# NICT Computer Education

ISO 9001:2015 Certified Organization
www.nictcomputereducation.com

## CERTIFICATE OF MERIT

***This is to certify that***

CHANDANA G

***Student of***

***Dayananda Sagar College of Arts, Science & Commerce***

***has successfully completed the Certificate Course in***

# TallyPRIME Level 2

***and Secured Grade*** A

Authorised Signatory
NICT Computer Education Pvt Ltd

***Date of Issue: 12 April 2023***
***Certificate No:*** DSCASC2042
***Duration: 30 Hours***

Validity of this certificate may be verified at www.nictcomputereducation.com

# TallyPRIME Level 1, 2 & 3

Tally Education comes from the House of Tally and serves as the education initiative of Tally Solutions. It goes without saying that Tally Solutions Pvt Ltd are the creator of the country's simplest and popular business software – TallyPRIME. Tally's years of domain expertise – ensures that Tally brings the best-in-the-industry learning courses and certifications on Accounting with TallyPrime! **The in- demand Tally Certifications and Tally Courses hone Students skills and increase Students chances of higher pay, better job prospects and new career opportunities.**

NICT Computer Education is the Authorised Training / Assessment center of Tally.

Every Student gets access to Tally Portal and Tally Examination and can earn Tally Verifiable Certificate and also Training Videos along with Placement Assistance.

Tally brings you Tally Essentials Level 1, Level 2 and Level 3. Take advantage of a seamless experience with Tally Application on the go with the Tally app, the simple solution for Office ERP.

**Benefits of joining at NICT Computer Education Training Center.**

Our courses ensure career progression and management across multiple industries, Our **Tally Courses and Tally Certifications are industry- recognizes. Tally** courses can be accessed through **Tally Education Content App also.** We provide Online and as well as Offline Classes. Our online courses can be **accessed and learnt from anywhere and everywhere.**

LEARN PRACTICE and GET CERTIFIED ..

# Join a community of peers
# Learn with us
# NICT Computer Educatior

NICT provides high quality computer education at a very high standard at a very low cost. NICT's mission is to create a pool of high quality software professionals who will meet the demanding needs of multinational organizations for tomorrow's challenges. Training methods have been maximized with "learning" rather than "teaching" through well-equipped LAB with structured combination of theoretical and practical sessions, reinforced with Hybrid Training System, both ONLINE and OFFLINE.

## Here's what our community has to say...

NICT Computer Education classes was great! The teachers here are super about encouraging students to do their very best. Mr Madhusudhan, my teacher, is fun and I really like his class. He loves to joke around, but does not play about getting work done. We also do projects and assignments and submit the same to the Teacher for corrections... REALLY AN AWESOME EXPERIENCE.

**Shiva**
Student

# What You'll Learn

## TallyPRIME Essentials Level 1

**Chapter 1: Fundamentals of Accounting:** Introduction: Meaning of Accounting, Terminologies used in Accounting, Concepts of Accounting, Double Entry System of Accounting, Uses of Debit and Credit, Rules of Debit and Credit, Golden Rules of Accounting, Recording of Business Transactions, Journal Transactions, Trial Balance, Financial Statements, Trading Account, Profit & Loss Account, Balance Sheet, Subsidiary Books & Control Accounts: Cash Book, Purchase (Journal) Book, Purchases Return (Journal) Book, Sales (Journal) Book, Sales Return (Journal) Book, Journal Proper, Control Accounts, Depreciation: Methods for Depreciation, Preparation of Depreciation schedule, Computerised Accounting, Advantages of computerised accounting

**Chapter 2: Introduction to TallyPrime:** Introduction, Features of TallyPrime, Downloading and Installation of TallyPrime Types of Licenses in TallyPrime, Activate New License, Reactivate License in TallyPrime, Working TallyPrime in Educational Mode, Company Creation and Setting up Company Features in TallyPrime, Getting Started with TallyPrime, Navigating from Anywhere to Anywhere in TallyPrime, F12 Configuration in TallyPrime, Alter Company Details, Shut the Company

**Chapter 3: Maintaining Chart of Accounts & Calculator:** Introduction, Chart of Accounts, Creation of Masters in TallyPrime, Accounting Masters, Inventory Masters, Alteration of Masters in TallyPrime, Deletion of Masters in TallyPrime, Multi-Masters Creation and Display of Chart of Accounts: Multi Groups Creation, Multi Ledgers Creation, Multi Stock Groups Creation, Multi Stock Items Creation, Tally Line Calculator.

**Chapter 4: Recording and Maintaining Accounting Transactions:** Introduction, Recording Transactions in Tally, Recording Accounting Vouchers in TallyPrime, Receipt Voucher (F6), 4.3.2 Contra Voucher (F4), Payment Voucher (F5), Purchase Voucher (F9), Sales Voucher (F8), Debit Note Voucher (Alt+F5), Credit Note Voucher (Alt+F6), Journal Voucher (F7)

**Chapter 5: Banking:** Introduction, Banking Payments, Cheque Printing, Deposit Slip, Cheque Deposit Slip, Cash Deposit Slip, Payment Advice, Bank Reconcillation

