



**MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)**  
(An UGC Autonomous Institution, Affiliated to JNTUH, Hyderabad Accredited 2<sup>nd</sup> time by NAAC  
with 'A' Grade & NBA)  
Maisammaguda (H), Medchal-Malkajgiri District, Secunderabad,  
Telangana State – 500100  
www.mrec.ac.in

## Department of Master of Business Administration

### CIRCULAR

Date: 04/09/2017

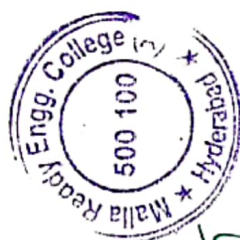
All the students are hereby informed that Value Added Course on “**Advanced-Excel working with Reports**” on date 18<sup>th</sup> to 23<sup>rd</sup> September, is being organized by the Master of Business Administration. The resource person for the course is “Dr.Charles Babu”.

Students are advised to register their names to the programme coordinator “Ms.P.Rajitha”, on or before 5<sup>st</sup> September and utilize this opportunity to enhance their skills by attending the programme.

The detailed schedule of the programme will be displayed in the notice board.

Copy to:

- 1) Circulation in Students classroom
- 2) All HOD's
- 3) Notice Boards
- 4) PA to principal for filing.



*Rajitha*  
**PRINCIPAL**  
Malla Reddy Engineering College  
(Autonomous)  
Maisammaguda, Dhulapally,  
(Post Via Kompally), Sec'bad-500100

*ic. Anil*  
**Head of the Department**  
**HEAD OF THE DEPARTMENT**  
Master of Business Administration  
MALLAREDDY ENGINEERING COLLEGE  
(AUTONOMOUS)  
Maisamma Guda, Sec'bad - 500 100

## About the Institution

Malla Reddy Engineering College (Autonomous) is one of the reputed engineering colleges in Hyderabad, Telangana. MREC (A) is part of Malla Reddy Group of Institutions (MRGI), founded by Sri. Ch. Malla Reddy, currently Hon'ble Minister, Labor and Employment, Factories, Women and Child Welfare and Skill Development, Govt. of Telangana State. The college is situated in a serene, lush green environment in Maisammaguda, Gundlapochampally, Medchal (M), Medchal-Malkajgiri District Telangana- 500100.

The college was established in 2002 and is an autonomous institution approved by UGC and affiliated to JNTUH. The college is re-accredited by NAAC with 'A' Grade (II Cycle) and was conferred autonomous status by JNTUH in 2011 and by UGC in 2014 for a period of 6 years. Our eligible UG and PG programs received NBA accreditation and some of them received reaccreditation too. The college caters to wide ranging aspirations and goals of student communities by offering new courses in UG courses provides PG courses and MBA along with programs in various streams of Engineering & Technology and Management. It boasts of world-class infrastructure and well-equipped laboratories in all departments and is skillfully and smartly guided by Dr. A. Ramaswami Reddy, Director, MREC (A) and Dr. A. Raveendra, Principal, MREC (A) who have a rich teaching and industrial experience.

## Advisory Committee

**Chief Patrons:** Sri. Ch. Malla Reddy, Minister-Telangana State-India.

Founder Chairman

Malla Reddy Group of

### Institutions

**Patrons:** Sri. Ch. Mahender Reddy  
Secretary, MRGI

**Dr. Ch. Bhadra Reddy**

President, MRGI

**Co-Patrons:** A. Sudhakara Reddy  
Principal, MREC (A)

**Convener:** Dr. K. ANIL KUMAR  
HOD MBA

**Coordinator:** Ms. P. RAJITHA  
Associate Professor, MBA

## Organizing Committee:

Dr. K. Anil Kumar, Professor, MBA.

P. Buela Prasannakumari, Assoc. Professor, MBA

A. Latha, Assoc. Professor, MBA

P. Rajitha, Asst. Professor, MBA

VVL Sameera, Asst. Professor, MBA

M. Balanji Reddy, Asst. Professor

K. Neeraja, Asst. Professor, MBA.

Mrs. K. Dhanalakshmi, Asst. Professor

G. Ashok Kumar, Asst. Professor, MBA.

B. Kiran Kumar Reddy, Asst. Professor, MBA.

M. Poojitha Bhardwaj, Asst. Professor, MBA

D. Sandhya, Asst. Professor, MBA

Dr. G. Praveen Kumar, Assoc. Professor, MBA

Mr. G. Bharani Vamsi, Asst. Professor, MBA.

M. Rajini, Asst. Professor, MBA

Ch. Pushpavathi, Asst. Professor, MBMr.

