

CERTIFICATE COURSE

Computerized Accounting – Tally ERP9

Department of Finance and Taxation
No registration fee for students from MES College Erumely

Starting On - 10/10/2020



MES COLLEGE ERUMELY

(Approved by Govt. of Kerala & Affiliated to Mahatma Gandhi University)

A Minority Institution Certified by National Minority Education Commission

Directorate of Human Resource Development Council (HRDC)

Director : Rejoola O.M. - 8289 882 175

MES COLLEGE, ERUMELY
DEPARTMENT OF B.COM FINANCE AND TAXATION
SYLLABUS FOR CERTIFICATION COURSE

Computerised Accounting- Tally ERP 9(Theory and Practical)

Instructional Hours - 30 Hrs

Module 1- Introduction to computerized accounting	(Theory 1 Hrs. Practical 2 Hrs.)
Tally ERP9- creation of company- altering and deleting a company- F11 features- Fi2 configuration.	
Module 2 - Accounts and Vouchers	(Theory 2 Hrs. Practical 5 Hrs.)
Account groups- pre-defined groups- - creating ledger accounts - accounting vouchers - entering transactions in accounting vouchers- altering and deleting a voucher entry- creating new voucher types- bank reconciliation statement-generating reports- configuring reports.	
Module 3- Accounts with inventory	(Theory 3 Hrs. Practical 6 Hrs.)
Enabling F11 and F12 - stock category - stock group creation of stock category and stock group- creation of units of measurement- - creating single / multiple stock items- creating godowns- cost categories- cost centres - inventory vouchers - inventory reports- stock summary	
Module 4- Accounting with Tax	(Theory 2 Hrs. Practical 4Hrs.)
GST- computing GST- ledgers and vouchers pertaining to GST - ledger creation- CGST, SGST, IGST - GST reports - GST Forms.	
Module 5- Payroll	(Theory 2 Hrs. Practical -3 Hrs)
Enabling Payroll- creating pay heads- single/multiple - creation of employee groups- single/multiple creation of employee head- salary details - creating units of workmanaging and creating attendance/ production typesPayroll vouchers- Payroll reports	

Name of faculty members: Sherly Jacob, Duniya P S

REFERENCE TEXT BOOKS:

- 1.Computerized accounting Tally ERP9--Prof K K Tomy M.com, M.Phil. (Prakash publication)
- 2.Tally ERP 9 with GST -- Asok K Nadhani, BPB Publication

About the Course

To impart knowledge regarding concepts of Financial Accounting .Tally is an accounting package which is used for learning to maintain accounts. This course is useful for Commerce Students to get placement in different offices as well as companies in accounts department.

Who can apply : **The Students studying in BCom (Finance and Taxation) Department**

**The programme registration will be open from October - 15th
Classes Started From -28/10/2020**

Certificate will be issued after the sucessful completion of the course

Total Hours : 30

11/3/2020

Gmail - Approval for certificate course

Gmail

maheen m n <erumely.mescollege@gmail.com>

Approval for certificate course

1 message

HOD Finance & Tax MES College Erumely <erumely.mesechodfin@gmail.com>
To: erumely.mescollege@gmail.com

Fri, Oct 30, 2020 at 3:02 PM

Respected sir
Department of B.com Finance and Taxation were planning to conduct a certificate course, computerised accounting tally ERP9 to second year and third year students to learn and practice computerised accounting system. Kindly consider this and give approval for the same
Thanking you
Yours faithfully
Mayamol.P
HOD B.com Finance and Taxation

Mayamol.P

Forwarded to Principal for Approval

Approved the Certificate Course Submitted
by Director HROC and HOD Department of
Commerce Branch. (FET)



