

# सावित्रीबाई फुले पुणे विद्यापीठ

(पूर्वीचे पुणे विद्यापीठ)

SAVITRIBAI PHULE PUNE UNIVERSITY

(Formerly University of Pune)



निवडणूक विभाग

गणेशखिंड, पुणे - ४११००७.

दूरध्वनी क्र. : २५६०११०८

फॅक्स क्र. : ०२०-२५६९२०३१

संकेतस्थळ : www.unipune.ac.in

Election Section

Ganeshkhind, Pune 411 007

Phone No.: 25601108

Email Id.: election@pun.unipune.ac.in

Website: www.unipune.ac.in

संदर्भ क्र. : साफुपुविनि/ ५४४

दिनांक : २५ जानेवारी, २०१८

प्रति,

१. डॉ. कांबळे अशोक विश्वनाथ  
प्रोग्रेसिव्ह एज्युकेशन सोसायटी गॉडर्न  
कॉलेज, शिवाजीनगर,  
पुणे - ४११००५

२. डॉ. पवार यशवंत तुकाराम  
महात्मा गांधी विद्यामंदिर, म. स. गा.  
महाविद्यालय, लोकनेते व्यंकटराव हिरे  
मार्ग, मालेगाव कॅम्प, ता. मालेगाव,  
जि. नाशिक - ४२२००३.

३. डॉ. कळमकर राजेंद्र पर्वती  
रयत शिक्षण संस्थेचे, चंद्ररुप डाकले जैन  
कॉलेज ऑफ कॉमर्स, वॉर्ड नं. १,  
ता. श्रीरामपुर. जि. अहमदनगर.

विषय : संलग्न महाविद्यालये व मान्यताप्राप्त परिसंस्था यांच्या विभागप्रमुखांच्या गटातून अभ्यासमंडळावर सदस्य म्हणून निवडून आल्याबाबत.

महोदय,

आपणांस कळविण्यास आनंद वाटतो की, महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम, २०१६ कलम ४०(२)(ग)[४०(२)(c)] नुसार संलग्न महाविद्यालये व मान्यताप्राप्त परिसंस्था यांच्या विभागप्रमुखांच्या गटातून आपण विद्यापीठाच्या अभ्यासमंडळावर (वाणिज्य व व्यवस्थापन विद्याशाखा (विझिनेस अॅडमिनीस्ट्रेशन)) सदस्य म्हणून निवडून आल्याबाबत आपले हार्दिक अभिनंदन !

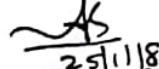
आपणांस कळविण्यात येते की, महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम, २०१६, कलम ६२ मधील तरतूदीनुसार आपल्या सदस्यत्वाची मुदत दिनांक ३१ ऑगस्ट, २०२२ पर्यंत राहिल व कलम ६३ आणि ६४ मधील तरतूद अथवा महाराष्ट्र शासनाकडून वेळोवेळी प्राप्त होणाऱ्या आदेशास अनुसरून, यापैकी जे अगोदर घडेल त्या तारखेस, संपुष्टात येईल.

कळावे,



  
Principal  
C. D. Jain College of Commerce  
Shrirampur, Dist. A. Nagar

आपला,

  
25/1/18  
(डॉ. अरविंद दिगंबर शाळिग्राम)  
प्रभारी कुलसचिव



Rayat Shikshan Sanstha's  
**DHANANJAYRAO GADGIL COLLEGE OF COMMERCE, SATARA**

(An Autonomous College)

NAAC Reaccredited with 'A+' Grade, (CGPA : 3.61)  
Dist. Satara (Maharashtra) Pin. 415001.  
Email : dgccsatara@hotmail.com

ISO-9001-2008 Re-certified U.G.C- CPE Status  
Off. : 02162-234729, Resi. : 02162-237465  
Website: http://www.dgccsatara.edu.in

Founder : **Padmabhushan Dr. Karmaveer Bhaurao Patil, D.Litt**

• Principal : **Dr. Mrs. Gaikwad P.S., M.A., Ph.D., SET**

Ref. 1481/2018-19

Date : 20/12/2018

### Letter of Board of Studies Member

This is to certify that Dr. B. B. Bhawake, C. D. Jain College of Commerce, Shrirampur, Dist. Ahmednagar is Invitee Member of Board of Studies in English. He is on the Board of Studies since 2016-17

Place :- Satara  
Date :-



*Seal*  
**Principal,**  
Dhananjayrao Gadgil College of  
Commerce, Satara



*[Signature]*  
**PRINCIPAL**  
C. D. Jain College of Commerce  
Shrirampur

Rayat Shikshan Sanstha's,

# KARMAVEER BHAURAO PATIL MAHAVIDYALAYA, PANDHARPUR

(Affiliated to Solapur University, Solapur)

(Arts, Commerce, Science & H.S.C. Vocational)

Third Cycle Accredited by NAAC : Grade 'A+' (CGPA 3.51)

College with Potential for Excellence Status Awarded by U.G.C.

Best College Status Awarded by Solapur University, Solapur

Founder : Padmabhushan Dr. Karmaveer Bhaurao Patil, D.Lit.



Est. 1960

Jr. College Index No. : J 24.08.00

U.G.C. No. : 2720000007

Ref. No. 31/19-20

Date : 8/4/2019

Prin. Dr. Ashokrao. S. Bhoite M.Sc., Ph.D.

To

✓ Dr. S. A. Nimbalkar

Associate Professor

Department of Commerce,

Bharatratn Dr. Babasheb Ambedkar College

Aundh, Pune.

**Subject: Regarding your Nomination as Member of Board of Studies in Management.**

Dear Madam,

It gives me an immense pleasure to let you know that UGC has conferred Autonomous Status on this college. I am glad to inform you that you have been nominated as Member of Board of Studies in Management as expert from outside the parent University. Your expertise, proficiency and knowledge will certainly be beneficial for us in designing the curricula, bringing out reforms in evaluation system and suggesting measures for achieving excellence in teaching-learning and evaluation process.

We feel elated to have such a learned academician like you to be a member of our Board of Studies. We hope to establish a prolific academic collaboration with you in days to come.

Thanking you.



Yours faithfully,

*Ashokrao S. Bhoite*  
PRINCIPAL

KARMAVEER BHAURAO PATIL  
MAHAVIDYALAYA, PANDHARPUR.



**पुण्यश्लोक अहिल्यादेवी होळकर सोलापूर विद्यापीठ, सोलापूर**  
**Punyashlok Ahilyadevi Holkar Solapur University, Solapur**

केगाव, सोलापूर - ४१३ २५५, महाराष्ट्र (भारत)

दूरध्वनी क्र. ०२१९-२०४४३१०१ / ११३,२१५ (२२ लाईन्स), फॅक्स ०२१९-२३५१३००,  
 संकेतस्थळ <http://su.digitaluniversity.ac.in> ई-मेल: [registrar@csus.ac.in](mailto:registrar@csus.ac.in) [bois@csus.ac.in](mailto:bois@csus.ac.in)



अभ्यासमंडळे विभाग

जा.क्र.: पुअहोसोविसो/अमवि/२०२१/५३९४

दि. 30 JUL 2021

प्रति

१) मा. डॉ. डी. एन. मिश्रा, प्र. कुलगुरु, पुअहोसोविसो

...अध्यक्ष

महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम २०१६ मधील कलम ४४ (३) (ख) नुसार नियुक्ती

२) प्राचार्य डॉ. एस. डी. नवले, प्र.अधिष्ठाता, विज्ञान व तंत्रज्ञान विद्याशाखा, पुअहोसोविसो

...सदस्य

३) प्राचार्य डॉ. सी. एस. सुर्यवंशी, सहयोगी अधिष्ठाता, विज्ञान व तंत्रज्ञान विद्याशाखा, पुअहोसोविसो

...सदस्य

४) प्राचार्य डॉ. एस. के. पाटील, प्र.अधिष्ठाता, वाणिज्य व व्यवस्थापन विद्याशाखा, पुअहोसोविसो

...सदस्य

५) डॉ. व्ही. एल. कदम, अधिष्ठाता, मानवविज्ञान विद्याशाखा, पुअहोसोविसो

...सदस्य

६) डॉ. एस. एन. सलवदे, सहयोगी अधिष्ठाता, मानवविज्ञान विद्याशाखा, पुअहोसोविसो

...सदस्य

७) डॉ. व्ही. पी. शिखरे, प्र.अधिष्ठाता, आंतर-विद्याशाखीय अभ्यास विद्याशाखा, पुअहोसोविसो

