SYLLABUS

SHIFT - II TALLY

UNIT I

Features of tally 9.0- Tally screen components- Accounting concept- creating and setting up of company in tally- Company features- Select, alter, delete a company

UNIT II

Classification of accounts - Accounting masters -Group creation- Ledger creation- Voucher types creation

UNIT III

Inventory masters- Creation of inventory ledger- Creation of stock groups- Creation of stock category -Stock item- Unit of measures

UNIT IV

Accounting vouchers- Contra voucher-Payment voucher- Receipt voucher- journal voucher-Sales voucher-Credit note voucher- Purchase voucher- Debit note voucher- Reversing journal voucher- Memo voucher

UNIT V

Inventory vouchers- Receipt note voucher- Rejection in voucher-Delivery note voucher- Rejection out voucher- Stock journal vouchers –Physical stock voucher

UNIT VI

Trial balance- Profit and loss account- Balance sheet - Subsidiary books - Bill receivable- Bills payable

UNIT VII

Meaning of VAT- General technologies used in tally- VAT rates- computation of VAT- VAT classification ledgers- Composite dealers- Features of composite dealers- I nput VAT- Output VAT- VAT reports. GST

S.NO	LIST OF PRACTICAL
1	Company creation
2	Creation of accounting groups and ledgers
3	Prepare a purchase day book with your imaginary data
4	Prepare a sales day book with your own data
5	Prepare trial balance with your own data
6	Prepare subsidiary books and transaction with your own data
7	Prepare a petty cash book with your own data
8	Prepare a balance sheet with your own data
9	Prepare a sales invoice of a supermarket with your own data
10	Ledger and voucher creation of VAT

STAFF INCHARGE

PRINCIPAL

SECRETARY

Nanjil Catholic College of Arts and Science,Kaliyakkavilai

Department of Computer Science

List of Student attending various add on courses

Course:Tally

Batch:2019-2020

S.NO	Class	Name of the Student
1	lll BSc	Vijin James
2	lll BSc	Mahesh
3	lll BSc	Vishnu
4	lll BSc	Ajesh Kumar
5	lll BSc	Rafi
6	lll BSc	Sachin
7	lll BSc	Sujin
8	lll BSc	Ancy Grace
9	lll BSc	Snidhu Mol
10	lll BSc	Anisha
11	lll BSc	Daniya
12	lll BSc	Jobisha
13	lll BSc	Vidhya
14	lll BSc	Sujithra
15	lll BSc	Stebila
16	lll BSc	Nisha Jasmin
17	lll BSc	Abitha
18	lll BSc	Jebisha
19	lll BSc	Subi
20	lll BSc	Shanu
21	lll BSc	Malavika
22	lll BSc	Neeja

DEPARTMENT OF COMPUTER SCIENCE * NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE * Kaliyakkavilai 629 153

Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE

KALIYAKKAVILAI

SHIFT II (TALLY PROGRAMME)

RESULT ANALYSIS 2019-2020

Total Number of Students Registered	135
Total Number of Student Appeared	134
Total Number of Student Absent	1
Number of Student Passed	133
Number of Student failed	1

Number of Student got Grade "**A+**"	102
Number of Student got Grade "**A**"	18
Number of Student got Grade "**B+**"	6
Number of Student got Grade " **B**"	7
Total Number of Students	**133**

Staff Incharge **Principal** **Secretary** 21/12/2020

Nanjil Catholic College of Arts and Science,
Kaliyakkaviali
Shift II Tally
Grade Sheet - 2019-2020

Sl.No.	Exam ID	Name	% of Mark	Grade
1	TA-230923202051	NEEJA R	53.33	B
2	TA-290842202041	MALAVIKA S S	50	B
3	TA-290842202040	ANISHA X V	86.67	A+
4	TA-290842202029	ANCY GRACE J S	53.33	B
5	TA-270701202031	RAFI A S	83.33	A+
6	TA-270701202035	SUJIN S	90	A+
7	TA-060805201903	STEBILA S P	93.33	A+
8	TA-060803201958	NISHA JASMIN M J	93.33	A+
9	TA-060803201958	SHANU S	76.67	A
10	TA-060805201914	DANIYA J	90	A+
11	TA-060803201959	SACHIN S	83.33	A+
12	TA-060805201947	VISHNUNATH R	80	A+
13	TA-060805201925	MAHESH M R	50	B
14	TA-060805201955	SATHICK S	63.33	B+
15	TA-060805201926	AJEESH KUMAR S	90	A+
16	TA-060807201936	JEBISHA K	70	A
17	TA-060805201936	JOBISHA J	90	A+
18	TA-060807201937	VIJIN JAMES	90	A+
19	TA-060808201910	SINDHUMOL R	90	A+
20	TA-060808201912	VIDHYA V	70	A
21	TA-060807201900	SUJITHRA S	86.67	A+
22	TA-290842202038	SUBI S P	50	B
23	TA-011023202034	ABITHA A S	90	A+
24	TA-230923202039	ABIN R J	90	A+
25	TA-270701202030	BEENA R V	90	A+
26	TA-060805201921	AJEESH T J	86.67	A+
27	TA-060805201922	VIGNESH T	86.67	A+
28	TA-060808201904	BEJINA B S	83.33	A+
29	TA-060807201944	VIJITHA V	86.67	A+

