



H.K.E. SOCIETY'S

SMT. CHINNAMMA BASAPPA PATIL  
ARTS AND COMMERCE DEGREE  
COLLEGE CHINCHOLI



DEPARTMENT OF COMMERCE

ADD-ON COURSE  
IN

“INTRODUCTION TO TALLY  
COURSE”  
2017-18

IQAC Co-ordinator  
H.K.E. Society's Smt. C.B. Patil Arts & Commerce  
Degree College, Chincholi

PRINCIPAL  
H.K.E. Society's Smt. C.B. Patil  
Degree College  
Chincholi, Dist. Solapur



**H.K.E. SOCIETY'S**  
**SMT. CHINNAMMA BASAPPA PATIL ARTS AND**  
**COMMERCE DEGREE COLLEGE CHINCHOLI**



Department Of Commerce  
Index for Add-on course on Introduction to Tally Course  
16<sup>th</sup> Jan 2018 to 24<sup>th</sup> Feb 2018

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Course Co-ordinator

Dr. Laxman.T.Rathod  
HOD Dept of Commerce

**IQAC Co-ordinator**  
H.K.E.'S Smt. C.B.Patil Arts & Commerce  
Degree College, Chincholi

**PRINCIPAL**  
HKES's Smt. C.B. Patil  
Degree College  
Chincholi, Dist. Kalaburagi

**"ATTESTED"**



H.K.E. SOCIETY'S

**SMT. CHINNAMMA BASAPPA PATIL ARTS AND  
COMMERCE DEGREE COLLEGE, CHINCHOLI**



Date: 08-01-2018

To,  
The Principal,  
Smt.C.B.Patil arts and commerce Degree College,  
Chincholli.

**Sub: Request to conduct add-on course in "Introduction to  
Tally Course".**

Respected Sir/Madam,

As the HOD of department of commerce, I would like to request for your permission and support to conduct an Add-on Course in "Introduction to Tally Course" for B.Com final year students from 16-01-2018 to 24-02-2018. The syllabus was framed for 36 hours (18hrs theory+18hrs practical).

Please find attached time table and syllabus for the Add-on Course and in duly signed by BOS Members.

Thanking You,

*Permitted to  
conduct Add-on Course.*

Yours faithfully  
Dr. Laxman.T.Rathod  
HOD Dept of Commerce

**IQAC Co-Ordinator**  
H.K.E.'S Smt. C.B.Patil Arts & Commerce  
Degree College, Chincholi

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Degree College  
Chincholi Dist. Kalaburagi



H.K.E. SOCIETY'S

**SMT. CHINNAMMA BASAPPA PATIL ARTS AND  
COMMERCE DEGREE COLLEGE, CHINCHOLI**



Date: 09-01-2018

To,  
Nagaveni.S.  
Department of commerce  
D.M.Patil degree college kalgi.

**Sub: Request to act as a member, Board of studies, for add on  
course in "Introduction to Tally Course".**

Respected Sir/Madam,

With respect to the above cited subject we the staff members of commerce department, request you to act as a member, Board of studies for Add-on course in "Introduction to Tally Course". For this I request you to accept and join the meeting to give your valuable suggestions.

Kindly do the need full.

With warm regards,

*Accepted*  
*[Signature]*

Yours faithfully  
Dr. Laxman.T.Rathod  
HOD Dept of Commerce

*[Signature]*  
IQAC Co-Ordinator  
H.K.E.'S Smt. C.B.Patil Arts & Commerce  
Degree College, Chincholi

*[Signature]*  
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PRINCIPAL  
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Degree College  
Chincholi Dist. Kalaburagi



H.K.E. SOCIETY'S

**SMT. CHINNAMMA BASAPPA PATIL ARTS AND  
COMMERCE DEGREE COLLEGE, CHINCHOLI**



Date: 09-01-2018

To,  
Srikanth.B.D.  
Department of commerce  
Smt.c.b.patil arts and commerce Degree College,  
chincholli

**Sub: Request to act as a member, Board of studies, for  
add on course in "Introduction to Tally Course".**

Respected Sir/Madam,

With respect to the above cited subject we the staff members of commerce department, request you to act as a member, Board of studies for Add-on course in "Introduction to Tally Course". For this I request you to accept and join the meeting to give your valuable suggestions.

Kindly do the need full.

With warm regards,

Yours faithfully  
Dr. Laxman.T.Rathod  
HOD Dept of Commerce

**IQAC Co-Ordinator**

HKES'S Smt. C.B. Patil Arts & Commerce  
Degree Collene. Chincholi

**"ATTESTED"**

**PRINCIPAL**

HKES's Smt. C.B. Patil  
Degree College  
Chincholi Dist. Kalaburagi



**H.K.E. SOCIETY'S**

**SMT. CHINNAMMA BASAPPA PATIL ARTS AND  
COMMERCE DEGREE COLLEGE, CHINCHOLI**



Date: 09-01-2018

To,  
Varsha patil.  
Department of commerce  
Smt.c.b.patil arts and commerce Degree College,  
chincholli

**Sub: Request to act as a member, Board of studies, for  
add on course in "Introduction to Tally Course".**

Respected Sir/Madam,

With respect to the above cited subject we the staff members of commerce department, request you to act as a member, Board of studies for Add-on course in "Introduction to Tally Course". For this I request you to accept and join the meeting to give your valuable suggestions.

Kindly do the need full.

