



NIRMALA COLLEGE MUVATTUPUZHA

Muvattupuzha P. O., Ernakulam Dist., Kerala - 686 661

Telephones: 0485 2832361, 2836300

e-mail: nirmalacollege@gmail.com, Website: www.nirmalacollege.ac.in

FOURTH CYCLE NAAC ACCREDITATION 2019

CRITERION 1

CURRICULAR ASPECTS

1.1.2. Number of certificate/diploma program introduced during last five years

AERPCC16 CERTIFICATE COURSE-ACCOUNTS EXECUTIVE-PAYABLES & RECEIVABLES

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

CRITERION 1

CURRICULAR ASPECTS

AERPCC16 CERTIFICATE COURSE-ACCOUNTS EXECUTIVE-PAYABLES & RECEIVABLES

1. SYLLABUS
2. STUDENTS LIST
3. ATTENDANCE REGISTER
4. ASSESSMENT PROCEDURE
5. SUMMARY REPORTS
6. CERTIFICATE
7. BROCHURE
8. MINUTES

Annexure 6

ACCOUNTS EXECUTIVE PRACTICAL WORKSHOP GUIDE

Submitted by

EduBridge Learning Private Ltd.

Annexure 4

ACCOUNTS EXECUTIVE- PAYABLES & RECEIVABLES

PARTICIPANT HANDBOOK

Volume II

4. Module / Units / Session-wise Course Duration

Sl. No.	Module Name	Theory	Practical	Internship
1	Introduction to Accounts	4 hours	7 hours	
2	Accounting Concepts	4 hours	6 hours	
3	Accounting Equations	2 hours	4 hours	
4	Accounting Transactions	6 hours	9 hours	
5	Book Keeping & Accountancy	6 hours	9 hours	
6	Accounting System	6 hours	9 hours	
7	Accounting Cycle	6 hours	10 hours	
8	Financial Reports	4 hours	8 hours	
9	Inventory Management	4 hours	8 hours	
10	Accounts Payable and Receivable	5 hours	10 hours	
11	Documentation & Software	5 hours	8 hours	
12	Health & Safety	8 hours		
13	Assessment		2 hours	
	Total each category	60 hours	90 hours	100 hours
	Total Course Duration	250 hours		

NIRMALA COLLEGE, MUVATTUPUZHA**ASAP SKILL COURSE- CERTIFICATE COURSE IN ACCOUNT EXECUTIVES:
RECEIVABLES AND PAYMENTS****LIST OF STUDENTS**

Sl. No.	Name	Gender	Stream
1	AHALYA RAJ	Female	MATHEMATICS
2	AJITH A M	Male	MATHEMATICS
3	ALKA LAL	Female	MATHEMATICS
4	ANJU SASI	Female	HINDI
5	ANUMOL BINU	Female	MATHEMATICS
6	ANUSREE N T	Female	HINDI
7	ARJUN V SUBRAMANIAN	Male	FINANCE
8	ARYA M R	Female	ECONOMICS
9	ARYAMOL BALAN	Female	MALAYALAM
10	BINEETHA C S	Female	ECONOMICS
11	DIVYA SOMAN	Female	MALAYALAM
12	DEESHMA BABU	Female	MATHEMATICS
13	DIVYAMOL V S	Female	HINDI
14	LAKSHMI M S	Female	ECONOMICS
15	MANU ANTONY	Male	MALAYALAM
16	MINNU M	Female	MALAYALAM
17	PARVATHY K S	Female	ECONOMICS
18	RENJIMA RAVEENDRAN	Female	MALAYALAM
19	SANDRA SUNNY	Female	PHYSICS
20	SARATH P S	Male	PHYSICS
21	SHAIMA THANKAPPAN	Female	MATHEMATICS
22	SUBY KRISHNAN	Female	ECONOMICS



