GURU NANAK COLLEGE
Postgraduate Multi Faculty Premier College
KILLIANWALI, DISTT. SRI MUKTSAR SAHIB (Pb.) - 151211
NAAC Accredited Grade "B"
Recognized by U.G.C. Under Section 2 (f) & 12 (B) & Permanently Affiliated to Panjab University Chandigarh

STRIVE SEEK SERVE
Estd. 1956

1.2.3

INDEX

Sr. No.	Name of the Document	Page No.
1.	Number of students enrolled in Add-on/Certificate Programs	2
2.	CBA Approval Letter	3
3.	CBA Syllabus	5

Principal
Guru Nanak College
Killianwali (Sri Muktsar Sahib)

1. **Number of students enrolled in Add-on/Certificate Programs**

Year-1 (2016-17)						
Name of Add on /Certificate programs offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
CBA	5	2021-22	Once	1 Year	Nil	-

GURU NANAK COLLEGE
Postgraduate Multi Faculty Premier College
KILLIANWALI, DISTT. SRI MUKTSAR SAHIB (Pb.) - 151211
NAAC Accredited Grade "B"
Recognized by U.G.C. Under Section 2 (f) & 12 (B) & Permanently Affiliated to Panjab University Chandigarh
STRIVE SEEK SERVE
Estd. 1956

2. CBA APPROVAL LETTER

PANJAB UNIVERSITY, CHANDIGARH

From:-	To
The Registrar, Panjab University, Dewan Anand Kumar Hall Administrative Office Sector-14, Chandigarh-160014 {Add on course Cell 2nd floor, Admn. Office, P.U. Ph. 253-4864, 2534828 (Asst.Registrar)}	The Principal, of all the Colleges (Arts Science & Commerce) affiliated to Panjab University.

No 3015 - 3116/AOC

UPC

Dated:- 16-9 .2008

Dear Sir / Madam,

The Syndicate at its meeting held on 29. 7. 2008 vide Para 30 (XX) has ratified that the Vice-Chancellor in anticipation of approval of Syndicate has approved that no college shall admit students more than their sanctioned strength under Add on Courses at any cost **i. e. minimum of 20 and maximum of 40 per course**.

You are requested to comply with above decision and intimate this office the number of students admitted to each Add on Course during the session 2008-09.

office to file

Yours faithfully,

Deputy Registrar
(Add-On Course Cell)

Principal
Guru Nanak College
Killianwali (Sri Muktsar Sahib)

GURU NANAK COLLEGE

STRIVE SEEK SERVE

Estd. 1956

Postgraduate Multi Faculty Premier College

KILLIANWALI, DISTT. SRI MUKTSAR SAHIB (Pb.) - 151211

NAAC Accredited Grade "B"

Recognized by U.G.C. Under Section 2 (f) & 12 (B) & Permanently Affiliated to Panjab University Chandigarh

PANJAB UNIVERSITY, CHANDIGARH

From:-	To
The Registrar, Panjab University, Dewan Anand Kumar Hall Administrative Office Sector-14, Chandigarh-160014 Add on Course Cell, 2nd floor, Admn. Office, P.U. Ph. 253-4864,)	The Principal, Guru Nanak College Killanwali, Muktsar

No _568_ AOC   **Registered/By Hand**   Dated:- 2 7 2010 .

Subject: - Grant of extension of affiliation for Certificate Add on Course as allowed by the UGC/Self financing Course in **Computer Based Accounting under Career Oriented Courses to Guru Nanak College, Killanwali, Muktsar,** for the academic **session 2010-2011.**

Dear Sir/Madam,

      Please refer to your letter nos. 326 and 327 dated 17.4.2010, . I am to inform you that the Inspection Committee constituted by the Vice-Chancellor will visit your college on **7th July, 2010 (Wednesday) at 11.30. a.m.** for the purpose cited above.

      You are, therefore, requested to keep the relevant information / record as per columns of the form (appended), ready, at the time of inspection of your college. The college will pay inspection fee @ Rs.700/- (as per decision of the Syndicate dated 6.9.2009 Para 2(Sub item no. 14)) plus TA/DA in addition to conveyance charges to each member of the Inspection Committee on the spot (Taxi charges for out station members @ Rs. 8/- per km. and for local Rs.200/- for 3 hrs. duration and beyond 3 hrs Rs.250/-).

Yours faithfully,

Assistant Registrar
(Add-On Course Cell)

DA as above

Principal
Guru Nanak College
Killianwali (Sri Muktsar Sahib)

GURU NANAK COLLEGE
Postgraduate Multi Faculty Premier College
KILLIANWALI, DISTT. SRI MUKTSAR SAHIB (Pb.) - 151211
NAAC Accredited Grade "B"
Recognized by U.G.C. Under Section 2 (f) & 12 (B) & Permanently Affiliated to Panjab University Chandigarh

STRIVE SEEK SERVE
Estd. 1956

3. **CBA SYLLABUS**

-8-
COURSE - 5

COMPUTER BASED ACCOUNTING

First Year

Paper I: Fundamental of Computer Accounting

Basic of Computerized Accounting: Meaning Importance, Difference between Computerized and Traditional Accounting, Book Keeping and Accounting, Accounting Concepts, Accounting Equation, Accounting Cycle, Double Entry System: Merits and Demerits, Journal, Ledger, Cash Book, Trial Balance, Rectification of errors.

Preparation of Final Accounts, Accounting Database Management MS excel and its applications in Accounts, use of Tally Software in managing books of accounts

Application of Busy Wings, SAP, Tally ERP 9, Billing software, business software, E-way Bill, GST billing and Filing

Paper II: Tally 6.5.1

Introduction to groups, creating a group, displaying a group, altering groups, Debit and credit Notes, Stock Journal, Manufacturing Journal, Delivery Note, Receipt Note, Report Configuration Option Inventory Books, Statements with options and formats, Splitting of Data, Introduction to ledgers, introduction to voucher type, introduction to purchase orders, introduction to invoices, Reports in the Tally ERP -basic features of displaying reports, working with balance sheet, schedule VI balance sheet, working with profit & loss account, schedule VI profit & loss account, working with stocks summary report, configuration in trial balance, working with ratio analysis, working with trial balance, Payroll in Tally ERP 9

Second Year	Paper I	Wings Trade
	Paper II	Busy
Third Year	Paper I	SAP
	Paper II	Oracle based accounting