



MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)
UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd time by NAAC with 'A' Grade &
NBA and Recipient of World Bank Assistance under TEQIP-II S.C. 1.1)
Maisammaguda (H), Medchal-Malkajgiri District, Telangana State – 500100

Date: 01-03-2021

From

The HoD,
Department of Master of Business Administration,
Malla Reddy Engineering College (A),
Secunderabad.

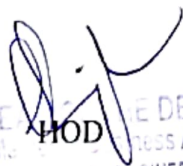
To

The Principal,
Malla Reddy Engineering College (A),
Secunderabad.

Respected Sir,

Sub: Request for sanction for the conduction of Value added Courses for
2020-2021.

As a part of development of departmental students of I year MBA students, I request you to sanction the value added course of "Advanced –Excel working with Reports" for the 2020-2021 academic year which starts from 08.03.2021. The contents of the value added courses are designed and each of the courses is of minimum of 30 hours.


HEAD OF THE DEPARTMENT
HOD, Business Administration
MALLA REDDY ENGINEERING COLLEGE
(AUTONOMOUS)
Maisammaguda, Sec'bad - 500 100


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



MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)
UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd time by NAAC with 'A' Grade &
NBA and Recipient of World Bank Assistance under TEQIP-II S.C. 1.1)
Maisammaguda (H), Medchal-Malkajgiri District, Telangana State – 500100

Date: 03-03-2021

From

The Principal,
Malla Reddy Engineering College (A),
Secunderabad.

To

The HoD,
Master of Business Management,
Malla Reddy Engineering College (A),
Secunderabad.

Dear HoD,

Sub: Approval for the conduction of Value added Courses for 2020-2021

As per your request to consider the proposal to start the value added courses for the academic year 2020-2021, it is here to inform to you that, the value added course of "Advanced-Excel working with Reports" which was dated on 08.03.2021 is approved to do the further arrangements as per the requirements.

HOD


Principal

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



MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)
(UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd time by NAAC with 'A' Grade &
NBA and Recipient of World Bank Assistance under TEQIP-II S.C. 1.1)
Maisammaguda (H), Medchal-Malkajgiri District, Telangana State – 500100

Date: 08-03-2021

DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

**Six Days value added course on "Advanced- Excel working
with Reports"**

8th March – 13th March 2021

Inauguration Schedule

Sl.No	Time	Details
1	9.30-9.35AM	Welcome of Dignitaries on the Dias
2	9.35-9.40AM	Lighting of Lamp
3	9.40-9.45 AM	Prayer Song
4	9.45-9.50 AM	Speech by Principal
5	9.50-9.55AM	Speech by Coordinator
6	9.55-10.00AM	Speech by Chief Guest
7	10.00-10.05 AM	Vote of thanks

P. Rajitha
Coordinator

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

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



MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)
UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd time by NAAC with 'A' Grade &
NBA and Recipient of World Bank Assistance under TEQIP-II S.C. 1.1)

Maisammaguda (H), Medchal-Malkajgiri District, Telangana State –
500100

Date: 13-03-2021

DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

Value Added Course

on

“Advanced-Excel working with Reports”

8th – 13rd March, 2021

Valedictory Schedule

Sl.No	Time	Details
1	4:00 – 4.05 PM	Welcome of Dignitaries on the Dias
2	4:05 – 4:08 PM	Speech by Principal
3	4:08 – 4:11 PM	Speech by Coordinator
4	4:11 – 4:14 PM	Speech by Chief Guest
5	4:14 – 4:17 PM	Feedback from Participants
6	4:17 – 4:21 PM	Vote of thanks
7	4:21 – 4:23 PM	National Anthem

P. Rajitha
Co-ordinator

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

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

3 messages

VALUE ADDED COURSE

Mba HOD<mbahod@mrec.ac.in>

January 13, 2021 at 10:13 PM

To: dr.psravan@gmail.com

Dear Sir,

Greetings from MREC(A)

It gives me immense pleasure to inform that the Department of Master of Business Administration of Malla Reddy Engineering College(A) is organizing Value Added Course on "Advanced -Excel working with Reports" during 8th to 13th March, 2021

Anticipating your kind positive response.

Thank You.

--

With regards

**Dr.K Anil Kumar,
Professor & Head,
Department.of Master of Business
Administration.
MREC(A), HYDERABAD**

January 15, 2021 at 10:25 AM

From: dr.psravan@gmail.com

To: Mba HOD<mbahod@mrec.ac.in>

Dear Sir,

I am interested to deliver the lecture on the above said topic and I will be present in the given
schedule

Thanks and best regards,
Dr. P. Sravan Kumar
Asst Prof
JNTUA School of Management Studies
JNT University, Anantapur.
Hyderabad

January 15, 2021 at 1:23 PM

Mba HOD<mbahod@mrec.ac.in>

To: dr.psravan@gmail.com

Dear Sir,

Thank You very much for your prompt and positive response.



Dr. Pantula Shrvan Kumar

B.Sc., MBA, PhD

Assistant Professor, Placement Officer,
IQAC In-charge, JNTUA School of Management Studies,
JNT University Anantapur, Andhra Pradesh

Dr Pantula Shrvan Kumar is working as a Faculty in JNTUA School of Management Studies, JNT University Anantapur. He did his B.Sc. in Electronics and Computer Science from SK University Anantapur. He has obtained his MBA from Sankara School of Management, SCSVMV University, Kanchipuram, Tamilnadu, PhD in Management from Sri Krishna Devaraya University Anantapur, Andhra Pradesh, India. He has 12 years of teaching and research experience in the area of Management Studies. He has worked in Gates Institute of Technology as the Director of IQAC and HOD, MBA at Siddhartha Groups of Institutions, Hyderabad, Telangana. He has worked as a HOD at BIT Institute of Technology, Hindupur, Andhra Pradesh. Currently, he is working as a Faculty-in-Charge of IQAC and Faculty-in-Charge of Training and Placement, JNTUA School of Management Studies. He has published many papers in journals, participated in 30 national conferences, 10 international conferences, more than 30+ Faculty Development Programs and Workshops. Dr Shrvan has Organized 3 National Level Management meets so far. His areas of interest include Financial Markets, Research methodology and Stock market. Dr. Shrvan is a Life Time Member of TERA - EDRASIA International Research Academy. He has been trainer in a 45 - day Technological Entrepreneurship Development Programme by organised by MSME and DST. Dr Shrvan has got World Record Certificate on Oct 15, 2020 at Dr. APJ Abdul Kalam Memorial Global webinar titled "Transforming Youth into Responsible Citizen Sustainable Inclusive Development organized by Lead India USA Foundation. He imparts voluntary services to LEAD INDIA USA foundation.

