



SJM Vidyappetha (R.)

SJM COLLEGE OF ARTS, SCIENCE AND COMMERCE  
CHANDRAVALLI, CHITRADURGA.

*IQAC initiated*

Certificate Course

ON

**TALLY**

Organized

by

*Department of Commerce*

03-04-2023 to 06-06-2023



ಎಸ್.ಜಿ.ಎಂ ವಿಧ್ಯಾಪೀಠ (ಲ.) ಚಿತ್ರದುರ್ಗ

ಶ್ರೀ ಜಗದ್ಗುರು ಮುರುಘರಾಜೇಂದ್ರ ಕಲಾ, ವಿಜ್ಞಾನ ಮತ್ತು ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ

Web site-<http://sjmascchitradurga.org> ಚಿತ್ರದುರ್ಗ-೫೭೭ ೫೦೧. ಪೋಸ್ಟ್ ಬಾಕ್ಸ್ ನಂ.೮೮, ಕರ್ನಾಟಕ  
Email- [sjmascta@rediffmail.com](mailto:sjmascta@rediffmail.com)

ಕಛೇರಿ : 08194-222500

ಫ್ಯಾಕ್ಸ್ : 222444

ನ್ಯಾಕ್ ಪುನರ್ಮಾನ್ಯತೆ : "ಎ" ಗ್ರೇಡ್ ಸಿ.ಜಿ.ಪಿ.ಎ. ೩.೦೫

**SRI JAGADGURU MURUGHARAJENDRA COLLEGE OF ARTS, SCIENCE & COMMERCE**  
**Chandravalli, CHITRADURGA – 577 501, Post Box No. 88, Karnataka**  
**NAAC Reaccredited with 'A' Grade CGPA 3.05**

29-03-2023

## Notice

It is hereby informed to all the students that, the college starts the offline certificate course on Tally from this academic year 2022-23

The course starts form 03-04-2023 to 06-06-2023 B.Com students can join this course.

Those who are interested to join this course can contact , the course coordinator Prof. H.K Shivappa, HOD of Commerce.

PRINCIPAL  
S J. M. Arts Science &  
Commerce College  
Hik Road, CHITRADURGA.

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## Office order

Prof. H.K Shivappa, HOD of Commerce has ben appointed as a coordinator for the Certificate course on **Tally** from the academic year 2022-23

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ಕಛೇರಿ : 08194-222506

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To,

**Prof. Muttesh**  
Assistant Professor  
HPS first Grade College  
Harapanahalli

Respected Sir,

**Sub:-** Regarding providing service as a member for  
B.O.S for Certificate Course on '**Tally**'

\*\*\*

Our institution has planned to conduct a Certificate course on '**Tally**' in this academic year for, B.Com students.

Hence, I am requesting you to provide your honourable service as a Member of Board Of Studies for this Certificate course

Thanking you Sir.

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To,

**Prof. Shakunthala H**  
Assistant Professor  
GFGC for Women  
Chitradurga

Respected Madam,

**Sub:-** Regarding providing service as Chairperson for  
B.O.S for Certificate Course on 'Tally'

\*\*\*

Our institution has planned to conduct a Certificate course on  
'Tally' in this academic year for, B.Com students.

Hence, I am requesting you to provide your honourable service as  
Chairperson of Board Of Studies for this Certificate course

Thanking you madam.

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To,

**Prof. B.M Swamy**  
Assistant Professor  
SJM College of Arts, Science and commerce ,Chandravalli  
Chitradurga

Respected Sir,

**Sub:-** Regarding providing service as a member for  
B.O.S for Certificate Course on 'Tally'

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Our institution has planned to conduct a Certificate course on  
'Tally' in this academic year for, B.Com students.

Hence, I am requesting you to provide your honourable service as a  
Member of Board Of Studies for this Certificate course

Thanking you Sir.

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**BOS meeting of Certificate course on Tally**

The BOS meeting of Certificate course on Tally was held on ~~31-03-2023~~ under the chairmanship of the BOS. After a thorough discussion the following resolution have been passed regarding conducting the certificate course.

