



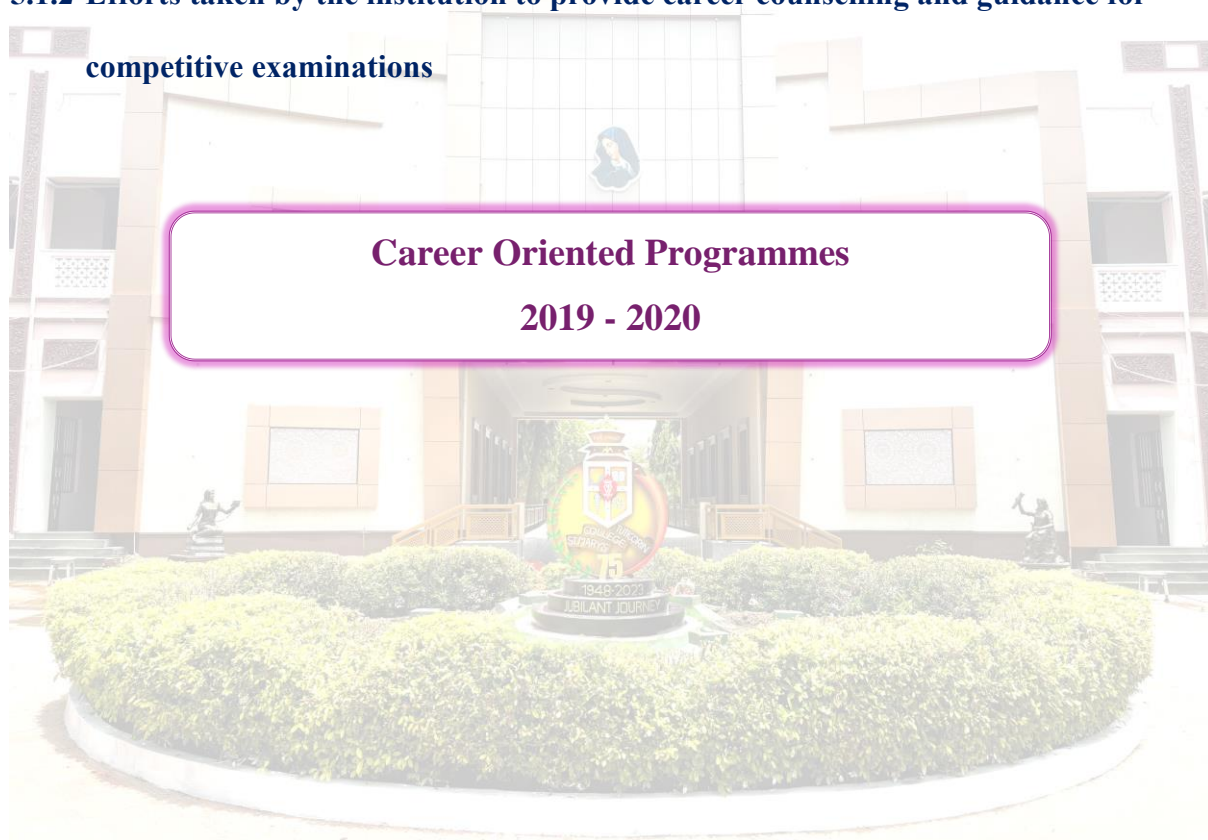
**St. Mary's College (Autonomous)**  
Reaccredited with 'A+' Grade by NAAC (Cycle IV)  
Thoothukudi



**Criterion: V - Student Support and Progression**  
**5.1 - Student Support**  
Year: 2018-2023



### **5.1.2 Efforts taken by the institution to provide career counselling and guidance for competitive examinations**



**Career Oriented Programmes**  
**2019 - 2020**

*Lina Rose*  
**Principal**  
St. Mary's College (Autonomous)  
Thoothukudi-628 001.

# **St. Mary's College (Autonomous), Thoothukudi**

**(Re-accredited with 'A+' Grade by NAAC)**

## **CERTIFICATE COURSE ON EMPLOYABILITY SKILLS FOR ECONOMICS GRADUATES**

**Course Code: 19CAEC31  
2019-2020  
(II B.A. Economics)**

**Certificate Course Brochure**

## **Aim**

- Teaching clear, concise, and respectful communication techniques, both verbal and non-verbal, to convey ideas effectively and foster understanding
- Developing skills for better communication, relationship-building, and emotional intelligence
- Offering guidance on crafting CVs, writing cover letters, interviewing effectively, and networking to maximize career opportunities

## **Objectives**

- Help participants gain deeper insights into their own personality, strengths, weaknesses, values, beliefs and efficiently managing time
- Develop skills to condense information accurately and rephrase content in a clear and concise manner.
- Equip participants with verbal skills for presentations, debates, and public speaking, supporting both written and spoken advocacy.

## **Course Outcomes**

- Have skills and preparedness for aptitude tests
- Be equipped with essential communication skills (writing, verbal and non-verbal)
- Master the presentation skill and be ready for facing interviews.
- Designed to play a situation on how to talk appropriately to a customer in English, over the phone or in person
- Students learn to use an acceptable and consistent style, tone, and vocabulary throughout the message



# Syllabus

## II. B.A. ECONOMICS – CERTIFICATE COURSE

SEMESTER- III & IV	
EMPLOYABILITY SKILLS FOR ECONOMICS GRADUATES	
Hours / week :4	Hrs / Semester: 60

### Learning Outcomes

- To help students explore their values and career choices through individual skill assessments
- To explore and practice basic communication skills
- To learn skills for discussing and resolving problems on the work site
- To assess and improve personal grooming

### UNIT I PERSONAL DEVELOPMENT SKILLS

Self-Analysis – SWOT Analysis – Self Confidence – Self Esteem - Attitude - Change Management – Perceptions – Ideas & Approach - Motivation – Internal & External – Goal Setting - Time Management – Creativity – stress Management.

### UNIT II VERBAL APTITUDE

Synonyms – Antonyms - Odd Word - Idioms & Phrases - Word Analogy - Sentence Completion - Spotting Errors - Error Correction - Sentence Correction - Reading Comprehension

### UNIT – III INTERPERSONAL SKILL

Team Work - Networking - Leadership Skills – Role Models – Leadership Styles - Stress Management - Emotional Intelligence – Emotional Quotient - Decision Making – Problem Identification – Weighing Positives & Negatives

### UNIT IV - COMMUNICATION SKILLS

Self-Introduction - Tech talk / Area of Interest / Extempore - Curriculum Vitae - Mock Interview - Group Discussion / Case Study

### UNIT – V ADVOCACY & WRITING SKILLS

Advocacy and writing skills – importance of structure – formal and informal writing styles - Dimensions of Advocacy - advocacy groups, forms of advocacy – advocacy models and effectiveness – Empowerment Advocacy

### Books for Reference

1. Pasty McCarthy a Caroline Hatcher, (2002) Presentation Skills The essential guide for students, New Delhi SAGE Publications
2. Neil Thompson (1996) People Skills, London; Macmillan.
3. Dalai Lama and Cutler, H.C (1998) the Art of Happiness: A Handbook for Living. London: Coronet Books
4. Hargie, Saunders, C.Dockson, D. (1994) Social Skills in Interpersonal Communication; London: Routledge.



# Schedule

**II Year    Course Code: 19CAEC31 Total Hrs: 60 Time: 2-4 P.m.**

**Course In-charge: B. Francis Amal George,  
Chartered Accountant**

**Staff In-Charge: Dr. D. Rathi**

S.No	Date	Day
1	09.07.2019	Tuesday
2	10.07.2019	Wednesday
3	17.07.2019	Wednesday
4	13.08.2019	Tuesday
5	14.08.2019	Wednesday
6	20.08.2019	Tuesday
7	21.08.2019	Wednesday
8	10.09.2019	Tuesday
9	24.09.2019	Tuesday
10	25.09.2019	Wednesday
11	01.10.2019	Tuesday
12	22.10.2019	Tuesday
13	23.10.2019	Wednesday
14	03.12.2019	Tuesday
15	04.12.2019	Wednesday
16	10.12.2019	Tuesday
17	11.12.2019	Wednesday
18	17.12.2019	Tuesday
19	18.12.2019	Wednesday
20	21.01.2020	Tuesday
21	22.01.2020	Wednesday
22	28.01.2020	Tuesday
23	29.01.2020	Wednesday
24	04.02.2020	Tuesday
25	05.02.2020	Wednesday
26	26.02.2020	Wednesday
27	03.03.2020	Tuesday
28	04.03.2020	Wednesday
29	10.03.2020	Tuesday
30	11.03.2020	Wednesday

## Attendance

[illegible]

Handwritten notes in a cursive script, likely representing a musical score or a list of names. The text is written on lined paper and includes various symbols and letters, possibly indicating musical notation or specific entries.



## Attendance

II B.A. Economics  
Certificate Course on Employability Skills for Economic Graduates  
2019-2020

[illegible]

# Grade Sheet

ST.MARY'S COLLEGE (AUTONOMOUS) THOOTHUKUDI

II YEAR - B.A. ECONOMICS (REGULAR)

CERTIFICATE COURSE ON EMPLOYABILITY SKILLS

ACADEMIC YEAR 2019-2020

TOTAL NO.OF DAYS :30 DAYS

S.NO	NAME	NO.OF DAYS PRESENT	GRADE
1.	G.ABINA	28	A
2.	S.ABINAYA SUMATHI	25	A
3.	K.AKILA	24	A
4.	A.ANTONY MARIA ESTHER	26	A
5.	A.ANTONY MILKIYA	27	A+
6.	S.ANUSUYA	27	A
7.	R.AROCKIA SELVI	24	A
8.	P.BALA SELVAMATHI	23	A
9.	S.BRINDHA	27	A
10.	M.CHRISTIKA	28	A+
11.	K.DIVYA	24	A
12.	M.GOWSALYA	26	A
13.	J.IRUTHAYA MISHA	27	A
14.	J.JACULIN SINTHYA ISHA	27	A+
15.	T.JELCIYA	30	A+
16.	J.JENISTA	27	A
17.	F.JIJANCY	28	A+
18.	D.KARPAGA NANTHINI	17	B
19.	C.LAKSHMI	29	A
20.	A.LURDU MARISHA	27	A
21.	Y.MARIA PRADEEPA	27	A
22.	M.MARIYA JASMINE	21	A
23.	S.MARIA NISHANTHI	26	A
24.	A.MICHEAL EBINA	30	A
25.	N.MICHAEL RAMYA	28	A
26.	R.MONISHA	25	A
27.	I.MOTCHA SELVIN	24	A
28.	P.NITHIYA	23	A
29.	J.NIVETHA	27	A
30.	V.PANIYAMMAL	29	A+
31.	S.RAJA NANDHINI	24	B
32.	E.RAJONA	27	A
33.	Y.REENA	27	A
34.	J.RESMA	28	A
35.	A.REX	27	A





36.	G.SANTRA	30	A+
37.	S.SARANYA	27	A
38.	V.SELVALAKSHMI	27	A
39.	A.SHERLIN	30	A+
40.	L.SIBORAL	26	A
41.	M.SINTHIYA	25	A
42.	B.SNEHA	28	A
43.	A.SNOWBER	29	A
44.	A.SUDHA	28	A
45.	G.SUGANYA	28	A
46.	R.SUHASHINI	20	A
47.	A.SUMANSHA	28	A
48.	M.VIJAYALAKSHMI	21	A
49.	A.VINITHA	28	A
50.	M.NIVETHA KALYANI	22	A+
51.	G.KAYATHRI	24	A

**Grade Assigned as:** Between 90-100: "O" Between 76 -90: "A+".

Between 61-75: "A" Between 51-60: "B"

Between 41-50: "C" Between 35 -40: "D".



## **Course Report**

**Department of Economics offered Certificate Course on Employability skills for Economics Graduates for II year B. A. Economics students in the academic year 2019-2020 from 09th July 2019 to 11st March 2020. It introduced to learn personal development, interpersonal skills and verbal & non- verbal skills. A total of 51 students got benefit out of 58 students in this certificate course. This enabled students to be familiar with communication skill. The certificate course was 60 hours duration course. The certificate course instructor was Mr. Francis Amal George, Chartered Accountant. The certificate course class was held in both odd and even semester.**



# Certificate



**ST. MARY'S COLLEGE (AUTONOMOUS),  
THOOTHUKUDI  
(Re-accredited with 'A+' Grade by NAAC)  
Department of Economics**

**CERTIFICATE**  
This is to certify that

**Ms. J. Jelciya - 18AUEC17**

**II B.A Economics**

**has successfully completed the Certificate Course on  
Employability Skills for Economics Graduates conducted during the academic year  
2019 - 2020 with A+ Grade.**



**Instructor**

*Lucia Rose*

**Principal**

**ST. MARY'S COLLEGE (AUTONOMOUS)**

(Re-accredited with 'A+' Grade by NAAC)

**Thoothukudi-628001**

**DEPARTMENT OF PHYSICS**

**CERTIFICATE COURSE**

**ON**

***BASIC COMPUTER HARDWARE AND NETWORKING***



***Offered to: II -year students***

**Course code: 19CAPH31**  
**Duration: 60 Hours**

*Instructor*

**Mr. Sundaram**



**Aim:**

This course aims to provide foundational knowledge in computer hardware, file systems, number systems, and networking principles, as well as to introduce web standards and domain systems essential for understanding IT infrastructure and security.

**Objective:**

The objective is to equip learners with an understanding of computer components, operating systems, network standards, and basic internet structures, enabling them to navigate and secure digital environments effectively.

**Course Outcome**

1. Students will be able to identify key computer hardware components and describe their functions and interactions within a computer system
2. Students will demonstrate the ability to assemble a basic computer system from individual components and perform troubleshooting techniques to diagnose and resolve common hardware issues.
3. Students will understand fundamental networking concepts, including IP addressing, subnetting, and the differences between LAN and WAN, and will be able to explain the roles of various network devices.
4. Students will be able to set up, configure, and secure a basic home or small office network, including both wired and wireless connections, and implement basic network security measures.
5. Students will develop skills to diagnose and resolve common networking problems using basic diagnostic tools and understand how to maintain network performance and reliability.

**ST. MARY'S COLLEGE (Autonomous), THOOTHUKUDI**

**DEPARTMENT OF PHYSICS**

**CERTIFICATE COURSE – 2019 – 2020**

**II B.Sc. PHYSICS**

**BASIC COMPUTER HARDWARE & NETWORKING**

**Unit I**

- What is Hardware?
- What is Computer? – Innovation of computer
- Parts of computer – Display devices – Input devices – System units
- Types of computer

**Unit II**

- File system – FAT – FAT16 – FAT32 – NTFS
- Encryption & compression
- Security factors in computer – Antivirus – firewall
- Number systems – Binary – Decimal – Hexadecimal – Octal

**Unit III**

- What is networking
- Measuring network
- General Types of networks – Direct – Wired – Wireless
- LAN – WAN – MAN – Geographical Dimensions

**Unit IV**

- Network Standards
- Network Hardware – NIC – Switch – Router
- Protocols – IP – TCP
- Classification of Networks – Class A – Class B – Class C etc.,
- Organization Topology – Bus-Ring – Star-Mesh

**Unit V**

- What is web standard?
- What Domain name system
- Types of domains



**St. Mary's College (Autonomous)**  
**Department of Physics**  
**II B.Sc., Physics**  
**Certificate Courses**  
**on**  
**Basic Computer Hardware & Networking**  
**Duration: 60 Hours**

<b>S. No</b>	<b>Date</b>
1.	9.7.2019
2.	10.7.2019
3.	16.7.2019
4.	17.7.2019
5.	13.8.2019
6.	14.8.2019
7.	20.8.2019
8.	21.8.2019
9.	24.9.2019
10.	01.10.2019
11.	4.12.2019
12.	10.12.2019
13.	11.12.2019
14.	17.12.2019
15.	18.12.2019
16.	21.1.2020
17.	22.1.2020
18.	29.1.2020
19.	4.2.2020
20.	25.2.2020
21.	26.2.2020
22.	4.3.2020
23.	10.3.2020
24.	11.3.2020

## Attendance

S.No	NAMES	9/7	10/7	16/7	17/7	18/7	19/7	20/7	21/7	24/7	01/8
	TERANCY	/	/	/	/	/	/	/	/	a	
	TREPIHA MISSIER :S	/	/	/	/	a	/	/	/	OD	/
	VIJAYA LAKSHMI	/	/	/	/	/	/	/	/	/	/
	YUTHITH	/	/	/	/	/	/	/	/	/	/

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	4/12/19.	10/12/19.	11/12/19.	17/12/19.	18/12/19.	21/12/20.	22/12/20.	24/12/20.	4/12/20.	25/12/20.	01/12/20.	10/12/20.	11/12/20.
	/	a	/	/	/	/	/	/	/	/	/	a	/
	/	/	/	/	/	a	/	a	/	/	/	/	/
	/	/	/	/	/	/	/	/	/	/	/	/	/
	/	/	/	/	a	a	/	/	/	/	/	/	/

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## GRADE SHEET

S. No	Name of the Student	Grade
1.	AKSHAYA PRABA R	D
2.	ANI REXLIN C	A
3.	ANNAI THANGA SELVA SAROJENI S	D
4.	ANTO AGNES VIRGIN A	D
5.	ANTONY CLERISHA DEMEL C	D
6.	ANUSHIYA DEVI M	O
7.	BAVANI LAKSHMI A	D
8.	BEVINSHA A	D
9.	BHAVANI M	D
10.	CHANDIA A	D
11.	CHRISTY CHITHRA J	O
12.	DAFFODIL R	O
13.	DEENALIYONIKA S	A
14.	DIVYA V	A
15.	DOSHINI J B	O
16.	GIFTY KIRUBA RANI S	D
17.	GNANA BRINTHA A	A
18.	ISHWARYAA M	D
19.	JEYA DARSENE V	D
20.	JOLIN MACHADO R	A
21.	KALISHREE DHARANI R	O
22.	KOUSHIKA K	O
23.	LINGA DHARSHINI J	A
24.	MAHALAKSHMI J	D
25.	MANI KARTHIGA SAKTHI A	D
26.	MANIMALA S	A
27.	MECKANCY A	O
28.	MOHAMED SHIFANA M	D
29.	MUTHU ANUSHIYA V	O
30.	MYSTICA GOMEZ G	D
31.	NIVETHA J	D

32.	PAVITHRADEVI K	A
33.	PRIYANGA DISHNI K	A
34.	RATHIKA K S	O
35.	ROXINA K	D
36.	SHALOM ABINAYA A	D
37.	SHANMUGAPRIYA S	D
38.	SNEHA J	A
39.	SNEKHA M	D
40.	SUBALAKSHMI C	O
41.	SUBALAKSHMI P	D
42.	SUBALATHA K	D
43.	TERANCY P	D
44.	TREFILLA MISSIER S	D
45.	VIJAYALAKSHMI T	D
46.	YUTHITH S	D

## Report of the Certificate Course 2019-2020

Basic Computer Hardware & Networking was offered as Certificate Course by the Department of Physics from 09.07.2019 – 11.03.2020 to the II-year B.Sc., Physics students. Mr. Sundaram was the instructor and the course was held after the regular working hours, spanning a total of 60 hours. The students were made to appear for an oral/written test at the end of the course and were issued certificates with grade levels according to their percentage of attendance and performance. 46 students were enrolled and benefitted out of this course.



## Certificate



**ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI**

(Re-accredited with 'A+' Grade by NAAC)

### **CERTIFICATE**

This is to certify that

**AKSHAYA PRABA R – 18AUPH01**

of **II B. Sc PHYSICS** has successfully completed the Certificate Course on

**BASIC COMPUTER HARDWARE & NETWORKING**

conducted during the academic year 2019- 2020 with **D** Grade.

Instructor

Principal

**St. Mary's College (Autonomous), Thoothukudi**  
(Reaccredited with A+ Grade by NAAC)

**Certificate Course 2019-2020**

**Name of the Department :** Chemistry

**Title of the Course :** Basic Computer techniques in Chemistry

**Course Code:** 19CACH31

**Duration:** 60 Hours

**Aim :**

This course helps the students to learn the basic techniques of computer in Chemistry.

**Objective :**

- To practice MS word, Excel , powerpoint
- To impart knowledge about the websites in chemistry
- To create an awareness about the importance of technology in chemistry

**Outcomes :**

- Students will learn MS word, Excel , powerpoint
- Students will gain knowledge of the websites in chemistry
- Students become an expert in using the technology
- They can be employed as expertise in office automation

**St. Mary's College (Autonomous) – Thoothukudi**

**(Re-accredited with 'A+' grade by NAAC)**

**Department of Chemistry (Sem III & IV)**

**Basic Computer Techniques in Chemistry 2019-2020**

### **UNIT I MS WORD**

Introduction – File-create- save-copy-delete- typing in the document-selecting the styles – editing text – previewing the document – printing – inserting page number and date – formatting text and paragraphs.

