



MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)
(An UGC Autonomous Institution, Affiliated to JNTUH, Hyderabad Accredited 2nd time by NAAC
with 'A' Grade & NBA and Recipient of World Bank Assistance under TEQIP--II S.C. 1.1)
Maisammaguda (H), Medchal-Malkajgiri District, Secunderabad,
Telangana State – 500100
www.mrec.ac.in

Department of Master of Business Administration

CIRCULAR

Date: 30/05/2016

All the students are hereby informed that Value Added Course on “TALLY” on date 05-06-2016 to 20-07-2016 is being organized by the Master of Business Administration. The resource person for the course is “Dr.Gopinath Rao”.

Students are advised to register their names to the programme coordinator “Ms.P.Buela Prasanna Kumari”, on or before 31st May and utilize this opportunity to enhance their skills by attending the programme.

The detailed schedule of the programme will be displayed in the notice board.



le sel
Head of the Department

HEAD OF THE DEPARTMENT
Master of Business Administration
MALLAREDDY ENGINEERING COLLEGE
(AUTONOMOUS)
Maisamma Guda, Sec'bad - 500 100

Copy to:

- 1) Circulation in Students classroom
- 2) All HOD's
- 3) Notice Boards
- 4) PA to principal for filing.

Ravesh
PRINCIPAL
Malla Reddy Engineering College
(Autonomous)
Maisammaguda, Dhulapally,
(Post Via Kompally), Sec'bad-500 100

About the Institution

Malla Reddy Engineering College (Autonomous) is one of the reputed engineering colleges in Hyderabad, Telangana. **MREC (A)** is part of Malla Reddy Group of Institutions (MRGI), founded by Sri. Ch. Malla Reddy, currently Hon'ble Minister, Labor and Employment, Factories, Women and Child Welfare and Skill Development, Govt. of Telangana State. The college is situated in a serene, lush green environment in Maisammaguda, Gundlapochampally, Medchal(M), Medchal-Malkajgiri District Telangana- 500100.

The college was established in 2002 and is an autonomous institution approved by UGC and affiliated to JNTUH. The college is re-accredited by NAAC with 'A' Grade (II Cycle) and was conferred autonomous status by JNTUH in 2011 and by UGC in 2014 for a period of 6 years. Our eligible UG and PG programs received NBA accreditation and some of them received reaccreditation too. The college caters to wide ranging aspirations and goals of student communities by offering new courses in UG courses provides PG courses and MBA along with programs in various streams of Engineering & Technology and Management. It boasts of world-class infrastructure and well-equipped laboratories in all departments and is skillfully and smartly guided by **Dr. A. Ramaswami Reddy, Director, MREC (A)** and **Dr. A. Raveendra, Principal, MREC (A)** who have a rich teaching and industrial experience.

Mr.

Advisory Committee

Chief Patrons: Sri. Ch. Malla Reddy, Minister-Telangana State-India.

Founder Chairman

Malla Reddy Group of Institutions

Patrons: Sri.Ch. Mahender Reddy
Secretary, MRGI

Dr.Ch.Bhadra Reddy
President, MRGI

Co-Patrons: **A.Sudhakara Reddy**
Principal, MREC (A)

Convener: **Dr.K.ANIL KUMAR**
HOD MBA

Coordinator: **Ms.P. Buela Prasanna Kumari**
Assist. Professor, MBA

Organizing Committee:

Dr. K.Anil Kumar, Professor ,MBA.
P.BuelaPrasannakumari, Assoc.Professor,MBA

A.Latha, Assoc.Professor,MBA

P.Rajitha, Asst.Professor, MBA

VVL Sameera, Asst.Professor, MBA

M.Balanji Reddy, Asst.Professor

K. Neeraja, Asst.Professor, MBA.

Mrs.K.Dhanalakshmi, Asst.Professor

G.Ashok Kumar, Asst.Professor, MBA.

B.Kiran kumar reddy, Asst.Professor, MBA.