Sl.No	Proposal	Resolution
1	To form rules to conduct this course	It has been decided to entrust the responsibility of framing rules and regulations for this course to principal and coordinator of this course
2	To frame the syllabus to this course	Thorough discussion were held for finalising the syllabus for this course
3	Nature of examination	<ul style="list-style-type: none"><li>• It has been decided to conduct examination for hundred marks (100 marks)</li><li>• It includes 25 marks internal marks for test and 75 marks for main examination.</li><li>• The internal test includes the attendance assignments, seminars</li></ul>

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## Circular

With the consent of the following, we have been framed BOS members for the certificate course on Tally to be conducted from the academic year 2022-23.

- 1. Prof. Shkunthala H**  
Assistant Professor  
GFGC for Women,  
Chitradurga
- 2. Prof. Muttesh**  
Assistant Professor  
HPS first Grade College  
Harapanahalli
- 3. Prof. B.M Swamy**  
Assistant Professor  
SJM College of Arts, Science and Commerce, Chandravalli  
Chitradurga

  
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### Notice

It is hereby request to the Chairperson and members of BOS to attend the BOS Meeting on .01.-04.2023..... for discussing about framing the syllabus for Certificate course on Tally.

- 1. Prof. Shkunthala H**  
Assistant Professor  
GFGC for Women,  
Chitradurga
- 2. Prof. Muttesh**  
Assistant Professor  
HPS first Grade College  
Harapanahalli
- 3. Prof. B.M Swamy**  
Assistant Professor  
SJM College of Arts, Science and Commerce, Chandravalli  
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ಎಸ್.ಜಿ.ಎಂ ದಿದ್ಯಾಪೀಠ (ಲ.) ಚಿತ್ರದುರ್ಗ

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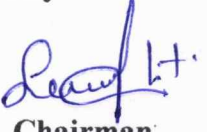
## Office order

In order of smooth conduct of Tally Certificate course examination, following Board of Examination is Constituted (BOE) by the Institution.

### Constitution of BOE for Certificate Course on Tally

**1. Prof. Shkunthala H**

Assistant Professor  
GFGC for Women,  
Chitradurga

  
Chairman

**2. Prof. Muttesh**


Assistant Professor  
HPS first Grade College  
Harapanahalli

  
Member

**3. Prof. B.M Swamy**

Assistant Professor  
SJM College of Arts, Science and Commerce, Chandravalli  
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Member

  
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S.J.M Vidyapeetha (R.), Chitradurga

**S.J.M College of Arts, Science and Commerce,  
Chandravalli, Chitradurga- 577501**

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**Admission Application Form of Certificate Course on Tally**

1.	<b>Name of the Student</b>		<b>Photo</b>	
2.	<b>Father's name</b>			
3.	<b>Mother's name</b>			
4.	<b>Date of Birth</b>			
5.	<b>Gender M/F</b>			
6.	<b>Contact Number</b>			
6.	<b>Email ID</b>			
7.	<b>Present Course Studying</b>	B.A <input type="checkbox"/>	B.Sc, <input type="checkbox"/>	B.Com <input type="checkbox"/>
8.	<b>Postal Address</b>			

Date:-

Signature



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## Regulations Governing Certificate course On 'Tally'

The Principal of SJM College of Arts, Science and Commerce, Chandravalli, Chitradurga makes the following Regulations for the Certificate Course on Tally in the academic year 2022-23

### 01. Title

These Regulations are called SJM College Regulations Governing Certificate Course on 'Tally'

### 02. Extent

These regulations apply to certificate course offered by SJM college of Arts, Science and Commerce, Chandravalli, Chitradurga. These regulations shall come into force from the academic year 2022-23.

### 03. Course and Duration

- This certificate course shall be of 4 months duration in an academic year beginning from the commencement of the academic year.
- The Course shall consist of the syllabus, which shall be given along with Regulations.



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#### 04. Instructions and Training

- Instruction and Training for this course shall not be less than two hours per week including teaching hours, assignments and seminars.
- Each registered student shall attend all the classes compulsorily, submit the assignments and attend seminars.