Maheen M. N.
MAHEEN M. N.
PRINCIPAL
M.E.S. COLLEGE ERUMELY

Jithesh K. S.
JITHESH K. S.
VICE PRINCIPAL
TRAINING & ACADEMIC

for file
16-11-20

MES COLLEGE ERUMELY

HUMAN RESOURCE DEVELOPMENT CENTRE

1. Name of the certificate course : **Computerized Accounting Tally ERP9**
2. Offered Department : Dept of Commerce Br. Finance & Taxation
3. Duration of the course : 30 hours
4. Commencement of course : 10/10/2020
5. Proposed date for completion of the course : 15/02/2021
6. No. of students Applied : 75
7. No. of students enrolled : 55
8. Mode of evaluation : Online Exam
9. Course Materials : Text book, Pdf, Videos, PPT
10. Syllabus of course(enclosed) : Enclosed
11. Objectives of the course(enclosed) : Enclosed
12. Details of Faculties : SHERLY JACOB, DUNIYA P S
13. Certification Authority : H.R.D.C , MES COLLEGE ERUMELY
14. Details of Board of studies : Mrs. Maya Mol P, Mrs. Summaya P A

Mr. Jithesh K.S, Dr. MumnaNazar

Mr. Maheen M.N

15. Recommendation from board of studies :

16. Date of approval from board of studies :

17. Course approved by

- HOD *Maya Mol P*

- Director HRDC *Summaya P. A* 31/10/2020

- Subject Expert : Dr. MumnaNazar, HOD , Dept Of Commerce ,

M E S College Nedumkandam.

- Vice Principal Academic & Training

- Principal

Maheen M. N.
MAHEEN M. N.
PRINCIPAL
M.E.S. COLLEGE ERUMELY

Jithesh K. S.
JITHESH K. S.
VICE PRINCIPAL
TRAINING & ACADEMIC -1



**OBJECTIVE OF CERTIFICATION COURSE :COMUPERIZED
ACCOUNTING TALLY ERP 9**

Objective: This course is designed to impart knowledge regarding concepts of Financial Accounting .Tally is an accounting package which is used for learning to maintain accounts. As this course is useful for Commerce students to get placements in different offices as well as companies in Accounts departments

**DEPARTMENT OF B.COM FINANCE AND TAXATION
MES COLLEGE ,ERUMELY**

SYLLABUS FOR CERTIFICATION COURSE

Computerised Accounting- Tally ERP 9(Theory and Practical)

Instructional Hours - 30 Hrs

Module 1- Introduction to computerized accounting- Tally ERP9- creation of company- altering and deleting a company- F11 features- Fi2 configuration.
(Theory 1 Hrs. Practical 2 Hrs.)

Module 2 - Accounts and Vouchers- Account groups- pre-defined groups- - creating ledger accounts - accounting vouchers - entering transactions in accounting vouchers- altering and deleting a voucher entry- creating new voucher types- bank reconciliation statement-generating reports- configuring reports.

(Theory 2 Hrs. Practical 5 Hrs.)

Module 3- Accounts with inventory- Enabling F11 and F12 - stock category - stock group creation of stock category and stock group- creation of units of measurement- - creating single / multiple stock items- creating godowns- cost categories- cost centres - inventory vouchers - inventory reports- stock summary

(Theory 3 Hrs. Practical 6 Hrs.)

Module 4- Accounting with Tax: GST- computing GST- ledgers and vouchers pertaining to GST - ledger creation- CGST, SGST, IGST - GST reports - GST Forms.

(Theory 2 Hrs. Practical 4Hrs.)

Module 5- Payroll: Enabling Payroll- creating pay heads- single/multiple - creation of employee groups- single/multiple creation of employee head- salary details - creating units of work-managing and creating attendance/ production types-Payroll vouchers- Payroll reports -

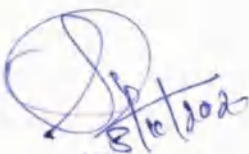
(Theory 2 Hrs. Practical -3 Hrs)

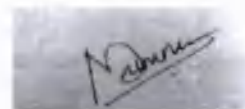
Name of faculty members: SHERLY JACOB ,DUNIYA P S

REFERENCE TEXT BOOKS:

1.Computerized accounting Tally ERP9--Prof K K Tomy M.com M.Phil(Prakash publication)

2.Tally ERP 9 with GST -- ASOK K NADHANI BPB PUBLICATION


Jr
Vic
3/10/2022
TRAIN



Mumna Nazar
HOD ,Dept.of Commerce
MES College Nedumkandam

S.A.M.S.

