

# MES KVM & IPA STUDENT LIST (2022-2023)

## IPA VALANCHERY

S#	DATE	NAME	COURSE	IC NUMBER	MOB	EMAIL ID	REMARKS
1	07.02.2022	ADHIL	PGDIFA	VLY/C3 /2002/ 22-23	808628 6701	adhil.kv77@gmail.com	COURSE COMPLETED
2	07.02.2022	ARSHA	PGDIFA	VLY/C3 /2003/ 22-23	907224 9467	kparsha7942@gmail.com	COURSE COMPLETED
3	07.02.2022	ASNA.A	PGDIFA	VLY/C3 /2004/ 22-23	702537 8727	asnarahman18@gmail.com	DISCONTINU E
4	07.02.2022	BILAL MUHSIN.M. K	PGDIFA	VLY/C3 /2005/ 22-23	8089881 745	bilalmuhsin12123@gmail.com	COURSE COMPLETED
5	07.02.2022	V HALIYA	PGDIFA	VLY/C3 /2006/ 22-23	8943401 406	haliyaveloor@gmail.com	COURSE COMPLETED
6	07.02.2022	HUSNA.K.P	PGDIFA	VLY/C3 /2007/ 22-23	8943684 475	kphusna309@gmail.com	COURSE COMPLETED
7	07.02.2022	RIFA.V	PGDIFA	VLY/C3 /2009/ 22-23	9633507 818	rifamol872@gmail.com	COURSE COMPLETED
8	07.02.2022	MOHAMED RISWAN	PGDIFA	VLY/C3 /2010/ 22-23	854781 5900	kakkatteririzwan@gmail.com	COURSE COMPLETED
9	07.02.2022	SREEJIL.C	PGDIFA	VLY/C3 /2011/ 22-23	702512 2166	srreijlchembaladan@gmail.com	DISCONTINU E
10	07.02.2022	SUMAYYA.P	PGDIFA	VLY/C3 /2012/ 22-23	940030 1388	psumayya900@gmail.com	COURSE COMPLETED
11	07.02.2022	SULFATH.A. A	PGDIFA	VLY/C3 /2013/ 22-23	8281693 960	sulfathrasheed999@gmail.com	COURSE COMPLETED
12	07.02.2022	LUBNA	PGDIFA	VLY/C3 /2014/ 22-23	9961792 409	lubnausman32@gmail.com	COURSE COMPLETED
13	07.02.2022	RINSIYA .T	PGDIFA	VLY/C3	7306086	rinsiyasidhiq442@gmail.com	COURSE



S. LAKSHMI  
ASSISTANT PROFESSOR  
IN CHARGE OF PRINCIPAL  
M.E.S KEVEEYAM COLLEGE  
VALANCHERY, PIN 676 552

				/2015/ 22-23	632	il.com	COMPLETED
14	07.02.2022	MUHAMME D AFSAL.P	PGDIFA	VLV/C3 /2016/ 22-23	8136998 961	afsu2001@gmail.com	COURSE COMPLETED
15	07.02.2022	SHANIBA.A. P	PGDIFA	VLV/C3 /2017/ 22-23	8086583 305	shanibaap12@gmail.com	COURSE COMPLETED



SHAJID P P  
ASSISTANT PROFESSOR  
IN CHARGE OF PRINCIPAL  
M.E.S. KEVEDYAN COLLEGE  
VALANCHERY, PIN 570 552



Attendance Register of students MES KEVEEYAM (FY-2022-23) Joind for IPA Pprofessional Accounting Course

LN\NAME	FEB							MAY							JUNE							JULY												
	7	8	9	14	15	21	22	23	2	3	4	9	10	11	17	18	23	25	6	7	13	14	20	21	27	28	4	5	11	12	18	19	25	26
1 ADHIL	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
2 ARSHA.K.P	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
3 ASNA.K.P	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
4 BILL MUHSIN.MK	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
5 HALIYA.V	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
6 HUSNA.K.P	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
7 RIF.V	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
8 MOHAMED RISWAN	x	x	L	x	x	x	x	x	x	x	x	L	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
9 SREEJIL.C	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
10 SUMAYYA.P	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
11 SULFATH.A.A	x	L	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	L	x	x	x	x	x	x	x
12 LUBNA	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
13 RINSIYA.T	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
14 MUHAMMED AFSAL.P	x	x	x	x	L	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	L	x	x
15 SHANIBA	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
16 HASSAN.K	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

