

**SRI MAHAYOGI LAKSHMAMMA GOVERNMENT DEGREE COLLEGE**

**(Affiliated to Rayalaseema University, Kurnool.)**

**Near Hanumapuram, Adoni Road, YEMMIGANUR-518 360**

**Kurnool District, Andhra Pradesh.**



*e-mail: [yemmiganur.gdc@gmail.com](mailto:yemmiganur.gdc@gmail.com)*

*website: [www.gdcyemmiganur.ac.in](http://www.gdcyemmiganur.ac.in)*

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**DEPARTMENT OF COMMERCE**

**CERTIFICATE COURSE**

**ON**

**TALLY**

**30-11-2018 TO 05-01-2019**





**INDEX OF COURSE**

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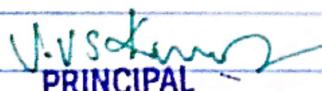
DT: 28-11-2018 <sup>3</sup>

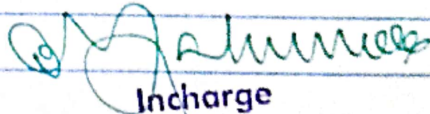
Faculty of The Department of Commerce has met  
with the department and following discussion  
and resolutions as following.

-> To conduct Certificate Course on  
Tally for Bcom IV Sem. of Semp Student  
from 20-11-2018 to 05-01-2019

-> This certificate course enhance their  
additional skills to Bcom Course.

1) S. V. Lakshamma  
2) V. S. Lakshamma

  
PRINCIPAL  
SRI MAHAYOGI LAKSHMAMMA  
GOVT. DEGREE COLLEGE  
YEMMIGANUR-518360, Kurnool (Dist.) A.P.

  
Incharge  
Dept. of Commerce  
Sri Mahayogi Lakshamma  
Govt. Degree College  
Yemmiganur - 518 360,

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website: www.gdcyemmiganur

Yemmiganur,

Date : 28-11-2018.

To

The Principal,  
Sri Mahayogi Lakshamma  
Govt. Degree College,  
Yemmiganur.

Respected Sir,

Sub : Proposal for the conduct of a certificate course on Tally for students of B.Com (Computer applications & General) Reg.

I would like to bring a proposal for the benefit of the students of Our College that the Department of Commerce would like to conduct a certificate course on "Tally" for students of B.Com (Computer applications & General) 30 Hours for the benefit of students. Hence I request you sir to give me permission to conduct the certificate course from 30-11-2018 to 05-1-2019.

The details of the programme are :

- |  |                                |
|--|--------------------------------|
| 1. Name of the proposed programme:             | Tally                          |
| 2. Duration and Timings of the programme :     | 30 Hours (9:00 AM to 10:00 AM) |
| 3. Commencement date of the programme :        | 30-11-2018                     |
| 4. No. of Students expected for the admission: | 29 Students                    |
| 5. Course Fee :                                | No Fee                         |

Yours faithfully,

Incharge of the Department  
Dept. of Commerce  
Sri Mahayogi Lakshamma  
Govt. Degree College  
Yemmiganur - 518 360,



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Date : 28-11-2018

## CIRCULAR

All the students of B.Com (Computer applications & General) are hereby informed that the Department of Commerce is going to conduct a certificate course in TALLY. This is completely a free of charge certificate course for all the category students. This certificate course is 30 days long. Hence, interested students register their names in the Department of Commerce. The Course classes will begin on 30-11-2018. The students who will successfully complete the certificate course will receive a certificate.

