-11-2021

You are further instructed to make all the necessary preparations and arrangements for the commencement of the course on dt . 03-11-2021.

PRINCIPAL

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SAS GOVT. DEGREE COLLEGE
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West Godavari District.
Pin: 534 406, Andhra Pradesh

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NOTICE

NARAYANAPURAM

Dt.28-10-2021

All the students of SAS Govt. Degree college, Narayanapuram are hereby informed that the Department of Commerce is intending to conduct a certificate course in Tlly ERP 9 " from 03-11-2021 onwards . The required permission from the honorable Principal of the college has been obtained. Hence the students who are interested in enrolling themselves for the course may please contact the in-charge of the department for further details on or before dt.02-11-2021.

Principal

PRINCIPAL
SAS GOVT. DEGREE COLLEGE
NARAYANAPURAM
West Godavari District.
Pin: 534 406, Andhra Pradesh

In-charge of the dept.

Incharge
Department of Commerce
SAS GOVERNMENT DEGREE COLLEGE
NARAYANAPURAM-534406

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Objectives :

1. To impart knowledge regarding concepts of Financial Accounting. Tally is an accounting package which is used for learning to maintain accounts.

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

3. To make students capable to create company, enter accounting voucher entries including advance voucher entries, reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software.

4. Accounting with Tally certificate course is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market.

Course Outcomes :

1. After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9

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

3. Students will possess required skill and can also be employed as Tally data entry operator.

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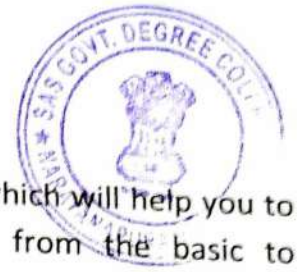
SYLLABUS

Tally Course Syllabus



Tally course syllabus is framed by Tally certified experts which will help you to understand how to perform Accounting, Inventory from the basic to advanced level. This Tally ERP9 syllabus makes you expert in Accounting and Finance domain from the scratch.

BASIC OF ACCOUNTING

*Introduction

*Types of Accounts

* Accounting Principles or concepts

*Mode of Accounting

*Rules of Accounting

*Double-entry system of bookkeeping

FUNDAMENTALS OF TALLY.ERP 9

*Company Features Configuration

* Getting functions with Tally.ERP9

* Creation / setting up of Company in Tally.ERP9

ACCOUNTING MASTERS IN TALLY.ERP 9

- Chart of Groups
- Groups
- Multiple Groups
- Ledgers
- Multiple Ledgers

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INVENTORY MASTERS IN TALLY.ERP9

- Stock Groups
- Multiple Stock Groups
- Stock Categories
- Multiple Stock Categories
- Units of Measure
- Stock Items

VOUCHERS ENTRIES IN TALLY.ERP9

*Introduction

*Types of Vouchers

* Chart of Vouchers

* Accounting Vouchers

*Inventory Vouchers

* Invoicing

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List of Student Enrolment

S.NO	ROLL NO	CLASS	NAMAE OF THE STUDENT
1	19-355-810-0001	III B.Com	BOPPANA KASI
2	19-355-810-0004	III B.Com	JANGAM VENKATESH
3	19-355-810-0005	III B.Com	JOGANI GEETHA KUMARI
4	19-355-810-0006	III B.Com	KADALI MANISHA
5	19-355-810-0007	III B.Com	KANURI YELLARESWARA RAO
6	19-355-810-0008	III B.Com	KOPPULA PREAM KUMAR
7	19-355-810-0009	III B.Com	MAHADEVAPATTAPU SATHISH
8	19-355-810-0010	III B.Com	MALLIPUDI RAJU
9	19-355-810-0011	III B.Com	MANTHINA HARIKA MANIKANTA DURGA
10	19-355-810-0014	III B.Com	PONNADA DURGAMANIKANTA SWAMY
11	19-355-810-0015	III B.Com	PONNADA HEMANTH KUMAR

B. Paulthi.
Dept of HOD
Incharge
Department of Commerce
SAS GOVERNMENT DEGREE COLLEGE
NARAYANAPURAM-534 406

PRINCIPAL
PRINCIPAL
SAS GOVT. DEGREE COLLEGE
NARAYANAPURAM
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Pin: 534 406, Andhra Pradesh

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SAS GOVT. DEGREE COLLEGE, NARAYANAPURAM

(Affiliated to Adikavi Nannaya University, Rajamahendravaram, A.P.)

