



NIRMALA COLLEGE MUVATTUPUZHA

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FOURTH CYCLE NAAC ACCREDITATION 2019

CRITERION 1

CURRICULAR ASPECTS

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

CACC16 CERTIFICATE COURSE-COMPUTERISED ACCOUNTING

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

CRITERION 1

CURRICULAR ASPECTS

CACC16 CERTIFICATE COURSE-COMPUTERISED ACCOUNTING

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

Research and PG Department of Commerce

CERTIFICATE COURSE ON COMPUTERISED ACCOUNTING

Duration: 40 hrs.

COURSE OBJECTIVE: At present, almost all the firms follow computerised system of accounting and hence, an employee who is to be appointed in Finance and Accounts Department is expected to have acquired sufficient knowledge in Computerised Accounting. However, the existing syllabus prescribed by M.G. University for B.Com (Taxation) has not been included any module related to this. Therefore, the present training programme in Computerised Accounting with special importance to TALLY is intended to equip the students to acquire both theoretical and practical training in computerised accounting.

COURSE OUTCOME: After attending 10 of Lecture hours and 30 hours of Practical training, the students can maintain the accounts independently.

MODULE – 1: Getting Functional with Tally.ERP 9

- 1.1. Tally.ERP 9 Start-Up
- 1.2. Tally.ERP 9 Screen Components
- 1.3. Mouse / Keyboard Conventions
- 1.4. Quitting Tally.ERP 9

MODULE – 2: Company Information

- 2.1. Company Creation
- 2.2. Opening (Loading) of Tally.ERP 9
- 2.3. Modification of Company
- 2.4. Deletion of Company
- 2.5. Shut (Close) a Company
- 2.6. Company Selection

MODULE – 3: Set-Up of Accounts

- 3.1. The Group
 - 3.1.1. Creating Group
 - 3.1.1.1. Creating a Group with Advanced Usage
 - 3.1.1.2. Creating Multiple Groups
 - 3.1.2. Altering or Modifying Group
 - 3.1.3. Permanently Deleting a Group
 - 3.1.4. Displaying a Group
- 3.2. The Ledger
 - 3.2.1. Creating a Single Ledger
 - A- Creating a Purchase / Sales Ledger
 - B- Creating a Expenses / Income Ledger
 - C- Creating a Party Ledger

- D- Creating Bank Account
- E- Creating Duties and Taxes Ledger
- F- Creating a Current Liabilities / Assets Ledger

3.2.2. Creating a Multiple Ledger

3.2.3. Displaying or Alter a Single Ledger Account.

3.2.4. Deleting a Single Ledger Account

3.3. Vouchers Types

3.3.1. Accounting Vouchers

3.3.1.1. Contra Vouchers (F4)

3.3.1.2. Payment Voucher (F5)

3.3.1.3. Receipt Voucher (F6)

3.3.1.4. Journal Voucher (F7)

3.3.1.5. Sales Vouchers (F8)

3.3.2. Pre-defined Voucher Types in Tally ERP 9

3.3.2.1. Alter a Pre-defined Voucher Type

MODULE – 4: Inventory / Items & Goods / Stock

4.1. Creating a Single Stock Group

4.1.1. Modifying a Single Stock Group

4.1.2. Displaying a Stock Group

4.1.3. Deleting a Single Stock Group

4.2. Creating a Multiple Stock Group

4.3. Creation of Stock Units

4.4. Alternation / Deletion of Stock Units

4.5. Stock Items

4.5.1. Creation of Single Stock Item

4.5.2. Creation of Multiple Stock Item

4.5.3. Modification and Deletion of Stock Item

MODULE – 5: Features of Tally ERP 9 and Their Uses (F11)