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: **Dr. A. Raveendra**
Principal, MREC (A)

Convener: **Dr. N. Ramanjaneyulu**
HOD MBA

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

Organizing Committee:

Dr. N. Ramanjaneyulu, Professor, MBA.

P. Buela Prasannakumari, Assoc. Professor, MBA

P. Rajitha, Asst. Professor, MBA

M. Balanji Reddy, Asst. Professor

K. Neeraja, Asst. Professor, MBA.

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

B. Dharani, 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

"ADVANCE – EXCEL WORKING WITH REPORTS"

(8th to 13th March, 2021)



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.

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

 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.



Malla Reddy Engineering College

(An UGC Autonomous Institution approved by AICTE and affiliated to JNTU Hyderabad, Accredited by NAAC with 'A' Grade (II - cycle)
NBA Accredited Programmes - UG (CE, EEE, ME, ECE & CSE) PG (CE - Structural Engg., EEE-Electrical Power Systems, ME - Thermal Engg.).

Date: 15.03.2021

Certificate of Appreciation

This is to certify that Ms. P. Rajitha, Associate Professor, Department of Master of Business Administration for successfully organizing one week Value Added Course Program on “**Advanced Excel working with Reports**” in Department of Master of Business Administration held from March 8th – March 13rd 2021 for MBA I yr , as a Coordinator. We appreciate your efforts in conducting the programme as per schedule and making it valuable for the students.


Principal

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



Malla Reddy Engineering College

(An UGC Autonomous Institution approved by AICTE and affiliated to JNTU Hyderabad, Accredited by NAAC with 'A' Grade (II - cycle)
NBA Accredited Programmes - UG (CE, EEE, ME, ECE & CSE) PG (CE - Structural Engg., EEE-Electrical Power Systems, ME - Thermal Engg.).

Letter of Gratitude

To

Date: 15.03.2021

Dr. P. Sravan Kumar
Asst Prof
JNTUA School of Management Studies
JNT University
Ananthapur.

Sub: Gratitude for your remarkable contribution for the Value Added Course
program- **"Advanced-Excel working with Reports"** - Regd.

Respected Sir,

On behalf of Malla Reddy Engineering College, I convey our heartfelt thanks for sparing your valuable time and delivering a lecture for Value Added Course program- **"Advanced-Excel working with Reports"** organized by Department of Master of Administration from March 8th to 13th March 2021. The sessions were very informative and useful for students. In this regard, I once again thank for your valuable presence and continuous support in near future.

Thanking You


Principal
PRINCIPAL

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



Malla Reddy Engineering College

(An UGC Autonomous Institution approved by AICTE and affiliated to JNTU Hyderabad, Accredited by NAAC with 'A' Grade (II - cycle)
NBA Accredited Programmes - UG (CE, EEE, ME, ECE & CSE) PG (CE - Structural Engg., EEE-Electrical Power Systems, ME - Thermal Engg.).

Date: 05.03.2021

Ref: MREC/MBA/VAC/2021/C1

Invitation

To

Dr. P. Sravan Kumar
Asst Prof
JNTUA School of Management Studies
JNT University
Anantapur.

Sub: Invitation for being a resource person for Value Added Course program-
"Advanced Excel Working with Reports"- Regd.

Reference: Our telephonic conversation for your consent.

Respected Sir,

I am glad to inform that as per the plan, our institute is organizing Value Added Course program- "Advanced-Excel working with Reports" in Department of Master of Business Administration from March 8th – 13th 2021. In this regard, we hereby request you to be a resource person to share your knowledge with the participants of the said program. We request your presence on September 18th.

Thanking You


Principal

Malsammaguda, Dhulapally (Post. Via. Kompally), Medchal - Malkajgiri - 500 100.
Ph: 09348161125, 09348161303

www.mrec.ac.in
email: principal@mrec.ac.in

Scanned with CamScanner
Malsammaguda, Dhulapally,
(Post Via Kompally), Sec'bad-500 100



MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)
 UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd time by NAAC with 'A' Grade &
 NBA and Recipient of World Bank Assistance under TEQIP-II S.C. 1.1)
 Maisammaguda (H), Medchal-Malkajgiri District, Telangana State – 500100

DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

Value Added Course
 on
“ADVANCED-EXCEL WORKING WITH REPORTS”
 8th – 13th, March 2021
Programme Schedule

Date	Time	Topic	Resource Person
8-03-2021	10:10 – 11:00AM	Overview	Dr. P. SRAVAN KUMAR
	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		
9-03-2021	9:30 – 11:00AM	Designing the Query	Dr. P. SRAVAN KUMAR
	11:00 -11:15AM	Tea Break	
	11.15 – 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	
10-03-2021	9:30 – 11:00AM	Adding Fields	Dr. P. SRAVAN KUMAR
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Adding Fields	
	12:45 – 1:30PM	Lunch	

	1:30 – 2:30 PM	Adding Criteria.	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Adding Criteria.	
11-03-2021	9:30 – 11.00AM	Returning Data to the Spreadsheet	Dr. P. SRAVAN KUMAR
	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	
	2:45 -4:00 PM	Returning Data to the Spreadsheet	
12-03-2021	9:30 – 11.00AM	Adding Formulas to the Dataset	Dr. P. SRAVAN KUMAR
	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	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Adding Formulas to the Dataset	
13-03-2021	9:30 – 11.00AM	Adding Formulas to the Dataset	Dr. P. SRAVAN KUMAR
	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	



0100

Department: MBA

ADVANCED-EXCEL WORKING WITH REPORTS

Date: 08/03/2021 - 13/11/2021

Attendance Sheet

[illegible]



MALLA REDDY ENGINEERING COLLEGE

(AUTONOMOUS)

UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd 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, Telangana State – 500100

Department of Master of Business Administration

CIRCULAR

Date:- 4-3-2021

All the students are hereby informed that Value Added Course on “Advanced – Excel working with Reports” on date 8th to 13th March, is being organized by the Master of Business Administration. The resource person for the course is “Dr. P. Sravan Kumar”.

Students are advised to register their names to the programme coordinator “Ms. P. Rajitha”, on or before 7th March 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.


