



Department of Commerce
MARY MATHA ARTS & SCIENCE COLLEGE
MANANTHAVADY
(Affiliated to Kannur University)
www.marymathacollege.ac.in, mmcmntdy@gmail.com

CERTIFICATE COURSE IN ACCOUNTING
PACKAGES- TALLY AND EXCEL
(CODE NO. CCCOM 21-22)


Applications are invited

- **Duration : 30 Hours**
- **No of sets: 30**
- **Registration fees: Nil**
- **Last date of for submission of application:20/12/2021**

Course starts from 1/03/2021

For further details :

**Regi Francis , Assistant Professor &
HoD Commerce(9048527576)**


REGI FRANCIS
Head, Department of Commerce
Mary Matha Arts & Science College
Vemom P.O., Mananthavady
Wayanad, Kerala, 670645



Department of Commerce
MARY MATHA ARTS & SCIENCE COLLEGE
MANANTHAVADY

(Affiliated to Kannur University)

www.marymathacollege.ac.in, mmcmntdy@gmail.com

Mananthavady
10.11.2021

Regi Francis
Assistant Professor

To

The Principal
Mary Matha Arts & Science College Mananthavady

Sir,

Sub: Commencement of Certificate course by the Department of Commerce- Reg.

We are planning to conduct a certificate course in **Certificate Course in Accounting Packages- Tally & Excel (Code No. CCCOM 21-22)**. The total contact hours will be 30 and maximum intake will be limited to 30. The course is intended to cover the aspects of Tally software. I humbly request you to permit the department to conduct the above said course and also request your kind support for the successful completion.

The details are attached for your kind perusal.

Thanking You

Sincerely


REGI FRANCIS
Head, Department of Commerce
Mary Matha Arts & Science College
Vemom P.O., Mananthavady
Wayanad, Kerala, 670645

Recommended and forwarded


10/11/2021
IQAC Co-ordinator
Mary Matha Arts & Science College
Vemom (P.O), Mananthavady-670645





Department of Commerce
MARY MATHA ARTS & SCIENCE COLLEGE
MANANTHAVADY

(Affiliated to Kannur University)

www.marymathacollege.ac.in, mmcmntdy@gmail.com

Mananthavady

10.11.2021

Regi Francis
Assistant Professor

To

The Principal
Mary Matha Arts & Science College Mananthavady

Sir,

Sub: Constitution of BOS for certificate course- reg.

We would like to constitute the Board of Studies for the conduct of **Certificate Course CCCOM 21-22 Accounting Packages- Tally & Excel** in our department. Kindly approve the following panel of members of studies.

Sl. No	Name	Designation	College	Remarks
1	Regi Francis	Assistant Professor	Mary Matha Arts & Science College, Mananthavady	Chairman Cum Convenor
2	Rajitha Xavior	Assistant Professor	Mary Matha Arts & Science College	Member
3	Dr Ramya Krishnan M	Assistant Professor	Mary Matha Arts & Science College	Member
4	Dr Sajith M	Assistant Professor	Govt. College Mananthavady	Member
5	Ms Jaseela Thannikkad	Assistant Professor	NMSM Govt. College Kalpetta	Member
6	Dr Eldho K J	Assistant Professor	Mary Matha Arts & Science College, Mananthavady	Member

Kindly do the needful.

Thanking You

Sincerely

REGI FRANCIS
Head, Department of Commerce
Mary Matha Arts & Science College
Vemom P.O., Mananthavady
Wayanad, Kerala, 670 345

**PROCEEDINGS OF THE PRINCIPAL, MARY MATHA ARTS & SCIENCE COLLEGE,
MANANTHAVADY, WAYANAD – 670645.**

Sub:- Coll. Edn.- Certificate Course - Accounting Packages- Tally & Excel
(Code No. CCCOM 21-22) Board of Studies (BOS)-Sanctioned orders issued – reg.

Ref:- (1) The College Council meeting held on 01/12/2021.

MMC/CC/2021(4)

DATED: 02.12.2021

ORDER

As per reference cited(1) above the College Council meeting held on 01/12/2021 has decided to approve the Board Of Studies(BOS) of Certificate Course in Accounting Packages- Tally & Excel (Code No. CCCOM 21-22) proposed by the Department of Commerce during the Academic year 2021-2022.