5.1. Accounting Features

5.2. Inventory Features

5.3. Statutory & Taxation Features

MODULE – 6: Accounting Vouchers in Tally ERP 9

>> Types of Vouchers

6.1. Contra Voucher (F4)

6.2. Payment Vouchers (F5)

6.3. Receipt Vouchers (F6)

6.4. Journal Vouchers (F7)

6.5. Sales Vouchers (F8)

6.6. Credit Note Voucher (Ctrl + F8) – For Sales return accounting

6.7. Purchase Vouchers (F9)

6.8. Debit Note Vouchers (Ctrl + F9)- For Purchase return accounting

6.9. Memo Voucher (Ctrl + F10)

MODULE – 7: GST (Goods and Service Tax) in Tally ERP 9

7.1. Introduction to GST (IGST, CGST, SGST)

7.2. Calculation of GST (IGST, CGST & SGST)

7.3. GST on Tally ERP 9

Step-1: Activating GST for the Company

Step-2: Setting Up GST Rates

A- To Set GST Rates for Stock Groups and Stock Items

B- Updating Stock Items and Stock Groups for GST Compliance

C- Setting MRP Details

D- Mapping UoM to UQC

Step-3: Updating/Creating Sales and Purchase Ledgers for GST Compliance

A- Updating / Creating a Sales Ledger: GST Sales

B- Updating or Creating a Purchase Ledger: GST- Purchase

Step-4: Restarting Voucher Numbering for GST Transactions

Step-5: Updating/Creating Party GSTIN/UIN

Step-6: Creating GST Ledgers

Step-7: Creating Party Ledgers for GST

Step-8: Recording Purchase under GST

A- Local Purchase (inside State)

B- Inter-State Purchase (outside State)

Step-9: Recording GST Sales and Printing Invoices

A- Local Sale

B- Printed Invoice Format

C- Inter-State Sales (Outside State)

D- Sale of Goods and Services in a Single Invoice

E- Ledgers for any Indirect Expenses like... Discount on Sale, Packing Charges etc. can be created and to be included in GST Sale Invoice

7.4. Generate GSTR-1 Returns / Reports under Tally.ERP9

7.4.1. Table-Wise Format (Department Format)

7.4.2. Returns Summary (GSTR-1)

7.4.2.1. Total number of vouchers for the period

7.4.2.2. Included in returns

7.4.2.3. Not relevant for returns

7.4.2.4. Incomplete / Mismatch in information (to be resolved)

(SUMMARY OF EXCEPTIONS – GSTR-1)

7.4.2.4.1. No. of voucher with incomplete / mismatch in information

7.4.2.4.2. UoM (S) Not Mapped To Unit Quantity Code (UQC)

7.4.2.4.3. Country, State and Dealer Type not specified

7.4.2.4.4. Tax Rate / Tax Type not specified

7.4.2.4.5. Nature of transaction, taxable value, rate of tax modified in voucher

- 7.4.2.4.6. Incorrect tax type selected in tax ledger
- 7.4.2.4.7. Mismatch due to tax amount modified in voucher
 - 7.4.2.4.7.1. Voucher with incomplete / incorrect adjustment details (SGTR-2)
- 7.4.2.4.8. Information required for generating table-wise details not provided
- 7.4.3. GSTR-1 Particulars (Computation Details)
 - 7.4.3.1. Outward Supplies
- 7.4.4. Status Reconciliation (GSTR-1)
 - 7.4.4.1. Set Status
 - 7.4.4.2. Status-wise View
- 7.4.5. Exporting GSTR-1
- 7.5. Generate GSTR-2 Returns / Reports under Tally.ERP9
 - 7.5.1. Returns Summary
 - 7.5.1.1. Total Number of Vouchers for the Period
 - 7.5.1.2. Included in the Returns
 - 7.5.1.3. Not Relevant for Returns
 - 7.5.1.4. Incomplete / Mismatch in information (to be resolved)

[SUMMARY OF EXCEPTIONS – GSTR-2]