Copy to the College Library Notice Board  
Copy to the Department of Commerce Notice Board  
Copy for Circulation among the Students

Coordinator  
Incharge

Dept. of Commerce  
Sri Mahayogi Lakshamma  
Govt. Degree College  
Yemmiganur - 518 360,

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website: [www.gdcyemmiganur.ac.in](http://www.gdcyemmiganur.ac.in)


## List of Willing Students for the Certificate Course on Tally

S.NO	Regd. No	Name of the Student	Group and class	Signature
1	162049009	BOYA DABBALA VEERESH	BCOM General VI Semester	B. B. veeresh.
2	162049012	DABBALA VISWANATH	BCOM General VI Semester	D. viswanath.
3	162049013	DIWAN MAHABOOB BASHA	BCOM General VI Semester	D. Mahabooob basha
4	162049011	DABBALA RAGHAVENDRA	BCOM General VI Semester	D. Raghavendra
5	162049014	GOLLA RADHA	BCOM General VI Semester	Gr. Radha
6	162049015	KADIRIKOTA MAHESH	BCOM General VI Semester	K. mahesh
7	162049016	KURUVA MAHADEVA	BCOM General VI Semester	K. Mahadeva
8	162049021	MALLEPOGU YELLAPPA	BCOM General VI Semester	M. yellappa

9	162049017	MADRI BHASKAR	BCOM General VI Semester	M. Bhaskar
10	162049020	MALLAIAHGARI RAMA KRISHNA	BCOM General VI Semester	M. Krishna
11	162049018	MADUGUNDU GUNDAPPA	BCOM General VI Semester	M. Gundappa
12	162049022	MANGALI BANDESH	BCOM General VI Semester	M. bandesh
13	162049019	MADIGUNDU MADHU	BCOM General VI Semester	m. madhu
14	162049024	PYAPILI YOUSOOF	BCOM General VI Semester	P. YOUSOOF
15	162049023	PUJARI VENKATA LAKSHMI	BCOM General VI Semester	P. Venkata Lakshmi
16	162049025	PENDEKAL PARAMESH	BCOM General VI Semester	P. Paramesh
17	172049022	AVULA KRISHNA KUMARI	BCOM General IV Semester	A. Krishna Kumari
18	172049023	BOYA RAMANJINEYULU	BCOM General IV Semester	B. Ramanjeyulu
19	172049024	CHAKALIICHINNA RANGA SWAMY	BCOM General IV Semester	C. Rangswamy
20	172049020	KURUVA MALLIKARJUNA	BCOM General IV Semester	K. Malikarjuna
21	172049026	KURAKULA CHINNA MADHU SWAMY	BCOM General IV Semester	K. Chinna madhu
22	172049027	KADAPALA PANDU RANGA	BCOM General IV Semester	K. Pandu Rang
23	172049028	MULLA CHAND BASHA	BCOM General IV Semester	M. Chand Basha
24	172049029	MALA DASARIIBALAMUNI	BCOM General IV Semester	M. Balamuni

25.	172049030	PINJARIICHAND BASHA	B.Com General IV Semester	P. Basha
26.	172049021	TELUGU MOHAN BABU	B.Com General IV Semester	T. Mohan Babu
27.	172049032	UPPARA RAJESWARI	B.Com General IV Semester	V. Rajeswari
28.	172049033	VARAKALADINNE NAGAPPA	B.Com General IV Semester	V. Nagappa
29.	172049025	CHINNANNAGARII MADHUSUDHAN	B.Com General IV Semester	C. Madhusudhan

  
incharge  
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YEMMIGANUR-518360, Kurmool (Dist.) A.P.

## Certificate Course on Tally

### Brief Report:

Tally Solutions has been in the business of providing complete business solutions for over 20 years to MSME (Micro, Small and Medium Enterprise) and to a large extent to LE (Large Enterprise) businesses. With over 3 million users in over 100 countries, Tally, the flagship product, continues to be the preferred IT solution for a majority of businesses every year.

Tally is a financial accounting software package designed by Tally Solutions mainly for small and medium businesses and shops. Tally Software is used by over 2 million users, in 90 countries. Tally ERP 9.0 is the latest version to date. Tally is a complete business accounting and inventory management software that provides various facilities like Govt. supported formats, multilingual operations, online functions and processing for small and medium business.