Department of commerce, 2022-2023

Certificate course on Tally - Student Attendance Register

S. NO	Roll No	Name of the Student	Attendance Days														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	19-355-810-0001	BOPPANA KASI	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
2	19-355-810-0004	JANGAM VENKATESH	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
3	19-355-810-0005	JOGANI GEETHA KUMARI	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
4	19-355-810-0006	KADALI MANISHA	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
5	19-355-810-0007	KANURI YELLARESWARA RAO	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
6	19-355-810-0008	KOPPULA PREAM KUMAR	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
7	19-355-810-0009	MAHADEVAPATTAPU SATHISH	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
8	19-355-810-0010	MALLIPUDI RAJU	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
9	19-355-810-0011	MANTHINA HARIKA MANIKANTA DURGA	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
10	19-355-810-0014	PONNADA DURGAMANIKANTA SWAMY	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
11	19-355-810-0015	PONNADA HEMANTH KUMAR	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p

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S.A.S. GOVT. DEGREE COLLEGE, NARAYANAPURAM

(Affiliated to Adikavi Nannaya University, Rajamahendravaram, A.P.)

Department of commerce,2022-2023

Certificate course on Tally - Student Attendance Register

S.NO	Roll No.	Name of the Student	Attendance Days														
			16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	19-355-810-0001	BOPPANA KASI	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
2	19-355-810-0004	JANGAM VENKATESH	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
3	19-355-810-0005	JOGANI GEETHA KUMARI	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
4	19-355-810-0006	KADALI MANISHA	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
5	19-355-810-0007	KANURI YELLARESWARA RAO	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
6	19-355-810-0008	KOPPULA PREAM KUMAR	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
7	19-355-810-0009	MAHADEVAPATTAPU SATHISH	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
8	19-355-810-0010	MALLIPUDI RAJU	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
9	19-355-810-0011	MANTHINA HARIKA MANIKANTA DURGA	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
10	19-355-810-0014	PONNADA DURGAMANIKANTA SWAMY	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
11	19-355-810-015	PONNADA HEMANTH KUMAR	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p

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SUBJECT RELATED CERTIFICATE COURSE

SUBJECT: TALLY ERP 9

30X2=60

1. Which account is the odd one
A. Furniture (C)
B. Land and buildings
C. Stock of raw materials
D. Plant and machinery

2. Which of the following is the example of external users of accounting information (B)
A. Government
B. Owners
C. Management
D. Employee

3. A _____ is sent to a customer when he returns the goods (B)
A. Debit note
B. Credit Profarma note
C. . Profarma invoice
D. Bill

4. A _____ is sent to the seller when he is taken back the sold goods (A)

A. Debit note
B. Credit note
C invoice
D. Bill

5. Which of the following is not a transaction (D)

A. Goods are purchased on cash basis for Rs 1000
B. Salaries paid for the month of May 20XX
C. Land is purchased for Rs 10 lakhs
D. An employee is dismissed from the job

6. Which shortcut key is used in Company Features screen to use Accounting Features in Tally (A)

A. F1
B. F2
C. F3
D. F4

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7. Which shortcut key is used in Company Features screen to use Inventory Features in Tally (B)