- 7.5.1.4.1. No. of voucher with incomplete /mismatch in information
- 7.5.1.4.2. UoM not mapped to Unit Quantity Code (UQC)
- 7.5.1.4.3. Country, State and Dealer Type not specified
- 7.5.1.4.4. Tax Rate/ Tax Type Not specified
- 7.5.1.4.5. Nature of Transaction, Taxable Value, Rate of Tax Modified In Voucher
- 7.5.1.4.6. Incorrect Tax Type Selected in Tax Ledger
- 7.5.1.4.7. Mismatch due to Tax Amount Modified in Voucher
- 7.5.1.4.8. Voucher with incomplete / incorrect Adjustment Details (GSTR-2)
- 7.5.1.4.9. Information required for Generating Table-Wise details not provided
- 7.5.2. File GSTR-2
 - 7.5.2.1. Download GSTR-2 file from the GST portal
 - 7.5.2.2. Load the GSTR-2 file in Tally.ERP9
 - 7.5.2.3. Reconcile the Status for Invoice in GSTR-2 File
 - 7.5.2.4. Generate the return in JSON format and file the return
- 7.6. Generating Form GSTR-3B
 - 7.6.1. Summary View (GSTR-3B)
 - 7.6.2. Generate GSTR-3B and File Returns
- 7.7. Challan Reconciliation Report for GST Payments
- 7.8. Creating Income and Expenses Ledger in GST
- 7.9. Reverse Charge on Purchase from Unregistered Dealer (URD) | Reverse Charge in GST in Tally
- 7.10. GST on Advance Payment Received from Customer in Tally | GST in Tally ERP 9
 - 7.10.1. Advance Receipt exclusive of tax adjusted against Sales Invoice in same month
 - 7.10.1.1. To record a receipt voucher for advance receipt from customer exclusive of tax
 - 7.10.1.2. Sales Invoice Linked to an Advance Receipt Voucher in the same month as above.
 - 7.10.2. Advance Received and Sales Invoice recorded in different months.
 - 7.10.2.1. Advance Receipt Voucher

- 7.10.2.2. Journal Voucher to Raise the Liability
- 7.10.2.3. Sales Invoice against Advance Receipt of Previous Month
- 7.10.3. Journal Voucher to Reverse the Tax Liability raised for the Advance Received of the Previous Month
 - 7.10.3.1. To exclude a transaction
 - 7.10.3.2. To reverse the liability on cancellation of a transaction
- 7.11. Recording an Advance Payment To Supplier Under GST
- 7.12. Transferring Tax Credits of VAT, Excise, and Service Tax to GST
- 7.13. Recording Sales of Composite Supply under GST (Expenses Apportioning)
- 7.14. Nil-Rated Sales
- 7.15. Exempt Sales
- 7.16. Adjustment & Set-off the Liability of GST (Tax) Credit under GST
- 7.17. Recording Journal Vouchers for Interest, Penalty, Late Fee and Other Dues in GST
- 7.18. **e-Way Bill in Tally.ERP9**
 - 7.18.1. (Step-1): Setup e-Way Bill in Tally.ERP9
 - 7.18.2. (Step -2): Record invoice with details required for e-Way Bill, and create JSON in Tally ERP 9
 - 7.18.3. (Step-3): Print the invoice with e-Way Bill number in Tally.ERP9 in Tally.ERP9
 - 7.18.4. (Step - 4): Export for e-Way Bill Report in Tally.ERP9
 - 7.18.4.1. Status-wise View of e-Way Bill Report
 - A- Exception: HSN Code not specified
 - B- Exception: Information required for e-Way Bill not provided
 - C- Invoices Ready for Export
 - D- Invoices Exported
 - 7.18.4.2. Voucher-wise View of e-Way Bill Report
 - 7.18.5. (Step-5): Update e-Way Bill Information in Tally.ERP9
 - 7.18.6. (Step-6): e-Way Bill Report in Tally.ERP9
 - 7.18.6.1. Invoices with e-Way Bill Information
 - 7.18.6.2. Consolidated e-Way Bill View
 - 7.18.6.3. Export Data to JSON preparation tool, and Create JSON
 - 7.18.7. (Step -7): Enter e-Way Bill Details Directly on the Portal
 - 7.18.7.1. Generate the e-Way Bill number
 - 7.18.7.2. Print e-Way Bill later
 - 7.18.7.3. Update invoices in Tally.ERP 9 with e-Way Bill numbers and print
 - 7.18.7.4. Generate e-Way Bill using JSON Preparation Tools, and upload to Portal

