

**Markanda National College Shahabad Markanda**

**Ladwa Road Shahabad**



## **Value Added Course**

**Session -2022-23**

- Title : Tally**  
**Code : CT22**
- Certification : Grading Pattern**
- Duration : 30 Hours**
- Mode of Assessment : Pen and Paper**
- Offered By : Department of Commerce**  
**Markanda National College Shahabad**  
**Markanda**

**Course Coordinator: Sh. Harish**

**Principal**  
**Markanda National College**  
**Shahabad Markanda (Haryana)**

**Markanda National College Shahabad Markanda**

**Ladwa Road Shahabad**

The final certificate of completion will be awarded in grade point system given below.

<b>S. No</b>	<b>Percentage of Marks</b>	<b>Grade</b>
<b>1</b>	<b>85 % and above</b>	<b>A+</b>
<b>2</b>	<b>75% to 84%</b>	<b>A</b>
<b>3</b>	<b>65% to 74%</b>	<b>B</b>
<b>4</b>	<b>50% to 64 %</b>	<b>C</b>
<b>5</b>	<b>40% to 50 %</b>	<b>D</b>
<b>6</b>	<b>Below 40%</b>	<b>No Grade</b>



# MARKANDA NATIONAL COLLEGE

Ph. - 01744-240152

Shahabad – Markanda – 136135 (Kurukshetra)

10.10.2022

## NOTICE

The Department of Commerce, in collaboration with Tally Education Pvt. Ltd, Bengaluru, is pleased to announce a new Value Added Course in Tally Essential Level 1. This course offers a valuable opportunity for interested students of B.Com to enhance their skills and knowledge in accounting software.

### Course Details:

- Course Provider: Department of Commerce, in collaboration with Tally Education Pvt. Ltd, Bengaluru
- Course Name: Tally Level 1
- Duration: 35 hours
- Coordinator: Sh. Harish Kumar (Assistant Professor in commerce)

### Registration:

Interested students of B.Com are encouraged to enroll themselves for the course by contacting Sh. Harish Kumar, the designated course in charge. Registration deadline is 15-10-2022.

  
Principal

Principal  
Markanda National College  
Shahabad Markanda (Haryana)

**SYLLABUS FOR CERTIFICATE COURSE  
TALLY ESSENTIAL LEVEL 1 ( 35 HOURS)**

**UNIT 1 : FUNDAMENTAL OF ACCOUNTING ( 4 lectures)**

- Understanding of Accounting.
- Understanding the Golden Rules of Accounting
- Computerised Accounting

**Unit 2: INTRODUCTION TO TALLY PRIME ( 4 lectures)**

- TallyPrime encompasses the salient features
- How to download and install TallyPrime
- To Create Company and Setting up Company Features in TallyPrime

**UNIT 3: MAINTANING CHART OF ACOUNTS ( 5 lectures)**

- Introduction to Chart of Accounts ; Creation of Accounting Masters
- Creation of Inventory Masters
- Alternation of Masters ; Deletion of Masters
- Detailed understanding of Creation and Display Chart of Accounts

**UNIT 4: RECORDING AND MAINTAINING ACCOUNTING TRANSACTIONS ( 3 lectures)**

**UNIT 5: GENERATING FINANCIAL STATEMENTS AND MIS REPORTS**

**AND DATA SECURITY AND BASIC GST ( 4 lectures)**

**\* PRACTICAL ( 5 lectures)**

*Karish*



## **COURSE OBJECTIVES**

This course is designed to impart knowledge regarding concepts of Financial Accounting. Tally is an accounting package which is used for learning to maintain accounts. As this course is useful for Commerce students to get placements in different offices as well as companies in Accounts departments.

## **COURSE OUTCOME**

**CO1:** To introduce the students to Basic of Accounts and the usage of Tally for accounting purpose.

**CO2:** To help students to work with well- known accounting software i.e. Tally ERP.9. Tally is an accounting package which is used for learning to maintain accounts.

**CO3:** Students will learn to create company, enter accounting voucher entries including advance voucher entries, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software.

**CO4:** Demonstrate an understanding of various predefined inventory vouchers to suit the various business requirements and flexibility to create unlimited stock items, use simple to complex conversion units and generate invoices with the required information and dimensions.