A. F1
B. F2
C. F3
D. F4

8. Which shortcut key is used in Company Features Screen to use Statutory & Taxation in Tally (A)

A. F3
B. F4
C. F2
D. F1

9. Which key is used to post entry in Debit Note in tally (C)

A. F7
B. F8
C. Ctrl + F9
D. Ctrl + F8

10. Which shortcut key is used to view Report with all details in Tally (B)

A. F1
B. Alt + F1
C. F3
D. Alt + F2

11. Which option is selected from Company Info Menu to divide company data into two financial years (C)

A. Change Tally Vault
B. Alter
C. Split Company Data
D. New Company

12. Which option is used to copy company's data into pen drive or CD (A)

A. Backup
B. Restore
C. Split Company Data
D. Copy Data

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13. Which option is used to place data taken in pen drive or CD to Appropriate place in Tally (B)

A. Backup
B. Restore
C. Split Company Data
D. None of these

14. Which option is used to open company created in Tally (C)

A. Create Company
B. Alter
C. Select Company
D. Shut Company

15. Which option is used in Tally to close opened Company (B)

A. Alter
B. Shut Company
C. Create Company
D. Select Company

16. Tally package is developed by (B)

A. Petronius
B. Tally Solutions
C. Coral Software's
D. Vedic Software's

17. in general the financial year from shall be from (A)

A. 1st April of any year
B. 31st March of any year
C. All of them are true
D. None of these

18. Which menu appears after starting Tally for the first time (B)

A. Gateway of Tally
B. Company Info
C. Display
D. None of these

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19. Which option is used in Tally to make changes in created company (C)

A. Select Company
B. Shut Company
C. Alter
D. None of these

20. Which option from Company Info. menu is selected to create a new Company in Tally (B)

A. Company Create
B. Create Company
C. Create
D. New Company

21. How many groups are pre-defined in Tally (A)

A. 28
B. 30
C. 15
D. 19

22. How many primary groups are there in Tally (C)

A. 19
B. 28
C. 15
D. 20

23. How many secondary groups are there in Tally (B)

A. 15
B. 13
C. 28
D. 3

24. Which option is used to view list of Primary and Secondary groups in Tally (A)

A. List of Accounts
B. Accounts
C. List
D. None of these

25. Which ledger is created by Tally automatically as soon as we create a new company (D)

A. Cash
B. Profit ; Loss A/c

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C. Capital A/c
D. A and B both

26. Which option is used to move from one company to another when more than one companies are open (C)

A. Company Info
B. Shut Company
C. Select Company
D. Company

27. Which menu is used to create new ledgers, groups and voucher types in Tally (D)

A. Reports
B. Import
C. Transactions
D. Masters

28. Which submenu is used to create new ledgers, groups and voucher types in Tally (A)

A. Account Info
B. Inventory Info
C. Accounting Vouchers
D. Inventory Vouchers

29. Which submenu is used for voucher entry in Tally (B)

A. Voucher
B. Accounting Vouchers
C. Accounts Info
D. None of these

30. Salary Account comes under which head (B)

A. Indirect Incomes
B. Indirect Expenses
C. Direct Incomes
D. Direct Expenses

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Phone: 08818 252189, E-mail: narayanapuram.jkc@gmail.com
ESTD 1972

SUBJECT: TALLY ERP 9 48/60 30X2=60

1. Which account is the odd one (C)
A. Furniture
B. Land and buildings
C. Stock of raw materials
D. Plant and machinery

2. Which of the following is the example of external users of accounting information (B)
A. Government
B. Owners
C. Management
D. Employee

3. A _____ is sent to a customer when he returns the goods (B)
A. Debit note
B. Credit Profarma note
C. . Profarma invoice
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4. A _____ is sent to the seller when he is taken back the sold goods (A)

A. Debit note
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C invoice
D. Bill

5. Which of the following is not a transaction (D)

A. Goods are purchased on cash basis for Rs 1000
B. Salaries paid for the month of May 20XX
C. Land is purchased for Rs 10 lakhs
D. An employee is dismissed from the job

