

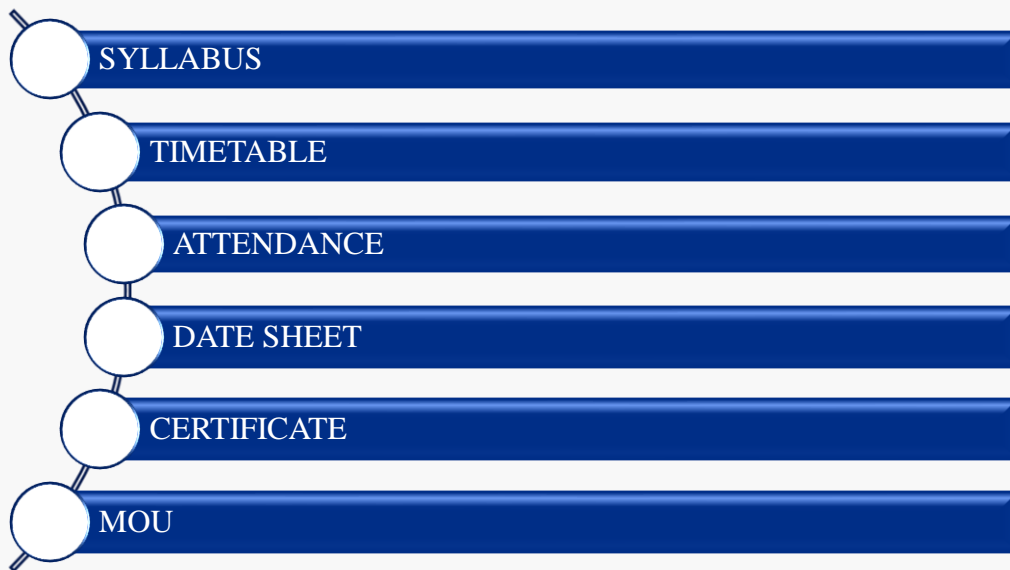


St. Bede's College Shimla
(UGC-NAAC "A+" Grade Re-Accredited)

CRITERION 1

1.2.1&1.2.2

TALLY ACE





St. Bede's College Shimla

Syllabus

Tally Ace

SYLLABUS

COMPUTERIZED ACCOUNTING USING TALLY.ERP 9

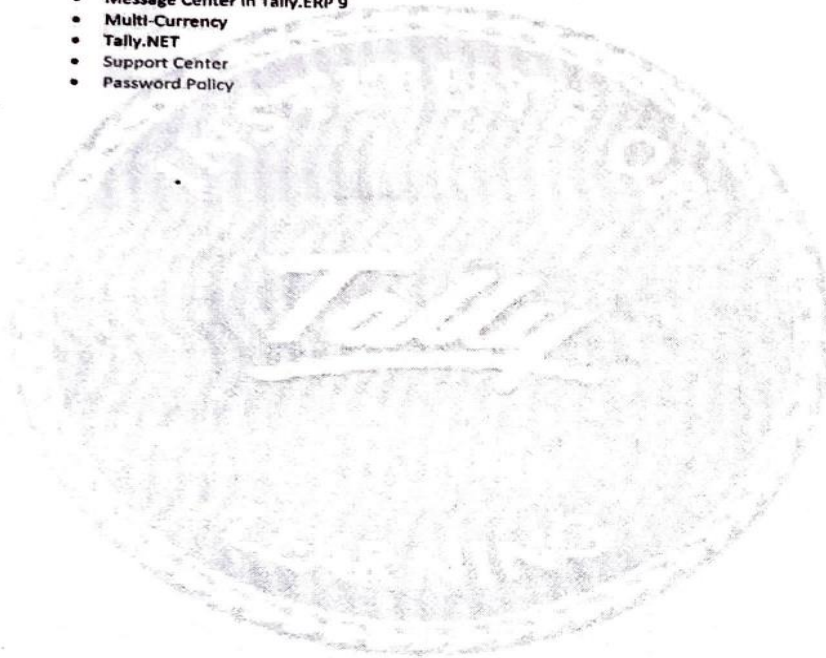
1. **Getting Started with Tally.ERP 9 & Elemental Features**
 - Introduction
 - Features of Tally.ERP 9
 - Getting Started with Tally.ERP 9
 - Creating a Company in Tally.ERP 9
 - Configurations
2. **Creating Masters In Tally.ERP 9**
 - Creating Charts of Accounts
 - Ledgers and Groups
 - Inventory masters in Tally.ERP 9
 - Creating Inventory Masters
 - Displaying and Altering Inventory masters
3. **Voucher Entry & Invoicing**
 - Accounting Vouchers
 - Creating a New Voucher Type
 - Pure Inventory Transactions
 - Entering Inventory Details in Accounting Vouchers
 - Invoicing
 - Voucher Class
4. **Cost Centers & Cost Categories**
 - Getting Started with Cost Categories and Cost Centers
 - Applying Cost Centers to Ledger Accounts
 - Cost Center Reports
5. **Order Processing & Pre-closure of Orders**
 - Order Processing
 - Pre-closure of Orders
6. **Banking**
 - Cheque Management
 - Cheque Printing
 - Deposit Slip
 - Payment Advice
 - Bank Reconciliation
7. **Reports In Tally.ERP 9**
 - Basic Features of Displaying Reports
 - Financial Statements
8. **Tax Deducted at Source (TDS)**
 - TDS in Tally.ERP 9
 - Implementation of TDS in Tally.ERP 9
 - Quick Setup