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 board
4. PA to principal for filing



MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)

UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd time by NAAC with 'A' Grade & NBA and Recipient of World Bank Assistance under TEQIP-II S.C. I.1)
Maisammaguda (H), Medchal-Malkajiri District, Telangana State – 500100

DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

ACADEMIC YEAR: 2020-21

REPORT

Value added course name: “Advanced Excel working with Reports”

Value added course Instructor: Dr. P. Sravan Kumar

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.

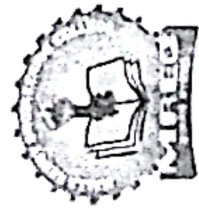
Even before learning R or Python, it is advisable to have knowledge of Excel. It does not harm to add Excel in your skill sets. Excel, with its wide range of functions, visualization, arrays, empowers you to quickly generate insights from data which would be hard to see otherwise.

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. Rajitha
Co-ordinator

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



MALLA REDDY ENGINEERING COLLEGE



(Autonomous)
(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 BACHHU BINDUMOUNIKA bearing 20J41E0004

Roll No. 20J41E0004 has successfully completed Value Added Course

in ADVANCED-EXCELL WORKING WITH REPORTS conducted by the Department of

MBA from 08-Mar-21 to 13-Mar-21

P. Rajitha
COORDINATOR

[Signature]
HOD

[Signature]
PRINCIPAL
Malla Reddy Engineering College
(Autonomous)
Maisammaguda, Dhulapally,
Secunderabad - 500 100



MALLA REDDY ENGINEERING COLLEGE



(Autonomous)
(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

BAIREDDY HEMA TEJASWI

bearing

Roll No. 20J41E0005

has successfully completed Value Added Course

in ADVANCED-EXCELL WORKING WITH REPORTS

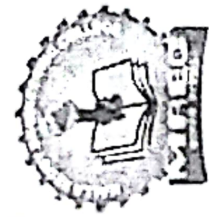
conducted by the Department of

MBA from 08-Mar-21 to 13-Mar-21.

P. Ravithra
COORDINATOR

HOD

PRINCIPAL
Malla Reddy Engineering College
(AUTONOMOUS)
Maisammaguda, Dhulapally,
(Post Via Kompally) Secunderabad - 500 100



MALLA REDDY ENGINEERING COLLEGE



(Autonomous)

(UGC Autonomous Institution, Affiliated to JNTU H, 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 ARJUN BHANJA hearing

Roll No. 20J41E0003 has successfully completed Value Added Course

in ADVANCED-EXCELL WORKING WITH REPORTS conducted by the Department of

MBA from 08-Mar-21 to 13-Mar-21.

P. Ravilla
COORDINATOR

[Signature]
HOD

[Signature]
PRINCIPAL
Malla Reddy Engineering College
(Autonomous)
Maisammaguda, Dhulapally,
Post Via Kompally, Secunderabad - 500 100.



MALLA REDDY ENGINEERING COLLEGE

(Autonomous)

(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

ALLIPURAM STHIRAMATHI

bearing

Roll No.

20J41E0001

has successfully completed Value Added Course

in

ADVANCED-EXCELL WORKING WITH REPORTS

conducted by the Department of

MBA

from 08-Mar-21 to 13-Mar-21

P. Ravitha
COORDINATOR

HOD



MALLA REDDY ENGINEERING COLLEGE
(Autonomous)

Maisammaguda, Dhulapally,

Post Via Kompally, Sec'bad-500,100



Certificate of Completion

hearing

has successfully completed Value Added Course

conducted by the Department of

P. Raithe
COORDINATOR

HOD

PRINCIPAL
Vialla Reddy Engineering College
(Autonomous)
Maisanimaguda, Dhulapally,
(Post Via Kompally), Sec'bad-500 100

MALLA REDDY ENGINEERING COLLEGE
(Autonomous)

(Approved by AICTE & Affiliated to JNTUH)

Maisammaguda, Dhulapally (Post via Kompally), Secunderabad – 500 100

Department of Master of Business Administration

Value Added Courses List

2020-21

Sl.No	Name of the Value Added Courses	Date From	Date To	Number of Students enrolled
1	R-Programming	18-01-2021	23-01-2021	55
2	Tally	08-02-2021	13-02-2021	60
3	Advanced – Excel working with Reports	08-03-2021	13-03-2021	60


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



MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)
(UGC Autonomous Institution, Affiliated to JNTUHI, Accredited 2nd time by NAAC with 'A' Grade & NBA and Recipient of World Bank Assistance under TEQIP-II S.C. 1.1)

Maisammaguda (H), Medchal-Malkajgiri District, Telangana State – 500100

Date: 04-01-2021

From

The HoD,
Department of Master of Business Administration,
Malla Reddy Engineering College (A),
Secunderabad.

To

The Principal,
Malla Reddy Engineering College (A),
Secunderabad.

Respected Sir,

Sub: Request for sanction for the conduction of Value added Courses for 2020-2021.

As a part of development of departmental students of II year MBA students, I request you to sanction the value added course of "R-PROGRAMMING" for the 2020-2021 academic year which starts from 18.01.2021. The contents of the value added courses are designed and each of the courses is of minimum of 30 hours.

HEAD OF THE DEPARTMENT
Master of Business Administration
MALLA REDDY ENGINEERING COLLEGE
(AUTONOMOUS)
Maisammaguda, Sec'bad - 500 100

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



MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)
(UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd time by NAAC with 'A' Grade & NBA and Recipient of World Bank Assistance under TEQIP-II S.C. 1.1)

Maisammaguda (H), Medchal-Malkajgiri District, Telangana State – 500100

Date: 05-01-2021

From

The Principal,
Malla Reddy Engineering College (A),
Secunderabad.

To

The HoD,
Master of Business Management,
Malla Reddy Engineering College (A),
Secunderabad.

Dear HoD,

Sub: Approval for the conduction of Value added Courses for 2020-2021

As per your request to consider the proposal to start the value added courses for the academic year 2020-2021, it is here to inform to you that, the value added course of "R-PGRAMMING" which was dated on 18.01.2021 is approved to do the further arrangements as per the requirements.

