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- singlé/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



Directorate of Human Resource Development Council (HRDC) Director : Rejoola O.M. - 8289 882 175

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

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Forwarded to Principal to Approved and the Contractor Submitted Ineedo HROC and the Department of Stratter (F8 anch 908 19 JITHESH K. S. × 111 10 02000 VICE PRINCIPAL ROPOSE **PIN 686 TRAINING & ACADEMIC** MAHEEN M. N. PRINCIPAL M.E.S. COLLEGE ERUMELY 509 J. C 6.11.20 https://mail.google.com/mail/u/02ik=01df0h6905&view=nt&search=all&nermthid=thread-f%3A1681968689592471127&simpl=msn_f%3A16819686 1/1

MES COLLEGE ERUMELY

HUMAN RESOURCE DEVELOPMENT CENTRE

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, Pf 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 Mayerof. P M Director HRDC Sumayya. P. A 2020 Subject Expert : Dr. MumnaNazar, HOD, Dept Of Commerce,

M E S College Nedumkandam.

1. Name of the certificate course

- Vice Principal Academic & Training

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

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

:Computerized Accounting Tally ERP9

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- singlé/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







Mumna Nazar HOD ,Dept.of Commerce MES College Nedumkandam

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4		Annu Avarachen	1	1	0	0	1	1	0	0	1	1	-	
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12		Bismimol Shaji	0	1	1	1	1	0	1	1	1	1	1	-
13		Devika Santhosh	1	1	1	1	1	1	1	1	1	1	-	
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DEPARTMENT OF COMMERCE (FINANCE AND TAXATION) ATTENDANCE RECORD FOR Certificate Course

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	and the second second	Date		3-2021	01-04	4-2021	04-04	4-2021	11-04	4-2021	18-0	4-2021
Roll No	REG NO	NAME OF THE STUDE	1ST hr	2ND hr	1ST h	2nd Hr						
1	180021050869		1	1	1	0	1		1	1	1	0
2	180021050882		1	1	1	0	1	1	1	1	1	1
3		Anazmon Nazeer	1	1	1	1	1	1	1	0	1	
4	180021050888	Annu Avarachen	1	1	0	0	1	0	1	0	1	1
5		Anshidha Basheer	1	0	1	0	1	1	1	1	1	
6	180021050892	Anupama P Nair	1	1	1	1	1	1	1	1	1	0
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	4	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	1
11	180021050900	Bismi Basheer	1	0	1	1	1	0	0	1	1	0
12	180021050901	Bismimol Shaji	1	1	1	1	1	1	1	1	1	1
13		Devika Santhosh	1	1	1	1	1	1	0	1		1
14	180021050904	Dona George	1	1	1	0	1	1	1			1
15	180021050905	Fathima Najeeb	1	1	1	1	1	1	1		1	0
16		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		1	1	0	1	1	0	1	1	1	1
19	180021050875		1	1	1	1	1	1		1	1	1
20		Malavika Saji	1	1	1	1	1	1	-	1	1	1
21	180021050918		1	1	- 1	0	1	1/	1	1	1	1
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3	180021050930	Nesna Negimon	1	1	1	1	1	1	1	1	1	1
7	180021050932	Rakhi P R	1	1	1	1	1	1	1	1	1	1
3	180021050934	Roshan Ramesh	1	1	1	1	1	1	1	1	1	1
9		Ruksanamol Halim	1	1	1	1	1	1	1	1	1	0
0	180021050936	Saifa Shaji	1	1	1	1	1	1	1	1	1	1
1		Salma Basheer	1	1	1	1	1	1	1	1	1	1
2	180021050942		1	1	1	1	1	1	1	1	1	1
3	180021050948	Silpa Sasidharan	1	1	1	1	1	1	1	1	1	1
4	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
86	180021050959	Vimal Shaji	1	1	1	1	1	1	1	1	1	1
37		Nasmal Noushad	1	1	1	1	1	1	1	1	1	0
9	190021054967	Remya Johnson	1	1	1	1	1	1	1	1	1	1
1	190021054972	Shafna Fathima	1	1	1	1	1	1	1	1	1	1
2	190021055007	Suhana Jan	0	0	0	0	0	1	0	0	0	0
3	190021054981	Swathi Babu	1	1	0	1	1	0	1	0	0	0
4	190021054982	Taniya Joseph	1	1	1	1	1	1	0	1	0	1
15	190021054979	Suhail Hakkim	1	1	1	1	1	1	1	1	1	1
6	190021054959	Mohammed Shehin	0	1	0	1	0	0	1	0	0	1
9	190021054957	Mathew Joseph	1	1	1	1	1	0	1	1	1	0
0	190021054997	Megha Mathew	1	1	1	1	1	1	1	1	1	1
1	190021055008	Tebin V Babychen	1	1	1	1	1	1	1	1	1	1
2	190021054974	Shamlu Mol PS	1	1	1	0	1	0	1	1	1	1
3	190021055010	Vijilal K B	1	1	1	1	1	1	1	1	1	1
4	190021054918	Afsal P A	1	0	1	1	0	1	1	1	1	1
5	190021054914	Abid Muhammed	1	0	1	0	- 1	0	1	1	0	1
6	190021054949	Joel V Salau	1/1	1	1	1	1	1	1	1	1	1
7	190021054951	Joshua C Heny PROPOSE P.O. PIN 585 509	1	1	0	1	0.	10	0	0	1	1

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MES College Erumely

Department Commerce - Finance and Taxation

3rd Semester B Com Finance and Taxation

Attendance Statement of Certificate Course - Computeriserd Accounting - Tally ERP 9.0