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ACCOUNT EXECUTING

Snr	Name of the student	2014										31/5	41
		20/4	21/4	22/4	23/4	24/4	25/4	26/4	27/4	28/4	29/4		
1.	Ahalya Raj	X	X	X	X	X	X	X	X	X	X	X	X
2.	Ajith A.M	X	X	X	X	X	X	X	X	X	X	X	X
3.	Aika Lab	X	ab	ab	ab	X	X	X	X	X	X	X	X
4.	Anjan Sasi	X	X	X	X	X	X	X	X	X	X	X	X
5.	Anumol Binu	X	X	X	X	X	X	X	X	X	X	X	X
6.	Anusree N.T	X	X	X	X	X	X	X	X	X	X	X	X
7.	Arjun V. Subrahannian	X	X	X	X	X	X	X	X	X	X	X	X
8.	Anya M.R	X	X	X	X	X	X	X	X	X	X	X	X
9.	Arjanmol Balan	X	X	X	X	X	X	X	X	X	X	X	X
10.	Bineetha C.S	X	X	X	X	X	X	X	X	X	X	X	X
11.	Divya Soman	X	X	X	X	X	X	X	X	X	X	X	X
12.	Deeshma Babu	X	X	X	X	X	X	X	X	X	X	X	X
13.	Divyanmol U.S	X	X	X	X	X	X	X	X	X	X	X	X
14.	Lakshmi M.S	X	X	X	X	X	X	X	X	X	X	X	X
15.	Manu Antony	X	X	X	X	X	X	X	X	X	X	X	X
16.	Minnu M.	X	X	X	X	X	X	X	X	X	X	X	X
17.	Parvathy K.S	X	X	X	X	X	X	X	X	X	X	X	X
18.	Ranjina Raveendran	X	X	X	X	X	X	X	X	X	X	X	X
19.	Sandra Sunny	X	X	X	X	X	X	X	X	X	X	X	X
20.	Sasath D.S	X	X	X	X	X	X	X	X	X	X	X	X
21.	Shaina Thankappan	X	X	X	X	X	X	X	X	X	X	X	X
22.	Suby Krishnan	X	X	X	X	X	X	X	X	X	X	X	X

RECEIVABLES AND PAYABLES ATTENDANCE REGISTER

2016-17

Snr	Name of the student	2016										2017															
		5/6	6/6	7/6	8/6	9/6	10/6	11/6	12/6	13/6	14/6	15/6	16/6	17/6	18/6	19/6	20/6	21/6	22/6	23/6	24/6	25/6	26/6	27/6	28/6	29/6	30/6
1.	Ahalya Raj	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2.	Ajith A.M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3.	Aika Lab	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4.	Anjan Sasi	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5.	Anumol Binu	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6.	Anusree N.T	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7.	Arjun V. Subrahannian	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8.	Anya M.R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9.	Arjanmol Balan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10.	Bineetha C.S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11.	Divya Soman	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12.	Deeshma Babu	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13.	Divyanmol U.S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14.	Lakshmi M.S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15.	Manu Antony	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16.	Minnu M.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17.	Parvathy K.S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18.	Ranjina Raveendran	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19.	Sandra Sunny	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20.	Sasath D.S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21.	Shaina Thankappan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22.	Suby Krishnan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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ASAP SKILL COURSE IN ACCOUNTS EXECUTIVES RECEIVABLES AND PAYABLES


Summary Report

Additional Skill Acquisition Programme (ASAP), a joint initiative of General and Higher Education Departments launched with an objective to impart quality skill education to undergraduate students alongside their regular curriculum. The very philosophy of ASAP as a skill development agency is to accentuate the employability of the youth. ASAP gives special edge to those students who are in need of immediate employment. For the needy, ASAP lays out a way to fend a living by ideally placing them in an organisation.

Under this programme, Nirmala College has offered skill-based certificate course in Accounts Executive- Payables and Receivables as Summer Skill Skool Programme for the under graduate students. The course is designed for 150 hours comprising of 60 hrs for theory and 90 hrs for practical.