With warm regards,

Yours faithfully  
Dr. Laxman.T.Rathod  
HOD Dept of Commerce

**IQAC Co-Ordinator  
H.K.E.'S Smt. C.B.Patil Arts & Commerce  
Degree College, Chincholi**

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Chincholi Dist. Karavur**



H.K.E. SOCIETY'S

**SMT. CHINNAMMA BASAPPA PATIL ARTS AND  
COMMERCE DEGREE COLLEGE, CHINCHOLI**



Date: 09-01-2018

To,  
Roopakala,B  
Department Of Commerce  
Smt.C.B.Patil Arts And Commerce Degree College,  
Chincholli

**Sub: Request to act as a member, Board of studies, for  
add on course in "Introduction to Tally Course".**

Respected Sir/Madam,

With respect to the above cited subject we the staff members of commerce department, request you to act as a member, Board of studies for Add-on course in "Introduction to Tally Course". For this I request you to accept and join the meeting to give your valuable suggestions.

Kindly do the need full.

With warm regards,

Yours faithfully

Dr. Laxman.T.Rathod  
HOD Dept of Commerce

**PRINCIPAL**  
HKES's Smt. C.B. Patil  
Degree College  
Chincholi Dist. Kalaburagi

  
IQAC Co-Ordinator  
H.K.E. SOCIETY'S Smt. C.B. Patil Arts & Commerce  
Degree College, Chincholi

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**H.K.E. SOCIETY'S**

**SMT. CHINNAMMA BASAPPA PATIL ARTS AND  
COMMERCE DEGREE COLLEGE, CHINCHOLI**



**ADD-ON COURSE  
IN**

**"INTRODUCTION TO TALLY COURSE"**

ORGANISED BY DEPARTMENT OF COMMERCE

From 16<sup>th</sup> Jan 2018 to 24<sup>th</sup> Feb 2018

**INAGURATION**

On 16<sup>th</sup> Jan 2018

CHIEF GUEST

**Dr.Kailashpati**

Principal, G.F.G.C chincholli

Presided by

**Dr. S.H.Hosamani**

Principal

Special Invitees

**Prof. Shivaragaj.G.Math**

IQAC Coordinator

**Dr. C.V.Kalburagi**

NAAC Coordinator

Time: 12:30PM

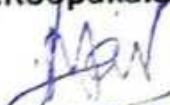
Venue: Function hall

**YOU ARE CORDIALLY INVITED**

Organizer

**Sri.Srikanth**

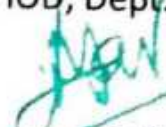
**Kumari.Roopakala,B**

  
IQAC Co-Ordinator

Course coordinator

**Dr .Laxman.T**

HOD, Dept. of Commerce

  
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Degree College, Chincholi

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Degree College  
Chincholi Dist. Kalaburagi





H.K.E. SOCIETY'S

**SMT. CHINNAMMA BASAPPA PATIL ARTS AND  
COMMERCE DEGREE COLLEGE, CHINCHOLI**



Date: 13-01-2018

To,  
Dr. Kailashpati,  
Principal, G.F.G.C Chincholi,  
G.F.G.C Chincholi

**Sub: Request to be a chief guest for the inauguration of  
Add-on Course by department of commerce.**

Respected Sir/Madam,

With reference to the above cited subject, I request your kind self to be chief guest of the inaugural function of Add-on Course in "Introduction to Tally Course" on 16-01-2018 at 11:00AM for B.com final year students organized by the department of commerce.

Your acceptance and gracious presence is awaited.

Thank you

*Accepted  
Laxman*

Course co-ordinator.  
Dr. Laxman.T.Rathod

*[Signature]*

IQAC-Co-Ordinator  
H.K.E.'S Smt. C.B.Patil Arts & Commerce  
Degree College, Chincholi

*[Signature]*

PRINCIPAL  
H.K.E.'s Smt. C.B. Patil  
Degree College  
Chincholi Dist. Kalaburagi

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H.K.E. SOCIETY'S

**SMT. CHINNAMMA BASAPPA PATIL ARTS AND  
COMMERCE DEGREE COLLEGE CHINCHOLI**



Date: 09-01-2018

Time: 1:30PM

Place: Computer lab

Attendees: Dr .Laxman.T, Srikanth.B.D, Varshapatil, Roopakala.B

**Minutes of meeting**

1. Decision was taken to start Add-on Course on course in "Introduction to Tally Course" for all final semester students.

Action: Dr .Laxman.T to get permission from principal.

2. Board of studies: Member's selection was completed by selecting Dr .Laxman.T as a chairman, Nagaveni.S D.M.Patil degree college Kalagi, Srikanth.B.D as members, Varshapatil as member, Roopakala.B as member.

Temporary syllabus was framed by the staff

Action: I. selected members to be notified.

II. Staff was asked to frame the syllabus.

1. Dr .Laxman.T
2. Srikanth.B.D
3. Varsha patil
4. Roopakala.B

**IQAC Co-Ordinator**  
H.K.E.'S Smt. C.B.Patil Arts & Commerce  
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Degree College  
Chincholi Dist. Kalaburagi

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H.K.E. SOCIETY'S

**SMT. CHINNAMMA BASAPPA PATIL ARTS AND  
COMMERCE DEGREE COLLEGE CHINCHOLI**



Date: 11-01-2018

Time: 1:30PM

Place: Computer lab

Attendees: Dr .Laxman.T., Srikanth.B.D, Varshapatil, Roopakala.B, Nagaveni

**Minutes of meeting**

1. Acceptance letter was received from the external BOS members.
2. Syllabus was finalised to be of a total of 36hrs with 18hrs theory and 18hrs practical with the approval of BOS chairman and members.

Action: None.