M.Poojitha Bhardwaj, Asst.Professor, MBA

D.Sandhya, Asst.Professor, MBA

Dr.G.Praveen Kumar, Assoc.Professor,MBA

Mr.G.Bharani Vamsi, Asst.Professor, MBA.

M. Rajini, Asst.Professor, MBA

Ch.Pushpavathi, Asst.Professor, MBA

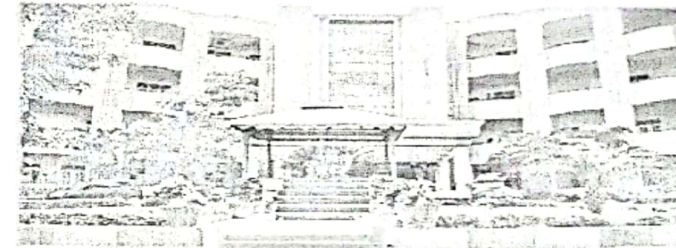


*A One-Week Skill development Course
(Value added Course)*

On

"TALLY"

(05-06-2016 to 20-06-2016)



*Organized by
Department of*

MASTER OF BUSINESS ADMINISTRATION

MALLA REDDY ENGINEERING COLLEGE

(AUTONOMOUS) MAIN CAMPUS

An UGC Autonomous Institution, Approved by

AICTE & Affiliated to JNTUH-Hyderabad

Reaccredited by NAAC with 'A' Grade (II Cycle)

Maisammaguda(H), Gundlapochampally (V),

Medchal (M), Medchal - Malkajgiri District

Telangana - 500100, India.

Receipt

No.

Post Via K...



Registration Form

Name of the Participant :-----

Branch & Year :-----

Name of Institution:-----

Address for Communication:-----

Mobile Number:-----

E-Mail ID:-----

DECLARATION:

The information furnished above is true to the best of my Knowledge.

Place:

Date:

Signature of Applicant

About the Department

The Department of Management of Business Administration has been established since the inception of the institution in the year 2002. The Department has good infrastructure facilities and is equipped with full-fledged laboratories to fulfil the curriculum needs. The Department has well experienced faculty. Around one-third of the faculty members in the department are Doctorate. The department has good number of sanctioned projects, funded by different agencies/industries. The Department is intended to be allotted a Research Centre by JNTU Hyderabad.

Overview of the Programme

This Programme is complete guide to understand Accounting and how to use Tally in a perfect manner. Tally is well known business software. It can handle almost all types of business transactions and give perfect reporting for business requirements.

This programme gives you complete depth knowledge of all features of Tally. you can easily handle accounting and taxation of any types of business and also prepare MIS Reports.

We took real life practical examples of all types of business transactions for better knowledge and understanding of practical real world.

Real world examples helps you to crack interviews, get good job in the market. Business owners should learn Tally so that they can directly see all reports. Working professionals can improve their skill for better opportunity

Objectives of the Programme

- To learn basic of accountancy, its principles, concepts, conventions, recording procedures, bank reconciliation, final accounts etc.
- To learn and practice computerized accounting systems using TALLY.

Topics to be covered

- ❖ Basic of accounting
- ❖ Taxation
- ❖ Advance Level

Certificate

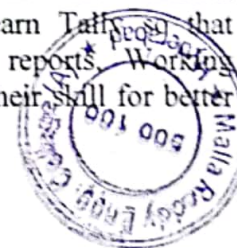
After successful completion of the course the certificates shall be issued to the participants.

Outcome of the program

After completion of the course you can also start your own accounting business. You can handle accounting and GST, TDS and Income Tax Returns of small business or shops.

It's Good opportunity to make your Career in Account & Finance.

