



**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 2018-19**

**ADVANCED DIPLOMA IN PAYROLL, TALLY, GST, ACCOUNTS"– 04.09.2018 TO
18.04.2019**


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" -25.10.2018 TO 23.5.2019

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.


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


PRINCIPAL
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