3. Decided to provide Add-on Course for free of cost.

Action: Sri.Srinivas (clerk) was prepared the notice.

4. Course inauguration function Date, time and chief guest was finalised

Action: Date 16-01-2018, time-10:30Am and chief guest-Dr.Kailashpati,  
Principal, G.F.G.C Chincholli.

1. Dr .Laxman.T
2. Nagaveni
3. Srikanth.B.D.
4. Varshapatil
5. Roopakala.B

IGAG Co-Ordinator  
HKES'S Smt. C.B.Patil Arts & Commerce  
Degree College, Chincholi

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Chincholi Dist. Kalaburagi



H.K.E. SOCIETY'S

**SMT. CHINNAMMA BASAPPA PATIL ARTS AND  
COMMERCE DEGREE COLLEGE CHINCHOLI**



Date: 18-02-2018

Time: 1:30PM

Place: Computer lab


Attendees: Dr .Laxman.T, Srikanth.B.D, Varshapatil, Roopakala.B, Nagaveni

**Minutes of meeting**

1. Since the Add-on course syllabus was completed, as a part of this we need to conduct the examination and take the feedback from the students.
2. Decided to conduct the exam on 23-02-2018 at 10:30AM in room number 19.  
Action: Dr .laxman.T. Was asked to frame the question paper.
3. The valedictory function for the course was decided on 24-02-2018 at 11:00AM. The chief guest for this function will be M.N.Sultanpur (HOD of the sociology department) and Guest of honour will be Nagaveni.S (dept. of commerce D.M.Patil college kalgi) decided to distribute the certificates.  
Action: Invitation was sent to the guest.

1. Dr .Laxman.T
2. Nagaveni
3. Srikanth.B.D.
4. Varshapatil
5. Roopakala.B

  
QAC Co-Ordinator  
H.K.E.'S Smt. C.B.Patil Arts & Commerce  
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**H.K.E. SOCIETY'S**

**SMT. CHINNAMMA BASAPPA PATIL ARTS AND  
COMMERCE DEGREE COLLEGE CHINCHOLI**



**Add-on course on Introduction to Tally Course**

**Preamble:** This course will provide an introduction to Tally Course. This course will cover number of topics such as basics of Tally, Accounting, Cheque printing, VAT and TDS etc. after completing the course, one should be able to acquire the basic knowledge on tally.

**Objectives:**

- To impart knowledge regarding concepts of Financial Accounting. Tally is an accounting package which is used for learning to maintain accounts.
- This course helps students to work with well-known accounting software i.e. Tally ERP.9.
- 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.
- 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.

**Medium of Instruction:** English

**Course Structure and Examination Scheme:**

**Total contact hours: 36hrs**

Theory Classes: 18 Hours


Practical Classes: 18 Hours

**Mode of Examination:**

MCQ Exam: 50 Marks


**Eligibility:** Students enrolled in B.Com

**No. of Seats: 30**

  
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Chincholi Dist. Kalaburagi



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COMMERCE DEGREE COLLEGE CHINCHOLI**



**Add-on Course on Introduction to Tally Course Syllabus**

**Unit-I:**

Introduction to tally-Accounting Groups and party ledgers-Opening balance and Accounting voucher.-Report of accounting standards- Backup and restore.

**Unit-II**

Cost categories and cost centers- BRS-Day book-Purchases and sales of assets- Inventory and sales cycle.

**Unit-III**

Advance entries and for their configuration-Voucher classes and interest calculation- Manufacturing-Provisional Vouchers-Tally collaborative features- Security.

**Unit-IV**

Cheque printing-Budgets and Scenario- Advance features of stocks and Re-order level-payroll.

**Unit-V**

VAT-different treatment under VAT-TDS (Tax deducted at source)-STC(Service Tax Credit)-CST( Central sales tax)-CST Documentation .

**Reference:**

- 1 ) Skills for Employment in different sectors.
- 2 ) ICA (ISO9001).

**BOS Members:**

1. Dr..Laxman.T- chairman
2. Srikanth.B.D.
3. Varshapatil
4. Roopakala.B

*[Signature]*  
IQAC Co-Ordinator

H.K.E.'S Smt. C.B.Patil Arts & Commerce  
Degree College, Chincholi

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*[Signature]*  
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Degree College  
Chincholi Dist. Kalaburagi



H.K.E. SOCIETY'S

**SMT. CHINNAMMA BASAPPA PATIL ARTS  
AND COMMERCE DEGREE COLLEGE CHINCHOLI**



Date: 10-01-2018

**NOTICE**

All the students are hereby informed that, the Department of Commerce, is starting the add-on course on **"Introduction to Tally"** from the 16-01-2018 to 24-02-2018, interested students can enroll their names on or before **15-01-2018** in the Department of Commerce.

**IQAC Co-Ordinator**  
H.K.E.'S Smt. C.B. Patil Arts & Commerce  
Degree College, Chincholi

**Principal**  
**PRINCIPAL**  
HKES's Smt. C.B. Patil  
Degree College  
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COMMERCE DEGREE COLLEGE, CHINCHOLI



Add-on Course on Introduction to Tally Course Time-Table  
2017-18

Days/ Time	8:30 to 9:30	9:30 to 10:30	10:30 to 11:30	11:40 to 12:40	12:40 to 1:40	1:40 to 2:40	2:40 to 3:40	3:40 to 4:40
Monday						Theory		
Tuesday						Theory/practical		
Wednesday						practical		
Thursday						Theory/Practical		
Friday						Theory		
Saturday						Practical.		