DEPARTMENT OF COMMERCE (FINANCE AND TAXATION)
ATTENDANCE RECORD FOR Certificate Course

NAME OF THE FACULTY		Jaseela		Midhun		Jaseela		Midhun		Jaseela		
Roll No	REG NO	Date	25-03-2021		01-04-2021		04-04-2021		11-04-2021		18-04-2021	
		NAME OF THE STUDENT	1ST hr	2ND hr	1ST hr	2nd Hr	1ST hr	2nd Hr	1ST hr	2nd Hr	1ST hr	2nd Hr
1	180021050869	Afsal Samad	1	1	1	0	1		1	1		0
2	180021050882	Alfiya Nazeer	1	1	1	0	1	1	1	1	1	1
3	180021050887	Anazmon Nazeer	1	1	1	1	1	1	1	0	1	0
4	180021050888	Annu Avarachen	1	1	0	0	1	0	1	0	1	1
5	180021050890	Anshidha Basheer	1	0	1	0	1	1	1	1	1	0
6	180021050892	Anupama P Nair	1	1	1	1	1	1	1	1	1	1
7	180021050893	Aravind Devaraj	1	1	1	0	1	0	1	1	1	1
8	180021050894	Archana Unni	1	1	1	0	1	1	1	1	1	1
9	180021050896	Ashifa C S	1	1	0	1	1	1	1	0	1	1
10	180021050897	Ashik M S	0	0	0	1	1	1	1	0	1	0
11	180021050900	Bismi Basheer	1	0	1	1	1	0	0	1	1	1
12	180021050901	Bismimol Shaji	1	1	1	1	1	1	1	1	1	1
13	180021050902	Devika Santhosh	1	1	1	1	1	1	0	1	1	1
14	180021050904	Dona George	1	1	1	0	1	1	1	1	1	0
15	180021050905	Fathima Najeer	1	1	1	1	1	1	1	1	1	1
16	180021050906	Fathimath Aleesha	1	1	1	1	1	1	1	1	1	1
17	180021050907	Fiyas Yoosuf	1	1	1	1	0	1	0	1	1	1
18	180021050911	Jilmy Johnson	1	1	0	1	1	0	1	1	1	1
19	180021050875	Akhil saji	1	1	1	1	1	1	1	1	1	1
20	180021050917	Malavika Saji	1	1	1	1	1	1	1	1	1	1
21	180021050918	Malu M	1	1	1	0	1	1	1	1	1	1
22	180021050927	Muhsina .A.N	1	1	1	0	1	1	1	1	1	1
24	180021050928	Neenu Steephen	1	0	1	1	1	1	1	1	1	1

