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
ESTD 1972

**5.1.2 Following capacity development and skills enhancement activities are organized for improving students capability**

1. Soft skills

2.Language and communication skills

3.Life skills (Yoga ,Physicalfitness,health and hygiene ,self -employment and entrepreneurial skills)

4. Awareness of trends in technology

| Year | Name of the capacity development and skills enhancement program | Period (from date -to date) | Number of students enrolled | Name of the agencies /experts involved with contact details(if any) |
|---|---|---|---|---|
| 2022-23 | Language and Communication skills (English for Competitive Exams ) Certificate course | 04/10/2022 to 15/12/2022 | 25 | Department of English |
| 2022-23 | Life Skill (Health and Hygiene) | 03.10.2022 | 30 | HEALTH AND HYGIENE CLUB |
| 2022-23 | ICT/Computing skills Tally Certificate course ) | 04.10.2022 to 15.11.2022 | 15 | Department of Commerce |
| 2021-22 | ICT/Computer skills (Certificatecourse) | 03.11.2021 to 13.12.2021 | 11 | Department of Commerce |
| 2021-22 | Life Skills (Yoga) | 21.06.2022 | 60 | NSS |
| 2020-21 | Life Skill (AIDS Awareness) | 01.12.2021 | 40 | HEALTH AND HYGIENE CLUB |
| 2020-21 | Life Skill (Health and Hygiene) | 04.03.2021 | 30 | HEALTH AND HYGIENE CLUB |
| 2019-20 | Life Skills (Yoga) | 21.06.2019 | 50 | NSS |
| 2019-20 | Life Skills ( AIDS DAY) | 01.12.2019 | 80 | NSS |
| 2018-19 | Life Skills (Yoga for life certificate course) | 01.02.2019 to 10.03.2019 | 13 | Department of Physical Education |
| 2018-19 | Life Skills | 01.12.2018 | 80 | NSS |
| 2018-19 | Life Skill (Health and Hygiene) | 28.07.2018 | 42 | HEALTH AND HYGIENE |

SRI ARAVINDA SATHA JAYANTHI GOVT. DEGREE COLLEGE
Narayanapuram

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

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**5.1.2 Following capacity development and skills enhancement activities are organized for improving students capability**

1. Soft skills

2.Language and communication skills

3.Life skills (Yoga ,Physicalfitness,health and hygiene ,self -employment and entrepreneurial skills)

4. Awareness of trends in technology

# Life Skills

# 2018-19

V

# S.A.S. GOVERNMENT DEGREE COLLEGE

NARAYANAPURAM,W.G DISTRICT – 534406
(AFFILIATED TO ADIKAAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM)
Phone: 08818 252189, E-mail: narayapuram.jkc@gmail.com

## DEPT.OF NSS

### ACTIVITY REPORT FOR THE ACADEMIC YEAR 2018-2019

| S.NO | PARTICULARS | DETAILS OF THE EVENT |
|---|---|---|
| | | |
| 1 | NAME OF THE EVENT | YOGA DAY |
| 2 | TITLE OF THE EVENT | AWARNESS PROGRAME ON YOGA |
| 3 | DATE OF THE EVENT | 21/06/2018 |
| 4 | ORANIZED BY | NSS |
| 5 | NAME OF THE EVENT COORDINATOR | Y.RADHA KRISNAN |
| 6 | COURSE/CLASS/ GROUP PARTICIPATED | BA/BSC/B.COM |
| 7 | NO. OF STUDENTS PARTICIPATED | 50 |
| 8 | NAME OF THE RESOURCE PERSON | Y.RADHA KRISHNA |
| 9 | OBJECTIVE(S) OF THE EVENT | 1.TO PRACTICE MENTAL HYGIENE |
| | | 2.TO PROCESS EMOTIONAL STABILITY |
| | | 3.TO INCREASE PRODUCTIVITY IN LIFE |
| | | 4.TO ATTAIN HIGHER LEVEL OF CONSEQUENCES |
| 10 | OUTCOME(S) OF THE EVENT | 1.YOGA HELPS WITH BACK PAIN RELEAF |
| | | 2.YOGA BENFITES HEART HEALTH |
| | | 3.YOGA HELPS TO MANAGE STRESS |
| | | 4.YOGA IMPROVES STRENGTH AND WEALTH |
| 11 | WHETHER THE EVENT PUBLISHED IN THE NEWSPAPER? IF YES, ATTACH THE NEWSPAPER CLIPPINGS | NO |
| 12 | PHOTO GALLERY (USE SEPARATE SHEETS FOR PHOTOS) | YES |

Incharge
Department of Commerce
SAS GOVERNMENT DEGREE COLLEGE
NARAYANAPURAM-534 406

PRINCIPAL
SAS GOVT. DEGREE COLLEGE
NARAYANAPURAM

SINATURE OF THE CO-ORDINATOR

SIGNATURE OF THE PRINCIPAL

## Awareness Program on Yoga

- ***What is Yoga:*** Yoga is a practice that connects the body, breath, and mind. It uses physical postures, breathing exercises, and meditation to improve overall health. Yoga was developed as a spiritual practice thousands of years ago.
- ***Introduction:*** Yoga is essentially a spiritual discipline based on an extremely subtle science, which focuses on bringing harmony between mind and body.
- ***Benefits:***
    - To practice mental hygiene
    - To process emotional stability
    - To increase productivity in life
    - To attain high level of consequences
- **Importance of Yoga:**
    - Yoga improves strength, and stamina, tones muscles, builds immunity and teaches one how to live a Yogic life.
    - Yoga as a practice offers numerous benefits for physical and mental health, development and healing.
    - Yoga works wonders in reducing joint pain, and muscle or back pain.

V

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NARAYANAPURAM,W.G DISTRICT – 534406
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Phone: 08818 252189, E-mail: narayapuram.jkc@gmail.com

## DEPT.OF NSS&PHYSICAL EDUCATION

### ACTIVITY REPORT FOR THE ACADEMIC YEAR 2018-2019

| S.NO | PARTICULARS | DETAILS OF THE EVENT |
|---|---|---|
| | | |
| 1 | NAME OF THE EVENT | WORLD AIDS DAY |
| 2 | TITLE OF THE EVENT | AWARENESS PROGRAMME ON AIDS |
| 3 | DATE OF THE EVENT | 01/12/2018 |
| 4 | ORANIZED BY | DEPT.OF NSS&PHYSICAL EDUCATION |
| 5 | NAME OF THE EVENT COORDINATOR | SRI.Y.RADHA KRISHNA |
| 6 | COURSE/CLASS/ GROUP PARTICIPATED | BA/B.COM/BSC |
| 7 | NO. OF STUDENTS PARTICIPATED | 80 |
| 8 | NAME OF THE RESOURCE PERSON | SRI.Y. RADHA KRISHNA |
| 9 | OBJECTIVE(S) OF THE EVENT | 1.TO FASTER EARLY DETECTION OF HIV INFECTION AMONG PERSONS AT ON GOING RISK FOR HIV |
| | | 2.TO ENHENCE EARLYER REFERREL |
| | | |
| | | |
| 10 | OUTCOME(S) OF THE EVENT | 1.PREVENTIVE CARE AND TREATMENT |
| | | 2.INCREASED RISK FOR COMPLICATIONS DICSEASE |
| | | |
| | | |
| 11 | WHETHER THE EVENT PUBLISHED IN THE NEWSPAPER? IF YES, ATTACH THE NEWSPAPER CLIPPINGS | NO |
| 12 | PHOTO GALLERY (USE SEPARATE SHEETS FOR PHOTOS) | YES |

