

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

website: www.gdcyemmiganur.ac.in

DEPARTMENT OF COMMERCE

CERTIFICATE COURSE

ON

TALLY ERP 9

12-11-2020 TO 18-12-2020

SRI MAHAYOGI LAKSHMAMMA GOVERNMENT DEGREE COLLEGE
(Affiliated to Rayalaseema University, Kurnool.)

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7
10-11-2020

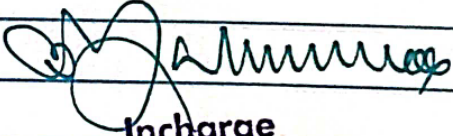
Faculty of the department of Commerce has met
with the Department and following
discussions and Resolutions as following

⇒ To conduct certificate Course on
Tally ERP 9 for B.Com Students
from 12-11-2020 to 18-12-2020

- 1) S. J. /
- 2) ~~Principals~~

~~K. S. Chelode Reddy~~

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


Incharge
Dept. of Commerce
Sri Mahayogi Lakshamma
Govt. Degree College
Yemmiganur - 518360,

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Kurnool District, Andhra Pradesh.



e-mail: yemmiganur.gdc@gmail.com

website: www.gdcyemmiganur

Date : 10-11-2020.

From
Sri P. Balaramudu,
Lecturer in Commerce,
Sri Mahayogi Lakshamma
Govt. Degree College,
Yemmiganur.

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

Respected Sir,

Sub : Proposal for the conduct of a certificate course on Tally ERP.9 for II year Students of B.Com (General and Computer applications) 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 ERP.9 for the II year Students of B.Com (General and Computer applications) of Our College for 30 Hours for the benefit of students. Hence I request you sir to give me permission to conduct the certificate course from 12-11-2020 TO 18-12-2020.

The details of the programme are :

- | | |
|---|--------------------------------|
| 1. Name of the proposed programme: | Tally ERP.9 |
| 2. Duration and Timings of the programme : | 30 Hours (9:00 AM to 10:00 AM) |
| 3. Commencement date of the programme : | 12-11-2020 |
| 4. No. of Students expected for the admission : | 30 Students |
| 5. Course Fee : | No Fee |

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

Yours faithfully,

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

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website: www.gdcyemmiganur.ac.in

Date : 10-11-2020

CIRCULAR

All the students of IInd B.Com (Computer applications & General) are hereby informed that the Department of Commerce is going to conduct a certificate course in TALLY ERP 9. 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 12-11-2020. 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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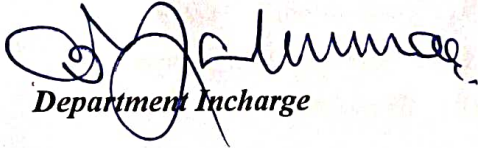
website: www.gdcyemmiganur.ac.in

List of Willing Students for the Certificate Course on Tally ERP 9

S.NO	Registered No.	Name of the Student	Group and class	Signature
1	19231049001	BOYA SAIKUMAR	BCOM Computer II year	B. Sai
2	19231049002	BOYA SRAVANI	BCOM Computer II year	B. Sravani
3	19231049003	BOYA MUNEDRA	BCOM Computer II year	B. Muneendra.
4	19231049004	BOYA RAMAKRISHNA	BCOM Computer II year	B. Ramakrishna
5	19231049006	BOYA SREENU	BCOM Computer II year	B. Sreenu.
6	19231049007	CHAKALI VAMSY	BCOM Computer II year	C. Vamsy
7	19231049008	CHAKALI VEERESH	BCOM Computer II year	C. Veeresh
8	19231049009	CHINNAMETRI MAMATHA	BCOM Computer II year	C. Mamatha.