Overview of page setup – changing page size and margin, create headers, footers and selection use columns – find and replace text – spellcheck – use of thesaurus-working with tables and graphics – entering and editing data in a table – insertion of a picture.

### **UNIT II MS EXCEL**

Introduction of MS Excel-define work book-create work sheet-Changing columns and rows —formatting-aligning and wrapping cell contents- border to cell-number formats. Mathematical functions -Create a chart with wizard-working with tables and graphs

### **UNIT III MS POWERPOINT**

Features and components of the power point-presentations-creating a power point presentation —add, insert and delete slides-adding text to slide-slide layout-enter and edit text to slides- animation effect.

### **UNIT IV E-MAIL AND INTERNET**

E-mail – creating an e-mail id – receiving incoming messages – sending messages.

### **UNIT V CHEMISTRY RELATED WEBSITES**

A brief study of Websites and softwares related to chemistry.

Drawing simple chemical structures using Chemdraw and Chem finder



**St. Mary's College (Autonomous) – Thoothukudi**

**(Re-accrdited with 'A+' grade by NAAC)**

**Department of Chemistry (Semester- III & IV)**

**2019 -2020**

**Basic Computer Techniques in Chemistry**

**Certificate course – Time Schedule**

**Total: 60 Hours**

**Duration : 2 Hours**

S.NO	Date
1	10.07.2019
2	17.07.2019
3	07.08.2019
4	13.08.2019
5	14.08.2019
6	20.08.2019
7	21.08.2019
8	10.09.2019
9	17.09.2019
10	07.10.2019
11	22.10.2019
12	23.10.2019
13	03.12.2019
14	04.12.2019
15	10.12.2019
16	02.12.2019
17	17.12.2019
18	18.12.2019
19	21.01.2020
20	22.01.2020
21	23.01.2020
22	29.01.2020
23	04.02.2020
24	05.02.2020
25	25.02.2020
26	26.02.2020
27	04.03.2020
28	10.03.2020
29	11.03.2020

C. D. Jadoh

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**St. Mary's College (Autonomous), Thoothukudi**  
 (Reaccredited with A+ Grade by NAAC)  
**Department of Chemistry**  
 Basic Computer techniques in Chemistry  
**Certificate Course 2019-2020**  
 II B.Sc Chemistry Course Code: 19CACH31

Reg No	Name	Grade
18AUCH01	AGNES MARY M	A
18AUCH02	ANCY M	A
18AUCH03	ANGEL SELCIYA J	A
18AUCH04	ANNA PACKIAM R	A
18AUCH05	ANTO THERESHINAL T	A
18AUCH06	ARUMUGALINGAMMAL M	A
18AUCH07	BALA ABIRAMI M	A
18AUCH08	BHUVANESHWARI K	A
18AUCH09	BHUVANESHWARI C	A
18AUCH10	ESSARA BANU A	A
18AUCH11	ESTHER ANGEL I	A
18AUCH13	FEBIA C	A
18AUCH14	ISWARYA K	A
18AUCH15	JEBIMA J	A
18AUCH16	JEMIMA P	A
18AUCH17	JESLINE JENITHA S	A
18AUCH18	JOSEPHIN PREETHI M	A
18AUCH19	JOY JULIE ANSLIN A	A
18AUCH20	JUDY AUXLINE A	A
18AUCH21	KANTHA LAKSHMI K	A
18AUCH22	KARTHIKA LAKSHMI D	A
18AUCH23	KETHSEEYAL N	A
18AUCH24	KRISHNAVENI V	A
18AUCH25	MAHESWARI J	A
18AUCH26	MARIA HANNAH A	A
18AUCH27	MARIA RASHMITHA R	A
18AUCH28	MARY ISWARYA A	A
18AUCH29	MUNIESHWARI T	A
18AUCH30	MUTHU MONIKA V	A
18AUCH31	MUTHU USHA M	A
18AUCH32	PANIMAYA RESHMA D	A
18AUCH33	PONSELVI S	A
18AUCH34	RAMALAKSHMI S	A
18AUCH35	RANSHELIN R	A
18AUCH36	RIZWANA FATHIMA M	A
18AUCH37	SANTHIYA DEVI C	A
18AUCH38	SASI REKHA D	A
18AUCH39	SHALU P	A
18AUCH40	SHERLIN BLESSEY H	A
18AUCH41	SHERLY U	A
18AUCH43	SRI DEVI M	A
18AUCH44	STELLA ANGELIN G	A
18AUCH45	SUBASHREE M	A
18AUCH46	SUBBULAKSHMI C	A
18AUCH47	SUPRIYA S	A
18AUCH48	THASMIN V	A
18AUCH49	UTCHINIMAHALI S	A
18AUCH50	VIMALCY V	A



### **Report of the Certificate course 2019-2020**

Basic computer techniques in chemistry was offered as Certificate course for the II B.Sc Chemistry students from 10<sup>th</sup> July 2019 to 11<sup>th</sup> March 2020. Ms. Zozimus Divya Lobo was the instructor. About 48 students enrolled in the course and 46 students have completed 30 hours of the course successfully. Students were given training on using MS word, Excel and powerpoint. They impart knowledge about the importance of techniques in chemistry and websites. Students were evaluated by giving practical test at the end of the course. They were given certificates with their grades based on their performance. 46 students were benefitted out of this course.



**ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI**  
(Re-accredited with 'A' Grade by NAAC)  
**Department of Chemistry**



**CERTIFICATE**

This is to certify that

**AGNES MARY M - 18AUCH01**

**II B.Sc. Chemistry**

has successfully completed the Certificate Course on  
**BASIC COMPUTER TECHNIQUES IN CHEMISTRY** conducted during the academic year 2019 – 2020  
with A Grade.

*C. D. Pallos*

Instructor

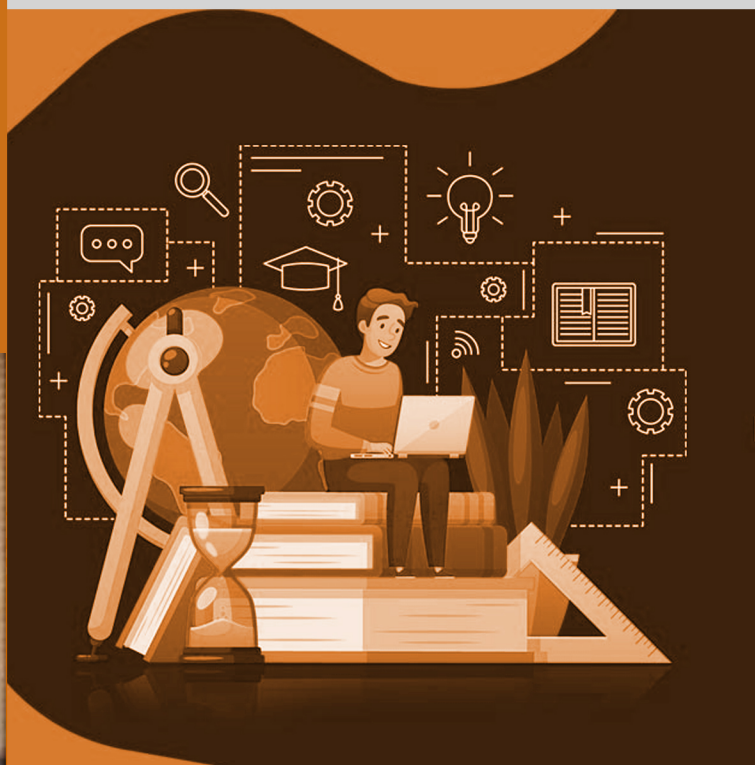
*Lucia Rose*

Principal



**ST.MARY'S COLLEGE  
(AUTONOMOUS)  
RE-ACCREDITED WITH A+  
GRADE BY NAAC**

**DEPARTMENT OF  
COMMERCE (SSC)**



**Certificate  
Course for the  
academic year  
2019-2020**

**CA-INTER GROUP I**



**COURSE CODE**  
19CSCC51

**COURSE DURATION**  
60 HOURS





## AIM:

The aim of the CA Inter program is to equip students with comprehensive knowledge and practical skills in accounting, taxation, auditing, and corporate laws.

## OBJECTIVES:

Enhance students to gain practical knowledge in Tax computation Ensure students in filing of returns on tax Provide a framework in the preparation of financial statements Incorporating the aids of cost and management accounting Provide a basic knowledge in the implementation of corporate law

## TRAINING METHODOLOGY

Hands on training on:  
Assignments on GST Filing  
Tasks given to file returns of income  
Computation of various provisions of taxation,  
Implementation of accounting methods in management and costing

## TAKEAWAY OF THE COURSE

GST Filing  
Computation Of Tax returns  
Application of cost and management accounting principles  
Incorporation of Corporate law in corporate sectors

## COURSE CO-ORDINATOR

MRS. LYRICS MIRUNA

ASSISTANT PROFESSOR OF  
COMMERCE, ST.MARY'S  
COLLEGE (AUTONOMOUS)  
THOOTHUKUDI

## COURSE INSTRUCTOR

MISS. JENIFFER



**CERTIFICATE COURSE  
CA- INTER (GROUP-1)**

**UNIT- I TAXATION**

Income Tax – Basic Concepts – Residential Status – Scope of Total Income – Income not included in total income – Heads of Income – Income from other sources included in assessee's total income - Aggregation of income- Set off or carry forward losses- Deductions from Gross Total Income- Computation of total income and tax liability of individuals- Advance Tax- TDS- Provisions for filing return of income – Indirect Tax- Concepts- GST

**UNIT-II ACCOUNTS**

Accounting standards- Framework for preparation and preparation of financial statement- financial statements of companies- Profit and Loss Pre and Post Incorporation- Accounting for Bonus Issue and Right Issue – Redemption of Preference Shares- Redemption of Debentures – Investment Accounts – Insurance- Hire Purchase and Instalment – Departmental Accounts- Branch Accounts including Foreign Branches – Accounts from Incomplete Records- Partnership Accounts

**UNIT-III COST AND MANAGEMENT ACCOUNTING**

Material Cost- Employee Cost and Direct Expenses – Overheads: Absorption Costing Method – Activity Based Costing – Cost Sheet- Cost Accounting System  
Unit & Batch Costing – Job Costing and Contract Costing – Process & Operation Costing – Joint Products & By Products- Service Costing – Standard Costing- Marginal Costing – Budget and Budgetary Control

**UNIT-IV CORPORATE LAW**

Preliminary – Incorporation of Company – Prospectus and Allotment of Securities- Share Capital and Debentures – Acceptance of Deposits by Companies – Registration of Charges – Management and Administration – Accounts of Companies – Declaration and Payment of Dividend – Audit and Auditors

**TEXT BOOK  
ICAI**

**St. Mary's College (Autonomous), Thoothukudi**

**Department of Commerce (SSC)**

**Career Oriented Course for III Year**

**CA INTER Group I**

<b>S. No</b>	<b>Date</b>
1	11.07.19
2	15.07.19
3	18.07.19
4	22.07.019
5	08.08.19
6	19.08.19
7	22.08.19
8	16.09.19
9	23.09.19
10	26.09.19
11	30.09.19
12	21.10.19
13	24.10.19
14	05.12.19
15	09.12.19
16	16.12.19
17	19.12.19
18	02.01.20
19	09.01.20
20	13.01.20
21	20.01.20
22	23.01.20
23	27.01.20
24	30.01.20
25	03.02.20
26	10.02.20
27	24.02.20
28	27.02.20
29	02.03.20
30	05.03.20



66-70 - 04  
76-90 - 0  
61-75 - 0  
51-60 - 0

Reg.No.	Name of the Student	1/1	1/5	1/9	2/3	2/8	2/10	2/19	2/29	3/9	3/19	3/29	4/9	4/19	5/10	5/19	6/12	6/22	7/11	7/21	8/1	8/11	8/21	8/31	9/1	9/11	9/21	9/31	10/1	10/11	10/21	10/31	11/1	11/11	11/21	11/31	12/1	12/11	12/21	12/31	13/1	13/11	13/21	13/31	14/1	14/11	14/21	14/31	15/1	15/11	15/21	15/31	16/1	16/11	16/21	16/31	17/1	17/11	17/21	17/31	18/1	18/11	18/21	18/31	19/1	19/11	19/21	19/31	20/1	20/11	20/21	20/31	21/1	21/11	21/21	21/31	22/1	22/11	22/21	22/31	23/1	23/11	23/21	23/31	24/1	24/11	24/21	24/31	25/1	25/11	25/21	25/31	26/1	26/11	26/21	26/31	27/1	27/11	27/21	27/31	28/1	28/11	28/21	28/31	29/1	29/11	29/21	29/31	30/1	30/11	30/21	30/31	31/1	31/11	31/21	31/31	32/1	32/11	32/21	32/31	33/1	33/11	33/21	33/31	34/1	34/11	34/21	34/31	35/1	35/11	35/21	35/31	36/1	36/11	36/21	36/31	37/1	37/11	37/21	37/31	38/1	38/11	38/21	38/31	39/1	39/11	39/21	39/31	40/1	40/11	40/21	40/31	41/1	41/11	41/21	41/31	42/1	42/11	42/21	42/31	43/1	43/11	43/21	43/31	44/1	44/11	44/21	44/31	45/1	45/11	45/21	45/31	46/1	46/11	46/21	46/31	47/1	47/11	47/21	47/31	48/1	48/11	48/21	48/31	49/1	49/11	49/21	49/31	50/1	50/11	50/21	50/31	51/1	51/11	51/21	51/31	52/1	52/11	52/21	52/31	53/1	53/11	53/21	53/31	54/1	54/11	54/21	54/31	55/1	55/11	55/21	55/31	56/1	56/11	56/21	56/31	57/1	57/11	57/21	57/31	58/1	58/11	58/21	58/31	59/1	59/11	59/21	59/31	60/1	60/11	60/21	60/31	61/1	61/11	61/21	61/31	62/1	62/11	62/21	62/31	63/1	63/11	63/21	63/31	64/1	64/11	64/21	64/31	65/1	65/11	65/21	65/31	66/1	66/11	66/21	66/31	67/1	67/11	67/21	67/31	68/1	68/11	68/21	68/31	69/1	69/11	69/21	69/31	70/1	70/11	70/21	70/31	71/1	71/11	71/21	71/31	72/1	72/11	72/21	72/31	73/1	73/11	73/21	73/31	74/1	74/11	74/21	74/31	75/1	75/11	75/21	75/31	76/1	76/11	76/21	76/31	77/1	77/11	77/21	77/31	78/1	78/11	78/21	78/31	79/1	79/11	79/21	79/31	80/1	80/11	80/21	80/31	81/1	81/11	81/21	81/31	82/1	82/11	82/21	82/31	83/1	83/11	83/21	83/31	84/1	84/11	84/21	84/31	85/1	85/11	85/21	85/31	86/1	86/11	86/21	86/31	87/1	87/11	87/21	87/31	88/1	88/11	88/21	88/31	89/1	89/11	89/21	89/31	90/1	90/11	90/21	90/31	91/1	91/11	91/21	91/31	92/1	92/11	92/21	92/31	93/1	93/11	93/21	93/31	94/1	94/11	94/21	94/31	95/1	95/11	95/21	95/31	96/1	96/11	96/21	96/31	97/1	97/11	97/21	97/31	98/1	98/11	98/21	98/31	99/1	99/11	99/21	99/31	100/1	100/11	100/21	100/31	101/1	101/11	101/21	101/31	102/1	102/11	102/21	102/31	103/1	103/11	103/21	103/31	104/1	104/11	104/21	104/31	105/1	105/11	105/21	105/31	106/1	106/11	106/21	106/31	107/1	107/11	107/21	107/31	108/1	108/11	108/21	108/31	109/1	109/11	109/21	109/31	110/1	110/11	110/21	110/31	111/1	111/11	111/21	111/31	112/1	112/11	112/21	112/31	113/1	113/11	113/21	113/31	114/1	114/11	114/21	114/31	115/1	115/11	115/21	115/31	116/1	116/11	116/21	116/31	117/1	117/11	117/21	117/31	118/1	118/11	118/21	118/31	119/1	119/11	119/21	119/31	120/1	120/11	120/21	120/31	121/1	121/11	121/21	121/31	122/1	122/11	122/21	122/31	123/1	123/11	123/21	123/31	124/1	124/11	124/21	124/31	125/1	125/11	125/21	125/31	126/1	126/11	126/21	126/31	127/1	127/11	127/21	127/31	128/1	128/11	128/21	128/31	129/1	129/11	129/21	129/31	130/1	130/11	130/21	130/31	131/1	131/11	131/21	131/31	132/1	132/11	132/21	132/31	133/1	133/11	133/21	133/31	134/1	134/11	134/21	134/31	135/1	135/11	135/21	135/31	136/1	136/11	136/21	136/31	137/1	137/11	137/21	137/31	138/1	138/11	138/21	138/31	139/1	139/11	139/21	139/31	140/1	140/11	140/21	140/31	141/1	141/11	141/21	141/31	142/1	142/11	142/21	142/31	143/1	143/11	143/21	143/31	144/1	144/11	144/21	144/31	145/1	145/11	145/21	145/31	146/1	146/11	146/21	146/31	147/1	147/11	147/21	147/31	148/1	148/11	148/21	148/31	149/1	149/11	149/21	149/31	150/1	150/11	150/21	150/31	151/1	151/11	151/21	151/31	152/1	152/11	152/21	152/31	153/1	153/11	153/21	153/31	154/1	154/11	154/21	154/31	155/1	155/11	155/21	155/31	156/1	156/11	156/21	156/31	157/1	157/11	157/21	157/31	158/1	158/11	158/21	158/31	159/1	159/11	159/21	159/31	160/1	160/11	160/21	160/31	161/1	161/11	161/21	161/31	162/1	162/11	162/21	162/31	163/1	163/11	163/21	163/31	164/1	164/11	164/21	164/31	165/1	165/11	165/21	165/31	166/1	166/11	166/21	166/31	167/1	167/11	167/21	167/31	168/1	168/11	168/21	168/31	169/1	169/11	169/21	169/31	170/1	170/11	170/21	170/31	171/1	171/11	171/21	171/31	172/1	172/11	172/21	172/31	173/1	173/11	173/21	173/31	174/1	174/11	174/21	174/31	175/1	175/11	175/21	175/31	176/1	176/11	176/21	176/31	177/1	177/11	177/21	177/31	178/1	178/11	178/21	178/31	179/1	179/11	179/21	179/31	180/1	180/11	180/21	180/31	181/1	181/11	181/21	181/31	182/1	182/11	182/21	182/31	183/1	183/11	183/21	183/31	184/1	184/11	184/21	184/31	185/1	185/11	185/21	185/31	186/1	186/11	186/21	186/31	187/1	187/11	187/21	187/31	188/1	188/11	188/21	188/31	189/1	189/11	189/21	189/31	190/1	190/11	190/21	190/31	191/1	191/11	191/21	191/31	192/1	192/11	192/21	192/31	193/1	193/11	193/21	193/31	194/1	194/11	194/21	194/31	195/1	195/11	195/21	195/31	196/1	196/11	196/21	196/31	197/1	197/11	197/21	197/31	198/1	198/11	198/21	198/31	199/1	199/11	199/21	199/31	200/1	200/11	200/21	200/31	201/1	201/11	201/21	201/31	202/1	202/11	202/21	202/31	203/1	203/11	203/21	203/31	204/1	204/11	204/21	204/31	205/1	205/11	205/21	205/31	206/1	206/11	206/21	206/31	207/1	207/11	207/21	207/31	208/1	208/11	208/21	208/31	209/1	209/11	209/21	209/31	210/1	210/11	210/21	210/31	211/1	211/11	211/21	211/31	212/1	212/11	212/21	212/31	213/1	213/11	213/21	213/31	214/1	214/11	214/21	214/31	215/1	215/11	215/21	215/31	216/1	216/11	216/21	216/31	217/1	217/11	217/21	217/31	218/1	218/11	218/21	218/31	219/1	219/11	219/21	219/31	220/1	220/11	220/21	220/31	221/1	221/11	221/21	221/31	222/1	222/11	222/21	222/31	223/1	223/11	223/21	223/31	224/1	224/11	224/21	224/31	225/1	225/11	225/21	225/31	226/1	226/11	226/21	226/31	227/1	227/11	227/21	227/31	228/1	228/11	228/21	228/31	229/1	229/11	229/21	229/31	230/1	230/11	230/21	230/31	231/1	231/11	231/21	231/31	232/1	232/11	232/21	232/31	233/1	233/11	233/21	233/31	234/1	234/11	234/21	234/31	235/1	235/11	235/21	235/31	236/1	236/11	236/21	236/31	237/1	237/11	237/21	237/31	238/1	238/11	238/21	238/31	239/1	239/11	239/21	239/31	240/1	240/11	240/21	240/31	241/1	241/11	241/21	241/31	242/1	242/11	242/21	242/31	243/1	243/11	243/21	243/31	244/1	244/11	244/21	244/31	245/1	245/11	245/21	245/31	246/1	246/11	246/21	246/31	247/1	247/11	247/21	247/31	248/1	248/11	248/21	248/31	249/1	249/11	249/21	249/31	250/1	250/11	250/21	250/31	251/1	251/11	251/21	251/31	252/1	252/11	252/21	252/31	253/1	253/11	253/21	253/31	254/1	254/11	254/21	254/31	255/1	255/11	255/21	255/31	256/1	256/11	256/21	256/31	257/1	257/11	257/21	257/31	258/1	258/11	258/21	258/31	259/1	259/11	259/21	259/31	260/1	260/11	260/21	260/31	261/1	261/11	261/21	261/31	262/1	262/11	262/21	262/31	263/1	263/11	263/21	263/31	264/1	264/11	264/21	264/31	265/1	265/11	265/21	265/31	266/1	266/11	266/21	266/31	267/1	267/11	267/21	267/31	268/1	268/11	268/21	268/31	269/1	269/11	269/21	269/31	270/1	270/11	270/21	270/31	271/1	271/11	271/21	271/31	272/1	272/11	272/21	272/31	273/1	273/11	273/21	273/31	274/1	274/11	274/21	274/31	275/1	275/11	275/21	275/31	276/1	276/11	276/21	276/31	277/1	277/11	277/21	277/31	278/1	278/11	278/21	278/31	279/1	279/11	279/21	279/31	280/1	280/11	280/21	280/31	281/1	281/11	281/21	281/31	282/1	282/11	282/21	282/31	283/1	283/11	283/21	283/31	284/1	284/11	284/21	284/31	285/1	285/11	285/21	285/31	286/1	286/11	286/21	286/31	287/1	287/11	287/21	287/31	288/1	288/11	288/21	288/31	289/1	289/11	289/21	289/31	290/1	290/11	290/21	290/31	291/1	291/11	291/21	291/31	292/1	292/11	292/21	292/31	293/1	293/11	293/21	293/31	294/1	294/11	294/21	294/31	295/1	295/11	295/21	295/31	296/1	296/11	296/21	296/31	297/1	297/11	297/21	297/31	298/1
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**CERTIFICATE COURSE:CA-INTER: DEPARTMENT OF COMMERCE (SSC)**