*Harish*



## Markanda National College, Shahabad Markanda

Session :- 2022-23

Value Added Certificate Course: - Tally Essential Level - I

S.No.	Adm. No.	Student Name	Father's Name	Class	Phone No.
1	1212112003001	MOHIT KUMAR	RAJESH KUMAR	B. Com. II (Boys)	9518418538
2	1212112003002	SAKSHI DEVI	SUKHWINDER SINGH	B. Com. II (Girls)	9813165135
3	1212112003003	ANJALI	SANJEEV KUMAR	B. Com. II (Girls)	9518616735
4	1212112003004	SIMRAN	MOTI LAL	B. Com. II (Girls)	9729579628
5	1212112003005	AYAAN KHAN	ISLAAM ALI	B. Com. II (Boys)	7082807479
6	1212112003007	MOHAMMAD ANAS	VIKIL AHMAD	B. Com. II (Boys)	9991714325
7	1212112003008	AMIT	ANIL KUMAR	B. Com. II (Boys)	9813504010
8	1212112003009	SAKSHAM SHARMA	MANAV SHARMA	B. Com. II (Boys)	9996196507
9	1212112003010	VISHAKHA	RAMESH KUMAR	B. Com. II (Girls)	7027130080
10	1212112003011	SARIKA	RAJENDER KUMAR	B. Com. II (Girls)	8708582630
11	1212112003012	PALAK RANI	SUKHWINDER SINGH	B. Com. II (Girls)	9306737326
12	1212112003013	AANCHAL VERMA	RAJESH KUMAR VERMA	B. Com. II (Girls)	9518104759
13	1212112003015	PARAS	PAWAN KUMAR	B. Com. II (Boys)	9817353038
14	1212112003018	DIKSHA	SANJEEV KUMAR	B. Com. II (Girls)	8683825987
15	1212112003019	MANNAT SINGH	RADHA KRISHAN	B. Com. II (Boys)	9306380357
16	1212112003020	AANCHAL	DHARAM PAL	B. Com. II (Boys)	9729951530
17	1212112003021	KASHISH	MADAN GOPAL	B. Com. II (Girls)	9896503432
18	1212112003022	MANDEEP SINGH	PARAS NATH	B. Com. II (Boys)	8397868854
19	1212112003024	TAMANA	KRISHAN SINGH	B. Com. II (Girls)	9416841639
20	1212112003026	SWAPANDEEP SINGH	SUKHDEV SINGH	B. Com. II (Boys)	8570082013
21	1212112003028	SAGAR	VIJAY KUMAR	B. Com. II (Boys)	9896889244
22	1.21211E+12	Jaswinder singh	Jagroop singh	B.com II	9896014433
23	1212112003031	YASHVI	RAVINDER KUMAR	B. Com. II (Girls)	7497893470
24	1212112003032	DHRUV RANA	SANJAY KANWAR	B. Com. II (Boys)	9996752668
25	1212112003034	MUSKAN	PREM CHAND	B. Com. II (Girls)	7988194584
26	1212112003036	KALPANA DEVI	HARKESH SINGH	B. Com. II (Girls)	9991612846
27	1212112003037	MOHIT KUMAR	NARINDER KUMAR	B. Com. II (Boys)	8950413511
28	1212112003038	ARYAN	PARMOD KUMAR	B. Com. II (Boys)	
29	1212112003039	ANJALI	SUKHBIR SINGH	B. Com. II (Girls)	9812525837
30	1212112003040	GURPREET SINGH	RAM KUMAR	B. Com. II (Boys)	8295657527
31	1212112003042	RITESH	SATISH KUMAR	B. Com. II (Boys)	8684943532
32	1212112003046	RITIKA	RISHI CHARAN	B. Com. II (Girls)	7082388106
33	1212112003048	SHIVANI SAINI	JAI SINGH	B. Com. II (Girls)	9813746245
34	1212112003049	SHUBHAM	YESHPAL	B. Com. II (Boys)	7419003276
35	1212112003051	BALINDER SINGH	RISHIPAL	B. Com. II (Boys)	7404863412
36	1212112003057	SHIVAM	ASHOK	B. Com. II (Boys)	9588799790
37	1212112003058	KUSUM	GURPAL	B. Com. II (Girls)	8053184157
38	1212112003060	HARSH	MUKESH KUMAR	B. Com. II (Boys)	8570825018
39	1212112003062	MUSKAAN	NASIM KHAN	B. Com. II (Girls)	8295269885
40	1212112003063	KHUSHBOO	NASIM KHAN	B. Com. II (Girls)	9671095856
41	120211003002	Anju	Gautam kumar	B.com III	
42	120211003006	Amisha devi	mukesh kumar	B.com III	
43	120211003024	Geeta	shiv kunar	B.com III	
44	120211003026	nancy	naresh Kumar	B.com III	
45	120211003034	sonam	mahinder singh	B.com III	
46	120211003046	sonam	sunil Mohammad	B.com III	
47	120211003050	mansi devi	raj kumar	B.com III	
48	120167003142	inderjeet singh	gurnam singh	B.com III	
49	120211003018	Sonia	ram karan	B.com III	