HOD

Principal
PRINCIPAL

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



MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)
(UGC Autonomous Institution, Affiliated to JNTUHI, Accredited 2nd 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, Telangana State – 500100

Date: 18-01-2021

DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

Six Days value added course on "R-PROGRAMMING"

18th January – 23rd January 2021

Inauguration Schedule

Sl.No	Time	Details
1	9.30-9.35AM	Welcome of Dignitaries on the Dias
2	9.35-9.40AM	Lighting of Lamp
3	9.40-9.45 AM	Prayer Song
4	9.45-9.50 AM	Speech by Principal
5	9.50-9.55AM	Speech by Coordinator
6	9.55-10.00AM	Speech by Chief Guest
7	10.00-10.05 AM	Vote of thanks

P. Bueba
Coordinator

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

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



MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)
UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd 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, Telangana State –
500100

Date: 23-01-2021

DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

Value Added Course

on

“R-PROGRAMMING”

18th – 23rd January, 2021

Valedictory Schedule

Sl.No	Time	Details
1	4:00 – 4.05 PM	Welcome of Dignitaries on the Dias
2	4:05 – 4:08 PM	Speech by Principal
3	4:08 – 4:11 PM	Speech by Coordinator
4	4:11 – 4:14 PM	Speech by Chief Guest
5	4:14 – 4:17 PM	Feedback from Participants
6	4:17 – 4:21 PM	Vote of thanks
7	4:21 – 4:23 PM	National Anthem

P. Bamba
Co-ordinator

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

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

3 messages

VALUE ADDED COURSE

December 13, 2021 at 10:13 PM

Mba HOD<mbahod@mrec.ac.in>

To: dr.k.sreekanth@gmail.com

Dear Sir,

Greetings from MREC(A)

It gives me immense pleasure to inform that the Department of Master of Business Administration of Malla Reddy Engineering College(A) is organizing Value Added Course on "R-PROFRAMMING" during 18th to 23rd December, 2021.

Anticipating your kind positive response.

Thank You.

--

With regards

 **Dr.K Anil Kumar,**
Professor & Head,
Department of Master of Business
Administration.
MREC(A), HYDERABAD

December 15th, 2021 at 10:13 AM

From: dr.k.sreekanth@gmail.com

To: Mba HOD<mbahod@mrec.ac.in>

Dear Sir,

I am interested to deliver the lecture on the above said topic and I will be present in the given
schedule

Thanks and best regards,

 **Dr.K.Sreekanth**
Asst Prof
GITAM Hyderabad
GITAM

December 15th, 2021 at 1:13 PM

Mba HOD<mbahod@mrec.ac.in>

To: dr.k.sreekanth@gmail.com

Dear Sir,

Thank You very much for your prompt and positive response.



Dr K Sreekanth
Assistant Professor

Qualification: MBA, MPhil, PhD
Area of Specialization: HRM & OB

Dr K Sreekanth is Assistant Professor of HRM & OB. He did his MBA and MPhil from Sri Venkateswara University, Tirupathi and has received a doctorate from JNTU Hyderabad. He is consistently a university top ranker and is qualified in APSET. He did FDP from IIM Indore and an alumnus of IIM Indore.

His research interests relate to employee engagement, high performance, leadership and organizational effectiveness. His research has appeared in leading academic journals like Indian Police Journal, Journal of Banking and IT, Tatva, Business vision etc. He has also presented numerous papers at National and International conferences and participated in various training programmes, workshops and UGC refresher courses.

He is a guest faculty for Executive MBA programme at School of Management Studies, JNTUH. He is a life member in NHRD and holds membership in other professional bodies like HMA, MTC Global etc.

He has been Programme co-ordinator for MBA programme. He is also coordinator of Lakshya, annual sports event.

Get in touch with Dr. K Sreekanth: sreekanth.konnipati@gitam.edu

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. Raveendra**
Principal, MREC (A)

Convener: **Dr.N.N.Ramanjaneyulu**
HOD MBA

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

Organizing Committee:

Dr. N. Ramanjaneyulu, Professor ,MBA.

P.BuelaPrasannakumari, Assoc.Professor,MBA

P.Rajitha, Asst.Professor, MBA

M.Balanji Reddy, Asst.Professor

K. Neeraja, Asst.Professor, MBA.

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

B. Dharani, 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

"R-PROGRAMMING"

(18th to 23rd January, 2021)



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

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

In this course you will learn how to program in R and how to use R Programming for effective data analysis. You will learn how to install and configure software necessary for a statistical programming environment and describe generic programming language concepts as they are implemented in a high-level statistical language. The course covers practical issues in statistical computing which includes programming in R, reading data into R accession R packages, writing R functions, debugging, profiling R code, and organizing and commenting R code. Topics in statistical data analysis will provide working examples.

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

Objectives of the Programme

- This course aims to provide a practical introduction to the R Programming language.
- By the end of the day-long course, the user will be comfortable operating in the R environment.
- It includes importing external data, manipulating data for specific needs, and running summary statistics and visualizations.

Topics to be covered

- Background, getting started, and nuts and bolts
- Programming with R
- Loop Functions and Debugging
- Simulation and Profiling

Certificate

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

Outcome of the program

After completion of the course, Students will understand critical programming language concept, make use of R loop functions and debugging tools, configure statistical programming software and collect detailed information using R Profiler.



Malla Reddy Engineering College

(An UGC Autonomous Institution approved by AICTE and affiliated to JNTU Hyderabad, Accredited by NAAC with 'A' Grade (II - cycle)
NBA Accredited Programmes - UG (CE, EEE, ME, ECE & CSE) PG (CE - Structural Engg., EEE-Electrical Power Systems, ME - Thermal Engg.).

Date: 23.01.2021

Certificate of Appreciation

This is to certify that Ms. P. Buella Prasanna Kumari, Associate Professor, Department of Master of Business Administration for successfully organizing one week Value Added Course Program on "R-PROGRAMMING" in Department of Master of Business Administration held from January 18th – January 23rd 2021 for MBA II yr, as a Coordinator. We appreciate your efforts in conducting the programme as per schedule and making it valuable for the students.

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



Malla Reddy Engineering College

(An UGC Autonomous Institution approved by AICTE and affiliated to JNTU Hyderabad, Accredited by NAAC with 'A' Grade (II - cycle)
NBA Accredited Programmes - UG (CE, EEE, ME, ECE & CSE) PG (CE - Structural Engg., EEE-Electrical Power Systems, ME - Thermal Engg.).

Letter of Gratitude

To

Date: 25.01.2021

Dr. K. Sreekanth
Asst Prof
GITAM Hyderabad
GITAM
HYDERABAD.

Sub: Gratitude for your remarkable contribution for the Value Added Course
program- "R-PROGRAMMING" - Regd.