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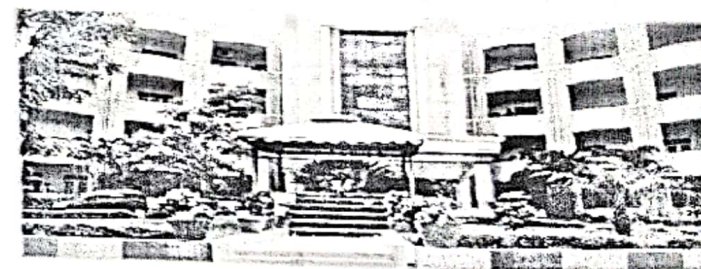


*A One-Week Skill development Course  
(Value added Course)*

*On*

**"ADVANCE – EXCEL WORKING WITH  
REPORTS"**

**(18<sup>th</sup> to 23<sup>rd</sup> SEP, 2017)**



*Organized by  
Department of*

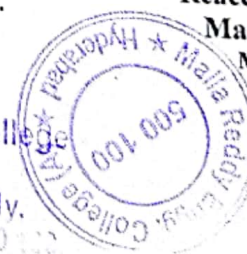
**MASTER OF BUSINESS ADMINISTRATION**

**MALLA REDDY ENGINEERING COLLEGE  
(AUTONOMOUS) MAIN CAMPUS**

**An UGC Autonomous Institution, Approved by  
AICTE & Affiliated to JNTUH-Hyderabad  
Reaccredited by NAAC with 'A' Grade (II Cycle)**

**Maisammaguda (H), Gundlapochampally (V),  
Medchal (M), Medchal - Malkajgiri District**

**Telangana - 500100, India.**





## Registration Form

Name of the Participant :-----

Branch & Year :-----

Name of Institution:-----

Address for Communication:-----

Mobile Number:-----

E-Mail ID:-----

### DECLARATION:

The information furnished above is true to the best of my Knowledge.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Applicant

*Ravi*  
PRINCIPAL  
Malla Reddy Engineering College  
(Autonomous)  
Maisammaguda, Dhulapally,  
(Post Via Kompally), Sec'bad-500 1..

## About the Department

The Department of Management of Business Administration has been established since the inception of the institution in the year 2002. The Department has good infrastructure facilities and is equipped with full-fledged laboratories to fulfil the curriculum needs. The Department has well experienced faculty. Around one-third of the faculty members in the department are Doctorate. The department has good number of sanctioned projects, funded by different agencies/industries. The Department is intended to be allotted a Research Centre by JNTU Hyderabad.

## Overview of the Programme

The use of Excel is widespread in the industry. It is a very powerful data analysis tool and almost all big and small businesses use excel in their day to day functioning. This is an introductory programme in the use of Excel and is designed to give you a working knowledge of Excel with the aim of getting to use it for advance topics in business statistics later. The programme is designed keeping in mind two kinds of learners – those who have very little functional knowledge of Excel and those who use Excel regularly but at a peripheral level and wish to enhance their skills. The programme takes you from basic operations such as reading data into excel using various data formats, organizing and manipulating data to some of the more advanced functionality of Excel. All along, Excel functionality is introduced using easy to understand examples which are demonstrated in a way that learners can become comfortable in understanding and applying them.

## Objectives of the Programme

- To Build Interactive Dashboard Reports with Buttons and Drop Down Means.
- To Streamline and Analyze Data with Excel Pivot Tables and Pivot charts.
- To understand and identify the principles of data analysis and uses of effective design principles when creating and presenting data.
- To explore effectively summarize and present data clearly.

## Topics to be covered

- ❖ VLOOKUP() Function for Looking up Information
- ❖ INDEX()/MATCH() Functions a Powerful Alternative to VLOOKUP
- ❖ TEXT() Function for Formatting
- ❖ CHOOSE() for Ultimate Flexibility in Presenting Data
- ❖ Advanced Filtering
- ❖ Summarizing Data with PivotTables and Pivot Charts
- ❖ Interactive Features to Create User Friendly Reports
- ❖ VBA Magic to Create Dynamic Content

## Certificate

After successful completion of the course the certificates shall be issued to the participants.

## Outcome of the program

After completing the Course, Participants should be able to:

- Build interactive dashboard reports.
- Data mine using Excels Array Functions.
- Analyze Excel data using excels Text based functions.



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Telangana State – 500100, [www.mrec.ac.in](http://www.mrec.ac.in)

**DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION**

**Value Added Course**

**on**

**“ADVANCED-EXCEL WORKING WITH REPORTS”**

**18<sup>th</sup>– 23<sup>rd</sup>, September 2017**

**Programme Schedule**

Date	Time	Topic	Resource Person
18-09-2017	10:10 – 11.00AM	Overview on advanced Excel	Dr. CHARLES BABU
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Making the Connection to the Database	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Making the Connection to the Database	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM		
19-09-2017	9:30 – 11.00AM	Designing the Query	Dr. CHARLES BABU
	11:00 -11:15AM	Tea Break	
	11.16– 12:45 PM	Designing the Query	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Joining Tables	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Joining Tables	
	9:30 – 11.00AM	Adding Fields	
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Adding Fields	

*Principal*  
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20-09-2017	12:45 – 1:30PM	Lunch	Dr. CHARLES BABU
	1:30 – 2:30 PM	Adding Criteria.	
	2:30 – 2:45PM	Tea Break	
	2:45 – 4:00 PM	Adding Criteria.	
21-09-2017	9:30 – 11:00AM	Returning Data to the Spreadsheet	Dr. CHARLES BABU
	11:00 -11:15AM	Tea Break	
	11:15 – 12:45 PM	Returning Data to the Spreadsheet	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Returning Data to the Spreadsheet	
	2:30 – 2:45PM	Tea Break	
22-09-2017	2:45 – 4:00 PM	Returning Data to the Spreadsheet	Dr. CHARLES BABU
	9:30 – 11:00AM	Adding Formulas to the Dataset	
	11:00 -11:15AM	Tea Break	
	11:15 – 12:45 PM	Adding Formulas to the Dataset	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Adding Formulas to the Dataset	
23-09-2017	2:30 – 2:45PM	Tea Break	Dr. CHARLES BABU
	2:45 – 4:00 PM	Adding Formulas to the Dataset	
	9:30 – 11:00AM	Adding Formulas to the Dataset	
	11:00 -11:15AM	Tea Break	
	11:15 – 12:45 PM	Creating a Pivot Table	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Adding fields to the Pivot Table	
	2:30 – 2:45PM	Tea Break	
	2:45 – 4:00 PM	Refinements	