...सदस्य

८) प्राचार्य डॉ. एस. एस. गणपूर, सहयोगी अधिष्ठाता, आंतर-विद्याशाखीय अभ्यास विद्याशाखा, पुअहोसोविसो

...सदस्य

महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम २०१६ मधील कलम ४४ (३) (ग) नुसार नियुक्ती

९) प्राचार्य डॉ. दिपा सावळे, शिंदे गुरुजी कॉलेज, परंडा, जि. उस्मानाबाद

...सदस्य

१०) प्राचार्य डॉ. बी. पी. मर्जे, श्रीमती पुतळाबेन शहा कॉलेज ऑफ एज्युकेशन, सांगली

...सदस्य

११) प्राचार्य डॉ. शैलेंद्रकुमार एम. मुकणे, एस व्ही पी एम एस कॉलेज ऑफ इंजिनिअरिंग,

मालेगाव (बु) बारामती

...सदस्य

१२) प्राचार्य डॉ. सुहास आबासाहेब निंबाळकर, सी. डी. जैन कॉलेज ऑफ कॉमर्स,

श्रीरामपूर, जि. अहमदनगर

...सदस्य

महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम २०१६ मधील कलम ४४ (३) (घ) नुसार नियुक्ती

१३) प्रा. डॉ. शारती रेवडकर, श्री. शिवाजी महाविद्यालय, बार्शी

...सदस्य

१४) प्रा. डॉ. अरुण सोनकांबळे, श्री. शिवाजी नाईट कॉलेज, सोलापूर

...सदस्य

१५) प्रा. डॉ. बागडे, शंकरराव मोहिते-पाटील महाविद्यालय, अकलूज

...सदस्य

१६) डॉ. निशा वाघमारे, वालचंद कॉलेज ऑफ आर्ट्स अँड सायन्स, सोलापूर

...सदस्य

१७) डॉ. अश्विन बोदाडे, कस्तुरबाई कॉलेज ऑफ एज्युकेशन, सोलापूर

...सदस्य

१८) डॉ. एस. एम. लांडगे, शिक्षणशास्त्र महाविद्यालय, बार्शी

...सदस्य

१९) डॉ. सिद्धाम आर. पुजारी, दयानंद कॉलेज ऑफ आर्ट्स अँड सायन्स, सोलापूर

...सदस्य

२०) डॉ. तानाजी एन. लोखंडे, के. बी. पी. महाविद्यालय, पंढरपूर

...सदस्य

२१) डॉ. विनोद व्ही. खरात, एन. बी. एन. सिंहगड कॉलेज ऑफ इंजिनिअरिंग, केगाव सोलापूर

...सदस्य

२२) प्रा. डॉ. व्ही. के. पुरोहित, संगमेश्वर महाविद्यालय, सोलापूर

...सदस्य

२३) प्रा. डॉ. बी. बी. शितोळे, के. बी. पी. महाविद्यालय, पंढरपूर

...सदस्य

२४) प्रा. डॉ. बी. एस. साळुंखे, शंकरराव मोहिते-पाटील महाविद्यालय, अकलूज

...सदस्य

विषय : महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम २०१६ मधील कलम ४४ (३) नुसार महाविद्यालयीन पदव्युत्तर शिक्षण मंडळावर  
 अध्यक्ष/सदस्य म्हणून नियुक्ती बाबत..

संदर्भ : अभ्यासमंडळे विभागाची दि. १८/०६/२०२१ रोजीची मान्य टिपणी.

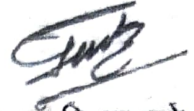
महोदय,

उपरोक्त विषयास अनुसरून आपणास आदेशान्वये कळविण्यात येते की, महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम २०१६ मधील कलम ४४ (३) (ख), (ग) आणि (घ) नुसार महाविद्यालयीन पदव्युत्तर शिक्षण मंडळावर मा. कुलगुरु महोदयांनी आपले अध्यक्ष/सदस्य म्हणून नामनिर्देशन केले आहे. प्रथमतः या बदल आपले हार्दिक अभिनंदन!

(कृ.मा.प.)

महाविद्यालयीन पदव्युत्तर शिक्षण मंडळावरील आपली सदस्यत्वाची मुदत ही महाराष्ट्र सीव्जनिक विद्यापीठ अधिनियम २०१६, कलम ४४ (३) नुसार पुढील आदेश होईपर्यंत राहिल याची कृपया नोंद घ्यावी.



  
(प्रा. डॉ. वि. भा. घुटे)  
प्र. कुलसचिव

- प्रत माहितीस्तव :
- १) मा. कुलगुरु महोदयांचे कार्यालय, पुअहोसोविसो
  - २) मा. प्र-कुलगुरु महोदयांचे कार्यालय, पुअहोसोविसो
  - ३) शैक्षणिक, संशोधन व विकास विभाग, पुअहोसोविसो
  - ४) परीक्षा व मूल्यमापन मंडळ, पुअहोसोविसो
  - ५) वित्त व लेखा विभाग, पुअहोसोविसो

To,

**Sayed Sadik Bashir**


**College:** Rayat Shikshan Sanstha Chandraroop Dakle Jain College of Commerce Addr: Ward No 1 Ta: Shirampur Dist: Ahmednagar

**Mobile No. :** 9270017876

**Email :** sadiksayed66@gmail.com

Sir/ Madam,

You have been appointed for Central Assessment Programme (CAP) details as follows

Post Name	Examination	Paper / Subject	Chairman	Schedule Date
Paper Setter  <b>CAP Appt No.</b> 2210620071	T.Y.B.Com. 2019 Pattern  (Theory)  BOS:Business Economics  	Exam - T.Y.B.Com. 2019 Pattern Paper-Indian and Global Economic Development -II or (363) , (Theory)	<b>Ghorpade Ashok Vishwanath</b> Ahmadnagar Jilha Maratha Vidya Prasarak Samaj New Arts Commerce and Science College Addr: Parner Ta: Parner Dist: Ahmednagar <b>8482887565</b>	From : 02/08/2022

<b>CAP Center Name &amp; Address</b> :	Gokhale Education Society B.Y.K. (Sinnar) College of Commerce Addr: B Y K Sinnar College of Commerce Prin T A Kulkarni Vidya nagar Nashik Ta: Nashik Dist: Nashik
<b>Telephone No.</b> :	0253-2572520
<b>Email Id</b> :	principalbykcc@rediffmail.com
<b>CAP Director</b> :	<b>Name:</b> Ram Manohar Kulkarni <b>Contact Person Mob No.:</b> 9423961246

Please note that As per Maharashtra Public Universities Act, 2016 It shall be obligatory on every teacher and on the non-teaching employee of the university, affiliated, conducted or autonomous college or recognized institution to render necessary assistance and service in respect of examinations of the university. If any teacher or non-teaching employee fails to comply with the order of the university or college or institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action".

I seek your co-operation.

Thanking You

Yours faithfully,

**For CAP Director**

To,  
The Principal/Directors,

You are requested to relieve the teachers for paper setting. Also requested to communicate names of the teacher/s who remain absent for the work of paper setting, the said information is required for submission to the University Authorities for necessary action under the provisions of section 48(4) of the Maharashtra Universities Act,2016.

For early payment of examination work remuneration through ECS, you are requested to update your BCUD online teacher profile with financial details. Also submit printed copy of same at the time of paper setting meeting. For details contact 02025601235

*THIS IS A COMPUTER-GENERATED DOCUMENT AND IT DOES NOT REQUIRE A SIGNATURE. THIS DOCUMENT SHALL NOT BE INVALIDATED SOLELY ON THE GROUND THAT IT IS NOT SIGNED.*

To,

**Kekane Maruti Arjun**


**College:** Rayat Shikshan Sanstha Chandraroop Dakle Jain College of Commerce Addr: Ward No 1 Ta: Shirampur Dist: Ahmednagar

**Mobile No. :** 9011687692

**Email :** maruti.kekane@gmail.com

Sir/ Madam,

You have been appointed for Central Assessment Programme (CAP) details as follows

Post Name	Examination	Paper / Subject	Chairman	Schedule Date
Paper-Setters & Moderators	T.Y.B.Com. 2019 Pattern (Theory) BOS:Business Practice	Exam - T.Y.B.Com. 2019 Pattern Paper-Business Entrepreneurship (365 (g)) , (Theory)	<b>Patil Abhay Vishwanath</b> Pune Jilha Shikshan Mandal Anantrao Pawar College Addr: Pirangut Ta: Mulashi Dist: Pune <b>8087604147</b>	From : 09/08/2022
<b>CAP Appt No.</b> 2210580048				

<b>CAP Center Name &amp; Address</b> :	Hind Seva Mandal Pemraj Sarda College Addr: Savedi Road Ta: Ahmednagar Dist: Ahmednagar
<b>Telephone No.</b> :	0241-2431337
<b>Email Id</b> :	sardacollege_anr@dataone.in
<b>CAP Director</b> :	<b>Name:</b> Rajendra Yashwantrao Shinde <b>Contact Person Mob No.:</b> 9423791041

Please note that As per Maharashtra Public Universities Act, 2016 It shall be obligatory on every teacher and on the non-teaching employee of the university, affiliated, conducted or autonomous college or recognized institution to render necessary assistance and service in respect of examinations of the university. If any teacher or non-teaching employee fails to comply with the order of the university or college or institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action".

