

HINDU COLLEGE GUNTUR



DEPARTMENT OF COMMERCE

B.COM COMPUTERS

ADD ON COURSE ON TALLY

05 – March-2022 to 27 May 2022



HINDU COLLEGE - GUNUTR

DEPARTMENT OF COMMERCE

LIST OF STUDENTS FOR TALLY CERTIFICATE PROGRAM - 2021-2022

SNO	NAME OF THE STUDENT	SIGNATURE
1	P.Koteswara Rao	P. koteswara Rao
2	G.Smily	G. Smily
3	N.Gopi	G. Gopi
4	K.Naga Bala Reddy	K. Naga Bala Reddy
5	A.Hemanth	A. Hemanth
6	B.Bhargavi	B. bhargavi
7	Ch.Venu	ch. venu
8	D.Venkata Kumar	D. venkata kumar
9	G.Jeevan	G. Jeevan
10	S.Rajasekhar Reddy	S. Rajasekhar Reddy
11	T.Sairam	T. Sairam
12	S.Sai Venkata Reddy	S. sai venkata Reddy
13	S.Nagalakshmi	S. nagalakshmi
14	D.Sravani	D. sravani
15	R.Nagendra Babu	R. nagendra Babu
16	K.Ramesh	K. Ramesh
17	Sk.Bilal	sk. bilal
18	K.Chandra Sekhar	k. chandrasekhar
19	I.Kavya	I. kavya
20	K.Naga Malleswari	T. kavya
21	A.Vineetha	A. Vineetha
22	K.Mounika	A. vineetha
23	R.Neeladri	R. Neeladri
24	Ch.Venkata Katyayani	ch. venkata katyayani
25	U.Mhabusubhani	U. mhabusubhani
26	A.Venkatesh	A. venkatesh

27	G.Chandra Durga Rao	G.Chandra Durga Rao
28	R.Rasi	R. Rasi
29	P.Bhargavi	P. Bhargavi
30	M.Sriveni	M. Sriveni
31	K.Bharat Ashok kumar	K. Bharat ashok kumar
32	K.Vijya Rami Reddy	K. Vijya Rami Reddy
33	Ch.Elisha Babu	ch. Elisha babu
34	S.Vamsi Krishna	S. Vamsi Krishna

Tally Essential Level 1

Chapter 1: Fundamentals of Accounting

- 1.1 Introduction
 - 1.1.1 Meaning of Accounting
- 1.2 Terminologies used in Accounting
- 1.3 Concepts of Accounting
- 1.4 Double Entry System of Accounting
 - 1.4.1 Uses of Debit and Credit
 - 1.4.2 Rules of Debit and Credit
- 1.5 Golden Rules of Accounting
- 1.6 Recording of Business Transactions
 - 1.6.1 Journalising Transactions
- 1.7 Trial Balance
- 1.8 Financial Statements
 - 1.8.1 Trading Account
 - 1.8.2 Profit & Loss Account
 - 1.8.3 Balance Sheet
- 1.9 Subsidiary Books & Control Accounts
 - 1.9.1 Cash Book
 - 1.9.2 Petty Cash Book
 - 1.9.3 Purchase (Journal) Book
 - 1.9.4 Purchases Return (Journal) Book
 - 1.9.5 Sales (Journal) Book
 - 1.9.6 Sales Return (Journal) Book
 - 1.9.7 Journal Proper
 - 1.9.8 Control Accounts
- 1.10 Depreciation
 - 1.10.1 Methods for Depreciation
 - 1.10.2 Preparation of Depreciation schedule
- 1.11 Computerised Accounting
 - 1.11.1 Advantages of computerised accounting
 - 1.11.2 Accounting Structure for computerised accounting