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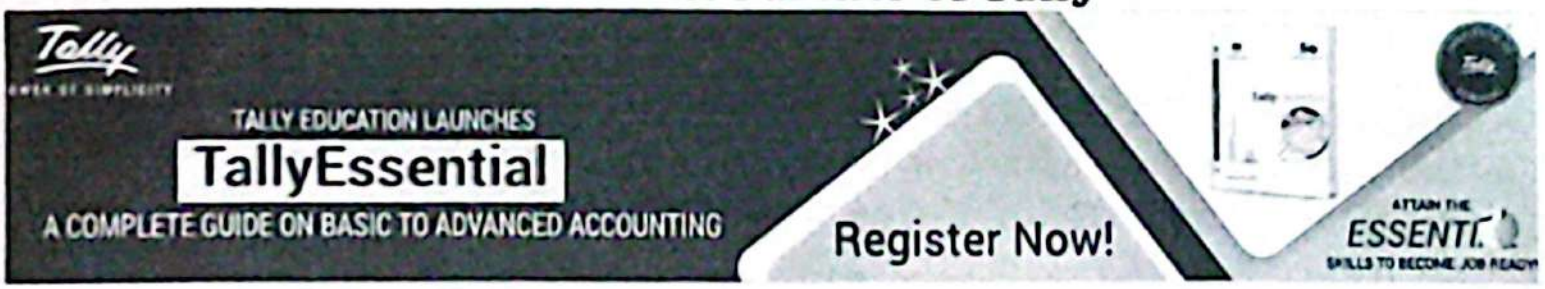
**Chapter 6: Generating Financial Statements and MIS Reports:** Introduction, Final Accounts Reports in Tally Trial Balance, Profit and Loss Account, Balance Sheet, Cash Flow & Fund Flow Analysis Report, Receipts and Payments, MIS Reports in Tally, Stock Summary Analysis, Day-Book, Cash and Bank Book, Purchase Register, Sales Register, Journal Register, Bird's eye view/Drill down display from anywhere to anywhere

**Chapter 7: Data Security:** Introduction, Security Control, Activation of Security Control, Creation of Security Levels (User Roles), Creation of Users and Passwords for Company, Accessing the company using Security Levels Auto Login, TallyVault

**Chapter 8: Company Data Management:** Introduction, Backup of Company Data, Restoring of Company Data Company Data Repair, Migration of Tally.ERP 9 Company Data to TallyPrime

**Chapter 9: Statutory Taxation:** GST – Goods & Services Tax, Sales & Purchase Transactions with Reports


**NICT Computer Education is the Authorized Training & Assessment Partner of Tally**




# ACQUIRE TALLY PRIME SKILLS WITH GST THAT MATTER!

Only from the Authorised NICT Computer Education Center

**Enrol now !! .. .. What are you waiting for?**

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# TallyPRIME Essentials Level 2

**Chapter 1: Storage and Classification of Inventory** Introduction: Supply Chain, Types of Suppliers, Inventory Management, Terms Used in Inventory Management, Inventory Masters in TallyPrime, Company Creation in TallyPrime, Introduction of Capital into a Business, Creation of Inventory Masters in TallyPrime, Tracking of Movements of Goods in Batches/Lots, Activation of Batches/Lots for Stock Items, Batch Reports, Price Levels and Price Lists, Activating Price Lists and Defining of Price Levels, Creation of Price List, Price Level &Price List usage in Sales Voucher, Revise Price List.

**Chapter 2: Accounts Receivable and Payable Management:** Specifying of Credit Limit for Parties, Introduction, Accounts Payable and Receivable Maintain Bill-wise Entry, Activation of Bill-wise Entry, Usage of Bill-wise entry in Purchase and Payment Voucher, Usage of Bill-wise entry in Sales and Receipt Voucher, Usage of Bill-wise entry in Payment and Receipt Voucher, Usage of Bill-wise entry - On Account, Specifying Credit Limit for Individual Ledger, Specifying Credit Limit for Multiple Ledger, Sales Voucher Restriction Based on Credit Limit, Splitting of Credit Sale Into Multiple Bills, Payment Performance of Debtors, Bills Payable and Receivable Reports in TallyPrime, Bills Receivable, Ageing Analysis of Outstanding, Generating Reminder Letter in TallyPrime, Generating Confirmation of Accounts in TallyPrime, Bills Settlement, Bills Payable.

**Chapter 3: Purchase and Sales Order Management:** Introduction, Purchase Order Processing, Recording of Purchase Order, Recording of Receipt Note Voucher, Recording Rejections Out Voucher, Recording Purchase Voucher, Recording Debit Note Voucher 3.2.6 Recording Payment Voucher, Sales Order Processing, Recording of Sales Order In TallyPrime 3.3.2 Recording Delivery Note Voucher, Recording Rejections In Voucher, Recording of Sales Voucher, Recording Receipt Voucher, Order Outstandings, Sales Order Outstanding, Purchase Order Outstanding, Pre-Closure of Orders, Reorder Level, Display Reorder Status, Godown Transfer in TallyPrime

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**Chapter 4: Tracking Additional Costs of Purchase:** Introduction, Configuration of Additional Cost of Purchases in TallyPrime, Purchase Transaction with Additional Cost Details in Voucher Mode, Purchase Transaction with Additional Cost Details in Item Invoice Mode, Debit Note Voucher with Additional Cost

**Chapter 6: Budgets and Scenarios:** Introduction, Creation of Budget, Recording Transactions, Display Budgets and Variances Reports for Group Budget 6.5 Scenario Management, Creation of Scenario, Temporary Inclusion of Reversing Journal Voucher In the Reports.

