

PERMISSION LETTER

FROM

Date:08-09-2022

Dr. Reena Raj,
Head, Department of commerce,
St. Joseph's College of Arts and Science for Women,
Hosur – 635126

TO

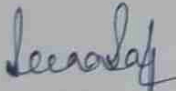
The Principal,
St. Joseph's College of Arts and Science for Women,
Hosur – 635126

Subject : Permission Letter for conducting Certificate Course in Tally Prime

Respected Madam,.

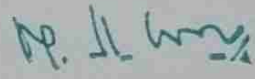
I kindly request you to grant permission to conduct a certificate course **Tally Prime** for B.Com and B.Com CA students. The course may require a minimum of 30 hours. The purpose of the course is to enhance the strength, balance & flexibility of students which may help them to start a venture / class of their own in future. I kindly request you to support and permit us to bring this to reality.

Thanking you,



Yours Sincerely

(Dr.REENA RAJ)


PRINCIPAL
ST. JOSEPH'S COLLEGE OF ARTS
& SCIENCE FOR WOMEN
Meekandapalli, SIPCOT,
HOSUR - 635 126, Krishnagiri - Dist

Head and Assistant Professor
Department of Commerce
St. Joseph's College of Arts and Science for Women
SIPCOT, Hosur - 635 126.





**ST JOSEPH'S COLLEGE OF ARTS
AND SCIENCE FOR WOMEN, HOSUR**

(Affiliated to Periyar University, Salem)

Mookandapalli, SIPCOT, Hosur

**CERTIFICATE COURSE ON
TALLY ERP 9 PRO**



TRAINER: MR. M. LAKSHMIPATHY

A Tally course is where you will get to understand the software in-depth and learn concepts related to inventory management, GST and TDS calculation, modifying company details, etc

Duration of the course: 45 hours

CONTACT

Co-ordinator
Department of Commerce
sjccommercedepartment@gmail.com

8056842247

ABOUT RADIAL

Radial typewriting Institute is a high Quality Technical Institute in teaching and training students in Typewriting, Shorthand, Computer on Office Automation classes. We identify the students strength and give individual attention to every student to train them and make our students successful

WE OFFER :

COMPANY CREATION
ACCOUNTING INFO
INVENTORY INFO
PURCHASE AND SALES
GST
CGST
SGST
FINAL ACCOUNTS



**RADIAL THINK
BEYOND
IMAGINATION**



TALLY ERP 9 PRO

NAME: M. LAKSHMIPATHY

QUALIFICATION: B.COM

CENTRE: RADIAL THINK BEYOND IMAGINATION

MOBILE NUMBER: 9597009893

EMAIL Id: m.pathy 1989@gmail.com



OBJECTIVES: Radial typewriting institute is a high-quality technical institute in teaching and training students in Tally, typewriting, shorthand, computer on office automation classes. We identify the student's strength and give individual attention to every student to train them and make our students successful.

CAREER: A trainer, creator, on the Radial think institute is a high-quality technical institute in teaching and training students in Tally, typewriting, shorthand, computer on office automation classes over 12 years of experiences. Since 2022 I have working as a trainer in St. Joseph's College of Arts and Science for Women, Hosur.



St. Joseph's College of Arts and Science For Women, Hosur
Department Of Commerce
Tally syllabus
Batch (2022-2023)

S.NO	TOPICS	HOURS
1	Company creation	2
2	Basic ledger voucher entries	3
3	Payment, Receipt, Contra, Journal, purchase, sales, extra vouchers	2
4	point of sales	2
5	Performa invoices(Quation)	2
6	BRS (Bank Reconciliation Statement)	3
7	Interest calculation	2
8	Inventory, voucher, accounting voucher	3
9	Stock item, stock groups, unit creation	2
10	Debit note and credit note	2
11	purchase ,sales	2
12	purchase order, sales order	2
13	Rejection in, Rejection out	2
14	Delivery note , Receipt note	2
15	All function keys (F1 to F12)all the functions	2
16	F1,F2,F3,F4,F5,F6,F7,F8,F9,F10,F11,F12 (These are all tally important things)	3
17	Voucher type point if sales	2
18	GST(Basic)	3
19	CGST,SGST,18%GST	2
20	All the basic things (tally important topics)	2

[Signature]
Head and Assistant Professor
Department of Commerce
St. Joseph's College of Arts and Science for Women
SIPCOT, Hosur - 635 126.

[Signature]

[Signature]
PRINCIPAL
ST. JOSEPH'S COLLEGE OF ARTS
& SCIENCE FOR WOMEN
Mookandapalli, Sipcot,
HOSUR - 635 126, Krishnagiri - Dist.