Accounting software, such as tally helps you to simplify, integrate, and streamline all your business transactions in an easy and cost-effective manner. Tally ERP 9 is the latest version of Tally, which comes in various enhancements to make handling and processing of business transactions even easier and quicker. It can handle the accounts of more than one company simultaneously. It is very simple to use and allows you to enter data in various formats. In addition, you can view information of any period, compare data across companies and financial periods, maintain account details and generate reports.

### Objectives of Tally:

•Objective: This course is designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts. As this course is useful for Commerce students to get placements in different offices as well as companies in Accounts departments.

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## CERTIFICATE COURSE ON Tally CURRICULUM/SYLLABUS

### Basics of Accounting

- Account types
- accounting rules
- accounting principles
- double-entry system
- financial statements
- transactions, and other basic concepts

### Introduction Basic Accounting in Tally

- Basics Of Accounting
- Fundamentals of Tally
- Create Accounting Masters in Tally
- Accounting Vouchers
- Financial Statements and Accounting Books & Reports

### Basic Inventory Management in Tally

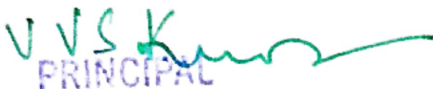
- Creating Inventory Masters in Tally
- Inventory Vouchers
- Generating Inventory Books & Reports

### Technical Features in Tally

- Multilingual Capabilities
- Technological Advantages of Tally.ERP
- Tally.NET and Remote Capabilities
- Application Management
- Online Help and Support

## Advanced Accounting in Tally

- Bill –wise Details
- Cost Centres and Cost Categories
- Voucher Classes
- Multiple Currencies
- Interest Calculations
- Budget & Controls
- Scenario Management
- Banking

  
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**Timetable for Certificate course classes**

Day	Morning Session
Monday	9 AM to 10 AM
Tuesday	9 AM to 10 AM
Wednesday	9 AM to 10 AM
Thursday	9 AM to 10 AM
Friday	9 AM to 10 AM
Saturday	9 AM to 10 AM

S.No.	Name of the Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1.	BOYA DABBALA VEERESH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
2.	DABBALA VISWANATH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
3.	DIWAN MAHABOOB BASHA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
4.	DABBALA RAGHAVENDRA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
5.	GOLLA RADHA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
6.	KADIRIKOTA MAHESH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
7.	KURUVA MAHADEVA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
8.	MALLEPOGU YELLAPPA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
9.	MADRI BHASKAR	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10.	MALLAIAHGARI RAMA KRISHNA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
11.	MADUGUNDU GUNDAPPA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
12.	MANGALI BANDESH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
13.	MADIGUNDU MADHU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
14.	PYAPILI YOUSOOOF	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
15.	PUJARI VENKATA LAKSHMI	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
16.	PENDEKAL PARAMESH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
17.	AVULA KRISHNA KUMARI	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
18.	BOYA RAMANJINEYULU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
19.	CHAKALIICHINNA RANGA SWAMY	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
20.	KURUVA MALLIKARJUNA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
21.	KURAKULA CHINNA MADHU SWAMY	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
22.	KADAPALA PANDU RANGA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
23.	MULLA CHAND BASHA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
24.	MALA DASARIIBALAMUNI	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
25.	PINJARIICHAND BASHA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
26.	TELUGU MOHAN BABU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
27.	UPPARA RAJESWARI	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
28.	VARAKALADINNE NAGAPPA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
29.	CHINNANNAGARIIMADHUSUDHAN	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

*VveK*  
**PRINCIPAL**  
**SRI MAHAYOGI LAKSHMAMMA**  
**GOVT. DEGREE COLLEGE**  
 YFMMIGANUR

*[Signature]*  
 Incharge  
 Dept. of Commerce  
 Sri Mahayogi Lakshamma

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**Department of Commerce**

**Question Paper Pattern for the Certificate Course on Tally**

Time : 2 Hours

Max.Marks :50

I	Conduct viva with students	10 M
II	Objective Questions	20x1=20 M
III	Short Questions in 50 Words	5x4=20 M

**II Objective questions on course.**

**20X1=20 M**

1. Which of the following is not a core financial statement?

- The Income Statement
- Statement of Cash Flows
- The Trial Balance
- The Balance Sheet