Board of Studies for the Certificate Programme is constituted with the following members


Name of the Teacher	Designation	Institution	Remarks
Mr. Regi Francis	Assistant Professor	Mary Matha Arts & Science College, Mananthavady	Chairman cum Convener
Ms. Rajitha Xavier	Assistant Professor	Mary Matha Arts & Science College, Mananthavady	Member
Dr Ramya Krishnan M	Assistant Professor	Mary Matha Arts & Science College, Mananthavady	Member
Dr Sajith M	Assistant Professor	Govt. College Mananthavady	Member
Ms. Jaseela Thannikkad	Assistant Professor	NMSM Govt. College Kalpetta	Member
Dr. Eldho K J	Assistant Professor	Mary Matha Arts & Science College, Mananthavady	Member

The following shall be the functions of the Board of Studies:

- a) To frame and periodically revise the syllabus of the certificate course.
- b) To recommend to the rules, regulations and qualifications required for admission in to the course.
- c) To prepare/ revise panel of paper setters and examiners for valuation, practical and viva-voce.
- d) To prepare model question papers for the course.

The Chairman of the BOS is authorized to convene the meeting either in offline or online mode as when required.




Principal
Mary Matha Arts & Science College
P. O. Vemom, Mananthavady 670645



Department of Commerce
MARY MATHA ARTS & SCIENCE COLLEGE
MANANTHAVADY

(Affiliated to Kannur University)

www.marymathacollege.ac.in, mmcmntdy@gmail.com

Minutes of the Board of Studies for Certificate Course held on 13th December 2021(online mode)





Agenda

1. To approve the request for a new certificate course in the department
2. Approval of the syllabus submitted by the coordinator
3. Finalization of the schedule of the course to be conducted
4. Format of the examination

Decisions taken

1. Decided to conduct a certificate course with title: **Certificate Course in Accounting Packages- Tally & Excel (Code No. CCCOM 21-22)**
2. The syllabus submitted by the coordinator Mr. Regi Francis, comprising of 4 modules which needs 30 contact hours is approved.
3. It has been decided to collect the duly filled application forms before 30th January 2022
4. It has been decided to commence the classes from 1st March 2022 and planning to complete the syllabus by the end of May 2022 and conduct an examination by May 2022
5. It has been decided to publish the results by the start of June 2022.

Members present

1. Regi Francis 
2. Rajitha Xavior 
3. Dr Ramya Krishnan M 
4. Dr Sajith M
5. Ms Jaseela Thannikkad
6. Dr Eldho K J 


REGI FRANCIS
Head, Department of Commerce,
Mary Matha Arts & Science College
Mananthavady, P.O. Mananthavady
Wyanad, Kannur - 670345

Department of Commerce
Mary Matha Arts & Science College Mananthavady

Certificate Course

Certificate Course in Accounting Packages- Tally & Excel

Syllabus

Course Code	Theory	Practical	Time
CCCOM21-22	10 Hours	20 Hours	3.30 to 4.30

Objectives:

The Main Objectives of the course are the following:

1. To acquire knowledge about the tally accounting package.
2. To develop skill in preparing financial statements in Tally.
3. To develop Skill in preparing and submitting GST returns and e-filing documents using Tally
4. To develop skill in financial operations using Excel

Learning Outcome:

1. To capable of using Tally software for accounting purpose
2. Preparation of accounting reports using Tally software.
3. Enable to prepare TDS , GST accounting Excel

Eligibility:

HSC/+2 /equitant examination pass

Scheme of Examination :

Practical examination for 3 Hours Duration at the end of the course

Attendance :


75% attendance is compulsory for attending the examination

Eligibility for certificate

Participants should secure 50% marks in the examination

Implementation and monitoring the course:

The course will be implemented and monitored by IQAC of the college


REGI FRANCIS
Head, Department of Commerce
Mary Matha Arts & Science College
Vemom P.O., Mananthavady
Wayanad, Kerala, 670645

Department of Commerce
Mary Matha Arts & Science College Mananthavady
Certificate Course

CCCOM 21-22 Certificate Course in Accounting Packages-

Tally & Excel

Syllabus

Course Code	Theory	Practical	Time
CCCOM 21-22	10 Hours	20 Hours	3.30 to 4.30

No.of Contact hours – 5 Hrs Per week Total 30 Hrs

Objectives :

