# DEPARTMENT OF COMMERCE (SF)

# DEVA MATHA COLLEGE, KURAVILANGAD

**Affiliated to Mahatma Gandhi University, Kottayam**



## REPORT
## ON
## ADD-ON COURSE

# Professional Diploma in Computerized Financial Accounting

**Academic Year: 2019-20**

# APPROVAL CERTIFICATE

ATC Code: K-030

CAC No: 0975600765630A039A

## KERALA STATE RUTRONIX

### Kerala State Rural Women's Electronics Industrial Co-operative Federation Limited

A joint venture of Department of Information Technology, Govt. of India
Khadi & Village Industries Commission, Govt. of India and Khadi & Village Industries Board, Govt. of Kerala

## Centre Approval Certificate

This is to certify that

### M/s DEVAMATHA COLLEGE
### KURAVILANGAD, KOTTAYAM DISTRICT

is an Approved Training Centre for Conducting Computer Software Courses supervised by M/s Groware Education Solutions for Certification of Students by **KERALA STATE RUTRONIX** during the Academic Year 2019-20.

Document certified by PADMAKUMAR
K <padmariab@me.com>
Digitally signed by
PADMAKUMAR K
Date: 2019. 16 15:43:50
IST

**Managing Director**
**Kerala State Rutronix**

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*Scan QR code to verify authenticity in the website of Kerala StateRutronix*

# Add-on Course
# on
# Professional Diploma in Computerised Financial Accounting

The Commerce (SF) Department of Deva Matha College, Kuravilangad in association with Kerala State Rutronix has conducted an Add-on Course in Professional Diploma in Computerized Financial Accounting (PDCFA) for the III DC UG students of both B.com Finance and Taxation and Co-operation.

14 students registered for the course and successfully completed the course. The duration of the course is 160 Hours (6 months). Mr. Lenin Joy &Mr. Vince Sebastian faculty members of the Department of Commerce (SF) are the resource persons, who are experienced and expertise in the accounting fields and respective topics .The main objective of the course is to make the students experts in manual and computerized accounting.Kerala State Rurtonix shall issue PSC approved certificate for each student securing 40% or more marks in the examination conducted by Kerala State Rurtonix.Certificates from Deva Matha College, Kuravilangad will be issued to the eligible students based on their scores in qualifying examination ConductedbyDepartment of Commerce (SF) Deva Matha College, Kuravilangad.

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## DETAILS OF THE COURSE:

Duration        :  160 hrs. (6Months)

Objective       :  A Diploma programme to make the students experts in manual and computerized accounting,word processing, spreadsheets, and internet operations. The course strides through the very computer basics, MS Office and then leads to Manual accounting and ends with detailed study of various computerized accounting packages.On successful completion of the course, the students get PSC approved Certificate from Kerala State Rutronix or certificate from Deva Matha College, Kuravilangad.

| PAPER | SUBJECT | THEORY(Hrs) | PRACTICAL(Hrs) |
|---|---|---|---|
| I | Computer fundamentals internet concepts and OS | 15 | 10 |
| II | Office suite | 15 | 40 |
| III | Financial Accounting (Tally & Peachtree) | 30 | 50 |
| | **Total** | 60 | 100 |

## Detailed Syllabus

| | | |
|---|---|---|
| **Paper I:** Computer fundamentals ,  Internet concepts    and  Operating Systems | | |
| **Module-I :**Computer fundamentals ,  Internet concepts | | |
| **Introduction**<br>Computer -Definition, Characteristics etc.<br>History of Computers, Functions of Computer<br>Applications of Computer, Classifications, about clock speed<br>Computer Networks | | |
| **Number Systems**<br>Representation of Data, various number systems , arithmetic in various number systems<br>Bit, Byte, Characters, Field, Record, File<br>Computers Languages | | |
| **Functional Organization of Computer** | | |

| | | |
|---|---|---|
| **Hardware**<br>Input Device<br>Output Device<br>CPU Achievement<br>Memory devices<br>Secondary Memory devices | | |