9	19231049010	KAMARTHI VEERESH	BCOM Computer II year	K. Veeresh.
10	19231049011	KUMMARI ERANNA	BCOM Computer II year	K. Eranna.
11	19231049012	KURUVA RAJESWARI	BCOM Computer II year	K. Rajeswar
12	19231049013	KURUVA VEERESH	BCOM Computer II year	K. Veeresh.
13	19231049014	MADIGA HEPSIBA	BCOM Computer II year	M. Hepsiba.
14	19231049015	MADRI ASHOK KUMAR	BCOM Computer II year	m. Ashok Kumar
15	19231049016	MADRI MANOHAR	BCOM Computer II year	M. Manohar
16	19232049001	A RAJU	BCOM GENERAL	A. Raju.
17	192310490017	MEEKALA PEDDA MALLANNA	BCOM Computer II year	M. P. Mallanna.
18	19231049018	MEENUGA VINOD KUMAR	BCOM Computer II year	m. Vinod
19	19231049020	P MAABU	BCOM Computer II year	P. Maabu.
20	19231049021	P LAKSHMANNA	BCOM Computer II year	P. Lakshman
21	19231049022	S KASINAIDU	BCOM Computer II year	S. Kasinaidu.
22	19231049023	S JAVEED	BCOM Computer II year	S. Javeed
23	19231049024	S SHAIKSHAVALI	BCOM Computer II year	S. Shaikshavali
24	19231049025	S SHYAM NIKHIL KUMAR	BCOM	S. Nikhil Kumar.

			Computer II year	
25	19231049026	T VENKATESH	BCOM Computer II year	T. Venkatesh
26	19231049027	V PARASURAMUDU	BCOM Computer II year	V. Parasuramudu
27	19231049029	GURUJALA MOUNIKA	BCOM Computer II year	G. Mounika
28	19231049030	P ANIL KUMAR	BCOM Computer II year	P. Anil
29	19232049007	GOLLA VIKRAM	BCOM GENERAL	G. Vikram
30	19232049004	BOYA RAMAKRISHNA	BCOM GENERAL	B. Ramakrishna


Department Incharge

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



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Kurnool (Dist.) A.P.

Certificate Course on Tally ERP 9

Brief Report:

Tally.ERP 9 is one of the most popular business management software used in India. It is a complete enterprise software for small & medium enterprises.

Tally.ERP 9 is a perfect business management solution and GST software with an ideal combination of function, control, and in-built customizability.

Tally reports are generated on the software's underlying accounting records, vouchers, journals, and ledger entries. These reports are important to the users, such as management and other stakeholders. Many businesses can evaluate the efficiency of their various processes using the reports provided by Tally. Some common business financial reports available in Tally include the Balance Sheet and Profit and Loss statements. Besides these, Tally offers a variety of other reports that can help you improve the efficiency of your business.

On entering the vouchers, Tally.ERP 9 uses the same data and provides you with the management control reports in addition to all books and statements. The display of information is designed to allow a user to get the maximum benefit of the data that is entered.

Objectives:

1. Sales, inventory and purchase management.
2. Integrated payroll management.
3. Access and security control.
4. Statutory compliance.
5. GST invoicing.
6. Budgets and scenario management.
7. Payroll accounting.
8. Business forecasting.

SRI MAHAYOGI LAKSHMAMMA GOVT. DEGREE COLLEGE, YEMMIGANUR

DEPARTMENT OF COMMERCE
CERTIFICATE COURSE ON Tally ERP 9
CURRICULUM/SYLLABUS

UNIT I-Fundamentals of Tally.ERP9

- Getting Functional with Tally.ERP9
- Creation/ Setting up of Company in Tally.ERP9

UNIT II-Accounting Masters in Tally.ERP9

- F11: Features
- F12: Configurations
- Setting up Account Heads

UNIT III-Inventory in Tally.ERP9

- Stock Groups
- Stock Categories
- Godowns/Locations
- Units of Measure
- Stock Items
- Creating Inventory Masters for National Traders

UNIT IV- Voucher Entry in Tally.ERP9

- Accounting Vouchers
- Inventory Vouchers
- Invoicing

UNIT V-Advanced Inventory in Tally.ERP9

- Order Processing
- Reorder Levels
- Tracking Numbers
- Batch-wise Details
- Additional Cost Details
- Bill of Materials (BoM)
- Price Levels and Price Lists
- Stock Valuation
- Zero Valued Entries
- Inventory Ageing Analysis
- Different Actual and Billed Quantities

D. Sathya Prasad

PRINCIPAL
S.M.L. Govt. Degree College
YEMMIGANUR, Kurnool (DL)

