



# **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 2019-20**

**Name of the Programme : BASIC CORPORATE ACCOUNTANT PROGRAM**

**Name of the Department : COMMERCE**

**Course Code : CO 107**



# 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 - 2019-20

### COMMERCE

Basic Corporate Accountant Program

### MATHEMATICS

Introduction to Mathematical thinking

### SOFTWARE DEVELOPMENT

Basics of AI

### PHYSICS

Robotics

### ENGLISH

Business Benchmark

### ENGLISH Certificate Course

Remedial Grammar and Public Speaking

### TOURISM STUDIES

Customer Service Management

### CHEMISTRY

Green Chemistry and Environmental Sustainability



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

NAME OF COURSE

: BASIC CORPORATE ACCOUNTANT

ADD ON COURSE 2019-20

**COURSE CODE** : **CO 107**

**NO OF STUDENTS ENROLLED** : **32**

**CONTENTS**

- SYLLABUS**
- CLASS SCHEDULES**
- ATTENDANCE STATEMENT**
- QUESTION PAPER**
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## ADD ON COURSE 2019-20

**SYLLABUS**

INTRODUCTION TO GST
GST - BUSINESS IMPACT
GST - CONCEPT
GST - BASIC WORKING FORMAT
GST - REGISTRATION
GST - ITC
GST - CGST SGST IGST
GST - MATCHING CONCEPT
GST - ANTI PROFITEERING
GST - SET OFF CONCEPT
INTRODUCTION TO GST RETURNS
PREPARATION OF GST REPORTS
GST - RETURN FILING MECHANISM
GST - OTHER MATTERS
GST - ANNUAL RETURN BASIC
INTRODUCTION TO IT & TDS
TDS CONCEPT
TDS & REPORTING IN AUDIT REPORT
TDS & ITS BUSINESS IMPACT
TDS APPLICABILITY
TDS DEDUCTION FRAMEWORK
TDS DEDUCTION REPORT
TDS DEDUCTION & PAYMENT SYSTEM & SCHEDULE
INTRODUCTION TO TRACES
TDS RETURNS & FILING

**Class schedule**

## ADD ON COURSE 2019-20

<b>DETAILED SESSION REPORT - SMC CHERTHALA</b>	
<b>GOODS &amp; SERVICES TAX</b>	
INTRODUCTION TO GST	<b>OCTOBER 5TH, 16TH, 25TH &amp; DECEMBER 5TH</b>  <b>(12 HOURS)</b>
GST - BUSINESS IMPACT	
GST - CONCEPT	
GST - BASIC WORKING FORMAT	
GST - REGISTRATION	
GST - ITC	
GST - CGST SGST IGST	
GST - MATCHING CONCEPT	
GST - ANTI PROFITEERING	
GST - SET OFF CONCEPT	
INTRODUCTION TO GST RETURNS	
PREPARATION OF GST REPORTS	
GST - RETURN FILING MECHANISM	
GST - OTHER MATTERS	
GST - ANNUAL RETURN BASIC	
<b>TDS &amp; INCOME TAX</b>	
INTRODUCTION TO IT & TDS	<b>DECEMBER 7 TH</b> <b>(3 HOURS)</b>
TDS CONCEPT	
TDS & REPORTING IN AUDIT REPORT	
TDS & ITS BUSINESS IMPACT	
TDS APPLICABILITY	
TDS DEDUCTION FRAMEWORK	
TDS DEDUCTION REPORT	
TDS DEDUCTION & PAYMENT SYSTEM & SCHEDULE	
INTRODUCTION TO TRACES	
TDS RETURNS & FILING	

**ATTENDANCE STATEMENT**

## ADD ON COURSE 2019-20

ATTENDANCE SHEET						
NACTET BASIC CORPORATE ACCOUNTANT PROGRAM						
NAME OF THE STUDENTS	9/5/2019	9/16/2019	9/25/2019	12/5/2019	12/7/2019	
ASHITHA K S	X	X	X	X	X	X
Neha Mariya	X	X	X	X	X	X
Mary Swapna	X	X	X	X	X	X
Anuja C R	X	X	X	X	X	X
Kesiya Joshy	X	X	X	X	X	X
Stephy	X	X	X	X	X	X
Pooja v	X	X	X	X	X	X
Ashwini	X	X	X	X	X	X
Bhagya	X	X	X	X	X	X
Rithika	X	X	X	X	X	X
Nandhana	X	X	X	X	X	X
Mary Mini	X	X	X	X	X	X
Stena	X	X	A	A	X	X
Terrina	X	X	X	X	X	X
Angel Mary	X	X	X	X	X	X
Saritha	X	X	X	X	X	X
Anila	X	X	X	X	X	X
Jyothilakshmi	X	X	X	X	X	X
Presitha	X	X	X	X	X	X
Sruthimoi	X	X	X	X	X	X
Jayaprabha	X	X	X	X	X	X
Nihila	X	X	X	X	X	X
Elsa Annmariya	X	X	X	X	X	X
Lakshmi Priya	X	X	X	X	X	X
Sejob	X	X	X	X	X	X
Ben Jacob	X	X	X	X	X	X
Arun Kumar	X	X	X	X	X	X
Kevin Manoj	X	A	X	A	X	X
Yadhu	X	X	X	X	X	X