Reena
PRINCIPAL
Reddy Engineering College
(Autonomous)
Maisammaguda, Dhulapally,
(Post Via Kompally), Sec'bad-500 100





MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)
(An UGC Autonomous Institution, Approved by AICTE, New Delhi & Affiliated to JNTUHI, Hyderabad)
Accredited 2nd time by NAAC with 'A' Grade
Maisammaguda (H), Medchal- Malkajgiri District, Secunderabad, Telangana State –
500100
www.mrec.ac.in

DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

ACADEMIC YEAR: 2016-17

SYLLABUS

Value added course name: "TALLY"

Value added course Instructor: Dr.Gopinath Rao

TALLY Course Syllabus:

1. User Interface and Company Management
2. Masters – Ledgers
3. Masters – Groups
4. Masters – Bill wise Debtors and Creditors Ledger
5. Payment Voucher
6. Day Book in Tally
7. Pre-Allocation of Bills
8. Receipt Voucher
9. Contra and Journal Voucher
10. Cheque Printing in Tally ERP
11. Masters: Inventory
12. Goods and Services Tax (GST)
13. Purchase Voucher with GST
14. Sales Voucher with GST
15. GST Returns and Payment
16. Billing Features in Tally
17. Purchase Order Processing
18. Sales Order Processing



Ramesh
PRINCIPAL
Malla Reddy Engineering College
(Autonomous)
Maisammaguda, Dhulapally,
(Post. Via Kompally), Sec'bad-500 100

19. Debit and Credit Notes
20. Bank Reconciliation in Tally
21. Price List in Tally
22. Credit Limit
23. Stock Transfers
24. Manufacturing Vouchers
25. Batch Wise Details
26. Re-Order Level in Tally
27. Interest Calculations (Auto Mode)
28. Voucher Types and Class
29. Point of Sales
30. Scenarios and Optional Vouchers
31. Budgets and Controls in Tally
32. Cost Centres and Cost Categories
33. Shortcut Keys

Buelo
Co-ordinator

b. Lee
HOD

HEAD OF THE DEPARTMENT
Master of Business Administration
MALLAREDDY ENGINEERING COLLEGE
(AUTONOMOUS)
Maisamma Guda, Sec'bad - 500 100



R. Shankar
PRINCIPAL
Malla Reddy Engineering College
(Autonomous)
Maisamma Guda, Dhulapally,
(Post Via Koppal), Sec'bad-500 100

MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)

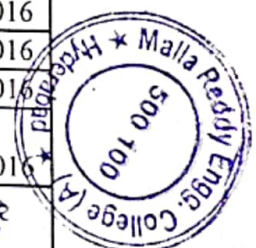
UGC Autonomous Institution, Approved by AICTE, New Delhi & Affiliated to JNTUH,