TOTAL AMOUNT

38400

48

S. K. Sharma



**RECEIPT SUMMARY FOR**  
**ACCOUNTHEAD TALLY ESSENTIAL LEVEL-I (22-23)**

ADMISSION NO	NAME	CLASS	AMOUNT
120167003142	INDERJEET	B. Com. III	800
120211003002	ANJU RANI	B. COM. III	800
120211003006	AMISHA DEVI	B. COM. III	800
120211003018	SONIA	B. COM. III	800
120211003024	GEETA	B. COM. III	800
120211003026	NANCY	B. COM. III	800
120211003034	SONAM	B. COM. III	800
120211003046	SONAM	B. COM. III	800
120211003050	MANSI RANI	B. COM. III	800
1212112003001	MOHIT KUMAR	B. Com. II (Boys)	800
1212112003002	SAKSHI DEVI	B. Com. II (Girls)	800
1212112003003	ANJALI	B. Com. II (Girls)	800
1212112003004	SIMRAN	B. Com. II (Girls)	800
1212112003005	AYAAN KHAN	B. Com. II (Boys)	800
1212112003008	AMIT	B. Com. II (Boys)	800
1212112003009	SAKSHAM	B. Com. II (Boys)	800
1212112003010	VISHAKHA	B. Com. II (Girls)	800
1212112003011	SARIKA	B. Com. II (Girls)	800
1212112003012	PALAK RANI	B. Com. II (Girls)	800
1212112003013	AANCHAL	B. Com. II (Girls)	800
1212112003015	PARAS	B. Com. II (Boys)	800
1212112003018	DIKSHA	B. Com. II (Girls)	800
1212112003019	MANNAT SINGH	B. Com. II (Boys)	800
1212112003020	AANCHAL	B. Com. II (Girls)	800
1212112003021	KASHISH	B. Com. II (Girls)	800
1212112003022	MANDEEP	B. Com. II (Boys)	800
1212112003024	TAMANA	B. Com. II (Girls)	800
1212112003026	SWAPANDEEP	B. Com. II (Boys)	800
1212112003028	SAGAR	B. Com. II (Boys)	800
1212112003029	JASWINDER	B. Com. II (Boys)	800
1212112003031	YASHVI	B. Com. II (Girls)	800
1212112003032	DHRUV RANA	B. Com. II (Boys)	800
1212112003034	MUSKAN	B. Com. II (Girls)	800
1212112003036	KALPANA DEVI	B. Com. II (Girls)	800
1212112003037	MOHIT KUMAR	B. Com. II (Boys)	800
1212112003038	ARYAN	B. Com. II (Boys)	800
1212112003039	ANJALI	B. Com. II (Girls)	800
1212112003040	GURPREET	B. Com. II (Boys)	800
1212112003042	RITESH	B. Com. II (Boys)	800
1212112003046	RITIKA	B. Com. II (Girls)	800
1212112003048	SHIVANI SAINI	B. Com. II (Girls)	800
1212112003049	SHUBHAM	B. Com. II (Boys)	800
1212112003051	BALINDER	B. Com. II (Boys)	800
1212112003057	SHIVAM	B. Com. II (Boys)	800
1212112003058	KUSUM	B. Com. II (Girls)	800
1212112003060	HARSH	B. Com. II (Boys)	800
1212112003062	MUSKAAN	B. Com. II (Girls)	800
1212112003063	KHUSHBOO	B. Com. II (Girls)	800
<b>TOTAL AMOUNT</b>			<b>38400</b>

*Harish*

*Verified by*  
*48 Student*











MARKANDA NATIONAL COLLEGE, SHAHABAD (M)  
ADMISSION FORM FOR VALUE ADDED COURSE  
ON  
**TALLY ESSENTIAL LEVEL-I**  
SESSION: - 2022-23

1. Name : MUSKAN  
2. Father's Name : PREM Chand  
3. Class : B.Com 2 year  
4. Roll : 121912002034  
5. Uni. Regn. No. : 21-MS-231  
6. Address : DELHI