*Signature*

SHAJID P P  
ASSISTANT PROFESSOR  
IN COURSE OF PRINCIPAL  
MES KEVEEYAM COLLEGE  
MULANCHERY, PIN-676 552

[illegible]

*[Signature]*

**SHAJID P P**  
ASSISTANT PROFESSOR  
DEPARTMENT OF PRINCIPAL  
TECHNICAL EDUCATION  
CHANDLERY, P. N. 576 552

OCTOBER								
10	11	12	17	18	19	25	26	
x	x	x	x	x	x	x	x	
x	x	x	x	x	x	x	x	
L	L	L	L	L	L	L	L	
x	x	x	x	x	x	x	x	
x	x	x	x	L	x	x	x	
x	x	x	x	x	x	x	x	
x	x	x	x	x	x	x	x	
L	L	L	L	L	L	L	L	
x	x	x	x	x	x	x	x	
x	x	x	x	x	x	x	x	
x	x	x	x	x	x	x	x	
x	x	x	x	x	x	x	x	
x	x	x	x	x	x	x	x	
x	x	x	x	x	x	x	x	
x	x	x	x	x	x	x	x	
x	x	x	x	x	x	x	x	
x	x	x	x	x	x	x	x	
x	x	x	x	x	x	x	x	

*Signature*

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## Certificate of Merit

Post Graduate Diploma in Indian & Foreign Accounting [PGDIFA]



IC Number : VLY/C3/2002/22-23

This is to certify that **ADHIL**

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  
Inventory Management  
Tax Management  
Payroll Management  
MIS Reporting

GST  
TDS  
Projects in Tally Prime  
Projects in QuickBooks

Projects in SAP Business One  
Gulf VAT  
TallyEssential Level 2 Certification from TIL  
Reporting in Ms-Excel



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## Certificate of Merit

Post Graduate Diploma in Indian & Foreign Accounting [PGDIFA]



IC Number : VLY/C3/2003/22-23

This is to certify that **ARSHA. K.P**

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  
Inventory Management  
Tax Management  
Payroll Management  
MIS Reporting

GST  
TDS  
Projects in Tally Prime  
Projects in QuickBooks

Projects in SAP Business One  
Gulf VAT  
TallyEssential Level 2 Certification from TIL  
Reporting in Ms-Excel



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## Certificate of Merit

Post Graduate Diploma in Indian & Foreign Accounting [PGDIFA]



IC Number : VLY/C3/2005/22-23

This is to certify that **BILAL MUHSIN .M.K**

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  
Inventory Management  
Tax Management  
Payroll Management  
MIS Reporting

GST  
TDS  
Projects in Tally Prime  
Projects in QuickBooks

Projects in SAP Business One  
Gulf VAT  
Tally Essential Level 2 Certification from TIL  
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## Certificate of Merit

Post Graduate Diploma in Indian & Foreign Accounting [PGDIFA]



IC Number : VLY/C3/2007/22-23

This is to certify that **HUSNA. K.P**

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  
Inventory Management  
Tax Management  
Payroll Management  
MIS Reporting

GST  
TDS  
Projects in Tally Prime  
Projects in QuickBooks

Projects in SAP Business One  
Gulf VAT  
TallyEssential Level 2 Certification from TIL  
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## Certificate of Merit

Post Graduate Diploma in Indian & Foreign Accounting [PGDIFA]



IC Number : VLY/C3/2014/22-23

This is to certify that **LUBNA**

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  
Inventory Management  
Tax Management  
Payroll Management  
MIS Reporting

GST  
TDS  
Projects in Tally Prime  
Projects in QuickBooks

Projects in SAP Business One  
Gulf VAT  
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## Certificate of Merit

Post Graduate Diploma in Indian & Foreign Accounting [PGDIFA]



IC Number : VLY/C3/2010/22-23

This is to certify that **MOHAMED RISWAN**

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  
Inventory Management  
Tax Management  
Payroll Management  
MIS Reporting