| | | |
|---|---|---|
| **Software**<br>System Software<br>Application Software<br>Compiler<br>Interpreter<br>Operating systems- Single  User, Multi User and Multi Tasking OS<br>Virus Affection and diagnosing  tools | | |
| **Types of personal computers**<br>PC, PC/XT, PC/AT, LAP-TOP,<br>PALM-TOP, and DESK-TOP Computers<br>Minimum H/w and S/w Configuration | | |
| **Program Design and logic**<br>Algorithm  and Flowchart | | |
| **Basic Concept of Network and Communication**<br>LAN,MAN, WAN, | | |
| <u>**Internet concepts**</u><br>About Internet, Intranet, Extranet, Hardware & software requirement for internet (mention about modem, ISP, Browser –chrome, opera, internet explorer, fire fox etc.)- Types of internet connection and Internet services-WWW ,e-mail, attach files to email, downloading ,e-commerce, chatting, blog ,  Google calendar, Google documents, twitter, You tube, future mails etc. | | |
| **Module II: Operating Systems** | | |
| **Ms-Dos:**<br>**MS-DOS-**Loading Operating system-boot sector &booting-boot sequence of dos system file-dos prompt-types of dos commands-external  &  internal-CLS,DATE,TIME,VER,VOL,DIR-VARIOUS SWITCHES(/W,/S,/L,/B)-SORTING OF DIRECTORY LISTING, copy con, type, ren , copy (all options),del/erase, wild cards, prompt, directory and sub directory- sub directory commands-CD,MD,RD,CD..,CD\, path ,PRINT<br>About files-file naming-types of files & file extensions(Program files, data files, text files, system files etc., batch files-special commands in | | |

| batch file | | |
| External Dos commands-.exe, .com, .bat files-label,mem,chkdsk,tree,deltree,more,diskcopy,diskcomp,format,scandisk,sys,xcopy,attrib,fdisk(hard  disk partitioning) | | |
| **Windows:**<br><br>About windows Operating System- different versions in hierarchical order-elements of windows screen-desktop-icons-system icons(my computer, my document, network neighborhood, recycle bin)-shortcut icons(program, folder, documents etc.),task bar and taskbar components, using mouse<br><br>The start menu - different options, starting a program, elements of a window, My computer icon etc., create files & folders, Windows accessories<br><br>More  about internet explorer | | |
| **Linux:**<br><br>About  Linux operating system- features-differences between other operating systems-Linux distributions<br><br>Linux utilities – image viewer, file compression and decompression, sound player, movie player, internet browser, drawing utilities etc.<br><br>Linux commands: Linux terminals – cp.mv,ls,clear,exit,date,rm,echo,pico,diff,grep,mke2fs,man,mkdir,less,mv,pwd,cd,cd..,date,free | | |
| **Paper II: Office Suite** | | |
| **Ms-word  :** About word processing and word processors ,features of Ms-word**,**Ms-word screen ,screen components, tool bars, Menus and Different menu commands –File menu-new, open, close, exit<br><br>Page setup, Save, save as, print preview, print<br><br>Edit-Cut-copy-paste, find-replace, undo-redo, go to ,<br><br>Different screen views<br><br>Insert-Inserting picture- clip art, word art, auto shapes, page numbers<br><br>Zoom options, Headers & Footers<br><br>Formatting features-font, size , color, style, effects, alignment options, bullets numbering, change case ,paragraph  options, columns, line spacing, Page border and shading, Drop cap , Back ground, format painter,<br><br>Tools- Autocorrect, spell-check, thesaurus, mail-merge, handling of datafiles<br><br>Tables-create and draw table, insert and delete rows and columns, split and merge cells, Table properties, convert text to table & table to text Keyboard shortcuts. | | |