7. Phone No. 7988194584 Home \_\_\_\_\_ Mobile 7988194584  
8. Email Id : kashyap.komal@5772@gmail.com Aadhaar No. 995773634591  
9. Course Opted : Certificate in Tally Essential Level-I

**DECLARATION:**

- I shall abide by the rules and regulations of the University/UGC regarding Add-on-Courses.
- I have also informed my parents regarding the admission in this course.
- I am willing to pay extra fee for this course fixed by the College/Kurukshetra University, Kurukshetra

*Prem Chand*  
Signature of Parents

*Muskan*  
Signature of Student

*Hanish*  
Prof. Incharge

*[Signature]*  
HOD, Commerce

*[Signature]*

Principal  
Markanda National College,  
Shahabad Markanda (Haryana)





MARKANDA NATIONAL COLLEGE, SHAHABAD (M)  
ADMISSION FORM FOR VALUE ADDED COURSE  
ON

**TALLY ESSENTIAL LEVEL-I**

SESSION: - 2022-23

1. Name : HANDEEP Singh
2. Father's Name : Taras Nath
3. Class : B.Com 2nd year
4. Roll : 121212003022
5. Uni. Regn. No. : \_\_\_\_\_
6. Address : # 281/72 NR. GT. Road,  
Bigly Colony, Shahabad (M)
7. Phone No. : Home 839 786 8854 Mobile 839 786 8854
8. Email Id : HandeepChowhan839@gmail.com Aadhaar No. 4510-5747-0734
9. Course Opted : Certificate in Tally Essential Level-I



**DECLARATION:**

- a. I shall abide by the rules and regulations of the University/UGC regarding Add-on-Courses.
- b. I have also informed my parents regarding the admission in this course.
- c. I am willing to pay extra fee for this course fixed by the College/Kurukshetra University, Kurukshetra

पिता का हस्ताक्षर  
Signature of Parents

Heerika  
Prd. Incharge

Singh  
HOD, Commerce

Handeep Singh  
Signature of Student

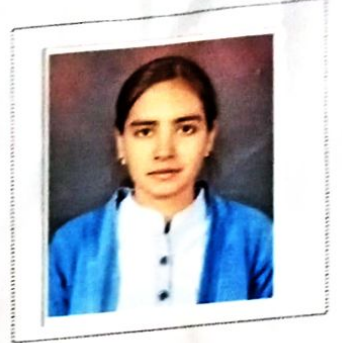
Ashu Kumar  
Principal  
Markanda National College  
Shahabad Markanda (Haryana)



MARKANDA NATIONAL COLLEGE, SHAHABAD (M)  
ADMISSION FORM FOR VALUE ADDED COURSE  
ON

**TALLY ESSENTIAL LEVEL-I**  
SESSION: - 2022-23

1. Name : Aanchal  
2. Father's Name : Dharampal  
3. Class : B.COM 2nd year  
4. Roll : 121211203020  
5. Uni. Regn. No. : 21-MS-227  
6. Address : Bir Kalwa, Distt - K.K.R



7. Phone No. : Home 9729951530 Mobile 9729951530  
8. Email Id : amanKumar02402@gmail.com Aadhaar No. 855174179193  
9. Course Opted : Certificate in Tally Essential Level-I

**DECLARATION:**

- I shall abide by the rules and regulations of the University/UGC regarding Add-on-Courses.
- I have also informed my parents regarding the admission in this course.
- I am willing to pay extra fee for this course fixed by the College/Kurukshetra University, Kurukshetra

कर्मलोदेवी  
Signature of Parents

Harish  
Prof. Incharge

Jay  
HOD, Commerce

Aanchal  
Signature of Student

Ashu Kumar  
Principal  
Markanda National College,  
Shahabad Markanda (Haryana)





**MARKANDA NATIONAL COLLEGE, SHAHABAD (M)**  
**ADMISSION FORM FOR VALUE ADDED COURSE**  
**ON**  
**TALLY ESSENTIAL LEVEL-I**  
**SESSION: - 2022-23**

1. Name : Kashish
2. Father's Name : Madan Gopal
3. Class : B.Com 2nd Year
4. Roll : 1212112003021
5. Uni. Regn. No. : \_\_\_\_\_
6. Address : Subhash Nagar,  
Shahabad (M.)
7. Phone No. : Home 8396803432 Mobile 8396803432
8. Email Id : ashabaeja88@gmail.com Aadhaar No. \_\_\_\_\_
9. Course Opted : Certificate in Tally Essential Level-I