  
IQAC Co-ordination  
Degree College, Chincholi  
H.K.E. Society's Smt. C.B. Patil Arts & Commerce  
IQAC Co-ordinator

  
Principal  
PRINCIPAL  
H.K.E. Society's Smt. C.B. Patil  
Degree College  
Chincholi Dist. Kalaburagi

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**SMT. CHINNAMMA BASAPPA PATIL ARTS AND  
COMMERCE DEGREE COLLEGE CHINCHOLI**



**Add-on Course on Introduction to Tally Course  
Enrolment List**

SL.NO	REGISTER NO	NAME OF THE STUDENT	MOBILE NO.	SIGNATURE
1	1634991	BHUVANESHWARI/ NAGASHETTY	8971006336	
2	1634992	SUSHMAREDDY/ MAHIPALREDDY PATIL	8431503111	
3	1635007	MAHANANDA/ DASHRATH	9900879697	
4	1634984	NAGESH/ SHIVAPUTRAPPA	7259557749	
5	1635002	UDAYKUMAR/ NAGAYYA	9731457793	
6	1635021	SNEHA/ SHARANABASAPPA	9482165221	
7	1634980	SUMALATA/ LALREDDY	8068121918	
8	1634951	AMBIKA/ KUPENDRA	9592365456	
9	1634982	SRIKANTH/ RAVI B	7022187140	
10	1634983	ANILKUMAR/ CHANDRAMOULI	9955886244	
11	1635006	SHILPARANI/ SOMASHEKARAYYA	9257846113	
12	1635021	SIDDALING/ NAGENDRAPPA	7024465726	
13	1635022	REKHA/ SHARANAPPA	9856947112	
14	1635023	SYEDA SHIFA/ SYED MEHAMOOD	9356819427	
15	1635025	UMESH/ BAKKAPPA	9869665972	
16	1635027	ALKA/ RAJU	9972359685	
17	1635030	PRATIBHA/ BAAVARAJ	8105252362	
18	1635032	VIDHYASAGAR/ TUKARAM	8100582677	
19	1635033	SACHINKUMAR/ RAMESH	9343275963	
20	1634993	POOJA/ PRAKASH	9481456238	
21	1635026	JAGADEVI/ PRABHULING	8958568955	
22	1635003	ABHILASH/ SHANKAR SUGUR	9851643721	
23	1635004	KISHORE/ CHRIS DAS	8596859451	
24	1634986	JYOTI/ NARASINGRAO	7829688850	
25	1634985	RADHIKA/ CHANDRASHEKAR	9764815352	
Sign of Faculty				

IQAC Co-Ordinator  
H.K.E.'S Smt. C.B. Patil Arts & Commerce  
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COMMERCE DEGREE COLLEGE CHINCHOLI**



**Registration form for Add-on course on "Introduction to Tally  
Course" 2017-18**

1. Name of the student : \_\_\_\_\_

2. Father's Name : \_\_\_\_\_

3. Class : \_\_\_\_\_

4. University reg. no. : \_\_\_\_\_

5. Address for communication : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Contact no. : \_\_\_\_\_

7. Email. Id : \_\_\_\_\_

**COORDINATOR**

H.K.E.S Smt. C.B.Patil Arts & Commerce  
Degree College, Chincholi

**Students Signature**

**PRINCIPAL**  
H.K.E.S. Smt. C.B.Patil  
Degree College  
Chincholi Dist. Kalaburagi

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H.K.E. Society's

smt. Chinnamma basappa patil arts and commerce degree college

chincholi



Registration form for Add-on course on "Introduction to Tally Course" 2017-18

1. Name of the student : Bhuvaneshwari N
2. Father's Name : Nagashetty
3. Class : B.com. VI<sup>th</sup>
4. University reg. no. : 1634991
5. Address for communication : @ post .chincholi  
Tq. chincholi  
Dist. Kalburgi
6. Contact no. : 8971006336
7. Email. Id : bhavani@gmail.com

Bhavani  
Students Signature

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COORDINATOR

IQAC Co-Ordinator

H.K.E.'S Smt. C.B. Patil Arts & Commerce  
Degree College, Chincholi

  
PRINCIPAL

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**H.K.E. SOCIETY'S  
SMT. CHINNAMMA BASAPPA PATIL ARTS AND  
COMMERCE DEGREE COLLEGE CHINCHOLI**