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14	190021062415	Alfina Azeez	P	+	+	-	+	+		+	1	1	-	-	-	-	1	-	+	<u> </u>	1	1	-	1	1	-	-	-		-	-	-	25	-
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16	190021062429	SHAHABA KABEER	1	1	1	1 1				1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1		25	
_				1.5	1.1							1.4	1.1						1.	1.4	4	4	4			1	1	1	1	1	1		25	
17	190021062387	Femitha Habeeb	1	1		1 1	1			1	1	1	1	1	1	1	1		1	1	1	1	1	1	1								25	
17	190021062387	Femitha Habeeb	1	11						11	1	1	1	1	1	1	1		1,				1	1	1								25	
			1	1	1	1				1	1	1	1	1	1		1		1	1	1			1	1	1	1	1	1	1			25	
18		Aisha Shajahan												1	1 1	1					1	1	1			1		1 1						
18 19	190021062375 190021062392	Aisha Shajahan Judit George	1	1		1		1	1	1 1	1	1	1	1	1	1 1	1		1	1	1	1	1	1	1	1	1	1	1	1			24	
18 19 20	190021062375 190021062392 190021062396	Aisha Shajahan Judit George Muhammedu yaseen	1 1 1	1	1	1 1 1	1	1	1	1 1 1	1 1 1	1 1 1	1 1	1 1 1	1 1	1 1	1	1	1	1	1	1 1 1	1 1	1	1	1 1	1 1	1	1	1	1		24 23	
18 19 20 21	190021062375 190021062392 190021062396 190021062418	Aisha Shajahan Judit George Muhammedu yaseen Aparna Viswanadh	1 1 1 1 1	1 1 1	1	1 1 1 1		1	1	1 1 1	1 1 1 1	1 1 1 1 1	1 1 1 1 1	1 1 1 1	1 1	1 1 1	1 1 1 1	1	1 1 1	1 1	1 1 1	1 1 1 1 1	1 1 1	1 1 1	1 1 1	1 1 1	1 1 1	1 1 1	1 1 1	1			24 23 23	
18 19 20 21 22	190021062375 190021062392 190021062396 190021062416 190021062426	Aisha Shajahan Judit George Muhammedu yaseen Aparna Viswanadh Safna Maheen	1 1 1 1 1 1	1 1 1 1 1	1 1 1	1 1 1 1 1		1	1	1 1 1 1	1 1 1 1 1 1	1 1 1 1 1	1 1 1 1 1 1	1 1 1 1 1	1 1 1 1 1 1	1 1 1	1 1 1 1 1 1 1 1	1	1 1 1 1 1 1	1 1 1 1 1	1 1 1 1	1 1 1 1 1 1	1 1 1 1 1	1 1 1 1 1	1 1 1 1	1 1 1 1 1	1 1 1 1 1	1 1 1 1	1 1 1 1 1	1 1 1			24 23 23 25 24	
18 19 20 21 22 23	190021062375 190021062392 190021062396 190021062416 190021062428 190021062427	Aisha Shajahan Judit George Muhammedu yaseen Aparna Viswanadh Safna Maheen Sajin p s	1 1 1 1 1 1 1	1 1 1 1 1 1	1 1 1 1	1 1 1 1 1 1		1	1	1 1 1	1 1 1 1	1 1 1 1 1	1 1 1 1 1 1 1	1 1 1 1 1 1	1 1 1 1 1 1				1 1 1 1	1 1 1	1 1 1 1 1	1 1 1 1 1 1	1 1 1 1 1 1	1 1 1 1 1 1 1 1	1 1 1 1 1 1	1 1 1 1 1 1	1 1 1 1 1 1	1 1 1 1 1 1	1 1 1 1 1 1	1 1 1 1 1		1	24 23 23 25 24 24	
18 19 20 21 22	190021062375 190021062392 190021062392 190021062415 190021062428 190021062427 190021062384	Aisha Shajahan Judit George Muhammedu yaseen Aparna Viswanadh Safna Maheen Sajin p s Aswani R Nair	1 1 1 1 1 1 1 1	1 1 1 1 1 1	1 1 1 1 1 1	1 1 1 1 1 1 1	1	1	1	1 1 1 1	1 1 1 1 1 1	1 1 1 1 1 1 1 1	1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1		1 1 1 1 1 1 1 1		1 1 1 1 1 1	1 1 1 1 1	1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1	1 1 1 1 1 1	1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1	1 1 1 1 1 1 1	1 1 1 1 1 1 1	1 1 1 1 1 1	1	-	24 23 25 24 24 24	
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18 19 20 21 22 23 24 25	190021062375 190021062392 190021062396 190021062426 190021062427 190021062427 190021062425 5th Semester B Cor 180021058858	Aisha Shajahan Judit George Muhammedu yaseen Aparna Viswanadh Safna Maheen Sajin p s Aswani R Nair Mohammed shihas m Finance and Taxation	1 1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1	1 1 1 1 1 1	1 1 1 1 1 1 1	1	1	1	1 1 1 1	1 1 1 1 1 1	1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			1	1 1 1 1 1 1	1 1 1 1 1	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1 1	1 1 1 1 1	1	24 23 23 25 24 24 24 24 23	
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Althaf p s

Arjun p anil

Vishnu Jayan

neef Muhammed

Kripa Ann Mathew

AFSANA HAMEED

Deepthy Mohan

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MESCOLLEGE 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

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24	190021062396	Muhammeduyaseen	
25	190021062416	AparnaViswanadh	
26	190021062426	SafnaMaheen	
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	18002105846	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	MuneefMuhammed
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	KOT
43	180021058875	Ronisamuel	.0.
44	180021058870	NIKHIL THOMAS PHILIP	ANO OSE
45	180021058872	RaseenaRazaac	Secon
46	180021058827	Abhijithsunil	>

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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

M.E.S. COLLEGE ERUMELY

MAYAMOL.P



