

# **St. Michael's College, Cherthala**

**Alappuzha, Kerala-688 539**

**Affiliated to University of Kerala  
and Re-accredited by NAAC with 'A' Grade**



**ADD ON COURSE 2018-19**

**Name of the Programme : DIPLOMA IN GOODS & SERVICES TAX  
PRACTICES (DGSTP) & TALLY**

**Name of the Department : COMMERCE**

**Course Code : CO 103**



# St. Michael's College

**MAYITHARA P.O., CHERTHALA, ALAPPUZHA-688539**

An institution with Minority Status Affiliated to the University of Kerala and  
Re-accredited by NAAC with 'A' Grade

## Add on Course - 2018-19

**COMMERCE**

Diploma in Goods & Services  
Tax Practices (DGSTP) & Tally

**ZOOLOGY**

Vermi Technology

**CHEMISTRY**

Polymer Technology

**PHYSICS**

Materials science

**SOFTWARE  
DEVELOPMENT**

Android Development

**TOURISM  
STUDIES**

Customer Service Executive

**HINDI**

Hindi Language and Communication

**MATHEMATICS**

Basic Mathematics

**ENGLISH**

Basics of Business Communication



Phone : 0478-2822387, 2810387

Email : [michaelscherthala@gmail.com](mailto:michaelscherthala@gmail.com), Web : [www.stmc.ac.in](http://www.stmc.ac.in)

**NAME OF COURSE** : **DIPLOMA IN GOODS AND SERVICE TAX PRACTICES  
AND TALLY**

**COURSE CODE** : **CO 103**

**NO OF STUDENTS ENROLLED** : **28**

**CONTENTS**

- **SYLLABUS**
- **CLASS SCHEDULES**
- **ATTENDANCE STATEMENT**
- **QUESTION PAPER**
- **MARK LIST**
- **CERTIFICATE**
- **REPORT**

## DIPLOMA IN GOODS AND SERVICE TAX PRACTICES AND TALLY

### **SYLLABUS**

#### **Stage -1**

##### Academic system of Accounting (Journal – Ledger System)

Basic Principles Accounting – Journalizing – Ledger Posting Balancing – Preparation of Trail Balance and finalization of accounts such as preparation of Trading account, Profit and Loss Account and Balance Sheet.

### **PRACTICAL ACCOUNTING**

##### Day Book – Ledger System of Accounting

Preparation of Day Book (Conversion of Academic system to practical system) Ledger posting- Balancing-preparation of Trail Balance- Schedules for Purchases – Sales- Sundry Debtors – Sundry Creditors and other Accounts – Valuation of Closing Stock – Preparation of Final Accounts such as Trading Account- Profit and Loss Account and Balance Sheet – other necessary statements to be produced before the Tax Authorities and Management.

General awareness of Value Added Tax- Input Tax- Output Tax- Set Off – Special Rebate- Purchase Tax u/s 6(2) – Turnover- Register able minimum Turnover – Refund of Tax – Registration Procedure – Preparation and Filing and other Tax Returns – Income Tax – Sales Tax acts and Rules.

#### **Stage - 2**

##### Cash Book – Subsidiary Book – Ledger System

This system of practical accounting contains accounts of large scale organization having different departments like purchase department, Sales department, Cash Department etc. and a group of accountants working in different departments.

Preparation of Cash Book – Purchase Day Book – Sales Day Book – Purchase Returns Book – Sales Returns Book – Bills Receivable Book – Bills Payable Book and a Journal Proper.

General Ledger – Debtors Ledger Creditors Ledger

Purchase Register – Sales Register – Cheque Receivable Register – Cheque Payable Register.

Preparation of Schedules – Trial Balance – Computation of Stock, Depreciation – Bad Debts – Provision and Reserve for Bad Debts and Discounts etc. Preparation of Financial Accounts.