2. The income statement, which presents the results of operations, can be prepared in many forms including:

- Single Step Income Statement
- Condensed Income Statement
- Common Sized Income Statement
- All of the above

3. Which of the following account types increase by debits in double-entry accounting?
- Assets, Expenses, Losses
  - Assets, Revenue, Gains
  - Expenses, Liabilities, Losses
  - Gains, Expenses, Liabilities
4. Which of the following is true?
- Accounts receivable are found in the current asset section of a balance sheet.
  - Accounts receivable increase by credits.
  - Accounts receivable are generated when a customer makes payments.
  - Accounts receivable become more valuable over time.
5. A company that uses the cash basis of accounting will:
- Record revenue when it is collected.
  - Record revenue when it is earned.
  - Record revenue at the same time as accounts receivable.
  - Record bad debt expense on the income statement.
6. What are the main sections on a balance sheet?
- Assets, liabilities, income
  - Assets, liabilities, equity
  - Assets, liabilities, expenses
  - Assets, gains, revenue
7. How are a company's financial statements used?
- For internal analysis
  - For external negotiation
  - For compliance
  - All of the above
8. What is the shortcut to rejection in from inventory Vouchers in Tally.
- Alt+F4
  - Alt+F5

- c. Alt+F7
- d. Alt+F9

9. Which shortcut key is used in company Features screen to use Inventory Features in Tally?

- a. F1
- b. F2
- c. F3

10. F4 A Debit note is a statement sent to the \_\_\_\_\_ by the

- a. Buyer, seller
- b. Seller, buyer
- c. Creditor, seller

11. Customer, seller What is the shortcut for sales order in Tally.

- a. F8
- b. F9
- c. Alt+F4
- d. Alt+F5

12. To print a voucher from tally, we need to press

- a. Ctrl + P
- b. Shift + P
- c. Alt + P
- d. Ctrl + M 14

13. Tally sheets are used to determine

- a. Class limits
- b. Frequency of each class
- c. Number of classes
- d. Continuous series

14. When returning the goods to the supplier it must be accompanied by \_\_\_\_\_.

- a. Invoice
- b. Cash invoice
- c. debit note
- d. deposit letter

15. To change current Date from Gateway of tally press the key

- a. F1
- b. F2
- c. F3
- d. F4

16. Tally supports \_\_\_\_\_ system of accounting.

- a. single entry
- b. double entry
- c. no entry
- d. null entry

17. Balance sheet is produced \_\_\_\_\_ when accounts are maintained in Tally.

- a. manually
- b. automatically
- c. remotely
- d. randomly



18. Pressing \_\_\_\_\_ button in the Gateway of Tally opens company info in Tally.

- a. Alt+F3
- b. F11
- c. F5
- d. F6

19. Pressing key opens accounting features.

- a. Alt+F3
- b. F11
- c. F5
- d. F6

20. What is the purpose of security feature in Tally?

- a. Provides budget option
- b. Provides option for data backup
- c. Provides option to upload reports
- d. Provides statement of accounts

### III Short answer questions

5X4=20

1. What are the most important features of Tally software?
2. What are the types of ledgers that can be created in Tally?
3. What is the process of inventory management?
4. What are the things that fall under intangible assets?
5. Why is inventory management important?



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## AWARD LIST

S.No.	Regd. No.	Name of the Student	Marks Secured(Max. 50)	Grade
1.	162049012	BOYA DABBALA VEERESH	43	A
2.	162049013	DABBALA VISWANATH	42	A
3.	162049011	DIWAN MAHABOOB BASHA	43	A
4.	162049014	DABBALA RAGHAVENDRA	45	A
5.	162049015	GOLLA RADHA	39	A
6.	162049016	KADIRIKOTA MAHESH	24	C
7.	162049021	KURUVA MAHADEVA	39	A
8.	162049017	MALLEPOGU YELLAPPA	31	B
9.	162049020	MADRI BHASKAR	29	B
10.	162049018	MALLAIAHGARI RAMA KRISHNA	26	B
11.	162049022	MADUGUNDU GUNDAPPA	23	C
12.	162049019	MANGALI BANDESH	30	B
13.	162049024	MADIGUNDU MADHU	24	C
14.	162049023	PYAPILI YOUSOOOF	23	C
15.	162049025	PUJARI VENKATA LAKSHMI	32	B
16.	162049009	PENDEKAL PARAMESH	35	B
17.	172049022	AVULA KRISHNA KUMARI	38	A
18.	172049023	BOYA RAMANJINEYULU	40	A