Principal
St Bede's College
Shimla 171002



St. Bede's College Shimla

- Recording Transactions
- TDS Reports
- 9. Advanced Features in Tally.ERP 9
 - Export and Import of Data
 - Backup and Restore Company Data in Tally.ERP 9
 - E-mailing In Tally.ERP 9
 - Message Center in Tally.ERP 9
 - Multi-Currency
 - Tally.NET
 - Support Center
 - Password Policy



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Bandy
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Shimla 171002

BACK



St. Bede's College Shimla

Timetable (2018-2021)

TIME TABLE FOR VALUE ADDED COURSES-2018

FIRST YEAR

COURSE	DAYS	TIMINGS	ROOM NO.
BEAUTY & FITNESS	MONDAY	9:00-9:45	D4
	SATURDAY	1:30-3:00	D4
INTERNET TECHNOLOGY AND WEB PAGE DESIGN	MONDAY	9:00-9:45	COMPUTER LAB1
	TUESDAY	9:00-9:45	COMPUTER LAB1
	SATURDAY	1:30-3:00	COMPUTER LAB1
COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT	MONDAY	9:00-9:45	B8
	TUESDAY	9:00-9:45	B8
	SATURDAY	1:30-3:00	B8
TALLY (GROUP I)	MONDAY	9:00-9:45	COMPUTER LAB2
	TUESDAY	9:00-9:45	COMPUTER LAB2
	SATURDAY	1:30-3:00	COMPUTER LAB2
TALLY (GROUP II)	MONDAY-WEDNESDAY	9:45-10:30	COMPUTER LAB2
	FRIDAY	9:00-9:45	COMPUTER LAB2
FRENCH	MONDAY	9:00-9:45	D9
	TUESDAY	9:00-9:45	D9
	SATURDAY	1:30-3:00	D9
TRAVEL AND TOURISM	MONDAY	9:00-9:45	D8
	TUESDAY	9:00-9:45	D8
	SATURDAY	1:30-3:00	D8

Nuwala
6/7/2018
Coordinator

BACK



St. Bede's College Shimla

**TIME TABLE FOR VALUE ADDED COURSES-2019
FIRST YEAR**

COURSE	DAYS	TIMINGS	ROOM NO.
BEAUTY & FITNESS	FRIDAY	9:00-9:45	D8
	SATURDAY	1:30-2:15	D8
INTERNET TECHNOLOGY AND WEB PAGE DESIGN	FRIDAY	9:00-9:45	COMPUTER LAB1
	SATURDAY	1:30-2:15	COMPUTER LAB1
COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT	FRIDAY	9:00-9:45	B9
	SATURDAY	1:30-2:15	B9
TALLY (GROUP I)	MONDAY	2:45-3:30	COMPUTER LAB2
	WEDNESDAY	2:00-3:30	COMPUTER LAB2
TALLY (GROUP II)	FRIDAY	9:00-9:45	COMPUTER LAB2
	SATURDAY	1:30-3:00	COMPUTER LAB2
FRENCH	FRIDAY	9:00-9:45	D9
	SATURDAY	1:30-2:15	D9
TRAVEL AND TOURISM	FRIDAY	9:00-9:45	D2
	SATURDAY	1:30-2:15	D2

C. Swalia
9/7/2019
Coordinator



St. Bede's College Shimla

• TIME-TABLE FOR FIRST YEAR (2020-21)

COURSE NAME	DAY	TIME	ROOM
TALLY ACE	MONDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
	TUESDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
INTERNET TECHNOLOGY & WEB PAGE DESIGNING	MONDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
	TUESDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
FRENCH	MONDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
	TUESDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
BEAUTY & FITNESS	MONDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
	TUESDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
TRAVEL & TOURISM	MONDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
	TUESDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT	MONDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
	TUESDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS

BACK



St. Bede's College Shimla

Attendance (2018-2021)

Subject Maths Faculty Mr. A.C.

