



**MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)**  
(An UGC Autonomous Institution, Affiliated to JNTU.H. Hyderabad Accredited 2<sup>nd</sup> time by NAAC  
with 'A' Grade & NBA)  
Maisammaguda (H), Medchal-Malkajgiri District, Secunderabad,  
Telangana State – 500100  
www.mrec.ac.in

## Department of Master of Business Administration

### CIRCULAR

Date: 11/04/2016

All the students are hereby informed that Value Added Course on “Tally” on date 18<sup>th</sup> to 23<sup>rd</sup> April, is being organized by the Master of Business Administration. The resource person for the course is “Mr.P.Dada Peer”.

Students are advised to register their names to the programme coordinator “Mr.J.Suresh”, on or before 12<sup>th</sup> April 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.



*K. Suresh*  
**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.

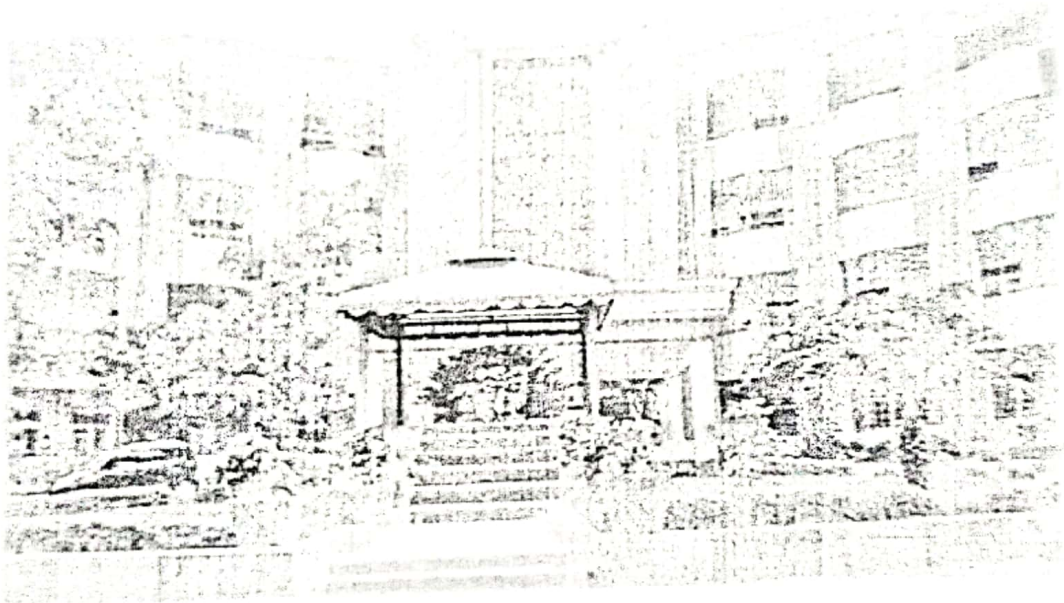
*Ravi*  
**PRINCIPAL**  
Malla Reddy Engineering College  
(Autonomous)  
Maisammaguda, Dhulapally,  
(Post Via Kompally), Sec'bad-500 100

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

*On*

**“TALLY”**

**(18<sup>th</sup> to 23<sup>rd</sup> April, 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.**

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

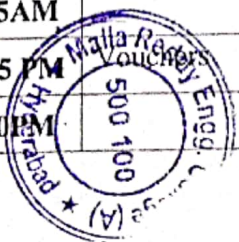


**MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)**  
 UGC Autonomous Institution, Approved by AICTE, New Delhi & Affiliated to JNTUH,  
 Hyderabad). Accredited 2<sup>nd</sup> time by NAAC with 'A' Grade,  
 Maisammaguda (H), Medchal-Malkajgiri District, Secunderabad,  
 Telangana State – 500100, [www.mrec.ac.in](http://www.mrec.ac.in)

**DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION**

Value Added Course  
 on  
**“TALLY”**  
 18 – 23<sup>rd</sup>, April 2016  
**Programme Schedule**