Conclusion

Key Takeaways

Practice Exercises

Chapter 2: Introduction to TallyPrime

- 2.1 Introduction
- 2.2 Features of TallyPrime
- 2.3 Downloading and Installation of TallyPrime
- 2.4 Types of Licenses in TallyPrime
- 2.5 Activate New License
- 2.6 Reactivate License in TallyPrime
- 2.7 Use License from Network in a Multiuser Environment
- 2.8 Working TallyPrime in Educational Mode
- 2.9 Company Creation and Setting up Company Features in TallyPrime
- 2.10 Getting Started with TallyPrime
 - 2.10.1 Navigating from Anywhere to Anywhere in TallyPrime

	2.11 F12 Configuration in TallyPrime 2.12 Alter Company Details 2.13 Shut the Company Conclusion Key Takeaways Practice Exercises	
	Chapter 3: Maintaining Chart of Accounts	
	3.1 Introduction 3.2 Chart of Accounts 3.3 Creation of Masters in TallyPrime 3.3.1 Accounting Masters 3.3.2 Inventory Masters 3.4 Alteration of Masters in TallyPrime 3.5 Deletion of Masters in TallyPrime 3.6 Multi-Masters Creation and Display of Chart of Accounts 3.6.1 Multi Groups Creation 3.6.2 Multi Ledgers Creation 3.6.3 Multi Stock Groups Creation 3.6.4 Multi Stock Items Creation Conclusion Key Takeaways Shortcut Keys Practice Exercises	
	Chapter 4: Recording and Maintaining Accounting Transactions	
	4.1 Introduction 4.2 Recording Transactions in Tally 4.3 Recording Accounting Vouchers in TallyPrime 4.3.1 Receipt Voucher (F6) 4.3.2 Contra Voucher (F4) 4.3.3 Payment Voucher (F5) 4.3.4 Purchase Voucher (F9) 4.3.5 Sales Voucher (F8) 4.3.6 Debit Note Voucher (Alt+F5) 4.3.7 Credit Note Voucher (Alt+F6) 4.3.8 Journal Voucher (F7) Conclusion Key Takeaways Shortcut Keys Practice Exercises	
	Chapter 5: Banking	
	5.1 Introduction 5.2 Banking Payments 5.3 Cheque Printing 5.3.1 Single Cheque Printing 5.3.2 Multi Cheque Printing 5.4 Deposit Slip 5.4.1 Cheque Deposit Slip 5.4.2 Cash Deposit Slip 5.5 Payment Advice 5.6 Bank Reconciliation 5.6.1 Manual Bank Reconciliation 5.6.2 Auto Bank Reconciliation Conclusion	

Key Takeaways
Shortcut Keys
Practice Exercises

Chapter 6: Generating Financial Statements and MIS Reports

6.1 Introduction
6.2 Final Accounts Reports in Tally
 6.2.1 Trial Balance
 6.2.2 Profit and Loss Account
 6.2.3 Balance Sheet
 6.2.4 Cash Flow & Fund Flow Analysis Report
 6.2.5 Receipts and Payments
6.3 MIS Reports in Tally
 6.3.1 Stock Summary Analysis
 6.3.2 DayBook
 6.3.3 Cash and Bank Book
 6.3.4 Purchase Register
 6.3.5 Sales Register
 6.3.6 Journal Register
6.4 Bird's eye view/Drill down display from anywhere to anywhere
Conclusion
Key Takeaways
Shortcut keys
Practice Exercises

Chapter 7: Data Security

7.1 Introduction
7.2 Security Control
7.3 Activation of Security Control
7.4 Creation of Security Levels (User Roles)
7.5 Creation of Users And Passwords for Company
7.6 Accessing the company using Security Levels
7.7 Auto Login
7.8 TallyVault
Conclusion
Key Takeaways
Shortcut Keys
Practice Exercises

Chapter 8: Company Data Management

8.1 Introduction
8.2 Backup of Company Data
8.3 Restoring of Company Data
8.4 Company Data Repair
8.5 Migration of Tally.ERP 9 Company Data to TallyPrime
Conclusion
Key Takeaways
Shortcut Keys
Practice Exercises