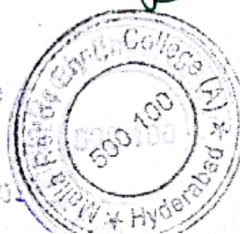
*P. Rajitha*  
Coordinator

*K. Anil*  
HOD

*Ram*

*Singh*  
Principal

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Medchal-Malkajgiri District, Secunderabad-500100







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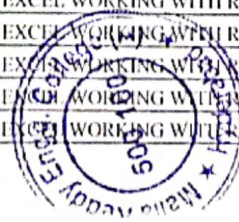
Maisammaguda (H), Medchal-Malkajgiri District, Secunderabad,

Telangana State - 500100, www.mrec.ac.in

VAC List of Students 2017-18

S NO	ROLL NO	NAME OF THE STUDENT	COURSE	DURATION	
				FROM	TO
1	17J41E0001	AMARNATH REDDY	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
2	17J41E0002	A SAI KIRAN	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
3	17J41E0003	A NAGENDRA BABU	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
4	17J41E0004	BALI RAM	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
5	17J41E0005	SANTHOSH KUMAR	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
6	17J41E0006	BANGLA ROHINI	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
7	17J41E0007	BODDU SRIKANTH	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
8	17J41E0009	BOYA KURUMURTHY	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
9	17J41E0010	CH SAMPATH KUMAR	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
10	17J41E0012	C SRAVANI	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
11	17J41E0013	C SANDEEP KUMAR	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
12	17J41E0014	C SOWNDARYA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
13	17J41E0015	C HARI DURGA PRASAD	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
14	17J41E0016	DEVERKONDA MANASA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
15	17J41E0017	G SUDHEER	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
16	17J41E0018	G SAI VIKAS	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
17	17J41E0019	G NAGA MALLIKA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
18	17J41E0020	G SRIKRISHNA DEVARAY	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
19	17J41E0021	G ANIL KUMAR	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
20	17J41E0022	J DEVERAJ	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
21	17J41E0023	J LALITHA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
22	17J41E0024	K AKHIL	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
23	17J41E0025	K CHAITANYA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
24	17J41E0027	K RAJA VERMA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
25	17J41E0028	K REVATHI	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
26	17J41E0030	K HARSHINI PRIYA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
27	17J41E0031	K PURUSHOTHAM	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
28	17J41E0033	MD. YASEEN	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
29	17J41E0034	M ABHISHEK	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
30	17J41E0035	M VIJAYA LAXMI	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
31	17J41E0036	N SREE HARI	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
32	17J41E0037	M SARITHA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
33	17J41E0039	M JYOTHI	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
34	17J41E0040	M SWATHI	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
35	17J41E0041	N HEMA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
36	17J41E0042	N SUPRAJA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
37	17J41E0043	N SAI MOUNIKA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
38	17J41E0045	P. ANUSHA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
39	17J41E0046	P VINOD REDDY	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
40	17J41E0047	P SHIVA KUMAR	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
41	17J41E0048	P PRABHAKAR	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
42	17J41E0050	P KARTHIK	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
43	17J41E0052	PRIYANKA NAYAK	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
44	17J41E0053	DEEPAK REDDY	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
45	17J41E0055	P PAVAN KUMAR	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
46	17J41E0057	T SIVA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
47	17J41E0058	P CHAKRAPANI	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
48	17J41E0059	B SAMANTHA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017

*Principal*  
**PRINCIPAL**  
 Malla Reddy Engineering College  
 (Autonomous)  
 Maisammaguda, Dhulapally,  
 Via Kompally, Sec'bad-500 100



*K. Anil*  
**HEAD OF THE DEPARTMENT**  
 Master of Business Administration  
 MALLAREDDY ENGINEERING COLLEGE  
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**DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION**