MODULE – 8: Advanced Inventory Vouchers in Tally.ERP 9

- 8.1. Order Processing
 - 8.1.1. Purchase Order Processing
 - 8.1.2. Altering a Purchase Order
 - 8.1.3. Sales Order Processing
 - 8.1.4. Altering a Sales Order
 - 8.1.5. Display Order Position
 - 8.1.6. Display Columnar Orders & Stock Details
 - 8.1.7. Adjusting Orders

- 8.2. Re-Order Levels
 - 8.2.1. Defining Re-Order Levels
 - 8.2.2. Display Re-Order Status
- 8.3. Tracking Numbers
 - 8.3.1. Using Tracking Numbers
 - 8.3.2. Display Purchase Bill Pending
- 8.4. Batch-wise Details
 - 8.4.1. Activating Batch-wise Details
 - 8.4.2. Using Batch-wise Details in Sales Invoice
- 8.5. Bill of Materials (BoM)
 - 8.5.1. Creating Bill of Materials
 - 8.5.2. Creating a Manufacturing Journal
 - 8.5.3. Using Bill of Materials
- 8.6. Price Levels and Price Lists
 - 8.6.1. Activating Price Lists and Defining Price Lists
 - 8.6.2. Using Price Lists
- 8.7. Zero Valued Entries
 - 8.7.1. Creating Zero Valued Entries
- 8.8. Inventory Ageing Analysis
 - 8.8.1. View Inventory Ageing Report
- 8.9. Different Actual and Billed Quantities
 - 8.9.1. Using Different Actual and Billed Quantities
- 8.10. Physical Stock Voucher (Alt + F10)
- 8.11. Rejection In (Ctrl + F6)
- 8.12. Rejection Out (Alt + F6)
- 8.13. Stock Journal (Alt + F7)

MODULE – 9

- 9.1. Maintain Bill-wise Details
- 9.2. Cost Centre and Cost Category
- 9.3. Interest Calculation
- 9.4. Reversing Journal
- 9.6. Post-Dated Voucher
- 9.6. Memo (Memorandum) Voucher
- 9.7. Optional Voucher

MODULE – 10: Tally.ERP 9 Reporting

- 10.1. Modifying Reports (Options)
- 10.2. Balance Sheet
- 10.3. Profit & Loss Account
- 10.4. Stock Summary
- 10.5. Trial Balance
- 10.6. Day Book

10.7. Books of Accounts

10.7.1. Cash Book

10.7.2. Petty Cash Book

10.7.3. Bank Book

10.7.4. Journal Register

10.7.5. Ledger

- Group Summary
- Group Voucher

10.7.6. Purchase Register

10.7.7. Sales Register

10.8. Statement of Accounts

10.8.1. Outstanding

10.8.1.1. Ledger-wise view of Outstanding Reports

10.8.1.2. Group (Outstanding)

10.8.2. Interest Calculations

10.8.2.1. Interest Receivable

10.8.2.2. Interest Payable

10.8.3. Cost Centres

10.8.3.1. Cost Category Summary

10.8.3.2. Group Break-Up

10.8.4. Statistics

10.9. Inventory Books

10.9.1. Inventory Group Summary

10.9.2. Stock Transfers

10.9.3. Physical Stock Register

10.9.4. Sales Order Book

10.9.5. Purchase Order Book

10.10. Statutory Reports

10.11. List of Accounts (Chart of Accounts)

10.12. Exception Reports

10.12.1. Negative Stock

10.12.2. Negative Ledgers

10.12.3. Overdue Receivables

10.12.4. Overdue Payable

10.12.5. List of Memorandum Vouchers

10.12.6. List of Reversing Journal

10.12.7. List of Optional Voucher

10.12.8. List of Cancelled Vouchers

10.12.9. List of Post-dated Voucher

10.13. Printing Reports

10.13.1. Using the Print Button

10.13.2. Multi-Accounting Printing

MODULE – 11: MIS and Other Reports

- 11.1. Receivable and Payable Statement Report
- 11.2. Ageing Report
- 11.3. Godown wise Stock Report
- 11.4. Movement Analysis
- 11.5. Transaction wise Profitability Analysis
- 11.6. Stock Summary
- 11.7. Bank Reconciliation
- 11.8. Stock Category wise Report
- 11.9. Sales Order Pending Register
- 11.10. Purchase Order Pending Register
- 11.11. Sales Bill Pending Register
- 11.12. Product Register