The objectives of the course are:

- To help the students acquire skills to become an Accounts Executives
- Identifies and prepares to work as an accountant
- Maintaining books and financial Reports
- Providing financial details to the stake holders


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ASAP SKILL COURSE IN ACCOUNTS EXECUTIVES RECEIVABLES AND PAYABLES

ASSESSMENT PROCEDURE

After completion of 170 hours of this skill course the students will be able to:


- Understand physical requirements fit to travel at any hour of the day and perform job that requires considerable physical activities.
- Learns to bear a good moral character, pleasing deportment, healthy habits and good grooming in addition to being committed and proficient.
- Needs to develop excellent communication skills, service-oriented attitude and the skills to establish and maintain rapport with customers.
- Understand impact of various economic and financial factors on mutual fund markets.

Nirmala College has been offering this programme to our students from 2015 onwards. Accounts Executives: Payables and Receivables comprises of effective training in Accounts, its concepts, Equations, accounting transactions, accounting system, financial reports, documentation and software and final assessment. This course is designed for final year degree students who are job seekers. The students who successfully completed the course availed internship in reputed companies as account staff.

Assessment : At the end of the training programme, students have to undergo an assessment that evaluates their proficiency and knowledge on the subject. Internal evaluations are carried out at various stages of class progression. An Online Test is conducted by Skill Development Centre for testing skill acquired by the students. Students who pass the test gets Certificate approved by National Skill Development Corporation (NSDC).

Certification : On successful completion of the course, a student is entitled to receive a set of certificates that prove his/her merit on the domain subject. The certification process at the end of the program is in accordance with the conditions stipulated in National Skill Qualification Framework (NSQF). Student receives the following certificates :

- **NSDC / SSC Skill Certificate**– National Skill Development Corporation / Sector Skill Council (SSC) recognized certificates are issued to all the qualifying students.
- **ASAP Course completion certificate**- ASAP issues course certificate to all the students who have completed the course.


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ADDITIONAL
SKILL ACQUISITION
PROGRAMME



SSSCC/SAE002/2017/00082

ADDITIONAL SKILL ACQUISITION PROGRAMME
(A joint initiative of General Education & Higher Education Departments, Government of Kerala)

COURSE CERTIFICATE

This is to certify that **LAKSHMI M.S**

has completed the Theory & Practical session of

..... **CERTIFICATE COURSE IN ACCOUNTS EXECUTIVE - PAYABLES & RECEIVABLES**

Offered by..... **EDUBRIDGE LEARNING PRIVATE LIMITED**

held at **NIRMALA COLLEGE, MUVATTUPUZHA**

from..... **24-04-2017** to..... **29-05-2017**

Issued on :- **10-08-2017**

Registration Number: - **S10021593**

A handwritten signature in blue ink, appearing to read "ABUNNAN", is written over a horizontal line.

Senior Programme Manager
in-charge of district
Additional Skill Acquisition Programme



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CERTIFICATE COURSE IN

ACCOUNTS EXECUTIVE PAYABLE & RECEIVABLE

Staff Coordinator:
Mr. SHAIMON JOSEPH
ASSISTANT PROFESSOR

Number of Hours: 170
Commencement of the course: 24th April 2017

STAFF MEETING 30/9/2016

The staff meeting was held on 30/9/2016 at 12.45 pm. The following matters are discussed

- Complete the portions of IVth and VIth sem students by 15/12/17
 - Complete the portions of I sem MA by 15/12/16
 - All files should be up to date
 - Article writing
 - Reading Month
 - Mentoring
 - Article writing
 - Decided to start two ASAP courses during the April-May Vacation. [Courses are Domestic data entry operators and A/c executive payables and receivables]
- Members Present

Dr. J. Georgi Neenal
 Ms. Ligi George
 Mr. Shaiman Joseph
 Ms. Deepa Abraham
 Ms. Divya. K P
 Ms. Mithumol Babu
 Ms. Liya Mary George



STAFF MEETING 30/3/2017

The dept staff meeting was held on 30/3/2017 to give send off to Ms. Gowikrishna U. The meeting also welcomed Ms. Alphonsa K Joy who joined on 30/3/2017 after the Maternity leave. The following members were present

Dr. J. Georgi Neenal
 Ms. Ligi George
 Mr. Shaiman Joseph
 Ms. Deepa Abraham
 Ms. Divya. K P
 Ms. Mithumol Babu
 Ms. Liya Mary George
 Ms. Alphonsa K Joy
 Ms. Gowikrishna U.