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Yours faithfully,

**For CAP Director**

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You are requested to relieve the teachers for paper setting. Also requested to communicate names of the teacher/s who remain absent for the work of paper setting, the said information is required for submission to the University Authorities for necessary action under the provisions of section 48(4) of the Maharashtra Universities Act,2016.

For early payment of examination work remuneration through ECS, you are requested to update your BCUD online teacher profile with financial details. Also submit printed copy of same at the time of paper setting meeting. For details contact 02025601235

*THIS IS A COMPUTER-GENERATED DOCUMENT AND IT DOES NOT REQUIRE A SIGNATURE. THIS DOCUMENT SHALL NOT BE INVALIDATED SOLELY ON THE GROUND THAT IT IS NOT SIGNED.*

To,

**Datir Kailas Raghunath**


**College:** Rayat Shikshan Sanstha Chandraroop Dakle Jain College of Commerce Addr: Ward No 1 Ta: Shrirampur Dist: Ahmednagar

**Mobile No. :** 9822582864

**Email :** krdatir@gmail.com

Sir/ Madam,

You have been appointed for Central Assessment Programme (CAP) details as follows

Post Name	Examination	Paper / Subject	Chairman	Schedule Date
Examiner  <b>CAP Appt No.</b> 2210590747	T.Y.B.Com.  (Theory)  BOS:Business Law  	Exam - T.Y.B.Com. Paper- Auditing and Taxation (3153) , (Theory)	<b>Takpire Mangesh Natha</b> ARIHANT EDUCATION FOUNDATION Arihant College of Arts Commerce and Science Addr: Apolo TowerNext to Vijaya BankSolapur BazaarNear Mahatma Ganadhi Bus StandCampPune Ta: Pune (corporation Area) Dist: Pune <b>9225144558</b>	From : 20/08/2022

<b>CAP Center Name &amp; Address</b> :	Rayat Shikshan Sanstha Chandraroop Dakle Jain College of Commerce Addr: Ward No 1 Ta: Shrirampur Dist: Ahmednagar
<b>Telephone No.</b> :	02422222245
<b>Email Id</b> :	cdjcollege@yahoo.com
<b>CAP Director</b> :	<b>Name:</b> Suhas Abasaheb Nimbalkar <b>Contact Person Mob No.:</b> 9822807487

Please note that As per Maharashtra Public Universities Act, 2016 It shall be obligatory on every teacher and on the non-teaching employee of the university, affiliated, conducted or autonomous college or recognized institution to render necessary assistance and service in respect of examinations of the university. If any teacher or non-teaching employee fails to comply with the order of the university or college or institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action".

I seek your co-operation.

Thanking You

Yours faithfully,

**For CAP Director**

To,  
The Principal/Directors,

You are requested to relieve the teachers for paper setting. Also requested to communicate names of the teacher/s who remain absent for the work of paper setting, the said information is required for submission to the University Authorities for necessary action under the provisions of section 48(4) of the Maharashtra Universities Act,2016.

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To,

**Ghodake Bapusaheb Gorakh**


**College:** Rayat Shikshan Sanstha Chandraroop Dakle Jain College of Commerce Addr: Ward No 1 Ta: Shrirampur Dist: Ahmednagar

**Mobile No. :** 9975062200

**Email :** ghodakebg@gmail.com

Sir/ Madam,

You have been appointed for Central Assessment Programme (CAP) details as follows

Post Name	Examination	Paper / Subject	Chairman	Schedule Date
Examiner  <b>CAP Appt No.</b> 2211080326	BACHELOR OF ARTS 2019 Credit Pattern  (Theory)  BOS:Marathi  	Exam - BACHELOR OF ARTS 2019 Credit Pattern Paper- SEC-2D KARYAKRAM SANYOJANATIL BHASHIK KAUSHALYE : BHAG 2 , (Theory)	<b>Dhangar Dhanraj Totaram</b> Mahatma Gandhi Vidyamandir Arts and Commerce College Addr: Winchur Road Yeola Ta: Yeola Dist: Nashik <b>7775982534</b>	From : 11/08/2022

<b>CAP Center Name &amp; Address</b> :	Rayat Shikshan Sanstha, Satara R.B. Narayanrao Borawake College Addr: Shrirampur Ta: Shrirampur Dist: Ahmednagar
<b>Telephone No.</b> :	02422-222347
<b>Email Id</b> :	rnbncollege@gmail.com
<b>CAP Director</b> :	<b>Name:</b> Nanasaheb Suryabhan Gaikwad <b>Contact Person Mob No.:</b> 8830549362

Please note that As per Maharashtra Public Universities Act, 2016 It shall be obligatory on every teacher and on the non-teaching employee of the university, affiliated, conducted or autonomous college or recognized institution to render necessary assistance and service in respect of examinations of the university. If any teacher or non-teaching employee fails to comply with the order of the university or college or institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action".

I seek your co-operation.

Thanking You

Yours faithfully,

**For CAP Director**

To,  
The Principal/Directors,

You are requested to relieve the teachers for paper setting. Also requested to communicate names of the teacher/s who remain absent for the work of paper setting, the said information is required for submission to the University Authorities for necessary action under the provisions of section 48(4) of the Maharashtra Universities Act,2016.

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To,

**Nagpure Vijay Bhausaheb**


**College:** Rayat Shikshan Sanstha Chandraroop Dakle Jain College of Commerce Addr: Ward No 1 Ta: Shrirampur Dist: Ahmednagar

**Mobile No. :** 9226323237

**Email :** vijaynagpure.2011@rediffmail.com

Sir/ Madam,

You have been appointed for Central Assessment Programme (CAP) details as follows

Post Name	Examination	Paper / Subject	Chairman	Schedule Date
Examiner  <b>CAP Appt No.</b> 2210590833	T.Y.B.Com.  (Theory)  BOS:Marketing  	Exam - T.Y.B.Com. Paper- Marketing Management Paper III (3483) ,(Theory)	<b>Deokar Sanjay Bhagawat</b> Karmaveer Shankarrao Kale Education Society's Sau. Sushilamai Kale Arts, Commerce & Science College Addr: A/P- Kolpewadi Ta: Kopargaon Dist: Ahmednagar <b>7588027011</b>	From : 20/08/2022

<b>CAP Center Name &amp; Address</b> :	Rayat Shikshan Sanstha Chandraroop Dakle Jain College of Commerce Addr: Ward No 1 Ta: Shrirampur Dist: Ahmednagar
<b>Telephone No.</b> :	0242222245
<b>Email Id</b> :	cdjcollege@yahoo.com
<b>CAP Director</b> :	<b>Name:</b> Suhas Abasaheb Nimbalkar <b>Contact Person Mob No.:</b> 9822807487

Please note that As per Maharashtra Public Universities Act, 2016 It shall be obligatory on every teacher and on the non-teaching employee of the university, affiliated, conducted or autonomous college or recognized institution to render necessary assistance and service in respect of examinations of the university. If any teacher or non-teaching employee fails to comply with the order of the university or college or institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action".

I seek your co-operation.

Thanking You

Yours faithfully,

**For CAP Director**

To,  
The Principal/Directors,

You are requested to relieve the teachers for paper setting. Also requested to communicate names of the teacher/s who remain absent for the work of paper setting, the said information is required for submission to the University Authorities for necessary action under the provisions of section 48(4) of the Maharashtra Universities Act,2016.