MODULE – 12: Utility

- 12.1. Back Up / Restore
- 12.2. Split Company Data
 - 12.2.1. How to Split Financial Years
- 12.3. Tally.ERP 9 Vault
- 12.4. Exporting Master Data
- 12.5. Importing Data
- 12.6. Consolidation of Accounts
 - 12.6.1. Create a Group Company
- 12.7. Password or Security Control
 - 12.7.1. Types of Security (Security or authority levels)
 - 12.7.2. Users and Passwords
- 12.8. Credit Limits
 - 12.8.1. Setting Credit Limits
 - 12.8.2. Exceeding Credit Limits

MODULE-13: Voucher Classes & Voucher Types (Creations)

MODULE-14: POS - Point of Sale (POS Invoicing)

MODULE-15: TDS (Tax Deducted at Source) using Tally.ERP9

- 15.1. Enabling TDS in Tally.ERP9
- 15.2. Creating TDS Nature of Payment
- 15.3. Creating Master Ledgers with TDS Transactions
 - A- TDS on Expenses
 - B- TDS on Advance Payment against Expenses
 - C- Recording TDS Payment Transaction
- 15.4. TDS Reports
 - A- Form 26Q (TDS)
 - B- Form 27Q (TDS)
 - C- TDS Reconciliation Report
 - D- TDS Outstanding Report

MODULE – 16: Short-Cut Keys

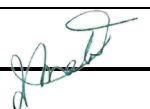
List of Students for COMPUTERISED ACCOUNTING Course - 2016-17		
1	Aiwa Alias	SF
2	Anju Sasi	Aided
3	Annlee Prince	SF
4	Anusree N T	Aided
5	Archana K K	SF
6	Fidamol P S	Aided
7	Ginju Sebi	Aided
8	Jismy Antony	Aided
9	Jocelin Joseph	Aided
10	Joseph Paul	Aided
11	Linamol Joseph	Aided
12	Merlin Davis	SF
13	Minnu M	Aided
14	Muhammed Sahad	Aided
15	Rani George	Aided
16	Revathy S	Aided
17	Romio Johnson	Aided
18	Sandra Sunny	Aided
19	Shamili Shaji	Aided
20	Shyma Thankappan	Aided

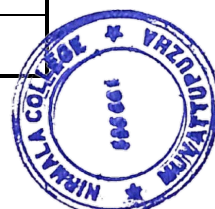


T. N. S.
 PRINCIPAL
 NIRMALA COLLEGE
 MUVATTUPUZHA

NIRMALA COLLEGE MUVATTUPUZHA**Certificate Course on Computerised Accounting (2017-18)**

Sl. No.	Name of Students
1	AFSIYA M S
2	AKHIL RAJAN
3	ALAN JOHN AJITH
4	ALEENA GEORGE
5	AMAL KALADHARAN
6	ANUMOL VASUDEVAN
7	ARJUN K ASHOK
8	ARJUN MURALI
9	ASWATHY VIJAYAN
10	ATHIRA VENU
11	ATHUL BABU
12	ATHULYA RAJEEV
13	BIMAL BABY
14	BLESSY SUSAN MATHEW
15	EBIN G EMMANUEL
16	ELDHO PRASAD
17	HARITHA V H
18	JOSMY JOSE
19	LEYA SUNNY
20	NIMISHA ROBIN
21	NITHEESH P GOPAL
22	NOBLE GEORGE
23	ROHITH A
24	RONY SIBI
25	SARON SUNNY
26	SHALINI GIGI
27	SHONE JOSHY
28	SUBIN THOMAS
29	SUSMITHA JOHNY
30	VYSHNAV RAJ R


PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA



CERTIFICATE COURSE ON COMPUTERISED ACCOUNTING (2016-17)

