



MES KEVEEYAM COLLEGE VALANCHERY

P.O. Valanchery, Malappuram Dist, Kerala, Pin:676 552.
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Reaccredited with 'A+' Grade by NAAC (Score 3.44)

Aided by Govt. of Kerala and Affiliated to the University of Calicut
ISO 9001:2015 certified institution

Proceeding of the principal, MES Keveeyam College Valanchery dated 16/08/21

(Present:Dr. C Rajesh)

Ref: (1) Request for the Approval of Certificate Course, dated 03/08/2021

(2) Request for the Approval of Board of Studies for the short term course, dated 05/08/21

ORDER

As per reference cited (1) a request was received from the HOD, Department of Commerce, for the conduct of a Certificate Course on "Practical Accounting" named PGDIFA (Post Graduate Diploma in Indian and Foreign Accounting". The course is meant for undergraduate students and is of 30 hours duration. The Head of the Department has also requested to constitute a Board of Studies for the course with the following members (2)

1. Dr. Manesh NA (Head, Department of Commerce , Govt. College Munnar, Idukki)
2. Dr. Thejil Thomas (Assistant Professor , St. Thomas College , Pala Kotayam)
3. Siji Vargees (HOD, Department of Commerce MES Ponnani College, Ponnani)
4. Dr. P. C Santhosh Babu (HOD, Department of Commerce MES Keveeyam College, Valanchery)
5. Nisab T (Assistant Professor, Department of Commerce MES Keveeyam College, Valanchery)

Sanction is hereby accorded to Department of Commerce to conduct a Certificate Course is constituted with the members listed above.

Order is issued accordingly.

DR. C. RAJESH
PRINCIPAL
M.E.S KEVEEYAM COLLEGE
VALANCHERY, PIN 676552
MALAPPURAM



From,

Dr. PC Santhosh Babu
HOD, Department of Commerce
MES Keveeyam College
Valanchery

To,

The Principal
MES Keveeyam College, Valanchery

Sir,

Sub: Request for the approval of Certificate course

The department of Commerce is planning to conduct a certificate course on " Practical Accounting" named PGDIFA (Post Graduate Diploma in Indian and Foreign Accounting" 50 hours duration for B.com students. So kindly grant permission for the same.

Thanking you,

Yours faithfully

Valanchery

03/08/2021

HOD,
MES Keveeyam College,
Valanchery - 613532

From,

Dr. PC Santhosh Babu
HOD, Department of Commerce
MES Keveeyam College
Valanchery

To,

The Principal
MES Keveeyam College, Valanchery

Sir,

Sub: Request for the approval of board of studies

The following academicians may be included in the board of studies for the short term certificate course (CC/COM/01/2021-22) "Practical Accounting" named PGDIFA (Post Graduate Diploma in Indian and Foreign Accounting" to be conducted by the department

1. Dr. Manesh NA (Head, Department of Commerce , Govt. College Munnar, Idukki)
2. Dr. Thejil Thomas (Assistant Professor , St. Thomas College , Pala Kotayam)
3. Siji Vargees (HOD, Department of Commerce MES Ponnani College, Ponnani)
4. Dr. PC Santhosh Babu (HOD, Department of Commerce MES Keveeyam College, Valanchery)
5. Nisab T (Assistant Professor, Department of Commerce MES Keveeyam College, Valanchery)

Thanking you,

Valanchery

05/08/2021

Dr. PC Santhosh Babu
Head, Department of Commerce
MES Keveeyam College
Valanchery - 676552

Yours faithfully

MES KEVEEYAM COLLEGE VALANCHERY

Research and PG Department of Commerce

Certificate Course

Post graduate diploma in Indian and foreign Accounting

The department of Commerce is planning to conduct a certificate course on "Practical Accounting" named PGDIFA (Post Graduate Diploma in Indian and Foreign Accounting) 50 hours duration for B.com students. The course will equip them with additional qualification for their subsequent higher studies/ professional life. It will enable them to apply for job opportunities in various companies especially in abroad. We have constituted a board of studies with eminent scholars in this field. And the syllabus is approved by board of studies and we conduct exams regularly towards the end course.