Chapter 9: Goods and Services Tax

9.1 Introduction
 9.1.1 Why GST?
 9.1.2 GST Tax Structure
 9.1.3 Determination of Tax

9.1.4 GST Registration 9.1.5 Managing HSN CODE/SAC 9.1.6 GST Rate Structure 9.1.7 Supply of Goods and Services 9.1.8 Invoicing 9.1.9 Input Tax Credit 9.1.10 E-Way Bill 9.2 GST in TallyPrime 9.2.1 Creation of Company and Activating GST at Company Level 9.2.2 Introducing Capital into the Business 9.2.3 Creation of Masters in TallyPrime 9.3 Recording GST compliant transactions 9.3.1 Accounting Intrastate Supply of Goods 9.3.2 Accounting Interstate Supply of Goods 9.4 Input Tax Credit Set Off against Liability 9.5 GST Tax Payment 9.5.1 Timeline for payment of GST 9.5.2 Modes of Payment 9.5.3 Challan Reconciliation 9.6 Generating GST Returns for Regular Dealer in Tally 9.6.1 GSTR-1 9.6.2 GSTR-3B 9.6.3 GSTR-9 – GST Annual Computation	
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Conclusion

Key Takeaways

Shortcut Keys

Practice Exercises

Key Answers for Practice Exercises

Business Case Studies-1

HINDU COLLEGE, GUNTUR
CERTIFICATE COURSE
DEPARTMENT OF COMMERCE
PAPER: TALLY ERP9

MARKS: 50

ANSWER THE FOLLOWING QUESTIONS

1. What are the most important features of Tally software prime?
2. What are the types of ledgers that can be created in Tally ERP9?
3. What falls under Intangible Assets in Tally software ERP9?
4. How to create multiple ledgers in Tally ERP 9
5. How to create debit note in Tally ERP 9

Scheme of Valuation

1. What are the most important features of Tally software?

Most important features of Tally software. ...

- Financial Management. ...
- Tax and Compliance. ...
- Budgeting. ...
- Inventory Management. ...
- Sales and Purchase Management. ...

2. What are the types of ledgers that can be created in Tally?

- Purchases & Sales
- Income and Expense Ledger. ...
- Party Ledger. ...
- Tax Ledger. ...
- Bank Account. ...
- Current Liabilities and Assets.

3. What is Intangible Asset?

An intangible asset is an identifiable non-monetary asset without physical substance. Such an asset is identifiable when it is separable, or when it arises from contractual or other legal rights. Separable assets can be sold, transferred, licensed, etc.

4. How to create multiple ledgers in Tally

1. Go to Gateway of Tally > Accounts Info. > Ledgers > Multiple ledgers > Create.
2. Selects All Items or the required group under which you want to create the ledger.

5. How to create debit note in tally

Debit Note can be entered in voucher or invoice mode. Gateway of Tally > Vouchers > press F10 (Other Vouchers) > type or select Debit Note > and press Enter.

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ATTENDANCE STATEMENT FOR		DATE - 5/10/2021 To																											
SNO	NAME OF THE STUDENT	6/3	7/3	8/3	9/3	10/3	11/3	12/3	13/3	14/3	15/3	16/3	17/3	18/3	19/3	20/3	21/3	22/3	23/3	24/3	25/3	26/3	27/3	28/3	29/3	30/3	31/3		
1	P.Koteswara Rao	X	X	X	X	X	X	-	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
2	G.Smily	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
3	N.Gopi	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
4	K.Naga Bala Reddy	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
5	A.Hemanth		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
6	Ch.Venu	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
7	D.Venkata Kumar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
8	G.Jeevan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
9	S.Rajasekhar Reddy		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
10	T.Sairam	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
11	S.Sai Venkata Reddy	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
12	S.Nagalakshmi	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
13	D.Sravani	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
14	R.Nagendra Babu	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
15	K.Ramesh	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
16	Sk.Bilal	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
17	K.Chandra Sekhar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
18	I.Kavya	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
19	K.Naga Malleswari		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
20	A.Vineetha	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
21	K.Mounika	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
22	R.Noeladri	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
23	Ch.Venkata Katyayani	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
24	U.Mhabusubhani	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
25	A.Venkatesh	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
26	G.Chandra Durga Rao	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
27	R.Rasi		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
28	P.Bhargavi	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
29	M.Sriveni	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
30	K.Bharat Ashok kumar	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
31	K.Vijya Rami Reddy	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
32	Ch.Elisha Babu	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
33	S.Vamsi Krishna	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
34	M. Ramya	X		X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		