| | | |
|---|---|---|
| Using HELP menu | | |
| **Ms-Excel: Introduction to spread sheets , features of Ms-excel,**Ms-Excel screen ,screen components, tool bars, Formula bar Work book & work sheets, cells, range, data types & entering data, insert rows & columns, resizing rows and columns, selecting cells, moving and copying cells, cut& paste cells, drag and drop, find & replace, formatting cell, text wrap, format painter, auto format, conditional formatting, formulas, functions, auto sum , sorting, filtering, goal seek , auto fill , auto filling functions, charts, pivot table reports, using help menu, Key board short cuts. | | |
| **Ms-Power point:** About presentations and creating of a presentation using power point , Slide views, insert, delete, rearrange slides Objects-group, order , Applying animation effects, slide effects, slide transition Presenting slides- slide show, Time setting, Custom Show Printing Slides,Slide show key board shortcuts | | |
| Introduction to DBMS, Access as a relational DBMS, Tables, Forms ,Queries ,Reports, Macros ,Modules, Data type, Data Validation, Importing Data, Primary Keys       , Field Properties SQL (Structural Query Language) | | |
| Open Office: familiarization of Writer, Calc and Impress | | |
| **Paper III : Financial Accounting(Tally & Peachtree )** | | |
| **Manual  Accounting** | | |
| **Accounting and  Book Keeping** :Define and Differentiate, Types of accounts, Process of accounting, Objects of accounting, Functions of accounting, Accounting Systems, Accounting Systems, Debit and credit rules of Accounts, Cash, Credit and Barter transactions, Account Books. **Journal:** steps of journalizing, Bank transactions- **Cash transactions**: cash payment and receipt  transactions- **Cheque transactions:** Cheque payment and receipt transactions. **Assets**: fixed asset, current asset- **Purchase:** cash purchase, purchase by cheque and credit purchase – **Sales**: Cash sales, sales for cheque and credit sales, purchase return, sales return, capital, drawings. **Accounting adjustments:** Out standings, prepaid, depreciation and bad debt, compound /Combined journal entries, ledger ,trial balance, methods for preparation of trial balance-**Final accounts:** trading account, form of a trading  account ,gross profit, gross loss, direct expenses, indirect expenses, preparation of a trading account, profit and | | |

| | | |
|---|---|---|
| loss account, form of a profit and loss account, Balance sheet, Current liabilities, long term liabilities, good will, creditors, debtors, stock of goods, difference between profit and loss account and balance sheet, bank reconciliation, Performa of a bank reconciliation statement. | | |
| **Computerized Accounting:**<br>Introduction to financial accounting software<br>**Tally :** Introduction, features, getting started with tally ,company creation, group company creation, ledger creation, multiple ledger creation, how to manage and operate groups, Display/Alter multiple groups, Accounting group of ledgers<br>**Inventory control system:** stock groups, display/alter stock groups, delete stock group, unit of measures, display/alter unit of measures, stock item, stock category creation, display /alter stock category, delete a stock category, Go down creation.<br>**Accounting vouchers:** voucher date changing , contra voucher, payment voucher, receipt voucher, journal voucher, sales voucher, purchase voucher, post-dated voucher.<br>**Inventory vouchers:** stock journal voucher, physical stock voucher-<br>**Features:** separate discount column, zero valued entries in vouchers, Additional cost ,use different actual billed quantity, debit notice, credit note, purchase order, sales order, batch wise details, bill wise details, Currency creation, cost centre creation ,budget creation, tracking number, rejection notes, reversing journal, optional voucher, memorandum voucher, Interest calculation ,Bank reconciliation , Manufacturing journal, bill of material, compound unit ,price level, VAT,TDS.<br>**Reports :**day book, trial balance, tracking and profit and loss account, balance sheet, cash/bank books, sales register, stock summary, ratio analysis-key board shortcuts. | | |
| **Peachtree:** Introduction , Features , Starting procedure, setup a new company, setup chart of accounts, customer creation, vendor creation, employees/ sales rep's- Inventory creation-transactions: Purchase/ receive inventory, printing of purchase order, payments, sales quotes, sales order, sales, general journal entry, adjust inventory, sales tax creation, recurring journal entries, bank reconciliation, managing pay roll, pay roll entry-reports: trial balance, inventory, reports, cash manager, financial manager, collection manager. | | |
| **Project work (Internal assessment only):**A project has to prepared and submitted on Indian and foreign accounting  methods ( using tally and peach tree) in the following  type of businesses. Manufacturer's | | |

