

# **ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY**

Shobhavana Campus, Mijar – 574225, Moodbidri.

Dakshina Kannada Karnataka, India.



**A REPORT**

**ON**

**“ADVANCED DIPLOMA IN PAYROLL, TALLY, GST, AND  
ACCOUNTS”**

**FOR THE ACADEMIC YEAR**

**2019-20**

**Alva's Institute of Engineering and Technology**  
**Shobhavana Campus, Mijar, Moodbidri**  
**Phone: 08258-262725, Fax: 08258-262726**  
**Department of Business Administration (MBA)**

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**Alva's Institute of Engineering and Technology**  
**Shobhavana Campus, Mijar, Moodbidri**  
**Phone: 08258-262725, Fax: 08258-262726**  
**Department of Business Administration (MBA)**

**Minutes of the Meeting**  
**Certification Programmes**

Date: 1<sup>st</sup> July 2019

1. Department Faculty, HOD discussed the various certification Programmes
  - i) Working with Microsoft Office 2013
  - ii) Communicative English
  - iii) Advanced Diploma in Payroll, Tally, GST, and Accounts
2. Analyzed the weaknesses of students in different areas
3. Based on the analysis in the meeting it was decided to conduct following certification programmes
  - i) Microsoft Office 2013
4. Minutes copy has sent to Principal and Management for the final approval

Dean MBA

DEAN

Dept. of Business Administration  
Alva's Institute of Engg. & Technology  
MIJAR - 574 225

Principal

PRINCIPAL

Alva's Institute of Engg. & Technology,  
Mijar. MOODSIDRI - 574 225, D.K





**Alva's Institute of Engineering and Technology**

**Shobhavana Campus, Mijar, Moodbidri**

**Phone: 08258-262725, Fax: 08258-262726**

**Department of Business Administration (MBA)**

## **CONTENTS**

### **Approval Letter**

To,  
The Principal  
AIET, Moodbidri

Respected Sir,

Sub: Approval for organizing Certification course on Working with Microsoft Office 2013

With reference to the above subject, I would like to inform you that the department is planning to conduct a Certification Program on **Working with Microsoft office 2013** from 28<sup>th</sup> October 2019 to 6 March 2020.

I would like to request you to grant us permission for the further proceedings.

Thanking you

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

**Dean MBA**  
DEAN

Dept. of Business Administration  
Alva's Institute of Engg. & Technology  
MIJAR - 574 225

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

**Principal**  
PRINCIPAL

Alva's Institute of Engg. & Technology,  
Mijar, MOODBIDRI - 574 225, D.K.

**Alva's Institute of Engineering and Technology**  
**Shobhavana Campus, Mijar, Moodbidri**  
**Phone: 08258-262725, Fax: 08258-262726**  
**Department of Business Administration (MBA)**

**Registered Students List:-**

<b>Sl.No.</b>	<b>USN</b>	<b>Name of the Students</b>
1	4AL18MBA01	A R Pavithra
2	4AL18MBA02	Abhishek H D
3	4AL18MBA03	Acharya Roopesh Ramachandra
4	4AL18MBA04	Adarsh D
5	4AL18MBA05	Afnan Ahmed Shiekh
6	4AL18MBA06	Afnan Saleem Baji
7	4AL18MBA07	Anitha A
8	4AL18MBA08	Anjaly Anirudhan
9	4AL18MBA09	Anusha
10	4AL18MBA10	Archana
11	4AL18MBA11	Ashwath H D
12	4AL18MBA12	Ashwini Ashok Naik
13	4AL18MBA13	Ashwitha
14	4AL18MBA15	Bharath M
15	4AL18MBA16	Chandrakantha
16	4AL18MBA17	Deeksha S Hegde
17	4AL18MBA18	Deekshith Kumar
18	4AL18MBA19	Deekshitha G S
19	4AL18MBA20	Deepika M
20	4AL18MBA21	Devagi M
21	4AL18MBA22	Dhanush
22	4AL18MBA23	Dheeraj
23	4AL18MBA24	Geetha
24	4AL18MBA25	Geetha M
25	4AL18MBA26	Gowtham K N
26	4AL18MBA27	Hari Krishnan
27	4AL18MBA28	Harshita Gowdar