Respected Sir,

On behalf of Malla Reddy Engineering College, I convey our heartfelt thanks for sparing your valuable time and delivering a lecture for Value Added Course program- "R-PROGRAMMING" organized by Department of Master of Administration from January 18th to 23rd January 2021. The sessions were very informative and useful for students. In this regard, I once again thank for your valuable presence and continuous support in near future.

Thanking You

Principal
PRINCIPAL

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

Maisammaguda, Dhulapally (Post. Via. Kompally), Medchal - Malkajgiri - 500 100.
Ph: 09348161125, 09348161303

www.mrec.ac.in
email: principal@mrec.ac.in



Malla Reddy Engineering College

(An UGC Autonomous Institution approved by AICTE and affiliated to JNTU Hyderabad, Accredited by NAAC with 'A' Grade (II - cycle)
NBA Accredited Programmes - UG (CE, EEE, ME, ECE & CSE) PG (CE - Structural Engg., EEE-Electrical Power Systems, ME - Thermal Engg.).

Date: 16.01.2021

Ref: MREC/MBA/VAC/2021/C2

Invitation

To

Dr. K. Sreekanth
Asst Prof
GITAM Hyderabad
GITAM
Hyderabad.

Sub: Invitation for being a resource person for Value Added Course program- **"R-PROGRAMMING"- Regd.**

Reference: Our telephonic conversation for your consent.

Respected Sir,

I am glad to inform that as per the plan, our institute is organizing Value Added Course program- **"R-PROGRAMMING"** in Department of Master of Business Administration from January 18th – 23rd 2021. In this regard, we hereby request you to be a resource person to share your knowledge with the participants of the said program. We request your presence on January 18th.

Thanking You


Principal

PRINCIPAL
Malla Reddy Engineering College
(Autonomous)



MALLA REDDY ENGINEERING COLLEGE
(AUTONOMOUS)

UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd time by NAAC with 'A' Grade & NBA and Recipient of World Bank Assistance under TEQIP-II S.C. 1.1)
Maisammaguda (H), Medchal-Malkajgiri District, Telangana State – 500100

Department of Master of Business Administration

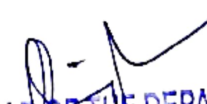
CIRCULAR

Date:- 6-1-2021

All the students are hereby informed that Value Added Course on “R-PROGRAMMING” on date 18th to 23rd January, is being organized by the Master of Business Administration. The resource person for the course is “Dr. K. Sreekanth”.

Students are advised to register their names to the programme coordinator “Ms. P. Buela Prasanna Kumari”, on or before 15th January 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.


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 board
4. PA to principal for filing



MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)

UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd 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, Telangana State – 500100

DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

ACADEMIC YEAR: 2020-21

REPORT

Value added course name: “R-PROGRAMMING”

Value added course Instructor: Dr. K. Sreekanth

R Programming is the best mechanism for statistics, data analysis, and machine learning. It is more than a statistical package; it's a programming language so that you can create your objects, functions, and packages. Like all applications, R programs explicitly record the actions of analysis and make it easy to reproduce and update report, which means it can quickly try many ideas and factual issues.

It can easily use it anywhere. It's platform-independent, so it can apply it to each operating system. And it's free, so it can implement it in any organization without purchasing a license. Not solely is R Programming free, but it's also open-source. That means anyone can examine the source code to see exactly what it's doing. This also means that anyone, can fix bugs and add features, rather than waiting for the vendor to find/fix the bug and add the feature – at their discretion– in a future release.

R Programming allows integrating with other languages (C/C++, Java, and Python) and enables to communicate with many data sources: ODBC-compliant databases (Excel, Access) and other statistical packages (SAS, SPSS, Minitab).

- A high-level programming language
- Capabilities such as security were not built into the R language; Also, R cannot be embedded in a Web browser.
- Complicated structure of packages in R.
- Poor management of large dataset.
- Memory management, speed, and efficiency are probably the biggest challenges R faces.

P. Bue...
Co-ordinator

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



MALLA REDDY ENGINEERING COLLEGE



(Autonomous)
(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. ANKARLA LAVANYA bearing

Roll No. 19J41E0005 has successfully completed Value Added Course

in R-PROGRAMMING conducted by the Department of

MBA from 18-Jan-21 to 23-Jan-21

P. Bunde
COORDINATOR

[Signature]
HOD

Kavitha
PRINCIPAL
Malla Reddy Engineering College
(Autonomous)
Maisammaguda, Dhulapally,
(Post via Kompally), Secunderabad - 500 100



MALLA REDDY ENGINEERING COLLEGE



(Autonomous)
(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. AKULA NAVEEN SAI bearing
Roll No. 19J41E0004 has successfully completed Value Added Course
in R-PROGRAMMING conducted by the Department of
MBA from 18-Jan-21 to 23-Jan-21.

P. B. B. B.
COORDINATOR

[Signature]
HOD

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



MALLA REDDY ENGINEERING COLLEGE



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

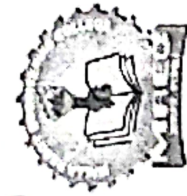
Certificate of Completion

This is to certify that Mr./Ms AAKARAM VENKATESH bearing
Roll No. 19J41E0003 has successfully completed Value Added Course
in R-PROGRAMMING conducted by the Department of
MBA from 18-Jan-21 to 23-Jan-21


COORDINATOR


HOD


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



MALLA REDDY ENGINEERING COLLEGE

(Autonomous)

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



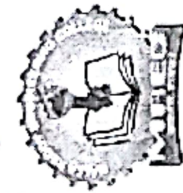
Certificate of Completion

This is to certify that Mr./Ms. AAGLAVE MAHESH SUDHAKARRAO hearing
Roll No. 19J41E0002 has successfully completed Value Added Course
in R-PROGRAMMING conducted by the Department of
MBA from 18-Jan-21 to 23-Jan-21

P. Buebe
COORDINATOR

[Signature]
HOD

[Signature]
PRINCIPAL
Malla Reddy Engineering College
(Autonomous)
Maisammaguda, Dhulapally,
(Post Via Kompally), Secbad-500 100



MALLA REDDY ENGINEERING COLLEGE

(Autonomous)

(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 _____ A SRIKANTH _____ bearing
Roll No. _____ 19J41E0001 _____ has successfully completed Value Added Course
in _____ R-PROGRAMMING _____ conducted by the Department of
_____ MBA _____ from _____ 18-Jan-21 _____ to _____ 23-Jan-21 _____