For early payment of examination work remuneration through ECS, you are requested to update your BCUD online teacher profile with financial details. Also submit printed copy of same at the time of paper setting meeting. For details contact 02025601235

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To,

**Shaikh Arshad Anwar**


**College:** Rayat Shikshan Sanstha Chandraroop Dakle Jain College of Commerce Addr: Ward No 1 Ta: Shrirampur Dist: Ahmednagar

**Mobile No. :** 8698352353

**Email :** arshads223@gmail.com

Sir/ Madam,

You have been appointed for Central Assessment Programme (CAP) details as follows

Post Name	Examination	Paper / Subject	Chairman	Schedule Date
Examiner  <b>CAP Appt No.</b> 2210590663	T.Y.B.Com. 2019 Pattern  (Theory)  BOS:Business Law  	Exam - T.Y.B.Com. 2019 Pattern Paper-Business Regulatory Framework -I (351) ,(Theory)	<b>Landge Balwant Bhimrao</b> Bharatiy Jain Sanghtana Bharatiy Jain Sanghatana Arts, Science & Commerce College Addr: Bakori Phata Wagholi Pune-Nagar Road Ta: Haweli(excluding Corporation Area) Dist: Pune <b>9028579800</b>	From : 13/08/2022

<b>CAP Center Name &amp; Address</b> :	Rayat Shikshan Sanstha Chandraroop Dakle Jain College of Commerce Addr: Ward No 1 Ta: Shrirampur Dist: Ahmednagar
<b>Telephone No.</b> :	02422222245
<b>Email Id</b> :	cdjcollege@yahoo.com
<b>CAP Director</b> :	<b>Name:</b> Suhas Abasaheb Nimbalkar <b>Contact Person Mob No.:</b> 9822807487

Please note that As per Maharashtra Public Universities Act, 2016 It shall be obligatory on every teacher and on the non-teaching employee of the university, affiliated, conducted or autonomous college or recognized institution to render necessary assistance and service in respect of examinations of the university. If any teacher or non-teaching employee fails to comply with the order of the university or college or institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action".

I seek your co-operation.

Thanking You

Yours faithfully,

**For CAP Director**

To,  
The Principal/Directors,

You are requested to relieve the teachers for paper setting. Also requested to communicate names of the teacher/s who remain absent for the work of paper setting, the said information is required for submission to the University Authorities for necessary action under the provisions of section 48(4) of the Maharashtra Universities Act,2016.

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Rayat Shikshan Sanstha's,  
Chandraroop Dakale Jain College of Commerce, Shrirampur  
F.Y.B.Com. Semester – I (CBCS 2019 Pattern)  
Oct. / Nov. 2021-22



**Practical Examination Schedule March 2022**

**Notice**

Date -16/02/2022

All Students are informed that Savitibai Phule Pune University's Practical Oral Examinations for F.Y.B.Com will be conducted as per the following schedule. It is compulsory for all the students to be present for the practical examination in C.D.Jain College of Commerce, Shrirampur.

S. N.	Day & Date	Subject	Div.	Time	Name of the Internal Examiner	Name of the External Examiner	Place
1	Wednesday 02/03/2022	Financial Accounting-I (112)	A	10.00 am to 1.00 pm	Mr.Zagare G.B. 9527984445	Dr.Kekane M.A.	Old Principal cabin
				2.00 pm to 5.00 pm			
			C	10.00 am to 1.00 pm	Dr Mrs Gujar P.S. 9326635858	Prof. Nagpure V.B.	Students' Development Board
				2.00 pm to 5.00 pm			
2	Thursday 03/03/2022	Financial Accounting-I (112)	B	10.00 am to 1.00 pm	Mr.Zagare G.B. 9527984445	Ms.Chug S.K.	Old Principal cabin
				2.00 pm to 5.00 pm			
			D	10.00 am to 1.00 pm	Dr Mrs Gujar P.S. 9326635858	Prof. Kulkarni S.V.	Students' Development Board
				2.00 pm to 5.00 pm			
3	Friday 04/03/2022	Financial Accounting-I (112)		ALL BACKLOG STUDENTS 10.00 am to 1.00 pm	Mr.Zagare G.B. 9527984445	Ms.Chug S.K.	Old Principal cabin
					Dr Mrs Gujar P.S. 9326635858	Prof. Kulkarni S.V.	



Co-ordinator  
F.Y.B.Com. Practical Exam.



College Examination Officer



I/C/Principal  
C. D. Jain College of Commerce,  
Shrirampur

Rayat Shikshan Sanstha's,

Chandraroop Dakale Jain College of Commerce, Shrirampur

S.Y.B.Com. (CBCS 2019 Pattern) Semester – IV & Backlog Students

March / April 2022 Practical Examination Schedule May 2022

## Notice

Date -06/05/2022

All Students are informed that Savitribai Phule Pune University's Practical Oral Examinations for S.Y.B.Com. (March/April 2022) will be conducted as per the following schedule. It is compulsory for all the students to be present for the practical examination in C. D. Jain College of Commerce, Shrirampur as per the prescribed schedule.

Sr. No	Day & Date	Subject	Division	Time	Roll Numbers	Place
1	Friday 20/05/2022	Business Communication II (241)	A	09.00 am to 1.00pm	212002 to 212038	Women Empowerment Cell
				2.00 pm to 5.00 pm	212039 to 212072	Women Empowerment Cell
			C	09.00 am to 1.00pm	212308 to 212340	Hall - 03
				2.00 pm to 5.00 pm	212341 to 212377	Hall – 03
		Business Administration II (246 A)	09.00 am to 1.00pm	212002 to 212110	Hall - 05	
			2.00 pm to 5.00 pm	212116 to 212262	Hall - 05	
		Banking & Finance II (246 B)	09.00 am to 1.00pm	212011 to 212145	Students' Development Board	
			2.00 pm to 5.00 pm	212148 to 212259	Students' Development Board	
		Cost & Works Accounting II (246 E)	09.00 am to 1.00pm	212001 to 212129	IBPS	
			2.00 pm to 5.00 pm	212132 to 212234	IBPS	
		Business Entrepreneurship II (246 G)	09.00 am to 1.00pm	212006 to 212130	Research Centre	
			2.00 pm to 5.00 pm	212131 to 212270	Research Centre	
		Marketing & Management II (246 H)	09.00 am to 1.00pm	212013 to 212332	Hall - 10	
			2.00 pm to 5.00 pm	212337 to 212446 & Backlog Sem 3 & 4 Repeater Students	Hall - 10	

2	Saturday 21/05/2022	Business Communication II (241)	A	09.00 am to 1.00pm	212074 to 212123	Women Empowerment Cell		
				2.00 pm to 5.00 pm	212126 to 212150	Women Empowerment Cell		
			C	09.00 am to 1.00pm	212378 to 212420	Hall - 03		
				2.00 pm to 5.00 pm	212421 to 212465	Hall - 03		
		Business Administration II (246 A)	09.00 am to 1.00pm	212286 to 212377	Hall - 05			
			2.00 pm to 5.00 pm	212379 to 212462 & Backlog Students Sem 3&4	Hall - 05			
		Banking & Finance II (246 B)	09.00 am to 1.00pm	212261 to 212403	Students' Development Board			
			2.00 pm to 5.00 pm	212404 to 212465 & Backlog Students Sem 3&4	Students' Development Board			
		Cost & Works Accounting II (246 E)	09.00 am to 1.00pm	212236 to 212383	IBPS			
			2.00 pm to 5.00 pm	212386 to 212453 & Backlog Sem 3 & 4 Repeater Students	IBPS			
		Business Entrepreneurship II (246 G)	09.00 am to 1.00pm	212271 to 212406	Research Centre			
			2.00 pm to 5.00 pm	212422 to 212463 & Backlog Students Sem 3&4	Research Centre			
		3	Sunday 22/05/2022	Business Communication II (241)	B	09.00 am to 1.00pm	212151 to 212188	Women Empowerment Cell
						2.00 pm to 5.00 pm	212190 to 212232	Women Empowerment Cell
D	09.00 am to 1.00pm			212001 to 212142	Hall - 03			
	2.00 pm to 5.00 pm			212155 to 212279	Hall - 03			
4	Monday 23/05/2022	Business Communication II (241)	B	09.00 am to 1.00pm	212233 to 212281	Women Empowerment Cell		
				2.00 pm to 5.00 pm	212283 to 212207 & Backlog Students Sem 3&4	Hall - 03		
			D	09.00 am to 5.00pm	212280 to 212446	Hall - 03		

*[Signature]*

Co-ordinator  
S.Y.B.Com. Practical Exam.

*[Signature]*  
College Examination Officer



*[Signature]*

I/C, Principal  
D. Jain College of Commerce,  
Shrirampur

Rayat Shikshan Sanstha's,

Chandraroop Dakale Jain College of Commerce, Shrirampur

S.Y.B.Com. (CBCS 2019 Pattern) Semester – IV & Backlog Students

March / April 2022 Practical Examination Schedule May 2022

## Notice

Date -06/05/2022

All Students are informed that Savitribai Phule Pune University's Practical Oral Examinations for S.Y.B.Com. (March/April 2022) will be conducted as per the following schedule. It is compulsory for all the students to be present for the practical examination in C. D. Jain College of Commerce, Shrirampur as per the prescribed schedule.