[Signature]
Incharge
Dept. of Commerce
Sri Mahayogi Lakshamma
Govt. Degree College

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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 SAIKUMAR	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
2	BOYA SRAVANI	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
3	BOYA MUNEEEDRA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
4	BOYA RAMAKRISHNA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
5	BOYA SREENU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
6	CHAKALI VAMSY	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
7	CHAKALI VEERESH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
8	CHINNAMETRI MAMATHA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
9	KAMARTHI VEERESH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
10	KUMMARI ERANNA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
11	KURUYA RAJESWARI	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
12	KURUYA VEERESH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
13	MADIGA HERSIBA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
14	MADRI ASHOK KUMAR	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
15	MADRI MANOHAR	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
16	A RAJU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
17	MEEKALA PEDDA MALLANNA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
18	MEENUGA VINOD KUMAR	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
19	P MAABU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
20	P LAKSHMANNA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
21	S KASINAI DU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
22	S JAVEED	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
23	S SHAIKSHAVALI	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
24	S SHYAM NIKHIL KUMAR	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
25	T VENKATESH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
26	V PARASURAMUDU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
27	GURUJALA MOUNIKA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
28	P ANIL KUMAR	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
29	GOLLA VIKRAM	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
30	BOYA RAMAKRISHNA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	

M. S. Subramanian
Principal

M. S. Subramanian

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

Dept. of Commerce
Sri Mahayogi Lakshammamma
Yemmiganur

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Question Paper Pattern for the Certificate Course on Tally ERP 9

Time : 2 Hours

Max.Marks :50

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

II Objective Questions 20x1=20 M

1. Which submenu is used for voucher entry in Tally

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

2. ETCS means

- A. Enable Tax Collected at Source
- B. Electronic Tax Collected at Source
- C. Electric Tax Collected at Source
- D. None of these

3. Salary Account comes under which head

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

4. To get Payroll Reports choose

- A. Gateway of Tally > Display
- B. Gateway of Tally > Display > Statement of Accounts
- C. Gateway of Tally > Display > Statement of Payroll
- D. Gateway of Tally > Display > Payroll Reports

5. BOM represents

- A. Billing of Machines
- B. Bill of Materials
- C. Bill of Maintenance
- D. None of these

6. "Alias" represents

- A. Short name
- B. Nick name
- C. Code name
- D. All of these

7. If we purchase any fixed asset in credit, we can pass it from

- A. Payment mode
- B. Receipt mode
- C. Purchase mode
- D. Contra mode

8. Where do we record interest received, commission received or rent received in Tally

- A. Contra
- B. Payment
- C. Receipt
- D. Journal

9. Where do we record cash sales in Tally

- A. Contra
- B. Receipt
- C. Payment
- D. Journal

10. Where do we record credit purchase of furniture in Tally

- A. Purchase
- B. Payment
- C. Receipt
- D. Journal

11. Where do we record purchase return, sales return, depreciation, bad debts etc.in Tally

- A. Journal
- B. Payment
- C. Contra
- D. Receipt

12. Which of the following equation is true for balance sheet

- A. Assets = Liabilities + Capital
- B. Liabilities = Assets + Capital
- C. Capital = Assets + Liabilities
- D. All of these

13. We can change the Company Information from

- A. A Company Info > Back up
- B. Company Info > Alter
- C. Company Info > Split Company Data
- D. None of these

14. Company Restore option is available in

- A. Company Features
- B. Company Information
- C. Configuration
- D. None of these

15. We can modify an existing Company from

- A. Company Info > Alter
- B. Company Info > Alter Company
- C. Gateway of Tally > Modify Company
- D. None of these

16. Party account can be created through

- A. Group creation window
- B. Ledger creation window
- C. Inventory creation window
- D. Any one of them

17. What is the utility of Tally Vault Password

- A. It will lock the period of Company
- B. It will lock all voucher entries for that Company
- C. It will not show the Company Name in the Company Select List
- D. None of these

18. How many options related to Company Features are there in "F11: Features" in Tally

- A. 3
- B. 2
- C. 4
- D. 5

19. Which option is used to make changes in created Groups of Ledgers in Tally

- A. Create
- B. Display
- C. Alter
- D. Change

20. Which unit is created for stock items like grain, pulse, sugar, oil, ghee etc.

- A. Lts
- B. Nos
- C. Kgs
- D. Box

III Short answer questions

5X4=20

- 1) Explain what is Tally and where it can be used?
- 2) Mention what features are available in Tally ERP 9 for Accounting?
- 3) Mention what are the two pre-defined ledger available in Tally ERP 9?
- 4) Mention what is the shortcut to repeat the narration on a voucher?
- 5) Explain how to set up an employee in Tally ERP 9 for their payroll?