SINATURE OF THE CO-ORDINATOR

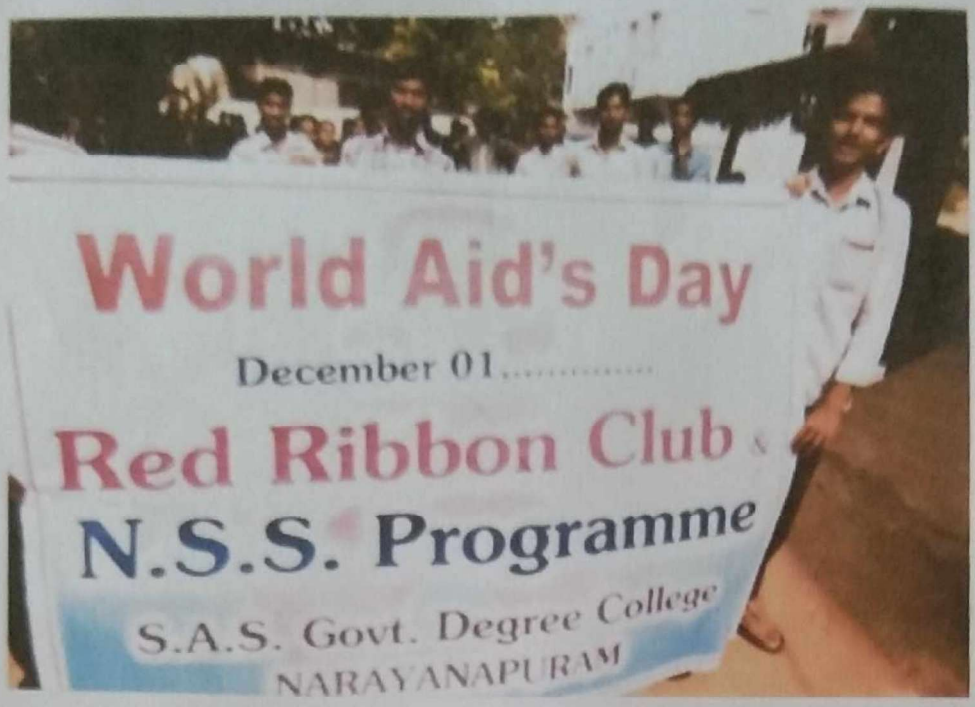
SAS GOVERNMENT DEGREE COLLEGE
NARAYANAPURAM

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

SIGNATURE OF THE PRINCIPAL

## Awareness Program on AIDS

- ***What is AIDS:***
    - Human immunodeficiency virus (HIV) is the virus that causes acquired immunodeficiency syndrome (AIDS). When a person becomes infected with HIV, the virus attacks and weakens the immune system. As the immune system weakens, the person is at risk of getting life-threatening infections and cancers.
- ***How long people can live with AIDS:***
    - Many people living with HIV can expect to live as long as their peers who do not have HIV. Studies show that a person living with HIV has a similar life expectancy to an HIV-negative person – providing they are diagnosed in good time, have good access to medical care, and are able to adhere to their HIV treatment.
- ***Is AIDS as STD:***
    - HIV is a sexually transmitted infection, but it can progress to a disease called acquired immunodeficiency syndrome (AIDS) when HIV infection is untreated with HIV medicines. Other examples of STDs are chlamydia, gonorrhea, human papillomavirus (HPV) infection, and syphilis.
- To foster early detection of HIV infection among persons with ongoing risk for HIV
- To enhance earlier referral to prevention and treatment



Incharge
Department of Commerce
SAS GOVERNMENT DEGREE COLLEGE
NARAYANAPURAM-534 406

SAS GOVT. DEGREE COLLEGE
NARAYANAPURAM, W.G.DL.

PRINCIPAL
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NARAYANAPURAM
West Godavari District.
Pin: 534 406, Andhra Pradesh

SAS GOVERNMENT DEGREE COLLEGE
NARAYANAPURAM, WEST GODAVARI DISTRICT-AP

# WOMEN EMPOWERMNET CELL

**2018-19**

**ACTIVITY-1**

Event Title: Health and Hygiene Orientation Program

Date: July 28, 2018

Name of the Resource Person: Dr.Vidya Rani

Participants:

Lecturers: 4

Students: 42

DETAILED REPORT:

On July 28, 2018, the Women Empowerment Cell of SAS Govt Degree College, Narayanapuram, took a proactive step towards promoting well-being and personal hygiene by organizing an insightful orientation program on health and hygiene. The event, which saw the participation of both faculty members and students, aimed to educate and empower individuals to adopt healthy habits and maintain proper hygiene practices.

The orientation program commenced with a warm welcome extended to all attendees, setting a positive tone for the session ahead. With the guidance of the resource person participants embarked on a journey of self-discovery and enlightenment regarding various aspects of health and hygiene.

The resource person, drawing upon their expertise in the field, delivered an engaging and informative presentation encompassing topics such as the importance of nutrition, the significance of personal hygiene, and the prevention of common ailments. Through interactive discussions, practical demonstrations, and real-life examples, participants gained valuable insights into the impact of health and hygiene on their overall well-being.

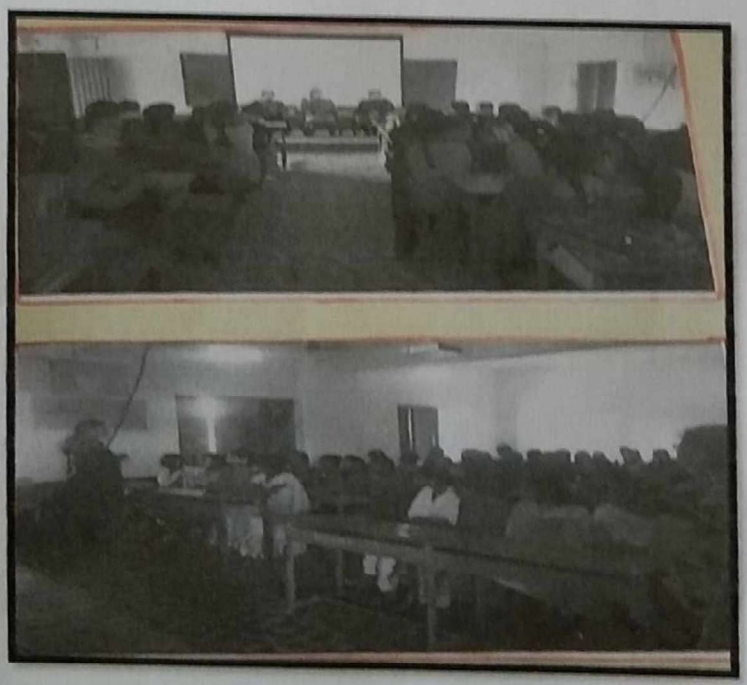
Faculty members actively participated in the discussions, sharing their experiences and knowledge to enrich the learning experience for students. The collaborative atmosphere

fostered open communication and the exchange of ideas, creating a conducive environment for learning and growth.

Furthermore, the orientation program served as a platform to dispel myths and misconceptions surrounding health and hygiene, empowering participants to make informed decisions regarding their lifestyle choices and habits. Practical tips and strategies were shared to help individuals incorporate healthy practices into their daily routines, thereby promoting longevity and vitality.