**ST.MARYS COLLEGE AUTONOMOUS,THOOTHUKUDI**

**MARK ASSESSMENT :III BCOM GENERAL (2019-2020)**

S.NO	NAMES	REG.NO	ATTENDANCE%	GRADE
B.COM CORPORATE				
1	Amrin Fathima.S	17SUCC03	86	A+
2	Arul Meena.a	17SUCC09	90	A
3	Deepika.R	17SUCC14	100	A
4	Janet Stephi.K	17SUCC23	100	O
5	Jenitta.G	17SUCC27	78	A
6	Kiruba Heartlin.R	17SUCC32	82	A
7	Mary Rithuniya.R	17SUCC38	90	A+
8	Sandhya.M	17SUCC54	82	A+
9	Shurani.F	17SUCC59	80	A+
BCOM GENERAL.A				
10	Ani Antro Alfina	17SUCA05	90	O
11	Arsh Mubeena	17SUCA09	88	A+
12	Ashwany Lal	17SUCA10	82	A+
13	Blessy	17SUCA16	86	A+
14	Flanitta	17SUCA19	74	O
15	Janathul	17SUCA23	92	O
16	Karunya	17SUCA25	86	A+
17	Kathija	17SUCA26	84	A+
18	Lokeshwari.	17SUCA29	92	O
19	Nandhini.E	17SUCA36	86	O
20	Neelavadhi	17SUCA38	80	A
21	Pavatharani	17SUCA41	88	A
22	Sherlin	17SUCA45	92	A+
23	Shiffani	17SUCA51	78	O
24	Sneha	17SUCA53	96	A+
BCOM GENERAL B				
5	Annie Christina.G	17SUCB03	80	A+
26	Aruna Bharathi.A	17SUCB07	96	A+
27	Essaki Santhia.M	17SUCB13	92	A
28	Golda Nancy.Y	17SUCB17	94	A+
29	Gowri.R	17SUCB18	86	A
30	Keerthika.P	17SUCB28	84	A
31	Kiruthika Selvi.A	17SUCB29	86	A+
32	Manisha.M	17SUCB32	92	A
33	Priya.V	17SUCB44	76	A
34	Rathi Meena.J	17SUCB47	96	A
35	Selva Jothika.B	17SUCB49	88	A+
36	Sttawina.A.P	17SUCB56	82	A
37	Thivya.M	17SUCB59	96	A
38	Vigneshwari.R	17SUCB63	90	A



SIGNATURE OF INSTRUCTOR



SIGNATURE OF HOD

Co-ordinator.  
Department of Commerce (SSC)  
St. Mary's College (Autonomous),  
Thoothukudi-628001

**ST. MARY'S COLLEGE (Autonomous), Thoothukudi**  
**DEPARTMENT OF COMMERCE (SSC)**  
**CERTIFICATE COURSE ON CA-Inter**  
**Report of Certificate Course 2019-2020**

Certificate course on CA-Inter was offered by the department of Commerce (SSC), from 11.07.2019 to 9 .3.2020 to the III year B. Com students by Miss.Jeniffer the cours instructor and the course was held after the regular college hours. 60 hours were offered as per the schedule enclosed. The students were given assignments and were made to appear for a written test at the end of the program. The students were issued certificate with grade levels according to their marks and their percentage of attendance. 38 students were benefitted from this program.





**ST.MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI**

(Re-accredited with 'A+' Grade by NAAC)

**Department of Commerce**

**CERTIFICATE**



**This is to certify that Amrin Fathima .S III B.Com Corporate (SSC) has successfully completed the Certificate Course on CA Inter conducted during the academic year 2019 - 2020 with A+ Grade.**

**Instructor**

**Principal**





(Re-accredited with 'A+' Grade by NAAC)

## OFFERS

## CAREER ORIENTED PROGRAMME

ON

## DESKTOP PUBLISHING

***COURSE CODE:19CAMT51***



**Aim**

To provide students with practical skills and knowledge in desktop publishing for creating visually appealing and professional digital and print publications.

**Objectives**

- ◆ Familiarize students with key desktop publishing software and tools.
- ◆ Develop skills in layout design, typography, and color application.
- ◆ Teach techniques for image editing and color enhancement.
- ◆ Enable students to produce various types of publications, including brochures, newsletters, and flyers.
- ◆ Encourage creativity and effective problem-solving through hands-on projects.

**Course Outcomes**

Upon completion, students will be able to:

- ◆ Utilize desktop publishing software proficiently to design documents.
- ◆ Create balanced and visually engaging layouts using typography and color principles.
- ◆ Edit and enhance images for professional-quality output.
- ◆ Prepare documents for both print and digital formats, following industry standards.
- ◆ Apply creative and technical skills to produce well-designed, impactful publications.

**SYLLABUS**

**PHOTOSHOP**

- Painting Tools
- Brush Settings
- Making Selections
- Filling and stroking
- Layers
- Advanced Layers
- Text
- Drawing
- Using Channels and Masking
- Manipulating images
- Getting to know the work area
- Using Adobe Bridge
- Basic Photo Corrections
- Retouching and Repairing
- Working with selections
- Layer Basics
- Masks and channels
- Correcting and enhancing digital photographs
- Topographic design
- Vector drawing techniques
- Advanced Layer techniques
- Vector Composting
- Creating Links within an image
- Creating rollover web visuals
- Animating GIF images for the web
- Producing and printing

**COREL DRAW**

Getting started with Corel Draw, Introduction to Corel Draw, Features of Corel Draw, Corel Draw Interface, Tool Box, Moving from Adobe Illustrator to Corel Draw, Common Tasks

- ❖ Drawing and Coloring, Selecting Objects, Creating Basic Shapes, Reshaping Objects, Organizing objects, Applying colorfills and Outlines
- ❖ Mastering with Text, Text Tool Artistic and paragraph text, Formatting Text, Embedding Objects into text, Wrapping Textaround Object, Linking Text to Objects
- ❖ Applying Effects, Power of Blends Distortion, Contour Effects, Envelopes, Lens effects, Transparency, Creating Depth Effects, Power Clips
- ❖ Working with Bitmap Commands, Working with Bitmaps,Editing Bitmaps, Applying effects on Bitmaps, Printing
- ❖ Corel Draw- Web resources, Internet Tool bar, Setting your webpage, Exporting files, Creating buttons with rollover effects

**PAGE MAKER**

Getting Started with PageMaker, PageMaker Interface, Creating aNew Document, Managing Document Layer, Creating & Editing Text, Working with Edit Story, Managing Text as an Object

- ❖ Working with Text and Graphics, Using Graphics, ApplyingColors to Graphics, Framing Graphics, Cropping and masking Graphics, Working with Layers, Working with Master pages, Working with Plug-ins, Using Text Wrap
- ❖ Using Advanced Features, Creating a PDF Document inPageMaker, Working with Data Merger, Using Scripts, Using Object Linking and Embedding, Color SeparationCapabilities, Printing.



**St.Mary's College (Autonomous), Thoothukudi**  
**III B.Sc. Mathematics**  
**Career Oriented Programme**  
**Schedule**

**Course Title : Desktop Publishing**  
**Course Code : 19CAMT51**  
**Year : 2019-2020**  
**Staff Incharge : Dr. G.Priscilla Pacifica**  
**Instructor : Ms. M. Jeyalakshmi**

<b>S. No.</b>	<b>Date</b>	<b>Day</b>
1.	08. 07. 2019	Monday
2.	18. 07. 2019	Thursday
3.	22. 07. 2019	Monday
4.	08. 08. 2019	Thursday
5.	19. 08. 2019	Monday
6.	22. 08. 2019	Thursday
7.	09. 09. 2019	Monday
8.	12. 09. 2019	Thursday
9.	16. 09. 2019	Monday
10.	23. 09. 2019	Monday
11.	26. 09. 2019	Thursday
12.	30. 09. 2019	Monday
13.	03. 10. 2019	Thursday
14.	21. 10. 2019	Monday
15.	24. 10. 2020	Thursday

16.	05. 12. 2019	Thursday
17.	09. 12. 2019	Monday
18.	12. 12. 2019	Thursday
19.	16. 12. 2019	Monday
20.	19. 12. 2019	Thursday
21.	02. 01. 2020	Thursday
22.	20. 01. 2020	Monday
23.	23. 01. 2020	Thursday
24.	27. 01. 2020	Monday
25.	30. 01. 2020	Thursday
26.	03. 02. 2020	Monday
27.	06. 02. 2020	Thursday
28.	10. 02. 2020	Monday
29.	24. 02. 2020	Monday
30.	27. 02. 2020	Thursday

S.No.	Names	8.7.2019	18.7.2019	22.7.2019	8.8.2019	19.8.2019	22.8.2019	9.9.2019	12.9.2019	16.9.2019	23.9.2019	6.10.2019	6.10.2019	30.9.2019	3.10.2019	2/10.2019	23.10.2019	5.12.2019	7.12.2019	12.12.2019	16.12.2019	19.12.2019	22.12.2019	25.01.2020	27.01.2020	30.01.2020	5.02.2020	6.02.2020	10.02.2020	24.02.2020	27.02.2020	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st	32nd	33rd	34th	35th	36th	37th	38th	39th	40th	41st	42nd	43rd	44th	45th	46th	47th	48th	49th	50th	51st	52nd	53rd	54th	55th	56th	57th	58th	59th	60th	61st	62nd	63rd	64th	65th	66th	67th	68th	69th	70th	71st	72nd	73rd	74th	75th	76th	77th	78th	79th	80th	81st	82nd	83rd	84th	85th	86th	87th	88th	89th	90th	91st	92nd	93rd	94th	95th	96th	97th	98th	99th	100th	101st	102nd	103rd	104th	105th	106th	107th	108th	109th	110th	111th	112th	113th	114th	115th	116th	117th	118th	119th	120th	121st	122nd	123rd	124th	125th	126th	127th	128th	129th	130th	131st	132nd	133rd	134th	135th	136th	137th	138th	139th	140th	141st	142nd	143rd	144th	145th	146th	147th	148th	149th	150th	151st	152nd	153rd	154th	155th	156th	157th	158th	159th	160th	161st	162nd	163rd	164th	165th	166th	167th	168th	169th	170th	171st	172nd	173rd	174th	175th	176th	177th	178th	179th	180th	181st	182nd	183rd	184th	185th	186th	187th	188th	189th	190th	191st	192nd	193rd	194th	195th	196th	197th	198th	199th	200th	201st	202nd	203rd	204th	205th	206th	207th	208th	209th	210th	211st	212nd	213rd	214th	215th	216th	217th	218th	219th	220th	221st	222nd	223rd	224th	225th	226th	227th	228th	229th	230th	231st	232nd	233rd	234th	235th	236th	237th	238th	239th	240th	241st	242nd	243rd	244th	245th	246th	247th	248th	249th	250th	251st	252nd	253rd	254th	255th	256th	257th	258th	259th	260th	261st	262nd	263rd	264th	265th	266th	267th	268th	269th	270th	271st	272nd	273rd	274th	275th	276th	277th	278th	279th	280th	281st	282nd	283rd	284th	285th	286th	287th	288th	289th	290th	291st	292nd	293rd	294th	295th	296th	297th	298th	299th	300th	301st	302nd	303rd	304th	305th	306th	307th	308th	309th	310th	311st	312nd	313rd	314th	315th	316th	317th	318th	319th	320th	321st	322nd	323rd	324th	325th	326th	327th	328th	329th	330th	331st	332nd	333rd	334th	335th	336th	337th	338th	339th	340th	341st	342nd	343rd	344th	345th	346th	347th	348th	349th	350th	351st	352nd	353rd	354th	355th	356th	357th	358th	359th	360th	361st	362nd	363rd	364th	365th	366th	367th	368th	369th	370th	371st	372nd	373rd	374th	375th	376th	377th	378th	379th	380th	381st	382nd	383rd	384th	385th	386th	387th	388th	389th	390th	391st	392nd	393rd	394th	395th	396th	397th	398th	399th	400th	401st	402nd	403rd	404th	405th	406th	407th	408th	409th	410th	411st	412nd	413rd	414th	415th	416th	417th	418th	419th	420th	421st	422nd	423rd	424th	425th	426th	427th	428th	429th	430th	431st	432nd	433rd	434th	435th	436th	437th	438th	439th	440th	441st	442nd	443rd	444th	445th	446th	447th	448th	449th	450th	451st	452nd	453rd	454th	455th	456th	457th	458th	459th	460th	461st	462nd	463rd	464th	465th	466th	467th	468th	469th	470th	471st	472nd	473rd	474th	475th	476th	477th	478th	479th	480th	481st	482nd	483rd	484th	485th	486th	487th	488th	489th	490th	491st	492nd	493rd	494th	495th	496th	497th	498th	499th	500th	501st	502nd	503rd	504th	505th	506th	507th	508th	509th	510th	511st	512nd	513rd	514th	515th	516th	517th	518th	519th	520th	521st	522nd	523rd	524th	525th	526th	527th	528th	529th	530th	531st	532nd	533rd	534th	535th	536th	537th	538th	539th	540th	541st	542nd	543rd	544th	545th	546th	547th	548th	549th	550th	551st	552nd	553rd	554th	555th	556th	557th	558th	559th	560th	561st	562nd	563rd	564th	565th	566th	567th	568th	569th	570th	571st	572nd	573rd	574th	575th	576th	577th	578th	579th	580th	581st	582nd	583rd	584th	585th	586th	587th	588th	589th	590th	591st	592nd	593rd	594th	595th	596th	597th	598th	599th	600th	601st	602nd	603rd	604th	605th	606th	607th	608th	609th	610th	611st	612nd	613rd	614th	615th	616th	617th	618th	619th	620th	621st	622nd	623rd	624th	625th	626th	627th	628th	629th	630th	631st	632nd	633rd	634th	635th	636th	637th	638th	639th	640th	641st	642nd	643rd	644th	645th	646th	647th	648th	649th	650th	651st	652nd	653rd	654th	655th	656th	657th	658th	659th	660th	661st	662nd	663rd	664th	665th	666th	667th	668th	669th	670th	671st	672nd	673rd	674th	675th	676th	677th	678th	679th	680th	681st	682nd	683rd	684th	685th	686th	687th	688th	689th	690th	691st	692nd	693rd	694th	695th	696th	697th	698th	699th	700th	701st	702nd	703rd	704th	705th	706th	707th	708th	709th	710th	711st	712nd	713rd	714th	715th	716th	717th	718th	719th	720th	721st	722nd	723rd	724th	725th	726th	727th	728th	729th	730th	731st	732nd	733rd	734th	735th	736th	737th	738th	739th	740th	741st	742nd	743rd	744th	745th	746th	747th	748th	749th	750th	751st	752nd	753rd	754th	755th	756th	757th	758th	759th	760th	761st	762nd	763rd	764th	765th	766th	767th	768th	769th	770th	771st	772nd	773rd	774th	775th	776th	777th	778th	779th	780th	781st	782nd	783rd	784th	785th	786th	787th	788th	789th	790th	791st	792nd	793rd	794th	795th	796th	797th	798th	799th	800th	801st	802nd	803rd	804th	805th	806th	807th	808th	809th	810th	811st	812nd	813rd	814th	815th	816th	817th	818th	819th	820th	821st	822nd	823rd	824th	825th	826th	827th	828th	829th	830th	831st	832nd	833rd	834th	835th	836th	837th	838th	839th	840th	841st	842nd	843rd	844th	845th	846th	847th	848th	849th	850th	851st	852nd	853rd	854th	855th	856th	857th	858th	859th	860th	861st	862nd	863rd	864th	865th	866th	867th	868th	869th	870th	871st	872nd	873rd	874th	875th	876th	877th	878th	879th	880th	881st	882nd	883rd	884th	885th	886th	887th	888th	889th	890th	891st	892nd	893rd	894th	895th	896th	897th	898th	899th	900th	901st	902nd	903rd	904th	905th	906th	907th	908th	909th	910th	911st	912nd	913rd	914th	915th	916th	917th	918th	919th	920th	921st	922nd	923rd	924th	925th	926th	927th	928th	929th	930th	931st	932nd	933rd	934th	935th	936th	937th	938th	939th	940th	941st	942nd	943rd	944th	945th	946th	947th	948th	949th	950th	951st	952nd	953rd	954th	955th	956th	957th	958th	959th	960th	961st	962nd	963rd	964th	965th	966th	967th	968th	969th	970th	971st	972nd	973rd	974th	975th	976th	977th	978th	979th	980th	981st	982nd	983rd	984th	985th	986th	987th	988th	989th	990th	991st	992nd	993rd	994th	995th	996th	997th	998th	999th	1000th	1001st	1002nd	1003rd	1004th	1005th	1006th	1007th	1008th	1009th	1010th	1011st	1012nd	1013rd	1014th	1015th	1016th	1017th	1018th	1019th	1020th	1021st	1022nd	1023rd	1024th	1025th	1026th	1027th	1028th	1029th	1030th	1031st	1032nd	1033rd	1034th	1035th	1036th	1037th	1038th	1039th	1040th	1041st	1042nd	1043rd	1044th	1045th	1046th	1047th	1048th	1049th	1050th	1051st	1052nd	1053rd	1054th	1055th	1056th	1057th	1058th	1059th	1060th	1061st	1062nd	1063rd	1064th	1065th	1066th	1067th	1068th	1069th	1070th	1071st	1072nd	1073rd	1074th	1075th	1076th	1077th	1078th	1079th	1080th	1081st	1082nd	1083rd	1084th	1085th	1086th	1087th	1088th	1089th	1090th	1091st	1092nd	1093rd	1094th	1095th	1096th	1097th	1098th	1099th	1100th	1101st	1102nd	1103rd	1104th	1105th	1106th	1107th	1108th	1109th	1110th	1111st	1112nd	1113rd	1114th	1115th	1116th	1117th	1118th	1119th	1120th	1121st	1122nd	1123rd	1124th	1125th	1126th	1127th	1128th	1129th	1130th	1131st	1132nd	1133rd	1134th	1135th	1136th	1137th	1138th	1139th	1140th	1141st	1142nd	1143rd	1144th	1145th	1146th	1147th	1148th	1149th	1150th	1151st	1152nd	1153rd	1154th	1155th	1156th	1157th	1158th	1159th	1160th	1161st	1162nd	1163rd	1164th	1165th	1166th	1167th	1168th	1169th	1170th	1171st	1172nd	1173rd	1174th	1175th	1176th	1177th	1178th	1179th	1180th	1181st	1182nd	1183rd	1184th	1185th	1186th	1187th	1188th	1189th	1190th	1191st	1192nd	1193rd	1194th	1195th	1196th	1197th	1198th	1199th	1200th	1201st	1202nd	1203rd	1204th	1205th	1206th	1207th	1208th	1209th	1210th	1211st	1212nd	1213rd	1214th	1215th	1216th	1217th	1218th	1219th	1220th	1221st	1222nd	1223rd	1224th	1225th	1226th	1227th	1228th	1229th	1230th	1231st	1232nd	1233rd	1234th	1235th	1236th	1237th	1238th	1239th	1240th	1241st	1242nd	1243rd	1244th	1245th	1246th	1247th	1248th	1249th	1250th	1251st	1252nd	1253rd	1254th	1255th	1256th	1257th	1258th	1259th	1260th	1261st	1262nd	1263rd	1264th	1265th	1266th	1267th	1268th	1269th	1270th	1271st	1272nd	1273rd	1274th	1275th	1276th	1277th	1278th	1279th	1280th	1281st	1282nd	1283rd	1284th	1285th	1286th	1287th	1288th	1289th	1290th	1291st	1292nd</
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**St.Mary's College (Autonomous), Thoothukudi**  
**III B.Sc. Mathematics**  
**Career Oriented Programme**  
**Grade Sheet**