30	TA-060807201946	KIRONSHA C	86.67	A+
31	TA-060807201902	TOBITHA FRANKLIN R	93.33	A+
32	TA-051016202005	ABIN S	76.67	A
33	TA-010806201955	ABISHEK B	93.33	A+
34	TA-010806201949	AKHIL M A	80	A+
35	TA-270727201941	AMALA ADCHAYA J J	73.33	A
36	TA-290707201938	ANAHA A S	90	A+
37	TA-290706201940	ANGEL W F	86.67	A+
38	TA-270727201959	ANITHA V L	93.33	A+
39	TA-270737201936	ANULEKSHMI L M	73.33	A
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41	TA-290707201942	ATHIRA POUL P	86.67	A+
42	TA-270737201932	AYSHA NAZEEBA S F	93.33	A+
43	TA-290707201907	BEAUTLIN FEMI A	66.67	B+
44	TA-290707201936	BIBISHA C P	96.67	A+
45	TA-190924202035	DICKSON M	86.67	A+
46	TA-010806201950	GODWIN MANO M	80	A+
47	TA-010806201951	GOPAKUMAR M	96.67	A+
48	TA-290707201940	JEENA L V	86.67	A+
49	TA-290706201932	JEIN SHOBA B J	86.67	A+
50	TA-290707201944	JISHAMOL V	76.67	A
51	TA-190552202015	Lincy V L	83.33	A+
52	TA-270727201949	MANCHU R S	76.67	A
53	TA-290706201939	MEENA M	83.33	A+
54	TA-190929202028	MOHAMMED ANAS L	93.33	A+
55	TA-190929202039	NOOHU THOWFEEK S	93.33	A+
56	TA-270728201910	POOJA R S	83.33	A+
57	TA-290707201929	PRINCY M	86.67	A+
58	TA-190922202045	RAHMAN N S	90	A+
59	TA-190929202041	REJIN R	83.33	A+
60	TA-270737201938	RESHMA G	83.33	A+
61	TA-270737201953	RESHMI G S	86.67	A+
62	TA-190928202053	SAJAD F M	93.33	A+
63	TA-270724201957	SAJINA S	86.67	A+
64	TA-270737201939	SANILA J A	90	A+
65	TA-190938202003	SARANYA S	90	A+
66	TA-190934202058	SHAMEER N	90	A+
67	TA-190929202038	SIBIN S	86.67	A+
68	TA-290707201905	SULTHANA A S	73.33	A
69	TA-190935202008	VINEESH V A	90	A+

70	TA-260755201952	VINEESHA W K	56.67	B
71	TA-290708201926	VINISHMA T R	90	A+
72	TA-010806201953	VISHNU C S	90	A+
73	TA-071048202043	VINCY V	83.33	A+
74	TA-051015202053	ABINESH J	66.67	B+
75	TA-051016202006	ELBIN JOSE V R	86.67	A+
76	TA-051016202003	GIFSON C	96.67	A+
77	TA-091037202059	JEBIN KUMAR D	66.67	B+
78	TA-290929202056	JEBIN R J	93.33	A+
79	TA-290929202059	JIGIN FRANCKLIN F S	90	A+
80	TA-290929202055	SHAJIN M S	63.33	B+
81	TA-290930202001	SURAJ I	76.67	A
82	TA-010806201906	ABHILASH R S	93.33	A+
83	TA-190551202055	AJITH N	86.67	A+
84	TA-010805201945	ALJEENA S	86.67	A+
85	TA-010805201959	AMAL T	83.33	A+
86	TA-230954202045	ANANDHU KRISHNAN G	66.67	B+
87	TA-010805201938	ANEESHA R	76.67	A
88	TA-010805201936	ANGEL ROSE F	96.67	A+
89	TA-010805201935	ANJUSHA V R	83.33	A+
90	TA-020842201923	ANU M	76.67	A
91	TA-020842201921	APARNA S NAIR	90	A+
92	TA-020842201915	ARIYA RAJ R S	73.33	A
93	TA-020842201913	ATHIRA T G	86.67	A+
94	TA-020842201917	BEBISHA B	86.67	A+
95	TA-020842201911	BENCY S	73.33	A
96	TA-020842201909	BERSHA K	90	A+
97	TA-020841201959	BINCY S SELVAN	90	A+
98	TA-010806201909	BINEESH BIJU	96.67	A+
99	TA-020842201901	BLESSY JENIFER J S	83.33	A+
100	TA-020841201958	BRITTO K PRATHAP	86.67	A+
101	TA-020841201950	DEEPA B A	83.33	A+
102	TA-010806201910	DIVYA ANTO	90	A+
103	TA-020841201948	EDWIN VIJAYAN	90	A+
104	TA-020841201945	FATHIMA S	90	A+
105	TA-290706201930	HYNA STEPHEN S L	76.67	A
106	TA-010806201907	JEMI JAYAN J M	86.67	A+
107	TA-290706201956	JENIBA R	90	A+
108	TA-290706201929	JENIFER J	86.67	A+
109	TA-290706201955	JINO V	93.33	A+

110	TA-290706201928	JIVIN J V	93.33	A+
111	TA-290706201921	MANISHA V U	93.33	A+
112	TA-290705201940	MARY SHEMA J	96.67	A+
113	TA-290705201936	NEETHU M	93.33	A+
114	TA-290705201934	NISHA S P	86.67	A+
115	TA-290705201933	RESHMA S	93.33	A+
116	TA-290705201931	SAJIN S	90	A+
117	TA-290705201930	SARANYA S L	56.67	B
118	TA-290705201923	SHALU S	86.67	A+
119	TA-290704201948	SHANISINGH S M	FAIL	
120	TA-290705201912	SHANU V SHAJI	80	A+
121	TA-290704201940	SHARAN S	90	A+
122	TA-290706201958	SHIJIN Y	76.67	A
123	TA-290704201935	SHYBA S	86.67	A+
124	TA-290704201939	SIVA SANKAR A	86.67	A+
125	TA-290704201904	SREE LAKSHMI A	80	A+
126	TA-290704201906	SUCHITHRA S S	76.67	A
127	TA-010806201948	SUNITHA S T	90	A+
128	TA-010806201941	SWOPNA MOL A	90	A+
129	TA-010806201919	VENISHA V R	86.67	A+
130	TA-010806201918	VISHNU M M	80	A+
131	TA-010806201912	VISHNU S B	90	A+
132	TA-240936202052	ANU C	96.67	A+
133	TA-051015202051	ASHA R	AB	
134	TA-051015202047	SUJITHA MOL S	70	A
135	TA-230923202053	ACHU BASKAR R.S	86.67	A+