As the session concluded, participants departed with a renewed sense of awareness and commitment to prioritize their health and hygiene. The orientation program, organized by the Women Empowerment Cell, proved to be a significant step towards fostering a culture of well-being and empowerment within the college community.

In conclusion, the Health and Hygiene Orientation Program was a resounding success, leaving a lasting impact on all attendees and paving the way for a healthier and more empowered future.



Resource persons interacting with girls

**Signature of department in charge**

Department of Commerce
SAS GOVERNMENT DEGREE COLLEGE
NARAYANAPURAM-534 406

**signature of the principal**

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# Life Skills

# 2019-20

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

## DEPARTMENT OF PHYSICS
## ACTIVITYREPORT FOR THE ACADEMIC YEAR 2019-2020

| S.NO | PARTICULARS | DETAILSOFTHEEVENT |
|---|---|---|
| 1 | NAME OF THE EVENT | INTERNATIONAL YOGA DAY |
| 2 | TITLE OF THE EVENT | AWERNESS PROGRAM ON YOGA |
| 3 | DATE OF THE EVENT | 21-06-2019 |
| 4 | ORANIZED BY | DEPARTMENT OF PHYSICS |
| 5 | NAME OF THE EVENT COORDINATOR | Y. RADHA KRISHNA |
| 6 | COURSE/CLASS/ GROUP PARTICIPATED | BA/BSC/B.COM |
| 7 | NO. OF STUDENTS PARTICIPATED | 50 |
| 8 | NAME OF THE RESOURCE PERSON | DR. T.K VISWESVARA RAO (PRINCIPAL) |
| 9 | OBJECTIVE(S)OFTHE EVENT | 1.TO PRACTICE MENTAL HYGIENE |
| | | 2.TO PROCESS EMOTIONAL STABILITY |
| | | 3.TO INCREASE PRODUCTIVITY IN LIFE |
| | | 4.TO ATTAIN HIGHER LEVEL OF CONSEQUENCES |
| 10 | OUTCOME(S)OF THEEVENT | 1.YOGA HELPS WITH BACK PAIN RELIEF |
| | | 2.YOGA BENEFITS HEART HEALTH |
| | | 3.YOGA HELPS TO MANAGE STRESS |
| | | 4.YOGA IMPROVES STRENGTH AND WEALTH |
| 11 | WHETHER THE EVENTPUBLISHEDINTH E NEWSPAPER? IFYES,ATTACH THE NEWSPAPER CLIPPINGS | NO |
| 12 | PHOTOGALLERY (USE SEPARATE SHEETS FOR PHOTOS) | ENCLOSED |

Department of Commerce
S.A.S. GOVERNMENT DEGREE COLLEGE
Narayanapuram-534406

PRINCIPAL
SAS GOVT. DEGREE COLLEGE

SINATURE OF THE CO-ORDINATOR

SIGNATURE OF THE PRINCIPAL

Incharge
Department of Commerce
SAS GOVERNMENT DEGREE COLLEGE
NARAYANAPURAM-534 406

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

V

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NARAYANAPURAM,W.G DISTRICT – 534406
(AFFILIATED TO ADIKAAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM)
Phone: 08818 252189, E-mail: narayapuram.jkc@gmail.com

## NATIONAL SERVICE SCHEME
## ACTIVITYREPORT FOR THE ACADEMIC YEAR 2019-2020

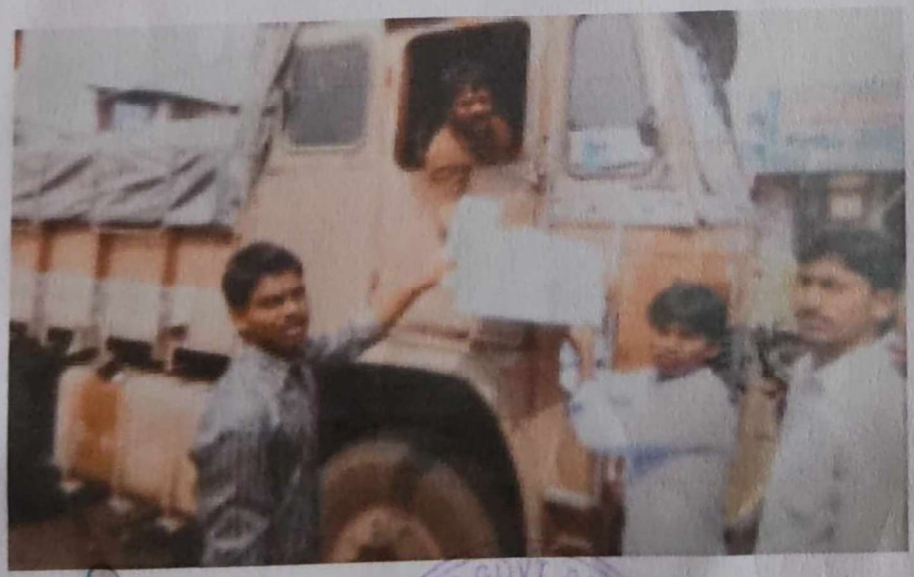
| S.NO | PARTICULARS | DETAILS OF THE EVENT |
|---|---|---|
| 1 | NAME OF THE EVENT | AIDS |
| 2 | TITLE OF THE EVENT | AWARENESS PROGRAM ON AIDS |
| 3 | DATE OF THE EVENT | 01-12-2019 |
| 4 | ORANIZED BY | NSS UNIT 1 |
| 5 | NAME OF THE EVENT COORDINATOR | Y.RADHAKRISHNA |
| 6 | COURSE/CLASS/ GROUP PARTICIPATED | BA/BSC/BCOM |
| 7 | NO. OF STUDENTS PARTICIPATED | 80 |
| 8 | NAME OF THE RESOURCE PERSON | DR.T.K VISVESWARA RAO (PRINCIPAL) |
| 9 | OBJECTIVE(S)OFTHE EVENT | 1.TO FASTER EARLY DETECTION OF HIV INFECTION |
| | | 2.TO ENHANCE EARLIER REFERAL |
| | | |
| | | |
| 10 | OUTCOME(S)OF THEEVENT | 1.PREVENTIVE CARE AND TREATMENT |
| | | 2.INCREASED RISK FOR COMPLICATIONS DISEASE AND CANCER |
| | | 3.SUPPRESSED IMMUNE SYSTEM STABILIZED |
| | | |
| 11 | WHETHER THE EVENTPUBLISHEDINTHE NEWSPAPER? IFYES,ATTACH THE NEWSPAPER CLIPPINGS | NO |
| 12 | PHOTOGALLERY (USE SEPARATE SHEETS FOR PHOTOS) | ENCLOSED |

Incharge
Department of Commerce
SAS GOVERNMENT DEGREE COLLEGE
NARAYANAPURAM-534 406

SINATURE OF THE CO-ORDINATOR

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

SIGNATURE OF THE PRINCIPAL



Inc
Department

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NARAYANAPURAM
West Godavari District.

