



St. JOHN'S COLLEGE OF ARTS & SCIENCE

(An ISO 9001 : 2008 Certified Institution)
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)
(A Christian Minority Institution)

John's College Road, Ammandivilai, Kanyakumari District - 629 204,
Tamil Nadu. Visit us at : www.stjohnssk.ac.in



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1.2.2

**Percentage Of Students Enrolled in
Certificate Programs, As Against the
Total Number of Students During
the Last Five Years**

**ST.JOHN'S COLLEGE OF ARTS AND SCIENCE,
AMMANDIVILAI.
DEPARTMENT OF COMMERCE
SUBJECT RELATED CERTIFICATE COURSE
BATCH (2017-2018)**

Tally has begun integral part of any organization in order to manage the accounting details. By understanding the importance of Tally software we are providing Tally as an Add on course.

It is an opportunity to B.Com students to attend the Add on Courses without affecting their regular study. This course was conducted for 30 working days during 3.10 pm to 4.00 pm. Students were enrolled based on their willingness. This course was handled by M/s. SIPCA COMPUTERS, Nagercoil

Accounting packages for Tally ERP 9.1

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

- Handle all company accounting independently.
- Create Management Information System related to business.
- Students can handle Pay roll, includes pay roll register, salary processing.
- Handle project handlings.
- Manage banking with ease with bank reconciliation.



Jeypaselem

AMMANDIVILA!

ADD ON COURSE 2017-2018

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ST. JOHN'S COLLEGE OF ARTS & SCIENCE

AMMANDIVILAI

Course Completion Certificate

This is to certify that Jenisha.R of department of
Commerce has successfully completed Tally ERP 9.1 course held
from 18-1-2018 to 5-3-2018 during 2017-18.



Lejaselevi
HOD

Joseph
Principal

For Sam Mathias
Secretary

(An ISO 9001: 2008 Certified Institution)
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**ST. JOHN'S COLLEGE OF ARTS AND SCIENCE,
AMMANDIVILAI.
DEPARTMENT OF COMMERCE
SUBJECT RELATED CERTIFICATE COURSE
BATCH (2018-2019)**

Tally has begun integral part of any organization in order to manage the accounting details. By understanding the importance of Tally software we are providing Tally as an Add on course.

Opportunity to B.Com students for Add on Courses without affecting their regular study. This course was conducted for 30 working during 3.10 pm to 4.00 pm. Students were enrolled based on their willingness. This course was handled by M/s. SIPCA COMPUTERS.

Accounting packages for Tally ERP 9.1

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

- Students can handle Value Added Tax, includes various registers and calculations in VAT.
- Create Management Information System related to business.

Leyaseliu



[illegible]



ST. JOHN'S COLLEGE OF ARTS & SCIENCE
AMMANDIVILAI

Course Completion Certificate

This is to certify that Vishal Bernardas. S of department of
Commerce has successfully completed Tally ERP 9.1 course held
from 21-1-2019 to 14-3-2019 during 2018-19.

Jeyaseeli

HOD



gadi

Principal

Sam Mathes

Secretary

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St.John's College of Arts and Science,

Ammandivilai

Department of Commerce

Certificate Course

Report 2020-2021

Department of Commerce organized a learning resource program for the betterment of our student community. In order to improve the skill of our students we offered a separate subject related Certificate course **(MSO)Microsoft Office**, certificate course successfully conducted. Dated from 10th September 2020 to 19th November 2020. Here by 50 students attended and utilized to develop their skills.

OUTCOME:

After the completion of this course

CO1. Performing basic editing functions, formatting text, copy and moving objects and text.

CO2. Formatting techniques and presentation styles.

CO3. Integrating information from other Microsoft programs into a PowerPoint presentation.



HOD

Dr. C. Josephine Jeyaselvi

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St John's College of Arts and Science

Ammandivilai.

(Affiliated with Manonmanium Sundaranar University)

CERTIFICATE OF APPRECIATION

THE FOLLOWING AWARD IS GIVEN TO

AGNEL KONGSA . M

This is to certify that AGNEL KONGSA . M has successfully completed the course
titled MS OFFICE during the period of 12-9-2020 to 19-11-2020 and passed the final
examination



HoD

Dr. C. Josephine Jeyaselvi





Principal

Dr. M Edwin Gnanadhas

St.John's College of Arts and Science,

Ammandivilai

Department of Commerce

Certificate Course

Report 2021-2022

Department of Commerce organized a learning resource program for the betterment of our student community. In order to improve the skill of our students we offered a separate subject related Certificate course **Tally ERP 9**, certificate course successfully conducted. Dated from 4th Jan 2022 to 11th March 2022. Here by 76 students attended and utilized to develop their skills.

OUTCOME:

After the completion of this course

- Students learn to records all types of accounting that include invoicing, receipt notes, inventory management, sale records, credit note, etc.
- Students will learn to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc.
- Students can work in work in a wide range of settings, including banks, financial organisations, and other businesses.



HoD

Dr. F. Eframe Sophiya Selvam

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St John's College of Arts and Science
Ammandivilai
(Affiliated with Manonmanium Sundaranar University)

CERTIFICATE Of Appreciation

This is to certify that AKSHARA A has successfully completed the course
titled DAILY ERP - 9 during the period of 4-1-2022 to 11-3-2022 and passed the final
examination


HoD

DR. F. EFRAME SOPHIYA SELVAM




Principal

DR. M. EDWIN GNANADHAS

St.John's College of Arts and Science,

Ammandivilai

Department of Commerce

Certificate Course

Report 2021-2022

Department of Commerce organized a learning resource program for the betterment of our student community. In order to improve the skill of our students we offered a separate subject related Certificate course **(MSO) Microsoft Office**, certificate course successfully conducted. Dated from 2nd August 2021 to 7th October 2021. Here by 76 students attended and utilized to develop their skills.

OUTCOME:

After the completion of this course

CO1. Performing basic editing functions, formatting text, copy and moving objects and text.

CO2. Formatting techniques and presentation styles.

CO3. Integrating information from other Microsoft programs into a PowerPoint presentation.



HoD

Dr. F. Eframe Sophiya Selvam

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INSTRUMENT

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St John's College of Arts and Science
Ammandivilai

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CERTIFICATE OF APPRECIATION

THE FOLLOWING AWARD IS GIVEN TO

AKSALIN HARISHMA M

This is to certify that AKSALIN HARISHMA M has successfully completed the course
titled MS OFFICE during the period of 2-8-2021 to 7-10-2021 and passed the final
examination



HoD

Dr. F. Eframe Sophiya Selvam





Principal

Dr. M Edwin Gnanadhas



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DECLARATION

I hereby declare that the details and information given above are complete and true to the best of my knowledge and belief.

Principal

Dr. M. EDWIN GNANADHAS
PRINCIPAL
St. John's College of Arts and Science
Ammandivilai- 629 204