Apr 11

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May-

[illegible]

Certificate of Merit

This certificate is awarded to

Kelam Mounika

Son/Daughter of

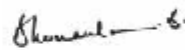
Kelam Markandeyulu

for successfully completing

TallyEssential Level 1

and securing Grade A⁺

Place of Issue: Bengaluru
Date Certified: 26-Jul-2022
Release: Prime 2.0


Bhuwaneshwari B
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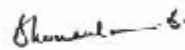
K.Venkatareddy

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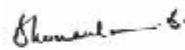
M.subbaiah

for successfully completing

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and securing Grade B

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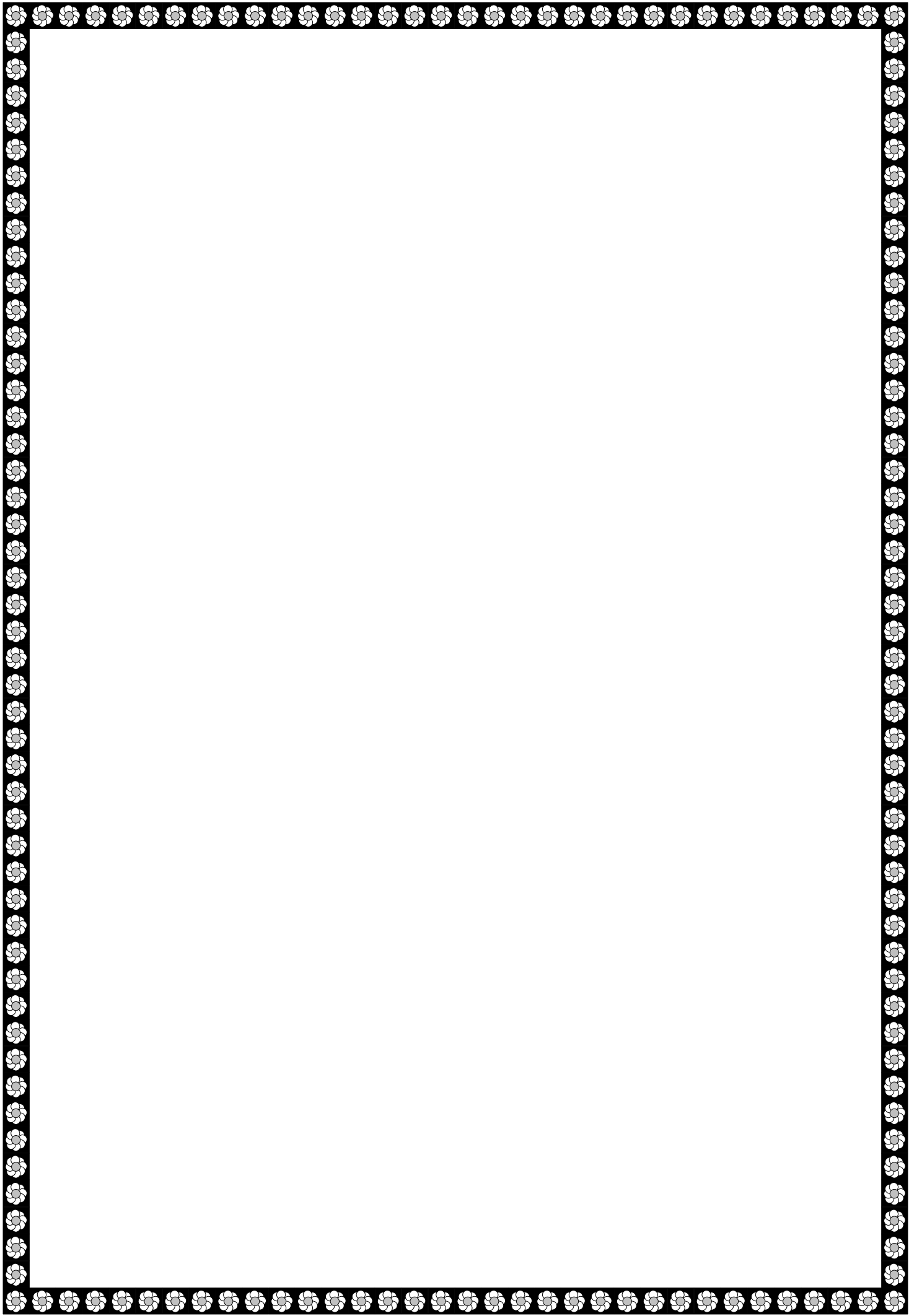
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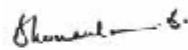
PREM KUMAR