**Course Title : Desktop Publishing**  
**Course Code : 19CAMT51**  
**Year : 2019-2020**  
**Staff Incharge : Dr. G.Priscilla Pacifica**  
**Instructor : Ms. M. Jeyalakshmi**

S.no	REG.NO	NAME	GRADE
1	17AUMT01	Abitha A	A GRADE
2	17AUMT02	Ananthi S	A GRADE
3	17AUMT03	Ancy J	A GRADE
4	17AUMT04	Antony Rabista G	A GRADE
5	17AUMT05	Bhavani Priya P	A GRADE
6	17AUMT06	Christy Rasmy G	A GRADE
7	17AUMT07	Emi Golda R	A GRADE
8	17AUMT08	Epsrin A	A GRADE
9	17AUMT09	Eraivani Sumathra N	A GRADE
10	17AUMT10	Everistta N	A GRADE
11	17AUMT11	Ibrahim Murshidha M	A GRADE
12	17AUMT12	Janu Priyadharshini S.M	A GRADE
13	17AUMT13	Jeba Sangeetha S	A GRADE
14	17AUMT14	Jerina P	A GRADE
15	17AUMT16	Joslin Amala D	A GRADE
16	17AUMT17	Justika V	A GRADE
17	17AUMT18	Kanagalakshmi P	A GRADE
18	17AUMT20	Lakshmi Priya M	A GRADE
19	17AUMT21	Malai Selvi M	A GRADE
20	17AUMT22	Martina Divaincy T	A GRADE
21	17AUMT23	Mohana A	A GRADE
22	17AUMT24	Muthumari S	A GRADE
23	17AUMT25	Nishanthi P	A GRADE
24	17AUMT26	Nithya G	A GRADE
25	17AUMT27	Pavithra Harini R	A GRADE
26	17AUMT28	Perpetual Lifny R	A GRADE
27	17AUMT29	Preethi R	A GRADE
28	17AUMT30	Priyadharshini S	A GRADE
29	17AUMT31	Ramisa Rizwana S	A GRADE
30	17AUMT32	Ramya Lakshmi P	A GRADE
31	17AUMT33	Rexcy R	A GRADE
32	17AUMT34	Ruby Silviya H	A GRADE
33	17AUMT35	Sahaya Nishal J	A GRADE
34	17AUMT36	Sangeetha P	A GRADE
35	17AUMT38	Seenu N	A GRADE
36	17AUMT39	Seetha Lakshmi R	A GRADE
37	17AUMT40	Shanthi Roshal J	A GRADE
38	17AUMT41	Shenbaga Valli N	A GRADE
39	17AUMT43	Sherina Jacinth S	A GRADE
40	17AUMT45	Sirajunisa N.L	A GRADE
41	17AUMT47	Stepha S	A GRADE
42	17AUMT48	Stephy S	A GRADE
43	17AUMT49	Subbammal P	A GRADE

44	17AUMT50	Subbammal S	A GRADE
45	17AUMT51	Subhashri A.R	A GRADE
46	17AUMT52	Swetha V	A GRADE
47	17AUMT53	Thillai Nayaki S	A GRADE
48	17AUMT54	Vennila W	A GRADE
49	17AUMT55	Yoshia J	A GRADE
50	17SUMT72	Muthu Petchi K	A GRADE
51	17SUMT85	Saranya S	A GRADE



**St.Mary's College (Autonomous), Thoothukudi**  
**III B.Sc. Mathematics**  
**Report**  
**Career Oriented Programme**  
**2019-2020**

Desktop Publishing was offered as a Career Oriented Course by the department of Mathematics, St. Mary's College (Autonomous), Thoothukudi to the III UG students from 8<sup>th</sup> July 2019 to 27<sup>th</sup> February 2020. Ms. M. Jeyalakshmi, trainer from RJ Computers-Education Centre was the course instructor. 51 students enrolled and completed successfully. The course was held after the regular college hours for 40 hours. The students were made to appear for the practical test at the end of the programme and were issued certificates with Grade levels according to their involvement towards the course, skill obtained, score in practical test and percentage of attendance. 51 students from III B.Sc. Mathematics benefited out of this programme.

ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI  
(Re-accredited with 'A+' Grade by NAAC)



## CERTIFICATE

This is to certify that

**Ms. Janu Priyadharshini S.M - 17AUMT12**

III B.Sc. Mathematics

has successfully completed the Career Oriented Programme on  
DESKTOP PUBLISHING conducted during the academic year 2019 - 2020 with A Grade.

*M. Jayalokshmi*

Instructor

*Lucia Rose*

Principal

**ST. MARY'S COLLEGE (AUTONOMOUS)**

Re-accredited with 'A+' Grade by NAAC (4<sup>th</sup> Cycle)

**Thoothukudi, Tamilnadu.**

**DEPARTMENT OF PHYSICS**

**Career Oriented Course**

**on**

**DESKTOP PUBLISHING**



**Course code:19CAPH51**

**Duration: 60 Hours**

**Instructor**

**Ms.Rosy**



**Aim:**

This course aims to equip students with fundamental skills in Desktop Publishing (DTP) using Adobe PageMaker, Adobe Photoshop, and CorelDRAW, enabling them to create and edit professional publications and images.

**Objective:**

By the end of the course, students will be proficient in using essential tools and techniques in Adobe PageMaker, Photoshop, and CorelDRAW, allowing them to design, modify, and enhance various forms of digital and print media.

**Course Outcome**

1. Students will be able to understand the fundamentals of Desktop Publishing and its significance
2. Students will be able to learn to use enhancement techniques for various designpurpose.
3. Students will be able to master tools and techniques for image manipulation
4. Students will be able to develop proficiency in advanced editing skills
5. Students will be able to demonstrate creativity to produce visually engaging content

**ST.MARY'S COLLEGE (Autonomous), THOOTHUKUDI**

**DEPARTMENT OF PHYSICS**

**CAREER ORIENTED COURSE –2019 – 2020**

**III B.Sc.PHYSICS**

**DESKTOP PUBLISHING**

**Unit I: Introduction to DTP**

**Unit II: Adobe Page maker**

- Create publication
- Menu bar
- Tool box
- Explanations of Tool Box
- The Paste Board
- Bullets and Numbering
- Printing

**Unit III: Adobe Photoshop**

- Setting up document
- Page size and orientation
- Resolution
- Color mode
- Background contents
- Opening an image from disk
- Tool Box
- Details of Photoshop tools
- Detailed layout of the photoshop tools
- Edit image with adobe photoshop
- Correcting scanned image
- Repair damaged image
- Remove an object
- Cropping and resizing
- Altering images
- Working with layers

**Unit IV: Coral draw**

- Coral draw window
- Tool overview
- Fly outs
- Page navigation with the page selector
- The property bar
- Color palettes
- Keyboard shortcuts

**ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI.**  
**CAREER ORIENTED COURSE**  
**COURSE SCHEDULE**

**Course Title:** Desktop Publishing

**Year:**2019–2020

**Instructor:**Ms.Rosy

**Staff in-charge:** Dr.M. Sheeba

**Duration:** 60 Hours.

S.No.	Date
1.	11.7.2019
2.	15.7.2019
3.	18.7.2019
4.	22.7.2019
5.	08.8.2019
6.	19.8.2019
7.	22.8.2019
8.	09.09.2019
9.	12.9.2019
10.	16.09.2019
11.	23.09.2019
12.	26.09.2019
13.	30.09.2019
14.	21.10.2019
15.	24.10.2019
16.	5.12.2019
17.	09.12.2019
18.	12.12.2019
19.	16.12.2019
20.	19.12.2019



21.	02.01.2020
22.	9.1.2020
23.	13.1.2020
24.	20.1.2020
25.	24.1.2020
26.	27.1.2020
27.	29.1.2020
28.	3.2.2020
29.	6.2.2020
30.	10.2.2020
31.	17.2.2020
32.	20.2.2020
33.	24.2.2020
34.	27.2.2020

## Attendance

[illegible]

### GRADE SHEET

S.NO	REG.NO	NAME	GRADE
1.	17AUPH01	AGNUS MARY M	D+
2.	17AUPH02	AGUSTINA X	O
3.	17AUPH03	ANGELIN NIKITHA A	D+
4.	17AUPH04	ANI MIRACLINE J	O
5.	17AUPH05	ANISHA NASHRIN M	D+
6.	17AUPH06	APARNA S	D+
7.	17AUPH07	AROCKIA DEENA T	D+
8.	17AUPH08	AROKKIYA MONISHA A	D+
9.	17AUPH09	ASMI A	O
10.	17AUPH12	DRISYA A	D
11.	17AUPH13	EMELDA AGNES FERNANDO J	O
12.	17AUPH14	ESAKKIAMMAL M	O
13.	17AUPH16	GANGA M	O
14.	17AUPH17	GOWRI M	D+
15.	17AUPH18	HETSYSTEBINA M	D+
16.	17AUPH19	INFANTA LIZY L	O
17.	17AUPH22	KAROLIN ANGEL	O
18.	17AUPH23	KOUSALYAK	D+
19.	17AUPH24	LEVEE CANDILA F	D+
20.	17AUPH25	LOURDES SELSHIYA A	D
21.	17AUPH26	MALAI MATHU ABITHA A	A+
22.	17AUPH27	MARI SELVI K	D+
23.	17AUPH28	MARY M	D+
24.	17AUPH30	MERIN A	D+
25.	17AUPH32	MEROSHA T	A+

26.	17AUPH33	MYDEEN BITHUROSE S	D+
27.	17AUPH35	NAVIS EMIMA A	A
28.	17AUPH36	NIVEDHA S	D+
29.	17AUPH37	PRIYA P	D+
30.	17AUPH38	RAJESWARI S	D+
31.	17AUPH39	RAMANI P	O
32.	17AUPH40	REXILA S	D+
33.	17AUPH41	ROHINI A	D+
34.	17AUPH42	SANGEETHA K	D+
35.	17AUPH43	SANTHANA THIYAKA LAKSHMI P	O
36.	17AUPH44	SANTHIYA C	A
37.	17AUPH46	STEFFI D	O
38.	17AUPH47	SUJITHA J	D+
39.	17AUPH49	VEENUGAPRIYA M	O

## Report of the Career Orientation Course 2019-2020

Desktop Publishing was offered as Career Oriented Course by the Department of Physics from 11.07.2019 – 27.02.2020 to the III-year B.Sc., Physics students. Ms. Rosy was the instructor and the course was held after the regular working hours, spanning a total of 60 hours. The students were made to appear for an oral and written test at the end of the course and were issued certificates with grade levels according to their percentage of attendance and performance. 39 students were enrolled and benefitted out of this course.



## Certificate



**ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI**

(Re-accredited with 'A+' Grade by NAAC)

### **CERTIFICATE**


This is to certify that


**AGNUSMARY M – 17AUPH01**

**of III B. Sc PHYSICS has successfully completed the Certificate Course on**

**DESKTOP PUBLISHING**

**conducted during the academic year 2019- 2020 with D+ Grade.**

  
Instructor

  
Principal



**ST. MARY'S COLLEGE (AUTONOMOUS)**

(Re-accredited with 'A+' Grade by NAAC (4<sup>th</sup> Cycle)

Thoothukudi - 628 001, Tamilnadu, India.

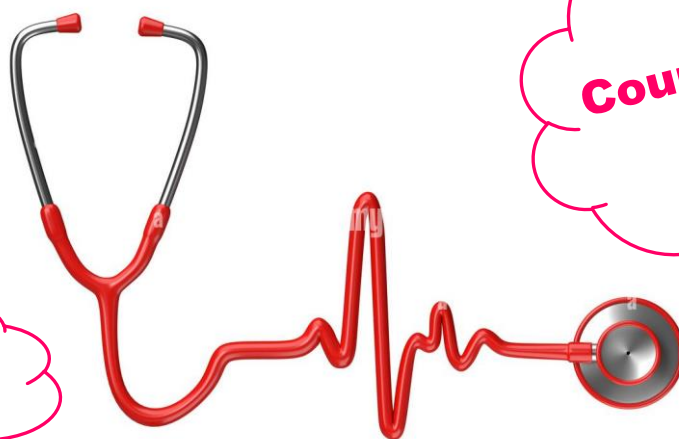
# Department of Zoology

Offers

A Certificate Course on

## Hospital Instrumentation & Management

Course Code: 19CAZ031



**Course Duration:  
60 Hours**

**2 Hours/week**

***For II UG students***

***2019 - 2020***

# **Certificate Course on Hospital Instrumentation and Management**

**Course Code: 19CAZO31**

## **Aim:**

To equip students with essential knowledge and practical skills in the operation, management, and maintenance of medical instruments.

## **Objectives:**

- To familiarize with various types of hospital instrumentation and their roles in patient care.
- To know the essential management principles for handling hospital equipment.
- To gain hands-on experience with the operation and troubleshooting of common medical devices.
- To understand quality standards and maintenance practices to uphold device functionality and patient safety.
- To understand the role of technology in hospital management, covering the latest advancements in medical instrumentation and digital health records.

## **Course Outcomes:**

- will understand the purpose, functions, and operational requirements of various hospital instruments.
- will be capable of operating, troubleshooting, and performing routine maintenance on hospital equipment.
- will learn to implement efficient equipment management strategies, ensuring timely maintenance and compliance with healthcare standards.
- will be prepared for roles in hospital administration, equipment management, and healthcare technology, with a solid foundation in hospital instrumentation.

# **Certificate Course on Hospital Instrumentation and Management**

**Course Code: 19CAZO31**

<p>Department of Zoology Certificate Course 2019 - 2020 Hospital Instrumentation &amp; Management</p>	
	Total hours: 60
<b>Hospital Equipments</b>	
<b>Unit I</b>	
Out patient room equipments – dressing equipments – Inpatient Room equipments – Injection room equipments – Bed making.	
<b>Unit II</b>	
Lab equipments : Definition – Blood grouping –blood sugar, HB.	
ECG equipments : Definition – purpose of ECG.	
X- ray equipments : Definition – types of X – ray – purposes	
Scan : Definition – Ultra sound – CT – MRI.	
ECO : Definition - purpose	
<b>Unit III</b>	
Laparoscope - Definition – Operation theatre equipments – casualty equipments – Catha lab equipments – Immunization schedule.	
<b>Unit IV Hospital Management</b>	
Hospital - Definition – classification - Maintenance OP record – IP Record– MRD – Discharge summary - Billing – PRO.	
<b>Unit V Practicals</b>	
Internship in clinical laboratory – Laboratory assistance practice in a lab - Submission of a report on laboratory practice for valuation with a certificate enclosed by the director of the lab concerned – Hospital visit.	



# Certificate Course on Hospital Instrumentation and Management

**Course Code: 19CAZ031**

## Schedule

# Attendance Sheet

DATE	DAY
09.07.2019	Tuesday
10.07.2019	Wednesday
16.07.2019	Tuesday
17.07.2019	Wednesday
07.08.2019	Wednesday
13.08.2019	Tuesday
14.08.2019	Wednesday
20.08.2019	Tuesday
21.08.2019	Wednesday
10.09.2019	Tuesday
24.09.2019	Tuesday
25.09.2019	Wednesday
10.10.2019	Thursday
30.11.2019	Saturday
03.12.2019	Tuesday
04.12.2019	Wednesday
07.12.2019	Saturday
10.12.2019	Tuesday
11.12.2019	Wednesday
17.12.2019	Tuesday
18.12.2019	Wednesday
21.01.2020	Tuesday
22.01.2020	Wednesday
28.01.2020	Tuesday
29.01.2020	Wednesday
05.02.2020	Wednesday
25.02.2020	Tuesday
26.02.2020	Wednesday
04.03.2020	Wednesday

Sl. No.	Name	Age	Sex	Religion	Marital Status	Education	Occupation	Income	Assets	Liabilities	Net Worth
1	Abinash A.	25	M	Hindu	Married	10th	Teacher	15000	10000	5000	15000
2	Abitha L.	22	F	Hindu	Single	12th	Student	10000	0	0	10000
3	Ajitha J.	28	F	Hindu	Married	10th	Homemaker	12000	8000	4000	12000
4	Anantha Stella P.	30	F	Hindu	Married	12th	Teacher	18000	12000	6000	18000
5	Antony Jenifer A.	27	F	Christian	Married	10th	Teacher	16000	10000	6000	16000
6	Archia Nivetha T.	24	F	Hindu	Single	12th	Student	11000	0	0	11000
7	Brunika Devi M.	26	F	Hindu	Married	10th	Homemaker	13000	9000	4000	13000
8	Chandakavani J.K.	29	F	Hindu	Married	12th	Teacher	17000	11000	6000	17000
9	Deva Divya M.	23	F	Hindu	Single	12th	Student	10500	0	0	10500
10	Esakiammal G.	32	F	Hindu	Married	10th	Homemaker	14000	10000	4000	14000
11	Gayathri M.	25	F	Hindu	Married	10th	Teacher	15500	9500	6000	15500
12	Iswarya S.	21	F	Hindu	Single	12th	Student	9500	0	0	9500
13	Jenifer C.	28	F	Christian	Married	10th	Teacher	16500	10500	6000	16500
14	Jenifer V.	26	F	Christian	Married	10th	Teacher	15000	9000	6000	15000
15	Jesita W.	24	F	Christian	Single	12th	Student	11500	0	0	11500
16	Kalpana K.	31	F	Hindu	Married	10th	Homemaker	14500	10500	4000	14500
17	Kiruba Thangam R.	29	F	Hindu	Married	12th	Teacher	17500	11500	6000	17500
18	Kousalya K.	27	F	Hindu	Married	10th	Teacher	16000	10000	6000	16000
19	Maheswari V.	25	F	Hindu	Married	10th	Teacher	15000	9000	6000	15000
20	Mahitharani M.	23	F	Hindu	Single	12th	Student	10000	0	0	10000
21	Maria Anisha I.	26	F	Christian	Married	10th	Teacher	15500	9500	6000	15500
22	Maria Antony Sami B.	24	F	Christian	Single	12th	Student	11000	0	0	11000
23	Marisela M.	28	F	Hindu	Married	10th	Teacher	16000	10000	6000	16000
24	Maria Suresha S.	25	F	Christian	Married	10th	Teacher	15000	9000	6000	15000
25	Muthumalai S.	30	F	Hindu	Married	10th	Homemaker	14000	10000	4000	14000
26	Muthumalai C.	28	F	Hindu	Married	10th	Teacher	16000	10000	6000	16000
27	Nakini M.	26	F	Hindu	Married	10th	Teacher	15500	9500	6000	15500
28	Prathappa C.	24	M	Hindu	Single	12th	Student	11000	0	0	11000
29	Rajakumari K.	27	F	Hindu	Married	10th	Teacher	16000	10000	6000	16000
30	Sanika Nisha S.	23	F	Hindu	Single	12th	Student	10500	0	0	10500
31	Saravanan Sathya B.	29	M	Hindu	Married	10th	Teacher	17000	11000	6000	17000
32	Sharmaladevi M.	26	F	Hindu	Married	10th	Teacher	15500	9500	6000	15500
33	Sinduja M. moniy	24	F	Hindu	Single	12th	Student	11000	0	0	11000
34	Sorna Revathi S.	27	F	Hindu	Married	10th	Teacher	16000	10000	6000	16000
35	Sruthi P.	25	F	Hindu	Married	10th	Teacher	15000	9000	6000	15000
36	Suryakala B.	28	F	Hindu	Married	10th	Teacher	16000	10000	6000	16000

**Course Name : Hospital Instrumentation and Management**

**Course Code: 19CAZO31**

**Instructor: Ms. Stephy**

**Staff-in charge : Dr. M. Paripooranaselvi**

S.No.	REG.NO.	NAME OF THE STUDENT	MARKS	GRADE
1.	18AUZO02	ABITHA L	100	O*
2.	18AUZO03	AJITHA J	80	O
3.	18AUZO04	ANANTHA STELLA P	90	O
4.	18AUZO05	ANTONY JENIFER A	90	O
5.	18AUZO06	AROCKIA NIVETHA T	93	O*
6.	18AUZO07	BROUNIKA DEVI M	83	O
7.	18AUZO08	CHANDRA HARINI J K.	100	O*
8.	18AUZO09	DEVA DIVYA M	90	O
9.	18AUZO11	ESAKKIAMMAL G	100	O*
10.	18AUZO12	GAYATHRI M	100	O*
11.	18AUZO13	ISWARYA S	97	O*
12.	18AUZO14	JENIFER C	93	O*
13.	18AUZO15	JENIFER V	97	O*
14.	18AUZO16	JESILA W	100	O*
15.	18AUZO17	KALPANA K	90	O
16.	18AUZO18	KIRUBA THANGAM R	73	A
17.	18AUZO19	KOWSALYA P	100	O*
18.	18AUZO20	MAHESWARI V	83	O
19.	18AUZO21	MAHIRABANU M	97	O*
20.	18AUZO22	MARIA ANISHA J	83	O
21.	18AUZO23	MARIA ANTONY JASMI B	100	O*
22.	18AUZO24	MARI SELVI M	97	O*
23.	18AUZO25	MARIA SWETHA S	93	O*
24.	18AUZO26	MUTHUMARI S	87	O
25.	18AUZO27	MUTHUMALAI C	97	O*
26.	18AUZO28	NALINI M	100	O*
27.	18AUZO29	PRATHEEPA C	100	O*
28.	18AUZO31	RAJA KUMARI K	73	A
29.	18AUZO33	SAMILA NISHA S	93	O*
30.	18AUZO34	SARAVANA ANITHA B	97	O*
31.	18AUZO36	SHARMALADEVI M	100	O*
32.	18AUZO37	SINDUJA M	90	O
33.	18AUZO38	SORNA REVATHI S	87	O
34.	18AUZO39	SRUTHI P	93	O*
35.	18AUZO40	SURIYAKALA B	93	O*
36.	18AUZO41	ULAGAMMAL S	100	O*
37.	18AUZO42	VEERA SANTHIYA T	67	B
38.	18AUZO43	VJAYA LAKSHMI N	90	O
39.	18AUZO44	VINCY REBEKKA P	97	O*
40.	18AUZO45	VITHYA G	87	O



## REPORT

The Certificate Course in Hospital Instrumentation and Management was successfully conducted, spanning a total of 60 hours from 9th July 2019 to 4th March 2020. A total of 40 students enrolled in the course.