Date	Time	Topic	Resource Person
18-04-2016	10:10 – 11:00AM	Introduction of course	Mr.P.Dada Peer
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Introduction of course	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Accounting master	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Accounting master	
19-04-2016	9:30 – 11:00AM	Inventory master	Mr.P.Dada Peer
	11:00 -11:15AM	Tea Break	
	11.17– 12:45 PM	Inventory master	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Inventory master	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Inventory master	
	9:30 – 11:00AM	Vouchers	Mr.P.Dada Peer
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Vouchers	
	12:45 – 1:30PM	Lunch	



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

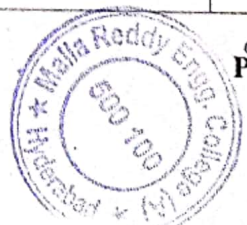


**MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)**  
 UGC Autonomous Institution, Approved by AICTE, New Delhi & Affiliated to JNTUH,  
 Hyderabad). Accredited 2<sup>nd</sup> time by NAAC with 'A' Grade,  
 Maisammaguda (II), Medchal-Malkajgiri District, Secunderabad,  
 Telangana State - 500100, [www.mrec.ac.in](http://www.mrec.ac.in)

20-04-2016	1:30 – 2:30 PM	Goods and service tax GST	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Goods and service tax GST	
21-04-2016	9:30 – 11.00AM	Tax deducted at source	Mr.P.Dada Peer
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Tax deducted at source	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Tax deducted at source	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Tax deducted at source	
22-04-2016	9:30 – 11.00AM	Bank reconciliation	Mr.P.Dada Peer
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Bank reconciliation	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Bank reconciliation	
	2:30 – 2:45PM	Tea Break	
23-04-2016	9:30 – 11.00AM	Cost center and cost category	Mr.P.Dada Peer
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Payroll	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Payroll	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Job Costing And Analysis	

*J. Sweth*  
Co-ordinator

MALLAREDDY ENGINEERING COLLEGE  
(AUTONOMOUS)  
Maisammaguda, Dhulapally,  
Medchal-Kompally, Sec'bad-500 100.



*J. Sweth*  
PRINCIPAL

MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)