1. To acquire knowledge about the tally accounting package.
2. To develop skill in preparing financial statements in Tally.
3. To develop Skill in preparing and submitting VAT, GST returns and e-Filing documents using Tally
4. To develop skill in financial operations using Excel

Module I

Basics of accounting, features of tally – technological advantages, Transactions, journal, ledger, rules for debit and credit.- Creation of company – group – default group – ledger etc. – modification – alteration –deletion of company – voucher entry – default vouchers . [5Hours]

Module II

Creation of trial balance – balance sheet – profit and loss account.- detailed forms form alterations– Printing reports & options. [10 Hours]

Module III

Cost category – cost centre – stock group – stock item – (creation – deletion – alteration –modification, Budget – creation– deletion – alteration – Bank Reconciliation Statements[10 Hours]

Module IV

TDS – Generation & reconciliation of TDS – Chelan- filling of returns E TDS-returns – GST Accounting, Financial Operations Using Excel [5 Hours]

References

1. Tally ERP 9 – Nadhani.
2. Tally 9 Dr. Namrata Agrawal
3. Excel 2013 Bible: John Walkenbach, Wiley.
4. Microsoft Excel 2013: Data Analysis and Business Modeling: Winston, PHI

7/10/22
REGI FRANCIS
Head, Department of Commerce
Mary Matha Arts & Science College
Vemom P.O., Mananthavady
Wayanad, Kerala - 670245



Department of Commerce
MARY MATHA ARTS & SCIENCE COLLEGE
MANANTHAVADY
(Affiliated to Kannur University)

APPLICATION FORM

CCCOM 21-22 CERTIFICATE COURSE IN ACCOUNTING
PACKAGES- TALLY AND EXCEL

Course Applied :

Name (in Block Letters) :

Address :

Phone No :

E-mail :

Department :

Semester :

Reason for selecting this course :

For office use only

The application is verified and found correct.

The candidate is eligible for admission to the course

Course Co-ordinator

HoD


REGI FRANCIS
Head, Department of Commerce
Mary Matha Arts & Science College
Vemom P.O., Mananthavady
Wayanad, Kerala, 670645



Department of Commerce
MARY MATHA ARTS & SCIENCE COLLEGE
MANANTHAVADY
(Affiliated to Kannur University)
www.marymathacollege.ac.in, mmcmntdy@gmail.com

Criterion 1-1.2: Certificate Course

EVENT REPORT

Event Title: Certificate Course CCCOM 21-22 Accounting Packages- Tally & Excel

Event Coordinator: Regi Francis, Asst Professor, Dept of Commerce

Date: 01/03/2022 to 31/05/2022

Time: 3.40PM to 4.40 PM

Venue/Platform: Computer Lab

Report of the Certificate course on 2021-22

Department of Commerce conducted a 30 hrs certificate course on "Accounting Packages - Tally and Excel" in the year 2021-22. Thirty students from third year B Com enrolled for the course. There was 10 theory hours and 20 practical hours started from March 2022 in which they have practiced to practice tally. The enrolled students have submitted assignments and appeared for a written examination which test the understanding level of students. At the end of the course we have conducted a practical examination in which the students prepared final accounts, Budgets GST bills, etc.

Outcomes

The students capable of using Tally software for accounting purpose. They Prepared various accounting reports using Tally software. They also enable to prepare TDS, GST accounting & Excel.


REGI FRANCIS
Head, Department of Commerce
Mary Matha Arts & Science College
Vennimala, Mananthavady
Wayanad, Kerala - 686565

CERTIFICATE COURSE
2021

INITIALLY 4 EXCEL MARCH / APRIL / MAY 2022.
- 2022

12

Sl No	Name	Len	Category	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1	Abhirami AS	F	OBL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	Aswathi M P	F	OBL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	Manasi Manoj	F	OBL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	Niranjana Hreendran	F	OBL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	Abhinav K V	M	OBL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	Christy K Jose	M	RC	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	Aleena Vijayan	F	SC	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	Alka George	F	RC	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	Aneeshma Joseph	F	RC	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	Aneetta Shaji	F	RC	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	Anushka Thankachan	F	OBL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	Chinju K Thankachan	F	OBL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	Darsana kurian	F	RC	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	Dhanya Philip	F	RC	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	Dona P Baby	F	RC	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	Emalda Thomas	F	RC	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	Jasna K	F	OBL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	Gladson Joseph	M	RC	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	Linet Jose	F	RC	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	Rahila C K	F	OBL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	Reshmi RK	F	SC	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	Rose Mary MS	F	RC	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	Shareena P J	F	OBL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24	Nikson Babu	M	RC	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	Steen Baby	F	OBL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26	Thasleema Hamsa	F	OBL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27	Varsha P	F	ST	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28	Ajinas AJ	M	OBL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29	Albin Jose	M	RC	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30	Abin Thomas	M	RC	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