The course provided comprehensive knowledge in the operation and management of essential hospital equipment and instrumentation. Students were trained in the maintenance, calibration, and safety protocols associated with hospital instruments, preparing them for roles in healthcare environments that require specialized technical skills.

Throughout the course, the students engaged in both theoretical and practical sessions, enabling them to understand the technological and managerial aspects of hospital instrumentation. The training emphasized the importance of accuracy, safety, and efficiency in hospital management.

The course concluded successfully on 4th March 2020, with all students meeting the requirements and achieving proficiency in the subject matter. This certification provides them with enhanced career opportunities in healthcare, equipping them with valuable skills and a strong foundation for future professional growth in hospital and healthcare management. All the forty students completed the course successfully.

**Certificate Course on**  
**Hospital Instrumentation and Management**

**Course Code: 19CAZO31**



**ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI**  
**(Re-accredited with 'A+' Grade by NAAC)**



**P.G. and Research Department of Zoology**

**CERTIFICATE**

This is to certify that

**Ms. Chandra Harini K– 18AUZO08**

**II B.Sc. Zoology**

has successfully completed the Certificate Course on **Hospital Instrumentation and**

**Management** conducted during the academic year 2019 - 2020 with **O** Grade.

*Sdepy Parathy*  
Instructor

*Lucia Rose*  
Principal





**ST. MARY'S COLLEGE (AUTONOMOUS)**

(Re-accredited with 'A+' Grade by NAAC (4<sup>th</sup> Cycle)

Thoothukudi - 628 001, Tamilnadu, India.

# **Department of Zoology**

Offers

A Certificate Course on

**TALLY**

(Course Code: 19CAZO51)

**Course Duration:**

**60 Hours**

**2 Hours/week**



***For III UG students***

***2019 - 2020***

# **Certificate Course on TALLY**

## **AIMS AND OBJECTIVES**

- To educate the students on the basics of accounting
- To impart the basic skills in TALLY
- To acquaint the students on the basics of GST and apply it in TALLY

## **COURSE OUTCOME**

After the completion of the course The students will be able to  
Remember the basics of accountings

- The students will be able to understand the concepts of TALLY
- Apply their knowledge to create inventories
- Analyze the basics of GST
- Evaluate and Create sales vouchers and invoice

# Certificate Course on TALLY

## SYLLABUS

DEPARTMENT OF ZOOLOGY  
CERTIFICATE COURSE – 2019 - 20

### TALLY

Total Hours: 60

#### Unit I Basics of Accounting

Types of Accounts - Golden Rules of Accounting: Accounting Principles, Concepts and Conventions, Double entry system of book keeping, Mode of Accounting - Financial statement, Transaction, Recording Transaction.

#### Unit II Fundamentals of Tally.ERP 9

Getting functional with tally ERP 9, Creation/setting up of company in tally Accounting Masters in Tally.ERP 9 : F<sub>11</sub> : Features, F<sub>12</sub> : Configurations, Setting up Accounts heads.

#### Unit III Inventory in Tally.ERP 9

Stock groups - Stock categories - Godowns/Locations - Units of measure - Stock items - Creating inventory Masters for national traders.  
Voucher entry in tally.ERP 9- Accounting vouchers - Inventory vouchers - Invoicing.

#### Unit IV Advanced accounting in Tally.ERP 9

Bill – wise details - Cost centers and cost categories - Voucher class and cost centre class - Multiple currencies - Bank reconciliation - Interest calculation - Budgets and controls - Scenario management.

#### Unit V Advanced inventory in Tally.ERP9

Order processing - Recorder levels - Tracking numbers - Batch – wise details - Additional cost details - Bill of materials (BOM) - Price levels and price lists -

# Certificate Course on TALLY

## SYLLABUS

Stock valuation - Zero valued entries - Inventory ageing analysis - Difference actual and billed quantities.

### GOODS AND SERVICE TAX (GST)

#### Unit I

Basics concepts in GST - Configuration of GST in Tally.ERP 9 - *Company* setup, Enabling goods and service tax (GST), GST classifications.

#### Unit II

Creating Masters - Creating purchase ledger, creating sales ledger, creating integrate GST, CGST,SGST ledger, Creating party ledgers, creating stock items.

#### Unit III

Entering transaction - Creating purchase vouchers without inventory, creating purchase invoice with default GST class, Creating purchase invoice with selection of GST class during entry, Creating purchase invoice with multiple GST rates, creating.

#### Unit IV

Sales voucher without inventory, creating sales invoice with default GST class, printing sales invoice - With selection of GST class during entry - Creating sales invoice with multiple VAT rates - Creating sales invoice using vouchers.

#### Unit V

Accounting for return of goods - Sales returns, purchase return.



# Certificate Course on TALLY

## COURSE SCHEDULE

DATE	DAY
08.07.2019	Monday
11.07.2019	Thursday
16.07.2019	Tuesday
18.07.2019	Thursday
22.07.2019	Monday
19.08.2019	Monday
12.09.2019	Thursday
16.09.2019	Monday
23.09.2019	Monday
26.09.2019	Thursday
30.09.2019	Monday
03.10.2019	Thursday
29.10.2019	Tuesday
05.12.2019	Thursday
09.12.2019	Monday
12.12.2019	Thursday
16.12.2019	Monday
19.12.2019	Thursday
02.01.2020	Thursday
08.01.2020	Wednesday
13.01.2020	Monday
23.01.2020	Thursday
27.01.2020	Monday
03.02.2020	Monday
06.02.2020	Thursday
10.02.2020	Monday
20.02.2020	Thursday
27.02.2020	Thursday
02.03.2020	Monday
05.03.2020	Thursday

Instructor: Mr. Jacob

## ATTENDANCE

[illegible]

# Certificate Course on TALLY

## GRADE SHEET

S.No.	REGNO	NAME	Marks	Grade
1	17AUZO01	AABITHA H	75	A
2	17AUZO02	AMALA ANUSHIYA J	94	O <sup>+</sup>
3	17AUZO03	ANANTHASELVI S	96	O <sup>+</sup>
4	17AUZO04	ANGEL RANI S	86	O
5	17AUZO05	ANTONY ADLINE S	100	O <sup>+</sup>
6	17AUZO06	ANUSIYA R	96	O <sup>+</sup>
7	17AUZO07	BENIBHA B	84	O <sup>+</sup>
8	17AUZO08	DEENSHA M	90	O
9	17AUZO10	FATHIMA BUSHRA D	94	O
10	17AUZO13	IVANSILIN S	94	O <sup>+</sup>
11	17AUZO14	JENORITA S	86	O
12	17AUZO15	JEYAPRIYA A	100	O <sup>+</sup>
13	17AUZO16	KAVITHA K	100	O <sup>+</sup>
14	17AUZO17	KIRUTHIGA SHANKAR KUMAR	94	O <sup>+</sup>
15	17AUZO19	LAVANYA A	94	O <sup>+</sup>
16	17AUZO20	MADHU K	96	O <sup>+</sup>
17	17AUZO21	MAHESHWARI S	100	O <sup>+</sup>
18	17AUZO22	MALAR J	94	O <sup>+</sup>
19	17AUZO23	MARIA ANTONY DOMINIKAL A	84	O
20	17AUZO24	MARIA THANGAM JASMINE E	96	O <sup>+</sup>
21	17AUZO25	MITHRA B	100	O <sup>+</sup>
22	17AUZO27	MUTHUMALAI SATHYA P	96	O <sup>+</sup>
23	17AUZO28	MUTHU PRIYA M	78	A
24	17AUZO29	NANDHINI J	86	O
25	17AUZO30	PANDEESWARI K	90	O <sup>+</sup>
26	17AUZO31	PANDIMUTHUSELVI S	96	O <sup>+</sup>
27	17AUZO32	PANDI PRIYA T	84	O
28	17AUZO33	PENSHIA K	96	O <sup>+</sup>
29	17AUZO34	PRATHEBA S	78	A
30	17AUZO36	PUNITHA S	96	O <sup>+</sup>
31	17AUZO37	RASHIYA BANU J	81	O
32	17AUZO38	SAHAYA ABINAYA A	90	O
33	17AUZO39	SANTHIYA M	81	O
34	17AUZO40	SESILI PRIYA A	96	O <sup>+</sup>
35	17AUZO41	SHAMLY C	90	O
36	17AUZO42	SHANTHI J	86	O
37	17AUZO43	SHERINE S	90	O
38	17AUZO44	SHIBANI S	100	O <sup>+</sup>
39	17AUZO45	SNOWS GOLDY SHILBA K	94	O <sup>+</sup>
40	17AUZO46	SOPHIYA V	90	O
41	17AUZO47	STENIBA W	78	A
42	17AUZO49	SUMITHRA M	94	O <sup>+</sup>
43	17AUZO50	SWETHA DEVADHARSHINI S	84	O
44	17AUZO51	UMAMAHES WARI M	81	O
45	17AUZO52	VIMALA MAHESHWARI S	94	O <sup>+</sup>

# **Certificate Course on TALLY**

## **REPORT**

**COURSE NAME: TALLY**

**COURSE CODE : 19CAZ051**

**The certificate course on Tally was offered to III Year B.Sc. Zoology students for the year 2019-2020. The duration of the course was 60 hours. The course commenced on 08.07.2019 and ended on 05.03.2020. Total of 45 students enrolled for the programme and all the 45 students completed the course.**



# Certificate Course on TALLY

## CERTIFICATE



**ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI**  
(Re-accredited with 'A+' Grade by NAAC)  
**P.G. and Research Department of English**



### CERTIFICATE

This is to certify that

**Ms. L. AABITHA H – 17AUZO01**

III B.Sc. Zoology

has successfully completed the Certificate Course on  
**TALLY** conducted during the academic year 2019- 2020 with A Grade.

A handwritten signature in blue ink, likely belonging to the instructor.

Instructor

A handwritten signature in blue ink, likely belonging to the principal.

Principal

# St. Mary's College (Autonomous)

Re-accredited with A+ grade by NAAC (4<sup>th</sup> Cycle)

Thoothukudi, Tamil Nadu



## Department of Botany

*Offers*

*Certificate Course on*

## Tally ERP 9

**Course Code: 19CABO31**

**Duration : 60 Hours**



**2019-2020**

<b>St. Mary's College (Autonomous), Thoothukudi</b>	
<b>Department of Botany</b>	
<b>2019 -2020</b>	
<b>Certificate Course – Tally ERP 9</b>	
<b>Course Code : 19CABO31</b>	<b>Duration : 60 Hours</b>

### **AIM**

Tally ERP 9 course equip the students with comprehensive knowledge and practical skills in using Tally ERP 9 software for effective accounting, inventory management, and business operations, enabling them to enhance their employability and contribute effectively in a business environment.

### **OBJECTIVES**

1. To provide students with a fundamental understanding of accounting principles and the role of Tally ERP 9 in financial management.
2. To familiarize students with the Tally ERP 9 interface, including navigation, menus, and features.
3. To teach students how to record various financial transactions, such as sales, purchases, receipts, and payments accurately.
4. To enable students to manage inventory, including stock management, tracking, and valuation.
5. To equip students with skills to generate various financial reports, including profit and loss statements, balance sheets, and GST reports.
6. To provide an overview of Goods and Services Tax (GST) compliance and reporting within Tally ERP 9.
7. To encourage hands-on practice through real-world scenarios and case studies to build confidence in using Tally ERP 9.
8. To prepare students to troubleshoot common issues and utilize Tally support resources effectively.

## **COURSE OUTCOMES**

**After the successful completion of the course, participants will be able to:**

- effectively navigate Tally ERP 9 interface and utilize its core functionalities for accounting tasks accurately record day-to-day financial transactions and manage accounts.
- set up and maintain inventory records, including stock valuation and movement tracking.
- produce and interpret key financial reports to assist in business decision-making.
- understand and apply GST principles in accounting practices using Tally ERP 9.
- solve practical accounting scenarios using Tally ERP 9 software, demonstrating real-world application.
- identify and resolve common software issues independently, improving operational efficiency.
- enhance employability in accounting and finance roles by mastering a widely used accounting software.



<b>St. Mary's College (Autonomous), Thoothukudi</b>	
<b>Department of Botany</b>	
<b>2019 -2020</b>	
<b>Certificate Course – Tally ERP 9</b>	
<b>Course Code : 19CABO31</b>	<b>Duration : 60 Hours</b>

- UNIT I:** Basics of accounting: Types of accounting, golden rules of accounting, accounting Principles. Concepts and conventions, double entry system of book keeping, mode of accounting, financial statement. Transaction, recording transaction
- UNIT II:** Fundamentals of Tally ERP 9: Getting functional with Tally ERP 9. Creating/Setting up of company in tally
- UNIT III:** Accounting masters in TallyERP 9: F11 feature, F12 configuration, setting up account heads. Inventory in Tally ERP 9: Stock groups, stock categories, Godown location, unit of measure, stock items Creating inventory masters for national holders.
- UNIT IV:** Voucher entry in tally ERP 9: Accounting vouchers, inventory vouchers, invoicing. Advanced accounting in tally ERP 9: Bill wise details, cost centres and categories, Voucher class and cost centre class, multiple currencies, bank reconciliation.
- UNIT V:** Interest calculation, budgets and controls, scenario management. Advanced inventory in tally ERP 9: Order processing. Recorder level, tracking numbers, batch wise details, additional cost details. Bill of materials, price level and price list. Stock valuation, zero valued entries, Inventory ageing analysis, different actual and billed quantity

*m. Alamy*  
 THE HEAD, DEPARTMENT OF BOTANY  
 St. Mary's College, Tuticorin.

**St. Mary's College (Autonomous) – Thoothukudi**

**II B.Sc. Botany**

**Certificate Course 2019 – 2020**

**Tally ERP 9**

**Course Schedule**

<b>S. No</b>	<b>Date</b>	<b>Time</b>
1	17.07.2019	2.00 – 4.00 p.m
2	07.08.2019	2.00 – 4.00 p.m
3	13.08.2019	2.00 – 4.00 p.m
4	14.08.2019	2.00 – 4.00 p.m
5	20.08.2019	2.00 – 4.00 p.m
6	21.08.2019	2.00 – 4.00 p.m
7	10.09.2019	2.00 – 4.00 p.m
8	23.09.2019	2.00 – 4.00 p.m
9	25.09.2019	2.00 – 4.00 p.m
10	01.10.2019	2.00 – 4.00 p.m
11	28.11.2019	2.00 – 4.00 p.m
12	29.11.2019	2.00 – 4.00 p.m
13	30.11.2019	2.00 – 4.00 p.m
14	03.12.2019	2.00 – 4.00 p.m
15	04.12.2019	2.00 – 4.00 p.m
16	10.12.2019	2.00 – 4.00 p.m
17	11.12.2019	2.00 – 4.00 p.m
18	17.12.2019	2.00 – 4.00 p.m
19	21.01.2020	2.00 – 4.00 p.m
20	22.01.2020	2.00 – 4.00 p.m
21	25.01.2020	2.00 – 4.00 p.m
22	04.02.2020	2.00 – 4.00 p.m
23	25.02.2020	2.00 – 4.00 p.m
24	06.02.2020	2.00 – 4.00 p.m
25	04.03.2020	2.00 – 4.00 p.m
26	05.03.2020	2.00 – 4.00 p.m
27	10.03.2020	2.00 – 4.00 p.m
28	11.03.2020	2.00 – 4.00 p.m
29	28.03.2020	2.00 – 4.00 p.m
30	30.03.2020	2.00 – 4.00 p.m

*m. Alamy*  
THE HEAD, DEPARTMENT OF BOTANY  
St. Mary's College, Tuticorin.



**St. Mary's College (Autonomous), Thoothukudi**  
**II B.Sc. Botany**  
**Certificate Course – Career Oriented Course**  
**Tally ERP 9 – 2019- 20**

S. No	Reg. No	Student Name	Mark	Grade
1	18AUBO01	AISHWARYA V	87.5	O
2	18AUBO02	AKILA M	100	O+
3	18AUBO04	ANIKKA V	100	O+
4	18AUBO05	ANUSIKA M	100	O+
5	18AUBO06	ARCHANA M	100	O+
6	18AUBO10	DHARSHINI M	100	O+
7	18AUBO12	GLORY EPZIBA G	100	O+
8	18AUBO13	GOWSALYA K	87.9	O
9	18AUBO14	HARINI R	93.7	O
10	18AUBO15	IDHAYAJOTHI M	100	O+
11	18AUBO16	IRUTHAYA SHARAN X	96.88	O
12	18AUBO17	JERMINA I	90.6	O+
13	18AUBO19	KANAGA M	100	O+
14	18AUBO21	KOWSALYA R	90.6	O+
15	18AUBO22	LYDIYA I	100	O+
16	18AUBO23	LOORTHUMINI S	100	O+
17	18AUBO24	MAHALAKSHMI A	93.75	O+
18	18AUBO25	MANIMEKALA R	93.75	O+
19	18AUBO26	MARIA ANSHEELA B	100	O+
20	18AUBO27	MARIA INFANT PREETHI J	96.86	O+
21	18AUBO28	MARIA JEB A	84.4	O
22	18AUBO29	MARIA PREECIYA S	96.25	O+
23	18AUBO30	MARIYA ROSELIN ANUSHIYA S	81.25	O
24	18AUBO32	MURUGA JOTHI M	100	O+
25	18AUBO33	MUTHUBHARATHI G	100	O+
26	18AUBO35	PETCHIAMMAL K	100	O+
27	18AUBO36	PON MARI E	100	O+
28	18AUBO37	PRAISY J	87.5	O
29	18AUBO38	PREM MARY A	96.88	O+
30	18AUBO40	SATHYA M	87.5	O
31	18AUBO41	SELVA PRIYA M	96.8	O+
32	18AUBO42	SELVI D	93.75	O+
33	18AUBO43	SELVI S	96.88	O+
34	18AUBO44	SHUNMUGA PRIYA S	93.75	O+
35	18AUBO45	SUBA LAKSHMI S	96.88	O+
36	18AUBO46	SUBBULAKSHMI C	96.88	O+
37	18AUBO47	VANITHA A	87.5	O
38	18AUBO48	VITHYA T	68.75	B
39	17AUBO48	KAMATCHI ISWARYA A	78	A

/ m. Glory  
 THE HEAD, DEPARTMENT OF BOTANY  
 St. Mary's College, Tuticorin



**Department of Botany**  
**2019 – 2020**

**II B.Sc. BOTANY**

**Certificate course – Tally ERP 9**  
**Course code: 19CABO31**

**Report**

Tally ERP 9, certificate course offered by the Department of Botany from 17<sup>th</sup> July 2019 to 30<sup>th</sup> March 2020 to the II year B. Sc. Botany students for 60 hours. Mr. Jacob was the instructor and the course was held after the regular College hours from 2.00 p.m. to 4.00 p.m. The students were made to appear for computer based/ written test at the end of the programme and certificates were issued with Grade levels. The number of students enrolled is 42 and benefitted out of this programme is 39.