**DECLARATION:**

- a. I shall abide by the rules and regulations of the University/UGC regarding Add-on-Courses.
- b. I have also informed my parents regarding the admission in this course.
- c. I am willing to pay extra fee for this course fixed by the College/Kurukshetra University, Kurukshetra

Anna  
Signature of Parents

Kashish  
Signature of Student

Manish  
Prof. Incharge

Sanjay  
HOD, Commerce

Ashu Kumar  
Principal

Principal,  
Markanda National College,  
Shahabad Markanda (Haryana),

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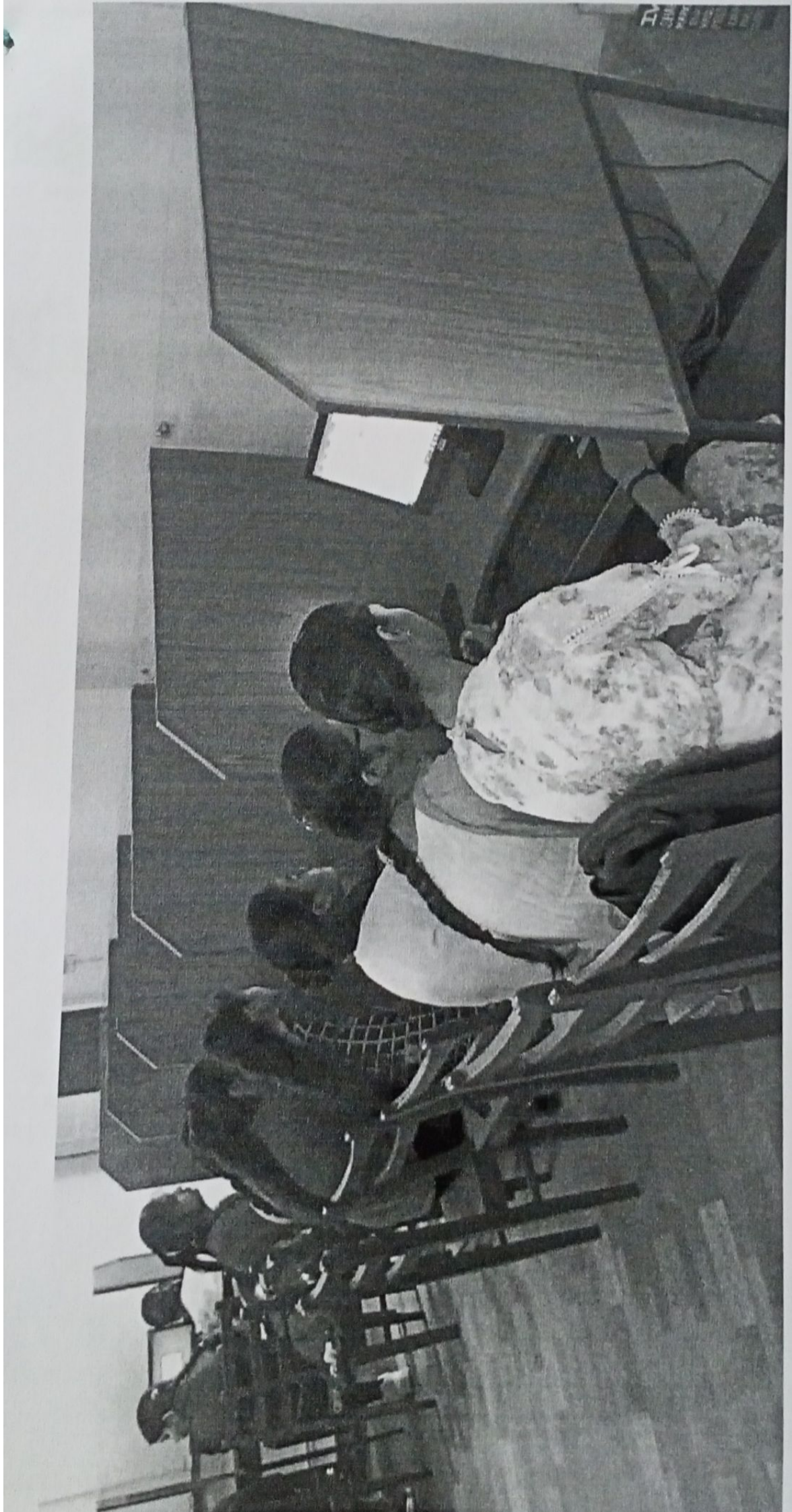