### **Stage -3**

Preparation of Bank Reconciliation Statement – Study of Different Types of accounting errors – Errors of Omission – Commission – Principles and Clerical errors – Rectification entries for correction of errors.

Preparation of project report for obtaining Over Draft from banks.

**(1)** Preparation of accounts of Jewellery dealers – Calculation of cost of production of Gold and Silver articles. Preparation of Day Book, Ledger and Final Accounts Relating to Jewellery bringing old assets and liabilities in the account.

**(2)** Preparation of accounts of a Trading Institution based on Tribunal and High Court Judgments.

**(3)** Preparation of Accounts of Non- Trading Institution.

**(4)** Preparation of Accounts of Manufacturing Institution Calculation of Cost Of Production, Fixation of selling Price, Preparation of Stock Registers of raw materials work in progress

and finished products, Preparation of manufacturing account, Trading account profit and loss account and Balance Sheet.

**(5) Preparation of Accounts of Financial Institution.**

**SSI** Registration – Tax exemption – Subsidy – Industrial Loans and its procedure – Trial Balance and Finalization of accounts – filing- Classification of files – placing files in filing cabinets – Scheduling of files –indexing of files.

**CST:** Detailed Study of CST Act and R&T Rules.

CST Registration - Inter – State Transactions use of Forms like ‘C’ Form, ‘D’ Form ‘E1’ Form, ‘E11’ Form, ‘F’ Form, ‘H’ Form etc..

### **INCOME TAX ACT and RULES :**

Short title , extent , commencement

Definition – Assessee, assessment year, previous year ,person , (Individual , HUF , Firms, companies , AOP/BOI , local authority, every artificial juridical person ) Previous year – capital assets – transfer.

Heads of income – gross total income ,deductions, total income , agriculture income , aggregate income (80c).

Income tax rates – slab rate, flat rate , special rates , scope of total income – residential status – calculation of tax – rebate on agriculture income.

Charging sections – regular tax rates , tax deducted/collected at source , advance tax , self assessment of tax – processing of returns of income.

Heads of income – income form :

1. Salary
2. House property
3. Business or profession
4. Capital gains
5. Other sources-exemptions

**ESI AND PF** Application of KML Act and Rules in accounting to make it ‘Practical Accounting’

Application of K.M.L. act and rules and its application.

Special Classes on Income Tax by experts.

**GST:** Conversion of VAT into GST. Intensive study of GST ACT and Rules, Chapter-wise and section wise analysis and its application in accounts.

Difference between direct and indirect tax - single point tax system and multi-point tax system. Introduction to GST, Constitutional amendment for GST – Objectives – understanding the concept of GST – subsuming of multiple taxes in the present system – salient features of GST – destination-based tax – dual GST to be levied by the centre and state simultaneously – CGST – SGST (UTGST) – IGST – Advantages of GST

#### **Stage - 4**

Tally 9 ERP

Basics of Tally 9 in general-

E-filing

#### **STAGE – 1 :**

1. Introduction and motivation : 3 hrs
2. Simple problems ( basic of Accounting and brief review of academic system of accounting ) : 5 hrs
3. Prakash electrical work details :- : 25 hrs  
Day book , ledger , trial balance , trading and P & L account , balance sheet , various statements , closing stock valuations , bank reconciliation statement , accounting errors and rectification .

#### **STAGE – 2 :**

- 1 .Peter and company works :- : 20 hrs  
Preparation of cash book, purchase day book, purchase returns / sales return day book , bills payable , bills receivable , journal proper, various schedules , P & L account , trial balance , balance sheet .
2. Textiles work : 5 hrs
3. Jewellery work : 7 hrs

**STAGE – 3 :**

- |   |          |
|---|----------|
| 1. Preparation for project report for obtaining OD from bank                              | : 5 hrs  |
| 2. GST act and Rules :-<br>Registration , credit debit notes , calculation of tax payment | : 15 hrs |
| 3. Income tax   | : 15 hrs |
| 4. ESI / PF   | : 5 hrs  |