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DEPARTMENT OF COMMERCE CERTIFICATE COURSE ON Tally ERP 9

AWARD LIST

S.No.	Regd. No.	Name of the Student	Marks Secured(Max. 50)	Grade
1.	19231049001	BOYA SAIKUMAR	44	A
2.	19231049002	BOYA SRAVANI	42	A
3.	19231049003	BOYA MUNEDRA	43	A
4.	19231049004	BOYA RAMAKRISHNA	45	A
5.	19231049006	BOYA SREENU	38	C
6.	19231049007	CHAKALI VAMSY	24	C
7.	19231049008	CHAKALI VEERESH	38	A
8.	19231049009	CHINNAMETRI MAMATHA	31	B
9.	19231049010	KAMARTHI VEERESH	28	B
10.	19231049011	KUMMARI ERANNA	26	B
11.	19231049012	KURUVA RAJESWARI	23	C
12.	19231049013	KURUVA VEERESH	30	B
13.	19231049014	MADIGA HEPSIBA	24	C
14.	19231049015	MADRI ASHOK KUMAR	23	C
15.	19231049016	MADRI MANOHAR	32	B
16.	19232049001	A RAJU	35	B

17.	192310490017	MEEKALA PEDDA MALLANNA	38	A
18.	19231049018	MEENUGA VINOD KUMAR	40	A
19.	19231049020	P MAABU	38	A
20.	19231049021	P LAKSHMANNA	30	B
21.	19231049022	S KASINAIDU	23	C
22.	19231049023	S JAVEED	24	C
23.	19231049024	S SHAIKSHAVALI	33	B
24.	19231049025	S SHYAM NIKHIL KUMAR	41	A
25.	19231049026	T VENKATESH	41	A
26.	19231049027	V PARASURAMUDU	31	B
27.	19231049029	GURUJALA MOUNIKA	24	C
28.	19231049030	P ANIL KUMAR	23	C
29.	19232049007	GOLLA VIKRAM	34	B
30.	19232049004	BOYA RAMAKRISHNA	32	B

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

K. Maheshwari Babu
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,

SRI MAHAYOGI LAKSHMAMMA GOVERNMENT DEGREE COLLEGE

(Affiliated to Rayalaseema University, Kurnool.)