19.	172049024	CHAKALIICHINNA RANGA SWAMY	38	A
20.	172049020	KURUVA MALLIKARJUNA	30	B
21.	172049026	KURAKULA CHINNA MADHU SWAMY	23	C
22.	172049027	KADAPALA PANDU RANGA	24	C
23.	172049028	MULLA CHAND BASHA	33	B
24.	172049029	MALA DASARIIBALAMUNI	41	A
25.	172049030	PINJARIICHAND BASHA	41	A
26.	172049021	TELUGU MOHAN BABU	32	B
27.	172049032	UPPARA RAJESWARI	35	B
28.	172049033	VARAKALADINNE NAGAPPA	43	A
29.	172049025	CHINNANNAGARII MADHUSUDHAN	45	A

A Grade >75%, B Grade >50%,C Grade <50%

*V. S. Kumar*  
**PRINCIPAL**  
**SRI MAHAYOGI LAKSHMAMMA**  
**GOVT. DEGREE COLLEGE**  
**YEMMIGANUR-518360. Kurnool (Dist.) A.P.**

*[Signature]*  
 Incharge  
 Dept. of Commerce  
 Sri Mahayogi Lakshamma  
 Govt. Degree College  
 Yemmiganur - 518 360

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**Near Hanumapuram, Adoni Road, YEMMIGANUR-518 360**