**Chapter 7: Generating and Printing Reports:** Stock Summary, Godown-wise Stock Availability, Movement Analysis, Stock Query, Introduction, On the Fly Reporting, Bird's eye View/Drill Down Display, Drill Down Display, Date/Period Based Reporting & Comparing, Inventory Reports, Financial Reports, Balance Sheet, Profit & Loss A/c, Books & Registers, Sales Register, Purchase Register, Printing of Invoice and Report

## TallyPRIME Essentials Level 3

**Chapter 1: Goods and Services Tax:** Introduction to GST, Components of E-Way Bill, Who must generate E-Way Bill, Validity of E-Way Bill, E-Way Bill Process Flow, Why GST? GST Tax Structure, Determination of Tax, GST Registration, Managing HSN CODE/SAC, GST Rate Structure, Supply of Goods and Services, Invoicing, Debit Note, Credit Note/Supplementary Invoice, Receipt Voucher, Transportation of Goods without Issue of an Invoice, Input Tax Credit, E-Way Bill, GST e-Invoicing, Benefits of e-invoice to the businesses, Date of implementing GST e-invoicing, Entities exempted for e-invoices, Generating E-Way bill with e-Invoice, Modification of e-Invoice, Role of e-Invoice in GST Returns, Various modes of generating e-invoice, Role of IRP in e-Invoice, The practice of Generating GST e-Invoice, E-invoice Details, Invoice Reference Number (IRN), GST in TallyPrime, Creation of Company and Activating GST, Introducing Capital into the Business, Creation of Masters in TallyPrime, Hierarchy of Calculating Tax in Transactions, Defining GST Rates at Company Level, Defining GST Rates at Stock Group Level, Defining GST Rates at Stock Item Level, Defining GST Rates at Accounting Group Level, Defining GST Rates at Ledger Level, Defining GST Rates at Transaction Level, Recording GST Compliant Transactions.

Tally

Accounting Intrastate Supply of Goods & Services, Accounting Interstate Supply of Goods & Services, Accounting Purchase and Sales Returns of Goods with GST, Supplies Inclusive of Tax, E-Way Bill Report in Tally, Export for e-Way Bill Report, Exporting Bulk or Consolidated e-Way Bill invoices, Update e-Way Bill Information, Input Tax Credit Set Off against Liability, GST Tax Payment, Timeline for payment of GST tax, Modes of Payment, Challan Reconciliation, Generating GST Returns for Regular Dealer in Tally, GSTR-1, GSTR-3B, GSTR-9 – GST Annual Computation, Accounting Intrastate Supply of Goods & Services, Invoice Furnishing Facility(IFF) in QRMP scheme, Composition Dealer under GST Regime.

**Chapter 2: Tax Deducted at Source:** Introduction to TDS 2.2 Basic Concepts of TDS, TDS Process, TDS in TallyPrime, Activation of TDS in TallyPrime, TDS Statutory Masters, Configuration of TDS at Different levels, Configuration of TDS at Group level, Configuration of TDS at Ledger level, Recording TDS Compliant Transactions in TallyPrime, Booking Expenses and TDS deduction on crossing Exemption Limit, Accounting Multiple Expenses and Deducting TDS later, TDS Exceptions, TDS Outstanding, TDS Report

**Chapter 3: Management of Business Data:** Export and Import of Masters from one company to another in XML format, Export and Import of Transactions from one company to another in XML format, Exporting Reports to MS Excel 3.3.4 Exporting Reports to PDF, Introduction Exporting of data in available formats, Export and Import of Data, Open Database Connectivity (ODBC), Printing of Company Logo on Vouchers, Invoices & Reports.

**Chapter 4: Moving to the Next Financial Year:** Introduction, Changing Current Period and continue voucher entry in the same company data, Company data handling through Export and Import of data, Split Company Data, Create a new company and maintain books of accounts for the new financial year, Creating Group Company Data, Comparative Final Accounts Reports of Two Companies.

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# Takeaway

- ✓ **Verifiable Certificates from**
  - **Tally – Verifiable on Tally Portal**
  - **NICT – Verifiable on NICT Portal**

- ✓ **Free Access to Tally Portal**
  - **Mock Exam**
  - **Final Exam**
  - **Print Certificate**
  - **Access to free Training Materials**
  - **Placement Assistance**

- ✓ **Free Access to NICT Mobile App**
  - **E Book**
  - **Online Assessments**
  - **Assignments**
  - **Placement Assistance**

# NICT Computer Education

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*This is to certify that*

BHARATH P

*Student of*

*Dayananda Sagar College of Arts, Science & Commerce*

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# TallyPRIME Level 2

*and Secured Grade* A

Authorised Signatory
NICT Computer Education Pvt Ltd

*Date of Issue: 12 April 2023*
*Certificate No:* DSCASC2037
*Duration: 30 Hours*

Validity of this certificate may be verified at www.nictcomputereducation.com

IV Sem BBA - A.

# NICT Computer Education Pvt Ltd

an ISO 9001 : 2015 Certified Organization

Registered under Government – Dept of Collegiate Education


# 52, "Bhagavathi Towers", 4th Floor, 33rd Cross, 4th Block, Jayanagar, Bangalore – 560 011

Phone: +91 80 22443347 / 22443334 / 41210488, Mobile: +91 9686227070 / 7676212345


## NICT & College Association Attendance Register

College Name: Dayananda Sagar college of arts, science & commerce

☑ Under Graduate. ☐ Post Graduate

☐ B.Com. ☑ BBA ☐ BBM. ☐ MBA

☐ Others _____

Semester: III. Section: A→BBA

NICT Booklet No: _____

Subject: TALLY level - 2

Class Cycle & Class Time:

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | 9 – 11 | | | | | |
| | | | | | | |
| | | | | | | |

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Faculty Name: PAVANI - C.R.