| account, Traders account and non-traders account | | |
|---|---|---|

## Course Outcomes:

- The student will be able to understand the basics of computer hardware and software.
- They will be able to do Computer Operations smoothly.
- After completion of this course He/ She get a thorough knowledge inMS.Office package, accounting software such as Tally &Sage 50 and internet operations.
- The students can gain practical experience in Manual and computerized accounting.

## Mode of Evaluation:

Attendance, final theory examination and final practical examination

## **Resource Persons**

Mr. Lenin Joy                                        Mr. Vince Sebastian
Assistant Professor                              Assistant Professor
Commerce (SF)                                    Commerce (SF)
Deva Matha College                            Deva Matha College
Kuravilangad                                       Kuravilangad

# BROCHURE

STUDENTS LIST

| Sl.No | Class No. / Admission No | Name Of The Student | Department |
|---|---|---|---|
| 1 | 1552 | Jismon K J | B.Com Co-Operation |
| 2 | 1498 | Denson Danties | B.Com Co-Operation |
| 3 | 1433 | Chandini M.P | B.Com Co-Operation |
| 4 | 1491 | Anisha Sabu | B.Com Co-Operation |
| 5 | 1545 | Karthik P J | B.Com Co-Operation |
| 6 | 1519 | Joyal Anto | B.Com Co-Operation |
| 7 | 1465 | Alex Scaria | B.Com Co-Operation |
| 8 | 1548 | Samuvel George | B.Com Co-Operation |
| 9 | 1468 | Geo Joseph | B.Com Finance And Taxation |
| 10 | 1423 | Arjun P Shaji | B.Com Finance And Taxation |
| 11 | 1459 | Aiswarya Sabu | B.Com Co-Operation |
| 12 | 1504 | Shilpa Anil | B.Com Co-Operation |
| 13 | 1488 | Sreelakshmi Babu | B.Com Co-Operation |
| 14 | 1493 | Alen T Mathew | B.Com Co-Operation |

Feedback on the course

| Sl. No | Admission No. | Name | Course | Class | Gmail ID | 8. How would you rate this Add-on Programme as a whole ? | 9. Rate the Course Design of PDCFA programme. | 10. How do you rate the coordination of the course by the Department of Commerce (SF)? | 11. How would you rate your overall experience with Add-on Classes. |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 1552 | JISMON K J | PDCFA | B.COM CO-OPERATION | jismonkj17@gmail.com | Average | Good | Good | Met expectations |
| 2 | 1498 | DENSON DANTIES | PDCFA | B.COM CO-OPERATION | dintosaiban@gmail.com | Excellent | Excellent | Excellent | Met expectations |
| 3 | 1433 | CHANDINI M.P | PDCFA | B.COM CO-OPERATION | chandinimp@gmail.com | Excellent | Excellent | Excellent | Met expectations |
| 4 | 1491 | ANISHA SABU | PDCFA | B.COM CO-OPERATION | anishasabu27@gmail.com | Excellent | Excellent | Good | Met expectations |
| 5 | 1545 | KARTHIK P J | PDCFA | B.COM CO-OPERATION | karthikjairaj99@gmail.com | Excellent | Good | Good | Exceeded expectations |
| 6 | 1519 | JOYAL ANTO | PDCFA | B.COM CO-OPERATION | joyalanto999@gmail.com | Good | Good | Good | Met expectations |
| 7 | 1465 | ALEX SCARIA | PDCFA | B.COM CO-OPERATION | alexscaria39@gmail.com | Excellent | Excellent | Excellent | Exceeded expectations |
| 8 | 1548 | SAMUVEL GEORGE | PDCFA | B.COM CO-OPERATION | samuvelgeorge0990@gmail.com | Good | Good | Good | Met expectations |
| 9 | 1468 | GEO JOSEPH | PDCFA | B.COM FINANCE AND TAXATION | geojoseph1999@gmail.com | Good | Average | Good | Met expectations |
| 10 | 1423 | ARJUN P SHAJI | PDCFA | B.COM FINANCE AND TAXATION | arjunpshaji69@gmail.com | Good | Good | Good | Met expectations |