**Attendance List**

		Add-on Course Sept-19											
		Student Attendance List											
Sl. no	Name of the students	Date											
		1	2	3	4	5	6	7	8	9	10	11	12
01	Shyamshankar / Nagasubdy	P	P	P	P	P	P	P	P	P	P	P	P
02	Shashanabdy / Mahapatady	P	P	P	P	P	P	P	P	P	P	P	P
03	Wishakumar / Nagappa	P	P	P	P	P	P	P	P	P	P	P	P
04	Nagesh / Shivaputappa	P	P	P	P	P	P	P	P	P	P	P	P
05	Sudha / Shanobappa	P	P	P	P	P	P	P	P	P	P	P	P
06	Vinay / Subappa	P	P	P	P	P	P	P	P	P	P	P	P
07	Syeda Shifa / Syed Muzammil	P	P	P	P	P	P	P	P	P	P	P	P
08	Vijayarajan / Jithaban	P	P	P	P	P	P	P	P	P	P	P	P
09	Bachchanan / Ramak	P	P	P	P	P	P	P	P	P	P	P	P
10	Shobhady / Nagendraappa	P	P	P	P	P	P	P	P	P	P	P	P
11	Shubham / Somanthappa	P	P	P	P	P	P	P	P	P	P	P	P
12	Jyoti / Anantappa	P	P	P	P	P	P	P	P	P	P	P	P
13	Sudhant / Raj B	P	P	P	P	P	P	P	P	P	P	P	P
14	Suresh / Lalrady	P	P	P	P	P	P	P	P	P	P	P	P
15	Amitha / Hiranur	P	P	P	P	P	P	P	P	P	P	P	P
16	Alka / Raja	P	P	P	P	P	P	P	P	P	P	P	P
17	Rekha / Shanappa	P	P	P	P	P	P	P	P	P	P	P	P
18	Nagesh / Sanyalappa	P	P	P	P	P	P	P	P	P	P	P	P
19	Pratiksha / Bhanu	P	P	P	P	P	P	P	P	P	P	P	P
20	Radhika / Chandrashekar	P	P	P	P	P	P	P	P	P	P	P	P
21	Neharika / Dashanath	P	P	P	P	P	P	P	P	P	P	P	P
22	Anshuman / Chavhanur	P	P	P	P	P	P	P	P	P	P	P	P
23	Pooja / Pankaj	P	P	P	P	P	P	P	P	P	P	P	P
24	Jyoti / Prabhakar	P	P	P	P	P	P	P	P	P	P	P	P
25	Abhinav / Shantappa	P	P	P	P	P	P	P	P	P	P	P	P

*[Signature]*  
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**SMT. CHINNAMMA BASAPPA PATIL ARTS AND  
COMMERCE DEGREE COLLEGE CHINCHOLI**

Date: 19-02-2018

**NOTICE**

All the Add-on Course students are hereby informed to give the offline examination in "Introduction to Tally" to be Conducted by the Department of Commerce on 23-02-2018 at 10:30am 11:30am to in Room No.19

**Note: Certificate will not be issued to the Absentees**

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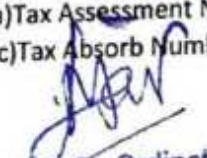
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**SMT. CHINNAMMA BASAPPA PATIL ARTS AND  
COMMERCE DEGREE COLLEGE CHINCHOLI**



**Add-on course question paper**

1. Which key is used to post entry in debit note?  
a) F8                              b) ctrl+F8                              c) ctrl+F9                              d)F9
2. Which steps is followed to view purchase register?  
a) Gateway of tally>Display>sales register  
b) Gateway of tally>account books>sales register  
c) Gateway of tally>display>account books>purchase register  
d) None of these
3. To create a sales voucher in tally you need to press \_\_\_  
a) F5                              b)F6                              c)F7                              d)F8
4. If we purchase any fixed asset in credit, we can pass it from ?  
a) Receipt mode              b) payment mode              c)purchase mode              d)contra mode
5. Patent account comes under?  
a)liabilities                      b)investment                      c)current assets                      d) all of these
6. To alter a master while making an entry or viewing a report?  
a) Alt + Enter                  b)ctrl+enter                      c)tab+enter                      d)shift +enter
7. Transfer of materials from one god own to another god own use?  
a)manufacturing journal          b) purchase journal          c)stock journal                      d)NOTA
8. We can change the company information from?  
a) Company info>view                      c)company info >backup  
b) company info>split company data          d)company info>alter
9. How can we see VAT reports?  
a) Gateway of tally>display                  b)Gateway of tally >Display>statutory info  
c) Gateway of tally>display>statutory reports          d)none
10. What is the full form of VAT?  
a) Total Asset Value                      b)Valuable Total Asset  
c) Value Added Term                      d)Value Added Tax
11. Disocunt column is avoidable in?  
a)accounting voucher                      b)purchase invoice  
c)sales invoice                      d)both b&c
12. From where multiple godowns can be activated?  
a)F11                              b)F11>F1                              c)F11> F2                              d)F11>F3
13. What is TAN?  
a)Tax Assessment Number                      b)Tax Account Number  
c)Tax Absorb Number                      d)Tax Assign Number

  
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14. To use Dr/Cr instead of To/By or vice versa during voucher entry press  
a)F5                                  b)F10                                  c)F11                                  d)F12
15. What type of voucher is used to transfer funds from one bank to another  
a)payment                              b)receipt                              c)contra                              d)post dated
16. Which of the following is compulsory to create while entry in accounts with inventory.  
a)stock items                          b)stock groups                          c)units of measure                          d)all of these
17. Which shortcut key is used to export data of any company in Microsoft excel or in any other company  
a)Alt+E                                  b)Alt+P                                  c)Alt+O                                  d)Alt+x
18. Under which account input VAT ledger is credited?  
a) Sales                                  b) sales return                                  c)duties and taxes                                  d) NOTA
19. Branch /Division is a group which is defined under  
a) Asstes                                  b)Liabilities                                  c)Expenditure                                  d)Income
20. How many types of measurement units can we create in tally?  
a) 1    b)2    c)3    d)4
21. How many formats are available while exporting?  
a) 3    b)4    c)3    d)6
22. To export data from company to company tally users?  
a) PDF format                          b)XML format                          c)ASCII format                          d)SDF format
23. What is the full form of XML?  
a) Extra markup language  
b) Extensible markup language  
c) Excellent markup language  
d) Extended marking links
24. Find out which is not the default ledger in tally?  
a) Capital account                      b)profit and loss                      c) cash in hand                      d) both b and c
25. From where can we see the list of memorandum voucher?  
a) Trail balance                          b)Account Books                          c)Cash/Bank Books                          d)Exception Reports
26. Bank OCC account is a group defined under?  
a) Bank account                          b) Secured loan                          c)unsecured loan                          d) Loan and liability
27. To view any report in detailed press.  
a) F3    b) Alt+C    c)Alt+F1    d)Alt+F2
28. For reconciliation of the bank press  
a) F5    b)F6    c)F10    d)F12
29. Online voucher creation from day book report by pressing \_\_\_\_\_  
a) Alt+A                                  b)Ctrl+A                                  c)Shift+A                                  d)Shift+B
30. In which report the income tax number of the company will appear  
a) Reminder                                  b) profit and loss account  
c) payment voucher                          d) cash/bank book
31. Predefined billing terms can be maintained through?  
a) Cost center                                  b) voucher class  
c) stock categories                          d) maintain multiple godowns