28	4AL18MBA29	Hemantha Manjunatha Naik
29	4AL18MBA30	Hemaprasada T
30	4AL18MBA31	Jagadish H N
31	4AL18MBA32	Jovita Noronha
32	4AL18MBA33	Jyothi
33	4AL18MBA34	K Nikhil
34	4AL18MBA35	Kiran B Goudar
35	4AL18MBA36	Lohith Kumar
36	4AL18MBA37	M Satvik Hebbar
37	4AL18MBA38	Madhura Manjunatha Shetty
38	4AL18MBA39	Mahendra G M
39	4AL18MBA40	Manish K Shetty
40	4AL18MBA41	Manjunatha
41	4AL18MBA42	Meghana N R
42	4AL18MBA43	Nagaraj Prabhakar Shetti
43	4AL18MBA44	Nagashree G H
44	4AL18MBA45	Nandish
45	4AL18MBA46	Nathasha Hegde
46	4AL18MBA47	Pallavi S K
47	4AL18MBA48	Pooja Devadiga
48	4AL18MBA49	Prakhyath B
49	4AL18MBA50	Prakyath Shetty N
50	4AL18MBA51	Pramod Bhat
51	4AL18MBA52	Praveen Jali
52	4AL18MBA53	Rackson Ricky Rodrigues
53	4AL18MBA54	Rajesha T
54	4AL18MBA55	Rajeshwari V S
55	4AL18MBA56	Raksha Kava
56	4AL18MBA57	Ramya K
57	4AL18MBA58	Rathan B N
58	4AL18MBA59	Rolwin Wilston Carlo
59	4AL18MBA60	Ruchith
60	4AL18MBA61	SS Shwetha
61	4AL18MBA62	Samad
62	4AL18MBA63	Sampath
63	4AL18MBA64	Santhosh Kumar K C



64.	4AL19MBA64	Sahana
65.	4AL19MBA65	SankethDevadiga
66.	4AL19MBA66	Savitha
67.	4AL19MBA67	Sharan Shetty
68.	4AL19MBA68	Shetty Krithi Krishnakumar
69.	4AL19MBA70	Shraddha S P
70.	4AL19MBA71	Shrinidhi
71.	4AL19MBA72	Sinchana B
72.	4AL19MBA73	SoumyaNayak
73.	4AL19MBA74	Sowjanya
74.	4AL19MBA75	Sudarshan Bhatta S V
75	4AL19MBA76	Sushmitha
76	4AL19MBA77	Thanvi
77	4AL19MBA78	Theerthesh H S
78	4AL19MBA79	Varshitha V
79	4AL19MBA80	Varshitha V Shetty
80	4AL19MBA81	Varun Katti
81	4AL19MBA82	VigneshNayak
82	4AL19MBA83	Vikhyath
83	4AL19MBA84	Yashwith S Puthran



Dean MBA  
DEAN

Dept. of Business Administration  
Alva's Institute of Engg. & Technology  
MIJAR – 574 225

Alva's Institute of Engineering and Technology

Shobhavana Campus, Mijar, Moodbidri

Phone: 08258-262725, Fax: 08258-262726

Department of Business Administration (MBA)