ACADEMIC YEAR: 2017-18

**SUMMARY REPORT**

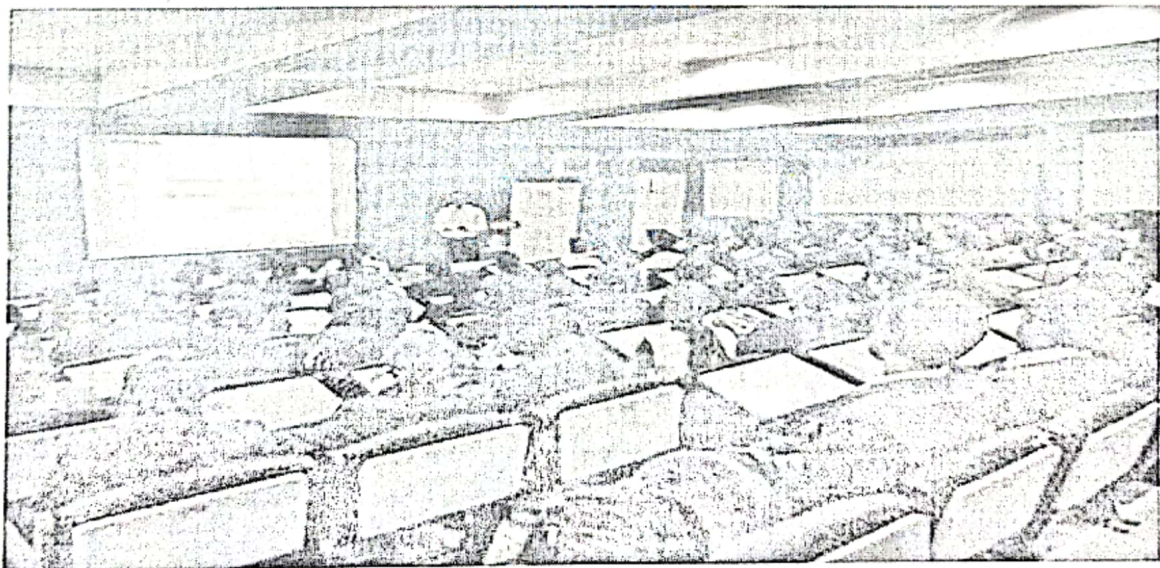
**Value added course name: "Advanced Excel working with Reports"**

**Value added course Instructor: Dr. Charles Babu**

This software is not only capable of doing basic data computations, but you can also perform data analysis using it. It is widely used for many purposes including the likes of financial modeling and business planning. It can become a good stepping stone for people who are new to the world of data analysis.

Even before learning R or Python, it is advisable to have knowledge of Excel. It does no harm to add Excel in your skill sets. Excel, with its wide range of functions, visualization, arrays empowers you to quickly generate insights from data which would be hard to see otherwise.

Excel will become even more popular for non-data scientists doing more work, more often, with data. This learning path extends the Master Excel for Data Science learning path, into VBA coding, data viz, and advanced interfacing between Excel and R.



*P. R. R. R.*  
Co-Ordinator



*R. R. R.*  
**PRINCIPAL**  
**Malla Reddy Engineering College**  
**(Autonomous)**  
Maisammaguda, Dhulapally,  
(Post Via Kompally), Sec'bad-500 100

*K. A. R.*  
**MBA HOD**  
**HEAD OF THE DEPARTMENT**  
Master of Business Administration  
**MALLAREDDY ENGINEERING COLLEGE**  
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## Certificate of Completion

This is to certify that Mr/Ms AMARNATH REDDY bearing  
Roll No 17J41E0001 has successfully completed Value Added Course  
in ADVANCE-EXCEL WORKING WITH REPORTS conducted by the Department of  
MBA from 18/9/2017 to 23/9/2017.

P. Rajitha  
COORDINATOR

HOD

*Principal*  
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PRINCIPAL







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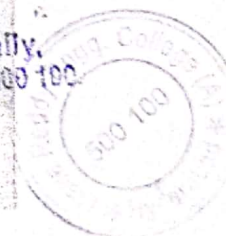
## Certificate of Completion

This is to certify that Mr./Ms A SAIKIRAN bearing  
Roll No 17J41E0002 has successfully completed Value Added Course  
in ADVANCE-EXCEL WORKING WITH REPORTS conducted by the Department of  
MBA from 18/9/2017 to 23/9/2017.

P. Rajitha  
COORDINATOR

  
HOD

  
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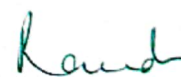


## Certificate of Completion

This is to certify that Mr./Ms A NAGENDRA BABU bearing  
Roll No 17J41E0003 has successfully completed Value Added Course  
in ADVANCE-EXCEL WORKING WITH REPORTS conducted by the Department of  
MBA from 18/9/2017 to 23/9/2017.

P. Rajitha  
COORDINATOR

  
HOD

  
PRINCIPAL  
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## Certificate of Completion

This is to certify that Mr./Ms BALI RAM bearing  
Roll No 17J41E0004 has successfully completed Value Added Course  
in ADVANCE-EXCEL WORKING WITH REPORTS conducted by the Department of  
MBA from 18/9/2017 to 23/9/2017.

P. Rajitha  
COORDINATOR

*[Signature]*  
HOD

*Rand*  
PRINCIPAL  
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## Certificate of Completion

This is to certify that Mr./Ms SANTHOSH KUMAR bearing  
Roll No 17J41E0005 has successfully completed Value Added Course  
in ADVANCE-EXCEL WORKING WITH REPORTS conducted by the Department of  
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P. Rajtha  
COORDINATOR

HOD

*Rand*  
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Maisammaguda, Dhulapally,  
(Post Via Kompally), Sec'bad-500 100.







**MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)**  
(An UGC Autonomous Institution, Affiliated to JNTUHI, Hyderabad Accredited 2<sup>nd</sup> time by NAAC  
with 'A' Grade & NBA and Recipient of World Bank Assistance under TEQIP-II S.C. I.I)  
Maisammaguda (H), Medchal-Malkajgiri District, Secunderabad,  
Telangana State – 500100  
www.mrec.ac.in

## Department of Master of Business Administration

### CIRCULAR

Date: 04/14/2017

All the students are hereby informed that Value Added Course on “Tally-9-Latest version” on date 15<sup>th</sup> to 20<sup>th</sup> April, is being organized by the Master of Business Administration. The resource person for the course is “Dr.Gopinath Rao”.

Students are advised to register their names to the programme coordinator “Ms.P.Buela prasanna kumari”, on or before 5<sup>th</sup> April and utilize this opportunity to enhance their skills by attending the programme.

The detailed schedule of the programme will be displayed in the notice board.



*K. Anil*  
**Head of the Department**  
**HEAD OF THE DEPARTMENT**  
Master of Business Administration  
MALLAREDDY ENGINEERING COLLEGE  
(AUTONOMOUS)  
Maisamma Guda, Sec'bad - 500 100

Copy to:

- 1) Circulation in Students classroom
- 2) All HOD's
- 3) Notice Boards
- 4) PA to principal for filing.

*Ramul*  
**PRINCIPAL**  
**Malla Reddy Engineering College**  
(Autonomous)  
Maisammaguda, Dhulapally,  
(Post Via Kompally), Sec'bad-500 100

## About the Institution

**Malla Reddy Engineering College (Autonomous)** is one of the reputed engineering colleges in Hyderabad, Telangana. **MREC (A)** is part of Malla Reddy Group of Institutions (MRGI), founded by Sri. Ch. Malla Reddy, currently Hon'ble Minister, Labor and Employment, Factories, Women and Child Welfare and Skill Development, Govt. of Telangana State. The college is situated in a serene, lush green environment in Maisammaguda, Gundlapochampally, Medchal(M), Medchal-Malkajgiri District Telangana- 500100.

The college was established in 2002 and is an autonomous institution approved by UGC and affiliated to JNTUH. The college is re-accredited by NAAC with 'A' Grade (II Cycle) and was conferred autonomous status by JNTUH in 2011 and by UGC in 2014 for a period of 6 years. Our eligible UG and PG programs received NBA accreditation and some of them received reaccreditation too. The college caters to wide ranging aspirations and goals of student communities by offering new courses in UG courses provides PG courses and MBA along with programs in various streams of Engineering & Technology and Management. It boasts of world-class infrastructure and well-equipped laboratories in all departments and is skillfully and smartly guided by **Dr. A. Ramaswami Reddy, Director, MREC (A)** and **Dr. A. Raveendra, Principal, MREC (A)** who have a rich teaching and industrial experience.

Mr.

## Advisory Committee

**Chief Patrons:** Sri. Ch. Malla Reddy, Minister-  
Telangana State-India.

Founder Chairman  
Malla Reddy Group of  
Institutions

**Patrons:** Sri.Ch. Mahender Reddy  
Secretary, MRGI

Dr.Ch.Bhadra Reddy  
President, MRGI

**Co-Patrons:** A.Sudhakara Reddy  
Principal, MREC (A)

**Convener:** Dr.K.ANIL KUMAR  
HOD MBA

**Coordinator:** Ms.P. Buela Prasanna Kumari  
Associate Professor, MBA

## Organizing Committee:

Dr. K.Anil Kumar, Professor ,MBA.

P.BuelaPrasannakumari, Assoc.Professor,MBA

A.Latha, Assoc.Professor,MBA

P.Rajitha, Asst.Professor, MBA

VVL Sameera, Asst.Professor, MBA

M.Balanji Reddy, Asst.Professor

K. Neeraja, Asst.Professor, MBA.

Mrs.K.Dhanalakshmi, Asst.Professor

G.Ashok Kumar, Asst.Professor, MBA.

B.Kiran kumar reddy, Asst.Professor, MBA.

M.Poojitha Bhardwaj, Asst.Professor, MBA

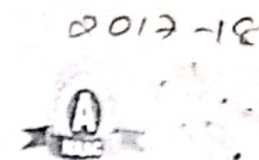
D.Sandhya, Asst.Professor, MBA

Dr.G.Praveen Kumar, Assoc.Professor,MBA

Mr.G.Bharani Vamsi, Asst.Professor, MBA.

M. Rajini, Asst.Professor, MBA

Ch.Pushpavathi, Asst.Professor, MBA



*A One-Week Skill development Course  
(Value added Course)*

*On*

**"TALLY 9 – LATES VERSION "**

**(15<sup>th</sup> to 20<sup>th</sup> APRIL , 2018)**



*Organized by  
Department of*

**MASTER OF BUSINESS ADMINISTRATION**

**MALLA REDDY ENGINEERING COLLEGE  
(AUTONOMOUS) MAIN CAMPUS**

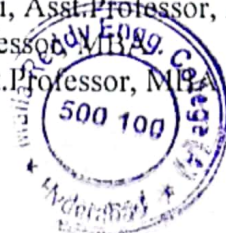
**An UGC Autonomous Institution, Approved by  
AICTE & Affiliated to JNTUH-Hyderabad  
Reaccredited by NAAC with 'A' Grade (II Cycle)**

**Maisammaguda(H), Gundlapochampally (V),  
Medchal(M), Medchal - Malkajgiri District**

**Telangana - 500100, India.**

**Malla Reddy Engineering College  
(Autonomous)**

**Maisammaguda, Dhulapally,  
(Post Via Kompally), Sec'bad-500 100.**



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## Registration Form

Name of the Participant :-----

Branch & Year :-----

Name of Institution:-----

Address for Communication:-----

Mobile Number:-----

E-Mail ID:-----

### DECLARATION:

The information furnished above is true to the best of my Knowledge.