Staff Incharge

Principal

Secretary

Nanjil Catholic College of Arts And Science,

Kaliyakkavilai

TALLY ENROLLMENT 2019-2020

Sl.No	Tally ID. No.	Name
1	TA- 230923202039	ABIN R.J
2	TA- 270701202030	BEENA R.V
3	TA- 060805201921	AJEESH T.J
4	TA- 060805201922	VIGNESH T
5	TA- 060808201904	BEJINA B.S
6	TA- 060807201944	VIJITHA V
7	TA- 060807201946	KIRONSHA C
8	TA- 060807201902	TOBITHA FRANKLIN R
9	TA- 51016202005	ABIN S
10	TA-270727201949	ABIN RAJ R P
11	TA-290706201939	ACHU KUTTY G
12	TA-190929202028	AJEESH M L
13	TA-190929202039	ANUGRAHA ALBERT A L
14	TA-270728201910	BLESSWIN S J
15	TA-290707201929	CHANTHU S S
16	TA-190922202045	DERMIN V
17	TA-190929202041	MEENA MAHESHWARI R K
18	TA-270737201938	SHARATH S S
19	TA-270737201953	SHERVIN LAL S J

20	TA-190928202053	SHINO S S
21	TA-270724201957	SHYAM M
22	TA-270737201939	SUMEESH BOSE S M
23	TA-190938202003	THOUFICK S
24	TA-190934202058	AJEESHA S J

Nanjil Catholic College of Arts And Science,

Kaliyakkavilai

SHIFT II - TALLY (Tally Academy Certified Accountant)

STUDENTS RESULT 2019 – 2020

Sl.No	Tally ID. No.	Name	E-mail ID	Mark	Grade
1	TA-230923202039	ABIN R.J	abinpaush1234567@gmail.com	90	A+
2	TA-270701202030	BEENA R.V	beenavv20@gmail.com	90	A+
3	TA-060805201921	AJEESH T.J	tjajeesh1999@gmail.com	86.67	A+
4	TA-060805201922	VIGNESH T	vigneshtg99@gmail.com	86.67	A+
5	TA-060808201904	BEJINA B.S	bejinabs@gmail.com	83.33	A+
6	TA-060807201944	VIJITHA V	vijiviji1604@gmail.com	86.67	A+
7	TA-060807201946	KIRONSHA C	kironsha2000@gmail.com	86.67	A+
8	TA-060807201902	TOBITHA FRANKLIN R	tobithafranklin@gmail.com	93.33	A+
9	TA-051016202005	ABIN S	abiabin103@gmail.com	76.67	A

Tally academy

www.tallyacademy.in

Nanjil Catholic College of Arts And Science
Kaliyakkavilai 2019-2020

Sl.No	Tally ID. No.	Name
1	TA-051016202005	ABIN S
2	TA-010806201955	ABISHEK B
3	TA-010806201949	AKHIL M.A
4	TA-270727201941	AMALA ADCHAYA J.J
5	TA-290707201938	ANAHA A.S
6	TA-290706201940	ANGEL W.F
7	TA-270727201959	ANITHA V.L
8	TA-270737201936	ANULEKSHMI L M
9	TA-010806201954	ARUN RAJ R.C
10	TA-290707201942	ATHIRA POUL P
11	TA-270737201932	AYSHA NAZEEBA S.F
12	TA-290707201907	BEAUTLIN FEMI A
13	TA-290707201936	BIBISHA C.P
14	TA-190924202035	DICKSON M
15	TA-010806201950	GODWIN MANO M
16	TA-010806201951	GOPAKUMAR M.S
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18	TA-290706201932	JEIN SHOBA B.J
19	TA-290707201944	JISHAMOL V
20	TA-190552202015	Lincy V L
21	TA-270727201949	MANCHU R.S
22	TA-290706201939	MEENA M
23	TA-190929202028	MOHAMMED ANAS L
24	TA-190929202039	NOOHU THOWFEEK S
25	TA-270728201910	POOJA R.S
26	TA-290707201929	PRINCY M
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28	TA-190929202041	REJIN R
29	TA-270737201938	RESHMA G
30	TA-270737201953	RESHMI G.S
31	TA-190928202053	SAJAD F.M
32	TA-270724201957	SAJINA S
33	TA-270737201939	SANILA J.A
34	TA-190938202003	SARANYA S
35	TA-190934202058	SHAMEER N

36	TA-190929202038	SIBIN S
37	TA-290707201905	SULTHANA A.S
38	TA-190935202008	VINEESH V.A
39	TA-260755201952	VINEESHA W.K
40	TA-290708201926	VINISHAMA T.R
41	TA-010806201953	VISHNU C.S
42	TA-071048202043	VINCY V
43	TA-051015202053	ABINESH J
44	TA-051016202006	ELBIN JOSE V.R
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46	TA-091037202059	JEBIN KUMAR D
47	TA-290929202056	JEBIN R J
48	TA-290929202059	JIGIN FRANCKLIN F.S
49	TA-290929202055	SHAJIN M.S
50	TA-290930202001	SURAJ I
51	TA-010806201906	ABHILASH R.S
52	TA-190551202055	AJITH N
53	TA-010805201945	ALJEENA S
54	TA-010805201959	AMAL T
55	TA-230954202045	ANANDHUKRISHNAN G
56	TA-010805201938	ANEESHA R
57	TA-010805201936	ANGEL ROSE F
58	TA-010805201935	ANJUSHA V.R
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61	TA-020842201915	ARIYA RAJ R.S
62	TA-020842201913	ATHIRA T.G
63	TA-020842201917	BEBISHA B
64	TA-020842201911	BENCY S
65	TA-020842201909	BERSHA K
66	TA-020841201959	BINCY S SELVAN
67	TA-010806201909	BINEESH BIJU
68	TA-020842201901	BLESSY JENIFER J.S
69	TA-020841201958	BRITTO PRATHAP K
70	TA-020841201950	DEEPA B.A
71	TA-010806201910	DIVYA ANTO
72	TA-020841201948	EDWIN VIJAYAN V
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98	TA-010806201919	VENISHA V.R
99	TA-010806201918	VISHNU M.M
100	TA-010806201912	VISHNU S.B
101	TA-240936202052	ANU C
102	TA-051015202051	ASHA P
103	TA-051015202047	SUJITHA MOL S
104	TA-230923202053	ACHU BASKAR R.S