		Attendance sheet for Advanced Diploma in Payroll, Tally, GST, and Accounts																			
SLNo.	USN	Name of the Students	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	4AL18MBA01	A R Pavithra	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
2	4AL18MBA02	Abhishek H D	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
3	4AL18MBA03	Acharya Roopesh Ramachandra	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
4	4AL18MBA04	Adarsh D	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
5	4AL18MBA05	Afhan Ahmed Shiekh	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
6	4AL18MBA06	Afhan Saleem Baji	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
7	4AL18MBA07	Anitha A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
8	4AL18MBA08	Anjaly Anirudhan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
9	4AL18MBA09	Anusha	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
10	4AL18MBA10	Archana	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
11	4AL18MBA11	Ashwath H D	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
12	4AL18MBA12	Ashwini Ashok Naik	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
13	4AL18MBA13	Ashwita	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
14	4AL18MBA15	Bharath M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
15	4AL18MBA16	Chandrakantha	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
16	4AL18MBA17	Deeksha S Hegde	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
17	4AL18MBA18	Deekshith Kumar	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
18	4AL18MBA19	Deekshitha G S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
19	4AL18MBA20	Deepika M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
20	4AL18MBA21	Devagi M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
21	4AL18MBA22	Dhanush	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
22	4AL18MBA23	Dheeraj	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
23	4AL18MBA24	Geetha	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
24	4AL18MBA25	Geetha M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
25	4AL18MBA26	Gowtham K N	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
26	4AL18MBA27	Hari Krishnan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
27	4AL18MBA28	Harshita Gowdar	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
28	4AL18MBA29	Hemantha Manjunatha Naik	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
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Department of Business Administration (MBA)

Sl.No.	USN	Name of the Students	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	13 <sup>th</sup>	14 <sup>th</sup>	15 <sup>th</sup>	16 <sup>th</sup>	17 <sup>th</sup>	18 <sup>th</sup>	19 <sup>th</sup>	20 <sup>th</sup>
30	4AL18MBA31	Jagadish H N	1	2	3	4	5	6	7	8	9	10	11	12
31	4AL18MBA32	Jovita Noronha	1	2	3	4	5	6	7	8	9	10	11	12
32	4AL18MBA33	Jyothi	1	2	3	4	5	6	7	8	9	10	11	12
33	4AL18MBA34	K Nikhil	1	2	3	4	5	6	7	8	9	10	11	12
34	4AL18MBA35	Kiran B Goudar	1	2	3	4	5	6	7	8	9	10	11	12
35	4AL18MBA36	Lohith Kumar	1	2	3	4	5	6	7	8	9	10	11	12
36	4AL18MBA37	M Satvik Hebbar	1	2	3	4	5	6	7	8	9	10	11	12
37	4AL18MBA38	Madhura Manjunatha Shetty	1	2	3	4	5	6	7	8	9	10	11	12
38	4AL18MBA39	Mahendra G M	1	2	3	4	5	6	7	8	9	10	11	12
39	4AL18MBA40	Manish K Shetty	1	2	3	4	5	6	7	8	9	10	11	12
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43	4AL18MBA44	Nagashree G H	1	2	3	4	5	6	7	8	9	10	11	12
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45	4AL18MBA46	Natasha Hegde	1	2	3	4	5	6	7	8	9	10	11	12
46	4AL18MBA47	Pallavi S K	1	2	3	4	5	6	7	8	9	10	11	12
47	4AL18MBA48	Pooja Devadiga	1	2	3	4	5	6	7	8	9	10	11	12
48	4AL18MBA49	Prakhyath B	1	2	3	4	5	6	7	8	9	10	11	12
49	4AL18MBA50	Prakyath Shetty N	1	2	3	4	5	6	7	8	9	10	11	12
50	4AL18MBA51	Pramod Bhat	1	2	3	4	5	6	7	8	9	10	11	12
51	4AL18MBA52	Praveen Jali	1	2	3	4	5	6	7	8	9	10	11	12
52	4AL18MBA53	Rackson Ricky Rodrigues	1	2	3	4	5	6	7	8	9	10	11	12
53	4AL18MBA54	Rajasha T	1	2	3	4	5	6	7	8	9	10	11	12
54	4AL18MBA55	Rajeshwari V S	1	2	3	4	5	6	7	8	9	10	11	12
55	4AL18MBA56	Raksha Kava	1	2	3	4	5	6	7	8	9	10	11	12
56	4AL18MBA57	Ramya K	1	2	3	4	5	6	7	8	9	10	11	12
57	4AL18MBA58	Rathan B N	1	2	3	4	5	6	7	8	9	10	11	12
58	4AL18MBA59	Rolwin Wilston Carlo	1	2	3	4	5	6	7	8	9	10	11	12
59	4AL18MBA60	Ruchith	1	2	3	4	5	6	7	8	9	10	11	12