GST  
TDS  
Projects in Tally Prime  
Projects in QuickBooks

Projects in SAP Business One  
Gulf VAT  
TallyEssential Level 2 Certification from TIL  
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## Certificate of Merit

Post Graduate Diploma in Indian & Foreign Accounting [PGDIFA]



IC Number : VLY/C3/2016/22-23

This is to certify that **MUHAMMED AFSAL.P.**

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  
Inventory Management  
Tax Management  
Payroll Management  
MIS Reporting

GST  
TDS  
Projects in Tally Prime  
Projects in QuickBooks

Projects in SAP Business One  
Gulf VAT  
TallyEssential Level 2 Certification from TIL  
Reporting in Ms-Excel



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## Certificate of Merit

Post Graduate Diploma in Indian & Foreign Accounting [PGDIFA]



IC Number : VLY/C3/2009/22-23

This is to certify that **RIFA . V**

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  
Inventory Management  
Tax Management  
Payroll Management  
MIS Reporting

GST  
TDS  
Projects in Tally Prime  
Projects in QuickBooks

Projects in SAP Business One  
Gulf VAT  
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## Certificate of Merit

Post Graduate Diploma in Indian & Foreign Accounting [PGDIFA]



IC Number : VLY/C3/2015/22-23

This is to certify that RINSIYA . T

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  
Inventory Management  
Tax Management  
Payroll Management  
MIS Reporting

GST  
TDS  
Projects in Tally Prime  
Projects in QuickBooks

Projects in SAP Business One  
Gulf VAT  
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## Certificate of Merit

Post Graduate Diploma in Indian & Foreign Accounting [PGDIFA]



IC Number : VLY/C3/2017/22-23

This is to certify that **SHANIBA.A.P**  
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  
Inventory Management  
Tax Management  
Payroll Management  
MIS Reporting

GST  
TDS  
Projects in Tally Prime  
Projects in QuickBooks

Projects in SAP Business One  
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## Certificate of Merit

Post Graduate Diploma in Indian & Foreign Accounting [PGDIFA]



IC Number : VLY/C3/2013/22-23

This is to certify that **SULFATH.A.A**  
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  
Inventory Management  
Tax Management  
Payroll Management  
MIS Reporting

GST  
TDS  
Projects in Tally Prime  
Projects in QuickBooks

Projects in SAP Business One  
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## Certificate of Merit

Post Graduate Diploma in Indian & Foreign Accounting [PGDIFA]



IC Number : VLY/C3/2012/22-23

This is to certify that **SUMAYYA.P**

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  
Inventory Management  
Tax Management  
Payroll Management  
MIS Reporting

GST  
TDS  
Projects in Tally Prime  
Projects in QuickBooks  
Projects in Sage 50

Projects in SAP Business One  
Gulf VAT  
TallyEssential Level 2 Certification from TIL  
Reporting in Ms-Excel



Office Seal

15-10-2022  
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## Certificate of Merit

Post Graduate Diploma in Indian & Foreign Accounting [PGDIFA]



IC Number : VLY/C3/2006/22-23

This is to certify that **V HALIYA**

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  
Inventory Management  
Tax Management  
Payroll Management  
MIS Reporting

GST  
TDS  
Projects in Tally Prime  
Projects in QuickBooks

Projects in SAP Business One  
Gulf VAT  
Tally Essential Level 2 Certification from TIL  
Reporting in Ms-Excel



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Exam

M/s. Nextech Mobile Solutions  
Ground Floor  
City Centre  
Mavoor Road, Kozhikode  
Pincode: 673001  
Email: info@nxtsolutions.com  
Website: www.nxtsolutions.com  
Financial Year begins from: 1st April, 2019  
Books beginning from: 1st March, 2020