M.S. COLLEGE ERUMELI
PRINCIPAL



25	180021050929	Nesly P.U	1	1	1	1	1	1	1	1	1	1
26	180021050930	Nesna Negimon	1	1	1	1	1	1	1	1	1	1
27	180021050932	Rakhi P R	1	1	1	1	1	1	1	1	1	1
28	180021050934	Roshan Ramesh	1	1	1	1	1	1	1	1	1	1
29	180021050935	Ruksanamol Halim	1	1	1	1	1	1	1	1	1	0
30	180021050936	Saifa Shaji	1	1	1	1	1	1	1	1	1	1
31	180021050937	Salma Basheer	1	1	1	1	1	1	1	1	1	1
32	180021050942	Shehana C.H	1	1	1	1	1	1	1	1	1	1
33	180021050948	Silpa Sasidharan	1	1	1	1	1	1	1	1	1	1
34	180021050952	Suman E. Abraham	1	1	1	1	1	1	1	1	1	1
35	180021050953	Swaliha Saleel	1	0	1	1	1	1	1	1	1	0
36	180021050959	Vimal Shaji	1	1	1	1	1	1	1	1	1	1
37	190021055000	Nasmal Noushad	1	1	1	1	1	1	1	1	1	0
39	190021054967	Remya Johnson	1	1	1	1	1	1	1	1	1	1
41	190021054972	Shafna Fathima	1	1	1	1	1	1	1	1	1	1
42	190021055007	Suhana Jan	0	0	0	0	0	1	0	0	0	0
43	190021054981	Swathi Babu	1	1	0	1	1	0	1	0	0	0
44	190021054982	Taniya Joseph	1	1	1	1	1	1	0	1	0	1
45	190021054979	Suhail Hakkim	1	1	1	1	1	1	1	1	1	1
46	190021054959	Mohammed Shehin	0	1	0	1	0	0	1	0	0	1
49	190021054957	Mathew Joseph	1	1	1	1	1	0	1	1	1	0
50	190021054997	Megha Mathew	1	1	1	1	1	1	1	1	1	1
51	190021055008	Tebin V Babychen	1	1	1	1	1	1	1	1	1	1
52	190021054974	Shamlu Mol PS	1	1	1	0	1	0	1	1	1	1
53	190021055010	Vijilal K B	1	1	1	1	1	1	1	1	1	1
54	190021054918	Afsal P A	1	0	1	1	0	1	1	1	1	1
55	190021054914	Abid Muhammed	1	0	1	0	1	0	1	1	0	1
56	190021054949	Joel V Sabu	1	1	1	1	1	1	1	1	1	1
57	190021054951	Joshua C Heny	1	1	0	1	0	1	0	0	1	1

HRDC Director.

PROFUSE P.O.
PIN 686 509
For Anna Joseph

MAHEER P. M.
PRINCIPAL
M.S. COLLEGE ERUMELI

M E S COLLEGE ERUMELY

Human Resource Development Centre- HRDC

Certification Course

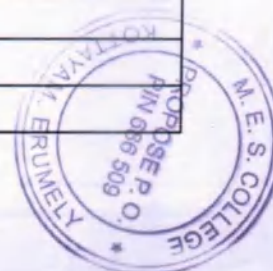
Dpt. Of Commerce B.com Finance and Tax

Course Offered:- Certification course on Computerised Accounting- Tally ERP 9(Theory and Practical)

Required time - 30 hours.

3 Semester B.com Tax

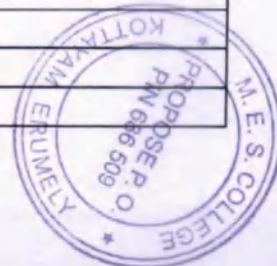
SL No	Roll No	Name
1	190021062423	Jeremy s Varghese
2	190021062391	Jinilkuruvilla
3	190021062421	Bismi Rasheed
4	190021062433	ThasniFathima N S
5	190021062404	Shaimy Alex
6	190021062412	Veenavenu
7	190021062390	Godwin k Thomas
8	190021062408	Sintathomas
9	190021062376	Ajeesha Varghese
10	190021062425	Mohammed shihas
11	190021062377	Aleena Reji
12	190021062418	Arya prasad
13	190021062405	SHAJEENA SHAJI
14	190021062410	Subuhanap.b
15	190021062406	SHAMNA P S
16	190021062415	AlfinaAzeez
17	190021062389	GeethuMol
18	190021062373	Ahammad khan
19	190021062378	AmalShaji
20	190021062429	SHAHABA KABEER
21	190021062387	FemithaHabeeb
22	190021062375	Aisha Shajahan
23	190021062392	Judit George



24	190021062396	Muhammeduyaseen
25	190021062416	Aparna Viswanadh
26	190021062426	Safna Maheen
27	190021062427	Sajin p s
28	190021062384	Aswani R Nair
29	190021062420	Aswin Krishna