Co-ordinator Name: _____ Contact No: _____

No of Hours: _____ Start Date: 24/2/22 End Date: _____

NICT Computer Education Pvt Ltd is associated with

AUTODESK. COREL Training Partner kotak Life Insurance

Microsoft Office Specialist

Member: SAP Student Academy Program

Tally

SAP

tcsion

# Attendance Sheet

| Sl | Student Name | Roll Number | Date: 24/5 Signature | Dt: 25/2 Signature | Dt: 26/2 Signature | Dt: 2/3 Signature | Dt: 3/3 Signature | |
|---|---|---|---|---|---|---|---|---|
| 1 | Afreen Thabasum | 20CQC26004 | A | 1 | 1 | 1 | 1 | |
| 2 | Anikesh Kumar | 20CQC26009 | 1 | 1 | 1 | 1 | 1 | |
| 3 | Aniket Paul | 20CQC26010 | 1 | 1 | 1 | 1 | 1 | |
| 4 | Haithik Mukherjee | 20CQC26022 | 1 | 1 | 1 | 1 | A | |
| 5 | M.S Dhyanchand | 20CQC26029 | 1 | 1 | A | 1 | 1 | |
| 6 | Mohamed Fawaz Ali B | 20CQC26035 | 1 | 1 | 1 | 1 | 1 | |
| 7 | Naik Sunil | 20CQC26036 | 1 | 1 | 1 | 1 | 1 | |
| 8 | Pavan Kirthi Samrapti | 20CQC26040 | A | 1 | 1 | 1 | 1 | |
| 9 | S Karthikeyan | | 1 | A | 1 | 1 | 1 | |
| 10 | Samuel S | 20CQC26049 | 1 | 1 | A | 1 | 1 | |
| 11 | Satyam Sagar | 20CQC26052 | 1 | 1 | 1 | 1 | 1 | |
| 12 | Shashank Kumar Singh | 20CQC26055 | 1 | 1 | 1 | 1 | A | |
| 13 | Shashibhushan | 20CQC26056 | 1 | 1 | 1 | A | 1 | |
| 14 | Vijaya Durga | 20CQC26069 | 1 | 1 | 1 | 1 | 1 | |
| 15 | Vitriolic Elias Dravidu | 20CQC26071 | A | A | A | A | A | A |
| 16 | Abhijith K M | 20CQC26001 | 1 | 1 | 1 | A | A | 1 |
| 17 | Adarsh Rupam | 20CQC26002 | 1 | 1 | 1 | 1 | A | 1 |
| 18 | Alfiya Zaiba | 20CQC26005 | 1 | 1 | 1 | A | 1 | 1 |
| 19 | Amaanullah Khan | 20CQC26006 | 1 | 1 | 1 | 1 | A | 1 |
| 20 | Aman Kumar | 20CQC26007 | A | A | A | A | A | A |
| 21 | Anish Agarwal | 20CQC26011 | 1 | 1 | 1 | 1 | 1 | A |
| 22 | Apurv Sharan | 20CQC26012 | 1 | 1 | 1 | 1 | 1 | A |
| 23 | Furqaan Ilyas Khan | 20CQC26019 | 1 | 1 | 1 | 1 | 1 | 1 |
| 24 | Kushal S R | 20CQC26028 | 1 | 1 | 1 | 1 | 1 | 1 |
| 25 | Manish Kumar | 20CQC26032 | 1 | 1 | 1 | 1 | 1 | 1 |
| 26 | Nidhi Kumari | 20CQC26039 | 1 | 1 | 1 | 1 | 1 | 1 |
| 27 | Prakhar Pratham | 20CQC26042 | 1 | 1 | 1 | 1 | A | 1 |
| 28 | Rishit Kumar | 20CQC26045 | 1 | 1 | A | 1 | 1 | 1 |
| 29 | Saraswati Koli | 20CQC26051 | 1 | 1 | 1 | 1 | A | 1 |
| 30 | Shreyas N Reddy | 20CQC26058 | 1 | 1 | 1 | A | 1 | 1 |
| 31 | Shubham Bhuwania | 20CQC26059 | 1 | 1 | 1 | 1 | 1 | A |
| 32 | Shubham Ranjan | 20CQC26060 | 1 | 1 | 1 | A | 1 | 1 |
| 33 | Supriya Singh | 20CQC26064 | 1 | 1 | 1 | 1 | 1 | A |
| 34 | Vishnu Vijay V | 20CQC26070 | 1 | 1 | 1 | 1 | A | 1 |
| 35 | Ananya S | 20CQC26008 | A | 1 | 1 | 1 | 1 | 1 |
| 36 | Chandan B R | 20CQC26016 | A | 1 | 1 | 1 | 1 | 1 |
| 37 | Darshan Raju V | 20CQC26017 | A | A | A | A | A | A |
| 38 | Dhanush P | 20CQC26018 | 1 | 1 | 1 | 1 | A | 1 |
| 39 | Harsha Prabhu | 20CQC26020 | A | 1 | 1 | 1 | 1 | |