The course consists of basics of Accounting, Manual Accounting, Tally, MS Excel including Project Works. Students found it interesting and they actively involved themselves in the course.

Dr. PC Santhosh Babu
Head, PG. Department of Commerce
MES Keveeyam College
Valanchery - 676552

MES KEVEEYAM COLLEGE VALANCHERY

Research and PG Department of Commerce

Certificate Course (PGDIFA) Syllabus

Course Objectives

1. To enhance the abilities of students to understand the concept of accounting and its significance in the business.
2. To enable the students to understand, develop and apply the techniques of foreign accounting in the financial decision making in the business corporate.
3. To provide knowledge of accounting and financial practices to the students and lays the foundation to make an accounting career

Learning Outcomes

- Students will develop understanding about different Accounting software.
- Knowledge about foreign accounting and its practical knowledge

Course Structure

Theory 25 Hours Practical Work 25 Hours

Module 1: Manual Accounting & Concept (10 HRS)

Manual accounting concept with rules, Day book preparation, Ledger posting, stock register preparation, final report preparation, bank reconciliation, statement preparation, GST, GULF VAT

Project Work: Trading concern with GST, manufacturing concern, Gulf VAT, service concern

Module 2: Software Tally Prime (10 HRS)

Fundamental features of tally, accounting & inventory management, manufacturing process, GST, gulf VAT, TDS, cost centres & cost categories, payroll management, MIS reporting

Practical work: Trading with GST, manufacturing, service, payroll management, order process, construction firm

Module 3: Quick Book (10 HRS)

Working with QuickBooks accounts program basics, creating account names, recording transaction, financials, bank reconciliations, generating customers' invoices, products, stock control, monitoring customer activity

Practical work: Trading Concern

Module 4: SAP Business One (10 HRS)

Logistic Module, Accounting Module

Practical work: Trading Concern

Module 5: Microsoft Excel (10 HRS)

Customize excel window, design a worksheet, formatting, charts, enter formulas, print settings, macro settings, pivot table, explain excel tools

MES KEVEEYAM COLLEGE VALANCHE
Research and PG Department of Comm
Certificate Course (PGDIFA)
Students List

SL	DATE	NAME	COURSE	IC NUMBER	MOB
1	06.09.2021	ABDUL MANAF .K.K	PGDIFA	PGDIFA/2021-22/1	9544586807
2	06.09.2021	ARJUN.M	PGDIFA	PGDIFA/2021-22/2	8606073011
3	06.09.2021	BAVYA.P.P	PGDIFA	PGDIFA/2021-22/3	9745194710
4	06.09.2021	NIMISHA .M	PGDIFA	PGDIFA/2021-22/4	9544942279
5	06.09.2021	SANIKA.P	PGDIFA	PGDIFA/2021-22/5	8086093529
6	06.09.2021	SHAMIYA SINU.P	PGDIFA	PGDIFA/2021-22/6	9645082885
7	06.09.2021	VARSHA .U.K	PGDIFA	PGDIFA/2021-22/7	9946120238
8	06.09.2021	VYSAKH .M.P	PGDIFA	PGDIFA/2021-22/8	7356539156
9	06.09.2021	RINSHA IBRAHIM.C	PGDIFA	PGDIFA/2021-22/9	9496886126
10	09.09.2021	RAMEES .C.P	PGDIFA	PGDIFA/2021-22/10	8086484938
11	28.09.2021	SHAHANA.M	PGDIFA	PGDIFA/2021-22/11	8589853370
12	28.09.2021	IRFANA THASLI.T.K	PGDIFA	PGDIFA/2021-22/12	9207165592
13	28.09.2021	MUHAMMED IRFAN.V.F	PGDIFA	PGDIFA/2021-22/13	8589868823
14	28.09.2021	NAHEEDA JABIN .K	PGDIFA	PGDIFA/2021-22/14	7559054052
15	28.09.2021	RAMEESA JEBIN.K	PGDIFA	PGDIFA/2021-22/15	9526048783