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|---|---|---|---|---|---|---|---|---|
| 11 | 1459 | AISWARYA SABU | PDCFA | B.COM CO-OPERATION | aiswaryasabu1999@gmail.com | Excellent | Excellent | Good | Met expectations |
| 12 | 1504 | SHILPA ANIL | PDCFA | B.COM CO-OPERATION | shilpaanilshilpa19@gmail.com | Excellent | Excellent | Good | Met expectations |
| 13 | 1488 | SREELAKSHMI BABU | PDCFA | B.COM CO-OPERATION | sreekuttybabu678@gmail.com | Excellent | Excellent | Excellent | Met expectations |
| 14 | 1493 | ALEN T MATHEW | PDCFA | B.COM CO-OPERATION | alentmathew@gmail.com | Excellent | Excellent | Excellent | Met expectations |

Students list

## Students - A19

| Sl. No | ID. No | Temporary ID | Name | Image | Course | Reg. Fee | Challan No. | Status | Action |
|---|---|---|---|---|---|---|---|---|---|
| 1 | A19K30E001 | | JISMON K J jismonkj17@gmail.com Mob : 9995662290 Land Ph : App. No : 901170 | | PDCFA | 1770 | A19K0300001 | Registered | |
| 2 | A19K30E002 | | DENSON DANTIES densondanties11@gmail.com Mob : 9846945775 Land Ph : App. No : 901172 | | PDCFA | 1770 | A19K0300001 | Registered | |
| 3 | A19K30E003 | | CHANDINI M.P chandinimp7@gmail.com Mob : 9447809192 Land Ph : App. No : 901166 | | PDCFA | 1770 | A19K0300001 | Registered | |
| 4 | A19K30E004 | | ANISHA SABU anishasabu27@gmail.com Mob : 9188397820 Land Ph : App. No : 901167 | | PDCFA | 1770 | A19K0300001 | Registered | |
| 5 | A19K30E005 | | KARTHIK P J karthikjairaj99@gmail.com Mob : 8156940127 Land Ph : App. No : 901169 | | PDCFA | 1770 | A19K0300001 | Registered | |
| 6 | A19K30E006 | | JOYAL ANTO anto30joyal@gmail.com Mob : 9539617200 Land Ph : App. No : 901168 | | PDCFA | 1770 | A19K0300001 | Registered | |
| 7 | | | ALEN T MATHEW alanmathewpopy@gmail.com Mob : 8129185421 Land Ph : App. No : 901171 | | PDCFA | 1770 | A19K0300003 | Pending | |
| 8 | A19K30E007 | | ALEX SCARIA alexscaria39@gmail.com Mob : 9495447069 Land Ph : App. No : 901173 | | PDCFA | 1770 | A19K0300001 | Registered | |
| 9 | A19K30E008 | | SAMUVEL GEORGE samuvelgeorge4444@gmail.com Mob : 9544575771 Land Ph : App. No : 901174 | | PDCFA | 1770 | A19K0300001 | Registered | |
| 10 | A19K30E009 | | GEO JOSEPH rgeojoseph1999@gmail.com Mob : 9207201420 Land Ph : App. No : 901150 | | PDCFA | 1770 | A19K0300001 | Registered | |
| 11 | A19K30E010 | | ARJUN P SHAJI arjunpshaji69@gmail.com | | PDCFA | 1770 | A19K0300001 | Registered | |