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III BBA - A

**Attendance Sheet 1**

| Sl | Student Name | Roll Number | Date & Sign | Date & Sign | Date & Sign | Date & Sign | Date & Sign | Date & Sign |
|---|---|---|---|---|---|---|---|---|
| 40 | Harshith P C | 20CQC26021 | 1 | 1 | A | 1 | 1 | 1 |
| 41 | Hrithik Reddy | 20CQC26023 | A | A | A | A | A | A |
| 42 | Hrithik S | 20CQC26024 | A | A | A | A | A | A |
| 43 | Jyothi C | 20CQC26025 | A | A | A | A | A | A |
| 44 | Madhu K A S | 20CQC26030 | 1 | 1 | 1 | 1 | 1 | 1 |
| 45 | Mithun Kumar S | 20CQC26034 | A | A | A | A | A | A |
| 46 | Pooja S | 20CQC26041 | 1 | 1 | 1 | 1 | 1 | A |
| 47 | Preetham P | 20CQC26043 | 1 | 1 | 1 | 1 | A | 1 |
| 48 | Rathik G H | 20CQC26046 | A | 1 | 1 | 1 | 1 | A |
| 49 | Shivakumar S | 20CQC26057 | 1 | 1 | 1 | 1 | 1 | 1 |
| 50 | Suhas S | 20CQC26063 | 1 | 1 | 1 | 1 | 1 | A |
| 51 | Tejashwini M | 20CQC26065 | 1 | 1 | 1 | 1 | A | 1 |
| 52 | Thanushree T | 20CQC26066 | 1 | 1 | 1 | 1 | A | 1 |
| 53 | Thejas R | 20CQC26067 | A | 1 | 1 | 1 | 1 | 1 |
| 54 | Aditya Kakal | 20CQC26003 | 1 | 1 | 1 | 1 | A | 1 |
| 55 | Balaji D | 20CQC26013 | 1 | 1 | 1 | 1 | 1 | 1 |
| 56 | Chaitra K | 20CQC26015 | 1 | A | 1 | 1 | 1 | 1 |
| 57 | K Rajesh Kumar | 20CQC26026 | A | 1 | 1 | 1 | 1 | 1 |
| 58 | Kuriche Lohith Reddy | 20CQC26027 | 1 | 1 | A | 1 | 1 | 1 |
| 59 | Mukunda Mekala | 20CQC26037 | 1 | A | 1 | 1 | 1 | 1 |
| 60 | Ramya M S | 20CQC26044 | A | 1 | 1 | 1 | 1 | 1 |
| 61 | Saipsakul KP | 20CQC26048 | 1 | 1 | 1 | 1 | A | 1 |
| 62 | Santhosh N | 20CQC26050 | 1 | 1 | 1 | 1 | 1 | A |
| 63 | Siddharth Arun kumar | 20CQC26061 | A | A | A | A | A | A |
| 64 | Shilligiri Bibi Ayesha | 20CQC26062 | 1 | 1 | 1 | 1 | A | 1 |
| 65 | Vaishnavi B S | 20CQC26068 | 1 | 1 | 1 | 1 | 1 | 1 |
| 66 | Yuktha D | 20CQC26072 | A | 1 | 1 | 1 | 1 | 1 |
| 67 | C Sudheer | 20CQC26014 | A | 1 | 1 | 1 | 1 | 1 |
| 68 | Shaik Uzma Kouser | 20CQC26054 | 1 | 1 | 1 | 1 | A | 1 |
| 69 | Sayantan Goswami | 20CQC26053 | 1 | A | 1 | 1 | 1 | 1 |
| 70 | Nisarg Siddharth | 20CQC26038 | 1 | 1 | 1 | 1 | 1 | 1 |
| 71 | Adithya V.K | | 1 | 1 | A | 1 | 1 | 1 |
| 72 | Natu Miching | 20CQC26033 | A | 1 | 1 | 1 | 1 | 1 |
| 73 | Mahendra Kumar | 20CQC26031 | 1 | 1 | 1 | 1 | 1 | 1 |
| 74 | | | | | | | | |
| 75 | | | | | | | | |
| 76 | | | | | | | | |
| 77 | | | | | | | | |