Place:

Date:

Signature of Applicant

## About the Department

The Department of Management of Business Administration has been established since the inception of the institution in the year 2002. The Department has good infrastructure facilities and is equipped with full-fledged laboratories to fulfil the curriculum needs. The Department has well experienced faculty. Around one-third of the faculty members in the department are Doctorate. The department has good number of sanctioned projects, funded by different agencies/industries. The Department is intended to be allotted a Research Centre by JNTU Hyderabad.

## Overview of the Programme

This Programme is complete guide to understand Accounting and how to use Tally in a perfect manner. Tally is well known business software. It can handle almost all types of business transactions and give perfect reporting for business requirements.

This programme gives you complete depth knowledge of all features of Tally. you can easily handle accounting and taxation of any types of business and also prepare MIS Reports.

We took real life practical examples of all types of business transactions for better knowledge and understanding of practical real world.

Real world examples helps you to crack interviews, get good job in the market. Business owners should learn Tally so that they can directly see all reports. Working professionals can improve their skill for better opportunity.

## Objectives of the Programme

- To learn basic of accountancy, its principles, concepts, conventions, recording procedures, bank reconciliation, final accounts etc.
- To learn and practice computerized accounting systems using TALLY.

## Topics to be covered

- ❖ Basic of accounting
- ❖ Taxation
- ❖ Advance Level

## Certificate

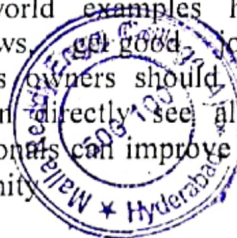
After successful completion of the course the certificates shall be issued to the participants.

## Outcome of the program

After completion of the course you can also start your own accounting business. You can handle accounting and GST, TDS and Income Tax Returns of small business or shops.

It's Good opportunity to make your Career in Account & Finance.

*Real World*  
Malla Reddy Engineering College  
(Autonomous)  
Maisamma  
(Post Via Komuram Bheemsaheb Puri Road-300 100)

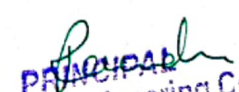


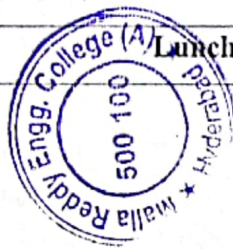


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Telangana State – 500100, [www.mrec.ac.in](http://www.mrec.ac.in)

**DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION**

Value Added Course  
on  
“TALLY-9 LATEST VERSION”  
15<sup>th</sup> – 20<sup>th</sup>, April 2018  
Programme Schedule

Date	Time	Topic	Resource Person
15-04-2018	10:10 – 11:00AM	Introduction of course	Dr. GOPINADH RAO
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Introduction of course	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Accounting master	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Accounting master	
16-04-2018	9:30 – 11:00AM	Inventory master	Dr. GOPINADH RAO
	11:00 -11:15AM	Tea Break	
	11.15– 12:45 PM	Inventory master	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Inventory master	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Inventory master	
17-04-2018	9:30 – 11:00AM	Vouchers	 Principal Malla Reddy Engineering Co. (Autonomous) Maisammaguda, Dhulapally, (Post Via Kompally), Sec'bad-500 100.
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Vouchers	
	12:45 – 1:30PM	Lunch	





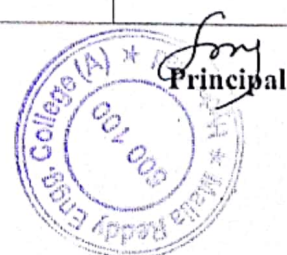


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Telangana State – 500100, www.mrec.ac.in

	1:30 – 2:30 PM	Goods and service tax GST	Dr. GOPINADH RAO
	2:30 – 2:45PM	Tea Break	
	2:45 –4:00 PM	Goods and service tax GST	
18-04-2018	9:30 – 11.00AM	Tax deducted at source	Dr. GOPINADH RAO
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Tax deducted at source	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Tax deducted at source	
	2:30 – 2:45PM	Tea Break	
	2:45 –4:00 PM	Tax deducted at source	
19-04-2018	9:30 – 11.00AM	Bank reconciliation	Dr. GOPINADH RAO
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Bank reconciliation	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Bank reconciliation	
	2:30 – 2:45PM	Tea Break	
	2:45 –4:00 PM	Bank reconciliation	
20-04-2018	9:30 – 11.00AM	Cost center and cost category	Dr. GOPINADH RAO
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Payroll	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Payroll	
	2:30 – 2:45PM	Tea Break	
	2:45 –4:00 PM	Job Costing And Analysis	

*B. Sule*  
Coordinator

*E. Anil*  
HOD  
**Principal**  
Malla Reddy Engineering College  
(Autonomous)  
Maisammaguda, Dhulapally,  
(Post Via Kompally), Sec'bad-500 100.