# Life Skills

# 2020-21

S.A.S. GOVERNMENT DEGREE COLLEGE
NARAYANAPURAM, W.G DISTRICT – 534406
(AFFILIATED TO ADIKAAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM)
Phone: 08818 252189, E-mail: narayapuram.jkc@gmail.com

## NATIONAL SERVICE SCHEME
## ACTIVITYREPORT FOR THE ACADEMIC YEAR 2020-2021

| S.NO | PARTICULARS | DETAILSOFTHEEVENT |
|---|---|---|
| | | |
| 1 | NAME OF THE EVENT | WORLD AIDS DAY |
| 2 | TITLE OF THE EVENT | AWARENESS ON AIDS DAY AND BLOOD DONATION ACTIVITY |
| 3 | DATE OF THE EVENT | 01/12/2020 |
| 4 | ORANIZED BY | DEPT.OF NSS |
| 5 | NAME OF THE EVENT COORDINATOR | SRI.Y.RADHA KRISHNA |
| 6 | COURSE/CLASS/ GROUP PARTICIPATED | BCOM/BA |
| 7 | NO. OF STUDENTS PARTICIPATED | 40 |
| 8 | NAME OF THE RESOURCE PERSON | SRI.T.K.VISWESWARA RAO&M.RAMBABU |
| 9 | OBJECTIVE(S)OFTHE EVENT | 1.TO WIPE OF THE SCARCITY OF BLOOD<br>2.TO ENSURE AVAILABILITY OF SAFE AND QUALITY BLOO |
| 10 | OUTCOME(S)OF THEEVENT | RAISED AWARENESS OF THE NEED FOR SALE BLOOD AND BLOOD PRODUCTS |
| | | |
| 11 | WHETHER THE EVENTPUBLISHEDINTH E NEWSPAPER? IFYES,ATTACH THE NEWSPAPER CLIPPINGS | NO |
| 12 | PHOTOGALLERY (USE SEPARATE SHEETS FOR PHOTOS) | YES |

SINATURE OF THE CO-ORDINATOR

SIGNATURE OF THE PRINCIPAL

Programme Officer
I.S.S. Unit, S.A.S. Govt. College
NARAYANAPURAM
Kadapalthoudem Taluk

SAS GOVT. DEGREE COLLEGE ★ NARAYANAPURAM, W.G.Dt. ★

PRINCIPAL
SAS GOVT. DEGREE COLLEGE
NARAYANAPURAM
West Godavari District.
Pin: 534 496, Andhra Pradesh

V

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NARAYANAPURAM,W.G DISTRICT – 534406
(AFFILIATED TO ADIKAAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM)
Phone: 08818 252189, E-mail: narayapuram.jkc@gmail.com

## DEPARTMENT OF ZOOLOGY
## ACTIVITYREPORT FOR THE ACADEMIC YEAR 2020-2021

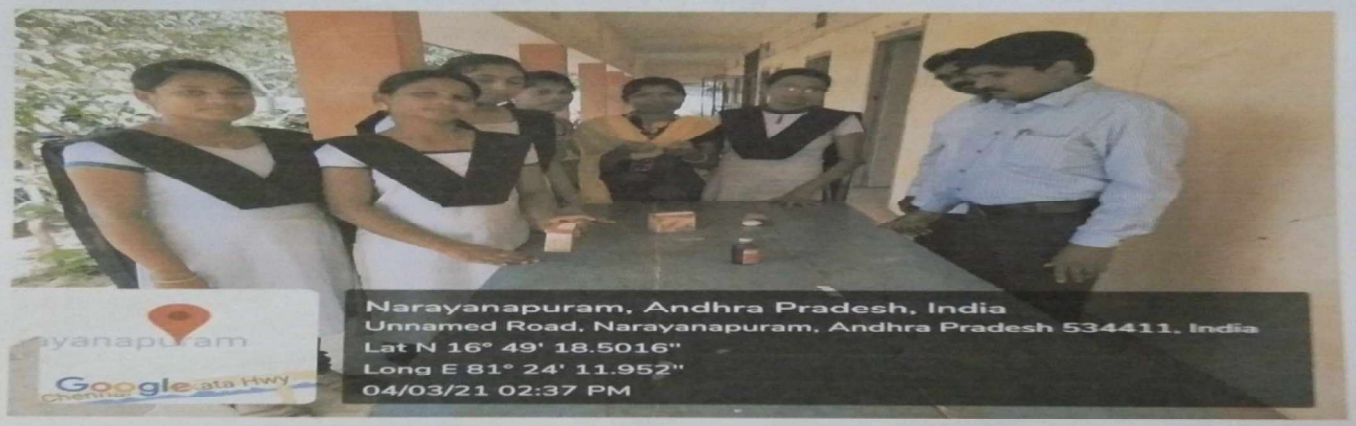
| S.NO | PARTICULARS | DETAILSOFTHEEVENT |
|---|---|---|
| | | |
| 1 | NAME OF THE EVENT | BLOOD GROUPING |
| 2 | TITLE OF THE EVENT | BLOOD GROUP IDENTIFICATION |
| 3 | DATE OF THE EVENT | 04/03/2021 |
| 4 | ORANIZED BY | DEPT.OF.ZOOLOGY |
| 5 | NAME OF THE EVENT COORDINATOR | SRI.B.RAJU |
| 6 | COURSE/CLASS/ GROUP PARTICIPATED | B.SC |
| 7 | NO. OF STUDENTS PARTICIPATED | 30 |
| 8 | NAME OF THE RESOURCE PERSON | DR.M.RAMBABU |
| 9 | OBJECTIVE(S)OFTHE EVENT | 1.TO SYSTAMATIC STRUCTURE ON THE BLOOD GROUPING |
| | | 2.TO MAKE THE STUDENTS AWARE OF THE NEED FOR BLOOD IN EMERGENCY |
| | | |
| | | |
| 10 | OUTCOME(S)OF THEEVENT | 1.STUDENTS LEARN ABOUT THE PROGRAMME OF BLOOD GROUPING |
| | | 2.GAINED THE KNOWLEEDGE ON THE NEED FOR BLOOD DONATION IN EMERGENCY |
| | | |
| | | |
| 11 | WHETHER THE EVENTPUBLISHEDINTH E NEWSPAPER? IFYES,ATTACH THE NEWSPAPER CLIPPINGS | NO |
| 12 | PHOTOGALLERY (USE SEPARATE SHEETS FOR PHOTOS) | YES |

SINATURE OF THE CO-ORDINATOR

SIGNATURE OF THE PRINCIPAL

## BLOOD GROUPING

Blood Grouping for the students by the Department of Zoology and Red Ribbon Club as apart of Health Awareness Programme on 04.03.2021




Department of Zoology
SAS GOVERNMENT DEGREE COLLEGE
NARAYANAPURAM-534 406

# Life Skills

# 2021-22

V

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NARAYANAPURAM, W.G DISTRICT – 534406
(AFFILIATED TO ADIKAAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM)
Phone: 08818 252189, E-mail: narayapuram.jkc@gmail.com

## NATIONAL SERVICE SCHEME
## ACTIVITYREPORT FOR THE ACADEMIC YEAR 2021-2022

| S.NO | PARTICULARS | DETAILSOFTHEEVENT |
|---|---|---|
| | | |
| 1 | NAME OF THE EVENT | INTERNATIONAL YOGA DAY |
| 2 | TITLE OF THE EVENT | AWARENESS PROGRAMME ABOUT YOGA |
| 3 | DATE OF THE EVENT | 21/06/2022 |
| 4 | ORANIZED BY | DEPT.OF NSS |
| 5 | NAME OF THE EVENT COORDINATOR | SMT.G.NIRMALA JYOTHI |
| 6 | COURSE/CLASS/ GROUP PARTICIPATED | BSC/B.COM/BA |
| 7 | NO. OF STUDENTS PARTICIPATED | 60 |
| 8 | NAME OF THE RESOURCE PERSON | DR.T.K.VISWASVARA RAO&A.ASHWINI |
| 9 | OBJECTIVE(S)OFTHE EVENT | 1.TO PRACTICE MENTEL HYGIENE |
| | | 2.TO PROCESS EMONATONALLY STABILITY |
| | | 3.TO ATTAIN A HIGHER LEAVEL OF CONSEIOUSNESS AND HEALTH |
| | | |
| 10 | OUTCOME(S)OF THEEVENT | 1.YOGA HELPS WITH BACK PAIN RELIEF |
| | | 2.YOGA BENEFITS HEART HEALTH |
| | | 3.YOGA HELPS TO MANAGE STRESS |
| | | |
| 11 | WHETHER THE EVENTPUBLISHEDINTHE NEWSPAPER? IFYES,ATTACH THE NEWSPAPER CLIPPINGS | YES |
| 12 | PHOTOGALLERY (USE SEPARATE SHEETS FOR PHOTOS) | YES |