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

Maisammaguda (II), Medchal-Malkajiri District, Secunderabad,

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

VAC List of Students 2015-16

S.NO	ROLL NO	NAME OF THE STUDENT	COURSE	DURATION	
				FROM	TO
1	15J41E0001	A ABHISHEK KUMAR	TALLY	18/04/2016	23/04/2016
2	15J41E0002	A LOHITHA	TALLY	18/04/2016	23/04/2016
3	15J41E0003	ALISHA PATHAN	TALLY	18/04/2016	23/04/2016
4	15J41E0004	B UMADEVI	TALLY	18/04/2016	23/04/2016
5	15J41E0005	MD.SHIABUDDIN	TALLY	18/04/2016	23/04/2016
6	15J41E0007	B. MANOJ KUMAR	TALLY	18/04/2016	23/04/2016
7	15J41E0008	B. RAVI TEJA	TALLY	18/04/2016	23/04/2016
8	15J41E0009	B. PRASAD REDDY	TALLY	18/04/2016	23/04/2016
9	15J41E0010	D SAMPATH KUMAR	TALLY	18/04/2016	23/04/2016
10	15J41E0011	T.MANIKANTA	TALLY	18/04/2016	23/04/2016
11	15J41E0012	D. MAHITHA	TALLY	18/04/2016	23/04/2016
12	15J41E0013	D.NAVEEN KUMAR	TALLY	18/04/2016	23/04/2016
13	15J41E0014	E CHANDRAKIRAN	TALLY	18/04/2016	23/04/2016
14	15J41E0015	F.ASHWINI	TALLY	18/04/2016	23/04/2016
15	15J41E0016	G.MOHAN REDDY	TALLY	18/04/2016	23/04/2016
16	15J41E0017	MD AZARUDDIN	TALLY	18/04/2016	23/04/2016
17	15J41E0018	G. SHIVA KUMAR	TALLY	18/04/2016	23/04/2016
18	15J41E0019	G. DIVYA SRI	TALLY	18/04/2016	23/04/2016
19	15J41E0020	K ANURADHA	TALLY	18/04/2016	23/04/2016
20	15J41E0021	K R VISHAL	TALLY	18/04/2016	23/04/2016
21	15J41E0022	K RASAGNA	TALLY	18/04/2016	23/04/2016
22	15J41E0023	K SWETHA	TALLY	18/04/2016	23/04/2016
23	15J41E0024	K YESHASWINNI	TALLY	18/04/2016	23/04/2016
24	15J41E0025	KANTE HARISHI	TALLY	18/04/2016	23/04/2016
25	15J41E0026	K. SAI BHAVANA	TALLY	18/04/2016	23/04/2016
26	15J41E0027	KARNAKAR TUDUMU	TALLY	18/04/2016	23/04/2016
27	15J41E0028	K. RAJAVARDHAN	TALLY	18/04/2016	23/04/2016
28	15J41E0029	K. S PHANEENDRA	TALLY	18/04/2016	23/04/2016
29	15J41E0030	PREETI MISHRA	TALLY	18/04/2016	23/04/2016
30	15J41E0031	K.SUSMITHA	TALLY	18/04/2016	23/04/2016
31	15J41E0032	L.MOUNIKA	TALLY	18/04/2016	23/04/2016
32	15J41E0033	L.PRANUSHA	TALLY	18/04/2016	23/04/2016
33	15J41E0034	M DIVYA	TALLY	18/04/2016	23/04/2016
34	15J41E0035	M URMILA	TALLY	18/04/2016	23/04/2016
35	15J41E0036	M V SRAVANTHI	TALLY	18/04/2016	23/04/2016
36	15J41E0037	MALYALA RAJENDER	TALLY	18/04/2016	23/04/2016
37	15J41E0038	MANASA VADNALA	TALLY	18/04/2016	23/04/2016
38	15J41E0039	M.SAIKIRAN	TALLY	18/04/2016	23/04/2016
39	15J41E0040	M. MOUNIKA	TALLY	18/04/2016	23/04/2016
40	15J41E0041	MOHD ASHAR ALAM	TALLY	18/04/2016	23/04/2016
41	15J41E0042	MUDDAM HAREESH	TALLY	18/04/2016	23/04/2016
42	15J41E0043	MUDERESI NIKHITHA	TALLY	18/04/2016	23/04/2016
43	15J41E0044	N.MOUNINA	TALLY	18/04/2016	23/04/2016
44	15J41E0045	NISHADH SULTANA	TALLY	18/04/2016	23/04/2016
45	15J41E0046	P GAYATHRI	TALLY	18/04/2016	23/04/2016
46	15J41E0047	PATTHI CHAITANYA	TALLY	18/04/2016	23/04/2016
47	14J41E0001	A. ARUNASRI	TALLY	18/04/2016	23/04/2016
48	14J41E0002	A JAGDISH	TALLY	18/04/2016	23/04/2016
49	14J41E0003	ASHISH KUMAR	TALLY	18/04/2016	23/04/2016
50	14J41E0004	AVULA MOUNIKA	TALLY	18/04/2016	23/04/2016
51	14J41E0006	BAIRY SANIYA	TALLY	18/04/2016	23/04/2016



Malla Reddy Engineering College (Autonomous)  
Maisammaguda, Medchal-Malkajiri District, Secunderabad  
(Post Via Kompally)