5/6/2020

signature of Incharge

NANJIL CATHOLIC COLLEGE OF ARTS & SECIENCE
KALIYAKKAVILAI
K.K. DISTRICT
TAMILNADU
INDIA

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE

KALIYAKKAVILAI

SHIFT II (TALLY PROGRAMME)

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Staff Incharge **Principal** **Secretary** 21/12/2020

Nanjil Catholic College of Arts and Science,
Kaliyakkaviali
Shift II Tally
Grade Sheet - 2019-2020

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6	TA-270701202035	SUJIN S	90	A+
7	TA-060805201903	STEBILA S P	93.33	A+
8	TA-060803201958	NISHA JASMIN M J	93.33	A+
9	TA-060803201958	SHANU S	76.67	A
10	TA-060805201914	DANIYA J	90	A+
11	TA-060803201959	SACHIN S	83.33	A+
12	TA-060805201947	VISHNUNATH R	80	A+
13	TA-060805201925	MAHESH M R	50	B
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29	TA-060807201944	VIJITHA V	86.67	A+

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40	TA-010806201954	ARUN RAJ R C	86.67	A+
41	TA-290707201942	ATHIRA POUL P	86.67	A+
42	TA-270737201932	AYSHA NAZEEBA S F	93.33	A+
43	TA-290707201907	BEAUTLIN FEMI A	66.67	B+
44	TA-290707201936	BIBISHA C P	96.67	A+
45	TA-190924202035	DICKSON M	86.67	A+
46	TA-010806201950	GODWIN MANO M	80	A+
47	TA-010806201951	GOPAKUMAR M	96.67	A+
48	TA-290707201940	JEENA L V	86.67	A+
49	TA-290706201932	JEIN SHOBA B J	86.67	A+
50	TA-290707201944	JISHAMOL V	76.67	A
51	TA-190552202015	Lincy V L	83.33	A+
52	TA-270727201949	MANCHU R S	76.67	A
53	TA-290706201939	MEENA M	83.33	A+
54	TA-190929202028	MOHAMMED ANAS L	93.33	A+
55	TA-190929202039	NOOHU THOWFEEK S	93.33	A+
56	TA-270728201910	POOJA R S	83.33	A+
57	TA-290707201929	PRINCY M	86.67	A+
58	TA-190922202045	RAHMAN N S	90	A+
59	TA-190929202041	REJIN R	83.33	A+
60	TA-270737201938	RESHMA G	83.33	A+
61	TA-270737201953	RESHMI G S	86.67	A+
62	TA-190928202053	SAJAD F M	93.33	A+
63	TA-270724201957	SAJINA S	86.67	A+
64	TA-270737201939	SANILA J A	90	A+
65	TA-190938202003	SARANYA S	90	A+
66	TA-190934202058	SHAMEER N	90	A+
67	TA-190929202038	SIBIN S	86.67	A+
68	TA-290707201905	SULTHANA A S	73.33	A
69	TA-190935202008	VINEESH V A	90	A+

70	TA-260755201952	VINEESHA W K	56.67	B
71	TA-290708201926	VINISHMA T R	90	A+
72	TA-010806201953	VISHNU C S	90	A+
73	TA-071048202043	VINCY V	83.33	A+
74	TA-051015202053	ABINESH J	66.67	B+
75	TA-051016202006	ELBIN JOSE V R	86.67	A+
76	TA-051016202003	GIFSON C	96.67	A+
77	TA-091037202059	JEBIN KUMAR D	66.67	B+
78	TA-290929202056	JEBIN R J	93.33	A+
79	TA-290929202059	JIGIN FRANCKLIN F S	90	A+
80	TA-290929202055	SHAJIN M S	63.33	B+
81	TA-290930202001	SURAJ I	76.67	A
82	TA-010806201906	ABHILASH R S	93.33	A+
83	TA-190551202055	AJITH N	86.67	A+
84	TA-010805201945	ALJEENA S	86.67	A+
85	TA-010805201959	AMAL T	83.33	A+
86	TA-230954202045	ANANDHU KRISHNAN G	66.67	B+
87	TA-010805201938	ANEESHA R	76.67	A
88	TA-010805201936	ANGEL ROSE F	96.67	A+
89	TA-010805201935	ANJUSHA V R	83.33	A+
90	TA-020842201923	ANU M	76.67	A
91	TA-020842201921	APARNA S NAIR	90	A+
92	TA-020842201915	ARIYA RAJ R S	73.33	A
93	TA-020842201913	ATHIRA T G	86.67	A+
94	TA-020842201917	BEBISHA B	86.67	A+
95	TA-020842201911	BENCY S	73.33	A
96	TA-020842201909	BERSHA K	90	A+
97	TA-020841201959	BINCY S SELVAN	90	A+
98	TA-010806201909	BINEESH BIJU	96.67	A+
99	TA-020842201901	BLESSY JENIFER J S	83.33	A+
100	TA-020841201958	BRITTO K PRATHAP	86.67	A+
101	TA-020841201950	DEEPA B A	83.33	A+
102	TA-010806201910	DIVYA ANTO	90	A+
103	TA-020841201948	EDWIN VIJAYAN	90	A+
104	TA-020841201945	FATHIMA S	90	A+
105	TA-290706201930	HYNA STEPHEN S L	76.67	A
106	TA-010806201907	JEMI JAYAN J M	86.67	A+
107	TA-290706201956	JENIBA R	90	A+
108	TA-290706201929	JENIFER J	86.67	A+
109	TA-290706201955	JINO V	93.33	A+