*M. Antony*  
THE HEAD, DEPARTMENT OF BOTANY  
St. Mary's College, Tuticorin.



**ST. MARY'S COLLEGE**  
**(Autonomous), THOOTHUKUDI**  
**(Re-accredited with 'A+' Grade by NAAC)**

**CAREER ORIENTED PROGRAMME**

**CERTIFICATE**

This is to certify that **Ms. V. AISHWARYA (18AUBO01)** of  
II B.Sc. Botany has successfully completed the Certificate Course on  
**TALLY ERP 9** conducted during the academic year **2019 – 2020** with **O**  
Grade.

Instructor

Principal



St. Mary's College (Autonomous)

Re – accredited with A+ grade by NAAC (4<sup>th</sup> Cycle)

Thoothukudi, Tamil Nadu

Department of History

Offers

**CAREER ORIENTED COURSE**

**Tally ERP 9**



Harry up enrolled Today

Duration 60 hours

Course code: **19CAHI51**

Learning Outcomes

#### Basic Tally

- **Company Creation**
- **Cost Center & Cost Category**
- **Price List**
- **Stock Category**
- **Double VAT & GST**

#### Advanced Tally

- **Bill of Materials**
- **Tax Collected at Source**
- **Budget & Credit Management**
- **Service Tax**
- **Payroll System**

- **Manufacturing Journal**
- **Use Different Actual and Bill Quantity**
- **Track Additional cost of Purchase**
- **Collection of Tax at Source**

Upon the completion of the course the students will be able to

S.No.	Course outcome
1.	<b>Excel the Industry requirements of Today</b>
2.	<b>Real Time Learning on Licenced Software</b>
3.	<b>100% Placement Assistance</b>

Methodology  
Practicals Lab  
Facilitator presentations  
Video clips  
Individual action plan  
Exercises  
Take Aways





**St. Mary's College (Autonomous) – Thoothukudi**  
**Department of History**  
**Certificate Course for III UG**  
**Career Orientation Programme – Tally ERP 9**

**Course Objectives:**

- To avail job opportunities in enterprises.
- To develop technical skills.

Unit – I    Basic of Accounting – Introduction of Tally – Groups – Function of Key –  
Company Info.

Unit – II    Accounts only – Opening Balance and Debit note and Credit note – Bill wise  
Details – Accounts with Inventory – Discount Calculation.

Unit – III    Manufacturing Journal and Bill of Material – Cost Category and Cost Centre –  
Budget – Use Different Actual and Bill Quantity – Track Additional cost of  
Purchase – Zero Value Entered.

Unit – IV    Price List – Stock Category – Standard Rate – Journal.

Unit – V    Tax –VAT [Value Added Tax] – FBT [Fringe Benefit Tax] – Service Tax – TCS  
[Collection of Tax at Source].

**Recommended Text Book:**

1. Ashok K Nadhani, Simple Financial Accounting, BPS Publications, 2012.

**St. Mary's College (Autonomous)Thoothukudi**  
**Department of History**  
**Certificate Course Programme**  
**2019-2020**  
**Career Orientation Programme - Tally ERP 9**  
**Schedule**

**Total Hours: 60**

**Time:2.00 – 4.00 p.m**

<b>S.No</b>	<b>Date</b>	<b>Days</b>
1	10.07.2019	Wednesday
2	11.07.2019	Thursday
3	15.07.2019	Monday
4	18.07.2019	Thursday
5	22.07.2019	Monday
6	08.08.2019	Thursday
7	19.08.2019	Monday
8	22.08.2019	Thursday
9	09.09.2019	Monday
11	12.09.2019	Thursday
11	16.09.2019	Monday
12	23.09.2019	Monday
13	26.09.2019	Thursday
14	30.09.2019	Monday
15	03.10.2019	Thursday
16	21.10.2019	Monday
17	24.10.2019	Thursday

<b>S.No</b>	<b>Date</b>	<b>Days</b>
1	5.12.2019	<b>Thursday</b>
2	9.12.2019	<b>Monday</b>
3	16.12.2019	<b>Monday</b>
4	17.12.2019	<b>Thursday</b>
5	19.12.2019	<b>Thursday</b>
6	02.01.2020	<b>Thursday</b>
7	20.01.2020	<b>Monday</b>
8	23.01.2020	<b>Thursday</b>
9	27.01.2020	<b>Monday</b>
11	30.01.2020	<b>Thursday</b>
11	04.02.2020	<b>Thursday</b>
12	06.02.2020	<b>Thursday</b>
13	10.02.2020	<b>Monday</b>
14	24.02.2020	<b>Monday</b>
15	27.02.2020	<b>Thursday</b>
16	02.03.2020	<b>Monday</b>
17	05.03.2020	<b>Thursday</b>
18	12.03.2020	<b>Thursday</b>

**Staff Incharge: S. Sheela**

**St. Mary's College (Autonomous)Thoothukudi**  
**Department of History**  
**Certificate Course Programme**  
**2019-2020**  
**Career Orientation Programme - Tally ERP 9**  
**Attendance**

[illegible]



[illegible]

No.	Name	5/2/17	9/2/17	16/2/17	17/2/17	20/2/17	20/11/17	28/11/17	29/11/17	30/11/17	4/2/18	6/2/18	10/2/18	24/2/18	27/2/18	3/3/18	5/3/18	10/3/18
1.	Acharya V	X	X	A	A	X	X	X	X	X	X	X	X	X	X	X	X	X
2.	Ajith P	X	A	X	X	X	X	X	X	X	X	X	X	X	A	X	X	X
3.	Anala Pushini S.	X	X	X	X	X	A	X	X	X	X	X	X	X	X	A	X	X
4.	Anula N	X	X	X	A	X	A	X	X	X	X	X	X	A	X	X	X	X
5.	Anura Arjunika Jorali A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6.	Arif S	X	A	X	X	X	A	X	X	A	A	A	A	A	A	A	A	A
7.	Baby Vidha R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8.	Bijatha S	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
9.	Captain Maria Jany I	X	X	X	A	A	A	X	X	X	X	X	X	X	A	X	X	A
10.	Davida D	X	X	S	X	A	A	X	X	A	A	A	A	A	A	A	A	A
11.	Ekanathakum R	X	X	A	X	X	A	X	X	A	X	X	X	X	X	X	X	X
12.	Ekanathakum R	X	X	A	X	A	X	A	X	A	X	X	X	X	X	X	X	X
13.	Ezra R	X	X	A	A	A	X	X	X	X	X	X	X	X	X	X	X	X
14.	Furija T	X	X	A	X	A	X	X	A	X	X	X	X	X	X	X	X	X
15.	Gina Diego H	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16.	Guru Surya H	X	X	X	X	X	X	X	A	X	X	A	X	X	X	X	X	X
17.	Hafsa Ghidim S	X	X	X	X	A	A	X	X	X	X	X	X	X	X	X	X	X
18.	Jehin Jordana I	X	A	X	A	A	X	X	X	X	X	X	X	X	X	X	X	X
19.	Karagavalli K	S	S	S	A	A	S	S	S	S	S	S	S	S	S	S	S	S
20.	Karthika A	X	X	A	A	A	X	X	A	X	X	X	A	A	A	X	X	X
21.	Karthika Lakshmi S.	X	X	A	X	X	A	X	X	X	X	X	X	X	X	X	X	X
22.	Louella Luiza Vinicius S.	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X
23.	Marija M	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24.	Maria Praseena R.	A	X	A	A	A	X	X	S	A	X	A	S	A	X	A	X	X
25.	Maria Seeli S	A	X	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X
26.	Maria Rebecca R	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X
27.	Maria Raja A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28.	Maria Stalini H	X	X	X	X	A	X	X	A	X	A	X	X	X	X	X	X	X
29.	Mary Ann Vincenzey P	X	X	A	X	A	X	X	X	X	X	X	A	X	X	X	X	X
30.	Melissa S	X	X	A	X	A	X	A	X	X	X	X	X	X	X	X	X	X
31.	Mithuganani M.	X	X	A	X	X	X	X	X	A	A	X	A	X	X	X	X	X
32.	Muthu Lakshmi R	X	X	A	A	X	X	X	A	X	X	X	X	X	X	X	X	X
33.	Nalla Selvi K	X	X	X	A	A	X	X	X	X	X	X	X	X	X	X	X	X
34.	Nandini S	X	A	A	X	A	X	X	X	X	X	X	X	X	X	X	X	X
35.	Nandini Y	X	X	A	A	X	X	X	X	X	X	X	X	X	X	X	X	X
36.	Narasimhan Bagan A	X	X	X	X	A	X	X	X	X	X	X	A	X	X	X	X	X
37.	Narayana Hargis E	X	X	A	X	X	X	X	X	A	X	A	X	X	X	X	X	X
38.	Pradebanan S	X	X	A	X	A	A	X	X	A	X	A	A	X	X	X	X	X
39.	Polkiammal A	X	X	A	X	A	A	X	X	X	X	X	X	X	X	X	X	X
40.	Sanjay P	A	X	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X
41.	Srinakshini R	X	X	X	X	A	X	X	X	X	A	X	X	X	X	X	X	X
42.	Selvi Thang C	X	A	A	A	X	X	X	X	X	X	X	X	X	X	X	X	X

	5/2/19	9/2/19	14/2/19	19/2/19	2/11/20	30/11/20	30/11/20	30/11/20	1/12/20	15/12/20	10/1/21	24/1/21	27/2/21	30/3/21	5/11/21	12/1/22
43. Sindiga S	A	X	A	A	A	X	X	X	X	X	X	A	X	X	X	X
44. Jorath	A	X	X	X	A	A	X	A	X	X	A	X	empty	A	X	A
45. Naga Rajaraj S.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
46. Thykolita Varada P.	X	MC	MC	X	X	X	A	X	X	MC	X	MC	MC	MC	X	X
47. Thomas Infanta C	A	X	A	X	X	X	X	X	X	X	X	X	X	MC	X	X
48. Uma Maheswari K.	X	X	X	X	A	X	X	X	X	X	X	X	X	A	X	X
49. Vasanthi M.	A	MC	X	X	X	X	X	X	MC	X	MC	X	MC	MC	X	X
50. Vimalakutani L.	X	X	X	A	X	X	A	X	X	X	X	empty	empty	A	X	X
51. Vijayala Varsha K.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
52. Thilina Anil S.	X	X	X	A	A	A	A	A	X	X	A	X	A	X	A	A

**St. Mary's College (Autonomous) - Thoothukudi**  
**Department of History**  
**Certificate Course Programme**  
**2019-2020**  
**Career Orientation Programme - Tally ERP 9**  
**III B.A History**  
**Grade Sheet**

S.No.	Reg.No.	Name	Attendance	Grade
1.	17AUHI01	J.Abinaya	17	A
2.	17AUHI02	P.Ajitha	18	O
3.	17AUHI03	S.AmalaRoshini	19	O
4.	17AUHI04	A.AngelPriya	19	O
5.	17AUHI05	N.Anitha	15	A
6.	17AUHI06	A.AntonyArputhaJerolin	16	A
7.	17AUHI07	S.Asha	17	A
8.	17AUHI08	R.BabySudha	17	A
9.	17AUHI09	S.Bilgates	18	O
10	17AUHI10	I. Carolin Maria Jency	17	A
11	17AUHI11	D.Devika	18	O
12	17AUHI12	R.Dhanalakshmi	18	O
13	17AUHI13	R.Dhanalakshmi	17	A
14	17AUHI14	R.Espha	18	O
15	17AUHI15	J.Girija	19	A
16	17AUHI16	M.GraceDivya	18	O
17	17AUHI17	K.GuruSuriya	19	O
18	17AUHI18	S.InfantBesline	18	O
19	17AUHI19	T.JerinIndra	17	A
20	17AUHI20	K.Kanagavalli	17	A
21	17AUHI21	A.Karthika	19	O
22	17AUHI22	S.Karthikai Lakshmi	18	O
23	17AUHI23	S.LourdhuLuciyaViniba	17	A
24	17AUHI24	M.Manju	16	A
25	17AUHI25	R.MariaPrasana	15	A
26	17AUHI26	D.MariaSeeli	15	A
27	17AUHI27	R.MariyaRabecca	17	A
28	17AUHI28	A.MariyaRoja	14	A
29	17AUHI29	M.MariyaShalini	18	A
30	17AUHI30	P.MaryAntoVinnarasy	19	O
31	17AUHI31	D.Morgia	19	O
32	17AUHI32	M.Murugeswari	15	A
33	17AUHI33	R.Muthulakshmi	14	A



34	17AUHI34	K,MuthuSelvi	13	B
35	17AUHI35	S.Nandhini	19	O
36	17AUHI36	Y.Navisha	18	A
37	17AUHI37	A.NazruthinBegam	19	O
38	17AUHI38	E.Paraloga Nancy	19	O
39	17AUHI40	A.Petchiammal	17	A
40	17AUHI41	D.PuppyKani	13	B
41	17AUHI42	J.Rasathi	-	-
42	17AUHI43	M.Saraswathy	18	O
43	17AUHI44	R.Selva Lakshmi	17	O
44	17AUHI45	V.Selvarani	-	-
45	17AUHI46	C.ShaliniTheres	16	A
46	17AUHI47	B.Sinthuja	19	O
47	17AUHI48	R.Sona	18	A
48	17AUHI49	S.Sundaraselvi	16	A
49	17AUHI50	G.Swathi	-	-
50	17AUHI51	S.ThangaRajammal	19	O
51	17AUHI52	P.Thiyoditta Fernando	17	A
52	17AUHI53	C.ThusnevisInfanta	16	A
53	17AUHI54	K.UmaMaheswari	19	O
54	17AUHI55	M.Vaisnavi	16	A
55	17AUHI56	L.Veera Lakshmi	19	O
56	17AUHI57	K.ViyagulaVinsa	16	A
57	17AUHI58	Yagova Nissi	15	A

## Report of the Certificate Course 2019-2020

Tally was offered as Certificate Course by the Department of History from 10<sup>th</sup> July 2019 to 12<sup>th</sup> March 2020 to the III year B.A. History students. Ms. S. Sheela was the Instructor and the course was held after the regular college hours from 2.00 p.m to 4 p.m for a total of 60 hours. The students were made to appear for an oral/ written test at the end of the programme and were issued certificates with Grade levels according to their percentage of attendance. 57 students enrolled in this programme and 54 students were benefitted out of this programme.

# CERTIFICATE



**St. Mary's College (Autonomous) -Thoothukudi**

**(Re-accredited with A+ Grade by NAAC)**

**(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)**



## CERTIFICATE

This is to certify that  
Ms. J. Abinaya - 17AUHI01

III B.A History  
has successfully completed the Certificate Course on

Tally ERP 9 conducted during the academic year 2019-2020 with A Grade.

  
Instructor

  
Principal

**St. Mary's College (Autonomous)**  
**(Re-accredited with 'A'+ Grade by NAAC)**  
**Thoothukudi – 628001.**  
**Certificate Course**  
**II B.Sc. Computer Science (2019-2020)**  
**Tally ERP 9 (60 Hours)**

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## Course Modules

### TALLY BASICS

- Introduction of TALLY
- ACCOUNTING
  - Company Creation Ledgers
  - Group
  - Vouchers
  - Cash Entry
  - GST
- INTRODUCTION OF GST
  - Gst Entries
  - Gstr1
  - Gstr2
  - Gstr3b
- INVENTORY
  - Units
  - Stock Item
  - Stock Group
  - Stock Category
  - Godowns

### COST, BUDGET & OTHERS

- Cost Centre Management
- Budget Management

Course Code: 19CACS31

## Objectives :

- Creation of a company and its Ledger.
- Demonstrate the creation of GST.
- Demonstrating the use of cost centers Introducing various voucher options.
- Demonstrating the profit and loss for a company

## Course Outcomes:

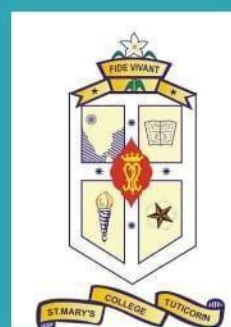
- Creating a company and maintaining the stocks.
- Applying GST (IGST & CGST) for products
- Analysing the company's report

Aim: To develop Employability skill

ST.MARY'S COLLEGE  
(AUTONOMOUS)

RE-ACCREDITED WITH A+ GRADE BY  
NAAC

THOOTHUKUDI-628001, TAMILNADU.



**Department of Computer Science**  
**Offers**

Certificate Course  
**On**

**Tally ERP 9**

**For the Academic Year**

**2019-2020**

**Duration: 60 hours**

**Instructor: Ms.A.Luminal**



**Syllabus:****Unit 1:**

Meaning of computerized Accounting-Importance-Computerized Accounting Vs Manual Accounting-Introduction to Architecture of TALLY-Creation of company-Creation of groups-Various kinds of groups-Multiple and Single-creation of ledgers-Various Kinds of ledgers.

**Unit II:**

Entering vouchers-Journal voucher purchase voucher sales vouchers, receipt voucher payment voucher-Role and importance of function Keys.

**Unit III:**

Extraction of Trail Balance, Trading Account, Profit and Loss Account Balance sheet, Simple sums Alter-Select-Edit-Delete-Selection of Company.

**Unit IV:**

Introduction to inventories-Creation of Stock category-Stock group-Stock item-Editing and deletion of stock items-Usage of stock in voucher entry-Stock voucher on purchase order-Customer & Supply analysis-Stock Journal entries.

**Unit V:**

Introduction to POS-Voucher Entry-Display of POS register-Introduction to VAT-Enabling VAT- Creation of Ledgers & Stock items-Voucher Entry-Display of VAT report.