P. Buele
COORDINATOR

HOD

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



Maisammaguda (H), Medchal-Malkajgiri District, Telangana State – 500100

Department: MBA

R-PROGRAMMING

Date: 18/01/2021 - 23/1/2021

Attendance Sheet

[illegible]

[illegible]



MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)
 UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd time by NAAC with 'A' Grade &
 NBA and Recipient of World Bank Assistance under TEQIP-II S.C. 1.1)
 Maisammaguda (H), Medchal-Malkajgiri District, Telangana State – 500100

DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

Value Added Course
 on
"R-PROGRAMMING"
 18th – 23rd, January 2021
Programme Schedule

Date	Time	Topic	Resource Person
18-01-2021	10:10 – 11.00AM	Overview of R-Programming	Dr. K. Sreekanth
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	R Data types of objects	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	R Data types of objects	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Reading types and objects	
19-01-2021	9:30 – 11.00AM	Reading and writing data	Dr. K. Sreekanth
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Reading and writing data	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Control Structures	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Control Structures	
20-01-2021	9:30 – 11.00AM	Functions	Dr. K. Sreekanth
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Functions	
	12:45 – 1:30PM	Lunch	

	1:30 – 2:30 PM	Scoping rules	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Scoping rules	
21-01-2021	9:30 – 11.00AM	Dates and times	Dr. K. Sreekanth
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Dates and times	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Dates and times	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Date and times	
22-01-2021	9:30 – 11.00AM	Loop functions	Dr. K. Sreekanth
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Loop Functions	
	12:45 – 1:30PM	Tea Break	
	1:30 – 2:30 PM	Debugging tools	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Debugging tools	
23-01-2021	9:30 – 11.00AM	Simulation	Dr. K. Sreekanth
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Simulation	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Code Profiling	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Code Profiling	

P. Buebo
COORDINATOR

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



MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)
(UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd time by NAAC with 'A' Grade &
NBA and Recipient of World Bank Assistance under TEQIP-II S.C. 1.1)
Maisammaguda (H), Medchal-Malkajgiri District, Telangana State – 500100

Date: 01-02-2021

From

The HoD,
Department of Master of Business Administration,
Malla Reddy Engineering College (A),
Secunderabad.

To

The Principal,
Malla Reddy Engineering College (A),
Secunderabad.

Respected Sir,

Sub: Request for sanction for the conduction of Value added Courses for
2020-2021.

As a part of development of departmental students of I year MBA students, I request you to sanction the value added course of "TALLY" for the 2020-2021 academic year which starts from 08.02.2021. The contents of the value added courses are designed and each of the courses is of minimum of 30 hours.


HEAD OF DEPARTMENT
Department of Master of Business Administration
HOD
MALLA REDDY ENGINEERING COLLEGE
(AUTONOMOUS)
Maisammaguda (H), Medchal-Malkajgiri District - 500100


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



MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)
UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd 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, Telangana State – 500100

Date: 03-02-2021

From

The Principal,
Malla Reddy Engineering College (A),
Secunderabad.

To

The HoD,
Master of Business Management,
Malla Reddy Engineering College (A),
Secunderabad.

Dear HoD,

Sub: Approval for the conduction of Value added Courses for 2020-2021

As per your request to consider the proposal to start the value added courses for the academic year 2020-2021, it is here to inform to you that, the value added course of "TALLY" which was dated on 08.02.2021 is approved to do the further arrangements as per the requirements.

HOD


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



MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)
(UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd time by NAAC with 'A' Grade & NBA and Recipient of World Bank Assistance under TEQIP-II S.C. I.1)

Maisammaguda (H), Medchal-Malkajgiri District, Telangana State – 500100

Date: 08-02-2021

DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

Six Days value added course on "TALLY"

8th February – 13th February 2021

Inauguration Schedule

Sl.No	Time	Details
1	9.30-9.35AM	Welcome of Dignitaries on the Dias
2	9.35-9.40AM	Lighting of Lamp
3	9.40-9.45 AM	Prayer Song
4	9.45-9.50 AM	Speech by Principal
5	9.50-9.55AM	Speech by Coordinator
6	9.55-10.00AM	Speech by Chief Guest
7	10.00-10.05 AM	Vote of thanks

K. N. N. N.
Coordinator

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

[Signature]
Principal
PRINCIPAL
Malla Reddy Engineering College
(Autonomous)
Maisammaguda, Dhulapatty,
(Post Via Kompally), Sec'bad-500 100



MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)
UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd time by NAAC with 'A' Grade &
NBA and Recipient of World Bank Assistance under TEQIP-II S.C. I.1)

Maisammaguda (H), Medchal-Malkajgiri District, Telangana State –
500100

Date: 13-02-2021

DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

Value Added Course
on
"TALLY"
8th – 13rd February, 2021
Valedictory Schedule

Sl.No	Time	Details
1	4:00 – 4:05 PM	Welcome of Dignitaries on the Dias
2	4:05 – 4:08 PM	Speech by Principal
3	4:08 – 4:11 PM	Speech by Coordinator
4	4:11 – 4:14 PM	Speech by Chief Guest
5	4:14 – 4:17 PM	Feedback from Participants
6	4:17 – 4:21 PM	Vote of thanks
7	4:21 – 4:23 PM	National Anthem

K. M. N. S.
Co-ordinator

[Signature]
HEAD OF THE DEPARTMENT
Master of Business Administration
MALLAREDDY ENGINEERING COLLEGE
(AUTONOMOUS)
Maisammaguda, Sec'bad - 500 100

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

3 messages

VALUE ADDED COURSE

Mba HOD <mbahod@mrec.ac.in>

January 13, 2021 at 10:13 PM

To: dr.psravan@gmail.com

Dear Sir,

Greetings from MREC(A)

It gives me immense pleasure to inform that the Department of Master of Business Administration of Malla Reddy Engineering College(A) is organizing Value Added Course on "TALLY" during 8TH to 13th February, 2021.

Anticipating your kind positive response.

Thank You.