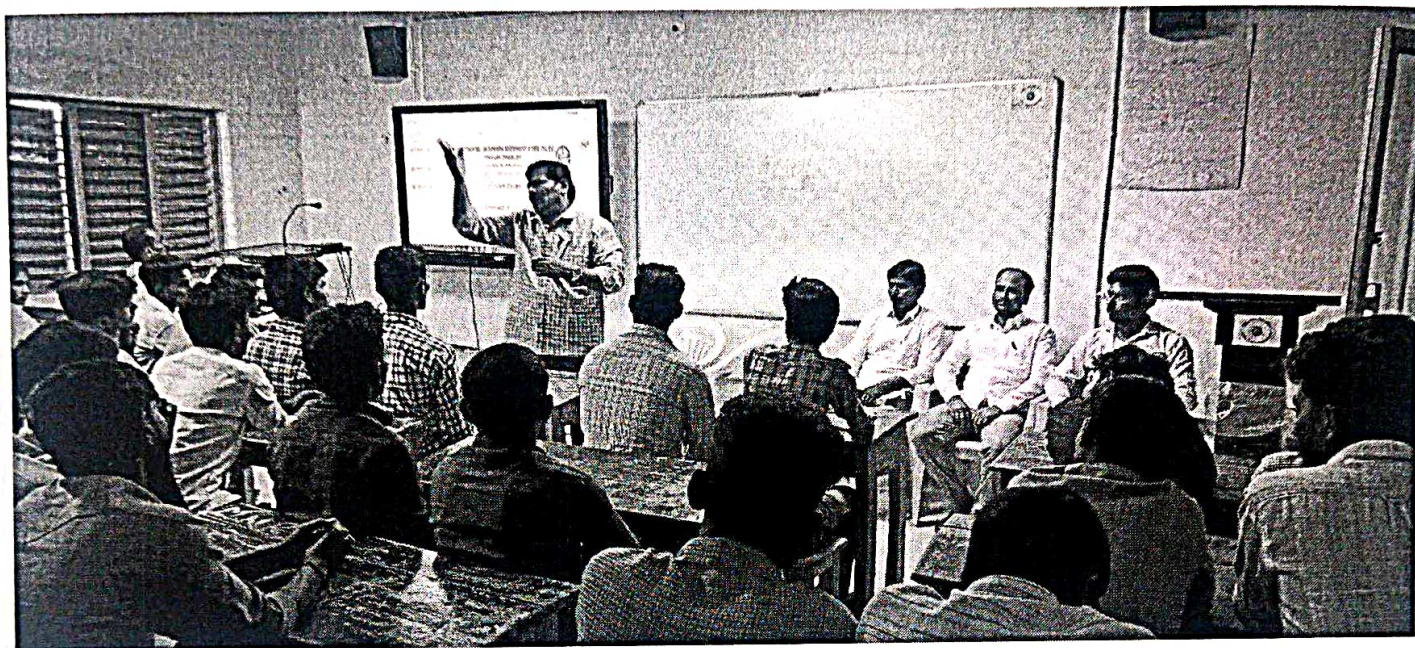
Near Hanumapuram, Adoni Road, YEMMIGANUR-518 360

Kurnool District, Andhra Pradesh.