**STAGE - 4**

- |               |          |
|---------------|----------|
| 1. Tally      | : 25 hrs |
| 2. E -filing  | : 3 hrs  |
| 3. Model exam | : 2 hrs  |

|             |           |
|-------------|-----------|
| Total Hours | : 135 hrs |
|-------------|-----------|





കേരളം കേരल KERALA

BN 218179

The first party desires to have the second party's diploma course in GST practice, practical accountancy and tally

The second party accepts the proposal and both the parties agree to set forth with the following terms and conditions

Now the Memorandum of Understanding Witness

1. The second party will arrange to provide certificate course in diploma course in GST practice practical accountancy and tally .
2. The course duration will be a min. Of 135 hrs. for each student , spread out through the academic year 2017 depending on individual capabilities for imparting training as mentioned in paragraph 1 .

FIRST PARTY

Dr. SREEDHAR P NAIR  
HOD of Commerce

*Dr. Sreedhar P. Nair*  
Head of the Department  
Department of Commerce  
St. Michael's College, Cherthala

ST. MICHEALS COLLEGE , CHERTHALA

SECOND PARTY

R PONNAPPAN M.Phil  
DIRECTOR



No 248

Date: 4.8.2017

Value Rs. 100/-

Sold to

R. രാധാകൃഷ്ണൻ

*Shilby George*

മാർക്കിട് കരിയം

SHILBY GEORGE  
STAMP VENDOR  
MULANTHURUTHY

28/8/2017





കേരളം കേരल KERALA

BN 218178

### MEMORANDUM OF UNDERSTANDING

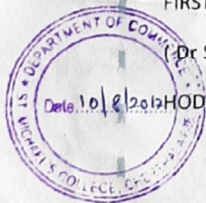
This Memorandum of understanding entered on the 10th Day of August 2017, between St Michael's College, Cherthala P.O. Alappuzha dist, KERALA, representing by its Head Of the Department of Commerce, Dr. Sridhar P Nair ( here in after referred to as the FIRST PARTY ) which term shall mean and include his successors, representative etc., and The Tax Study Centre, Cherthala represented by its Director, Mr. R Ponnappan, Karthika Nivas, Poothotta P.O, Ernakulam, 682307 ( here in after referred to as the SECOND PARTY ) whereas the Second Party is the Authorized Training Centre to conduct Training in Practical Accountancy, GST Practitioner & Tally Courses.

FIRST PARTY

*Dr. Sridhar P Nair*

( Dr Sridhar P Nair )

Dr. Sreedhar P.Nair  
Head of the Department  
Department of Commerce  
St Michael's College, Cherthala



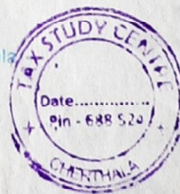
HOD - Department of Commerce

SECOND PARTY

*R. Ponnappan M.Phil*

( R Ponnappan M.Phil )