### Course Schedule

S. No	Date
1	09.07.2019
2	10.07.2019
3	16.07.2019
4	17.07.2019
5	31.07.2019
6	06.08.2019
7	07.08.2019
8	13.08.2019
9	14.08.2019
10	20.08.2019
11	21.08.2019
12	10.09.2019
13	24.09.2019
14	25.09.2019
15	03.12.2019
16	04.12.2019
17	10.12.2019
18	11.12.2019
19	17.12.2019
20	21.01.2020
21	22.01.2020
22	28.01.2020
23	29.01.2020
24	04.02.2020
25	05.02.2020
26	25.02.2020
27	26.03.2020
28	04.03.2020
29	10.03.2020
30	11.03.2020

Certificate Course - Tally 2019-2020

**ST. MARY'S COLLEGE**

REGISTER OF PUPILS

S. No.	Name of Pupils	
25.	A. Maria Jubilya prathieba	x x x x x x x a x
26.	N. Maria Roubh Selin	a x x x x x x x x
27.	A. Mathuri shenbagam	x x x x x x x a x
28.	B. Nuneeswari	x x x x x x x x a
29.	M. Mathu Ishwarya	x x x x x x x x x
30.	A. Mathu Mari	x x x x x x x a a
31.	M. Mathu Meenachi	x x x x x x x x x
32.	P. Nisha Rani	x a x x x x x a x
33.	V. Nireetha	x x x x x x x x x
34.	U. parameswari Bhanathi	x x x x x x x a x
35.	K. parvitha	x x x x x x x x x
36.	J. pinela	x x x x x x x x x
37.	R. poonani uma	x x x x x x x x x
38.	P. preethi	x x x x x x x x x
39.	S. Remagrace	x x x x x x x x x
40.	E. Revathi	x x x x x x x x x
41.	R. Roshini	x x x x x x x x x
42.	R. santhiya	x x x x x x x x x
43.	A. silvas Marywin Delisiya	x a x x x x x x x
44.	P. Silvia Anusha	x x x x x x x x x
45.	S. Sindhuja	x x x x x x x x x
46.	M. Suganthi Mary	x x x x x x x x x

Certificate Course - 2019-2020 - Tally

**(Autonomous) THOOTHUKUDI - 628 001.**

FOR THE MONTH OF July 2019-2020

x x a x x a x x x x a x x x x x x	8
x x x x x x x x x x x x x x x x	3
x x x x x x x x x x x x x x x x	2
a x a x x x x x x x x x x x x x x	1
x x x a x x x x x x x x x x x x x	1
x x x x a x x x x a x x x x x x x	1
x x x x x x x x x x x x x x x x	1
x x x x x x x x x x x x x x x x	5
x a x x x x x x x x x x x x x x x	2
x x a x x x x x x x x x x x x x x	2
a x x x x x x x x x x x x x x x x	5
x x x x x x x x x x x x x x x x	3
x x x x x x x x x x x x x x x x	1
x x x x x x x x x x x x x x x x	-
x x x x x x x x x x x x x x x x	1
x a x a x x x x x x x x x x x x x	3
x x x x x x x x x x x x x x x x	1
x x x x x a a x x x x x x x x x x	3
x x x a x x x a x x x x x x x x x	1
x x x x x x x x x x x x x x x x	1
a x x a a x x x x x x x x x x x x	6

Certificate Course 2019-2020 - Tally

**ST. MARY'S COLLEGE**

REGISTER OF PUPILS

S. No.	Name of Pupils	
17.	M. Syed Afia	x x x x x x a x x
18.	S. Vishnu Priya	x x x x x x x x x

Certificate course - 2019-2020 - Tally

**(Autonomous) THOOTHUKUDI - 628 001.**

FOR THE MONTH OF July 2019-2020

x x a x a x x a x x x a x x x x x	6
x x x x x x x x x x a x x x x x x	1

**St. Mary's College(Autonomous), Thoothukudi.**

**Time: Tally ERP 9 Duration: 60 Hours**

**Time:2:00pm-4:00pm**

**Staff Incharge: M. Jothimani Instructor: Ms. A. C. Luminal**

S.No	Reg.No.	Names	Mark % (Attendance.)	Grade
1	18AUCS01	AARTHI ANGELINE P	82	A
2	18AUCS02	ALAGU SHINY A	95	O
3	18AUCS03	ANTONY MARY TRESA S	88	A
4	18AUCS04	ANIKKA I	92	O
5	18AUCS05	DIVA INCIA K	88	A
6	18AUCS06	DURGA DEVIM	100	O
7	18AUCS07	DURKA LAKSHMI K	100	O
8	18AUCS08	E ELVINSA	40	C
9	18AUCS09	HUMAVALLER	100	O
10	18AUCS10	JEMMAL M	94	O
11	18AUCS11	JERINA SHINY R	50	B
12	18AUCS12	JEYA BHARATH M	92	O
13	18AUCS13	JOERICKA J	96	O
14	18AUCS14	JOSEPH AMALA LINCY B	88	A
15	18AUCS15	KATHIJA APSANA M	80	A
16	18AUCS16	KAUSHIKA S	72	A
17	18AUCS17	LAVANYA S B	92	O
18	18AUCS18	LUXCIMA L	96	O
19	18AUCS19	MACRINAL J	87	A
20	18AUCS20	MAHALAKSHMI B	80	A
21	18AUCS21	MANJULA DEVI B	72	A
22	18AUCS22	MARCINA A	92	O
23	18AUCS23	MARIA GRAYCITA B	96	O
24	18AUCS24	MARIA JEBINA S	96	O
25	18AUCS25	MARIA JUBLIYA PRATHEEBA A	92	O
26	18AUCS26	MARIA ROUTH SELSIA N	80	A
27	18AUCS27	MATHURI SHENBAGAMA A	76	A
28	18AUCS28	MUNEE SWARL B	80	A
29	18AUCS29	MUTHU ISWARYA V	100	O
30	18AUCS30	MUTHU MARIA	88	A
31	18AUCS31	MUTHUMEENACHIM	100	O
32	18AUCS32	NISHA RANI P	92	O
33	18AUCS33	NIVETHITHA V	80	A
34	18AUCS34	PARAMESWARI BHARATHI U	50	B
35	18AUCS35	PAVITHRA K	88	A
36	18AUCS36	PIUELA J	96	O
37	18AUCS37	POOMARI UMA R	92	O
38	18AUCS38	PRFETHI P	96	O
39	18AUCS39	REMA GRACE S	96	O
40	18AUCS40	REVATHI E	96	O
41	18AUCS41	ROSHINI R	96	O
42	18AUCS42	SANTHIYA R	96	O
43	18AUCS43	SILUVAI MERYWIN DELISIYA A	72	A
44	18AUCS44	SILVIA ANUSHA P	76	A
45	18AUCS45	SINDHUJA S	100	O
46	18AUCS46	SUGANTHI MARY M	96	O
47	18AUCS47	SYED AFIA N	84	A
48	18AUCS48	VISHNU PRIYA S	94	A

M. Jothimani



**Report:**

The Department of Computer Science launched a certificate course in Tally ERP 9 for second-year B.Sc. Computer Science students, spanning from 9<sup>th</sup> July 2019 to 11<sup>th</sup> March 2020. Ms. A.C. Luminall assumed the role of the instructor, conducting the course during post-regular college hours (2 p.m. to 4 p.m.). The focus of the course encompassed essential accounting functions within Tally ERP 9, including ledger creation, cash book management, and the preparation of a Balance sheet and Profit and Loss statements. The practical nature of the curriculum ensured that participants not only grasped theoretical concepts but also acquired practical skills applicable in professional settings. The certificate course in Tally ERP 9 proved to be highly beneficial for the students. 48 students enrolled and successfully completed the course. A total of 48 students were the beneficiaries of this course.

# ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI

(Re-accredited with 'A' Grade by NAAC)



## CERTIFICATE COURSE

### CERTIFICATE

This is to certify that Ms. P.Aarthi Angeline of II B.SC Computer Science

has actively participated and successfully completed a course on \_\_\_\_\_

\_\_\_\_\_ Tally ERP 9 \_\_\_\_\_ conducted for the academic year

20 19 - 20 20 with A Grade.

*A. C. Linnal*  
Instructor

*Lucia Rose*  
Principal  
St. Mary's College (Autonomous)  
Thoothukudi - 628 001



# St. Mary's College(Autonomous),Thoothukudi

(Re-accredited with A<sup>+</sup> grade by NAAC)

## *Department of Mathematics (SSC)*

*offers*

**Certificate Course**

on

***Tally with GST***

***Subject Code:19CSMT31***

### **INTRODUCTION**

Tally is a complete business accounting and inventory management software that provides various facilities like Govt. supported formats, multi lingual operations, online functions and processing for small and medium business.

### **LEARNING OBJECTIVES**

- To impart knowledge regarding concepts of financial accounting. Tally is an accounting package which is used for learning to maintain accounts
- This course helps students to work with well known accounting software, i.e. Tally ERP.9

### **LEARNING OUTCOME**

- After successfully qualifying practical examination, students will be awarded certificate to work with well known accounting software, i.e. Tally ERP.9
- Students by their own will create company, enter accounting voucher entries including advance voucher entries, reconcile bank statements, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software
- Students will possess required skill and can also be employed as Tally data entry operator.

## **TRAINING MODULE**

**Duration:** 60hours (2hours per day)

- Goods and Service Tax: Basic Concepts in GST
- Configuring GST in TallyERP.9
- Creating Masters– Entering Transaction
- Exempt Transaction under GST
- Claiming ITC on Capital Goods
- GST for Composite Dealers.
- Tax deducted at Source: Basic Concepts of TDS
- Creating Masters, Recording Transactions
- Service Tax: Configuring Tally
- Accounting for Advance Receipts
- Accounting for Opening Service Tax
- Basics of Payroll and Configuring
- Payment of payroll and PF and ESI
- Payroll Reports

## **TRAINING METHODOLOGY**

- ✓ Student –Centered
- ✓ Cooperative Learning
- ✓ Job oriented training methods
- ✓ Knowledge-Based Method
- ✓ Personalized Education
- ✓ Hands on training

## **ASSESSMENT**

- MCQbasedExamination
- Assignments

## **INSTRUCTOR**

Ms. J . Flora

## **STAFFINCHARGE**

Ms. M.Kanaga  
Assistant Professor of Mathematics,  
St. Marys's College(Autonomous),  
Thoothukudi.



<b>Certificate Course</b>	
<b>Sub. Code: 19CSMT31</b>	<b>Tally with GST</b>
<b>Hrs/Day : 2</b>	<b>Hrs/Sem:30</b>

### **Unit I**

Goods and Service Tax: Basic concepts in GST – Configuration GST in Tally ERP 9 – Creating masters – Entering Transaction – Accounting for return of Goods – Rate Difference in Purchase / Sales – Accounting for Interstate Transaction.

### **Unit II**

Exempt Transaction with GST – Purchased from unregistered Dealers – claiming IT on Capital Goods – Interstate Branch Transfer – GST Reports –Practice Exercise – GST for Composite Dealers.

### **Unit III**

Tax Deducts at Source – Basic Concepts of TDS - Configuring TDS in Tally ERP 9 – Creating Masters – Recording Transactions – TDS Reports.

### **Unit IV**

Service Tax : Configuring Tally ERP 9 for Service Tax – Creating Masters – Regarding Transaction – Accounting for Advance Receipts – Place and time of Supply of Service – Accounting for Opening Service Tax – Credits – Service Tax Report ,

### **Unit V**

Payroll : Basics of Payroll – Configuring Tally ERP 9 for Payroll tax complaint – Payment of Payroll – PF and ESI – Payroll Reports.

### **TextBook:**

**Mr. Ravinder Parmer : Tally ERP 9 with GST**

**ST.MARY'S COLLEGE (AUTONOMOUS),THOOTHUKUDI**

**Department of Mathematics (SSC)**

**Certificate Course**

**II B.Sc. Mathematics**

**Course Schedule**

**Course Title: Tally with GST**

**Year: 2019 -2020**

**Instructor: Ms.J.Floria**

<b>S.No.</b>	<b>Date</b>
1.	17.07.19
2.	07.08.19
3.	13.08.19
4.	14.08.19
5.	20.08.19
6.	21.08.19
7.	10.09.19
8.	24.09.19
9.	25.09.19
10.	01.10.19
11.	22.10.19
12.	23.10.19
13.	03.12.19
14.	04.12.19
15.	10.12.19
16.	11.12.19
17.	17.12.19
18.	18.12.19
19.	21.01.20
20.	22.01.20
21.	28.01.20
22.	29.01.20
23.	30.01.20
24.	04.02.20
25.	25.02.20
26.	26.02.20
27.	03.03.20
28.	04.03.20
29.	10.03.20
30.	11.03.20

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Name of the Students	7/7	7/8	14/8	20/8	21/8	10/9	24/9	29/9	1/10	23/10	3/12	4/12	14/12	11/12	17/12	18/12	21/12	21/12	28/12	29/12	1/12	25/12	26/12	4/12	10/12	11/12
Section - A																										
1. R. Angeline Violet	X	X	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. S. Arul Jaslin	X	X	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. M. Bency	X	X	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. A. Dasnavis snovitha	X	X	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. L. Deebea	X	X	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. T. Divya	X	X	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. A. Divya	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9. M. Grana	X	X	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. J. Jhancy Rani	X	X	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. B. Jasmine Temima	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12. C. Jasmine Selvi	X	X	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. S. Jesima Begum	X	X	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. G. Josephine Teeva	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15. M. Jyothika	X	X	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. S. kavitha	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17. S. kirithika Nandini	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18. M. kiruthiga	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19. A. Manju	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20. M. Mari Sumitha	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21. A. Mary Nisha	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22. A. Mary Priyadharshini	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23. G. Merlin pushpam	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24. M. Murugalakshmi	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25. B. Parvathi	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26. P. Pon deepa	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27. G. Prabha	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28. S. Rajalakshmi	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29. S. Rajeswari	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30. M. Ramalakshmi	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31. E. Ramalakshmi Ramya	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
32. G. Renuka	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
33. A. Sarojini	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
34. V. Selva Manisha	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
35. S. Shanthini	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
36. K. Sharon	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
37. L. Sivasakthi vembarasi	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
38. S. Sudar muthulakshmi	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
39. B. Sudha	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
40. R. Swathini	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
41. S. Uma devi	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X



42 S. Velarasi  
 43 A. Virgin  
 44 S. Yamuna devi  
 45 V. Yaghashri

10/9 24/11 25/11  
 X X X X X X X X X X  
 X X X X X X X X X X  
 X X X X X X X X X X  
 X X X X X X X X X X

40 41 42 43 44 45

40 41 42 43 44 45

3/12

X X X X X X X X X X  
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 a X X X X X X X X X X

40 41 42 43 44 45

40 41 42 43 44 45



Name of the Students		11/7	11/8	13/8	14/8	20/8	10/9	21/9	25/9	1/10-10	23/10	31/10	1/11	10/11	11/11	17/11	24/11	28/11	29/11	1/12	25/12	26/12	1/13	1/13		
Section - B																										
1850H51	J. Abigal Laz Shilba	x	x	x	x	x	x	x	x	20	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
53	T. Abisha	x	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	a	a	x	x	x	
53	k. Amutha	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
54	G. Anantha Jothi	x	x	x	x	x	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x	
55	J. Ashika Subithra	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
56	T. Ashish Pralay	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
57	B. Depika	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
58	V. Esaki Raja lakshmi.	x	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	
59	L. George Honika	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
60	T. Haripriya	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
61	V. Jothika	x	x	x	x	x	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
62	P. kavitha Rajalakshmi	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
63	A. kiruba	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	a	x	x	x	x	
64	S. kodesware	x	x	x	x	x	x	a	a	x	x	a	x	x	x	x	x	x	x	x	x	a	x	x	x	
65	B. Lakshmi	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
66	C. Mahasari	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
67	S. Manju Parkavi	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
68	A. Maria Roselin Angel Mary	S	P	O	R	T	S	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
69	C. Mariswari	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
70	J. Mithica Delci Abee	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
71	B. Muthuveni	x	x	a	a	x	x	x	x	x	a	a	x	a	a	x	x	x	x	x	x	x	x	x	x	
73	B. Noorul Safiba	a	x	a	a	x	x	x	x	a	x	a	a	x	x	a	x	x	x	x	x	x	x	x	x	
74	S. Padma mari	x	x	x	x	x	x	a	a	x	x	x	x	x	x	x	x	x	x	x	a	x	x	x	x	
75	k. Parameswari	x	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
76	R. Petchiammal	x	x	x	x	x	x	a	x	x	a	a	x	a	x	x	x	x	x	x	x	x	x	x	x	
77	R. Preethy Grace	x	x	x	x	x	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	a	x	x	x	
78	k. Priya dharshini	S	P	O	R	T	S	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
79	B. Sakthi Archana	x	x	a	x	x	x	x	x	x	a	x	a	x	x	x	x	x	x	x	a	x	x	x	x	
80	J. Santhana Nivetha	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
81	N. Sharmili	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
82	S. Sneha	x	x	x	x	x	x	x	x	x	x	x	x	x	a	x	x	a	x	x	x	x	x	x	x	
84	M. Subalakshmi	x	a	x	x	x	x	x	x	x	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	
85	G. Subbulakshmi	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
86	C. Swetha	a	x	a	a	x	x	x	x	x	x	x	x	a	a	x	a	x	x	x	9	a	x	x	x	
87	S. Swetha	x	x	x	x	x	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x	
88	U. Umadevi	x	x	x	x	x	x	a	a	x	x	x	x	x	x	x	x	x	x	a	x	x	x	x	x	
89	L. Vinnasari	x	x	x	x	x	x	x	x	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	
90	S. Vishnu Rithi	x	x	x	x	x	x	x	x	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	
91	T. Wilciya	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	
92	C. Yogeswari	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
									</																	

**St. Mary's College (Autonomous), Thoothukudi**  
**Department of Mathematics (SSC)**  
**Certificate course : Tally with GST**  
**Year : 2019-2020**  
**Grade Sheet**

<b>SNo</b>	<b>Reg. No.</b>	<b>Names</b>	<b>Grade</b>
1.	18SUMT01	R.Angelin Violet	A
2.	18SUMT02	S. Arun Jaslin	A
3.	18SUMT03	M.Bency	A
4.	18SUMT05	A.Dasnavis Snovitha	A
5.	18SUMT06	L.Deeba	A
6.	18SUMT07	T.Divya	A
7.	18SUMT08	A.Divya	A
8.	18SUMT09	M.Grana	A
9.	18SUMT10	J.Jancy Rani	A
10.	18SUMT11	B.Jasmine Jemima	A
11.	18SUMT12	C.Jasmine Selvi	A
12.	18SUMT14	G.Josephine Jeeva	A
13.	18SUMT15	M.Jothika	A
14.	18SUMT16	S.Kavitha	A
15.	18SUMT17	S.Kirthika Nandhini	A
16.	18SUMT18	M.Kiruthiga	A
17.	18SUMT19	A Manju	A
18.	18SUMT20	M.Mari Sumitha	A
19.	18SUMT21	A. Mary Nisha	A
20.	18SUMT22	A.Mary Priyadharsini	A
21.	18SUMT23	G.Merlin Pushpam	B
22.	18SUMT24	M.Murugalakshmi	A
23.	18SUMT25	B.Parvathi	A
24.	18SUMT26	P.Pondeepa	A
25.	18SUMT27	G Prabha	A
26.	18SUMT28	S Rajalakshmi	A
27.	18SUMT29	S Rajeswari	A
28.	18SUMT30	M Ramalakshmi	A
29.	18SUMT31	E Ramalakshmi Ramya	A
30.	18SUMT32	G Renuka	A
31.	18SUMT34	V Selva Manisha	A
32.	18SUMT35	S Shanthini	A
33.	18SUMT36	K Sharon	B
34.	18SUMT37	L Sivasakthi Vembarasi	A
35.	18SUMT38	S Sudar Muthu Lakshmi	A
36.	18SUMT39	B Sudha	A
37.	18SUMT40	R Swathini	A
38.	18SUMT41	S Uma Devi	A
39.	18SUMT42	S Velarasi	A
40.	18SUMT43	A Virgin	A
41.	18SUMT44	S Yamuna Devi	A
42.	18SUMT45	V Yogashri	A

43.	18SUMT51	J Abigail Laz Shilba	A
44.	18SUMT52	I Abisha	A
45.	18SUMT53	K Amirtha	A
46.	18SUMT54	G Anantha Jothi	A
47.	18SUMT55	J Ashika Subithra	A
48.	18SUMT56	T Ashish Praisyy	A
49.	18SUMT57	B Depika	A
50.	18SUMT59	L George Monika	A
51.	18SUMT60	T Haripriya	A
52.	18SUMT61	V Jothika	A
53.	18SUMT62	P Kavitha Rajalakshmi	A
54.	18SUMT63	A Kiruba	A
55.	18SUMT64	S Kodesware	A
56.	18SUMT65	B Lakshmi	A
57.	18SUMT66	C Maharasi	A
58.	18SUMT67	S Manju Parkavi	A
59.	18SUMT68	A Maria Roselin Angel Mary	A
60.	18SUMT69	C Mariswari	A
61.	18SUMT70	J Mistica Delci Abee	A
62.	18SUMT71	B Muthuveni	B
63.	18SUMT73	B Noorul Safiha	B
64.	18SUMT74	S Padmamari	A
65.	18SUMT75	K Parameswari	A
66.	18SUMT76	R Pethiammal	A
67.	18SUMT77	R Preethy Grace	A
68.	18SUMT78	K Priyadharshini	A
69.	18SUMT79	B Sakthi Archana	A
70.	18SUMT80	J Santhana Nivetha	A
71.	18SUMT81	N Sharmili	A
72.	18SUMT82	S Sneha	A
73.	18SUMT84	M Subalakshmi	A
74.	18SUMT85	G Subbulakshmi	A
75.	18SUMT86	C Swetha	B
76.	18SUMT87	S Swetha	A
77.	18SUMT88	U Uma Devi	A
78.	18SUMT89	L Vinnarasi	A
79.	18SUMT90	S Vishnu Rithi	A
80.	18SUMT92	C Yogeswari	A

### **Report of the Certificate Course 2019 -2020**

**No: of Enrolment - 83**

**No: of Beneficiaries - 80**

Tally with GST was offered as Certificate Course by the Department of Mathematics (SSC) from 17 July 2019 – 11 March 2020 to the II year B.Sc. Maths SSC (Section A & B) students. Ms. J.Flora , the Instructors and the course was held after the regular college hours from 2.00 pm to 4 pm. The students were made to appear for a written test at the end of the programme and certificates were issued with Grade levels according to their percentage of attendance.




**ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI**  
**(Re-accredited with 'A+' Grade by NAAC)**


## **CERTIFICATE**

This is to certify that

**Ms. R. Angelin Violet – 18SUMT01**  
**II B.Sc Mathematics**

has successfully completed the Certificate Course on  
**Tally with GST** conducted during the academic year **2019 - 2020**  
with **A Grade**.