32. Tally package is developed by \_\_\_\_\_  
a) Microsoft      b) tally solutions      c) Apple Software      d) Adobe Software
33. To print a voucher from tally we need to press?  
a) Alt+P      b) Ctrl+P      c) Shift+P      d) Ctrl+Alt+P
34. Tally vault is a \_\_\_\_ ?  
a) Ledger Account      b) Security mechanism      c) Cost category      d) None of these
35. A ledger can't be deleted if its caring opening balance  
a) True      b) false
36. What is the full form of GST ?  
a) Goods and sales tax      b) Gram service Tax  
c) Goods and services Tax      d) General Service tax
37. To see gratuity reports go to ?  
a) Gateway of tally > Display > statement of accounts > Gratuity report  
b) Gateway of tally > Display > payroll report > Gratuity report  
c) Gateway of tally > Display > Gratuity report  
d) None of the above
38. How many types of types of measurement units can we create in tally?  
a) 2      b) 3      c) 4      d) 5
39. In which report the income tax number of the company will appear ?  
a) Profit And Loss Account      b) Cash/Bank Book  
c) Reminder Letter      d) None Of These
40. What is the full form of DCF ?  
a) Discounted Cash flow      b) Dividend for commodity  
c) Dividend on Commodity Funding      d) Dispersible Cash Funding
41. To create a purchase order press?  
a) Ctrl+F4      b) Alt+F4      c) Alt+F3      d) F4
42. Transfer from main cash to petty cash you require to pass \_\_\_\_\_ voucher  
a) Contra      b) voucher      c) payment      d) Receipt
43. While exporting ledger from tally to webpage we use  
a) SDF Format      b) ASCII Format      c) HTML Format      d) XML Format
44. What is the full form of HTML?  
a) Hyper Text Mix Language      b) Hyper Text Markup Language  
c) Hyper Text Marking Language      d) Hyper Text Meaning Language
45. What is the full form of ASCII?  
a) American Standard Code for Information interchange  
b) American Special Computer For Information Interchange  
c) American Standard Computer For Information Interchange  
d) American Standard Computer For Information Interaction
46. What is the full form of JPEG?  
a) Job Processing External Group  
b) Java Programming Export Group  
c) Joint Photographic Experts Group

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- d) Joint Project Explorer Graduates
47. What is the full form of PDF?
- a) Partial Data File
  - b) Portable Data Format
  - c) Portable Document File
  - d) Portable Document Format
48. In which voucher type entry is done for TDS calculations?
- a) Contra
  - b) Payment
  - c) Receipt
  - d) Journal
49. We can modify and existing company from?
- a) Company information >Alter
  - b) Company information>Alter company
  - c) Gateway of tally > modify company
  - d) Both B and c
50. We cannot select cash in journal voucher?
- a) True
  - b) False

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**SMT. CHINNAMMA BASAPPA PATIL ARTS AND  
COMMERCE DEGREE COLLEGE CHINCHOLI**

**ADD-ON COURSE EXAMINATION ANSWER SHEET  
Paper: "Introduction to Tally"**

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_ Reg.No: \_\_\_\_\_  
Student sign : \_\_\_\_\_ Date: \_\_\_\_\_ Evaluators Sign: \_\_\_\_\_

- 1 (A) (B) (C) (D) (E)
- 2 (A) (B) (C) (D) (E)
- 3 (A) (B) (C) (D) (E)
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- 47 (A) (B) (C) (D) (E)
- 48 (A) (B) (C) (D) (E)
- 49 (A) (B) (C) (D) (E)
- 50 (A) (B) (C) (D) (E)

TOTAL MARKS SCORED: \_\_\_\_\_

GRADE: \_\_\_\_\_

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**SMT. CHINNAMMA BASAPPA PATIL ARTS AND COMMERCE DEGREE COLLEGE CHINCHOLI**

**ADD-ON COURSE EXAMINATION ANSWER SHEET**  
**Paper: "Introduction to Tally"**

Student Name: Bhuvaneshwari Class: B.com. 6<sup>th</sup> Reg.No: 1634991  
Student sign : Hanan Date: 23/02/2019 Evaluators Sign: [Signature]