Sr. No	Day & Date	Subject	Division	Time	Roll Numbers	Place
1	Friday 20/05/2022	Business Communication II (241)	A	09.00 am to 1.00pm	212002 to 212038	Women Empowerment Cell
				2.00 pm to 5.00 pm	212039 to 212072	Women Empowerment Cell
			C	09.00 am to 1.00pm	212308 to 212340	Hall - 03
				2.00 pm to 5.00 pm	212341 to 212377	Hall – 03
		Business Administration II (246 A)	09.00 am to 1.00pm	212002 to 212110	Hall - 05	
			2.00 pm to 5.00 pm	212116 to 212262	Hall - 05	
		Banking & Finance II (246 B)	09.00 am to 1.00pm	212011 to 212145	Students' Development Board	
			2.00 pm to 5.00 pm	212148 to 212259	Students' Development Board	
		Cost & Works Accounting II (246 E)	09.00 am to 1.00pm	212001 to 212129	IBPS	
			2.00 pm to 5.00 pm	212132 to 212234	IBPS	
		Business Entrepreneurship II (246 G)	09.00 am to 1.00pm	212006 to 212130	Research Centre	
			2.00 pm to 5.00 pm	212131 to 212270	Research Centre	
		Marketing & Management II (246 H)	09.00 am to 1.00pm	212013 to 212332	Hall - 10	
			2.00 pm to 5.00 pm	212337 to 212446 & Backlog Sem 3 & 4 Repeater Students	Hall - 10	

2	Saturday 21/05/2022	Business Communication II (241)	A	09.00 am to 1.00pm	212074 to 212123	Women Empowerment Cell		
				2.00 pm to 5.00 pm	212126 to 212150	Women Empowerment Cell		
			C	09.00 am to 1.00pm	212378 to 212420	Hall - 03		
				2.00 pm to 5.00 pm	212421 to 212465	Hall - 03		
		Business Administration II (246 A)	09.00 am to 1.00pm	212286 to 212377	Hall - 05			
			2.00 pm to 5.00 pm	212379 to 212462 & Backlog Students Sem 3&4	Hall - 05			
		Banking & Finance II (246 B)	09.00 am to 1.00pm	212261 to 212403	Students' Development Board			
			2.00 pm to 5.00 pm	212404 to 212465 & Backlog Students Sem 3&4	Students' Development Board			
		Cost & Works Accounting II (246 E)	09.00 am to 1.00pm	212236 to 212383	IBPS			
			2.00 pm to 5.00 pm	212386 to 212453 & Backlog Sem 3 & 4 Repeater Students	IBPS			
		Business Entrepreneurship II (246 G)	09.00 am to 1.00pm	212271 to 212406	Research Centre			
			2.00 pm to 5.00 pm	212422 to 212463 & Backlog Students Sem 3&4	Research Centre			
		3	Sunday 22/05/2022	Business Communication II (241)	B	09.00 am to 1.00pm	212151 to 212188	Women Empowerment Cell
						2.00 pm to 5.00 pm	212190 to 212232	Women Empowerment Cell
D	09.00 am to 1.00pm			212001 to 212142	Hall - 03			
	2.00 pm to 5.00 pm			212155 to 212279	Hall - 03			
4	Monday 23/05/2022	Business Communication II (241)	B	09.00 am to 1.00pm	212233 to 212281	Women Empowerment Cell		
				2.00 pm to 5.00 pm	212283 to 212207 & Backlog Students Sem 3&4	Hall - 03		
			D	09.00 am to 5.00pm	212280 to 212446	Hall - 03		

*[Signature]*

Co-ordinator  
S.Y.B.Com. Practical Exam.

*[Signature]*  
College Examination Officer



*[Signature]*

I/C, Principal  
D. Jain College of Commerce,  
Shrirampur



Rayat Shikshan Sanstha's,  
ChandraroopDakale Jain College of Commerce, Shrirampur  
**Backlog S.Y.B.Com. Semester – III& IV(CBCS 2019 Pattern)**  
Oct. / Nov. 2021-22

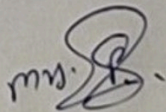
**Backlog Practical Examination Schedule Feb. 2022**

**Notice**

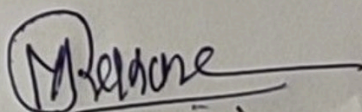
Date -14/02/2022

Students having backlog practical's for Semester 3 & 4 of Business Communication or special papers are informed that Savitibai Phule Pune University's Practical Oral Examinations for S.Y.B.Com backlog will be conducted as per the following schedule on Wednesday, 23/02/2022. It is compulsory for all the students having backlog for their practical's to be present for the practical examination in C.D.Jain College of Commerce, Shrirampur.

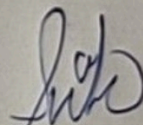
S. N.	Day & Date	Subject	Time	Name of the Internal Examiner Contact No.	Name of the External Examiner	Place
	<b>Wednesday 23/02/2022</b>	Business Communication I (231)	10.00 am to 1.00 pm	Dr Mrs Gujar P.S. 9326635858	Ms Jejurkar M.S.	Students' Development Board
		Business Administration I (236 A)	2.00 pm to 5.00 pm	Mr. Mukhedkar M. N. 8669762058	Mr Shaikh A.A.	B- 5
		Banking & Finance I (236 B)	2.00 pm to 5.00 pm	Dr Tupe B. G. 9922642974	Mr Patel A.I.	Students' Development Board
		Cost & Works Accounting I (236 E)	2.00 pm to 5.00 pm	Mr. Datir K. R. 9156138005	Mr Yadav P.B.	Commerce Lab
		Business Entrepreneurship I (236 G)	2.00 pm to 5.00 pm	Dr Kalamkar R. P. 9422226279	Mr Zagare G.B.	Research Centre
		Marketing Management I (236 H)	2.00 pm to 5.00 pm	Ms. Jadhav P. B. 7020934948	Mr Kulkarni S.V.	IBPS /Banking



Co-ordinator  
S.Y.B.Com. Practical Exam.



College Examination Officer



I/C, Principal  
C. D. Jain College of Commerce,  
Shrirampur



Rayat Shikshan Sanstha's,  
Chandraroop Dakale Jain College of Commerce, Shrirampur  
S.Y.B.Com. Semester – III (CBCS 2019 Pattern)  
Oct. / Nov. 2021-22

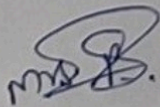
**Practical Examination Schedule Feb. 2022**

**Notice**

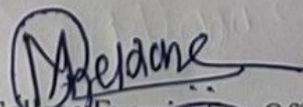
Date -14/02/2022

All Students are informed that Savitibai Phule Pune University's Practical Oral Examinations for S.Y.B.Com will be conducted as per the following schedule. It is compulsory for all the students to be present for the practical examination in C.D.Jain College of Commerce, Shrirampur.

S. N.	Day & Date	Subject	Di v.	Time	Name of the Internal Examiner Contact No.	Name of the External Examiner	Place
1	Monday 21/02/2022	Business Communication I (231)	A	10.00 am to 1.00 pm	Dr Mrs Gujar P.S. 9326635858	Ms Jejurkar M.S.	Students' Development Board
				2.00 pm to 5.00 pm			
			C	10.00 am to 1.00 pm	Ms Chug S. K. 9028862126	Dr Kekane M.A.	Old Principal Cabin
				2.00 pm to 5.00 pm			
2	Tuesday 22/02/2022	Business Communication I (231)	B	10.00 am to 1.00 pm	Dr Mrs Gujar P.S. 9326635858	Ms Jejurkar M.S.	Students' Development Board
				2.00 pm to 5.00 pm			
			D	10.00 am to 1.00 pm	Ms Chug S. K. 9028862126	Dr Kekane M.A.	Old Principal Cabin
				2.00 pm to 5.00 pm			
3	Wednesday 23/02/2022	Business Administration I (236 A)		10.00 am to 1.00 pm	Mr. Mukhedkar M. N. 8669762058	Mr Shaikh A.A.	B- 5
				2.00 pm to 5.00 pm			
		Banking & Finance I (236 B)		10.00 am to 1.00 pm	Dr Tupe B. G. 9922642974	Mr Patel A.I.	Students' Development Board
				2.00 pm to 5.00 pm			
		Cost & Works Accounting I (236 E)		10.00 am to 1.00 pm	Mr. Datir K. R. 9156138005	Mr Yadav P.B.	Commerce Lab
				2.00 pm to 5.00 pm			
		Business Entrepreneurship I (236 G)		10.00 am to 1.00 pm	Dr Kalamkar R. P. 9422226279	Mr Zagare G.B.	Research Centre
				2.00 pm to 5.00 pm			
		Marketing Management I (236 H)		10.00 am to 1.00 pm	Ms. Jadhav P. B. 7020934948	Mr Kulkarni S.V.	IBPS /Banking

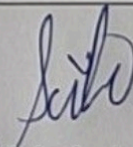


Co-ordinator  
S.Y.B.Com. Practical Exam.