| Sl. No | ID. No | Temporary ID | Name | Image | Course | Reg. Fee | Challan No. | Status | Action |
|---|---|---|---|---|---|---|---|---|---|
| | | | Mob : 9847677569 Land Ph : App. No : 901149 | | | | | | |
| 12 | A19K30E011 | | AISWARYA SABU leninjoy@gmail.com Mob : 9605067485 Land Ph : App. No : 901147 | | PDCFA | 1770 | A19K0300001 | Registered | |
| 13 | A19K30E012 | | SHILPA ANIL leninjoy@gmail.com Mob : 9605067485 Land Ph : App. No : 901148 | | PDCFA | 1770 | A19K0300001 | Registered | |
| 14 | A19K30E013 | | SREELAKSHMI BABU leninjoy@gmail.com Mob : 9605067485 Land Ph : App. No : 901146 | | PDCFA | 1770 | A19K0300001 | Registered | |
| 15 | A19K30E014 | | ALEN T MATHEW alanmathewpopy@gmail. com Mob : 9495150649 Land Ph : App. No : 901171 | | PDCFA | 1785 | A19K0300002 | Registered | |

Examination Mark list

| Sl. No | ID. No | Name | Course | Theory | Practical | % of Marks | Grade |
|---|---|---|---|---|---|---|---|
| 1 | A19K30E001 | JISMON K J | PDCFA | 88 | 98 | 93 | A+ |
| 2 | A19K30E002 | DENSON DANTIES | PDCFA | 70 | 76 | 73 | A |
| 3 | A19K30E003 | CHANDINI M.P | PDCFA | 88 | 96 | 92 | A+ |
| 4 | A19K30E004 | ANISHA SABU | PDCFA | 82 | 88 | 85 | A+ |
| 5 | A19K30E005 | KARTHIK P J | PDCFA | 76 | 82 | 79 | A |
| 6 | A19K30E006 | JOYAL ANTO | PDCFA | 82 | 86 | 84 | A+ |
| 7 | A19K30E007 | ALEX SCARIA | PDCFA | 72 | 86 | 79 | A |
| 8 | A19K30E008 | SAMUVEL GEORGE | PDCFA | 66 | 72 | 69 | B |
| 9 | A19K30E009 | GEO JOSEPH | PDCFA | 70 | 78 | 74 | A |
| 10 | A19K30E010 | ARJUN P SHAJI | PDCFA | 72 | 78 | 75 | A |
| 11 | A19K30E011 | AISWARYA SABU | PDCFA | 76 | 82 | 79 | A |
| 12 | A19K30E012 | SHILPA ANIL | PDCFA | 72 | 80 | 76 | A |
| 13 | A19K30E013 | SREELAKSHMI BABU | PDCFA | 88 | 92 | 90 | A+ |
| 14 | A19K30E014 | ALEN T MATHEW | PDCFA | 70 | 82 | 76 | A |

Attendance sheet

| s.no | Name of the Candidate | 17-03-2020 | 18-03-2020 | 19-03-2020 | 20-03-2020 | 21-03-2020 | 23-03-2020 | 24-03-2020 | 25-03-2020 | 26-03-2020 | 27-03-2020 |
|------|----------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| 1 | AISWARYA SABU | | | | | | | | | | |
| 2 | ALEN T MATHEW | | | | | | | | | | |
| 3 | ALEX SCARIA | | | | | | | | | | |
| 4 | ANISHA SABU | | | | | | | | | | |
| 5 | ARJUN P SHAJI | | | | | | | | | | |
| 6 | CHANDINI M.P | | | | | | | | | | |
| 7 | DENSON DANTIES | | | | | | | | | | |
| 8 | GEO JOSEPH | | | | | | | | | | |
| 9 | JISMON K J | | | | | | | | | | |
| 10 | JOYAL ANTO | | | | | | | | | | |
| 11 | KARTHIK P J | | | | | | | | | | |
| 12 | SAMUVEL GEORGE | | | | | | | | | | |
| 13 | SHILPA ANIL | | | | | | | | | | |
| 14 | SREELAKSHMI BABU | | | | | | | | | | |