- |    |     |     |     |     |     |    |     |     |     |     |     |
|----|-----|-----|-----|-----|-----|----|-----|-----|-----|-----|-----|
| 1  | (A) | (B) | (C) | (D) | (E) | 26 | (A) | (B) | (C) | (D) | (E) |
| 2  | (A) | (B) | (C) | (D) | (E) | 27 | (A) | (B) | (C) | (D) | (E) |
| 3  | (A) | (B) | (C) | (D) | (E) | 28 | (A) | (B) | (C) | (D) | (E) |
| 4  | (A) | (B) | (C) | (D) | (E) | 29 | (A) | (B) | (C) | (D) | (E) |
| 5  | (A) | (B) | (C) | (D) | (E) | 30 | (A) | (B) | (C) | (D) | (E) |
| 6  | (A) | (B) | (C) | (D) | (E) | 31 | (A) | (B) | (C) | (D) | (E) |
| 7  | (A) | (B) | (C) | (D) | (E) | 32 | (A) | (B) | (C) | (D) | (E) |
| 8  | (A) | (B) | (C) | (D) | (E) | 33 | (A) | (B) | (C) | (D) | (E) |
| 9  | (A) | (B) | (C) | (D) | (E) | 34 | (A) | (B) | (C) | (D) | (E) |
| 10 | (A) | (B) | (C) | (D) | (E) | 35 | (A) | (B) | (C) | (D) | (E) |
| 11 | (A) | (B) | (C) | (D) | (E) | 36 | (A) | (B) | (C) | (D) | (E) |
| 12 | (A) | (B) | (C) | (D) | (E) | 37 | (A) | (B) | (C) | (D) | (E) |
| 13 | (A) | (B) | (C) | (D) | (E) | 38 | (A) | (B) | (C) | (D) | (E) |
| 14 | (A) | (B) | (C) | (D) | (E) | 39 | (A) | (B) | (C) | (D) | (E) |
| 15 | (A) | (B) | (C) | (D) | (E) | 40 | (A) | (B) | (C) | (D) | (E) |
| 16 | (A) | (B) | (C) | (D) | (E) | 41 | (A) | (B) | (C) | (D) | (E) |
| 17 | (A) | (B) | (C) | (D) | (E) | 42 | (A) | (B) | (C) | (D) | (E) |
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| 19 | (A) | (B) | (C) | (D) | (E) | 44 | (A) | (B) | (C) | (D) | (E) |
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| 22 | (A) | (B) | (C) | (D) | (E) | 47 | (A) | (B) | (C) | (D) | (E) |
| 23 | (A) | (B) | (C) | (D) | (E) | 48 | (A) | (B) | (C) | (D) | (E) |
| 24 | (A) | (B) | (C) | (D) | (E) | 49 | (A) | (B) | (C) | (D) | (E) |
| 25 | (A) | (B) | (C) | (D) | (E) | 50 | (A) | (B) | (C) | (D) | (E) |

TOTAL MARKS SCORED: 48

GRADE: A+

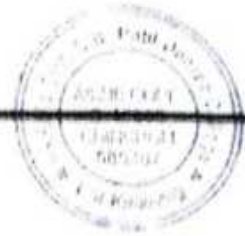
[Signature]  
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ADD-ON COURSE FEEDBACK FORM

Course title: Introduction To Tally

Date: 23/02/2018

Please fill the short questionnaire to make the course better.

THE DESIGN OF THE COURSE

- A. Were objectives of the course clear to you? YES  NO
- B. The course contents met with your expectations  
1. Strongly agree 2. Agree 3. Disagree
- C. The lecture sequence was well planned  
1. Strongly agree 2. Agree 3. Disagree
- D. The contents were illustrated with  
1. More Examples 2. Few Examples 3. No Examples
- E. The level of the course was  
1. High 2. Medium 3. Low
- F. The Course contents compared with your expectations  
1. Too Theoretical 2. Too Practical 3. Both
- G. the Course exposed you to new knowledge and practices  
1. Strongly agree 2. Agree 3. Disagree
- H. Will you recommend this course to your classmates/juniors?  
1. Yes 2. No

THE CONDUCT OF THE COURSE

- A. The lectures were clear and easy to understand  
1. Strongly agree 2. Agree 3. Disagree
- B. The teaching aids were effectively used  
1. Strongly agree 2. Agree 3. Disagree
- C. The lecturers encouraged interaction and were helpful  
1. Strongly agree 2. Agree 3. Disagree
- D. Please give overall rating of the course  
90%-100% ( ) 60%-70% ( )  
80%-90% ( ✓ ) 50%-60% ( )  
70%-80% ( ) below 50% ( )

Comment on the strengths of the course and the way it was conducted.

The course was very helpfull

Comment on the weakness of the course and the way it was conducted.

Give suggestions for the improvements of the course.

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Add-on Course on Introduction to Tally Course

Result Sheet



SL.No	Reg.No	NAME OF THE STUDENT	Marks Scored	Grade	Sign
1	1634991	BHUVANESHWARI/ NAGASHETTY	48	A+	[Signature]
2	1634992	SUSHMAREDDY/ MAHIPALREDDY PATIL	48	A+	[Signature]
3	1635007	MAHANANDA/ DASHRATH	37	A	[Signature]
4	1634984	NAGESH/ SHIVAPUTRAPPA	36	A	[Signature]
5	1635002	UDAYKUMAR/ NAGAYYA	38	A	[Signature]
6	1635021	SNEHA/ SHARANABASAPPA	40	A	[Signature]
7	1634980	SUMALATA/ LALREDDY	42	A+	[Signature]
8	1634951	AMBIKA/ KUPENDRA	47	A+	[Signature]
9	1634982	SRIKANTH/ RAVI B	40	A	[Signature]
10	1634983	ANILKUMAR/ CHANDRAMOULI	39	A	[Signature]
11	1635006	SHILPARANI/ SOMASHEKARAYYA	38	A	[Signature]
12	1635021	SIDDALING/ NAGENDRAPPA	32	A	[Signature]
13	1635022	REKHA/ SHARANAPPA	48	A+	[Signature]
14	1635023	SYEDA SHIFA/ SYED MEHAMOOD	48	A+	[Signature]
15	1635025	UMESH/ BAKKAPPA	43	A+	[Signature]
16	1635027	ALKA/ RAJU	44	A+	[Signature]
17	1635030	PRATIBHA/ BAAVARAJ	45	A+	[Signature]
18	1635032	VIDHYASAGAR/ TUKARAM	38	A	[Signature]
19	1635033	SACHINKUMAR/ RAMESH	32	A	[Signature]
20	1634993	POOJA/ PRAKASH	35	A	[Signature]
21	1635026	JAGADEVI/ PRABHULING	36	A	[Signature]
22	1635003	ABHILASH/ SHANKAR SUGUR	37	A	[Signature]
23	1635004	KISHORE/ CHRIS DAS	44	A+	[Signature]
24	1634986	JYOTI/ NARASINGRAO	46	A+	[Signature]
25	1634985	RADHIKA/ CHANDRASHEKAR	46	A+	[Signature]