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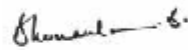
P.Srinivas Rao

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Place of Issue: Bengaluru
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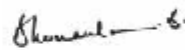
R.Ramu

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TallyEssential Level 1

and securing Grade B

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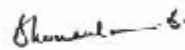
R.yesaiah

for successfully completing

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and securing Grade B

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Release: Prime 2.0


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Institute Name:

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Son/Daughter of

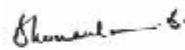
Rokkam SethuRam

for successfully completing

TallyEssential Level 1

and securing Grade A⁺

Place of Issue: Bengaluru
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Son/Daughter of

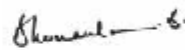
S.Siva Reddy

for successfully completing

TallyEssential Level 1

and securing Grade A

Place of Issue: Bengaluru
Date Certified: 26-Jul-2022
Release: Prime 2.0


Bhuwaneshwari B
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: **902342070**

Institute Name:

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This certificate is awarded to

Sanketha.Vamsi Krishana

Son/Daughter of

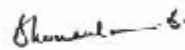
S.Prabhu Reddy

for successfully completing

TallyEssential Level 1

and securing Grade A

Place of Issue: Bengaluru
Date Certified: 26-Jul-2022
Release: Prime 2.0


Bhuvaneshwari B
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: **904342095**
Institute Name:
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Certificate of Merit

This certificate is awarded to

Sanku Nagalakshmi

Son/Daughter of

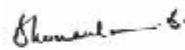
S.Prasad

for successfully completing

TallyEssential Level 1

and securing Grade A

Place of Issue: Bengaluru
Date Certified: 26-Jul-2022
Release: Prime 2.0


Bhuvaneshwari B
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: **906342066**

Institute Name:

HINDU COLLEGE

Tally Education Pvt. Ltd., a subsidiary of Tally Solutions, is the only entity authorised to issue certifications on Computerised Accounting with Tally.

This Certificate can be verified at www.tallyeducation.com

Certificate of Merit

This certificate is awarded to

Shaik Bilal

Son/Daughter of

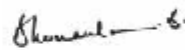
SK.Meherun

for successfully completing

TallyEssential Level 1

and securing Grade A

Place of Issue: Bengaluru
Date Certified: 26-Jul-2022
Release: Prime 2.0


Bhuwaneshwari B
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: **900342081**

Institute Name:

HINDU COLLEGE

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Certificate of Merit

This certificate is awarded to

Sure SriEswara Sai Venkata Vinay

Son/Daughter of

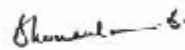
S.Venkata Ramana

for successfully completing

TallyEssential Level 1

and securing Grade A

Place of Issue: Bengaluru
Date Certified: 26-Jul-2022
Release: Prime 2.0


Bhuwaneshwari B
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: **908342064**

Institute Name:
HINDU COLLEGE

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Certificate of Merit

This certificate is awarded to

Tallam Loknath Venkata Sairam

Son/Daughter of

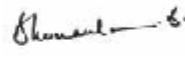
T.Ramesh

for successfully completing

TallyEssential Level 1

and securing Grade A

Place of Issue: Bengaluru
Date Certified: 26-Jul-2022
Release: Prime 2.0


Bhuvaneshwari B
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: **900342072**