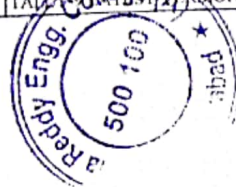


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Maisammaguda (H), Medchal-Malkajgiri District, Secunderabad,  
Telangana State - 500100, www.mrec.ac.in  
VAC List of Students 2017-18

S NO	ROLL NO	NAME OF THE STUDENT	COURSE	DURATION	
				FROM	TO
1	16J41E0001	Aavula Navya	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
2	16J41E0002	Abhishek Jadhav	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
3	16J41E0003	Aili Aravinda Swamy Goud	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
4	16J41E0004	Alla Sirisha	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
5	16J41E0005	Alluri Rosi Pranitha	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
6	16J41E0006	Anneru Ramesh	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
7	16J41E0008	Ashish Ranjan	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
8	16J41E0009	Avinash Bambulge	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
9	16J41E0010	B. Sai Ram	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
10	16J41E0011	B. Venkata Krishna Reddy	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
11	16J41E0012	Balla Anjali	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
12	16J41E0013	Boinapally Sainath	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
13	16J41E0016	Chowdhary Manoj	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
14	16J41E0017	Dharavath Balu	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
15	16J41E0018	Dharpally. Bhasker	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
16	16J41E0019	G. Rohith Goud	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
17	16J41E0020	Gorantla Rachana VLR Reddy	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
18	16J41E0021	Gottuparthi Sai Anil Kumar	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
19	16J41E0022	K. Ravi Kumar	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
20	16J41E0023	K. Sowjanya	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
21	16J41E0024	Karumuri Naga Sateesh Reddy	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
22	16J41E0025	Koka Lohitha Sai Ushasree	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
23	16J41E0026	Kola Vinay	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
24	16J41E0027	Kondra Jyothi	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
25	16J41E0028	Kothireddy Venkatesh	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
26	16J41E0029	M.Mounika	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
27	16J41E0030	Machannagari Chandu	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
28	16J41E0031	Madanu Bala Swetha	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
29	16J41E0032	Malka Shiva Krishna	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
30	16J41E0033	Moreddy Prashanth Kumar Reddy	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
31	16J41E0034	Nadia Iaxmi Narayana	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
32	16J41E0036	Nalla Rakesh	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
33	16J41E0037	Pabbathi Ramya Sri	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
34	16J41E0038	Pippari Shiva Kumar	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
35	16J41E0039	Pittal Naveen	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
36	16J41E0040	Podduturi Nikitha Reddy	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
37	16J41E0041	Ragi Sai Ram	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
38	16J41E0042	Ragi Swetha	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
39	16J41E0043	Rakesh Kumar Gupta	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
40	16J41E0044	Rangu Sreeja	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
41	16J41E0045	Akash Kiran	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
42	16J41E0046	Rustumpeta Bhargavi	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
43	16J41E0047	S. Akhila	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
44	16J41E0048	S. Sankeerthana	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
45	16J41E0049	Sapati Balraj	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
46	16J41E0050	Susmitha Tiwari	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
47	16J41E0051	Swadin Kumar Mohan Reddy	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
48	16J41E0054	Tipperaveni Anil Kumar	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
49	16J41E0056	V. Hari Mahesh	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
50	16J41E0057	V. Sharmila	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018

Malla Reddy Engineering College  
(Autonomous)  
Maisammaguda, Dhulapally  
(Post Via Kompally), Sec'bad-500 100



*x. Anil*  
HEAD OF THE DEPARTMENT  
Master of Business Administration  
MALLAREDDY ENGINEERING COLLEGE  
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State – 500100  
www.mrec.ac.in

**DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION**  
**ACADEMIC YEAR: 2017-18**  
**SUMMARY REPORT**

**Value added course name: "Tally -9"**

**Value added course Instructor: Dr. Gopinath Rao**

Tally is the most popular and Highly Effective accounting tool which makes the life of an accountant easier. Anyone who is looking to enter in the field of accounting or wishes to lead a successful career in accounting must learn Tally.ERP 9 as the benefits of using Tally.ERP 9 are more for both small and medium-sized businesses. Moreover the simplicity is the driving force which allures the users of financial information to actively use Tally as the ERP solution for their businesses

Reports play an important role for businesses to help manage their day-to-day business operations efficiently. Understanding this need, Tally.ERP 9 provides many insightful reports. Reports in Tally.ERP 9 is designed to suit all the aspects of accounting management, inventory management and statutory.

**Balance Sheet in Tally.ERP 9**

The Balance Sheet gives a complete glance at the financial position of a business. The Balance Sheet in Tally.ERP 9 shows the assets and liabilities of a company. From the Gateway of Tally screen, a business owner can access the Balance Sheet. The Balance Sheet can be configured using F12 configuration in Tally.ERP 9. Tally.ERP 9 also offers Schedule VI Balance Sheet for businesses. The Balance Sheet can be viewed for any given dates. Multiple valuation types are given for defining stock valuations such as FIFO, LIFO, Average Cost, Average Price and many more.

**Profit & Loss Account in Tally.ERP 9**

The Profit & Loss report in Tally.ERP 9 shows a company's net profit or loss in a given period. By default, this Tally report considers the period starting from the date when the books begin to the entry date of the last voucher. The Profit & Loss report in Tally.ERP 9 can be configured with F12 configuration available within the report. A business owner can see Schedule VI Profit & Loss account or P&L statement in a vertical format based on the requirements.