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## Attendance Sheet 2

| Sl | Student Name | Roll Number | Date: 7/3 Signature | Dt: 8/3 Signature | Dt: 4/3 Signature | Dt: 01/3 Signature | Dt: 02/3 Signature | |
|---|---|---|---|---|---|---|---|---|
| 1 | Afreen Thabasum | 20CQC26004 | A | 1 | 1 | 1 | A | |
| 2 | Anikesh Kumar | 20CQC26009 | 1 | 1 | 1 | 1 | 1 | 1 |
| 3 | Aniket Paul | 20CQC26010 | 1 | A | 1 | 1 | 1 | 1 |
| 4 | Hrithik Mukherjee | 20CQC26022 | 1 | 1 | 1 | A | 1 | 1 |
| 5 | M S Dhyanchand | 20CQC26029 | 1 | 1 | A | 1 | 1 | A |
| 6 | Mohamed Yaseq Ali B | 20CQC26035 | 1 | 1 | 1 | 1 | 1 | 1 |
| 7 | Morla Sunil | 20CQC26036 | A | 1 | 1 | 1 | A | 1 |
| 8 | Pawan Kirthi Swaroop T | 20CQC26040 | 1 | 1 | 1 | 1 | A | 1 |
| 9 | S. Karthikeyan | | 1 | A | 1 | 1 | 1 | A |
| 10 | Samuel. S | 20CQC26049 | A | 1 | 1 | 1 | 1 | A |
| 11 | Satyam Sagar | 20CQC26052 | 1 | 1 | 1 | 1 | A | 1 |
| 12 | Shashank Kumar Singh | 20CQC26055 | 1 | 1 | A | 1 | 1 | A |
| 13 | Shashi Bhushan | 20CQC26056 | 1 | 1 | 1 | 1 | A | 1 |
| 14 | Vijaya Durga | 20CQC26069 | 1 | 1 | 1 | 1 | 1 | 1 |
| 15 | Vitaolic Elias Dzuvichu | 20CQC26071 | A | A | A | 1 | 1 | A |
| 16 | Abhijith. K.M | 20CQC26001 | 1 | 1 | 1 | 1 | 1 | A |
| 17 | Adarsh Rupam | 20CQC26002 | 1 | 1 | A | 1 | 1 | 1 |
| 18 | Alfiya Zaiba | 20CQC26005 | 1 | 1 | 1 | 1 | A | 1 |
| 19 | Amaanullah Khan | 20CQC26006 | 1 | A | 1 | A | 1 | 1 |
| 20 | Aman Kumar | 20CQC26007 | A | A | A | 1 | 1 | 1 |
| 21 | Anish Agarwal | 20CQC26011 | 1 | 1 | 1 | 1 | 1 | 1 |
| 22 | Apurv Sharan | 20CQC26012 | 1 | 1 | 1 | 1 | 1 | 1 |
| 23 | Furqaan Ilyas Khan | 20CQC26019 | 1 | 1 | 1 | 1 | 1 | 1 |
| 24 | Kushal. S.R | 20CQC26028 | 1 | 1 | 1 | 1 | A | 1 |
| 25 | Manish Kumar | 20CQC26032 | 1 | A | A | 1 | A | 1 |
| 26 | Nidhi Kumari | 20CQC26039 | 1 | A | 1 | 1 | 1 | 1 |
| 27 | Prakhar Pratham | 20CQC26042 | 1 | 1 | 1 | 1 | 1 | A |
| 28 | Rishit Kumar | 20CQC26045 | 1 | A | 1 | 1 | 1 | 1 |
| 29 | Saraswati Koli | 20CQC26051 | 1 | 1 | A | 1 | 1 | A |
| 30 | Shreyas. N. Reddy | 20CQC26058 | 1 | 1 | A | 1 | A | 1 |
| 31 | Shubham Bhuwania | 20CQC26059 | 1 | 1 | A | 1 | 1 | 1 |
| 32 | Shubham Ranjan | 20CQC26060 | 1 | 1 | A | 1 | 1 | A |
| 33 | Supriya Shah | 20CQC26064 | 1 | 1 | | | A | 1 |
| 34 | Vishnu Vijay. V | 20CQC26070 | 1 | 1 | A | | 1 | A |
| 35 | Ananya. S | 20CQC26008 | 1 | 1 | | 1 | A | 1 |
| 36 | Chandan. B.R | 20CQC26016 | 1 | 1 | 1 | | A | 1 |
| 37 | Darshan Raju. V | 20CQC26017 | A | A | A | A | 1 | 1 |
| 38 | Dhanush. P | 20CQC26018 | 1 | 1 | A | 1 | 1 | A |
| 39 | Harsha Prabhu | 20CQC26020 | 1 | 1 | 1 | 1 | A | 1 |

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III BBA - A

## Attendance Sheet 2

| Sl | Student Name | Roll Number | Date: 4/3 Signature | Dt: 5/3 Signature | Dt: 9/3 Signature | Dt: 01/9 Signature | Dt: 02/9 Signature | Dt: 08/9 Signature |
|---|---|---|---|---|---|---|---|---|
| 40 | Harshith. B.C | 20CQC26021 | 1 | 1 | 1 | 1 | 1 | 1 |
| 41 | Harshik Reddy | 20CQC26023 | A | A | A | 1 | A | 1 |
| 42 | Harshik. S | 20CQC26024 | A | A | A | 1 | 1 | A |
| 43 | Jyothi. C | 20CQC26025 | 1 | 1 | A | 1 | A | 1 |
| 44 | Madhu. K.A.S | 20CQC26030 | 1 | A | 1 | 1 | 1 | 1 |
| 45 | Mithun Kumar. S | 20CQC26034 | A | A | A | 1 | 1 | A |
| 46 | Pooja. S | 20CQC26041 | 1 | 1 | A | 1 | 1 | 1 |
| 47 | Preetham. P | 20CQC26043 | 1 | 1 | 1 | 1 | 1 | 1 |
| 48 | Rithik K.G.H | 20CQC26046 | 1 | 1 | 1 | 1 | A | 1 |
| 49 | Shivakumar. S | 20CQC26057 | 1 | 1 | 1 | 1 | A | 1 |
| 50 | Suhas. S | 20CQC26063 | 1 | 1 | A | 1 | 1 | A |
| 51 | Tejaswini. M | 20CQC26065 | 1 | 1 | 1 | 1 | 1 | 1 |
| 52 | Thanushree. T | 20CQC26066 | 1 | 1 | 1 | 1 | A | 1 |
| 53 | Thejas. R | 20CQC26067 | 1 | 1 | 1 | 1 | 1 | 1 |
| 54 | Aditya Karkal | 20CQC26003 | 1 | 1 | A | 1 | A | 1 |
| 55 | Balaji. D | 20CQC26013 | 1 | 1 | 1 | 1 | 1 | 1 |
| 56 | Chaithra. K | 20CQC26015 | 1 | 1 | 1 | 1 | 1 | A |
| 57 | K. Rajath Kumar | 20CQC26026 | 1 | 1 | 1 | 1 | 1 | 1 |
| 58 | Kunche Lohith Reddy | 20CQC26027 | 1 | A | 1 | 1 | 1 | 1 |
| 59 | Mukunda Mekala | 20CQC26037 | 1 | 1 | 1 | 1 | A | 1 |
| 60 | Ramya. M. S | 20CQC26040 | 1 | A | 1 | 1 | 1 | A |
| 61 | Sai Prakul. K.P | 20CQC26048 | 1 | 1 | 1 | A | 1 | 1 |
| 62 | Santosh. N | 20CQC26050 | 1 | 1 | 1 | 1 | 1 | 1 |
| 63 | Siddharth Arun Kumar | 20CQC26061 | A | A | A | A | 1 | 1 |
| 64 | Sitiligiri Bibi Ayesha | 20CQC26062 | 1 | 1 | 1 | 1 | 1 | A |
| 65 | Vaishnavi. B.S | 20CQC26068 | 1 | 1 | 1 | 1 | 1 | 1 |
| 66 | Yukthe. D | 20CQC26072 | 1 | 1 | A | A | 1 | 1 |
| 67 | C. Sudheer | 20CQC26014 | 1 | 1 | 1 | 1 | A | 1 |
| 68 | Shaik Uzma Kouser | 20CQC26054 | 1 | A | 1 | 1 | 1 | 1 |
| 69 | Sayantan Gaswami | 20CQC26053 | 1 | 1 | 1 | 1 | 1 | A |
| 70 | Murari Siddharth | 20CQC26051 | 1 | 1 | 1 | 1 | A | 1 |
| 71 | Aditya. V. Kattal | | A | A | A | 1 | 1 | A |
| 72 | Matu Michung | 20CQC26033 | A | A | A | | 1 | 1 |
| 73 | Mahendra Kumar. B | 20CQC26031 | A | A | A | | 1 | A |
| 74 | | | | | | | | |
| 75 | | | | | | | | |
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Internal Quality Assurance Cell
Bengaluru
560 111
DSCASC