#### 05. Eligibility Criteria for Admission;

- An applicant who has completed 10+2 from any recognized PU board may apply for this 4-month Certificate course leading to the conferment of the course certificate on completion of the course under these regulations.
- Intake - The College shall admit 50 students in one division.

#### 06. Curricula

- Candidates admitted to this 4month Tally-Certificate course shall have to get 75% Class attendance.
- Students shall have to study the course syllabus prescribed by the college in these Regulations.

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## 07. Medium of Instruction.

The medium of instructions for this certificate course shall be English

## 08. Attendance

No student shall be permitted to appear for this certificate course examination, unless he / she has, to the satisfaction of course teacher, fulfilled the course requirements and has put in not less than 75% of attendance.

## 09. Award of the Course Certificate

- A Student shall be eligible for the award of this Short-term course certificate after he/she has completed the course successfully by following all the course Regulations.
- All those students who have scored a minimum of 40% marks and above in the examination will be awarded the course certificate.



## **Drafting Syllabus of Certificate course in Tally**

**Objectives:** Tally course syllabus is framed by Tally certified experts which will help you to understand how to perform Accounting, Inventory and Basic Taxation (GST, TDS) from the basic to advanced level. This tally syllabus makes you expert in Accounting and Finance domain from the scratch.

### **Module-1-BASIC OF ACCOUNTING 2 Hrs**

Introduction Types of Accounts Accounting Principles or concepts Mode of Accounting Rules of Accounting Double-entry system of bookkeeping

### **Module-2 FUNDAMENTALS OF TALLY.ERP 9 2 Hrs**

Company Features ,Configuration . Getting functions with Tally.ERP9, Creation / setting up of Company in Tally.ERP9

### **Module-3 ACCOUNTING MASTERS IN TALLY.ERP 9 2 Hrs**

Chart of Groups, Groups, Multiple Groups, Ledgers, Multiple Ledgers

### **Module-4 INVENTORY MASTERS IN TALLY.ERP9 4 Hrs**

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

### **Module-5 VOUCHERS ENTRIES IN TALLY.ERP9 4 Hrs**

Introduction - Types of Vouchers ,Chart of Vouchers, Accounting Vouchers, Inventory Vouchers, Invoicing

### **Module-6 ADVANCE ACCOUNTING IN TALLY.ERP9- 4 Hrs**

Bill-wise details, Cost centers and Cost Categories Multiple currencies, Interest calculations, Budget and controls, Scenario management , Bank Reconciliation

### **Module-7 ADVANCE INVENTORY IN TALLY.ERP9 , 4Hrs**

Order Processing ,Recorder Levels, Batch-wise details, Bill of Materials, Batch-Wise Details , Different Actual and Billed Quantities, Price Lists , Zero-Valued Entries , Additional cost details , POS.

### **Module-8 TAXES IN TALLY.ERP9 – 3 Hrs**

TDS , TDS Reports ,TDS Online Payment ,TDS Returns filing, TDS Certificate issuing , 26AS Reconciliation , TCS , TCS Reports , GST , GST Returns , EPF ,ESIC , Professional Ta





**Module-9 TECHNOLOGICAL ADVANTAGES IN TALLY.ERP9 – 2Hrs**

Tally vault , Security controls , Tally Audit ,Backup and restore , Split company data , Import and export of data , Printing Reports and Cheques, Create a Company Logo

**Module-10 PAYROLL ACCOUNTING IN TALLY.ERP9 – 3 Hrs**

Employee Creation , Salary Define , Employee Attendance Register , Pay Heads Creation , Salary Report

**Module-11 GENERATING REPORTS IN TALLY.ERP9- 2 Hrs**

Financial Statements , Trading Account , Profit & Loss Account , Balance Sheet , Accounts Books and Reports , Inventory Books and Reports , Exception Reports , Statutory Reports , Payroll Reports , Trail balance , Day Book, List of Accounts, Stock Summary, Outstanding State

PRINCIPAL  
S J. M. Arts Science &  
Commerce College  
Hik Road, CHITRADURGA.