52	14J41E0007	BANALA GANESH KUMAR	TALLY	18/04/2016	23/04/2016
53	14J41E0008	BANDARI NISHITA	TALLY	18/04/2016	23/04/2016
54	14J41E0009	BATHULA PRIYANKA	TALLY	18/04/2016	23/04/2016
55	14J41E0010	BATHULA RAJASHEKAR	TALLY	18/04/2016	23/04/2016
56	14J41E0011	BHAGAVATHI TEJA	TALLY	18/04/2016	23/04/2016
57	14J41E0012	B.RAMALINGA RAJU	TALLY	18/04/2016	23/04/2016
58	14J41E0013	BINGI SAIBABU GOUD	TALLY	18/04/2016	23/04/2016
59	14J41E0014	B.VENKATA SASTRY	TALLY	18/04/2016	23/04/2016
60	14J41E0015	CH VENKATESH	TALLY	18/04/2016	23/04/2016
61	14J41E0016	CH RAJINI KUMAR	TALLY	18/04/2016	23/04/2016
62	14J41E0017	CHAKALI SHIVA KUMAR	TALLY	18/04/2016	23/04/2016
63	14J41E0018	C.PRADEEP KUMAR REDDY	TALLY	18/04/2016	23/04/2016
64	14J41E0019	C. ASHOK REDDY	TALLY	18/04/2016	23/04/2016
65	14J41E0021	D. ANIL KUMAR	TALLY	18/04/2016	23/04/2016
66	14J41E0022	D SWETHA	TALLY	18/04/2016	23/04/2016
67	14J41E0023	D CHANDRA KANTH	TALLY	18/04/2016	23/04/2016
68	14J41E0024	DEVARAPALLI SHAILAJA	TALLY	18/04/2016	23/04/2016
69	14J41E0025	DHARA NAVEEN	TALLY	18/04/2016	23/04/2016

*K. Ven*  
MBA HOD

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

*Reed*  
PRINCIPAL  
Malla 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 JNTUH,  
Hyderabad) Accredited 2<sup>nd</sup> 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"

Value added course Instructor: Mr. P. Dada Peer

Tally 7.2 was the next version of Tally. It was released in 2005. It was added with new features of the Statutory complimentary version and VAT rules as par state wise.

- Tally software is used for storing all the business transactions of each account in detail. Tally has made calculations simple. Tally has become part of all businesses.
- Small scale enterprises believe that Tally software carries out efficient business transactions, provides accuracy, and saves a lot of time.
- Manual calculations are time-consuming; that's why all the organizations use Tally.
- Because of Tally, the chances of error are reduced to a great extent. The Tally software can learn at home or designated institutes. It is self-explanatory and easy to learn.
- Tally is cost-effective and time-saving. It also ensures accuracy in business management. It enables the digitalization of bills and signatures, thus staying up-to-date with the latest technology.



By this students know the importance of Tally



*J. Suresh*  
Co-Ordinator

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

*P. Dada Peer*  
HEAD OF THE DEPARTMENT  
MBA HOD  
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 bearing  
Roll No 15J41E0001 has successfully completed Value Added Course  
in TALLY conducted by the Department of  
MBA from 18/4/2016 to 23/4/2016.

*Suresh*

COORDINATOR

*K. Ven*

HOD

*[Signature]*

PRINCIPAL

*Ravi*  
Malla Reddy Engineering College  
(Autonomous)  
Maisammaguda, Dhulapally,  
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 18/4/2016 to 23/4/2016.

COORDINATOR

HOD

PRINCIPAL

*Rand*

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* ALISHA PATHAN *bearing*  
*Roll No* 15J41E0003 *has successfully completed Value Added Course*  
*in* TALLY *conducted by the Department of*  
MBA *from* 18/4/2016 *to* 23/4/2016

*Suresh*

COORDINATOR

*K. Ven*

HOD

*[Signature]*

PRINCIPAL



*Rand*  
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 B UMADEVI bearing  
Roll No 15J41E0004 has successfully completed Value Added Course  
in TALLY conducted by the Department of  
MBA from 18/4/2016 to 23/4/2016.

COORDINATOR

HOD

PRINCIPAL



*Kandam*  
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 JNTU H, 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 Md.SHABUDDIN bearing  
Roll No 15J41E0005 has successfully completed Value Added Course  
in TALLY conducted by the Department of  
MBA from 18/4/2016 to 23/4/2016

COORDINATOR

HOD

PRINCIPAL

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