GSTIN: 32AFNPR7241A1ZN

About the business: Dealers of Mobile Phones and Accessories

2020


01-Mar	Mr. John Varghese brings cash as capital	2000000
	Cash deposited into Canara Bank, Kozhikode	800000
	Account Number: 1500010034556	
	IFS Code: Indian Financial System Code: CNRB0002772	
	Paid for stationary items	850
	Paid for tea	90
02-Mar	Paid for rent deposit vide cheque 56701 dt 02/03	200000
	Paid for telephone deposit	2000
	Paid for auto charges [to and from BSNL Office]	120
03-Mar	Paid for repairing toilet door	1500
	Paid for travelling expense	40
	Paid for tea and coffee	110
04-Mar	Paid for printing bills	560
	Paid for revenue stamps	80
	Paid for wages for cleaning office	500
05-Mar	Purchased Mobile phones from M/s. Japan Square tech, Tirur	
	as per Bill 4529 dt 04/03	32AAMFS6271R1ZF

Mobile	Qty	Rate
Redmi note 9 pro	12	16000
Redmi note 8 pro	12	14500

GST@18% Extra

Paid for freight charges	1200
Paid for unloading charges	250

IPA VALLANCHERY

  
**SHAJID P P**  
ASSISTANT PROFESSOR  
IN CHARGE OF PRINCIPAL  
M.E.S KEVEEYAN COLLEGE  
VALLANCHERY PIN 676 002

## Exam

07-Mar Purchased Mobile phones from M/s. New Jagad Associates  
Bangalore as per Bill 6373 dt 05/03

29AAACV5492Q1ZR

Mobile	Qty	Rate
Samsung Galaxy M31s	10	17000
Samsung Galaxy M11	12	9500

GST@18% Extra

Paid for freight charges

2800

Paid for unloading charges

400

08-Mar Cheque 56702 dt 15/03 issued to M/s. Japan Square tech, Tirur  
in part payment

200000

Cheque 56703 dt 08/03 issued to M/s. New Jagad Associates  
Bangalore in part payment

100000

paid for stationery items

110

Paid for water deposit

750

Paid for 2 containers of water jar

120

10-Mar Paid for electrician for electrical works  
Paid for wires and switches

1000

3000

Cash sales as per Bill #1001

Gst @18%

Mobile	Qty	Rate
Redmi note 9 pro	1	19500
Redmi note 8 pro	1	17000

Cash sales as per Bill #1002

Gst @18%

Mobile	Qty	Rate
Samsung Galaxy M31s	2	20500
Samsung Galaxy M11	1	12700

Cash sales as per Bill #1003

Gst @18%

Mobile	Qty	Rate
Redmi note 9 pro	2	19500

Cash deposited into bank

575000

12-Mar Sale as per Bill#1004 to M/s. Trust Mobiles, Kozhikode

IPA VALLANCHERY



**SHAJID P P**  
ASSISTANT PROFESSOR  
IN CHARGE OF PRINCIPAL  
ME S. VEEYAMCHILERE  
VALLANCHERY, PIN 686 001



Exam

32AAOFA3123E1Z1

Gst @18%

Mobile	Qty	Rate
Redmi note 9 pro	3	19500
Redmi note 8 pro	3	17000

Sales as per Bill# 1005 to M/s. Syatems, Vadakara

32AVGPS0389D1ZN

Gst @18%

Mobile	Qty	Rate
Samsung Galaxy M31s	2	20500
Samsung Galaxy M11	3	12700

Cash sales as per Bill #1006

Gst @18%

Mobile	Qty	Rate
Samsung Galaxy M31s	2	20500

Paid for cool drinks for visitors

60

15-Mar Cheque # 67487 received from M/s. Trust Mobiles, Kozhikode  
in full settlement

Cheque # 87432 received from M/s. Systems, Vadakara  
in full settlement

Cheque 56704 dt 15/03 issued to M/s. Japan Square tech, Tirur  
in full settlement

Cheque 56705 dt 15/03 issued to M/s. New Jagad Associates  
in full settlement

Paid for Magazines

provide travelling advance

60

Purchased the following assets from M/s. Gentech Systems, Calicut  
as per Bill # 876

32AAACV5492Q12R

Computer	32000
Printer	8000
UPS	4500

2000

GST 18% for all Assets

18-Mar Purchased Mobile phones from M/s. Japan Square tech, Tirur  
as per Bill 4544 dt 16/03

32AAMFS6271R1ZF

Mobile	Qty	Rate
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IPA VALLANCHERY