Section _____ Semester _____

Month August/Sept. Year 2018

Month Sept. Year 2018

S. No	Regd. No	Name
1	181015	Angel Dhawla
2	181021	Ravitanya Sharma
3	182012	Anjali
4	182015	Yogita Kumari
5	182045	Khushi
6	182050	Besma Sharma
7	182051	Vukti Sharma
8	182081	Aarti
9	182082	Deepika Sehgal
10	182098	Mary Chahlan
11	182109	Ankita Sharma
12	184015	Himani Thakur
13	185001	Parul Verma
14	185002	Shreya Kapoor
15	185003	Khushi Chaudhary
16	185004	Gurpreet Kaur Tokhi
17	185007	Shweta Tanwar
18	185008	Anchal Sharma
19	185009	Riya Sharma
20	185011	Mehak
21	185012	Anchal Chaudhary
22	185013	Anchal Thakur
23	185014	Tanvi Arora
24	185015	Seema Kumari
25	185016	Shruti Sharma
26	185019	Sanjal Vohra
27	185020	Akanksha Vyas
28	185022	Kritika Sharma
29	185023	Kanika Kumawat
30	185024	Mannat
31	186006	Shivalika
32	186007	Anshula Chandel
33	186010	Charu
34	183001	Neharika Aggarwal

Previous Attendance	4	4	6	7	20	21	25	25	27	28	1	1	4	Month	10	11	15	17	18
1			P	P	P	P	P	P	P	P	P	P	P	10					
2		P	P	P	P	P	P	P	P	P	P	P	P	11	P			P	
3			P	P	P	P	P	P	P	P	P	P	P	15	P			P	P
4		P	P	P	P	P	P	P	P	P	P	P	P	17	P		P	P	P
5			P	P	P	P	P	P	P	P	P	P	P	18	P			P	
6		P	P	P	P	P	P	P	P	P	P	P	P		P			P	
7			P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P
8			P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P
9			P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P
10			P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P
11		P	P	P	P	P	P	P	P	P	P	P	P		P			P	P
12			P	P	P	P	P	P	P	P	P	P	P		P		P	P	P
13		P	P	P	P	P	P	P	P	P	P	P	P		P		P	P	P
14						P					P	P	P				P	P	P
15			P	P	P	P	P	P	P	P	P	P	P				P	P	P
16										P	P	P	P			P		P	P
17																	P	P	P
18		P	P	P	P	P	P	P	P	P	P	P	P						
19		P	P	P	P	P	P	P	P	P	P	P	P				P	P	P
20				P	P					P	P	P	P				P	P	P
21				P	P														
22					P												P		
23						P													
24		P	P		P														
25		P	P	P									P	P			P	P	P
26							P	P	P								P	P	P
27		P	P	P	P	P													
28		P	P	P	P	P											P	P	P
29		P	P	P	P	P	P	P	P	P	P	P	P				P	P	P
30			P	P	P	P	P	P	P	P	P	P	P				P	P	P
31			P	P	P	P	P	P	P	P	P	P	P				P	P	P
32			P	P	P	P	P	P	P	P	P	P	P				P	P	P
33			P	P	P	P	P	P	P	P	P	P	P				P	P	P
34		P	P	P	P	P	P	P	P	P	P	P	P				P	P	P

Formative Assessment

Formal Assessment	Minor
Quizzes	Tests
(15)	(15)

Dated.....

Teacher's Signature

Principal's Signature

Dated.....

Teacher's Signature

Principal's Signature



St. Bede's College Shimla

Subject: ally Acc.