110	TA-290706201928	JIVIN J V	93.33	A+
111	TA-290706201921	MANISHA V U	93.33	A+
112	TA-290705201940	MARY SHEMA J	96.67	A+
113	TA-290705201936	NEETHU M	93.33	A+
114	TA-290705201934	NISHA S P	86.67	A+
115	TA-290705201933	RESHMA S	93.33	A+
116	TA-290705201931	SAJIN S	90	A+
117	TA-290705201930	SARANYA S L	56.67	B
118	TA-290705201923	SHALU S	86.67	A+
119	TA-290704201948	SHANISINGH S M	FAIL	
120	TA-290705201912	SHANU V SHAJI	80	A+
121	TA-290704201940	SHARAN S	90	A+
122	TA-290706201958	SHIJIN Y	76.67	A
123	TA-290704201935	SHYBA S	86.67	A+
124	TA-290704201939	SIVA SANKAR A	86.67	A+
125	TA-290704201904	SREE LAKSHMI A	80	A+
126	TA-290704201906	SUCHITHRA S S	76.67	A
127	TA-010806201948	SUNITHA S T	90	A+
128	TA-010806201941	SWOPNA MOL A	90	A+
129	TA-010806201919	VENISHA V R	86.67	A+
130	TA-010806201918	VISHNU M M	80	A+
131	TA-010806201912	VISHNU S B	90	A+
132	TA-240936202052	ANU C	96.67	A+
133	TA-051015202051	ASHA R	AB	
134	TA-051015202047	SUJITHA MOL S	70	A
135	TA-230923202053	ACHU BASKAR R.S	86.67	A+

Staff Incharge

Principal

Secretary

Nanjil Catholic College of Arts and Science

Kaliyakkavilai

Tally Shift II

Report 2019-2020

The institution offers Tally Shift II programme to all the students every year. During the year 2019 -20, 135 students were registered from the college. Of the total 135 , 104 students were from the Department of Commerce. The course started in the month of August every year. The duration of the course is 3 months. Out of the total 104 registered students, 102 students completed the course successfully with high marks. Among one student was fail the examination and other one of the student were absent.

In-charge

Principal

Secretary

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI
629 153
K.K. DISTRICT
TAMILNADU
INDIA

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Certificate No : **TAC-2000004248**

Authorised Signatory

www.tallyacademy.in

Indira Gandhi
National Open University
School of Management Studies

BMS-001
Introduction to NGO Management

Block

1

CONCEPTS & FUNCTIONS OF NGOs

UNIT 1
NGOs: An Introduction 5

UNIT 2
NGO Environment 14

UNIT 3
Issues in NGO Management 30

UNIT 4
Problem Identification 43

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BLOCK 1: CONCEPTS & FUNCTIONS OF NGOs

Block Introduction

This block as the name suggests deals with the basics of concepts of NGOs and how the NGOs function. It has four units.

Unit 1: **NGOs: An Introduction** gives an idea about the genesis of NGOs, their types. It basically tells about the introductory aspects of NGOs.

Unit 2: **NGO Environment:** This unit talks about different aspects of environment and how the organizations are exposed to environmental urcertainties. It also discusses the PESTLE framework to assess the opportunities and threats posed by the environment.

Unit 3: **Issues in NGO Management** covers different issues, which NGOs need to address. It basically deals with poverty as the Major issue and its relationship with different development indicators.

Unit 4: **Problem Identification** is the unit, which covers the problems, NGOs face and the ways and means to tackle these problems. It also deals with governance and leadership as major aspects in curbing the problems of NGOs.

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Indira Gandhi
National Open University
School of Management Studies

BMS-001
Introduction to NGO Management

Block

2

STRATEGY AND PLANNING

UNIT 5
Elements of Strategy 5

UNIT 6
SWOT Analysis 12

UNIT 7
Process of Management 24

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BLOCK 2 : STRATEGY AND PLANNING

Block Introduction

This block has three units and each unit deals with different aspects of strategy and planning.

Unit 5 : **Elements of Strategy** covers different elements of strategy, which are essential to understand the basic strategic framework.

Unit 6 : **SWOT Analysis** deals with the internal environment of NGOs. It covers the strengths and weaknesses part of NGOs and how these can be converted to opportunities and threats respectively.

Unit 7: **Process of Management** deals with the basics of explaining the process of management. It covers aspects related to planning, organizing, staffing delegating and controlling and how they are interrelated to each other.

Indira Gandhi
National Open University
School of Management Studies

BMS-001
Introduction to NGO Management

Block

3

COMMUNICATION SKILLS

UNIT 8
Importance and Scope of Communication Skills 5

UNIT 9
Interpersonal and Group Communication 25

UNIT 10
IT and Web Application 37

UNIT 11
Reporting 55

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BLOCK 3 : COMMUNICATION SKILLS

Block Introduction

This Block Contains Four Units. As the name suggest this block deals with different aspects of developing and improving communication skills as they form an integral part in dealing with people. NGOs are organizations who are in direct tourch with a common man so they need to understand these skills.

Unit 8 : Importance and Scope of Communication Skills : Talk about different forms of communication and how these can be used in a proper manner. This unit also deals with aspects related to listening and its importance in developing communication skills.