Institute Name:

HINDU COLLEGE

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Certificate of Merit

This certificate is awarded to

Udata Mabu Subhani

Son/Daughter of

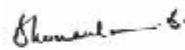
U.Baji Babu

for successfully completing

TallyEssential Level 1

and securing Grade A

Place of Issue: Bengaluru
Date Certified: 26-Jul-2022
Release: Prime 2.0


Bhuwaneshwari B
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: **903342096**
Institute Name:
HINDU COLLEGE

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Certificate of Merit

This certificate is awarded to

Avvari Hemanth

Son/Daughter of

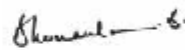
A.VVASS Murthy

for successfully completing

TallyEssential Level 1

and securing Grade A

Place of Issue: Bengaluru
Date Certified: 26-Jul-2022
Release: Prime 2.0


Bhuwaneshwari B
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: **907342065**

Institute Name:
HINDU COLLEGE

Tally Education Pvt. Ltd., a subsidiary of Tally Solutions, is the only entity authorised to issue certifications on Computerised Accounting with Tally.

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Certificate of Merit

This certificate is awarded to

Chalamcharla Venu

Son/Daughter of

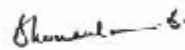
CH.Mohanrao

for successfully completing

TallyEssential Level 1

and securing Grade B

Place of Issue: Bengaluru
Date Certified: 26-Jul-2022
Release: Prime 2.0


Bhuwaneshwari B
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: **900342063**

Institute Name:

HINDU COLLEGE

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This Certificate can be verified at www.tallyeducation.com

Certificate of Merit

This certificate is awarded to

Cherukuri Elisha Babu

Son/Daughter of

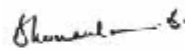
CH.Showry

for successfully completing

TallyEssential Level 1

and securing Grade A

Place of Issue: Bengaluru
Date Certified: 26-Jul-2022
Release: Prime 2.0


Bhuwaneshwari B
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: **905342085**
Institute Name:
HINDU COLLEGE

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This Certificate can be verified at www.tallyeducation.com

Certificate of Merit

This certificate is awarded to

Gajulavarthi Jeevan

Son/Daughter of

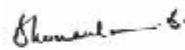
G.James

for successfully completing

TallyEssential Level 1

and securing Grade A

Place of Issue: Bengaluru
Date Certified: 26-Jul-2022
Release: Prime 2.0


Bhuwaneshwari B
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: **908342073**

Institute Name:

HINDU COLLEGE

Tally Education Pvt. Ltd., a subsidiary of Tally Solutions, is the only entity authorised to issue certifications on Computerised Accounting with Tally.

This Certificate can be verified at www.tallyeducation.com

Certificate of Merit

This certificate is awarded to

Gunti Smily

Son/Daughter of

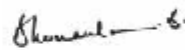
G.Babu Rao

for successfully completing

TallyEssential Level 1

and securing Grade A

Place of Issue: Bengaluru
Date Certified: 26-Jul-2022
Release: Prime 2.0


Bhuwaneshwari B
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: **903342069**

Institute Name:

HINDU COLLEGE

Tally Education Pvt. Ltd., a subsidiary of Tally Solutions, is the only entity authorised to issue certifications on Computerised Accounting with Tally.

This Certificate can be verified at www.tallyeducation.com

Certificate of Merit

This certificate is awarded to

Kancharla Bharat Ashok Kumar

Son/Daughter of

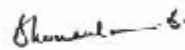
K.Markandeyulu

for successfully completing

TallyEssential Level 1

and securing Grade A⁺

Place of Issue: Bengaluru
Date Certified: 26-Jul-2022
Release: Prime 2.0


Bhuwaneshwari B
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: **908342100**
Institute Name:
HINDU COLLEGE

Tally Education Pvt. Ltd., a subsidiary of Tally Solutions, is the only entity authorised to issue certifications on Computerised Accounting with Tally.

This Certificate can be verified at www.tallyeducation.com