College Examination Officer





I/C Principal  
C. D. Jain College of Commerce,  
Shrirampur

(ESTD. 1962)

"Education through self - help is our motto" KARMAVEER

Rayat Shikshan Sanstha's

**Chandraroop Dake Jain College of Commerce**

Shrirampur, Pin- 413 709, Dist. A'Nagar, (M.S.)

NAAC Re - accredited 'A' Grade (C.G.P.A-3.14)

ISO 9001-2015 Certified

Uni.Id.No.PU/AN/C/05 (1962)

● Founder- Padmabhushan Dr.Karmaveer Bhaurao Patil D. Lit.

Post Box No. 59

Offi. : 222245

Resi. : 222402

Fax - 02422 - 222245

J 12-14-002



I/C Principal Dr. Nimbalkar S.A.

M.Com.,Ph.D.

e-mail:cdjcollege@yahoo.com

www.cdjcollege.com

Outward No. :- / /

Date :- / / 202

**Department of Short Term Courses**

Following is the list of coordinators who have actively participated in the Syllabus Designing Process of the respective Short Term Courses of the College during the year - 2021-22

Sr	Class	Name of the course	Name of co-ordinator
1	F. Y. B. Com	Beauty Parlor (Basic )	Ms Shaikh T.J
2		Digital Literacy Course (computer)	Mr.Nabage A D
3		Entrepreneurship Development (Employability Skills )	Mr Mukhedkar M N
4		Tailoring & Fashion Designing (Basic)	Ms Agarkar K
5		Taxation ( Introduction )	Dr.Gujar P S
6		D.T P & Screen Printing	Dr Sayyad S.B
7		Tally E.R.P	Mr.Datir K.R
8	S. Y. B. Com	Internet Banking	Dr Tupe B
9		Computer Awareness	Mr.Lande R
10		Journalism	Dr.Kekane M A
11		Beauty Parlor	Ms.Shaikh T.J
12		Entrepreneurship Development	Dr.Kalamakar R.P
13		Microm	Ms.Agarkar K
14		Professional Accounting	Mr.Kulkarni S.V
15	T. Y. B. Com	Soft Skill	Ms.Chug S.K
16		Agro Business Management	Ms.Jejurkar M
17		Leadership Development	Mr.Shaikh A
18		Marketing	MS.Jadhav P B
19		Spoken Englis	Dr.Bawake B.B
20		Stock Market	Mr.More V.M
21		Taloring	Ms.Shaikh T.J
22	F. Y. B B A (C A)	Taxation	Mr.Nagpure V.B
23		Computer Fundamentals	Mr.Chandratre Y C
24	S.YB B A (C A)	Microsoft Office 365	Mr.Joshi P D
25	T.Y.B B A (C A)	Aptitude Test	Ms.Bhawsar B



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**C. D. Jain College of Commerce, Shrirampur**  
**Short Term Course 2021-22**  
**Digital Literacy Course**

- **Course Objectives:**
  - To know the Basics of Computer
  - Introduce technology equipment such as digital camera, scanner, Printers, Keyboard, Mouse and software.
  - To Understand the Basics of Operating systems
  - Learn basic and advanced word processing, Excel and PowerPoint skills
  - Be able to apply knowledge learned to other computer software programs
  - To understand how to use software packages in day to day activities

**Syllabus**

S.N.	Unit Name	Theory	Practical	Total
1.	<b>Introduction to Computer</b>			
	Meaning & Definition of Computer, Definition of Computer Characteristics & Limitations of Computer, Concept of Hardware and Software, Computer Generations, Types of Computer - Scientifically, General and Classification	05	--	05
2.	<b>Structure &amp; Working of Computer</b>			
	Block Diagram of Computer - Input Unit, Output Unit, CPU, Memory Unit, Control Unit & ALU Unit, Bus structure - Control Bus and Data Bus	02	--	02
3.	<b>Input / Output Devices</b>			
	Input Devices - Keyboard, Mouse, Scanner, MICR, OMR Output Devices - VDU, Printer - Dot Matrix Printer, Laser Printer	03	--	03
4.	<b>Computer Memory</b>			
	What is memory, Memory units - bit, byte, KB, MB, GB and TB Types of Memory - Primary and Secondary -- Primary Memory : RAM, ROM, PROM, & EPROM -- Secondary Memory : Floppy, Hard Disk, CD - Types of CD's, Pen Drive	04	--	04
5.	<b>Computer Languages</b>			



	Types of Languages - Machine Language, Assembly language, High level language Assembler, Computer, Interpreter What is Software? Types of Software - System Software, Application Software and Custom Software Introduction to Algorithm and Flowcharts	04	--	04
6.	<b>Operating System</b>			
	What is Operating system?, Functions of OS, Types of OS	02	--	02
7.	<b>MS-Office</b>			
	Word	02	08	10
	Excel	02	08	10
	PowerPoint	02	08	10
	<b>Total</b>	<b>25</b>	<b>24</b>	<b>50</b>

• **Scope and Opportunities :**

- Gives students the essential foundation for advanced technology courses.
- Student can be able to handle the computer individually.
- Foundation for further study in computer technology
- Student can be able to prepare word document, Excel sheets and graphs and PowerPoint Presentations.

• **Referential Books :**

1. Fundamental of Computers – By P. K. Sinha
2. Computer Today- By Suresh Basandra
3. Fundamental of Computers – By V. Rajaraman B.P.B. Publications
4. MS- Office 2000 (For Windows) – By Steve Sagman

  
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रयत शिक्षण संस्थेचे



सी. डी. जैन कॉलेज ऑफ कॉमर्स, श्रीरामपुर.

शॉर्ट टर्म कोर्स 2021-22

Entrepreneurship Development

एकूण तासिका ६०

कोर्सची उद्दिष्ट्ये-

१. विद्यार्थ्यांमध्ये उद्योजकतेविषयी जाणीव जागृती निर्माण करणे.
२. विद्यार्थ्यांमध्ये व्यावसायिक वृत्ती विकसित करणे.
३. महाविद्यालयीन विद्यार्थ्यांमध्ये स्वयंरोजगाराविषयी जाणीव जागृती निर्माण करणे.
४. विद्यार्थ्यांमध्ये उद्योजकता क्षमता विकसित.
५. व्यवसाय सुरु करण्यासाठी विद्यार्थ्यांमध्ये आत्मविश्वास निर्माण करणे.

अभ्यासक्रम

प्रकरण क्रमांक	प्रकरणाचे नाव	उपघटक	थिअरी तास	प्रात्यक्षिक तास	एकूण तास
१.	उद्योजक आणि उद्योजकता	१.१. उद्योजक अर्थ व्याख्या. १.२. उद्योजकाची वैशिष्ट्ये व गुण002E १.३. उद्योजकाचे प्रकार. १.४. उद्योजकता अर्थ व व्याख्या. १.५. उद्योजकतेचे महत्व. १.६. उद्योजकाची कार्ये	८	४	१२
२.	व्यवसाय संधींची ओळख	२.१. व्यवसाय संधी २.२. व्यवसायातील उत्पादन (वस्तू), कल्पनांचे श्रोत/माध्यमे. २.३. व्यवसाय संधी ओळखण्यासाठी टप्पे पायऱ्या.	८	४	१२



		२.४. बाजारपेठ आढावा / सर्वेक्षण .			
३.		३.१. प्रकल्प अहवाल आणि सरकारी संस्था. ३.२. प्रकल्प अहवाल महत्व. ३.३. प्रकल्प अहवालाचा नमुना ३.४. सरकारी संस्था १) जिल्हा उद्योग केंद्र २) महाराष्ट्र औद्योगिक विकास मंडळ ३) मुद्रा ४) खादी ग्रामोद्योग ५) स्टार्ट अप- नोंदणी वित्त सहाय्य	८	४	१२
४.	उद्योजकांची यशोगाथा	१. बी. जी. शिर्के २. सारंगधर रामचंद्र निर्मळ ३. राम भोगले ४. हणमंतराव गायकवाड (बी व्ही जी ग्रुप ) ५. विना पाटील	८	४	१२
		प्रात्यक्षि			
५	प्रकल्प	१. बाजारपेठ सर्वेक्षण २. प्रकल्प अहवाल ३. परिसरातील यशस्वी उद्योजकाची मुलाखत ४. उद्योजकता विकासासाठी सहाय्य करणाऱ्या संस्थांचा अभ्यास ५. उद्योजकता विकासातील संधी	८	४	१२
			४०	२०	६०

### कोर्सची व्याप्ती व व्यवसाय / उद्योग संधी:-

वाणिज्य शाखेची पदवी संपादन केल्यानंतर सर्वच विद्यार्थ्यांना विशेषतः ग्रामीण भागातील विद्यार्थ्यांना नोकरी मिळेल अशी अपेक्षा असते. तेंव्हा भविष्यकाळातील नोकरी विषयी श्रम निर्माण होऊ नये यासाठी विद्यार्थ्यांना पदवी मिळविल्यानंतर नोकरी ऐवजी स्वयंरोजगार किंवा उद्योग सुरु करण्याची संधी आहे. याकरिता आज गरज आहे ती केवळ विद्यार्थ्यांची दिशा बदलण्याची आणि त्यांना मार्गदर्शन करण्याची.

