

TEQIP Sponsored  
Workshop on  
“Automated Accounting System  
using Tally.ERP9 solution”

REGISTRATION FORM

Name:  
DOB & Age:  
Sex:  
Designation:  
Institution:  
Type: Govt/ Aided/self-financing  
Address for communication:  
Phone (Office):  
Phone (Mobile):  
E-mail:  
Qualification:  
Experience:  
Food Preference: Vegetarian/Non-Vegetarian

College of Engineering Karunagappally under the aegis of Institute of Human Resources Development (IHRD), an autonomous, Government of Kerala undertaking, started functioning in the year 2000. The College is affiliated to Cochin University of Science and Technology (CUSAT) and recognized by All India Council for Technical Education (AICTE). The College offers Four UG and two PG programme in engineering. It is situated in a picturesque campus of 21 Acre with beautiful flora and fauna, which is only 4 km away from Karunagappally town and 30 km from Kollam city.

REGISTRATION

The registration is open to all the administrative staff members of institutions and organizations. Registration fee of Rs. 500/- will be charged from the external participants of TEQIP institutions only and to be paid at the time of registration. Registration form can be downloaded from <http://www.ceknpy.ac.in>. The duly filled soft copy of the form should be sent to the email address of the coordinator on or before 19/01/2016. The sponsorship certificate shall be produced at the time of registration. No TA/DA will be provided

CO-ORDINATORS

MS. SHEEJA S.  
(Senior Office Assistant)  
  
MS. SANDHYA MURALI P.  
(Senior Office Assistant)

Declaration

The information provided above is true to the best of my knowledge and belief. If selected, I agree to abide by the rules and regulations of the training programme and shall attend the course.

Place:  
Date: Signature of Applicant

21-1-2016 to 23-1-2016

Organized by

Administrative Office

College of Engineering Karunagappally  
(Managed by IHRD, Govt of Kerala)  
Thodiyoor P. O., Kollam – 690 523  
KERALA, INDIA  
Ph.:0476 2665935 Fax: 0476 2665935  
[www.ceknpy.ac.in](http://www.ceknpy.ac.in)



Under  
Technical Education Quality Improvement  
Programme (TEQIP) Phase II



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**Tally. ERP 9**



## SPONSERSHIP CERTIFICATE

Mr./Ms./Dr.....

.....is an employee of our institution and he/she is hereby sponsored for the ' staff development programme on Workshop on Automated Accounting using Tally . ERP9' from 21-01-2016 to 23-01-2016 at College of Engineering Karunagappally. The applicant would be permitted to attend the course, if selected.

Signature of Sponsoring Authority

Place:

Date: Office Seal

## THE SESSION COVERS

- ACCOUNTING PRINCIPLES,
- INTRODUCTION TO TALLY.ERP9
- LEDGER CREATION/MODIFICATION/OB
- VOUCHER TYPES
- VOUCHER CONFIGURATION,
- DATA CONFIGURATION
- VOUCHER ENTRY, VOUCHER MODIFICATION
- APPROVED LEDGER HEADS, GROUPS
- PASSWORD POLICY
- DAYBOOK, CASHBOOK, LEDGERS
- PRINTING REPORTS, SEND REPORTS BY EMAIL
- BACKUP/RESTORE OF DATA, TRANSFER OF DATA
- MONTHLY REPORTS ONLINE.
- CASE STUDY OF ACCOUNTING RELATED TO
- EDUCATIONAL INSTITUTIONS - ENTRIES RELATED TO PLAN FUND, SCHOLARSHIP ETC.

### DATE TO REMEMBER:

Last Date of Registration: **19 January 2016**

Date of Commencement of Programme: **21 January 2016**

## ADDRESS FOR CORRESPONDENCE

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Senior Office Assistant  
Administrative Office  
College Of Engineering  
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