SHAJID P P  
ASSISTANT PROFESSOR  
IN CHARGE OF PRINCIPAL  
M.E.S KEJAYAM COLLEGE  
VALLANCHERY, PIN 676 500

## Exam

Redmi note 9 pro	10	16000
Redmi note 8 pro	10	14500

GST@18% Extra

Paid for freight charges

1000

Paid for unloading charges

200

20-Mar Purchased Mobile phones from M/s. New Jagad Associates

Bangalore as per Bill 6411 dt 017/03

29AAACV5492Q1ZR

Mobile	Qty	Rate
Samsung Galaxy M31s	10	17000
Samsung Galaxy M11	10	9500

GST@18% Extra

Paid for freight charges

1700

Paid for unloading charges

400

Paid for advance salary to staff

2500

22-Mar Cash sales as per Bill #1007

Gst @18%

Mobile	Qty	Rate
Redmi note 9 pro	2	19500
Samsung Galaxy M11	1	12700

Cash sales as per Bill #1008

Gst @18%

Mobile	Qty	Rate
Samsung Galaxy M31s	2	20500
Redmi note 8 pro	2	17000

Sale Bill # 1009 to M/s. Perfect Systems, EKM

32AAEFV9764A1Z7(gst@18%),Discount 5% on invoice

Mobile	Qty	Rate
Samsung Galaxy M11	4	12700
Redmi note 9 pro	4	19500
Redmi note 8 pro	4	17000

GST@18% Extra

25-Mar Cheque 56706 dt 25/03 issued to M/s. Japan Square tech, Tirur

250000

IPA VALLANCHERY

SHAJID P P  
ASSISTANT PROFESSOR  
IN CHARGE OF PRINCIPAL  
M.E.S NEVEEYAM COLLEGE  
VALLANCHERY, PIN 676 602



Exam

Cheque 56707 dt 25/03 issued to M/s. New Jagad Associates	200000
Cheque # 48629 received from M/s. Perfect Systems, EKM	100000
Paid for mediclaim insurance premium of Proprietor	12500
Paid for tea	55
Advertisement Bill 147 Received from Nice Advertisers ( GST 5% Extra)	14000
Travelling advance settled to travelling expense account	1500
Balance cash handed to the firm.	
27-Mar The following items returned by M/s. Perfect Systems, EKM [ Credit Note # 001]	

Mobile	Qty	Rate
Redmi note 8 pro	1	17000

Gst@18% Extra

Paid for gift for staff on her marriage	1000
Paid for traveling exp	75
28-Mar The following items returned to M/s. Japan Square Tech, Tirur [Debit Note # 001]	

Mobile	Qty	Rate
Redmi note 8 pro	1	14500

Gst@18% Extra

31-Mar Cheque # 56708 dt 31/03 to M/s. Genetech Systems, Calicut	45000
Paid for Salaries for staffs	40000
Paid for Rent including April month	20000
Paid for tea	100

**Adjustments to be made at the end of Financial Year**

The following expenses are outstanding:

Telephone Bill for March, 2020	3400
Electricity Bill of March, 2020	5500
Newspaper Bill of March, 2020	340

Adjust Advance salary and Drawings

Depreciation for fixed assets



IPA VALLANCHERY

**SHAJID P P**  
ASSISTANT PROFESSOR  
IN CHARGE OF PRINCIPAL  
M.E.S.K. VEYAM COLLEGE  
VALLANCHERY, PIN 676 552

SYLLABUS FOR (PGDIFA)

1. MANUAL ACCOUNTING CONCEPT WITH RULES
2. DAY BOOK PREPARATION
3. LEDGER POSTING
4. STOCK REGISTER PREPARATION
5. FINAL REPORT PREPARATION
6. BANK RECONCILIATION STATEMENT PREPARATION
7. GST
8. GULF VAT

1. TRADING CONCERN WITH GST
2. MANUFACTURING CONCERN
3. GULF VAT
4. SERVICE CONCERN

- a) FUNDAMENTAL FEATURES OF TALLY
- b) ACCOUNTING&INVENTORY MANAGEMENT
- c) MANUFACTURING PROCESS
- d) GST,GULF VAT,TDS
- e) COST CENTRES & COST CATEGORIES
- f) PAYROLL MANGEMENT
- g) MIS REPORTING