Maisammaguda (H), Medchal-Malkajgiri District, Secunderabad,

Telangana State – 500100, www.mrec.ac.in

VAC ENROLLED STUDENT LIST 2016-17

S.NO	ROLL NO	NAME OF THE STUDENT	COURSE	DURATION	
				FROM	TO
51	15J41E0001	A ABHISHEK KUMAR REDDY	TALLY	5/6/2016	20/07/2016
52	15J41E0002	A LOHITHA	TALLY	5/6/2016	20/07/2016
53	15J41E0003	ALISHA PATHAN	TALLY	5/6/2016	20/07/2016
54	15J41E0004	B UMADEVI	TALLY	5/6/2016	20/07/2016
55	15J41E0005	MOHAMMED SHAHBUDDIN	TALLY	5/6/2016	20/07/2016
56	15J41E0006	BADDAM GREESHMA	TALLY	5/6/2016	20/07/2016
57	15J41E0007	BANA MANOJ KUMAR	TALLY	5/6/2016	20/07/2016
58	15J41E0008	BIKUMALLA RAVI TEJA	TALLY	5/6/2016	20/07/2016
59	15J41E0009	BOMMI REDDY PRASAD REDDY	TALLY	5/6/2016	20/07/2016
60	15J41E0010	D SAMPATH KUMAR	TALLY	5/6/2016	20/07/2016
61	15J41E0011	T.MANIKANTA	TALLY	5/6/2016	20/07/2016
62	15J41E0012	DEVARAPALLI MAHITHA	TALLY	5/6/2016	20/07/2016
63	15J41E0013	DOSAPALLY NAVEEN KUMAR REDDY	TALLY	5/6/2016	20/07/2016
64	15J41E0014	ERUKULLA CHANDRAKIRAN	TALLY	5/6/2016	20/07/2016
65	15J41E0015	F.ASHWINI	TALLY	5/6/2016	20/07/2016
66	15J41E0016	G.MOHAN REDDY	TALLY	5/6/2016	20/07/2016
67	15J41E0017	UPPALAPADU MOHAMMED AZARUDDIN	TALLY	5/6/2016	20/07/2016
68	15J41E0018	GORINTA SHIVA KUMAR	TALLY	5/6/2016	20/07/2016
69	15J41E0019	GUGULOTH DIVYA SRI	TALLY	5/6/2016	20/07/2016
70	15J41E0020	K ANURADHA	TALLY	5/6/2016	20/07/2016
71	15J41E0021	K R VISHAL	TALLY	5/6/2016	20/07/2016
72	15J41E0022	K RASAGNA	TALLY	5/6/2016	20/07/2016
73	15J41E0023	K SWETHA	TALLY	5/6/2016	20/07/2016
74	15J41E0024	K YESHASWINNI YADAV	TALLY	5/6/2016	20/07/2016
75	15J41E0025	KANTE HARISH	TALLY	5/6/2016	20/07/2016
76	15J41E0026	KATARI SAI BHAVANA	TALLY	5/6/2016	20/07/2016
77	15J41E0027	KARNAKAR TUDUMU	TALLY	5/6/2016	20/07/2016
78	15J41E0028	KOTHAKOTA RAJAVARDHAN REDDY	TALLY	5/6/2016	20/07/2016
79	15J41E0029	KOTTAPALLI S PHANEENDRA CHOWDARY	TALLY	5/6/2016	20/07/2016
80	15J41E0030	KUMARI PREETI MISHRA	TALLY	5/6/2016	20/07/2016
81	15J41E0031	KUNADODDI SUSMITHA	TALLY	5/6/2016	20/07/2016



Principal
PRINCIPAL
 Malla Reddy Engineering College
 (Autonomous)
 Maisammaguda (H), Medchal-Malkajgiri District, Secunderabad, Telangana State - 500100
 (Post Via Koro)

82	15J41E0032	LAKHAVARAPU MOUNIKA	TALLY	5/6/2016	20/07/2016
83	15J41E0033	LELLAPATI PRANUSHA	TALLY	5/6/2016	20/07/2016
84	15J41E0034	M DIVYA	TALLY	5/6/2016	20/07/2016
85	15J41E0035	M URMILA	TALLY	5/6/2016	20/07/2016
86	15J41E0036	M V SRAVANTHI	TALLY	5/6/2016	20/07/2016
87	15J41E0037	MALYALA RAJENDER	TALLY	5/6/2016	20/07/2016
88	15J41E0038	MANASA VADNALA	TALLY	5/6/2016	20/07/2016
89	15J41E0039	MARAGOUNI SAIKIRAN	TALLY	5/6/2016	20/07/2016
90	15J41E0040	MEREYALAM MOUNIKA	TALLY	5/6/2016	20/07/2016
91	15J41E0043	MUDERESI NIKHITHA	TALLY	5/6/2016	20/07/2016
92	15J41E0044	N.MOUNINA	TALLY	5/6/2016	20/07/2016
93	15J41E0045	NISHADH SULTANA	TALLY	5/6/2016	20/07/2016
94	15J41E0046	P GAYATHRI	TALLY	5/6/2016	20/07/2016
95	15J41E0047	PATTHI CHAITANYA	TALLY	5/6/2016	20/07/2016

K. S. S.
MBA-HOD

HEAD OF THE DEPARTMENT
Master of Business Administration
MALLAREDDY ENGINEERING COLLEGE
(AUTONOMOUS)
Maisamma Guda, Sec'bad - 500 100



Ravi
PRINCIPAL
Malla Reddy Engineering College
(Autonomous)
Maisamma Guda, Dhulapally,
(Post Via Kompally), Sec'bad-500 100



MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)
(An UGC Autonomous Institution, Approved by AICTE, New Delhi & Affiliated to JNTUH,
Hyderabad) Accredited 2nd time by NAAC with 'A' Grade
Maisammaguda (H), Medchal- Malkajgiri District, Secunderabad, Telangana
State – 500100
www.mrec.ac.in

DEPARTMENT OF MASTER OD BUSINESS ADMINISTRATION
ACADEMIC YEAR: 2016-17
SUMMARY REPORT

Value added course name: "Tally -9"

Value added course Instructor: Dr. Gopinath Rao

Tally is the most popular and Highly Effective accounting tool which makes the life of an accountant easier. Anyone who is looking to enter in the field of accounting or wishes to lead a successful career in accounting must learn Tally.ERP 9 as the benefits of using Tally.ERP 9 are more for both small and medium-sized businesses. Moreover the simplicity is the driving force which allures the users of financial information to actively use Tally as the ERP solution for their businesses

Reports play an important role for businesses to help manage their day-to-day business operations efficiently. Understanding this need, Tally.ERP 9 provides many insightful reports. Reports in Tally.ERP 9 is designed to suit all the aspects of accounting management, inventory management and statutory.

Balance Sheet in Tally.ERP 9

The Balance Sheet gives a complete glance at the financial position of a business. The Balance Sheet in Tally.ERP 9 shows the assets and liabilities of a company. From the Gateway of Tally screen, a business owner can access the Balance Sheet. The Balance Sheet can be configured using F12 configuration in Tally.ERP 9. Tally.ERP 9 also offers Schedule VI Balance Sheet for businesses. The Balance Sheet can be viewed for any given dates. Multiple valuation types are given for defining stock valuations such as FIFO, LIFO, Average Cost, Average Price and many more.

Profit & Loss Account in Tally.ERP 9

The Profit & Loss report in Tally.ERP 9 shows a company's net profit or loss in a given period. By default, this Tally report considers the period starting from the date when the books begin to the entry date of the last voucher. The Profit & Loss report in Tally.ERP 9 can be configured with F12 configuration available within the report. A business owner can see Schedule VI Profit & Loss account or P&L statement in a vertical format based on the requirements.



Received
Malla Reddy Engineering College
(Autonomous)
Maisammaguda, Dhudupally
(Post Via Kompally), Sec'bad-500100

Cash Flow/Fund Flow Report in Tally.ERP 9

The Cash Flow report in Tally.ERP 9 has been provided to help get a view of cash inflow and outflow during an accounting period. This report makes it easy for business owners to understand the cash flow situation for a specific period and helps make decisions.

Ratio Analysis Report in Tally.ERP 9

The Ratio Analysis report is a powerful report for financial analysis in Tally.ERP 9. The multiple ratios in the report give a clear understanding of the financial position of a business. These are Debt Equity Ratio, Quick Ratio, Return on Working Capital, Return on Investment and so on. This is one of the key Tally reports.

Outstanding Report in Tally

A business owner can see receivables ledger-wise and bill-wise in Tally.ERP 9. He can see ageing analysis which can be applied based on due dates or as per the bill dates. Based on the time that has passed (ageing), a business can accordingly connect with parties or manage funds to make payments. With the bill wise ageing details, the user can see and understand the details of bills for which payment is pending.

Stock Summary Report in Tally.ERP 9

The Stock Summary report displays the current position of stocks or stock in hand for a particular date. From this Tally report, a business owner can view item-wise rates, quantity and value of stocks available. The Stock Summary report in Tally.ERP 9 also enables business owners to view gross profit at each item level based on landing cost and sales price. It also shows the status of stocks available across various godowns. The user can see the net stock position by considering purchase and sales orders which are yet to be processed.

Stock Ageing Analysis Report in Tally.ERP 9

This report in Tally.ERP 9 helps businesses understand their slow moving goods versus fast moving goods. This Tally report helps business owners to make decisions based on procurement of stocks, or whether to liquidate stocks based on their age. Tally.ERP 9 gives the flexibility to define various periods like 0-30 days, 31-60 days and so on based on business requirement. Business owners can see stock valuations as well from within this report.