**Kurnool District, Andhra Pradesh.**

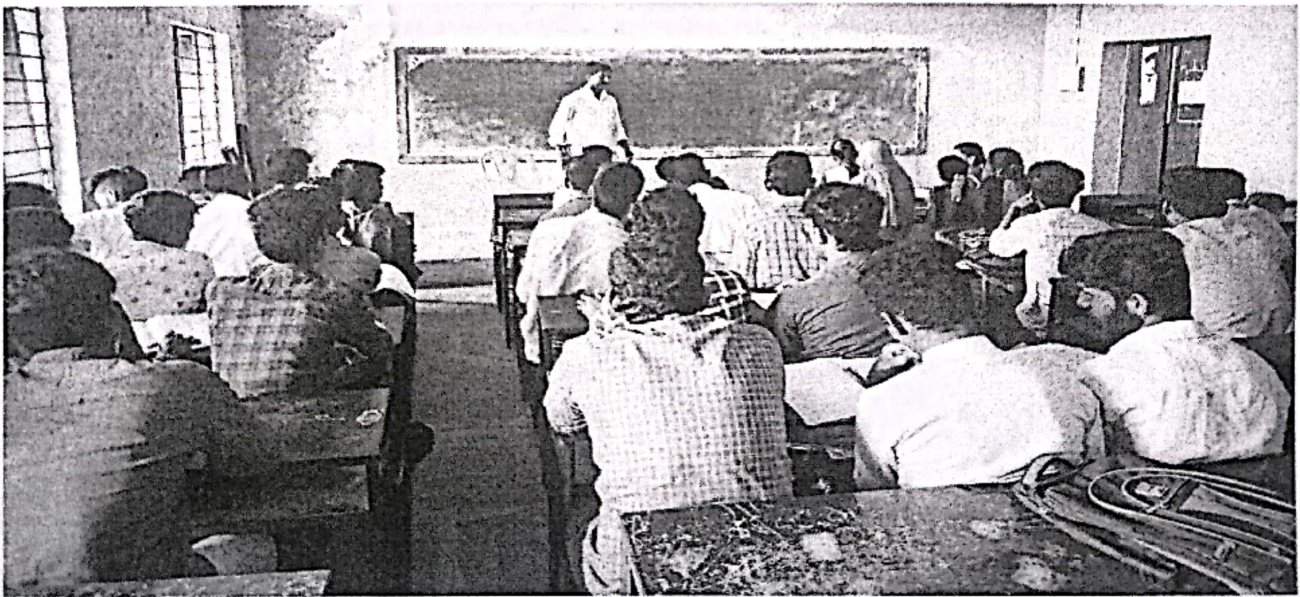


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*website: [www.gdcyemmiganur](http://www.gdcyemmiganur)*



**INAUGURATION by PRINCIPAL Dr.V.V.KUMAR**



**CLASS BY V VENKATA RAMUDU, Lecturer in Commerce**

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e-mail: yemmiganur.gdc@gmail.com

website: www.gdcyemmiganur.ac.in

**Feedback on Certificate Course For Tally**

S.No.	Regd. No.	Name of the Student	Satisfactory	Good	Very good	Signature of the Student
1.	162049009	Boya Dabbala Veeresh			✓	B. D. veeresh.
2.	162049012	Dabbala Viswanath			✓	D. viswanath
3.	162049013	Diwan Mahaboob Basha			✓	D. mahaboob basha
4.	162049011	Dabbala Raghavendra		✓		D. Raghavendra
5.	162049014	Golla Radha		✓		G. Radha
6.	162049015	Kadirikota Mahesh				K. mahesh
7.	162049016	Kuruva Mahadeva		✓		K. mahadeva
8.	162049021	Mallepogu Yellappa			✓	m. yellappa
9.	162049017	Madri Bhaskar		✓		M. Bhaskar
10.	162049020	Mallaiahgari Rama Krishna			✓	M. Krishna
11.	162049018	Madugundu Gundappa			✓	M. Gundappa
12.	162049022	Mangali Bandesh		✓		M. bandesh
13.	162049019	Madigundu Madhu		✓		M. madhu
14.	162049024	Pyapili Yousoof			✓	P. yousoof
15.	162049023	Pujari Venkata Lakshmi		✓		P. Venkata Lakshmi
16.	162049025	Pendekal Paramesh		✓		P. paramesh
17.	172049022	Avula Krishna Kumari		✓		A. Krishna Kumari
18.	172049023	Boya Ramanjineyulu			✓	B. Ramanjineyulu
19.	172049024	Chakaliichinna Ranga Swamy		✓		C. Rangeswami
20.	172049020	Kuruva Mallikarjuna			✓	K. Mallikarjuna

21	172049026	Kurakula Chinna Madhu Swamy			✓	K. chinna madhu
22	172049027	Kadapala Pandu Ranga		✓		K. Pandu Ranga
23	172049028	Mulla Chand Basha		✓		M. Chand Basha
24	172049029	Mala Dasariibalamuni		✓		M. Babunni
25	172049030	Pinjariichand Basha			✓	P. Basha
26	172049021	Telugu Mohan Babu		✓		T. Mahan Babu
27	172049032	Uppara Rajeswari			✓	O. Rajeshwari
28	172049033	Varakaladinne Nagappa			✓	U. Nagappa
29	172049025	Chinnannagarii Madhusudhan		✓		C. madhusudhan

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**CERTIFICATE COURSE**

This is to certify that K.DEVA RAJ Studying III B.com (CA) has successfully completed Certificate Course on "TALLY" organized by the Department of Commerce, Sri Mahayogi Lakshamma Govt. Degree College, Yemmiganur, Held from 30-11-2018 to 05-01-2019.

DEPARTMENT INCHARGE

Dept. of Commerce  
Sri Mahayogi Lakshamma  
Govt. Degree College  
Yemmiganur - 518 360,

PRINCIPAL

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SRI MAHAYOGI LAKSHMAMMA  
GOVT. DEGREE COLLEGE  
YEMMIGANUR-518360, Kurnool (Dist.) A.P.