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**C. D. JAIN COLLEGE OF COMMERCE, SHRIRAMPUR**

**Dist - Ahmednagar**

**Short Term Course- 2021-22**

**T.Y.B.Com**

**'Taxation'**

**Objectives:**

The Indian manufacturing and service sectors are growing and the income of businessman and people in general are also increasing. It is affected due to demand for products and service. The boom in automobile, fast moving consumer goods, IT and many of the sectors is testimony of this. With the growth of employment, there is a need of tax professionals.

Since the reforms started, the Indian Government has kept on simplifying the various direct and indirect tax laws and procedures. The Income Tax laws are still complicated for the common tax payers. From October 2005, Maharashtra Government introduced Value Added Tax replacing filing the returns. With the growth of business the need for tax personal is growing. In order to cater to this need the college has decided to conduct "Taxation" course under short term course scheme w.e.f. the academic year 2016-17.

**Duration of the Course:**

Short term course in Taxation will commence from second term of the academic year. Annual Examination will be held in the month of April i.e. after completion of University Exam. Medium of Instruction: Medium of instruction shall be English only.

**Scheme of Examination:**

Written and Practical examination of 100 marks will be conducted. The duration of exam will be 3 hours. Weightage for theory shall be 50% and for practical 50%

**Criteria of passing:**

In order to pass the examination, the student should secure minimum 40 out of 100 marks. The class shall be awarded to the course. The award of class is as follows:

1. Aggregate 70% and above – First Class with Distinction.
2. Aggregate 60% and above but less than 70%- First Class.
3. Aggregate 55% and above but less than 60%- Higher Secondary Class.
4. Aggregate 50% and above but less than 55%- Second Class.
5. Aggregate 40% and above but less than 50%- Pass Class.
6. Below 40%- Fail.

**Objectives:**

1. To familiarize the students with the Indian Tax Structure.
2. To provide basic and introductory knowledge regarding direct and indirect taxes.
3. To gain knowledge of the total sources of income including Rules pertaining to Salaries, House property, Business/ Profession and Other Sources of income.



4. To develop ability to calculate taxable income from salary, house property and Business/ profession.
5. To develop the skill about preparation of Form No. 16, Form No. 26AS, Filing of Income Tax Return (Salary only), Preparation of Dummy Pan Card, Downloading form 26A, Downloading Tax Demand Notice.



### Syllabus

Unit No.	Nature of the Unit	No. of Lectures
1	<b>Introduction :</b> History of Taxation in India Objectives of taxes Tax structure in India Direct Taxes and Indirect Taxes	04
2	<b>Important Concepts and Definitions under Income Tax Act 1961 :</b> Income Person Assesse Assessment Year Previous Year Agricultural Income PAN TAN Exempted Income	06
3	<b>Income From Salary:</b> Meaning Salary paid due and receipt basis Allowances and Tax Liability Pre-requisites and their valuation Deduction u/s 80 (Theory and Practical Problems)	16
4	<b>Income from House Property</b> Basis of Chargeability Annual Value Self-occupied and Let Out House Property Deemed to be Let Out Deductions u/s 24 (Theory and Practical Problems)	10
5	<b>Income from Other Sources</b> Chargeability Deductions (Theory only)	04
6	<b>Practical</b> <ol style="list-style-type: none"> <li>a. Preparation of Form No.16</li> <li>b. Filing of Income Tax Returns, E-Filing</li> <li>c. Download Procedure of 26A Status</li> <li>d. Download of Demand Notice</li> <li>e. Preparation of Dummy Pan Card</li> </ol>	20
		<b>60</b>



## List of Learning Activity and Allocation of Periods

1. Class Room Teaching	40
2. Practical	16
3. Quizzes	04
Total	60

## Pattern of Examination

Written Examination	70 Marks
Practical	30 Marks

## References:

1. Dr. Girish Ahuja and Ravi Gupta- Bharat Law House, New Delhi
2. Vinod Singhania- Direct taxes Laws and Practice, Taxman Publication, New Delhi
3. Wakale L.P. – Income Tax Practice and procedure, Gayatri Prakashan, Sangamner
4. Dr. Bhagawati Prasad- Direct Taxes, Wishwa Prakash Publication, New Delhi
5. Pro. Wakale L.P.- Indirect Taxes, Gayatri Prakashan, Sangamner
6. Practical Approach to income tax- Problems & Solutions- Dr. Girish Ahuja, Dr. Ravi

  
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# C. D. JAIN COLLEGE OF COMMERCE, SHRIRAMPUR

Dist – Ahmednagar

Short Term Course 2021-22

## 'Tally E.R P'

Duration of Coerce- 60 Hr

- **Course Objectives:**
  - To know the Basics of Tally
  - To Fulfill legal requirements - records as per standards and practices
  - To Keep the business running - manage receivables & payables, cash, bank etc.
  - To Maintain Record through Tally E.R.P
  -

### Syllabus

S.N.	Unit Name	Theory	Practical	Total
1.	<b>Introduction to Financial Accounting</b>			
	Accounting concepts	02	03	05
2.	<b>Financial Accounting Basics</b>			
	Company Creation, Accounts Configuration, Accounts Classification, Voucher Types and Classes Accounts Vouchers	05	10	15
3.	<b>Inventory</b>			
	Introduction to Inventory, Stock Groups, Stock Categories, Stock Item, Reorder Levels, Locations/Go Downs, Units Of Measure, Price List, Tariff Classification, Dealer Excise Opening Stock, Pure Inventory Voucher, Entry Of Pure Inventory Voucher Bill Of Material, Purchase and Sales Order, Invoice Entry, Foreign Exchange Transactions	09	15	24



4.	<b>Business Management</b>			
	Finalization Of Account, View of Report, Preparation Of Report	06	10	16
	<b>Totals</b>	22	38	60

- **Scope and Opportunities :**
  - This course gives students the Basic knowledge of Tally and its Concepts.
  - Student can be individually able to make Reports in Tally.
  - Foundation for further study in Tally E.R.P

**Recommended Books:**

- 1 Guide to Tally –L.P. Editorial Board
- 2- Book Keeping and accountancy
- 3- Corporate Accounting –Nirali Prakashan

  
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# C. D. JAIN COLLEGE OF COMMERCE, SHRIRAMPUR

Dist - Ahmednagar

Short Term Course 2020-21

## 'Internet Handling'

• **Course Objectives:**

- To know the Basics of knowledge Computer Internet.
- To Understand the Internet handling concepts.
- To understand how to use Internet in day to day activities

### Syllabus

S.N.	Unit Name	Theory	Practical	Total
1.	<b>Introduction to Computer Network</b>			
	Definition of Network, Types of Network, Components of Network <ul style="list-style-type: none"> <li>• Router</li> <li>• Bridge</li> <li>• Switch</li> <li>• Hub</li> </ul> What is Protocol? and it's types: <ul style="list-style-type: none"> <li>• HTTP</li> <li>• FTP</li> <li>• POP</li> <li>• PUSH</li> </ul>	04	--	04
2.	<b>Basics of Internet</b>			
	History of Internet, Definition of Internet What is Topology? and it's types: <ul style="list-style-type: none"> <li>• Bus</li> <li>• Ring</li> <li>• Merge</li> <li>• Star</li> <li>• Hybrid</li> </ul>	04	--	04
3.	<b>Web Browser</b>			
	Definition of Web browser Types of Web Browser <ul style="list-style-type: none"> <li>• UC Browser</li> <li>• Google Chrome</li> </ul>	06	05	11