## ADD ON COURSE 2019-20

Ansal Das		X	X	X	X	X
Athul S		A	X	X	X	X
Anjana V		X	X	X	X	X
Felix Antony		X	X	X	X	X

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

**Question paper**

## Mark List

05.06.2020

St. Michael's College, Cherthala

**Basic Corporate Accountant (Add On Course for BCom Year 1 Students)**

**RESULT OF ONLINE NACTET TEST CONDUCTED ON 05<sup>TH</sup> JUNE 2020**

Sl No	Name	Grade	Sl No	Name	Grade
1	Rithika	A	17	Ben jacob	A
2	Aswini VM	A	18	Creson Job	A
3	Nandhana S	A	19	Elsa Ann Mariya	B+
4	Neha Mariya M	A	20	Jyothilakshmi.s	B+
5	Lakshmipriya S	A	21	Arun kumar A	A+
6	Saritha sabu	A	22	Praseetha. S	B+
7	Athul.s	A	23	Anila Satheesan	B
8	Sejob	A	24	Pooja	A+
9	Angel Mary	A	25	Anjana.v	A+
10	Sruthymol Suresh	A	26	Yadu krishnan s.s	B+
11	Terina Margret	A	27	Stena sebastian	B+
12	Mary swapna	A	28	Marymini	B+
13	Bhagya Krishnadas	A	29	Stephy NE	A
14	Anuja C.R	A	30	Jayaprabha.p	A
15	Kesiya joshy	A	31	Nihila Jose	A
16	Ansal das	A	32	Ashitha k.s	B+



Sreedevi K

Director & CEO



# Certificate

Serial No. 85331  
Register No. 26333




**राष्ट्रीय टेक्नोलॉजी एवं ट्रेनिंग परिषद्**  
**National Council for Technology and Training**  
(An autonomous organization recognized by Govt. of India-New Delhi)

## Certificate

The academic council of National Council for Technology and Training certify that  
 Mr/Ms **BEN JACOB** has successfully  
 completed the course in **Basic corporate accountant**  
 of **15 Days** duration, on this the **31<sup>st</sup>**  
 day of **May 2020** with grade **A** from our affiliate  
**PROHUB PROCESS MANAGEMENT PVT LTD** and  
 is thus awarded the certificate issued under our seal on **26.06.2020**

CLASSIFICATION OF GRADES		
PERCENTAGE OF MARKS	GRADES	REMARKS
80% and above	A+	Excellent
70% up to 79%	A	Very Good
60% up to 69%	B+	Good
50% up to 59%	B	Fair



Office of the Central Board of Examinations  
National Council for Technology and Training  
New Delhi, India

*[Signature]*  
CHAIRMAN  
BOARD OF EXAMINATIONS



VERIFY ONLINE

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ADD ON COURSE 2019-20



Department of Commerce  
**St. Michael's College**  
**MAYITHARA P.O., CHERTHALA, ALAPPUZHA-688539**

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**Add on Course**

**NACTET BASIC CORPORATE  
ACCOUNTANT PROGRAM**

**Knowledge Partner  
PROHUB PROCESS  
MANAGEMENT PRIVATE LTD, KOCHI  
2019-20**



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ADD ON COURSE 2019-20

**ST. MICHAEL'S COLLEGE****CHERTHALA, ALAPPUZHA - 688 539**

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## **ADD-ON COURSE CERTIFICATE**

*This is to certify that* **Miss. ANGEL MARY (15919136021)** .....  
**B.Com 2019 Admission** ..... *has completed*  
*Certificate/Add-on course in* **Basic Corporate Accountant Program (CO 107)** .....  
 ..... *offered by the Department*  
*of Commerce during the academic year 2019-2020. He/She is awarded with* ..... **A**Grade.

**Head of the  
Department**

**Course  
Coordinator**

**Principal**

ADD ON COURSE 2019-20

Add-on Course

NACTET BASIC CORPORATE ACCOUNTANT

REPORT

Dept. Of Commerce, to make students familiar with the corporates, their accounting pattern and programme imparted an Add on Course named Basic Corporate Accountant.

32 students of Final Year B.com (2019- 2020) was enrolled for the course. Dept level course inauguration was conducted on August 24<sup>th</sup> 2019. Classes started on 18<sup>th</sup> September,2019 (3.30-4.40pm) and continued till December 5, 2019. Exam was conducted in offline mode on 7<sup>th</sup> December 2019.



  
Principal  
St. Michael's College  
Cherthala