5 th semester B.com Tax

1	180021058858	Libi mol. P. A
2	180021058846	Febin Thomas
3	180021058853	Jijoalex
4	180021058850	Honey Elza Mathew
5	180021058852	Jibinmathew
6	180021058865	Mumthasvm
7	180021058883	Sijinsamuel
8	180021058854	JisaAnie Sam
9	180021058826	Aardraprasannan
10	180021058847	GEETHU T M
11	180021058887	Vaisakh s
12	180021058831	Althaf p s
13	180021058837	Arjun p anil
14	180021058888	Vishnu Jayan
15	180021058842	Asif Naushad
16	180021058866	Muneef Muhammed
17	180021058857	Kripa Ann Mathew
18	180021058829	AFSANA HAMEED
19	180021058843	Deepthy Mohan
20	180021058879	Sethu.K.S
21	180021058873	ReshmaShaji
22	180021058860	MALAVIKA MADHU
23	180021058880	Shameemakhariem
24	180021058876	Roshenasathar
25	180021058864	MUHAMMED SHANA K S
26	180021058838	ASHFIN ALI M.A
27	180021058867	Neethusabu
28	180021058871	Rafeek Rasheed P R
29	180021058863	MuhammedRamzad
30	180021058833	AnandhuDevaraj
31	180021058839	Ashid E Noushad



32	180021058868	NehilNajeem
33	180021058845	DivyaDileep
34	8111941686	RisvanMuhammedraphi
35	180021058859	Libina Mathew
36	180021058835	Anjala Khan
37	180021058836	Aparna P
38	180021058882	Shehna c basha
39	180021058885	Stephy Mary Shaji
40	180021058878	SENO .T. JOHNSON
41	180021058855	jomyantony
42	180021058828	Able George
43	180021058875	Ronisamuel
44	180021058870	NIKHIL THOMAS PHILIP
45	180021058872	RaseenaRazaac
46	180021058827	Abhijithsunil



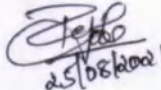
Maj.
Mayamol. P.

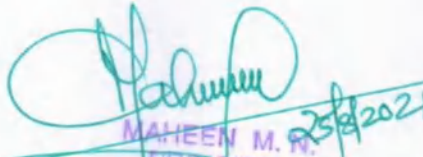
DEPARTMENT OF COMMERCE (Br. FINANCE AND TAXATION)

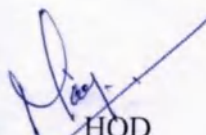
Completion report of certificate course during academic
Year 2020-2021

This is to certify that as per the HRDC Director Board Approval, we conduct certificate course, Computerised Accounting Tally ERP9 classes handled by the faculties Mrs.Sherly Jacob and Miss.Duniya P.S Dept of Commerce Br. Computer Application.

- Hours taken to complete the course: 30 Hrs.
- Total students registered for the course: 75 Applied
: 57 Joined
- Number of students having above 75% attendance : 55
- Number of students having below 75% attendance : 02
- Date of commencement of course : 06/11/2020
- Date of completion of the course : 05/05/2021


HRDC Director


MAHEEN M. R.
PRINCIPAL
M.E.S. COLLEGE ERUMELY


HOD
MAYAMOL.P



mes/ce/hrdc/898



MES COLLEGE ERUMELY


(Approved by Govt. of Kerala & Affiliated to Mahatma Gandhi University)
A Minority Institution Certified by National Minority Education Commission

No:

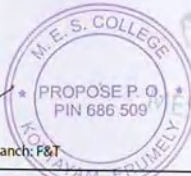
Date: 02/09/2021

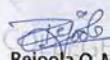
CERTIFICATE OF MERIT

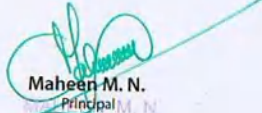
This is to certify that Sri/Kumari.....MUHAMMEDU YASSEN.....
has successfully completed the 30 hours Certificate Course entitled "Computerised Accounting Tally ERP 9"
Conducted by Department of Commerce Branch : Finance & Taxation and Directorate of Human Resource
Development Council (HRDC), MES College Erumely.


Mayamal P.

HOD Department of Commerce Branch: F&T




Rejoola O. M.
Director HRDC


Maheen M. N.
Principal

MES College PO, Erumely, Kottayam(Dist), Kerala -686509 Ph: 04828 254393, 255444, Fax: 04828 255464
* Email principal@meserumelycollege.ac.in, www.meserumelycollege.ac.in