*Ravi*  
Malla Reddy Engineering College (Autonomous)  
Maisammaguda, Ghatkopar,  
(Post Via Kompally), Sec'bad-500 100

### Cash Flow/Fund Flow Report in Tally.ERP 9

The Cash Flow report in Tally.ERP 9 has been provided to help get a view of cash inflow and outflow during an accounting period. This report makes it easy for business owners to understand the cash flow situation for a specific period and helps make decisions.

### Ratio Analysis Report in Tally.ERP 9

The Ratio Analysis report is a powerful report for financial analysis in Tally.ERP 9. The multiple ratios in the report give a clear understanding of the financial position of a business. These are Debt Equity Ratio, Quick Ratio, Return on Working Capital, Return on Investment and so on. This is one of the key Tally reports.

### Outstanding Report in Tally

A business owner can see receivables ledger-wise and bill-wise in Tally.ERP 9. He can see ageing analysis which can be applied based on due dates or as per the bill dates. Based on the time that has passed (ageing), a business can accordingly connect with parties or manage funds to make payments. With the bill wise ageing details, the user can see and understand the details of bills for which payment is pending.

### Stock Summary Report in Tally.ERP 9

The Stock Summary report displays the current position of stocks or stock in hand for a particular date. From this Tally report, a business owner can view item-wise rates, quantity and value of stocks available. The Stock Summary report in Tally.ERP 9 also enables business owners to view gross profit at each item level based on landing cost and sales price. It also shows the status of stocks available across various godowns. The user can see the net stock position by considering purchase and sales orders which are yet to be processed.

### Stock Ageing Analysis Report in Tally.ERP 9

This report in Tally.ERP 9 helps businesses understand their slow moving goods versus fast moving goods. This Tally report helps business owners to make decisions based on procurement of stocks, or whether to liquidate stocks based on their age. Tally.ERP 9 gives the flexibility to define various periods like 0-30 days, 31-60 days and so on based on business requirement. Business owners can see stock valuations as well from within this report.

*Bueh*

Co-Ordinator

*K. Anil*

MBA HOD  
HEAD OF THE DEPARTMENT  
Master of Business Administration  
MALLAREDDY ENGINEERING COLLEGE  
(AUTONOMOUS)  
Maisamma Guda, Sec'bad - 500 100



*Raveed*  
PRINCIPAL

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Maisammaguda, Dhulapally (Post via Kompally), Secunderabad - 500 100.



## Certificate of Completion

This is to certify that Mr./Ms ALLURI ROSI PRANITHA bearing  
Roll No 16J41E0005 has successfully completed Value Added Course  
in TALLY-9 LATEST VERSION conducted by the Department of  
MBA from 15/4/2018 to 20/4/2018.

*Bueke*  
COORDINATOR

*[Signature]*  
HOD

*Ravi*  
PRINCIPAL  
Malla Reddy Engineering College  
(Autonomous)  
Maisammaguda, Dhulapally,  
(Post Via Kompally), Sec'bad-500-100.  
PRINCIPAL





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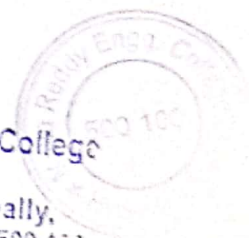
## Certificate of Completion

This is to certify that Mr./Ms ANNERU RAMESH bearing  
Roll No 16J41E0006 has successfully completed Value Added Course  
in TALLY-9 LATEST VERSION conducted by the Department of  
MBA from 15/4/2018 to 20/4/2018.

Buelo  
COORDINATOR

A. Reddy  
HOD

Randhawa  
PRINCIPAL  
Malla Reddy Engineering College  
(Autonomous)  
Maisammaguda, Dhulapally,  
(Post Via Kompally), Sec'bad-500 100.







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(Autonomous)

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## Certificate of Completion

This is to certify that Mr./Ms ASHISH RANJAN bearing  
Roll No 16J41E0008 has successfully completed Value Added Course  
in TALLY-9 LATEST VERSION conducted by the Department of  
MBA from 15/4/2018 to 20/4/2018.

*Buele*  
COORDINATOR

*A. Reddy*  
HOD

*Randh*  
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Malla Reddy Engineering College  
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Maisammaguda, Dhulapally,  
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# MALLA REDDY ENGINEERING COLLEGE

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(UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd time by NAAC with 'A' Grade)  
Maisammaguda, Dhulapally (Post via Kompally), Secunderabad - 500 100.



## Certificate of Completion

This is to certify that Mr./Ms AVINASH BAMBULGE bearing  
Roll No 16J41E0009 has successfully completed Value Added Course  
in TALLY-9 LATEST VERSION conducted by the Department of  
MBA from 15/4/2018 to 20/4/2018.

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*A. K. Reddy*  
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*Ramulu*  
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## Certificate of Completion

This is to certify that Mr./Ms B. SAI RAM bearing  
Roll No 16J41E0010 has successfully completed Value Added Course  
in TALLY-9 LATEST VERSION conducted by the Department of  
MBA from 15/4/2018 to 20/4/2018.

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PRINCIPAL