Section:

S. No.	Regd. No.	Name
1	193027	Kanika
2	193052	Sakshi S
3	193053	Anchal
4	193055	Minalik
5	193057	Chhavi
6	193058	Manisha
7	193059	Ghanishit
8	193060	Sajya
9	193061	Ritika S
10	193062	Anshu
11	193065	Gusmit
12	193070	Anshita
13	193071	Shivani
14	195001	Shanya
15	195002	Palak
16	195003	Sruha
17	195005	Kanika
18	195006	Priyanka
19	195008	Aditi S
20	195009	Tamvi G
21	195010	Palak C
22	195011	Sajal N
23	195012	Vidhi C
24	195013	Avantika
25	195015	Manya
26	195016	Dhruv
27	195017	Anshika
28	195018	Vanshika
29	195019	Neha D
30	195021	Sya. Kh
31	195022	Priyanka
32	195023	Simran
33	195024	Anushka
34	195025	Tenzin

Month: August Year: 2019

Previous Attendance	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
2		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
4		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
5		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
6		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
7		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
8		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
9		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
10		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
11		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
12		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
13		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
14		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
15		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
16		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
17		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
18		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
19		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
20		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
21		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
22		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
23		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
24		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
25		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
26		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
27		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
28		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
29		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
30		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
31		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
32		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
33		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
34		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	

Dated: 31 Aug, 19

Teacher's Signature

Alakam Principal Signature

Month: September Year: 2019

Previous Attendance	6	7	13	14	20	27	28
1		P	P	P	P	P	P
2		P	P	P	P	P	P
3		P	P	P	P	P	P
4		P	P	P	P	P	P
5		P	P	P	P	P	P
6		P	P	P	P	P	P
7		P	P	P	P	P	P
8		P	P	P	P	P	P
9		P	P	P	P	P	P
10		P	P	P	P	P	P
11		P	P	P	P	P	P
12		P	P	P	P	P	P
13		P	P	P	P	P	P
14		P	P	P	P	P	P
15		P	P	P	P	P	P
16		P	P	P	P	P	P
17		P	P	P	P	P	P
18		P	P	P	P	P	P
19		P	P	P	P	P	P
20		P	P	P	P	P	P
21		P	P	P	P	P	P
22		P	P	P	P	P	P
23		P	P	P	P	P	P
24		P	P	P	P	P	P
25		P	P	P	P	P	P
26		P	P	P	P	P	P
27		P	P	P	P	P	P
28		P	P	P	P	P	P
29		P	P	P	P	P	P
30		P	P	P	P	P	P
31		P	P	P	P	P	P
32		P	P	P	P	P	P
33		P	P	P	P	P	P
34		P	P	P	P	P	P

Dated: 28 Sep, 19

Teacher's Signature

Alakam Principal Signature

Assessment (C)

assessment & Quizzes,	Minor Tests M-1
(15)	(15)



St. Bede's College Shimla

Subject English Faculty Tejshree Kumari Class _____

Section _____ Semester I Session 2020-2021

Month September / 01 Year 2020

Assessment (CCA)

Assessment	Minor	Minor	Total (CA)
Conduct	Tests	Tests	
	M-1	M-1	
	(15)	(15)	(50)

S No	Regd No	Name	Univ Roll No	Phone No		Present/Absent	Month									
				Parent	Student		01	02	03	04	05	06	07	08	09	
1	1050	Sukhi Khalia				P	P	P	L	P	P	P	P	P	P	P
2	1051	Ojaswini				P	P	P	P	P	P	P	P	P	P	P
3	1052	Manvi Kalia				P	L	P	P	P	L	P	P	L	P	P
4	1053	Gimban Sharma				P	P	P	P	P	P	P	P	P	P	P
5	1054	Nandini Gupta				P	P	P	P	P	P	P	P	P	P	P
6	1055	Priya Gansung				P	P	L	L	P	P	P	P	P	P	P
7	1056	Pallvi Sharma				P	P	P	P	P	P	P	P	P	P	P
8	1057	Ananya Valishi				P	P	P	P	P	P	P	P	P	P	P
9	1058	Mehak Rawat				P	P	L	P	P	P	P	P	P	P	L
10	1059	Ritika				P	P	P	P	P	P	P	P	P	P	P
11	1060	Anshika Chandil				P	P	P	P	P	P	P	P	P	P	P
12	1061	Sushila Verma				P	P	P	P	P	P	L	P	P	P	P
13	1062	Muskan Kintla				P	P	P	P	P	P	P	P	P	P	P
14	1063	Gurjan Gupta				P	P	P	P	P	P	P	P	P	P	P
15	1064	Hareha Sharma				P	P	L	P	P	P	P	P	P	P	P
16	1065	Sukanti				P	P	P	P	P	P	P	P	P	P	P
17	1066	Anshika Chauhan				P	P	P	P	P	P	P	P	P	P	P
18	1067	Ruby Verma				P	P	P	P	L	P	P	P	P	P	P
19	1068	Pulkita Sharma				P	P	P	P	P	P	P	P	P	P	P
20	1069	Mehak Thakur				P	P	P	P	P	P	P	P	P	P	P
21	1070	Muskan Thakur				P	P	P	P	P	P	P	P	P	P	P
22	1071	Khushboo				P	P	P	P	P	P	P	P	P	P	P
23	1072	Anshika Raj Khintla				P	P	P	P	P	P	P	P	P	P	P
24	1073	Evam Gupta				P	L	P	P	P	P	P	P	P	P	P
25	1074	Rhavika Thakur				P	P	P	P	P	P	P	P	P	P	P
26	1075	Isha Aggarwal				P	P	P	P	P	P	P	P	P	P	P
27	1076	Riya Sharma				P	P	P	P	P	P	P	P	P	P	P
28	1077	Khushbu Sharma				P	P	P	P	P	P	P	P	P	P	P
29	1078	Akshita Bhatia				P	P	P	P	P	P	P	P	P	P	L
30	1079	Ritika Panwar				P	P	P	P	P	P	P	P	P	P	L
31	1080	Sajeel Chauhan				P	L	P	P	P	P	P	P	P	P	P
32	1082	Shital Verma				P	P	P	P	P	P	P	P	P	P	P
33	1083	Aditi Sharma				P	P	P	P	P	P	P	P	P	P	P
34	1084	Anam Anzaki				P	P	P	P	P	P	P	P	P	P	P