Programme Officer

SAS GOVT. DEGREE COLLEGE

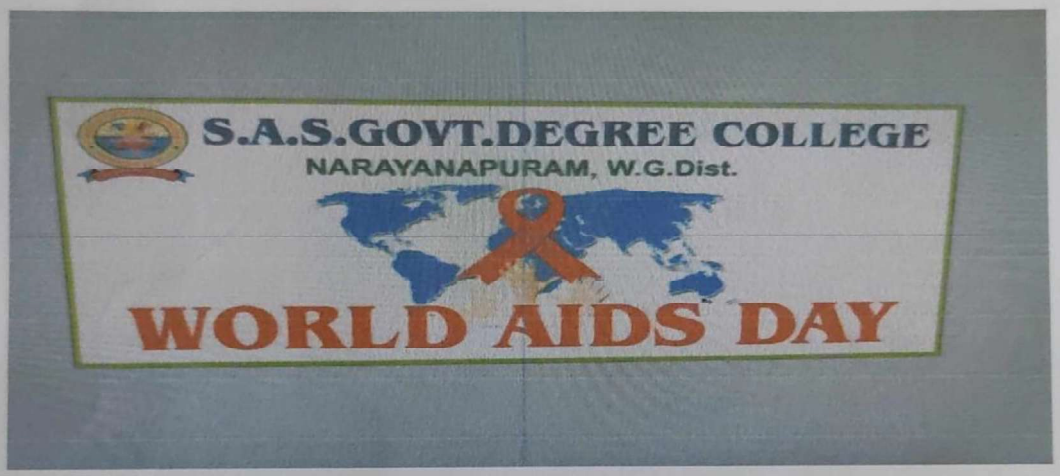
SAS GOVT. DEGREE COLLEGE ★ NARAYANAPURAM, W.G.Dt. ★

G. Nirmala
Programme Officer
S.S. Unit, S.A.S. Govt. College
NARAYANAPURAM.
Tadepalligudem Taluk W. G. Dt.

PRINCIPAL
SAS GOVT. DEGREE COLLEGE
NARAYANAPURAM
West Godavari District

# World AIDS Day ,Dt. 01-12-2021

**Description of the Activity :** On the occasion of World AIDS Day, a programme was jointly organized by Red Ribbon Club and Department of Zoology in the virtual classroom. Our Incharge Principal M.Rambabu explained the importance of awareness of AIDS and the staff spoke about the mode of transmission of AIDS and measures to prevent the disease. Students also spoke on superstitions regarding AIDS.



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PRINCIPAL
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NARAYANAPURAM
West Godavari District,
Andhra Prade

AIDS Awareness rally

SAS GOVT. DEGREE COLLEGE ★ NARAYANAPURAM, W.G.Dist. ★

PRINCIPAL
SAS GOVT. DEGREE COLLEGE
NARAYANAPURAM
West Godavari District.
Andhra Pradesh

# Life Skills

# 2022-23

NSS

## ACTIVITYREPORT FOR THE ACADEMIC YEAR 2022-2023

| S.NO | PARTICULARS | DETAILSOFTHEEVENT |
|---|---|---|
| | | |
| 1 | NAME OF THE DEPARTMENT | NSS |
| 2 | NAME OF THE EVENT | Health Camp |
| 3 | TITLE OF THE EVENT | Awareness about the health camp |
| 4 | DATE OF THE EVENT | 3-10-2022 |
| 5 | NAME OF THE EVENT COORDINATOR | SMT. G. Nirmala Jyothi |
| 6 | COURSE/CLASS/ GROUP PARTICIPATED | BA/B.COM/ BSC |
| 7 | NO. OF STUDENTS PARTICIPATED | 50 |
| 8 | NAME OF THE RESOURCE PERSON | DR. K RAVI |
| 9 | OBJECTIVE(S)OFTHE EVENT | Screening all the students and staff |
| | | Give health related awareness |
| | | Distribute medicines to treat common diseases |
| | | |
| 10 | OUTCOME(S)OF THEEVENT | Write down the concerns and address them |
| | | Refer to the specialized doctors |
| | | Provide full medical care |
| | | |
| 11 | WHETHER THE EVENTPUBLISHEDINTH E NEWSPAPER? IFYES,ATTACH THE NEWSPAPER CLIPPINGS | NO |
| 12 | PHOTOGALLERY (USE SEPARATE SHEETS FOR PHOTOS) | ENCLOSED |
| | | |

G. Nirmala Jyothi

SINATURE OF THE CO-ORDINATOR

SAS GOVT. DEGREE COLLEGE ★ NARAYANAPURAM, W.G.Dt.

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

SIGNATURE OF THE PRINCIPAL

v

SAS GOVT. DEGREE COLLEGE ★ NARAYANAPURAM, W.G.Dt. ★

SINATURE OF THE CO-ORDINATOR

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

SIGNATURE OF THE PRINCIPAL

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

ESTD 1972

# 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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9. Attendance particulars
10. Question paper
11. Valued script
12. Photographs of conducting the classes
13. Model certificate
14. Report on the Certificate course


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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 GOVT. 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**

GOVT. DEGREE COLLEGE NARAYANAPURAM

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

Lec 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
NARAYANAPURAM
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

B. Pavithra
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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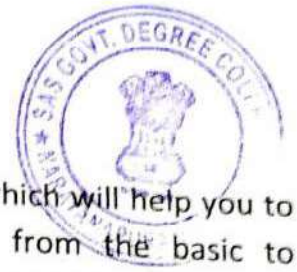
SYLLABUS

# 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. Pavithra.
Dept of HOD
Incharge
Department of Commerce
SAS GOVERNMENT DEGREE COLLEGE
NARAYANAPURAM-534 406

PRINCIPAL
PRINCIPAL
SAS GOVT. DEGREE COLLEGE
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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 | |
| 11 | 19-355-810-015 | PONNADA HEMANTH KUMAR | p | p | p | p | p | p | p | p | p | p | p | p | p | p | |

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SAS GOVT DEGREE COLLEGE ,NARAYANAPUAM

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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NARAYANAPURAM, WEST GODAVARI DISTRICT-534411
(AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM)
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
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)

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PARVATHAPURAM

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

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

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

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 (A)

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

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

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

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C. Display
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D. None of these