Unit 9 : Interpersonal and Group Communication : Deals with broader aspects of communication. It tries to highlight the ways to communicate with individuals or groups.

Unit 10 : IT and Web Application : We all know how important IT and Web application has become in the present times. This unit takes you through a journey of evolution of Information Communication and Technology (ICT) and its different uses as applicable to NGOs.

Unit 11 : Reporting deals with different aspects of report writing and its importance in giving information to the management.

Theory / Practical

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre : Trivandrum

Name of the SC / PSC / SSC / Nanjil Catholic College of Arts and Science Kaliyakkavilai
Centre Code 40031

Students' Attendance Sheet

Programme: CNM Course Code BMS01 Year: Semester: Batch No:

Date 15-9-2015 Time : From To

Sl. No.	Name	Enrolment No.	Signature	Remarks
1	Aleena V.S	197744978		
2	Abin B.J	19774500b	ab	
3	Aruna A	197744992	ARUNA.A	
4	Aswani P.A	19774503 8	Aswani	
5	Johisha S Sharpini	19774502 0		
6	Leshma Pereira	197744985		
7	Neethu B	19775032 3		
8	S. Angel Jeniba	19774833 4	S Angeljeniba	
9	S.M. Sumeese Base	197744960		
10	Shamini S	19774501 3	Shamini	
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Total No. of learners in the Programme : 10
Total No. of learners attended Counselling / learning activity : 9

Name & Signature of Co-ordinator / PIC

Date :

(Stamp)

Name & Signature of the Counsellor

Nanjil Catholic College of Arts and Science
Kaliyakkavilai

Shift II

Certificate Programme in NGO Management

Report 2019-2020

Indira Gandhi National Open University (IGNOU) study centre is functioning in our campus and we motivate our students to do certificate programs in addition to their regular studies. During the academic year 2019-2020 the number of students who had enrolled in the "Certificate Programme in NGO Management" is 10. All the enrolled students secured pass mark and got the certificate.

Head
Department of Commerce (UG
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu

Head of the Department

Co-ordinator
IGNOU Study Centre-40031
Nanjil Catholic College of
Arts and Science
Kaliyakkavilai-629 153, T.N

IGNOU Co-ordinator

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI
629 153
K.K. DISTRICT
TAMILNADU
INDIA

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Programme Guide
for
Diploma in Business Process Outsourcing Finance & Accounting (DBPOFA)
&
Certificate in Cummunication & IT Skills (CCITSK)

ignou
THE PEOPLE'S
UNIVERSITY

School of Vocational Education and Training
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068

Objectives:

The broad objectives of the Programme are:

- To give an over view of various energy resources, their avilability, energy and use pattern.
- To give an exposure about environmental effects of energy use
- To give an overview of renewable energy technologies
- To conduct an energy audit and implement energy conservation measures.
- To see the importance of Energy, Economy and Environment interaction.
- To how to rectify renewable energy technologies
- To know how to make energy plan
- To know about energy efficient devices for energy conservation.

Programme Structure:

There are four courses in the programme. The total credits are 20 and have been worked out on the basis of course content and their weightages. The details of CETM are as follows:

Course code	Course Title	Credits
OEY1	Energy Resources and Conversion Processes	4
OEY2	Renewable Energy Technologies and their Uses	6
OEY3	Energy Management: Audit and Conservation	6
OEYP4	Energy Projects	4

2.4.57 Certificate in Communication & IT Skills (CCITSK)

The Certificate in Communication and IT Skills is a 16 Credits progrmme. The course has been designed keeping in mind the BPO industry and other forms of industry. The communication skill course covers area of listening, reading, writing,grammar pronunciations, vovabulary and speaking. The IT skills course cover area like MS Word, MS Powerpont, MS Access, MS Excel.

Course Code	Course Title	Credits
BPOI6	English Communication	8
BPOI7	IT skills	8
	Total Credits:	16

A student who has completed this Certificate Programme will be exempted from doing this course offered in the 2nd Semester of Diploma in Business Process Outsourcing - Finance & Accounting (DBPOFA) provided they fulfill the other eligibility criteria.

2.4.58 Certificate Programme in Laboratory Techniques (CPLT)

This programme is designed to provide the know-how and skills needed to work as a laboratory technician in a school/college science laboratory. It will train learners to extend effective and efficient services to the science teachers and students in these laboratories. It is a highly skill-oriented programme and involves intensive practical work. The objectives of the programme are to help learners to know about basic facilities and equipment in school/college science laboratories, and train them in the skills of organising and managing these laboratories, maintaining simple instruments and taking care of laboratory safety aspects.

The programme consists of 4 courses listed below:

Course Code	Course Title	No. of Theory	Credits Practical	No. of Days of Practical Work
LT1	Good Laboratory Practices	4	2	7
LT2	Laboratroy Techniques in Biology	2	2	7
LT3	Laboratory Techniques in Chemistry	2	2	7
LT4	Laboratory Techniques in Physics	2	2	7
	Total	10	8	28

Learners working as regular employees in the laboratories of senior secondary schools/colleges/universities can do 12 days of practical work at their workplace under the supervision of the local teacher. The remaining 16 days of practical work is required to be done at identified study centres. All other learners will do practical work for 28 days at the study centres.

2.4.59 Certificate in AYUSH Nursing (Ayurveda) (CAY)

There is no ANM training in Ayurveda Nursing so far therefore Department of Ayurveda, Yoga, Unani, Sidha and Homeopathy (AYUSH), Government of India has planned to develop course for ANMs so that they can be trained to provide quality care to the patients undergoing treatment under Ayurvedic System of Medicine. Keeping in view the above and the vision and mission of Department of AYUSH, GOI, School of Health Science (SOHS), Indira Gandhi National Open University (IGNOU) took up the challenge in developing the Certificate in AYUSH Nursing (Ayurveda) for ANMs. ANMs can provide basic health care in Ayurveda System of Medicine effectively after completing the Certificate in AYUSH Nursing (Ayurveda). As under NRHM Ayurvedic services are integrated in most of the hospitals, Community Health Centres, Primary Health Centres and Sub Centres all over the country.