## Attendance Sheet 3

| Sl | Student Name | Roll Number | Date 6/9 Signature | Dt 7/9 Signature | Dt 8/9 Signature | Dt [illegible] Signature | Dt [illegible] Signature | Dt [illegible] Signature |
|---|---|---|---|---|---|---|---|---|
| 1 | Afreen Thabarum | 20CQC26004 | A | 1 | 1 | | | |
| 2 | Anikesh kumar | 20CQC26009 | 1 | 1 | 1 | | | |
| 3 | Aniket Paul | 20CQC26010 | 1 | 1 | 1 | | | |
| 4 | Hrithik mukherjee | 20CQC26021 | 1 | 1 | 1 | | | |
| 5 | M Sohyanchand | 20CQC26024 | 1 | A | 1 | | | |
| 6 | Mohamed Faraq Ali B | 20CQC26035 | 1 | A | 1 | | | |
| 7 | Mola Sunil | 20CQC26036 | A | 1 | 1 | | | |
| 8 | Pavan Krithi Swaroop D | 20CQC26040 | 1 | 1 | 1 | | | |
| 9 | J. Karthikeyan | | 1 | 1 | A | | | |
| 10 | Samuel S | 20CQC26042 | 1 | 1 | A | | | |
| 11 | Satyam Sagar | 20CQC26052 | 1 | 1 | 1 | | | |
| 12 | Shashank kumar Singh | 20CQC26055 | 1 | 1 | 1 | | | |
| 13 | Shashi Bhushan | 20CQC26056 | 1 | A | 1 | | | |
| 14 | Vijaya Durga | 20CQC26069 | 1 | 1 | 1 | | | |
| 15 | Vitnolie Elias Dzuvichu | 20CQC26071 | A | 1 | 1 | | | |
| 16 | Abijith K.M | 20CQC26001 | 1 | 1 | A | | | |
| 17 | Adarsh Rupam | 20CQC26003 | 1 | A | 1 | | | |
| 18 | Alfiya Zaiba | 20CQC26005 | 1 | 1 | 1 | | | |
| 19 | Amaanullah khan | 20CQC26006 | A | 1 | 1 | | | |
| 20 | Aman kumar | 20CQC26007 | 1 | A | 1 | | | |
| 21 | Anish Agarwal | 20CQC26011 | 1 | 1 | 1 | | | |
| 22 | Apurv Sharan | 20CQC26012 | 1 | 1 | 1 | | | |
| 23 | Purqaan Uyas khan | 20CQC26019 | 1 | 1 | 1 | | | |
| 24 | Kushal S.R | 20CQC26028 | 1 | A | 1 | | | |
| 25 | Manish kumar | 20CQC26032 | A | 1 | A | | | |
| 26 | Nidhi kumari | 20CQC26039 | 1 | A | 1 | | | |
| 27 | Prakhar Pratham | 20CQC26042 | 1 | A | 1 | | | |
| 28 | Rishit kumar | 20CQC26045 | 1 | 1 | 1 | | | |
| 29 | Saraswati koli | 20CQC26051 | 1 | A | 1 | | | |
| 30 | Shreyas N. Reddy | 20CQC26058 | A | 1 | A | | | |
| 31 | Shubham Bhuwani | 20CQC26059 | 1 | 1 | 1 | | | |
| 32 | Shubham Rajan | 20CQC26060 | 1 | 1 | 1 | | | |
| 33 | Supriya Shah | 20CQC26064 | 1 | 1 | 1 | | | |
| 34 | Vishnu Vijay. V | 20CQC26070 | 1 | 1 | 1 | | | |
| 35 | Ananya S. | 20CQC26008 | A | 1 | 1 | | | |
| 36 | Chandhan B.R | 20CQC26016 | A | 1 | A | | | |
| 37 | Darshan Raju V | 20CQC26017 | 1 | A | 1 | | | |
| 38 | Dhanush P | 20CQC26018 | 1 | A | 1 | | | |
| 39 | Harsha Prabhu | 20CQC26020 | A | 1 | A | | | |