# Certificate of Merit

This certificate is awarded to

**AANCHAL VERMA**

Son/Daughter of

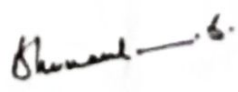
**RAJESH KUMAR VERMA**

for successfully completing

**TallyEssential Level 1**

and securing Grade A

Place of Issue: Bengaluru  
Date Certified: 15-May-2023  
Release: Prime 1.1

  
**Bhuvaneshwari B**  
Chief Executive Officer  
Tally Education Pvt. Ltd.

Certificate No. 902426805

Institute Name

**Markanda National College, Shahabad Markanda**

Markanda National College, Shahabad Markanda, is 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](http://www.tallyeducation.com)



## Syllabus

# TallyEssential Level 1

(Recording & Reporting)

Fundamentals of Accounting

Introduction to TallyPrime

Maintaining Chart of Accounts

Recording and Maintaining Accounting Transactions

Banking

Generating Financial Statements and MIS Reports

Data Security

Company Data Management

Goods and Services Tax

## Tally Certifications

Get Started	Be an Expert	Get Specialized
TallyEssential Level 1 TallyEssential Level 2 TallyEssential Level 3 TallyEssential Comprehensive *Financial Accounting using Tally *Basics of Tally	TallyProfessional	GST using Tally GCC VAT using Tally TDS using Tally

*\*Available in Schools & Colleges only*

## Overall Grade

Score Range	Grade
$\geq 75\%$	A <sup>+</sup>
$\geq 60\%$ to $< 75\%$	A
$\geq 36\%$ to $< 60\%$	B
$< 36\%$	C

**Tally**

POWER OF SIMPLICITY

**TEPL**

Tally Education

# Certificate of Merit

This certificate is awarded to

**SIMRAN**

Son/Daughter of

**MOTI LAL**

for successfully completing  
**TallyEssential Level 1**  
and securing Grade **A<sup>+</sup>**

Place of Issue: Bengaluru  
Date Certified: 15-May-2023  
Release: Prime 1.1

*Bhuvaneshwari B*

**Bhuvaneshwari B**  
Chief Executive Officer  
Tally Education Pvt. Ltd.

Certificate No. 907426845

Institute Name:

**Markanda National College, Shahabad Markanda**

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](http://www.tallyeducation.com)



**Tally**

POWER OF SIMPLICITY

**TEPL**  
Tally Education

# Certificate of Merit

This certificate is awarded to

**ANJALI**

Son/Daughter of

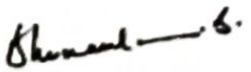
**SANJEEV KUMAR**

for successfully completing

**TallyEssential Level 1**

and securing Grade A

Place of Issue: Bengaluru  
Date Certified: 15-May-2023  
Release: Prime 1.1

  
**Bhuvaneshwari B**  
Chief Executive Officer  
Tally Education Pvt. Ltd.

Certificate No: 903426813  
Institute Name:

**Markanda National College, Shahabad Markanda**

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](http://www.tallyeducation.com)

# Certificate of Merit

This certificate is awarded to

**PALAK RANI**

Son/Daughter of

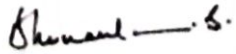
**SUKHWINDER SINGH**

for successfully completing

**TallyEssential Level 1**

and securing Grade A

Place of Issue: Bengaluru  
Date Certified: 15-May-2023  
Release: Prime 1.1

  
**Bhuvaneshwari B**  
Chief Executive Officer  
Tally Education Pvt. Ltd.

Certificate No: 904426821

Institute Name:

**Markanda National College, Shahabad Markanda**

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](http://www.tallyeducation.com)



**Tally**

POWER OF SIMPLICITY

**TEPL**

Tally Education

# Certificate of Merit

This certificate is awarded to

**GURPREET SINGH**

Son/Daughter of

**RAM KUMAR**

for successfully completing

**TallyEssential Level 1**

and securing Grade B

Place of Issue: Bengaluru  
Date Certified: 15-May-2023  
Release: Prime 1.1

*Bhuvaneshwari B.*

**Bhuvaneshwari B**  
Chief Executive Officer  
Tally Education Pvt. Ltd.

Certificate No: 907426818

Institute Name:

**Markanda National College, Shahabad Markanda**

*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](http://www.tallyeducation.com)