Director

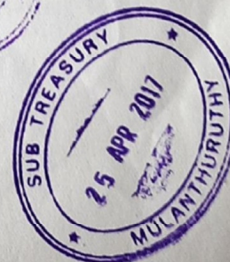


No 247 Date: 4-8-2017

Value Rs. 100/- Sold to

*Shilby George*  
SHILBY GEORGE  
STAMP VENDOR  
MULANTHURUTHY

R. Ponnappan M.Phil  
കാർത്തിക നീവാസം  
പൂത്തോട്ട



3. To provide students an option to attempt for Kerala state Rutronix examination by paying an additional sum of Rs 1,265/- as an examination fees. The above mentioned examination is to be conducted by Kerala state Rutronix and provide the certificate and mark list thereof.
4. The first party will provide all necessary infrastructure including classroom facilities, computers electrical power etc to the possible extent. The college will have full control on all items said above and will provide the required services. It would even maintain the computers and accessories to the best of their ability and would regularly pay the electricity and other related expenses.
5. The second party will arrange to install the required soft-wares and also arrange qualified and competent faculty to conduct the classes to the best satisfaction of the first party.
6. The date and time of the classes will be finalised on mutual discussions and can be changed on mutual agreement
7. The department of commerce, St. Michael's college Cherthala will be in charge of the programme as the representative of the first party.
8. The course fee for the said course is Rs.6500/ ( Rupees six thousand and five hundred only which includes both,Rutronix examination and GST licence fees.) to be paid by each student.
9. The fee will be collected by the first party and 70% of the total course fee shall be paid to the second party .
10. However , the fees can be collected as per stage wises . ( Four stages )

|              |                                |
|--------------|--------------------------------|
| First stage  | On starting date Rupees 2500/- |
| Second stage | Rupees 1500/-                  |
| Third stage  | Rupees 1250/-                  |
| Fourth stage | Rupees 1250/-                  |

Total rupees 6500/-



FIRST PARTY

*(Signature)*

Dr. Sreedhar P. Nair  
Head of the Department  
Department of Commerce  
St. Michael's College, Cherthala