Internal Quality Assurance Cell
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560 111
CASC

## Attendance Sheet 3

| Sl | Student Name | Roll Number | Date: 02/9 Signature | Dt: 26/9 Signature | Dt: 28/9 Signature | Dt: 04/9 Signature | Dt: 02/9 Signature | Dt: 05/9 Signature |
|---|---|---|---|---|---|---|---|---|
| 40 | Harshith. B. C | 20CSC26021 | A | 1 | 1 | | | |
| 41 | Hemanth Reddy | 20CSC26023 | 1 | 1 | 1 | | | |
| 42 | Hrithik. S | 20CSC26024 | 1 | A | 1 | | | |
| 43 | Jyothi. G | 20CSC26026 | 1 | 1 | A | | | |
| 44 | Madhu K.S | 20CSC26030 | 1 | 1 | 1 | | | |
| 45 | Nithin kumar S | 20CSC26034 | 1 | A | 1 | | | |
| 46 | Pooja. S | 20CSC26041 | A | 1 | 1 | | | |
| 47 | Pradhan. P | 20CSC26043 | 1 | 1 | 1 | | | |
| 48 | Rathik. G. H | 20CSC26046 | A | 1 | 1 | | | |
| 49 | Shiva kumar. S | 20CSC26047 | 1 | 1 | 1 | | | |
| 50 | Suhas. S | 20CSC26063 | 1 | A | 1 | | | |
| 51 | Tejaswini. M | 20CSC26065 | 1 | 1 | 1 | | | |
| 52 | Thanushree. T | 20CSC26066 | 1 | A | 1 | | | |
| 53 | Thejas. R | 20CSC26067 | A | 1 | A | | | |
| 54 | Aditya harhal | 20CSC26003 | 1 | 1 | 1 | | | |
| 55 | Balaji. D | 20CSC26013 | 1 | 1 | 1 | | | |
| 56 | Charthan K. | 20CSC26015 | A | 1 | 1 | | | |
| 57 | K. Rajesh kumar | 20CSC26026 | 1 | A | 1 | | | |
| 58 | Kunchakati Reddy | 20CSC26027 | 1 | 1 | 1 | | | |
| 59 | Mukund Mekala | 20CSC26037 | 1 | 1 | 1 | | | |
| 60 | Ramya. M. S | 20CSC26044 | 1 | A | 1 | | | |
| 61 | Sai Prahul. T. P | 20CSC26048 | 1 | 1 | 1 | | | |
| 62 | Santhosh N | 20CSC26050 | A | 1 | A | | | |
| 63 | Siddhart Arun kumar | 20CSC26061 | 1 | 1 | 1 | | | |
| 64 | Shilpi Bibi Ayesha | 20CSC26062 | A | 1 | 1 | | | |
| 65 | Vaishnavi. B.S | 20CSC26068 | 1 | 1 | A | | | |
| 66 | Uktha. D | 20CSC26072 | 1 | A | 1 | | | |
| 67 | C. Sudhir. | 20CSC26014 | 1 | A | 1 | | | |
| 68 | Shaik Uzma kousar | 20CSC26054 | 1 | 1 | 1 | | | |
| 69 | Sayanta Goswami | 20CSC26053 | 1 | A | 1 | | | |
| 70 | Murali Siddarth | 20CSC26051 | A | 1 | A | | | |
| 71 | Aditya. V.K | | 1 | 1 | 1 | | | |
| 72 | Mahi Mishra | 20CSC26033 | 1 | A | 1 | | | |
| 73 | Mahendra kumar | 20CSC26031 | 1 | A | 1 | | | |
| 74 | | | | | | | | |
| 75 | | | | | | | | |
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Internal Quality Assurance Cell
Bengaluru 560 111
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## Faculty Use

| | Date | Duration | Topics Covered | SK | HOD | SG |
|---|---|---|---|---|---|---|
| 1 | | | | | | |
| 2 | 25/02/22 | 9am - 11am | Install, Company creation Alter, delete. groups. | | | |
| 3 | 28/02/22 | 9am - 11am | Leager creations | | | |
| 4 | 2/3/22 | 9am - 11am | Vouchers explanation | | | |
| 5 | 3/3/22 | 9am - 11am | Contra, payment voucher | | | |
| 6 | 4/3/22 | 9am - 11am | Receipt, purchase, sales voucher. | | | |
| 7 | 7/3/22 | 9am - 11am | Inventory | | | |
| 8 | 8/3/22 | 9am - 11am | Purchase, sales, bill wise details. | | | |
| 9 | 9/3/22 | 9am - 11am | Physical stock, stock transfer. | | | |
| 10 | 10/3/22 | | | | | |
| 11 | 11/3/22 | | | | | |
| 12 | 14/3/22 | | | | | |
| 13 | 15/3/22 | | | | | |
| 14 | 16/3/22 | | | | | |
| 15 | 17/3/22 | | | | | |
| 16 | | | | | | |
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Principal
Dayananda Sagar College of Arts, Science & Commerce
K.S. Layout, Bangalore - 560 078

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