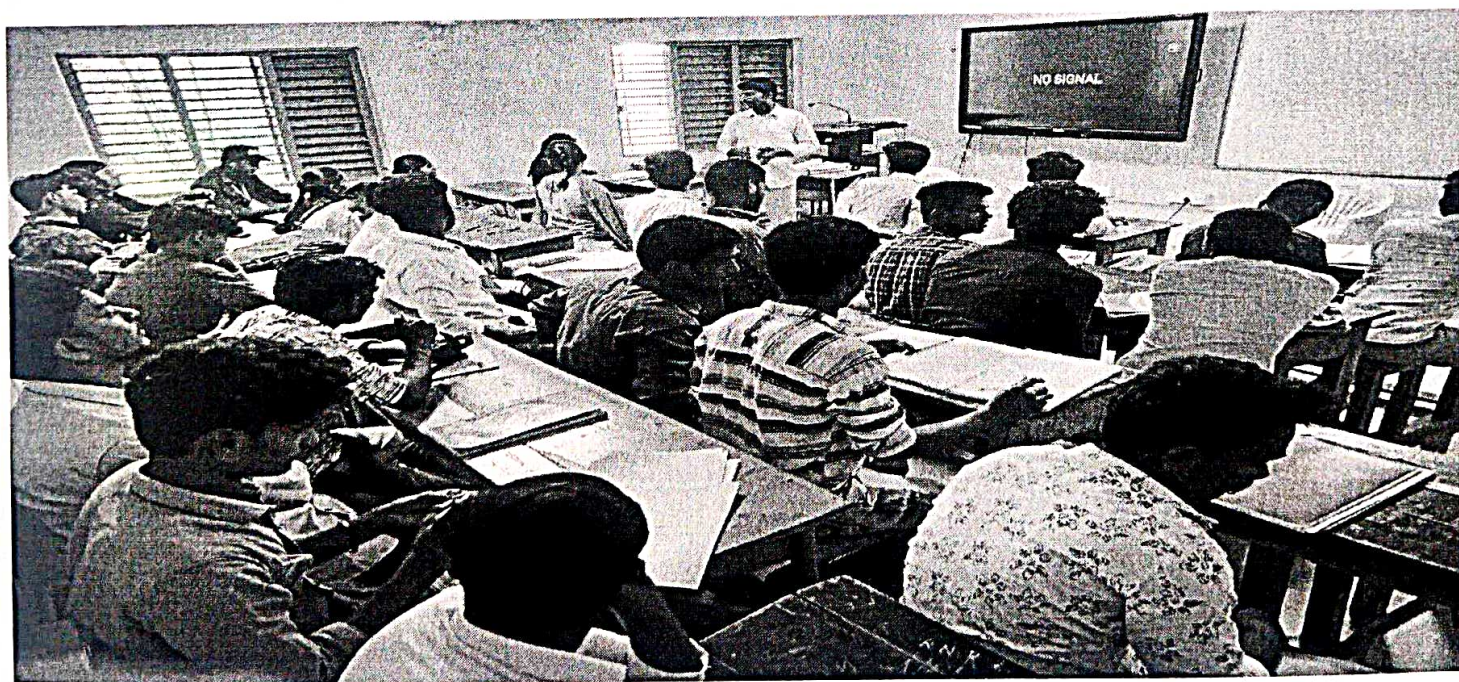


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[website: www.gdcyemmiganur](http://www.gdcyemmiganur)



INAUGURATION BY PRINCIPAL DR. K. MAHABOOB BASHA



CLASS BY V VENKATA RAMUDU, Lecturer in Commerce

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Feedback on Certificate Course For Tally ERP 9

S.No.	Regd. No.	Name of the Student	Satisfactory	Good	Very good	Signature of the Student
1.	19231049001	Boya Saikumar			✓	B. Saikumar
2.	19231049002	Boya Sravani			✓	B. Sravani
3.	19231049003	Boya Muneedra		✓		B. Muneedra
4.	19231049004	Boya Ramakrishna			✓	B. Ramakrishna
5.	19231049006	Boya Sreenu			✓	B. Sreenu
6.	19231049007	Chakali Vamsy		✓	✓	C. Vamsy
7.	19231049008	Chakali Veeresh		✓		C. Veeresh
8.	19231049009	Chinnametri Mamatha			✓	C. Mamatha
9.	19231049010	Kamarthi Veeresh			✓	K. Veeresh
10.	19231049011	Kummari Eranna		✓		K. Eranna
11.	19231049012	Kuruva Rajeswari		✓		K. Rajeswari
12.	19231049013	Kuruva Veeresh		✓		K. Veeresh
13.	19231049014	Madiga Hepsiba			✓	M. Hepsiba
14.	19231049015	Madri Ashok Kumar			✓	M. Ashok Kumar
15.	19231049016	Madri Manohar			✓	M. Manohar
16.	19232049001	A Raju			✓	A. Raju
17.	192310490017	Meekala Pedda Mallanna		✓		M.P. Mallanna
18.	19231049018	Meenuga Vinod Kumar			✓	M. Vinod
19.	19231049020	P Maabu			✓	P. Maabu
20.	19231049021	P Lakshmana		✓		P. Lakshman
21.	19231049022	S Kasinaidu			✓	S. Kasinaidu

22	19231049023	S Javeed			✓	S. Javeed
23	19231049024	S Shaikshavali		✓		S. Shaikshavali
24	19231049025	S Shyam Nikhil Kumar			✓	S. nichil Kumar
25	19231049026	T Venkatesh			✓	T. Venkatesh
26	19231049027	V Parasuramudu		✓		V. Parasuramudu
27	19231049029	Gurujala Mounika			✓	G. Mounika
28	19231049030	P Anil Kumar			✓	P. Anil
29	19232049007	Golla Vikram		✓		G. Vikram
30	19232049004	Boya Ramakrishna			✓	B. Ramakrishna

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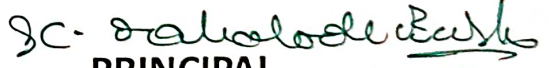
website: www.gdcyemmiganur.ac.in



CERTIFICATE COURSE

This is to certify that BOYA SAIKUMAR Studying II BCOM (CA) has successfully completed Certificate Course on "Tally ERP 9" organized by the Department of Commerce, Sri Mahayogi Lakshamma Govt. Degree College, Yemmiganur, Held from 12-11-2020 TO 18-12-2020


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


PRINCIPAL
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