--

With regards

Dr.K Anil Kumar,
Professor & Head,
Department of Master of Business
Administration.
MREC(A), HYDERABAD

January 15th, 2021 at 10:13 AM

From: dr.psravan@gmail.com

To: Mba HOD <mbahod@mrec.ac.in>

Dear Sir,

I am interested to deliver the lecture on the above said topic and I will be present in the given
schedule

Thanks and best regards,
Mr. Dr. P. Sravan Kumar
Asst Prof
JNTUA School of Management Studies
JNT University, Anantapur.
Hyderabad

January 15th, 2021 at 1:13 PM

Mba HOD <mbahod@mrec.ac.in>

To: dr.psravan@gmail.com

Dear Sir,

Thank You very much for your prompt and positive response.



Dr. Pantula Shravan Kumar

B.Sc., MBA, PhD

Assistant Professor, Placement Officer,
IQAC In-charge, JNTUA School of Management Studies,
JNT University Anantapur, Andhra Pradesh

Dr Pantula Sravan Kumar is working as a Faculty in JNTUA School of Management Studies, JNT University Anantapur. He did his B.Sc. in Electronics and Computer Science from SK University Anantapur. He has obtained his MBA from Sankara School of Management, SCSVMV University, Kanchipuram, Tamilnadu, PhD in Management from Sri Krishna Devaraya University Anantapur, Andhra Pradesh, India. He has 12 years of teaching and research experience in the area of Management Studies. He has worked in Gates Institute of Technology as the Director of IQAC and HOD, MBA at Siddhartha Groups of Institutions, Hyderabad, Telangana. He has worked as a HOD at BIT Institute of Technology, Hindupur, Andhra Pradesh. Currently, he is working as a Faculty-in-Charge of IQAC and Faculty-in-Charge of Training and Placement, JNTUA School of Management Studies. He has published many papers in journals, participated in 30 national conferences, 10 international conferences, more than 30+ Faculty Development Programs and Workshops. Dr Sravan has Organized 3 National Level Management meets so far. His areas of interest include Financial Markets, Research methodology and Stock market. Dr. Shravan is a Life Time Member of TERA - EDRASIA International Research Academy. He has been trainer in a 45 - day Technological Entrepreneurship Development Programme by organised by MSME and DST. Dr Sravan has got World Record Certificate on Oct 15, 2020 at Dr. APJ Abdul Kalam Memorial Global webinar titled "Transforming Youth into Responsible Citizen Sustainable Inclusive Development organized by Lead India USA Foundation. He imparts voluntary services to LEAD INDIA USA foundation.

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, Gundlupochampally, Medchal (M), Medchal-Malkajigiri 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: **Dr. A. Raveendra**

Principal, MREC (A)

Convener: **Dr. N. Ramanjaneyulu**

HOD MBA

Coordinator: **Ms. K. Neeraja**

Associate Professor, MBA

Organizing Committee:

Dr. N. Ramanjaneyulu, Professor, MBA.

P. Buela Prasannakumari, Assoc. Professor, MBA

P. Rajitha, Asst. Professor, MBA

M. Balanji Reddy, Asst. Professor

K. Neeraja, Asst. Professor, MBA.

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

B. Dharani, 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"

(8th to 13th February, 2021)



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), Gundlupochampally (V),

Medchal (M), Medchal - Malkajigiri District

Telangana - 500100, India.

Registration Form

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, 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 and Finance.

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



Malla Reddy Engineering College

(An UGC Autonomous Institution approved by AICTE and affiliated to JNTU Hyderabad, Accredited by NAAC with 'A' Grade (II - cycle)
NBA Accredited Programmes - UG (CE, EEE, ME, ECE & CSE) PG (CE - Structural Engg., EEE-Electrical Power Systems, ME - Thermal Engg.).

Date: 15.02.2021

Certificate of Appreciation

This is to certify that Ms. K. Neeraja, Associate Professor, Department of Master of Business Administration for successfully organizing one week Value Added Course Program on "TALLY" in Department of Master of Business Administration held from February 8th – February 13rd 2021 for MBA I yr , as a Coordinator. We appreciate your efforts in conducting the programme as per schedule and making it valuable for the students.


Principal/ Director

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

Maisammaguda, Dhulapally (Post. Via. Kompally), Medchal - Malkajgiri - 500 100.
Ph: 09348161125, 09348161303

www.mrec.ac.in
email: principal@mrec.ac.in



Malla Reddy Engineering College

(An UGC Autonomous Institution approved by AICTE and affiliated to JNTU Hyderabad, Accredited by NAAC with 'A' Grade (II - cycle)
NBA Accredited Programmes - UG (CE, EEE, ME, ECE & CSE) PG (CE - Structural Engg., EEE-Electrical Power Systems, ME - Thermal Engg.).

Letter of Gratitude

To

Date: 15.02.2021

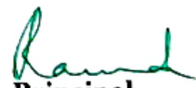
Dr. P. Sravan Kumar
ASST PROF
JNTUA School of Management Studies
JNT University, Anantapur
HYDERABAD.

Sub: Gratitude for your remarkable contribution for the Value Added Course
program- "TALLY" - Regd.

Respected Sir,

On behalf of Malla Reddy Engineering College, I convey our heartfelt thanks for sparing your valuable time and delivering a lecture for Value Added Course program- "TALLY" organized by Department of Master of Administration from February 8th to 13th February 2021. The sessions were very informative and useful for students. In this regard, I once again thank for your valuable presence and continuous support in near future.

Thanking You


Principal
PRINCIPAL

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

Maisammaguda, Dhulapally (Post, Via, Kompally), Medchal - Malkajgiri - 500 100,
Ph: 09348161125, 09348161303

www.mrec.ac.in
email: principal@mrec.ac.in



Malla Reddy Engineering College

(An UGC Autonomous Institution approved by AICTE and affiliated to JNTU Hyderabad, Accredited by NAAC with 'A' Grade (II - cycle)
NBA Accredited Programmes - UG (CE, EEE, ME, ECE & CSE) PG (CE - Structural Engg., EEE-Electrical Power Systems, ME - Thermal Engg.).

Date: 05.02.2021

Ref: MREC/MBA/VAC/2021/C2

Invitation

To

Dr. P. Sravan Kumar
Asst Prof
JNTUA School of Management Studies
JNT University, Anantapur
Hyderabad.

Sub: Invitation for being a resource person for Value Added Course program-
"TALLY"- Regd.

Reference: Our telephonic conversation for your consent.

Respected Sir,

I am glad to inform that as per the plan, our institute is organizing Value Added Course program- "TALLY" in Department of Master of Business Administration from February 8th - 13th 2021. In this regard, we hereby request you to be a resource person to share your knowledge with the participants of the said program. We request your presence on February 8th.