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

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

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

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

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

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

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

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

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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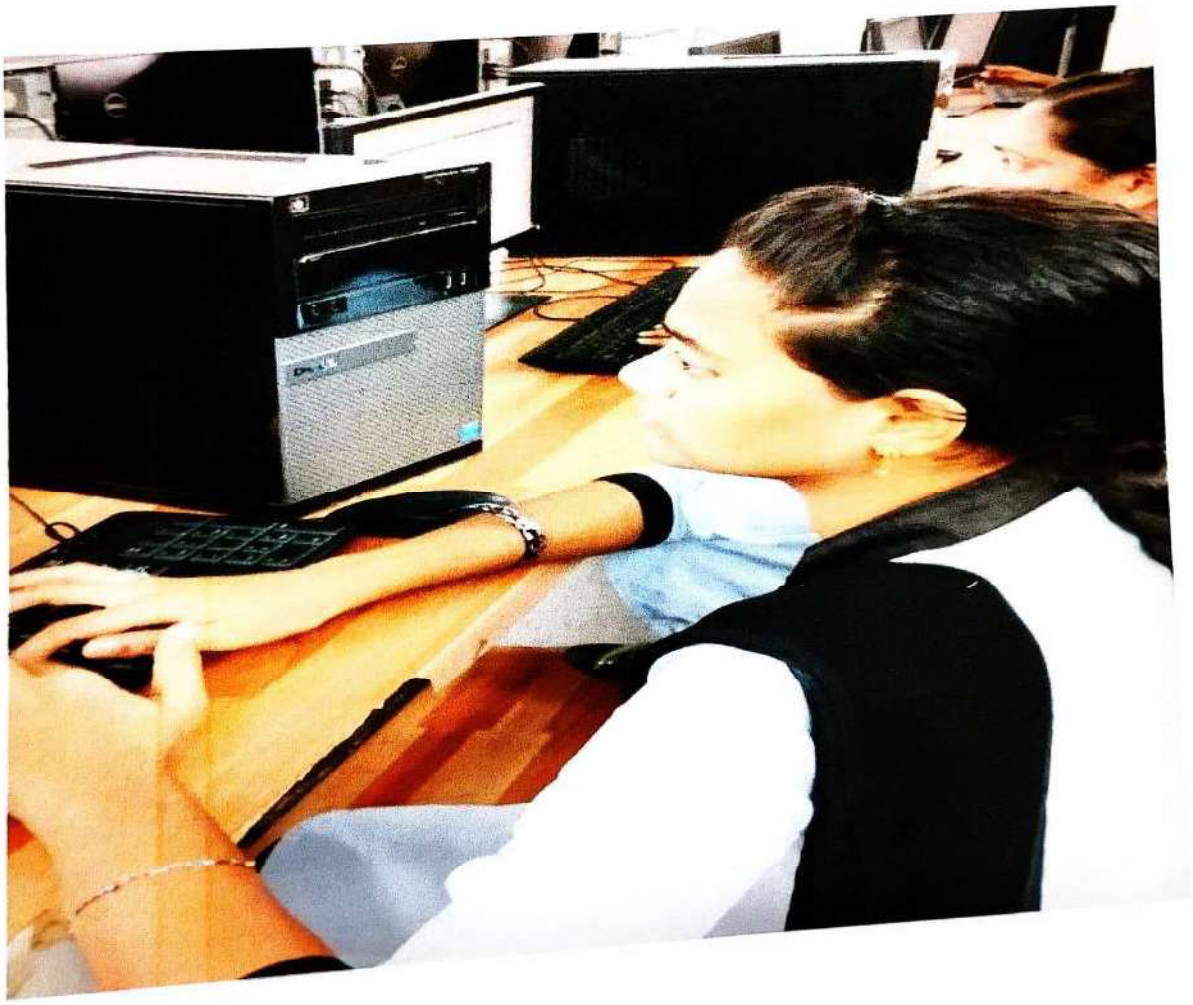

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SAS GOVT. DEGREE COLLEGE * NARAYANAPURAM

# 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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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

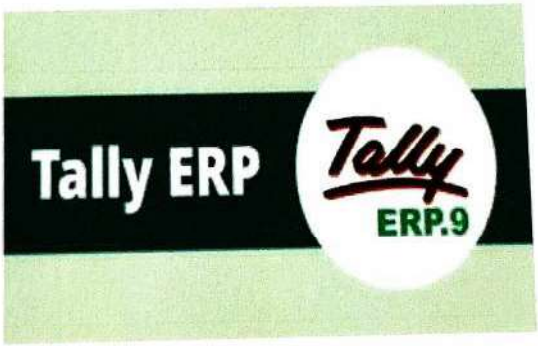
ESTD 1972

# DEPARTMENT OF COMMERCE

## CERTIFICATE COURSE ON "TALLY ERP 9"

**COURSE INSTRUCTOR**

**Smt.B.Parvathi**




**ACADEMIC YEAR 2022-23**

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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 : 04-10-2022
6. DATE OF CLOSURE : 15-11-2022
7. TIME OF CONDUCT OF THE CLASSES: 9:00 PM – 10:00 PM
8. NUMBER OF STUDENTS ENROLLED FOR THE COURSE: 15
9. NUMBER OF STUDENTS COMPLETED THE COURSE: 15
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


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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 : 26-09-2022 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 GOVT. DEGREE COLLEGE
NARAYANAPURAM-534 406

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.27-09-2022

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 26-09-2022

****

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 26-09-2022 . Hence I request you to kindly accord permission to conduct the same from 04-10-2022 onwards.

Thanking you sir. Yours faithfully

B. Parvathi
Yours faithfully
B. PARVATHI
Lec in Commerce
Incharge

Enclosures

1. A xerox copy of the minutes of Departmental meeting dt. 26-09-2022
2. A copy of syllabus
3. Blue print of the Execution of the course

Department of Commerce
S15 GOVERNMENT DEGREE COLLEGE
NARAYANAPURAM-534 406

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

DATE : 28-09-2022

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 27-09-2022 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. 04-10-2022

You are further instructed to make all the necessary preparations and arrangements for the commencement of the course on dt . 04-10-2022.

PRINCIPAL

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

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# NOTICE

NARAYANAPURAM

Dt.29-09-2022

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 04-09-2022 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.03-10-2022.

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-534 406

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## Course 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 MODULE**

## 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

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SAS GOVT. DEGREE COLLEGE NARAYANAPUR

**ACCOUNTING MASTERS IN TALLY.ERP 9**

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

**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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Enrolled students list

| S.NO | ROLL NO | CLASS | NAMAE OF THE STUDENT |
|---|---|---|---|
| 1 | 213558100001 | II B.Com | A.V.S.KISHOR |
| 2 | 213558100002 | II B.Com | B.JAYA SRI |
| 3 | 213558100003 | II B.Com | B.V.SAI KUMAR |
| 4 | 213558100005 | II B.Com | E.LAKSHMI |
| 5 | 213558100006 | II B.Com | G.MALATHI |
| 6 | 213558100008 | II B.Com | G.RISHI |
| 7 | 213558100009 | II B.Com | G.SIRISHA |
| 8 | 213558100010 | II B.Com | J.AJAY |
| 9 | 213558100013 | II B.Com | K.AKHILA |
| 10 | 213558100018 | II B.Com | M.VARA PRASAD |
| 11 | 213558100020 | II B.Com | P.GOVINDU |
| 12 | 213558100024 | II B.Com | R.V.D.MAHESH |
| 13 | 213558100025 | II B.Com | SK.RAMZAN |
| 14 | 213558100026 | II B.Com | T.VENKATESH |
| 15 | 213558100029 | II B.Com | V.MADHU KIRAN |

Dept of HOD

Incharge
Department of Commerce
SAS GOVERNMENT DEGREE COLLEGE
NARAYANAPURAM-534 406

