

CIRCULAR

Date	25.06.2022	DOCID	DOC202206250002
Subject	Regarding Tally Certification Course level-2		

Dear Students,

With reference to the circular dated 07.12.2021 regarding the tally certification course, it is to be informed that all students who took the Tally essential level 1 certification course passed and will now be registered for Tally essential level 2 certification courses at the beginning of their third semester.

The course details are given below:

Level 2 (Accounts Payable and Receivable)

- Chapter 1: Storage and Classification of Inventory
- Chapter 2: Accounts Receivable and Payable Management
- Chapter 3: Purchase and Sales Order Management
- Chapter 4: Tracking Additional Costs of Purchase
- Chapter 4: Goods and Services Tax
- Chapter 5: Cost/Profit Centre's Management
- Chapter 6: Budgets and Scenarios
- Chapter 7: Generating and Printing Reports

KINDLY NOTE:

1. It is compulsory to clear all the individual modules in the course. After the completion and attaining the certificate at each level, the subject mentioned will be exempted from the End Semester Examination.
2. The course cost **of Rs 2800/- per student at each level** will be borne by the University. In case, student does not clear / absent any level at the first attempt, then the second attempt cost will be borne by the student individually.

For Circulation to

B.COM-III Semester students
All Faculty
Registrar