Date: _____
 Teacher's Signature: Ravi
 Officiating Principal
 St. Bede's College
 Shimla - 2

BACK



St. Bede's College Shimla

Date sheet (2018-2021)

**DATE SHEET FOR VALUE ADDED COURSES
SESSION-2018
IST SEMESTER**

COURSE	DATE	TIMINGS	ROOM NO.
FRENCH	SEPTEMBER 29, 2018	1:30-3:00	D2
TALLY (GROUP I)	OCTOBER 5, 2018	10:00- 3:00	COMPUTER LAB2
TALLY (GROUP II)	OCTOBER 6, 2018	10:00- 3:00	COMPUTER LAB2
INTERNET TECHNOLOGY AND WEB PAGE DESIGN	OCTOBER 13, 2018	1:30-3:00	COMPUTER LAB1

Dwales
September 22, 2018
Coordinator



St. Bede's College Shimla

DATE SHEET FOR VALUE ADDED COURSES

SESSION-2019-20

IST SEMESTER

DATED: NOVEMBER 5, 2019

COURSE	DATE	TIMINGS	ROOM NO.
TALLY ACE	NOVEMBER 20 11, 2019	9:00- 5:00	COMPUTER LAB2

Nusalia
5/11/2019
Coordinator

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COURSE NAME	TIME	MODE
TALLY ACE	MAY 7, 2021	ONLINE ON MS TEAMS
INTERNET TECHNOLOGY & WEB PAGE DESIGNING	APRIL 10, 2021	ONLINE ON MS TEAMS
FRENCH	APRIL 10, 2021	ONLINE ON MS TEAMS
BEAUTY & FITNESS	APRIL 10, 2021	ONLINE ON MS TEAMS
TRAVEL & TOURISM	APRIL 10, 2021	ONLINE ON MS TEAMS
COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT	APRIL 10, 2021	ONLINE ON MS TEAMS

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Certificate (2018-2021)

Tally
POWER OF SIMPLICITY



Certificate of Merit

This certificate is awarded to


Malvika Jagta

for successfully completing

TallyACE

and securing Grade A⁺

Place of Issue: Bengaluru
Date Certified: 06-Oct-2018
Release: 6.0


Manish Chowdhary
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: 900100593
Institute Name
St Bedes College

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Tally
POWER OF SIMPLICITY



Certificate of Merit

This certificate is awarded to

CHHAVI GUPTA

Son/Daughter of


SH UMESH GUPTA

for successfully completing

TallyACE

and securing Grade A⁺

Place of Issue: Bengaluru
Date Certified: 11-Oct-2019
Release: 6.5


Manish Chowdhary
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: 900172323

Institute Name

St Bedes College

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Tally
POWER OF SIMPLICITY



Certificate of Merit

This certificate is awarded to

AANAM ANSARI

Son/Daughter of

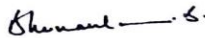
SH. TOFEEQ ALAM

for successfully completing

TallyACE

and securing Grade A⁺

Place of Issue: Bengaluru
Date Certified: 13-May-2021
Release: 6.6


Bhuvaneshwari B
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: 907246386

Institute Name

St. Bede's College

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