  
Instructor

  
Principal



# **St. Mary's College (Autonomous), Thoothukudi**

**(Re-accredited with 'A+' Grade by NAAC)**

## **Career Oriented Programme**

**On**

**TALLY**

**2019-20**

**BROCHURE**

## **AIM**

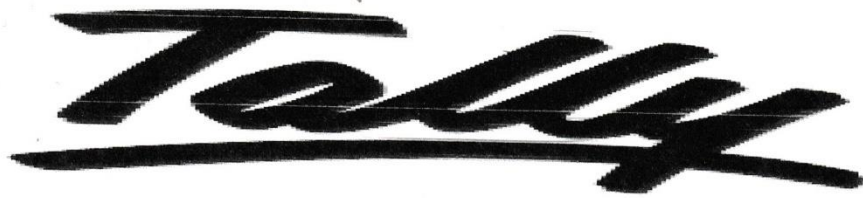
- This course is designed to equip participants with a thorough understanding of Tally, covering essential accounting, inventory, and financial management tools.
- By the end of the course, students will gain proficiency in managing accounting processes, generating financial reports, and meeting compliance standards, including GST and TDS requirements.
- Equip participants with a clear understanding of GST compliance requirements within Tally, including the configuration of GST settings, mapping tax rates to items, and managing various tax types.

## **OBJECTIVES**

- Equip students with the ability to navigate Tally's interface, manage multiple company profiles, and efficiently use Tally's accounting and inventory features to streamline business processes.
- Ensure students can accurately record transactions, manage ledgers and generate financial reports (like balance sheets and profit & loss statements).
- Train users on inventory management, stock transfers, manufacturing tracking, and payroll processing in Tally, allowing for accurate and organized business operations.

## **COURSE OUTCOMES**

- Equip students in use of accounting software for general accounting requirements.
- Enable students handle manufacturing concern accounting, service accounting and so on.
- Able to create Google Forms for data analysis and interpretation purpose.
- Students will be equipped with the basics of the accounting cycle through accounting software
- Students do possess required skill and can also be employed as Tally data entry operator.



Power of Simplicity

## COURSE SYLLABUS

1. User Interface and Company Management
2. Masters - Ledgers & Groups
3. Accounting Voucher
4. Inventory Voucher
5. Stock Transfers
5. Manufacturing Vouchers
6. Batch Wise Details
7. Voucher Types and Class
8. Point of Sales
9. Budgets and Controls in Tally
10. Party Ledger Analysis
11. Financial Reports
12. Export, Import, Back up and Restore
13. Tax Deducted at Source (TDS)
14. Payroll Accounting in Tally
15. Multi - Currency
16. Printing Reports
17. Miscellaneous
18. Shortcut Keys
19. Daybook in Tally
- 20..Goods & services Tax (GST)



## SCHEDULE

**III Year Course Code:19CAEC51**

**Total Hours:30**

**Time:2.30.p.m-4.p.m**

**Course In-charge:Ms.P.Jeyalakshmi**

**Staff In-charge:Dr.D.Amutha**

S.No.	Date	Timings
1	04.07.2019	2.30.p.mto 4.p.m
2	08.07.2019	2.30.p.mto 4.p.m
3	11.07.2019	2.30.p.mto 4.p.m
4	15.07.2019	2.30.p.mto 4.p.m
5	18.07.2019	2.30.p.mto 4.p.m
6	08.08.2019	2.30.p.mto 4.p.m
7	19.08.2019	2.30.p.mto 4.p.m
8	22.08.2019	2.30.p.mto 4.p.m
9	09.09.2019	2.30.p.mto 4.p.m
10	12.09.2019	2.30.p.mto 4.p.m
11	15.09.2019	2.30.p.mto 4.p.m
12	23.09.2019	2.30.p.mto 4.p.m
13	26.09.2019	2.30.p.mto 4.p.m
14	30.09.2019	2.30.p.mto 4.p.m
15	03.10.2019	2.30.p.mto 4.p.m
16	17.10.2019	2.30.p.mto 4.p.m
17	21.10.2019	2.30.p.mto 4.p.m
18	24.10.2019	2.30.p.mto 4.p.m
19	05.12.2019	2.30.p.mto 4.p.m
20	12.12.2019	2.30.p.mto 4.p.m
21	16.12.2019	2.30.p.mto 4.p.m
22	19.12.2019	2.30.p.mto 4.p.m
23	02.01.2020	2.30.p.mto 4.p.m
24	20.01.2020	2.30.p.mto 4.p.m
25	23.01.2020	2.30.p.mto 4.p.m
26	27.01.2020	2.30.p.mto 4.p.m
27	30.01.2020	2.30.p.mto 4.p.m
28	03.02.2020	2.30.p.mto 4.p.m
29	06.02.2020	2.30.p.mto 4.p.m

**TOTAL NUMBER OF HOURS:30**



மாதும்

[illegible]



TEAM

வருஷம்

மாதம்

பொதுவான வருகை பதிவேடு

Serial No.  
வரிசை நம்பர்Name  
பெயர்Designation  
உத்தியோகம்Time at which  
employment  
commences  
தொடர் ஆரம்ப நேரம்Time at which  
employment  
ceases  
தொடர் முடிபு நேரம்1 2 3 4 5 6 7  
04/07/19  
08/07/19  
11/07/19  
15/07/19  
18/07/19  
22/07/19  
28/08/198 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31  
19/08/19  
22/08/19  
29/08/19  
12/09/19  
16/09/19  
23/09/19  
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14/12/19  
21/12/19  
28/12/19  
05/01/20  
12/01/20  
19/01/20  
26/01/20  
02/02/20  
09/02/20  
16/02/20கையொப்பம்  
Signature

29. Mariya Divya J.

30. Maria Shalini K.

31. Mary Porgia J.

32. Michael Princey M.

33. Nandhini packiam M.

34. Narayana Lakshmi R.

35. Pavithra S.

36. Priyanka G.

37. Rajula A.

38. Reshma T.

39. Ruby Evangelin A.

40. Santhana mari B.

41. Seetha lakshmi A.

42. Selva kani G.

43. Sharmila B.

44. Sobana devi M.

45. Sophia S.

46. Sorna Devi kalliga T.

47. Subha M.

48. Suresha M.

49. Sweetlin S.

50. Uma maheswari P.

(01.04.2000)

51. Uma maheswari P.

(09.04.2000)

9

7

6

5

4

6

Full Attendance

2

2

5

7

2

9

8

5

3

4

Full attendance

6

# **St. Mary's College (Autonomous), Thoothukudi**

## **III B.A. Economic**

### **Certificate Course – Career Oriented Programme**

#### **TALLY - 2019-2020**

<b>Sl.no</b>	<b>Student Name</b>	<b>Mark</b>	<b>Grade</b>
1	ABISHEKA.G	87	A Grade
2	ABITHA.S	67	A Grade
3	ANTONY JASMINE.A	82	A Grade
4	ANTONY LOURDU MISILDA.M	84	A Grade
5	ANTONY PRIENCY.J	75	A Grade
6	ANTONY THANGA SATHANA.P	62	A Grade
7	ARCHANA DEVI.P	75	A Grade
8	ASHA.S	74	A Grade
9	BANU.S	73	A Grade
10	BEBINSHA.B	84	A Grade
11	CHANDRIKA.G	68	A Grade
12	DHANAVALI.G	75	A Grade
13	ESWARI.S	73	A Grade
14	GOKILA.K	83	A Grade
15	GOWSHIKA.S	81	A Grade
16	HEPSIBA.J.A	70	A Grade
17	JEYALAKSHMI.N	72	A Grade
18	JOYSTA.J	86	A Grade
19	KANNIAMMAL.S	76	A Grade
20	KAVI PRIYA.M	74	A Grade
21	KEVINA.A	73	A Grade
22	KRISHNA VENI.K	72	A Grade
23	LINCY.J	80	A Grade
24	MAGISHA.M	86	A Grade
25	MANGAI SAKTHI KUMARI.P	88	A Grade
26	MANIMALA.L	75	A Grade
27	MANJU.K	76	A Grade
28	MARIA CADLIN.A	73	A Grade
29	MARIYA DHIVYA.J	84	A Grade
30	MARIA SHALINI	72	A Grade
31	MARY PORCIA.J	81	A Grade
32	MICHCAL PRINCYA.M	76	A Grade
33	NANDHINI PACKIAM.M	73	A Grade



33	NANDHINI PACKIAM.M	73	A Grade
34	NARAYANA LAKSHMI.R	74	A Grade
35	PAVITHRA.S	68	A Grade
36	PRIYANKA.G	69	A Grade
37	RAJULA.A	75	A Grade
38	RESHMA.T	70	A Grade
39	RUBY EVANGELIN.G	83	A Grade
40	SANTHANA MARI.B	76	A Grade
41	SEETHA LAKSHMI.A	71	A Grade
42	SELVA KANI.G	70	A Grade
43	SHARMILA.B	76	A Grade
44	SOBANA DEVI.M	82	A Grade
45	SOPHIA.S	81	A Grade
46	SORNA DEVI KALLIGA.T	73	A Grade
47	SUBHA.M	86	A Grade
48	SUREKA.M	85	A Grade
49	SWEETIN.S	71	A Grade
50	UMA MAHESWARI.P (01.02.2000)	76	A Grade
51	UMA MAHESWARI.P (29.04.2000)	73	A Grade

For RJ COMPUTER TECHNICAL INSTITUTE

M. Jeyalakshmi  
Proprietor

## **Certificate Course Report**

Department of Economics offered Certificate course on Tally in the academic year 2019-2020 from 04.07.2019 to 06.02.2020 to introduce the students to software skills. It Provided hands-on use of user interface and company management, Vouchers and Ledgers, Point of sales and budgets, Tax Deducted at source, Accounting and Reports. A total of 51 students got benefit from this certificate course. This enabled students to be familiar with emerging trends in Tally. The certificate course was 30 hours duration course. The certificate course instructor was M.Jeyalakshmi. The certificate course classes was held both in odd semester and even semester.





**ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI**  
**(Re-accredited with 'A+' Grade by NAAC)**

**CERTIFICATE**

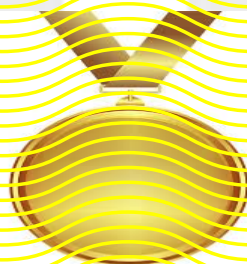
**This is to certify that**

**P.Umamaheswari-17AUEC66**

**III B.A ECONOMICS**  
**has successfully completed the Certificate Course on TALLY**  
**conducted during the academic year 2019-2020 with A Grade.**

*M. Jeyalokshmi*

**Instructor**



*Lucia Rosa*

**Principal**



**ST .MARY'S COLLEGE (AUTONOMOUS)  
THOOTHUKUDI**

**(Re- accredited with A+ Grade by NAAC)**

**Department of Mathematics  
offers**

**Certificate Course**

**on**

**TALLY. ERP 9**

**2019-2020**

**Course Code:19CAMT31**



## **Aim**

**To equip students with practical skills in Tally.ERP 9 for effective financial accounting and inventory management.**

## **Objectives**

- ◆ **Understand basic accounting principles.**
- ◆ **Learn Tally.ERP 9 features and functionalities.**
- ◆ **Manage inventory and stock valuation.**
- ◆ **Generate financial reports.**
- ◆ **Apply skills through hands-on practice.**

## **Course Outcomes**

**Upon Completion of the Course, the students will be able to:**

- ◆ **Use Tally.ERP 9 for financial accounting.**
- ◆ **Create and manage ledgers and vouchers.**
- ◆ **Handle inventory tracking.**
- ◆ **Generate and analyze financial reports.**
- ◆ **Apply accounting knowledge in practical scenarios.**



Power of Simplicity

## **COURSE SYLLABUS**

1. User Interface and Company Management
2. Masters - Ledgers & Groups
3. Accounting Voucher
4. Inventory Voucher
5. Stock Transfers
5. Manufacturing Vouchers
6. Batch Wise Details
7. Voucher Types and Class
8. Point of Sales
9. Budgets and Controls in Tally
10. Party Ledger Analysis
11. Financial Reports
12. Export, Import, Back up and Restore
13. Tax Deducted at Source (TDS)
14. Payroll Accounting in Tally
15. Multi - Currency
16. Printing Reports
17. Miscellaneous
18. Shortcut Keys
19. Daybook in Tally



# DEPARTMENT OF MATHEMATICS

## SCHEDULE FOR CERTIFICATE COURSE

### II B.Sc. Mathematics

2019-2020

**Course Name: Tally.ERP9**

**Course Code : 19CAMT31**

**Staff In-charge: Dr. G. Priscilla Pacifica**

**Instructor: Ms. M. Jeyalakshmi.**

S. No.	Date	Day
1.	09. 07. 2019	Tuesday
2.	10. 07. 2019	Wednesday
3.	17. 07. 2019	Wednesday
4.	07. 08. 2019	Wednesday
5.	13. 08. 2019	Tuesday
6.	14. 08. 2019	Wednesday
7.	20. 08. 2019	Tuesday
8.	21. 08. 2019	Wednesday
9.	10. 09. 2019	Tuesday
10.	24. 09. 2019	Tuesday
11.	25. 09. 2019	Wednesday
12.	01. 10. 2019	Tuesday
13.	22. 10. 2019	Tuesday
14.	23. 10. 2019	Wednesday
15.	03. 12. 2019	Tuesday
16.	04. 12. 2019	Wednesday
17.	10. 12. 2019	Tuesday
18.	11. 12. 2019	Wednesday
19.	17. 12. 2019	Tuesday
20.	18. 12. 2019	Wednesday

21.	21. 01. 2020	Tuesday
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22.	22. 01. 2020	Wednesday
23.	28. 01. 2020	Tuesday
24.	29. 01. 2020	Wednesday
25.	04. 02. 2020	Tuesday
26.	05. 02. 2020	Wednesday
27.	25. 02. 2020	Tuesday
28.	26. 02. 2020	Wednesday
29.	04. 03. 2020	Wednesday
30.	10. 03. 2020	Tuesday

Early ERP9

		9.7.19	10.7.19	17.7.19	01.08.19	13.08.19	14.08.19	20.08.19	21.08.19	10.7.20	26.07.19	28.07.19	01.10.19	22.10.19	23.10.19		3.12.19	4.12.19	10.12.19	11.12.19	17.12.19	18.12.19	21.11.2020	22.11.2020	28.11.2020	29.11.2020	4.12.2020	5.12.2020	25.12.2020	26.12.2020	4.1.2021	11.1.2021	Percentage of Attendance	Grade	
18AUMTQ	AMALA AMISHA .M	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	A	A	X	X	X	X	X	X	X	X	X	X	X			83.3 %	A
02	ANITHA MATHI .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			93.3 %	B
08	ANUSHYA DEVI.A	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			100 %	A
04	ARCHANA .G	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			93.3 %	A
05	ARUL MOZHI .M	X	X	X	X	X	X	X	X	X	X	X	X	X	X		A	X	X	X	X	X	X	X	X	X	X	X	X	X	X			91.7 %	A
07	BASIL SARAH .A	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	A	X	X	X	X	X	X	X	X	X	X	X	X			93.3 %	B
08	BHOVANESHWARI.I	X	X	X	X	X	X	X	X	X	X	X	X	X	X		a	a	a	a	a	a	a	a	a	a	a	a	a	a	a			Left	Left
09	BRINDHA B.	X	X	X	X	X	X	X	X	X	X	X	X	X	X		a	x	x	v	v	a	x	x	x	x	x	x	x	x	x			86.7 %	B
11	CHARLET JENISHA .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			96.7 %	A
12	CHEILAMMAL .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			96.7 %	B
13	DEEPIKA .A	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			90%	A
14	DELINI SUGEIFTHA 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			93.3 %	A
15	DEVAKA .B	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			Left	Left
16	DHARSHANA MISHAL .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			100%	A
17	DONI LIMBA .M	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			93.3 %	B
18	ELEZBETH SOOSMA .A	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			80%	B
19	EMIBHA .S	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			93.3 %	B
20	EMIMA .P	X	X	X	X	X	X	X	X	X	X	X	X	X	X		a	X	X	X	X	X	X	X	X	X	X	X	X	X	X			93.3 %	B
21	ESSA .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			86.7 %	B
22	HERINA .H	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			86.7 %	B
23	JASMINE .N	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			90%	A
24	JEMINA .R	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			90%	B
25	JENCY .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			96.7 %	B
26	JENITA ADILNDE .G	X	X	X	X	X	X	X	X	X	X	X	X	X	X		a	X	X	X	X	X	X	X	X	X	X	X	X	X	X			96.7 %	B
27	JESSICA VAZ .R	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			96.7 %	A
28	JOAN SILVIYA .G	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			100%	B
29	KALAYANI .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			96.7 %	B
30	KEERTHIKA .M	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			100%	B
31	LAKSHMI PRIYA.V.S	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			100%	B
32	LILJONI .A	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			96.7 %	B
33	LIRANCITHA .R	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			96.7 %	A
34	LORDUTHANGAGANNANAMICHEAL.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			100%	A
35	MARIA STEPHINO .X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			96.7 %	B
36	MARIYA LURDU ABNIYA.N	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			100%	B
37	MUTHUMARI .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			100%	A
38	MUTHURAMU .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			96.7 %	A
39	PRETHI.S	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			100%	A
40	RAMADEVI.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			100%	A
41	RANJITHA.M	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			96.7 %	B
42	RATHNA ABISHA .A	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			93.3 %	A
43	RISHIBA.S	X	X	X	X	X	X	X	X	X	X	X	X	X	X		a	X	X	X	X	X	X	X	X	X	X	X	X	X	X			90%	A
44	SAUNI.M	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			93.3 %	B







**ST.MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI**  
**CERTIFICATE COURSE-TALLY 2019-2020**  
**II B.Sc. MATHEMATICS**

S. No	NAME	Reg. No	GRADE
1	Amala Amisha M	18AUMT01	A
2	Anitha Mathi P	18AUMT02	B
3	Anushya Devi A	18AUMT03	A
4	Archana G	18AUMT04	A
5	Arul Mozhi M	18AUMT05	A
6	Basilsarah A	18AUMT07	B
7	Brindha B	18AUMT09	B
8	Charlet Jenisha J	18AUMT11	A
9	Chellammal P	18AUMT12	B
10	Deepika A	18AUMT13	A
11	Deilini Sugeirtha D	18AUMT14	A
12	Dharshana Mishal P	18AUMT16	A
13	Doni Limra M	18AUMT17	B
14	Elizebeth Soosma A	18AUMT18	B
15	Emibha S	18AUMT19	B
16	Emima P	18AUMT20	B
17	Esba J	18AUMT21	B
18	Herina H	18AUMT22	B
19	Jasmine N	18AUMT23	A
20	Jemina R	18AUMT24	B
21	Jency P	18AUMT25	B
22	Jenita Adlinde G	18AUMT26	B
23	Jessica Vaz R	18AUMT27	B
24	Joan Silviya G	18AUMT28	A
25	Kalaivani K	18AUMT29	A
26	Keerthika M	18AUMT30	A
27	Lakshmi Priya V S	18AUMT31	B
28	Lijoni A	18AUMT32	A
29	Lirancitha R	18AUMT33	A
30	Lourduthangagnanamicheal T	18AUMT34	A
31	Maria Stephino X	18AUMT35	A
32	Mariya Lurdu Abiya N	18AUMT36	A
33	Muthumari K	18AUMT37	A
34	Muthuramu P	18AUMT38	A
35	Prethi S	18AUMT39	A
36	Ramadevi K	18AUMT40	A
37	Ranjitha M	18AUMT41	B
38	Rathna Abisha A	18AUMT42	A
39	Rishiba S	18AUMT43	A
40	Salini M	18AUMT44	B
41	Seffrina C	18AUMT45	A
42	Seyad Ali Fathima M	18AUMT46	A
43	Sini Divya A	18AUMT48	B
44	Sivagami M	18AUMT49	A

45	Snowthisha S	18AUMT50	A
46	Suriya Prabha A	18AUMT51	A
47	Vanitha S	18AUMT52	B
48	Veeralakshmi V	18AUMT53	A
49	Vinishno Angelin M	18AUMT55	A

# **DEPARTMENT OF MATHEMATICS**

## **REPORT**

### **CERTIFICATE COURSE**

#### **II B.Sc. Mathematics**

**2019-2020**

Tally. ERP 9 was offered as a Certificate Course by the Department of Mathematics, St. Mary's College (Autonomous), Thoothukudi to the II UG students from 9<sup>th</sup> July 2019 to 10<sup>th</sup> March 2020. Ms. M. Jeyalakshmi., trainer from RJ Computers-Education Centre was the course instructor. Out of 51 students enrolled the course, 49 students completed successfully. The course was held after the regular college hours for 60 hours. The students were made to appear for the practical test at the end of the programme and were issued certificates with Grade levels according to their involvement towards the course, skill obtained, score in practical test and percentage of attendance. 49 students from II B.Sc. Mathematics benefitted out of this programme.



ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI  
(Re-accredited with 'A+' Grade by NAAC)

### CERTIFICATE

This is to certify that

**Anushya Devi A - 18AUMT03**

II B.Sc. Mathematics

has successfully completed the **Certificate Course** on  
**Tally.ERP 9** conducted during the academic year **2019 - 2020** with **A Grade**.

*M. Jayalalitha*  
Instructor

*Lucia Rose*  
Principal