[Signature]

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**DEPARTMENT OF COMMERCE**

**SOLICITS YOUR PRESENCE**

FOR

VALEDICTORY FUNCTION OF ADD-ON COURSE

**CHIEF GUEST**

**M.N.SULTANPUR**

Asst.Prof Department of Sociology

Smt.C.B.Patil Arts and Commerce Degree College Chincholi

Will award the certificates to the students

**Guest of Honor**

**Nagaveni.S**

Lecturer in D.M.Patil Degree College Kalagi

Presided by

**Dr.S.H.Hosamani**

Principal

**Shivaragaj.G.Math**

IQAC Coordinator

**C.V.Kalburagi**

NAAC Coordinator

Time: 12:30PM

Venue: Function hall

Date: 24<sup>th</sup> Feb, 2018

**YOU ARE CORDIALLY INVITED**

**Course coordinator**

**Dr.Laxman.T**

HOD, Dept. of Commerce

**IQAC Co-Ordinator**

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**Degree College, Chincholi**

**ATTENDED**

**PRINCIPAL**

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Degree College**

**Chincholi, Dist.**



**H.K.E. Society's  
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**THIS CERTIFICATE IS PROUDLY PRESENTED TO**

**Name of the student** Bhuvaneshwari / Nagshetty

He/She also attended Add-On Course From 16/01/2018 To 24/02/2018  
held at Smt.Chinnamma Basappa Patil Arts and Commerce  
Degree College Chincholli

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**IQAC CO-ORDINATOR**

**PRINCIPAL**  
H.K.E.'S Smt. C.B.P. Arts & Commerce  
Degree College Chincholi

**PRINCIPAL**



# Inauguration



CLASS CONDUCTED FOR "INTRODUCTION TO TALLY COURSE"



*[Handwritten Signature]*  
IQAC Co-Ordinator

Smt. G.B. Patil Arts & Commerce  
Degree College, Chincholi

PRINCIPAL  
H.K. Patil  
College  
Chincholi, Kalaburagi

TTESTET



**H.K.E. SOCIETY'S**

**SMT. CHINNAMMA BASAPPA PATIL ARTS AND  
COMMERCE DEGREE COLLEGE, CHINCHOLI**



**A Report On Add On Course In  
"Introduction To Tally Course"**

**From 16<sup>TH</sup> Jan 2018 To 24<sup>th</sup> Feb 2018**

Add-on courses/programs which, as the name suggests, allow students to supplement degree programs with shorter, practical and industry-focused certificate and diploma programs, where students learn additional subjects apart from their main course. Department of Commerce has introduced Add-on course in the middle of its on-going session, to give an added advantage to students apart from classroom learning.

With an objective to acquaint the students with knowledge such as handling of computers, Introduction to tally. Department of Commerce, Smt.Chinnamma Basappa Patil Arts and Commerce degree college Chincholi, organized a 36 hours Add-on course for UG students in the Department from the 16-01-2018 to 24-02-2018.

The program was inaugurated by Dr.Kailashpati, Principal, GFGC Chincholi. Along with an inaugural speech highlighting the importance of the course and topics for the students.

A total of 25 students took admission for the course starting from 16<sup>th</sup> Jan 2018, there were 18 theory sessions and 18 practical sessions. The theory was conducted for the entire batch together in the Commerce Class room in 1 hour sessions in the afternoon between 1:40pm and 2:40pm. The lab sessions were conducted in 1 batch of 25 students of 1 hour sessions based on availability of the labs in between the regular lab sessions.

The resource persons were Miss.Nagaveni, Guest lecturer Dept of Commerce, D.M.Patil Degree College Kalagi, & BOS Member of this course and the the faculty members of Commerce Department. They were Smt .Varsha.Patil(Lecturer), Miss.Roopakala(Lecturer) and Sri.Srikanth.B (Lecturer) .

As a Part & Partial of the course, we have conducted a course examination on 23<sup>rd</sup> Feb 2018, in MCQ pattern at the same time we collected feedback on the students about the course. After that staff members evaluated the sheets and gave the result in the grading System.

The valedictory Function of the program was jointly organized by Department of Commerce on 24<sup>th</sup> Feb 2018, for which the Chief guest was M.N.Sultanpur Asst.Prof

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Department of Sociology Smt.C.B.Patil Arts and Commerce Degree College Chincholi, and Guest of Honour was Miss.Nagaveni, Guest lecturer Dept of Commerce, D.M.Patil Degree College Kalagi and Course BOS Member as well. Students got their Certificate from the Chief Guests.

The event was a successful one. The course was relevant to the title and was well-appreciated by the students. After completion of...

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**Principal**  
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Chincholi Dist. Kalaburagi

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