MES KEVEEYAM COLLEGE VALANCHERY
Research and PG Department of Commerce
Certificate Course (PGDIFA)

Attendance

Sl No	Name	23/09/2021	27/09/2021	28/09/2021	29/09/2021	30/09/2021	01/10/2021	05/10/2021	06/10/2021	12/10/2021	13/10/2021
1	ABDUL MANAF .K.K	X	X	X	X	X	X	X	X	X	X
2	ARJUN.M	X	X	X	X	0	X	X	X	X	X
3	BAVYA.P.P	X	X	X	X	X	X	X	X	X	X
4	NIMISHA .M	X	0	X	X	X	X	X	X	X	X
5	SANIKA.P	X	X	X	X	X	X	X	X	X	X
6	SHAMIYA SINU.P	X	X	X	X	X	0	X	X	X	X
7	VARSHA .U.K	X	X	X	X	X	X	X	X	X	X
8	VYSAM .M.P	X	X	X	X	X	X	X	X	X	X
9	RINSHA IBRAHIM.C	X	X	X	X	X	X	X	X	X	X
10	RAMEES .C.P	X	X	0	X	X	X	X	X	X	X
11	SHAHANA.M	X	X	X	X	X	X	X	X	X	X
12	IRFANA THASLI.T.K	X	X	X	X	X	X	X	X	X	X
13	MUHAMMED IRFAN.V.P	X	X	X	X	X	X	X	X	0	X
14	NAHEEDA JABIN .K	X	X	X	X	X	X	X	X	X	X
15	RAMEESA JEBIN.K	X	X	X	X	0	X	X	X	X	X

MES KEVEEYAM COLLEGE VALANCHERY
Research and PG Department of Commerce
Certificate Course (PGDIFA)

Attendance

Sl No	Name	12/10/11	13/10/11	14/10/11	13/10/11	19/10/11	20/10/11	11/10/11	11/10/11	25/10/11	26/10/11
1	ABDUL MANAF .K.K	X	X	X	a	X	X	X	X	X	X
2	ARJUN.M	X	X	X	X	X	X	X	X	X	X
3	BAVYA.P.P	X	X	X	X	X	X	X	X	X	X
4	NIMISHA .M	X	X	X	X	X	a	X	X	X	X
5	SANIKA.P	X	X	X	X	X	X	X	X	X	X
6	SHAMIYA SINU.P	X	X	X	X	X	X	X	a	X	X
7	VARSHA .U.K	X	X	a	X	X	X	X	X	X	X
8	VYSAKH .M.P	X	X	X	X	X	X	X	X	X	X
9	RINSHA IBRAHIM.C	X	X	X	X	X	X	X	X	X	X
10	RAMEES .C.P	X	X	X	X	X	X	X	X	X	X
11	SHAHANA.M	X	X	X	X	a	X	X	X	X	X
12	IRFANA THASLI.T.K	X	X	X	X	X	X	X	X	a	X
13	MUHAMMED IRFAN.V.P	X	X	X	X	X	X	X	X	X	X
14	NAHEEDA JABIN .K	X	X	X	X	X	X	X	X	X	X
15	RAMEESA JEBIN.K	X	X	a	X	X	X	X	X	X	X

Attendance

[illegible]

An Exclusive Institute for moulding Professional Accountants and ERP Consultants

Certificate of Merit

Post Graduate Diploma in Indian & Foreign Accounting [PGDIFA]



IC Number : VLRY/C3/2005/21-22

This is to certify that **NIMISHA.M**
has successfully completed an intensive training in Manual and Computerised Accounting and
has acquired a good working experience in the following areas of Practical Financial Accounting

Accounts Management	GST
Inventory Management	TDS
Tax Management	Projects in Tally Prime
Payroll Management	Projects in QuickBooks
MIS Reporting	Projects in SAP Business One
	Gulf VAT
	Reporting in Ms-Excel



Office Seal

Dr. PC Sathesh Babu
Head, PG. Department of Commerce
MES Kevayam College
Valanchery - 676552
11-02-2022
Date of Issue



[Signature]
Authorised Signatory



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