ATTENDANCE SHEET - ADD-ON COURSE -PDCFA 2019-20
COMMERCE (S.F)

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| s.no | Name of the Candidate | 15-05-2020 | 18-05-2020 | 19-05-2020 | 20-05-2020 | 21-05-2020 | 22-05-2020 | 23-03-2020 | 25-05-2020 | 26-05-2020 | 27-05-2020 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | AISWARYA SABU | | | | | | | | | | |
| 2 | ALEN T MATHEW | | | | | | | | | | |
| 3 | ALEX SCARIA | | | | | | | | | | |
| 4 | ANISHA SABU | | | | | | | | | | |
| 5 | ARJUN P SHAJI | | | | | | | | | | |
| 6 | CHANDINI M.P | | | | | | | | | | |
| 7 | DENSON DANTIES | | | | | | | | | | |
| 8 | GEO JOSEPH | | | | | | | | | | |
| 9 | JISMON K J | | | | | | | | | | |
| 10 | JOYAL ANTO | | | | | | | | | | |
| 11 | KARTHIK P J | | | | | | | | | | |
| 12 | SAMUVEL GEORGE | | | | | | | | | | |
| 13 | SHILPA ANIL | | | | | | | | | | |

ATTENDANCE SHEET- ADD-ON COURSE -PDCFA 2019-20 COMMERCE (S.F)

Sample Certificates

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K-030-861-144460

ID No. B18K30E041

Register No. **160190130**

# Certificate

The Kerala State Rural Women's Electronics Industrial Co-operative
Federation Ltd. hereby makes it known that

### Aarani P Shaji

has been awarded the

### Professional Diploma in Computerised Financial Accounting

he/she, having been certified by duly appointed examiners to be qualified to
receive the same, and having been by them placed in the

**First Class** at the examination held in November 2020

Given under the seal of the Federation

Thiruvananthapuram
Kerala, India, 695010
Dated: 17-February-2021

*Suresh Kumar S*
**Managing Director**

Veriseal
Veriseal
Veriseal

# DEVA MATHA COLLEGE, KURAVILANGAD

### Re-Accredited by NAAC With 'A' Grade

# Certificate of Merit

This Certificate is awarded to

*Chandini M.P., III$^{rd}$ B.Com. Co-Operation*

for successfully completing Add-on Course,

*Professional Diploma in Computerised Financial Accounting*

conducted in association with Kerala State Rutronix during

the academic year 2019-20 and securing A+ Grade

General Co-ordinator     Department Co-ordinator     Principal

Place: Kuravilangad
Date : 27/05/2020

**Conducted by**
**Department of Commerce (SF)**
**Deva Matha College, Kuravilangad**
Kuravilangad P.O., Kottayam District, Kerala, India Pin 686633
Phone: 04822-230233, 232951 | Email: principaldmck@gmail.com, principal@devamatha.ac.in
Website:www.devamatha.ac.in

Grade:- A+: >=80,  A: >=70 to <80,  B: >=60 to <70,  C: >= 50 to <60,  D: >= 40 to <50

## Conclusion

The course successfully provided the knowledge of basics of computer, MS Office and detailed study of various computerized accounting packages to the students of both B.com Finance and Taxation and Co-operation. It empowered the students to become experts in manual and computerized accounting. The classes were handled by experienced resource person in the respective fields. Feedbacks were collected through online Form. PSC approved certificates were distributed to the eligible students based on their scores in qualifying examination conducted by Kerala State Rutronix and certificates from Deva Matha College Kuravilangad were issued to other registered students as per the mode of evaluation including attendance and examination.

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*Mr. Lenin Joy*
*Department Coordinator*
*Department of Commerce (SF)*

Principal
Deva Matha College
Kuravilangad - 686 633