Dr. SREEDHAR P NAIR

HOD of Commerce

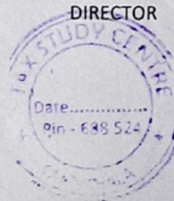
ST. MICHAEL'S COLLEGE , CHERTHALA

SECOND PARTY

*(Signature)*

R PONNAPPAN M.Prjil

DIRECTOR



ADD IN COURSE: DIPLOMA IN GOODS & SERVICES TAX PRACTICE TALLY ERP9

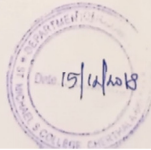
Attendance Statement

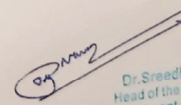
| S/NO | NAME OF THE STUDENTS | 16/6/18 | 23/6/18 | 30/6/18 | 7/7/18 | 21/7/18 | 28/7/18 | 4/8/18 | 12/8/18 | 19/8/18 | 1/9/18 | 15/9/18 | 22/9/18 | 29/9/18 |
|------|----------------------|---------|---------|---------|--------|---------|---------|--------|---------|---------|--------|---------|---------|---------|
| 1    | AAYKRISHNA D         | X       | X       | X       | X      | X       | X       | X      | X       | A       | X      | X       | X       | X       |
| 2    | ABY MATHEN           | X       | X       | X       | X      | X       | X       | X      | X       | X       | X      | X       | X       | X       |
| 3    | AJAHIL BEELY         | X       | X       | X       | X      | X       | X       | X      | X       | X       | X      | X       | X       | X       |
| 4    | AJAHILA PONNAPPAN    | X       | A       | X       | X      | X       | X       | X      | X       | X       | X      | X       | X       | X       |
| 5    | AJAHIL R             | X       | X       | X       | X      | X       | X       | X      | X       | X       | X      | A       | X       | X       |
| 6    | ANETHA JACOB         | X       | X       | X       | A      | X       | X       | X      | X       | X       | X      | X       | X       | X       |
| 7    | ANGEL MARY A         | X       | X       | X       | X      | A       | X       | X      | X       | X       | X      | X       | X       | X       |
| 8    | AVANI K K            | X       | X       | X       | X      | X       | X       | X      | X       | X       | X      | X       | X       | X       |
| 9    | GOPU DAS             | X       | X       | X       | X      | X       | X       | A      | X       | X       | X      | X       | X       | X       |
| 10   | HENZ K KOTHATTU      | X       | X       | X       | X      | X       | X       | X      | A       | X       | X      | X       | X       | X       |
| 11   | HARBASA              | X       | X       | X       | X      | A       | X       | X      | X       | X       | X      | X       | X       | X       |
| 12   | VIVEK MENJON         | X       | X       | A       | X      | X       | X       | X      | X       | X       | X      | X       | X       | X       |
| 13   | JEEN SIRTUS          | X       | X       | X       | X      | X       | X       | X      | X       | X       | X      | X       | X       | X       |
| 14   | JITHIN DEV           | X       | X       | X       | X      | X       | X       | X      | X       | X       | X      | X       | X       | X       |
| 15   | JITHU JOSE RAYNOLD   | X       | X       | X       | X      | X       | X       | X      | X       | A       | X      | X       | X       | X       |
| 16   | KRISHNANAND S KUMAR  | X       | X       | X       | X      | X       | X       | X      | X       | X       | X      | X       | A       | X       |
| 17   | KRISHNAKUMAR AO      | X       | X       | X       | X      | X       | A       | X      | X       | X       | X      | X       | X       | X       |
| 18   | KRISHNAPRIYA VK      | X       | X       | X       | X      | X       | X       | X      | X       | X       | X      | X       | X       | X       |
| 19   | NIRMAL JOSEPH        | X       | X       | X       | A      | X       | X       | X      | X       | X       | X      | X       | X       | X       |
| 20   | NITHIN RAJ T         | X       | X       | X       | X      | X       | X       | X      | X       | X       | X      | X       | X       | X       |
| 21   | RIXY K A             | X       | X       | X       | X      | X       | X       | X      | X       | X       | X      | X       | X       | X       |
| 22   | SANTHOSHANTAPPAN     | X       | X       | X       | X      | X       | X       | X      | X       | X       | X      | X       | X       | X       |
| 23   | SABAN SINGH G        | X       | X       | X       | X      | X       | X       | X      | A       | X       | X      | X       | X       | X       |
| 24   | SEBASTIAN JOSEPH     | X       | X       | X       | X      | X       | X       | X      | X       | X       | X      | X       | X       | X       |
| 25   | SILAJAN SEBASTIAN    | X       | X       | X       | X      | X       | X       | X      | X       | X       | X      | X       | X       | X       |
| 26   | SURETH JOY           | X       | X       | X       | X      | X       | X       | X      | X       | X       | X      | X       | X       | X       |
| 27   | SUREEJAKSHINI V S    | X       | X       | X       | X      | X       | X       | X      | X       | X       | X      | X       | X       | X       |
| 28   | THARSHAN MATHAN      | X       | X       | X       | X      | X       | A       | X      | X       | X       | X      | X       | X       | X       |

29/9/2018

Dr. Sreedhar Nar  
 Head of the Department  
 Department of Commerce  
 Sri. M. V. College, Chennai