PRINCIPAL

PRINCIPAL
SAS GOVT. DEGREE COLL
NARAYANAPURAM
West Godavari Distri
Pin: 534 406, Andhra Prad

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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 | 213558100001 | A.V.S.KISHOR | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 2 | 213558100002 | B.JAYA SRI | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 3 | 213558100003 | B.V.SAI KUMAR | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 4 | 213558100005 | E.LAKSHMI | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 5 | 213558100006 | G.MALATHI | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 6 | 213558100008 | G.RISHI | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 7 | 213558100009 | G.SIRISHA | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 8 | 213558100010 | J.AJAY | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 9 | 213558100013 | K.AKHILA | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 10 | 213558100018 | M.VARA PRASAD | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 11 | 213558100020 | P.GOVINDU | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 12 | 213558100024 | R.V.D.MAHESH | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 13 | 213558100025 | SK.RAMZAN | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 14 | 213558100026 | T.VENKATESH | p | p | p | p | p | p | A | p | p | p | p | p | p | p | p |
| 15 | 213558100029 | V.MADHU KIRAN | p | p | p | p | p | p | p | p | p | p | p | A | 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 | 213558100001 | A.V.S.KISHOR | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 2 | 213558100002 | B.JAYA SRI | p | p | A | p | p | p | p | p | p | p | p | p | p | p | p |
| 3 | 213558100003 | B.V.SAI KUMAR | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 4 | 213558100005 | E.LAKSHMI | p | p | p | p | p | p | p | p | p | A | p | p | p | p | p |
| 5 | 213558100006 | G.MALATHI | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 6 | 213558100008 | G.RISHI | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 7 | 213558100009 | G.SIRISHA | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 8 | 213558100010 | J.AJAY | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
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| 15 | 213558100029 | V.MADHU KIRAN | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |

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SAS GOVT DEGREE COLLEGE ,NARAYANAPUAM

SUBJECT RELATED CERTIFICATE COURSE

SUBJECT: TALLY ERP 9 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

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)

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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 )

A. Backup

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

13. Which option is used to place data taken in pen drive or CD to Apptopriate 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

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C. Display
D. None of these

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)

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A. Cash
B. Profit ; Loss A/c
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
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30. Salary Account comes under which head ( B)

A. Indirect Incomes
B. Indirect Expenses
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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
ESTD 1972

SUBJECT: TALLY ERP 9

50/60 A

30X2=60

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C. F3
D. F4

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B. F2
C. F3
D. F4

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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

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B. Alter
C. Select Company
D. Shut Company

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

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D. None of these

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

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 (A)

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

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

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

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

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

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

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

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

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

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

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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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
ESTD 1972

SUBJECT: TALLY ERP 9

50/60

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
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)

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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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NARAYANAPURAM

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NARAYANAPURAM

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SAS GOVT. DEGREE COLLEGE NARAYANAPURAM

# SRI ARAVINDA SATHAJAYANTHI GOVERNMENT DEGREE COLLEGE

NARAYANAPURAM, ELURU DISTRICT, ANDRHA PRADESH

## CERTIFICATE OF COMPLETION

This is to certify that Mr/Ms G. MALATHI

of III B Com class has Successfully completed certificate course in Tally ERP 9 hours conducted

from 04/11/2022 to 15/11/2022 by Department of Political Science.

B. Parvathi
Course Co-ordinator

IQAC
Co-ordinator

Principal

Incharge
Department of Commerce
SAS GOVERNMENT DEGREE COLLEGE
NARAYANAPURAM 534 406

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 04.10.2022 for the academic year 2022-23. 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 15 members of students are enrolled in to the certificate course for 2nd 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 2022-2023.

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

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# CERTIFICATE COURSE AT A GLANCE

1. TITLE OF THE COURSE: ENGLISH FOR COMPETITIVE EXAMS
2. LEVEL OF THE COURSE: UG
3. NAME OF THE COORDINATOR :D.REDDIAH
4. DURATION OF THE COURSE: 30 HOURS
5. DATE OF COMMENCEMENT:04.10.2022
6. DATE OF CLOSURE:15.12..2022
7. TIME OF CONDUCT OF THE CLASSES: 5:00 PM - 6:00 PM
8. NUMBER OF STUDENTS ENROLLED FOR THE COURSE:25
9. NUMBER OF STUDENTS COMPLETED THE COURSE:23
10. ASSESSMENT 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 scripts
12. Photographs of conducting the classes
13. Model certificate
14. Report on the Certificate course

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## Minutes of departmental meeting on certificate course

The faculty members of the Department of English met in the principal's chamber under the chairpersonship of Dr. Giri babu at 3 PM on Dt:25.09.2022 discussed and resolved as detailed here under.

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

1. Conduct a certificate course titled English for competitive exams with a duration of 30 hours during the working days
2. Frame the syllabus and regulations for the successful completion of the certificate course
3. Examine the completion of the course and issue certificates 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 their enrollment into this course
6. Commence the course on the date fixed obtaining due permission from the chair.

Signatures of the faculty

SAS GOVT. DEGREE COLLEGE * NARAYANAPET *

Principal

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# Request Letter to Principal for Certificate Course Permission

From

Incharge

Department of English ,

SAS GDC, Narayanapuram.

Narayanapuram,

Date: 26.09.2022.

To

The Principal,

SAS GDC, Narayanapuram.

Respected Sir

Sub:-Accordance of Permission to Certificate Course on ENGLISH FOR COMPETITIVE EXAMINATIONS – Requested-Reg.

The Department of English is palnning to Conduct a Certificate course on ENGLISH FOR COMPETITIVE EXAMINATIONS from 04.10.2022 with the Duration of 30 Hours. In this connection, the I request you to accord permission to conduct above mentioned Certificate Course from 04.10.2022.

Thanking You Sir,

Faithfully

( D.Reddiah )

Lecturer in English

Enclosures

1. A Xerox copy of the minutes of Departmental meeting dt .25.09.2022
2. A copy of the syllabus

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## PROCEEDINGS OF THE PRINCIPAL

Present Dr.G.Giri Babu

Sub:- Accordance of Permission to the Department of English for conducting Certificate Course on ENGLISH FOR COMPETITIVE EXAMINATIONS -Reg :-

Ref:- Letter from the in charge, Department of English dated 26.09.2022

.....

The In-charge of the Department of English requested permission to conduct a certificate course in ENGLISH FOR COMPETITIVE EXAMINATIONS From 04.10.2022 vide reference cited. Accordingly, the Principal is pleased to accord permission to start a certificate course on ENGLISH FOR COMPETITIVE EXAMINATIONS from 04.10.2022 onwards.

The In-charge, Department of English is instructed to make necessary arrangements in this regard.

Principal

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# NOTICE

NARAYANAPURAM

Dt.27.09.2022

All the students of SAS Govt. Degree College, Narayanapuram is hereby informed that the Department of English is intending to conduct a certificate course in "English for competitive examinations" from 04.10.2022 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 30.09.2022.

Initials of the Principal

In-charge of the dept.