**S J M COLLEGE OF ARTS, SCIENCE AND COMMERCE  
CHANDRAVALLI, CHITRADURGA.**



**TIME TABLE FOR CERTIFICATE COURSE ON TALLY**

**2022 - 2023**

<b>DAY</b>	<b>8 - 9 AM</b>	<b>9-10AM</b>	<b>10-11AM</b>	<b>11-12PM</b>	<b>12-1PM</b>	<b>1-2PM</b>
<b>MON</b>						<b>TALLY CL</b>
<b>TUE</b>						<b>TALLY CL</b>
<b>WEB</b>						<b>TALLY CL</b>
<b>THU</b>						<b>TALLY CL</b>
<b>FRI</b>						
<b>SA</b>						

**PRINCIPAL**  
**S J M. Arts Science &**  
**Commerce College**  
**Hik Road, CHITRADURGA.**

**Certificate Course on Tally  
Students Enrollment List**



Sl.No	Student Name	signature
1	Abhi K	Abhi-K
2	Abhiram M R	AR Abhiram
3	Abhishek G R	Abhishek G.R.
4	Ajay G B	Ajay G.B
5	Ajay Kumar G M	Ajay Kumar G.M.
6	AJAY N	Ajay.N
7	Ajay V	Ajay.V
8	Ajjay Kumar G V	Ajjay Kumar G.V
9	Akash M	AKASH M.
10	Anjali Ojha	Anjali
11	Ankitha P	Ankitha.P
12	Anukumar R	Anukumar R
13	Anusha G N	Anusha G.N
14	Arun Kumar K R	Arun Kumar KR
15	B Nagesha	Nagesha . B.
16	B Thippeswamy	B. Thippeswamy
17	BHOOMIKA B	Bhoomika. B
18	Bi Bi Ayesha	BIBI Ayesha
19	C PAVAN	Pavan C
20	Charan S	Charan.S
21	chinnmahi k	Chinnmahi, K
22	D ABHISHEK	Abhishek D
23	D S Shivakumar	Shivakumar D.S.
24	Darshan G	Darshan G
25	Deeksha H	Deeksha. H
26	Dharshan P	Dharshan P.
27	Dilipa H L	Dilipa. H.L
28	Gagan P Jain	Gagan. P. Jain
29	Gopi H	gopi. H.
30	Govindaraj k	Govindaraj. K
31	Hanumanthappa Y	Hanumanthappa Y
32	HARIJANA PRAVEEN	Harijana Praveen
33	ISHWARYA N	ISHWARYA N
34	Jagadeesh M	Jagadeesh. M.
35	JILANA	Jilana





S.J.M Vidyapeetha (R.), Chitradurga

S.J.M College of Arts, Science and Commerce, Chandravalli, Chitradurga- 577501

Certificate Course on Tally

Students Attendance List

Sl.No	Name	Date																			
		3/4	4/4	5/4	6/4	7/4	8/4	9/4	10/4	11/4	12/4	13/4	14/4	15/4	16/4	17/4	18/4	19/4	20/4	21/4	22/4
1	Abhi.K.	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
2	Abhiram. m.R.	P	P	A	P	P	P	A	P	P	P	P	P	P	P	A	A	P	P	P	A
3	Abhishek. G.R.	P	P	A	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P
4	Ajay. G.B.	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	Ajaykumar. G.m.	P	A	P	P	P	P	P	P	P	A	P	P	A	A	P	A	P	P	P	A
6	Ajay.N.	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P
7	Ajay. U.	P	A	P	P	A	P	P	A	P	P	A	P	P	P	P	P	A	P	P	P
8	Ajayyakumar G.V.	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
9	Akash. m.	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	Anjay. a.k.a.	A	P	P	A	P	P	A	A	P	P	P	P	A	P	P	P	P	P	P	A
11	Ankitha.P.	P	A	A	P	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P
12	Anukumar. R.	P	P	A	P	P	P	P	P	A	A	P	P	P	P	A	P	P	A	A	P
13	Anugha. G.N.	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
14	Arunkumar. K.A.	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
15	B. Nagesha-	P	P	P	P	P	P	A	P	P	A	P	P	P	P	A	A	P	P	P	P
16	B.Thippeswamy.	P	P	A	P	A	P	P	A	A	P	P	A	P	P	A	P	P	P	P	P