| Sl.No. | NAME OF THE STUDENTS | 6/10/18 | 20/10/18 | 27/10/18 | 3/11/18 | 17/11/18 | 24/11/18 | 1/12/18 | 15/12/18 |  |  |  |
|--------|----------------------|---------|----------|----------|---------|----------|----------|---------|----------|--|--|--|
| 1      | AJAYKRISHNA D        | X       | X        | X        | X       | X        | X        | X       | X        |  |  |  |
| 2      | ABY MATHEW           | X       | X        | X        | X       | X        | X        | X       | X        |  |  |  |
| 3      | AKHIL BERLY          | X       | X        | X        | X       | X        | X        | X       | X        |  |  |  |
| 4      | AKHILA PONMNAPPAN    | X       | X        | X        | A       | X        | X        | X       | X        |  |  |  |
| 5      | AKHIL R.             | X       | X        | X        | X       | X        | X        | X       | X        |  |  |  |
| 6      | ANEETA JACOB         | X       | X        | X        | X       | X        | A        | X       | X        |  |  |  |
| 7      | ANGEL MARY A         | A       | X        | X        | X       | X        | X        | X       | X        |  |  |  |
| 8      | AVANI K K            | X       | X        | X        | X       | X        | X        | X       | X        |  |  |  |
| 9      | GOPU DAS             | X       | X        | X        | X       | X        | X        | X       | X        |  |  |  |
| 10     | HEINZ K KOTHATTU     | X       | X        | X        | X       | X        | X        | X       | X        |  |  |  |
| 11     | HARBAS A             | X       | X        | X        | X       | X        | X        | X       | X        |  |  |  |
| 12     | J VIVEK MENJON       | X       | X        | X        | X       | X        | X        | X       | X        |  |  |  |
| 13     | JEEN SIXTUS          | X       | X        | X        | X       | X        | A        | X       | X        |  |  |  |
| 14     | JITHIN DEV           | X       | X        | X        | X       | X        | X        | X       | X        |  |  |  |
| 15     | JITHU JOSE RAYNOLD   | A       | X        | X        | X       | X        | X        | X       | X        |  |  |  |
| 16     | KRISHNANAND S KUMAR  | X       | X        | X        | X       | X        | X        | X       | X        |  |  |  |
| 17     | KRISHNAKUMAR AO      | A       | X        | X        | X       | X        | X        | X       | X        |  |  |  |
| 18     | KRISHNAPRIYA VK      | X       | X        | X        | X       | X        | X        | X       | X        |  |  |  |
| 19     | NIRMAL JOSEPH        | X       | X        | X        | X       | X        | X        | X       | X        |  |  |  |
| 20     | NITHIN RAJ T         | X       | X        | X        | X       | X        | X        | X       | X        |  |  |  |
| 21     | RIXY K A             | X       | X        | X        | X       | X        | X        | X       | X        |  |  |  |
| 22     | SANTHOSH ANTAPPAN    | X       | X        | X        | X       | X        | A        | X       | X        |  |  |  |
| 23     | SARAN SINGH G        | X       | X        | X        | X       | X        | X        | X       | X        |  |  |  |
| 24     | SEBASTIAN LOSEPH     | X       | X        | X        | X       | X        | X        | X       | X        |  |  |  |
| 25     | SHALAN SEBASTIAN     | X       | X        | X        | X       | X        | X        | X       | X        |  |  |  |
| 26     | SMRITHI JOY          | X       | X        | X        | X       | X        | X        | X       | X        |  |  |  |
| 27     | SREELAKSHMI V S      | X       | X        | X        | X       | X        | X        | X       | X        |  |  |  |
| 28     | THRISHNA M THILAKAN  | X       | X        | X        | X       | X        | X        | X       | X        |  |  |  |



  
 Dr. Sreedhar P. Nair  
 Head of the Department  
 Department of Commerce  
 St. Michael's College, Chertala

**Add-On Cell**  
**St.Michael's College, Cherthala**  
**Mark List**

**Discipline : COMMERCE**

**Course Title : Diploma in GST Practice**

Date of Examination :

07/01/2019

Maximum Marks: 30

| SI No | Name of the Student    | Mark Obtained | % of Mark |
|-------|------------------------|---------------|-----------|
| 1     | AJAYKRISHNA D          | 22            | 73.33     |
| 2     | ABY MATHEW             | 27            | 90.00     |
| 3     | AKHIL BERLY            | 24            | 80.00     |
| 4     | AKHILA<br>PONMNAPPAN   | 19            | 63.33     |
| 5     | AKHIL R.               | 22            | 73.33     |
| 6     | ANEETA JACOB           | 25            | 83.33     |
| 7     | ANGEL MARY A           | 21            | 70.00     |
| 8     | AVANI K K              | 20            | 66.67     |
| 9     | GOPU DAS               | 20            | 66.67     |
| 10    | HEINZ K KOTHATTU       | 24            | 80.00     |
| 11    | HARBAS A               | 23            | 76.67     |
| 12    | J VIVEK MENJON         | 22            | 73.33     |
| 13    | JEEN SIXTUS            | 26            | 86.67     |
| 14    | JITHIN DEV             | 25            | 83.33     |
| 15    | JITHU JOSE RAYNOLD     | 23            | 76.67     |
| 16    | KRISHNANAND S<br>KUMAR | 22            | 73.33     |
| 17    | KRISHNAKUMAR AO        | 27            | 90.00     |
| 18    | KRISHNAPRIYA VK        | 25            | 83.33     |
| 19    | NIRMAL JOSEPH          | 24            | 80.00     |
| 20    | NITHIN RAJ T           | 20            | 66.67     |
| 21    | RIXY K A               | 19            | 63.33     |
| 22    | SANTHOSH ANTAPPAN      | 18            | 60.00     |
| 23    | SARAN SINGH G          | 21            | 70.00     |
| 24    | SEBASTIAN JOSEPH       | 20            | 66.67     |
| 25    | SHALAN SEBASTIAN       | 21            | 70.00     |
| 26    | SMRITHI JOY            | 22            | 73.33     |
| 27    | SREELAKSHMI V S        | 25            | 83.33     |
| 28    | THRISHNA M<br>THILAKAN | 23            | 76.67     |