**Alva's Institute of Engineering and Technology**

**Shobhavana Campus, Mijar, Moodbidri**

**Phone: 08258-262725, Fax: 08258-262726**

**Department of Business Administration (MBA)**

Sl.No.	USN	Name of the Students	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
60	4AL18MBA61	SS Shwetha	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
61	4AL18MBA62	Samad	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
62	4AL18MBA63	Sampath	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
63	4AL18MBA64	Santhosh Kumar K C	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
64	4AL18MBA65	A Sathya	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
65	4AL18MBA66	Seema H K	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
66	4AL18MBA67	Sharath Nayak	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
67	4AL18MBA68	Shivani Hegde	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
68	4AL18MBA69	Shraddha C Shetty	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
69	4AL18MBA70	Shreya Jain	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
70	4AL18MBA71	Shreyas R	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
71	4AL18MBA72	Shubhavi	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
72	4AL18MBA73	Sonic Rai	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
73	4AL18MBA74	Spoorthi R	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
74	4AL18MBA75	Srilaxmi Bhar	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
75	4AL18MBA76	Subhiksha Jain	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
76	4AL18MBA77	Subramanya Madev Hegde	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
77	4AL18MBA78	Sudhakar N	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
78	4AL18MBA79	Sukshitha	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
79	4AL18MBA80	Sunil Kumar B V	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
80	4AL18MBA81	Supriya Annayya Naik	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
81	4AL18MBA82	Sushmitha D	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
82	4AL18MBA83	Sushmitha L	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
83	4AL18MBA84	Sushmitha M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
84	4AL18MBA85	Swaroop Renjala	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
85	4AL18MBA86	Vidya T	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
86	4AL18MBA87	Vidyashree	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
87	4AL18MBA88	Vijay Kumar	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20





**Alva's Institute of Engineering and Technology**  
**Shobhavana Campus, Mijar, Moodbidri**  
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**Department of Business Administration (MBA)**

### **Circular**

The Department of Business Administration is happy to announce that the department is organizing a Certification Program on "Working with Microsoft Office 2013" from 28<sup>th</sup> October 2019 to 6 March 2020 in association with NIIT, Mangalore. In this regard, it is hereby informed to all the registered students to attend the course as per the schedule.

A handwritten signature in black ink, appearing to be "R. S. Singh", is written above the printed name of the Dean.

**Dean MBA**

**DEAN**

**Dept. of Business Administration**  
**Alva's Institute of Engg. & Technology**  
**MIJAR - 574 225**



**Letter of Acceptance**

I am pleased to accept your request for a certification course on “Advanced Diploma in Payroll, Tally, GST, Accounts” from 9<sup>th</sup> September 2019 to 18<sup>th</sup> March 2020 to the MBA students.

Regards,

Ganesh Rao

Empowering People Knowledge LLP

Bangalore



**Alva's Institute of Engineering and Technology**  
**Shobhavana Campus, Mijar, Moodbidri**  
**Phone: 08258-262725, Fax: 08258-262726**  
**Department of Business Administration (MBA)**

### **Report of the Event**

The department of Business Administration has organized a 35 hours certification program on "working with Microsoft Office" 28<sup>th</sup> October 2019 to 6 March 2020 in association with NIIT, Mangalore. It helped the students to well verse in Microsoft office 2013 and helped to gain more knowledge on computers.