2. DIPLOMA IN BUSINESS PROCESS OUTSOURCING-FINANCE & ACCOUNTING (DBPOFA)

2.1 About the Programme

The Indira Gandhi National Open University (IGNOU) is always a front-runner in identifying opportunities and designing suitable programme for the benefit of the society and economy of the country. IGNOU, in association with Accenture has designed and developed the Diploma in Business Process Outsourcing -Finance and Accounting, an innovative programme (the first of its kind) in the open and distance learning system. The business and the university relationships are perfected in the programme. This program will provide the opportunity to the students across India to develop their professional careers, to be eligible for employment in the growing BPO industry. This Diploma programme aims to incorporate a unique blend of theory and practical courses, designed by eminent academicians, Accenture subject matter experts, BPO training organizations and e-learning organizations, to provide students with a comprehensive learning model.

2.2 Programme Structure

This Programme comprises of Semester-I and Semester-II.

Semester-1 : Finance and Accounting consists of 05 Courses having 16 credits and Semester-II consists of 02 courses : English Communication & IT Skills having 16 credits. To be **eligible for the award of the Diploma in Business Process Outsourcing - Finance and Accounting, a student has to complete all the 07 courses as shown below. Those who have already completed Semester-II will get exemption from taking this Semester to get the Diploma in BPO provided they fulfill other eligibility criteria.**

Finance and Accounting **(Semester-I)**

Course Code	Course Name	Credits
BPOI-001	Introduction to Finance & Accounting BPO	2
BPOI-002	Fundamentals of Accounting	4
BPOI-003	Procure to Pay (P2P, Accounts Payable)	4
BPOI-004	Order to Cash (O2O, Accounts Receivable)	3
BPOI-005	Record to Report (R2R)	3
	TOTAL	**16 credits**

English Communications and IT Skills **(Semester-II)**

Course Code	Course Name	Credits
BPOI-006	English Communication	8
BPOI-007	IT Skills	8
	TOTAL	**16 credits**

Note : A candidate can take exit option after 6 months (Semester 1) and upon successful completion he/she will get Certificate in BPO Finance & Accounting. This option is available only for working professionals. They are required to fill form at Appendix-I.

Unit 8: Vendor Helpdesk

Unit 9: Quality Checks

Unit 10: Issue Management, Risk Management & Control

Unit 11: Accounting Entries for P2P Process

Unit 12: Metrics and Best Practices

Unit 13: Overview of Travel and Expense Process

Unit 14: Stages of Travel & Expense Cycle

BPOI-004: Order to Cash - (Accounts Receivable)

Unit 1: Introduction to Order to Cash Cycle

Unit 2: Stages of Order to Cash Cycle

Unit 3: Credit Review

Unit 4: Order Management & Invoicing

Unit 5: Collection

Unit 6: Accounts Receivable

Unit 7: O2C Operations

Unit 8: Quality Checks in O2C Cycle

BPOI-005: Record to Report (R2R)