6. Which shortcut key is used in Company Features screen to use Accounting Features in Tally (A)

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NARAYANAPURAM

A. F1
B. F2
C. F3
D. F4

7. Which shortcut key is used in Company Features screen to use Inventory Features in Tally (B)
A. F1
B. F2
C. F3
D. F4

8. Which shortcut key is used in Company Features Screen to use Statutory & Taxation in Tally (A)

A. F3
B. F4
C. F2
D. F1

9. Which key is used to post entry in Debit Note in tally (C)

A. F7
B. F8
C. Ctrl + F9
D. Ctrl + F8

10. Which shortcut key is used to view Report with all details in Tally (B)

A. F1
B. Alt + F1
C. F3
D. Alt + F2

11. Which option is selected from Company Info Menu to divide company data into two financial years (C)

A. Change Tally Vault
B. Alter

C. Split Company Data
D. New Company

12. Which option is used to copy company's data into pen drive or CD (A)

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S.A.S. GOVERNMENT DEGREE COLLEGE
NARAYANAPURAM, WEST GODAVARI DISTRICT-534401
(AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM)
Phone: 08818 252189, E-mail: narayanapuram.jkc@gmail.com
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B. F2
C. F3
D. F4

7. Which shortcut key is used in Company Features screen to use Inventory Features in Tally (B)

A. F1
B. F2
C. F3
D. F4

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C. Split Company Data
D. Copy Data

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C. Split Company Data
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B. 30
C. 15
D. 19

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B. 28
C. 15
D. 20

23. How many secondary groups are there in Tally (A)

A. 15
B. 13
C. 28
D. 3

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B. Accounts
C. List
D. None of these

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A. Cash
B. Profit ; Loss A/c
C. Capital A/c
D. A and B both

(C)

26. Which option is used to move from one company to another when more than one companies are open

(D)

A. Company Info
B. Shut Company
C. Select Company
D. Company

27. Which menu is used to create new ledgers, groups and voucher types in Tally (B)

A. Reports
B. Import
C. Transactions
D. Masters

28. Which submenu is used to create new ledgers, groups and voucher types in Tally

(B)

A. Account Info
B. Inventory Info
C. Accounting Vouchers
D. Inventory Vouchers

29. Which submenu is used for voucher entry in Tally

(C)

A. Voucher
B. Accounting Vouchers
C. Accounts Info
D. None of these

30. Salary Account comes under which head

(B)