**SJM Vidyapeetha (R.) Chitradurga**  
**S.J.M College of Arts, Science and Commerce,**  
**Chandravalli, Chitradurga**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**Department of Commerce**  
**Certificate Course**



**On**  
**"Tally"**

1) Name :	2) Class :
3) Reg. No :	4) Year :
5) Exam Date :	6) Student Sign :

Q.NO	Part A	Part B	Total	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
<b>Grand Total</b>				

<b>Total Marks in Words</b>
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<b>Signature</b>
------------------

<b>Name</b>
-------------

**Certificate Course on Tally Examination 2023**  
**Diary**



Sl.No	Student Name	Reg. No.	Signature
1	Abhi K	TLY20222301	Abhi-K
2	Abhiram M R	TLY20222302	AR Abhi
3	Abhishek G R	TLY20222303	Abhishek G.R.
4	Ajay G B	TLY20222304	Ajay G.B
5	Ajay Kumar G M	TLY20222305	Ajaykumar G.M.
6	AJAY N	TLY20222306	Ajay N
7	Ajay V	TLY20222307	Ajay V
8	Ajjay Kumar G V	TLY20222308	Ajjay Kumar G.V
9	Akash M	TLY20222309	AKASH M.
10	Anjali Ojha	TLY20222310	Anjali
11	Ankitha P	TLY20222311	Ankitha.P.
12	Anukumar R	TLY20222312	Anukumar R
13	Anusha G N	TLY20222313	Anusha G.N
14	Arun Kumar K R	TLY20222314	Arun Kumar K.R
15	B Nagesha	TLY20222315	B. Nagesha
16	B Thippeswamy	TLY20222316	B. Thippeswamy
17	BHOOMIKA B	TLY20222317	Bhoomika B
18	Bi Bi Ayesha	TLY20222318	Bi Bi Ayesha
19	C PAVAN	TLY20222319	pavan C
20	Charan S	TLY20222320	Charan.S.
21	chinnmahi k	TLY20222321	Chinnmahi K
22	D ABHISHEK	TLY20222322	Abhishek D
23	D S Shivakumar	TLY20222323	Shivukumar D.S.
24	Darshan G	TLY20222324	Darshan G
25	Deeksha H	TLY20222325	Deeksha.H
26	Dharshan P	TLY20222326	Darshan.P.
27	Dilipa H L	TLY20222327	Dilipa.HL
28	Gagan P Jain	TLY20222328	Gagan.P.Jain
29	Gopi H	TLY20222329	Gopi.H.
30	Govindaraj k	TLY20222330	Govindaraj k
31	Hanumanthappa Y	TLY20222331	Hanumanthappa.y
32	HARIJANA PRAVEEN	TLY20222332	Hari jana Praveen
33	ISHWARYA N	TLY20222333	ISHWARYA N
34	Jagadeesh M	TLY20222334	Jagadeesh M.
35	JILANA	TLY20222335	Jee Jilana.



SJM Vidyapeetha (R)



# SJM College of Arts, Science and Commerce Chandravalli, Chitradurga



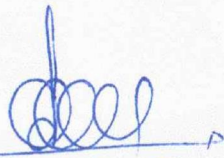
NAAC ACCREDITED 'A' GRADE [CGPA 3.05]



CERTIFICATE

This is to certify that Mr. / Mss. DARSHAN P  
of B.Com IVth semester has successfully completed certificate course on  
'Tally' organised by the Department of Commerce from 03.04.2023 to 06.06.2023 for the academic  
year 2022-23

  
Principal

  
Head of the Dept.

  
IQAC Coordinator