Reg. No. & Year 03/28/1/19-CHRLA



# TAX STUDY CENTRE <sup>(SM)</sup>

KOTTARAKARA - 691 506



The Board of Tax Study Centre hereby makes known that

**SMRITI JOY**

**DIPLOMA IN GOODS & SERVICES TAX PRACTICES (DGSTP)**

has been admitted to.....  
from JUNE 2019 to OCT 2019 and she has been certified by the  
examiners of Tax Study Centre to be qualified to receive the same, and having been by them  
placed after passing the prescribed examination in..... 'A+' Grade at the examination  
held in..... NOV 2019



Given under the seal of the institution.

DIRECTOR  
TAX STUDY CENTRE  
KOTTARAKARA



*[Signature]*  
DIRECTOR

*[Signature]*  
REGISTRAR

KOTTARAKARA  
Date: 21/11/19



03/28/1/19 CTRIA  
Reg. .... of .....



# COMPUTER EDUCATION

ISO 9001:2008 Certified  
A UNIT OF TAX STUDY CENTRE  
TVM Road, Pulamon P.O., Kottarakkara - 691 506

*This is to certify that*

SMRITI JOY

.....

*has successfully completed a course on*

TALLY ERP9

.....

*of duration* ONE *months*

*and obtained* A+ *Grade / class*

*at the examination held in the month of*

NOV 2019

..... *in the year* .....

*and in recognition thereof awarded this*



## Certificate



**S. Omanakuttan**  
Managing Director  
Head Office, Kottarakkara







**ST. MICHAEL'S COLLEGE**  
**CHERTHALA, ALAPPUZHA - 688 539**  
(Affiliated to University of Kerala and  
Re-accredited by NAAC with 'A' Grade)

## **ADD-ON COURSE CERTIFICATE**

*This is to certify that.....* **Mr. AJAYKRISHNA D (15917136021)**

*.....* **B.Com 2017 Admission**

*has completed Certificate/Add-on course in .....*

*.....* **Diploma in Goods & Services Tax Practices**

*.....* **(DGSTP) & Tally (CO 103)**

*offered by the Department of Commerce during the academic  
year 2018-2019. He/Shee is awarded with ..... **A**.....*

**Head of the  
Department**

**Course  
Coordinator**

**Principal**

## DIPLOMA IN GOODS & SERVICES TAX PRACTICE(DGSTP) & TALLY ERP 9

Dept. Of Commerce, to make students acquainted to the GST practices and practical accounting together with theoretical knowledge as per curriculum imparted an Add on Diploma in Goods & Services Tax Practice (DGSTP) &Tally ERP 9.

31 students of Final Year B.com (2018- 2019) was enrolled for the course. Dept level course inauguration was conducted on June, 16<sup>th</sup> 2018. Classes started on 23<sup>rd</sup> June,2018 (3.30-4.40pm) and continued till 1<sup>st</sup> December 2018. Exam was conducted in offline mode on 15<sup>th</sup> December 2018.



  
Principal  
St. Michael's College  
Cherthala