Buade
Co-Ordinator

re-uee
MBA HOD

Ramesh
PRINCIPAL
M. S. Reddy Engineering College
(Autonomous)
Maisamma Guda, Dhulapally,
(Post Via Kompally), Sec'bad-500 100



HEAD OF THE DEPARTMENT
Master of Business Administration
MALLAREDDY ENGINEERING COLLEGE
(AUTONOMOUS)
Maisamma Guda, Sec'bad - 500 100



MALLA REDDY ENGINEERING COLLEGE

(Autonomous)

(UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd time by NAAC with 'A' Grade)
Maisammaguda, Dhulapally (Post via Kompally), Secunderabad - 500 100.



Certificate of Completion

This is to certify that Mr./Ms A ABHISHEK KUMAR REDDY bearing
Roll No. 15J41E0001 has successfully completed Value Added Course
in TALLY conducted by the Department of
 MBA from 5/6/2016 to 20-7-2016 .

Buele
COORDINATOR

K. Uler
HOD

[Signature]
PRINCIPAL

Raush
PRINCIPAL
Malla Reddy Engineering College
(Autonomous)
Maisammaguda, Dhulapally,
(Post Via Kompally), Sec'bad-500 100





MALLA REDDY ENGINEERING COLLEGE

(Autonomous)

(UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd time by NAAC with 'A' Grade)
Maisammaguda, Dhulapally (Post via Kompally), Secunderabad - 500 100.



Certificate of Completion

This is to certify that Mr./Ms A LOHITHA bearing
Roll No. 15J41E0002 has successfully completed Value Added Course
in TALLY conducted by the Department of
MBA from 5/6/2016 to 20-7-2016.

Buele
COORDINATOR

K. Uler
HOD

[Signature]
PRINCIPAL



Ramul
PRINCIPAL
Malla Reddy Engineering College
(Autonomous)
Maisammaguda, Dhulapally
(Post Via Kompally), Sec 500 100



MALLA REDDY ENGINEERING COLLEGE

(Autonomous)

(UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd time by NAAC with 'A' Grade)
Maisammaguda, Dhulapally (Post via Kompally), Secunderabad - 500 100.



Certificate of Completion

This is to certify that Mr./Ms ALISHA PATHAN bearing
Roll No. 15J41E0003 has successfully completed Value Added Course
in TALLY conducted by the Department of
MBA from 5/6/2016 to 20-7-2016.

Buele
COORDINATOR

K. Uler
HOD

Raush
PRINCIPAL
Malla Reddy Engineering College
(Autonomous)
Maisammaguda, Dhulapally,
Secunderabad-500 100





MALLA REDDY ENGINEERING COLLEGE

(Autonomous)

(UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd time by NAAC with 'A' Grade)
Maisammaguda, Dhulapally (Post via Kompally), Secunderabad - 500 100.



Certificate of Completion

This is to certify that Mr./Ms B UMADEVI bearing
Roll No. 15J41E0004 has successfully completed Value Added Course
in TALLY conducted by the Department of
MBA from 5/6/2016 to 20-7-2016

Buele
COORDINATOR

K. Uer
HOD

R. Sankar
PRINCIPAL



Malla Reddy Engineering College
(Autonomous)
Maisammaguda, Dhulapally,
(Post Via Kompally), Sec'bad-500 100



MALLA REDDY ENGINEERING COLLEGE

(Autonomous)

(UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd time by NAAC with 'A' Grade)
Maisammaguda, Dhulapally (Post via Kompally), Secunderabad - 500 100.



Certificate of Completion

This is to certify that Mr./Ms MOHAMMED SHAHBUDDIN bearing

Roll No. 15J41E0005 has successfully completed Value Added Course

in TALLY conducted by the Department of

MBA from 5/6/2016 to 20-7-2016.

Buelo
COORDINATOR

K. Uler
HOD

[Signature]
PRINCIPAL



Ravi
PRINCIPAL
Malla Reddy Engineering College
(Autonomous)
(Post Via Kompally)