Unit 1: Overview of Records to Report Process

Unit 2: Overview of Reconciliation

Unit 3: Bank Reconciliation

Unit 4: Accounting for Fixed Assets

Unit 5: Depreciation Accounting

Unit 6: Cash Budgeting and Forecasting

Unit 7: Cash Flow Management

Unit 8: Controls and Metrics in R2R

Unit 9: Reporting **(Semester II)**

BPOI-006: English Communication

Block 1: Social Skills in Business Communication

Unit 1: Greetings and Introduction

Unit 2: Importance of Small Talk in Business

Unit 3: Language and Culture

Unit 4: Business Etiquette

Block 2: Telephone Conversation

Unit 5: Features of Telephone Communication

Unit 6: Making Arrangement and Appointments

Unit 7: Leaving and Taking Messages

Unit 8: Voice Mail, Video Conferencing and Conference Calls

Block 3: Business Correspondence

Unit 9: Modes of Communication

Unit 10: Internal Business Correspondence-I

Unit 11: Internal Business Correspondence-II

Unit 12: External Business Correspondence-I

Unit 13: External Business Correspondence-II

Block 4: Customer Service

Unit 14: Types of Customers

Unit 15: Essentials of Customer Service,

Unit 16: Ownership and Accountability

Unit 17: Handling Complains

Unit 18: Rapport Building and Empathy

Unit 19: Probing

Block 5: Presentations

Unit 20: Presentation Skills-I : Essentials of Presentation Skills

Unit 21: Presentation Skills-II : Outlines & Structures

Unit 22: Presentation Skills-III : Using Visual Aids

Unit 23: Presentation Skills-IV : The Ending

Block 6: Meeting

Unit 24: Setting the Agenda and Planning the Meeting

Unit 25: Types of Meeting - Ready-TP

Unit 26: Conducting and Participating in a Meeting-I

Unit 27: Conducting and Participating in a Meeting-II

Block 7: Cross Cultural Communication

Unit 28: Communicating Cross Culture-Indianism Difference between Culture

Unit 29: Traveling on Business

Unit 30: Communication in BPO

Unit 31: Ability to Say No

Block 8: Getting Ready for a Job

Unit 32: Preparing for the Job

Unit 33: Writing your CV and Job Application

Unit 34: Portfolio making

Unit 35: Preparing and Facing Interview, Phone & Walk in Interviews

Unit 36: Group Discussion

BPOI-007: IT SKILLS

Block 1: Introduction to Computers

Unit 1: Introduction to PC

Unit 2: Storage Organization

Unit 3: Input/Output Devices

Unit 4: Software

Unit 5: Introduction to Database Management Systems

Block 2: Software security and Antivirus

Unit 1: Information Security Concerns

Unit 2: Software Vulnerabilities

Unit 3: Network Security and Authentication

Block 3: Web Based Technologies

Unit 1: Internet an overview

Unit 2: Concepts of web browsers

Unit 3: What we can do using internet

Block 4: Introduction to MS Office

Unit 1: MS Word

Unit 2: MS PowerPoint

Block 5: MS Excel – Basic

Unit 1: Working with Work Sheets

Unit 2: Formatting and Editing

Unit 3: Formulae's and Functions

Unit 4: Sorting and Filters

Unit 5: File Handling

Block 6: Advanced MS Excel and Basics of MS Access

Unit 1: Working with Multiple Sheets and Workbooks

Unit 2: Working with Tables and Charts

Unit 3: Protecting and Printing Worksheets

Unit 4: Basics of MS Access

3. CERTIFICATE IN COMMUNICATION & IT SKILLS (CCITSK)

3.1 About the Programme

The course has been designed keeping in mind the BPO industry and other forms of industry. The Communication Skill Course covers areas of listening, reading, writing, grammar, pronounciation, vocabulary and speaking. The IT Skill course covers areas like MS Word, MS Powerpoint, MS Excel, MS Access.

3.2 Programme Structure

The Certificate in Communication & IT Skills (CCITSK) is a 16 credits programme.

A student who has completed this Certificate programme will be exempted from doing this course offered in the 2nd Semester of Diploma in Business Process Outsourcing - Finance & Accounting (DBPOFA) programme provided they fulfull the other eligibility criteria.

Communications Skills and IT Skills

Course Code	Course Name	Credits
BPOI-006	Communication Skills	8
BPOI-007	IT Skills	8
	TOTAL	**16**

3.3 Course-wise Unitization of (CCITSK)

BPOI-006 Communication Skills

Block 1: Social Skills in Business Communication

Unit 1: Greetings and Introduction

Unit 2: Importance of Small Talk in Business

Unit 3: Language and Culture

Unit 4: Business Etiquette

Block 2: Telephone Conversation

Unit 5: Features of Telephone Communication

Unit 6: Making Arrangement and Appointments

Unit 7: Leaving and Taking Messages

Unit 8: Voice Mail,Video Conferencing & Conference Calls

Block 3: Business Correspondence

Unit 9: Modes of communication

Unit 10: Internal Business Correspondence-I

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Unit 11: Internal Business Correspondence-II

Unit 12: External Business Correspondence-I

Unit 13: External Business Correspondence-II

Block 4: Customer Service

Unit 14: Types of Customers

Unit 15: Essentials of Customer Service

Unit 16: Ownership and Accountability

Unit 17: Handling Complains

Unit 18: Rapport Building and Empathy

Unit 19: Probing

Block 5: Presentations

Unit 20: Presentation Skills-I : Essentials of Presentation Skills

Unit 21: Presentation Skills-II : Outlines & Structures

Unit 22: Presentation Skills-III : Using Visual Aids

Unit 23: Presentation Skills-IV : The Ending

Block 6: Meeting

Unit 24: Setting the Agenda and Planning the Meeting

Unit 25: Types of Meeting - Ready-TP

Unit 26: Conducting and Participating in a Meeting-I

Unit 27: Conducting and Participating in a Meeting-II

Block 7: Cross Cultural Communication

Unit 28: Communicating Cross Culture-Indianism Difference between Culture

Unit 29: Traveling on Business

Unit 30: Communication in BPO

Unit 31: Ability to Say No

Block 8: Getting Ready for a Job

Unit 32: Preparing for the Job

Unit 33: Writing your CV and Job Application

Unit 34: Portfolio making

Unit 35: Preparing and Facing Interview, Phone & Walk in Interviews

Unit 36: Group Discussion

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and Science
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BPOI-007 – IT SKILLS

Block 1: Introduction to Computers

Unit 1: Introduction to PC

Unit 2: Storage Organization

Unit 3: Input/Output Devices

Unit 4: Software

Unit 5: Introduction to Database Management Systems

Block 2: Software Security and Antivirus

Unit 1: Information Security Concerns

Unit 2: Software Vulnerabilities

Block 3: Web Based Technologies

Unit 1: Internet an Overview

Unit 2: Concepts of Web Browsers

Unit 3: Internet Search

Unit 4: What we can do using Internet

Block 4: Introduction to MS Office

Unit 1: MS Word

Unit 2: MS PowerPoint

Block 5: MS Excel – Basic

Unit 1: Working with Work Sheets

Unit 2: Formatting and Editing

Unit 3: Formulae's and Functions

Unit 4: Sorting and Filters

Unit 5: File Handling

Block 6: Advanced MS Excel and Basics of MS Access

Unit 1: Working with Multiple Sheets and Workbooks

Unit 2: Working with Tables and Charts

Unit 3: Protecting and Printing Worksheets

Unit 4: Basics of MS Access

Block 7: Practicals (Lab Manual 1 & 2)

1. MS Word
2. MS Power point
3. MS Excel
4. MS Access

Co-ordinator
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Catholic College of
and Science
Kavilai-629 153, T.N

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE TRIVANDRUM

STUDY CENTRE WISE STUDENT LIST FOR FRESH ADMISSION JANUARY 2020

PAGE NO.1 PROGRAMME:CCITSK STUDY CENTRE:40031

SLNO	ENROL.NO.	NAME & ADDRESS	MEDIUM	COURSES
1	200404013	MANOJ B 1/316 PURAVILAI MANALODAI POST KULASEKHARAM KANYAKUMARI TAMIL NADU-629161 MOBILE NO:9442923048 E-MAIL:		BPOI6 BPOI7

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