Thanking You


Principal

PRINCIPAL

Malla Reddy Engineering College
(Autonomous)
Maisammaguda, Dhulapally,

Maisammaguda, Dhulapally (Post. Via. Kompally), Medchal - Malkajgiri - 500 100.
Ph: 09348161125, 09348161303

www.mrec.ac.in
email: principal@mrec.ac.in



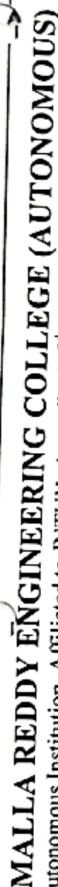
MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)
 UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd time by NAAC with 'A' Grade &
 NBA and Recipient of World Bank Assistance under TEQIP-II S.C. 1.1)
 Maisammaguda (H), Medchal-Malkajgiri District, Telangana State – 500100

DEPARTMENT OF MASTER OF BUSIONESS ADMINISTRATION

Value Added Course
 on
"TALLY"
 8th – 13th, February 2021
 Programme Schedule

Date	Time	Topic	Resource Person
8-02-2021	10:10 – 11.00AM	Introduction of course	Dr. P. Sravan Kumar
	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	
9-02-2021	9:30 – 11.00AM	inventory master	Dr. P. Sravan Kumar
	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	
10-02-2021	9:30 – 11.00AM	vouchers	Dr. P. Sravan Kumar
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	vouchers	
	12:45 – 1:30PM	Lunch	

	1:30 – 2:30 PM	goods and service tax GST	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	goods and service tax GST	
11-02-2021	9:30 – 11.00AM	Tax deducted at source	Dr. P. Sravan Kumar
	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	
12-02-2021	9:30 – 11.00AM	bank reconcilliation	Dr. P. Sravan Kumar
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	bank reconcilliation	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	bank reconcilliation	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	bank reconcilliation	
13-02-2021	9:30 – 11.00AM	cost center and cost category	Dr. P. Sravan Kumar
	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	



MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)
(UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd 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, Telangana State – 500100

Department: MBA

TALLY

Date: 08/02/2021 - 13/2/2021

Attendance Sheet

[illegible]



MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)

UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd time by NAAC with 'A' Grade & NBA and Recipient of World Bank Assistance under TEQIP-II S.C. 1.1)
Maisammaguda (H), Medchal-Malkajgiri District, Telangana State – 500100

Department of Master of Business Administration

CIRCULAR

Date:- 5-2-2021

All the students are hereby informed that Value Added Course on “TALLY” on date 8th to 13th February, is being organized by the Master of Business Administration. The resource person for the course is “Dr. P. Sravan Kumar”.

Students are advised to register their names to the programme coordinator “Ms. K. Neeraja”, on or before 7th February 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.


HEAD OF THE DEPARTMENT
Head of the Department
MALLAREDDY ENGINEERING COLLEGE
(AUTONOMOUS)
Maisamma Guda, Sec'bad - 500 100

Copy to:

1. Circulation in students classroom
2. All HOD's
3. Notice board
4. PA to principal for filing



MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)

UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd 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, Telangana State – 500100

DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

ACADEMIC YEAR: 2020-21

SUMMARY REPORT

Value added course name: "TALLY"

Value added course Instructor: Dr. P. Sravan Kumar

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.

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. Similarly, the Fund Flow report in Tally.ERP 9 provides details on the sources of funds and their net flow status on a monthly basis.

Ratio Analysis Report in Tally.ERP 9



MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)

UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd time by NAAC with 'A' Grade & NBA and Recipient of World Bank Assistance under TEQIP-II S.C. 1.1)
Maisammaguda (H), Medchal-Malkajgiri District, Telangana State – 500100

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.

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.

GST Reports in Tally.ERP 9

In GST, Tally.ERP 9 provides GSTR-1, GSTR-2, GSTR-3B and e-Way Bill related reports. The GSTR-1 report in Tally.ERP 9 is designed exactly as the form of GSTR-1 to make life easy for users.



K. Naveen
Coordinator

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



(Autonomous)
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 _____ *bearing*

Roll No.	has successfully completed	Value Added Course
20J41E003		

in _____ TALLY _____ conducted by the Department of _____

MBA from 08-Feb-21 to 13-Feb-21.

K. Neeraj
COORDINATOR

HOD

PRINCIPAL
PRINCIPAL
Malla Reddy Engineering College
(Autonomous)
Maisammaguda, Dhulapally.
(Post Via Kampli) Secunderabad.



MALLA REDDY ENGINEERING COLLEGE



(Autonomous)
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. ALLURI RAJINI hearing

Roll No. 20J41E0002 has successfully completed Value Added Course

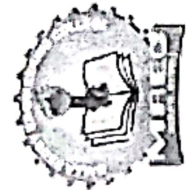
in TALLY conducted by the Department of

MBA from 08-Feb-21 to 13-Feb-21

COORDINATOR

HOD

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



MALLA REDDY ENGINEERING COLLEGE



(Autonomous)
(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 ALLIPURAM STHIRAMATHI bearing
Roll No. 20J41E0001 has successfully completed Value Added Course
in TALLY conducted by the Department of
MBA from 08-Feb-21 to 13-Feb-21

COORDINATOR

HOD

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



MALLA REDDY ENGINEERING COLLEGE



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

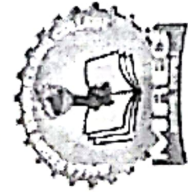
Certificate of Completion

This is to certify that Mr./Ms. BAIREDDY HEMA TEJASWI bearing
Roll No. 20J41E0005 has successfully completed Value Added Course
in TALLY conducted by the Department of
MBA from 08-Feb-21 to 13-Feb-21

K. Nagaraj
COORDINATOR


HOD

PRINCIPAL
Malla Reddy Engineering College
(Autonomous)
Maisammaguda, Dhulapally,
(Post Via Kompally), Secunderabad - 500 100



MALLA REDDY ENGINEERING COLLEGE



(Autonomous)
(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. BACHHU BINDUMOUNIKA bearing
Roll No. 20J41E0004 has successfully completed Value Added Course
in TALLY conducted by the Department of
MBA from 08-Feb-21 to 13-Feb-21.

K. N. S. RAO
COORDINATOR


HOD

PRINCIPAL
Malla Reddy Engineering College
(Autonomous)
Maisammaguda, Dhulapally,
(Post via Kompally), Sec 500 100