A handwritten signature in black ink, appearing to read "R. S. Sengupta", is written over the printed name "DEAN".

DEAN  
Dept. of Business Administration  
Alva's Institute of Engg. & Technology  
MIJAR - 574 225

# ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY MOODBIDRI



A Unit of Alva's Education Foundation®  
(Affiliated to VTU, Belagavi and Approved by A.I.C.T.E., New Delhi)  
Shobhavana Campus, Mijar, Moodbidri DK Karnataka-574225

## PG DEPARTMENT OF BUSINESS ADMINISTRATION

### *Certificate*

*This is to certify that Mr./Ms.....has attended the Certification course “Advanced Diploma in Payroll, Tally, GST and Accounting” during the period 9<sup>th</sup> September 2019 to 18<sup>th</sup> March 2020.*

---

**Mr. Johnson Fernandes**  
Coordinator

---

**Prof. Dr. Claret Mendonce**  
Head of the Department  
PG Department of Business  
Administration

---

**Dr. Peter Fernandes**  
Principal  
AIET Moodbidri





**Alva's Institute of Engineering and Technology, Mijar,  
Moodbidri, Dakshina Kannada**

**PG DEPARTMENT OF BUSINESS ADMINISTRATION**

**FEEDBACK FORM**

**CERTIFICATE COURSE**

On

**“Advanced Diploma in Payroll, Tally, GST &  
Accounts”**

**2019-2020**

*For the following areas, please indicate your rating from 1 to 5:*

*1=strongly Disagree 2=Disagree 3=neither agree nor disagree 4=Agree 5=strongly Agree*

SN	Topics	1	2	3	4	5
<b>A.</b>	<b>Content</b>					
1	The depth of the course content is adequate to have significant learning outcomes					
2	The content of the syllabus is sufficient to bridge the gap between industry and academics					
3	The courses / syllabi taught have a good balance between theory and application					
4	Understood the fundamentals of Tally, Payroll, GST & Accounts.					
5	Able to prepare accounts on my own					
<b>B</b>	<b>Presentation</b>					
6	Instructor's knowledge					
7	Instructor's presentation style					
8	Instructor covered material clearly					
9	Instructor responded well to questions					
10	Instructor facilitated interactions among participants well					
<b>C. How could this Certificate Course be improved?</b>						
<b>D. Any other comments or suggestions?</b>						
<b>E. Overall, how would you rate this Certificate Course?</b>						
<input type="checkbox"/>	Poor	<input type="checkbox"/>	Good			
<input type="checkbox"/>	Neither Good Nor Poor	<input type="checkbox"/>	Excellent			



**Alva's Institute of Engineering and Technology,  
Mijar, Moodbidri, Mangalore**

**POST GRADUATE DEPARTMENT OF BUSINESS ADMINISTRATION**

**REPORT ON OUTCOME OF CERTIFICATE COURSES CONDUCTED IN THE  
YEAR 2019-20**

**ADVANCED DIPLOMA IN PAYROLL, TALLY, GST, ACCOUNTS"- 9.09.2019 TO  
18.03.2020**

1. Students were familiarised with the preparation of Financial Statements using TALLY software.
2. Students were introduced to the calculation of IGST, CGST and SGST and its payments.
3. Students learnt the concept of supply and its various types.

**WORKING WITH MICROSOFT OFFICE COURSE"-28.10.2019 TO 6.3.2020**

1. Students were able to prepare professional documents using Microsoft word.
2. Students were able to develop workbook and print workbook contents.
3. Students prepared PowerPoint presentation using variety of designs and patterns.

  
**DEAN**

**Dept. of Business Administration  
Alva's Institute of Engg. & Technology  
MIJAR - 574 225**



**PRINCIPAL  
Alva's Institute of Engg. & Technology,  
Mijar. MOOBBIDRI - 574 225, D.K.**