ATTENDANCE SHEET

Sl. No.	Name of the student	Date																										
		Time	5/12/16	6/12/16	7/12/16	8/12/16	9/12/16	10/12/16	10/12/16	12/12/16	13/12/16	14/12/16	15/12/16	16/12/16	17/12/16	17/12/16	19/12/16	20/12/16	21/12/16	23/12/16	23/12/16	27/12/16	27/12/16	28/12/16	28/12/16	28/12/16	29/12/16	
		Hrs.	4pm	4pm	4pm	4pm	4pm	FN	FN	4pm	4pm	4pm	4pm	4pm	4pm	FN	4pm	4pm	4pm	FN	FN	FN	FN	FN	FN	FN	FN	FN
1	Aiwa Alias	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Anju Sasi	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Q	Q	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Annlee Prince	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	Anusree N T	✓	✓	Q	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Q	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	Archana K K	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Q	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	Fidamol P S	✓	✓	✓	✓	✓	Q	Q	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	Ginju Sebi	Q	✓	✓	Q	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Q	✓
8	Jismy Antony	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Q
9	Jocelin Joseph	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Q	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10	Joseph Paul	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11	Linamol Joseph	✓	✓	✓	✓	✓	✓	✓	✓	Q	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12	Merlin Davis	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
13	Minnu M	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
14	Muhammed Sahad	✓	✓	✓	✓	✓	Q	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
15	Rani George	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
16	Revathy S	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
17	Romio Johnson	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Q	Q	✓	✓	✓	✓	✓	✓	Q
18	Sandra Sunny	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
19	Shamili Shaji	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
20	Shyma Thankappan	✓	✓	✓	Q	✓	✓	✓	✓	✓	✓	✓	✓	✓	Q	Q	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA



Certificate Course on Computerized Accounting (2017-2018)

ATTENDANCE SHEET

Sl. No.	Name of student	Date																											
		Time	1/12/17	4/12/17	5/12	6/12	7/12	8/12	11/12	12/12	13/12	14/12	15/12	16/12	16/12	18/12	19/12	20/12	21/12	23/12	23/12	28/12	28/12	29/12	29/12	31/12	4/1/18	6/1/18	
Hrs.		4pm	4pm	4pm	4pm	4pm	4pm	4pm	4pm	4pm	4pm	4pm	FN	FN	4pm	4pm	4pm	4pm	FN	FN	FN	FN	FN	FN	FN	4pm	4pm	FN	
16	Eldho Prasad	✓	a	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
17	Haritha V H	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	a	a	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
18	Josmy Jose	✓	✓	a	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
19	Leya Sunny	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
20	Nimisha Robin	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
21	Nitheesh P Gopal	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	a	a	✓	✓	✓	✓	✓	✓	a	a	a	a	✓	✓	✓	✓	✓
22	Noble George	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	a	a	✓	✓	✓	✓	✓	✓	a	a	✓	✓	✓	✓	✓	✓	✓
23	Rohith A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	a	✓	✓	✓	✓	✓	✓	✓	a	✓	✓	✓	✓	✓	✓	✓
24	Rony Sibi	✓	✓	a	✓	✓	✓	✓	✓	✓	✓	✓	✓	a	✓	✓	✓	✓	✓	✓	a	a	a	a	✓	✓	✓	✓	✓
25	Saron Sunny	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
26	Shalini Gigi	✓	a	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
27	Shone Joshy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	a	a	✓	✓	✓	✓	✓	✓
28	Subin Thomas	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
29	Susmitha Johny	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
30	Vyshnav Raj R	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	a	a	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	a	✓	✓	✓


 PRINCIPAL
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CERTIFICATE COURSE ON COMPUTERISED ACCOUNTING

Expected outcome of the course

After the completion of 40 hours course, the students can manage accounts independently.

Assessment procedure

Assessment procedure:

Total marks -100 marks

- assignments (2X5)- 10 marks
- Class tests- 10 marks
- Final examination(theory)-40 marks
- Practical Examination-40 marks

Grade Pattern

Total Marks	
90% and above	A+
80-89%	A
70-79%	B+
60-69%	B
50-59%	C


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REPORT ON CERTIFICATE COURSE ON COMPUTERISED ACCOUNTING

(2016-17)

40 hours certificate course on Computerised Accounting was held by commerce department, Nirmala College from 05/12/2016 to 30/12/2016. 20 students from different B Com batches were enrolled. The classes were taken by Swathichithra K S of Commerce (self-finance) department. The course was designed to impart knowledge regarding concepts of Computerised Accounting with special importance to Tally. It was intended to equip the students to acquire both theoretical and practical training in computerised accounting. Practical examination was conducted at the end of the training and all the 20 students attended the exam. All students cleared the exam with good grades and certificates showing their respective grades were issued to the students which would serve as an additional qualification for them while seeking job as an accountant.