A. Indirect Incomes
B. Indirect Expenses
C. Direct Incomes
D. Direct Expenses

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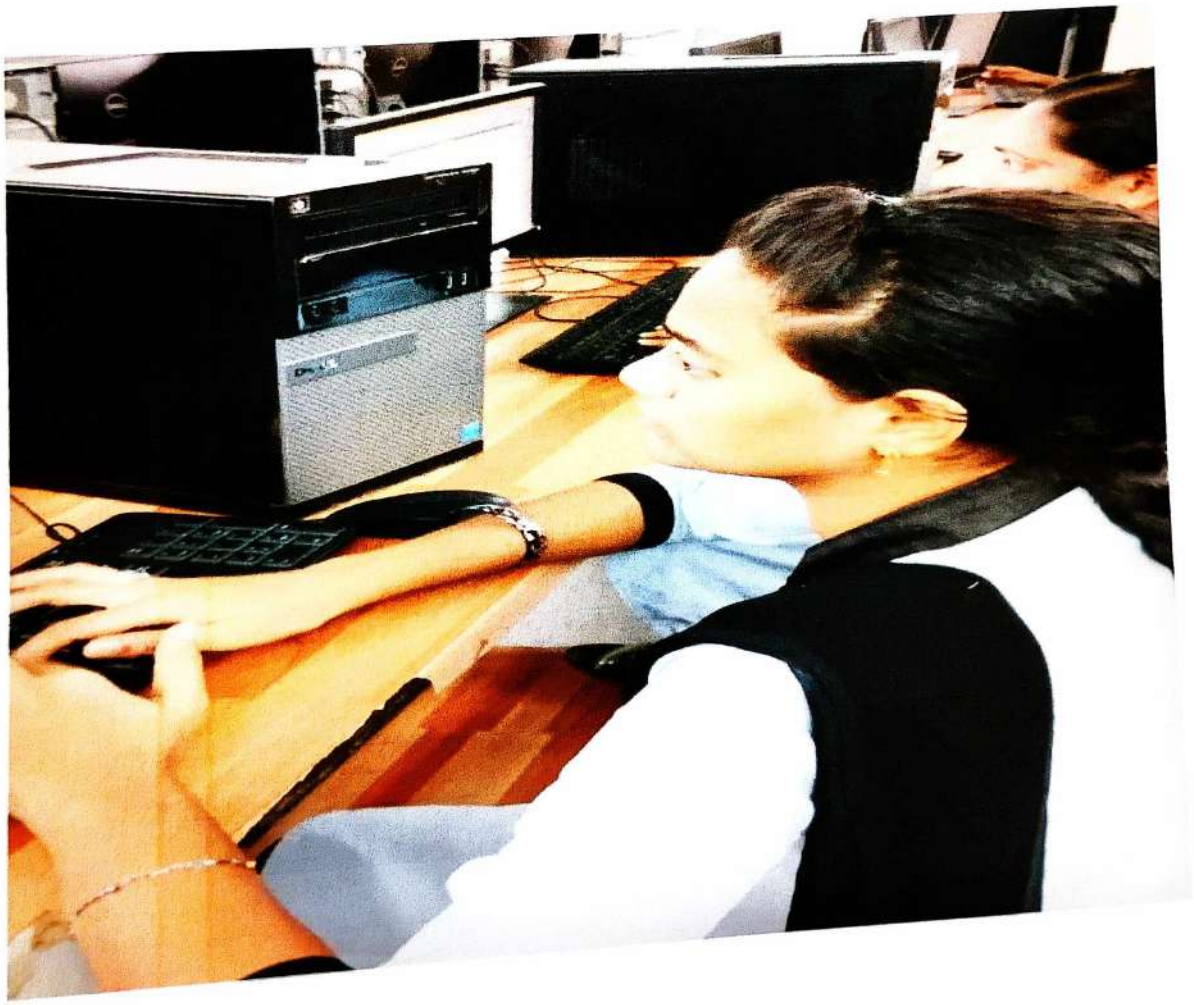

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SAS GOVT. DEGREE COLLEGE
NARAYANAPURAM

SRI ARAVINDA SATHAJAYANTHI GOVERNMENT DEGREE COLLEGE

NARAYANAPURAM, ELURU DISTRICT, ANDHRA PRADESH

CERTIFICATE OF COMPLETION

This is to certify that Mr/Ms. K. MANEESHA

of II BCom class has Successfully completed certificate course in Tally ERP9 (hours) conducted from 31/11/2021 To 13/12/2021 by Department of Political Science.

B. Parvathi
Course Co-ordinator

Co-ordinator

Principal

Incharge
Department of Commerce
SAS GOVERNMENT DEGREE COLLEGE

PRINCIPAL
SAS GOVT. DEGREE COLLEGE
NARAYANAPURAM
West Godavari District.
Pin: 534 406, Andhra Pradesh

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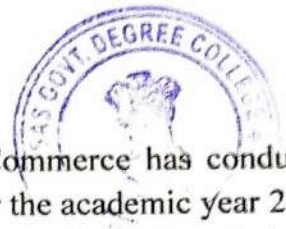
Report on the Certificate course



As a part of academic activity, the department of Commerce has conducted certificate course in 'Tally ERP9' from 03.11.2021 for the academic year 2021-22. The important objective of the course is to improve basic knowledge in Tally ERP9 among the UG degree students. As per the instructions given by the principal during the minutes of the meeting 11 members of students are enrolled in to the certificate course for 3rd B.Com(G)., to enrich the Tally ERP9, the Commerce faculty member have engaged classes for 30Hours and dealt the basic concepts of the subject . At the end of the course, an external examination with multiple choice questions has conducted for the assessment of learners understanding levels of knowledge. The minimum qualifying of marks for the award of certification is 40%. All the students completed the course successfully and got certificates during the academic year 2021-2022.

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