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**SAS GOVT. NARAYANAPURAM, WEST GODAVARI DIST**

**DEPARTMENT OF ENGLISH**

**30 DAY CERTIFICATE COURSE ON**

**ENGLISH FOR COMPETITIVE EXAMINATIONS 2022 - 23**

**SYLLABUS**

| Sl. No | TOPIC | NO OF HOURS ALLOTTED |
|---|---|---|
| 01 | VOCABULARY BUILDING | 03 |
| 02 | TENSES | 03 |
| 03 | ACTIVE AND PASSIVE VOICE | 04 |
| 04 | DIRECT AND INDIRECT SPEECH | 04 |
| 05 | ARTICLES | 03 |
| 06 | PREPOSITIONS | 03 |
| 07 | SIMPLE, COMPOUND & COMPLEX SENTENCES | 02 |
| 08 | CONDITIONAL CLAUSES | 02 |
| 09 | QUESTION TAGS | 02 |
| 10 | IDIOMS AND PHRASES | 02 |
| 11 | PHRASAL VERBS | 02 |
| | TOTAL | 30 |

PRINCIPAL

GOVT. DEGREE COLLEGE

COORDINATOR

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## SAS GOVERNMENT DEGREE COLLEGE, NARAYANAPURAM

Eluru, District, Andhra Pradesh-534406

DEPARTMENT OF ENGLISH

Enrolled students list

| S.NO. | REGISTER NUMBER | NAME OF THE STUDENT | CLASS |
|---|---|---|---|
| 1 | 20-355-620-1001 | AKULA HARSHITA SRISAI | III B.A |
| 2 | 20-355-620-1002 | BADAGA PAVANI | III B.A |
| 3 | 20-355-620-1003 | BHANOTH PANDU | III B.A |
| 4 | 20-355-620-1004 | BODIGALA VIJAYA KUMAR | III B.A |
| 5 | 20-355-620-1005 | ELINDALA CHARAN RAJU | III B.A |
| 6 | 20-355-620-1007 | JARAPALA RAVI | III B.A |
| 7 | 20-355-620-1008 | KAJA DIVYA | III B.A |
| 8 | 20-355-620-10010 | NARIKIMELLI JAYASREE | III B.A |
| 9 | 20-355-620-1011 | PANDRAKA YASVANTH | III B.A |
| 10 | 20-355-620-1012 | RACHARLA DURGA | III B.A |
| 11 | 20-355-620-1013 | SURABATHIULA RAJU | III B.A |
| 12 | 20-355-620-1014 | UNDRAJAVARAPU LIKITHA | III B.A |
| 13 | 20-355-620-1015 | UPPATI RAMAKRISHNA | III B.A |
| 14 | 20-355-620-1016 | VEERABATHULA TARAKA SUBRAI | III B.A |
| 15 | 20-355-620-1017 | BOPPANA KASI | III B.COM |
| 16 | 20-355-810-00 | JANGAM VENKATESH | III B.COM |
| 17 | 20-355-810-00 | JOGANI GEETHA KUMARI | III B.COM |
| 18 | 20-355-810-00 | KADALI MANISHA | III B.COM |

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| | | | |
|---|---|---|---|
| 19 | 20-355-810-00 | KANURI YELLAERESWARA RAO | III B.COM |
| 20 | 20-355-810-00 | KOPPULA PREM KUMAR | III B.COM |
| 21 | 20-355-810-00 | MAHADEVAPATTAPU SATHISH | III B.COM |
| 22 | 20-355-810-00 | MALLIPUDI RAJU | III B.COM |
| 23 | 20-355-810-00 | MANTHINA HARIKA | III B.COM |
| 24 | 20-355-810-00 | MANIKANTA DURGA | III B.COM |
| 25 | 20-355-810-00 | PEDAPUDI BILLCLINTON | III B.COM |

Dept of HOD

PRINCIPAL

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SAS GOVT. DEGREE COLLEGE, NARAYANAPURAM

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

Department of English , 2021-2022

Certificate course on ENGLISH FOR COMPETITIVE EXAMINATIONS -

Student Attendance Register

| S. NO | NAME OF THE STUDENT | Attendance Days | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 1 | AKULA HARSHITA SRISAI | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 2 | BADAGA PAVANI | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 3 | BHANOTH PANDU | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 4 | BODIGALA VIJAYA KUMAR | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 5 | ELINDALA CHARAN RAJU | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 6 | JARAPALA RAVI | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 7 | KAJA DIVYA | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 8 | NARIKIMELLI JAYASREE | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 9 | PANDRAKA YASVANTH | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 10 | RACHARLA DURGA | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 11 | SURABATHIULA RAJU | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 12 | UNDRAJAVARAPU LIKITHA | A | A | A | A | p | A | A | A | A | A | A | p | A | p | A |
| 13 | UPPATI RAMAKRISHNA | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 14 | VEERABATHULA TARAKA SUBRAI | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 15 | BOPPANA KASI | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 16 | JANGAM VENKATESH | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 17 | JOGANI GEETHA KUMARI | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 18 | KADALI MANISHA | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 19 | KANURI YELLAERESWARA RAO | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 20 | KOPPULA PREM KUMAR | A | A | A | A | p | A | A | A | A | A | p | A | A | A | P |
| 21 | MAHADEVAPATTAPU SATHISH | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 22 | MALLIPUDI RAJU | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 23 | MANTHINA HARIKA | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 24 | MANIKANTA DURGA | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 25 | PEDAPUDI BILLCLINTON | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |

SAS GOVT. DEGREE COLLEGE

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

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

Department of English ,2021-2022

Certificate course on ENGLISH FOR COMPETITIVE EXAMINATIONS -

Student Attendance Register

| S.NO | NAMES OF THE STUDENTS | Attendance Days | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 16 | 17 | 18 | 19 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 1 | AKULA HARSHITA SRISAI | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 2 | BADAGA PAVANI | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 3 | BHANOTH PANDU | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 4 | BODIGALA VIJAYA KUMAR | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 5 | ELINDALA CHARAN RAJU | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 6 | JARAPALA RAVI | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 7 | KAJA DIVYA | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 8 | NARIKIMELLI JAYASREE | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 9 | PANDRAKA YASVANTH | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 10 | RACHARLA DURGA | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 11 | SURABATHIULA RAJU | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 12 | UNDRAJAVARAPU LIKITHA | A | A | A | A | p | A | A | A | A | A | A | p | A | p | A |
| 13 | UPPATI RAMAKRISHNA | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 14 | VEERABATHULA TARAKA SUBRAI | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 15 | BOPPANA KASI | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |

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| | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | JANGAM VENKATESH | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| | JOGANI GEETHA KUMARI | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 18 | KADALI MANISHA | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 19 | KANURI YELLAERESWARA RAO | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 20 | KOPPULA PREM KUMAR | a | a | a | a | p | a | p | p | p | p | p | p | a | p | a |
| 21 | MAHADEVAPATTAPU SATHISH | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 22 | MALLIPUDI RAJU | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 23 | MANTHINA HARIKA | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 24 | MANIKANTA DURGA | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |
| 25 | PEDAPUDI BILLCLINTON | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p |

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# SRI ARAVINDA SATHAJAYANTHI GOVERNMENT DEGREE COLLEGE

NARAYANAPURAM, ELURU DISTRICT, ANDRHA PRADESH

## CERTIFICATE OF COMPLETION

THIS IS TO CERTIFY THAT MR./~~MS~~...B...KASI..... OF ...III..B.COM..... HAS SUCCESSFULLY COMPLETED A CERTIFICATE COURSE ON **ENGLISH FOR COMPETITIVE EXAMINATIONS** IN (30 HOURS) CONDUCTED FROM 4/10/2022 TO 15/12/2022 BY THE DEPARTMENT OF ENGLISH.

Course Co-ordinator IQAC Co-ordinator Principal

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

SAS GOVT. DEGREE COLLEGE ★ NARAYANAPURAM ★ W.G. DT.

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