Expected outcome of the course


After completion of 40 hours of lecture class and practical training, the students can maintain the accounts independently.

Assessment features

Assessment Format: Practical Examination

Duration: One Hour

No. of Exams: One


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REPORT ON CERTIFICATE COURSE ON COMPUTERISED ACCOUNTING

(2017-18)

40 hours certificate course on Computerised Accounting was held by commerce department, Nirmala College from 01/12/2017 to 06/01/2018. 30 students from B Com 2015-2018 batch were enrolled. The classes were taken by Swathichithra K S of Commerce (self-finance) department. The course was designed to impart knowledge regarding concepts of Computerised Accounting with special importance to Tally. It was intended to equip the students to acquire both theoretical and practical training in computerised accounting. Practical examination was conducted at the end of the training and all the 30 students attended the exam. All students cleared the exam with good grades and certificates showing their respective grades were issued to the students which would serve as an additional qualification for them while seeking job as an accountant.

Expected outcome of the course


After completion of 10 hours of lecture class and 30 hours of practical training, the students can maintain the accounts independently.

Assessment features

Assessment Format: Practical Examination

Duration: One Hour

No. of Exams: One


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**PG AND RESEARCH DEPARTMENT OF COMMERCE
NIRMALA COLLEGE, MUVATTUPUZHA**

Certificate

*This is to certify that Subin Thomas has undergone
a practical training programme of 40 hours in Computerised Accounting organized by
PG and Research Department of Commerce, Nirmala College, Muvattupuzha
during the academic year 2017-18*

Dr. Raju V.P
Coordinator

Dr. James Mathew
HOD Of Commerce



Dr. T. Joseph
Principal



NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF COMMERCE

CERTIFICATE COURSE

COMPUTERISED A C C U N T I N G

Staff Coordinator:

DR. RAJU V.P.
ASSISTANT PROFESSOR
MOB: 9495608176

01
DECEMBER
2016

Number of Hours: 40

Members Present:

1. Dr. Johnson Varghese
2. Mr. Joy Mathew
3. Dr. Gireesh Kumar G.S
4. Mr. Emmanuel A.J
5. Dr. Raja V.P
6. Dr. Suby Baby
7. Sr. Tinto John
8. Mr. Aby Thomas
9. Alphonsa Jose

✓

Tinto

✓

Alphonsa

Staff meeting held on 3/11/16

Staff meeting is arranged at 3.45 p.m. All staff members are present in the meeting. Started with a silent prayer and HOD welcomed the gathering. The main agenda are:-

1. Commerce Association inauguration
2. Commerce Fest
3. Tour of III DC
4. Industrial visit of II DC students
5. Honouring the outstanding students

Association Inauguration on 9th Nov. 1.45 p.m. Felicitation by Adv. Eldhose Kunnappilly Memento to Dr. Francis Cherunnilam. Tally classes to start on December. Commerce Fest on Saturday; HOD given directions to the smooth conduct of the Fest. In 3rd year students the tour on next month. The teachers in charge Dr. Raja V.P and Sr. Tinto John. The HOD instruct that arrange the industrial visit of II DC students in 8 Nov. itself. Discussion about honouring the students also included. The meeting came to an end by 4.30 pm

Members Present:

- 1 Dr. Johnson Varghese
- 2 Mr. Joy Mathew
- 3 Dr. Gireesh Kumar G.S
- 4 Mr. Emmanuel A.J
- 5 Dr. Raja V.P
- 6 Dr. Suby Baby
- 7 Sr. Tinto John
- 8 Aby Thomas
- 9 Alphonsa Jose

✓

Tinto

✓

Alphonsa