21/3	22/3	23/3	24/3	25/3	1/4	2/4	3/4	4/4	5/4	6/4	7/4	8/4	9/4	10/4	11/4	12/4	13/4	14/4	15/4	16/4	17/4	18/4	19/4	20/4	21/4	22/4	23/4	24/4	25/4	26/4	27/4	28/4	29/4	30/4	PH %	Exam Marks	RESULT	SIGNATURE
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	X	X	X	X	X	X	X	X	X	90	50	PASSED	ABIN
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	X	X	X	X	X	X	X	X	X	90	49	"	Manasi
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	X	X	X	X	X	X	X	X	X	90	50	"	Manasi
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	X	X	X	X	X	X	X	X	90	47	"	Manasi	
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	X	X	X	X	X	X	X	X	90	48	"	Manasi	
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	X	X	X	X	X	X	X	X	93.3	49	"	Manasi	
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	X	X	X	X	X	X	X	X	96.7	50	"	Manasi	
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	X	X	X	X	X	X	X	X	73.3	50	"	Manasi	
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	X	X	X	X	X	X	X	X	100	49	"	Manasi	
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	X	X	X	X	X	X	X	X	100	47	"	Manasi	
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	X	X	X	X	X	X	X	X	98.7	50	"	Manasi	
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	X	X	X	X	X	X	X	X	96.7	49	"	Manasi	
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	X	X	X	X	X	X	X	X	100	50	"	Manasi	
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	X	X	X	X	X	X	X	X	100	50	"	Manasi	
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	X	X	X	X	X	X	X	X	76.7	47	"	Manasi	
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	X	X	X	X	X	X	X	X	96.7	48	"	Manasi	
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	X	X	X	X	X	X	X	X	96.7	50	"	Manasi	
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	X	X	X	X	X	X	X	X	96.7	49	"	Manasi	
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	X	X	X	X	X	X	X	X	96.7	48	"	Manasi	
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	X	X	X	X	X	X	X	X	96.7	50	"	Manasi	
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	X	X	X	X	X	X	X	X	100	50	"	Manasi	
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	X	X	X	X	X	X	X	X	92.3	50	"	Manasi	
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	X	X	X	X	X	X	X	X	100	50	"	Manasi	
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	X	X	X	X	X	X	X	X	100	48	"	Manasi	
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	X	X	X	X	X	X	X	X	96.7	49	"	Manasi	
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	X	X	X	X	X	X	X	X	100	50	"	Manasi	
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	X	X	X	X	X	X	X	X	96.7	49	"	Manasi	
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	X	X	X	X	X	X	X	X	100	50	"	Manasi	
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	X	X	X	X	X	X	X	X	96.7	48	"	Manasi	
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	X	X	X	X	X	X	X	X	96.7	49	"	Manasi	
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	X	X	X	X	X	X	X	X	100	50	"	Manasi	
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	X	X	X	X	X	X	X	X	96.7	48	"	Manasi	
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	X	X	X	X	X	X	X	X	96.7	46	"	Manasi	



MARY MATHA ARTS AND SCIENCE COLLEGE

MANANTHAVADY

Vemom PO, Wayanad-670645, Kerala

NAAC Re-accredited with B++ Grade, CGPA 2.85 (III Cycle)

No. CC/COMD/22/101

31.05.22

CERTIFICATE

This is to certify that

.....
Ms. Abhineemi A.S......

successfully completed the certificate course in

.....
Accounting Packages Tally And Excel (CC/COM. 21-22).....

conducted by the Department of

.....
Commerce.....

in the academic year *2021-22*.....



Jhm
Course Coordinator

Jhm
Head of the Department

Charthy
Principal
Principal

Mary Matha Arts & Science College
P. O. Vemom, Mananthavady 670645