1. TRADING WITH GST
2. MANUFACTURING
3. SERVICE
4. PAYROLL MANAGEMENT

**SHAJID P P**  
ASSISTANT PROFESSOR  
IN CHARGE OF PRINCIPAL  
M. S. S. V. COLLEGE  
VANCHERY, PIN 682 017



5. ORDER PROCESS
6. CONSTRUCTION FIRM
7. HOSPITAL

## 2. QUICK BOOK (10 HRS)

- a) WORKING WITH QUICKBOOKS ACCOUNTS PROGRAM BASICS
- b) CREATING ACCOUNT NAMES, RECORDING TRANSACTION
- c) FINANCIALS
- d) BANK RECONCILIATIONS
- e) GENERATING CUSTOMERS INVOICES
- f) PRODUCTS
- g) STOCK CONTROL
- h) MONITORING CUSTOMER ACTIVITY

### PROJECT WORK

1. TRADING CONCERN

## 3. SAP BUSINESS ONE( 10 HRS )

- a) LOGISTIC MODULE
- b) ACCOUNTING MODULE

### PROJECT WORK

2. TRADING CONCERN

## 4. MICROSOFT EXCEL( 10 HRS )

- a) CUSTOMIZE EXCEL WINDOW
- b) DESIGN A WORKSHEET
- c) FORMATING
- d) CHARTS
- e) ENTER FORMULAS
- f) PRINT SETTINGS
- g) MACRO SETTINGS
- h) PIVOT TABLE
- i) EXPLAIN EXCEL TOOLS



**SHAJID P P**  
ASSISTANT PROFESSOR  
IN CHARGE OF PRINCIPAL  
M.E.S KEVTEYAM COLLEGE  
VALANCHERY, PIN 676

Total hours: 50



2022-23.  
Certificate course -

# Register of Attendance and Fees for the Month of

Admission No.	S.No.	NAME (3 <sup>rd</sup> Sem B.Com Finance)	Days Eng: Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	1.	Afava. M																		
	2.	Akshaya																		
	3.	Aswini																		
	4.	Arun. P. P																		
	5.	Dharshana																		
	6.	Dilna																		
	7.	Bhavya																		
	8.	Binsiya																		
	9.	Jalwa																		
	10.	Jasmiya																		
	11.	Husna Nasrin. K. P																		
	12.	Irfana. T																		
	13.	Mubsinath																		
	14.	Mahshook																		
	15.	Manjusha																		
	16.	Mufeedha. VM																		
	17.	Mubashira. V. K																		
	18.	Midhuna																		
	19.	Nasla Farhana																		
	20.	Neha																		
	21.	Nisam																		
	22.	Rifana																		
	23.	Rimshida																		
	24.	Sahla																		
	25.	Shamsiya																		
	26.	Shamseera																		
	27.	Shamila																		
	28.	Sayana																		
	29.	Shibila																		
	30.	Shabana Shan																		
	31.	Sajla																		
	32.	Vismaya.																		
	33.	Adhiya <sup>U</sup> E (3 <sup>rd</sup> Sem B.Com C. A)																		
	34.	Abhirami. A																		
	35.	Fidha Shervin. K																		
	36.	Rida Rabma Kiliyanni																		
	37.	Sneha. K. T																		
	38.	Shamliya Rosin																		
	39.	V. Anshidha febin																		
	40.	Anaswara. G (B.Com Self)																		
	41.	Asna Farvin. P																		
	42.	Abhishma																		
	43.	Avandhika																		
	44.	Anan Shiba																		
	45.	Akhila																		
	46.	Ameer.																		
	47.	Fathima Sana																		
	48.	Jifna																		
	49.	Ibnul Rashad																		
	50.	Mussamil																		
	51.	Marwa																		
	52.	Noori Thesni																		
No. PRESENT DAILY				F.N.																
				A.N.																
PERCENTAGE																				



## Computerised Financial Accounting Standard

[illegible]

Current fees collected ...

Balance of current f...