	<ul style="list-style-type: none"> <li>• Internet Explorer</li> <li>• Opera Mini</li> <li>• Mozilla</li> </ul> <p>What is mean by Web Page, Web, Web site.?            What is mean by Domain?            Types of Domain</p> <ul style="list-style-type: none"> <li>• .Com</li> <li>• .in</li> <li>• .edu</li> <li>• .org</li> <li>• .nic</li> </ul>			
<b>4.</b>	<b>Application of Internet</b>			
	<p>Meaning of Blog.            Tools of Internet Communications</p> <ul style="list-style-type: none"> <li>• Skype</li> <li>• Messenger</li> <li>• What's App</li> <li>• Facebook</li> <li>• Twitter</li> <li>• Hike</li> <li>• Instagram</li> </ul> <p>Applications of Internet</p> <ul style="list-style-type: none"> <li>• Email (Working of e-mail)</li> <li>• Search Engine</li> <li>• Google Drive</li> <li>• Cloud Computing</li> <li>• Social Sites</li> </ul>	08	05	13
<b>5.</b>	<b>Web Technology</b>			
	<p>Introduction to HTML            Basic structure of HTML            Physical tags of HTML            Types of List            File sharing and downloading</p>	08	05	13
<b>6.</b>	<b>Network Security</b>			
	<p>Introduction to network security            Password protection            Virus and it's types            Antivirus</p>	05	--	05
	<b>Total</b>	<b>35</b>	<b>15</b>	<b>50</b>

- **Scope and Opportunities :**
  - Gives students the essential foundation for advanced technology courses.
  - Student can be able to handle the Internet individually.
  - Foundation for further study in computer technology



• **Referential Books :**

1. Internet: The Complete Reference– By Margaret Young.
2. The Internet Complete Reference- By Harley Hahn.
3. Complete Reference: Wordpress.com

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## C. D. Jain College of Commerce, Shrirampur

Short Term Course 2021-22

### Computer Awareness

- **Course Objectives:**
  - To know the Basics of Computer
  - Introduce technology equipment such as digital camera, scanner, Printers, Keyboard, Mouse and software.
  - To Understand the Basics of Operating systems
  - Learn basic and advanced word processing, Excel and PowerPoint skills
  - Be able to apply knowledge learned to other computer software programs
  - To understand how to use software packages in day to day activities

### Syllabus

S.N.	Unit Name	Theory	Practical	Total
1.	<b>Introduction to Computer</b>			
	Meaning & Definition of Computer, Definition of Computer Characteristics & Limitations of Computer, Concept of Hardware and Software, Computer Generations, Types of Computer - Scientifically, General and Classification	05	--	05
2.	<b>Structure &amp; Working of Computer</b>			
	Block Diagram of Computer - Input Unit, Output Unit, CPU, Memory Unit, Control Unit & ALU Unit, Bus structure - Control Bus and Data Bus	02	--	02
3.	<b>Input / Output Devices</b>			
	Input Devices - Keyboard, Mouse, Scanner, MICR, OMR Output Devices - VDU, Printer - Dot Matrix Printer, Laser Printer	03	--	03
4.	<b>Computer Memory</b>			
	What is memory, Memory units - bit, byte, KB, MB, GB and TB Types of Memory - Primary and Secondary -- Primary Memory : RAM, ROM, PROM, & EPROM -- Secondary Memory : Floppy, Hard Disk, CD - Types of CD's, Pen Drive	04	--	04
5.	<b>Computer Languages</b>			






	Types of Languages - Machine Language, Assembly language, High level language Assembler, Computer, Interpreter What is Software? Types of Software - System Software, Application Software and Custom Software Introduction to Algorithm and Flowcharts	04	--	04
6.	<b>Operating System</b>			
	What is Operating system?, Functions of OS, Types of OS	02	--	02
7.	<b>MS-Office</b>			
	Word	02	08	10
	Excel	02	08	10
	PowerPoint	02	08	10
	<b>Total</b>	<b>25</b>	<b>24</b>	<b>50</b>

• **Scope and Opportunities :**

- Gives students the essential foundation for advanced technology courses.
- Student can be able to handle the computer individually.
- Foundation for further study in computer technology
- Student can be able to prepare word document, Excel sheets and graphs and PowerPoint Presentations.

• **Referential Books :**

1. Fundamental of Computers – By P. K. Sinha
2. Computer Today- By Suresh Basandra
3. Fundamental of Computers – By V. Rajaraman B.P.B. Publications
4. MS- Office 2000 (For Windows) – By Steve Sagman

  
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Rayat Shikshan Sanstha'S  
**C.D.Jain College Of Commerce, Shrirampur**  
SHORT TERM COURSE

in  
PROFESSIONAL ACCOUNTING  
2021-22

**Duration:** - 60 Hours

**Objectives:-**

- 1) To develop conceptual understanding of the fundamentals of financial accounting system.
- 2) To develop competency in the functional areas of accounting.
- 3) To develop the ability to identify and evaluate accounting problems and arrive at reasoned conclusions.

Sr.No.	Units	No. of Lectures	Total No. of Lectures	
			Theory	Practical
A	Theoretical Framework			
B	Accounting Process			
	<ul style="list-style-type: none"><li>• Books of Accounts leading to the preparation of Trial Balance,</li></ul>	03	02	01
	<ul style="list-style-type: none"><li>• Capital and revenue expenditures,</li></ul>	02	02	-
	<ul style="list-style-type: none"><li>• Capital and revenue receipts,</li></ul>	03	01	02
	<ul style="list-style-type: none"><li>• Contingent assets and contingent liabilities,</li></ul>	04	02	02
	<ul style="list-style-type: none"><li>• Fundamental errors including rectifications thereof</li></ul>			
C	Bank Reconciliation Statement	03	02	01
D	Inventories			
	<ul style="list-style-type: none"><li>• Basis of inventory valuation and record keeping</li></ul>	02	01	01
E	Depreciation accounting			
	<ul style="list-style-type: none"><li>• Methods, computation and accounting treatment of depreciation,</li></ul>	03	01	02
	<ul style="list-style-type: none"><li>• Change in depreciation methods.</li></ul>	02	01	01
F	Preparation of Final Accounts for Sole Proprietors	03	01	02



G	Accounting for Special Transactions			
	• Consignments	02	02	-
	• Joint Ventures	01	01	-
	• Bills of exchange and promissory notes	02	01	01
	• Sale of goods on approval or return basis.	01	01	-
H	Partnership Accounts			
	• Final accounts of partnership firms –	03	02	01
	• Basic concepts of admission,	02	02	
	• Retirement and death of a partner including treatment of goodwill	03	02	01
I	Introduction to Company Accounts			
	• Issue of shares and debentures,	03	02	01
	• Forfeiture of shares,	03	02	01
	• Re-issue of forfeited shares,	03	02	01
	• Redemption of preference shares	02	01	01
	Total Lectures	60	41	19

**Evaluation:** - It is based on Written and Oral Performance of Students.

**Reference books :**

1. Fundamentals of Accounting & Financial Analysis: By Anil Chowdhary (Pearson Education )
2. Financial Accounting: By Jane Reimers (Pearson Education)
3. Accounting Made easy: By Rajesh Agrawal & R Srinivasan (Tata McGraw – Hill)
4. Financial Accounting for Management: By Dr. S.N. Maheshwari (Vikas Publishing House)

  
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Short Term Course 2021-22

**'Soft Skill Development'**

Duration of Course- 60 Hr

• **Course Objectives:**

- To know the Basics of Soft Skill.
- Develop effective communication skills
- Develop effective presentation skills.
- Conduct effective business correspondence and prepare business reports which produce results.
- Become self-confident individuals by mastering inter-personal, team management, and leadership skills
- Develop all-round personality with a mature outlook to function effectively in different circumstances.

**Syllabus**

S.N.	Unit Name	Theory	Practical	Total
1.	<b>Introduction to Attributes</b>			
	<b>Interpersonal Attributes</b> a. Empathy , Leadership c. Communication d. Teamwork e. Good Manners f. Ability to learn and Teach	01	02	03
	<b>Personal Attributes</b> a. Optimism b. Responsibility c. Sense of humor d. Intelligence e. Time Management d. Motivation e. Common sense f. Body language	02	02	04
2.	<b>Quotient</b>			
	<b>Intelligent Quotient (IQ)</b> Verbal Intelligence. Mathematical Ability.	07	14	21



	Spatial Reasoning Skills Visual/Perceptual Skills Classification Skills Logical Reasoning Skills Pattern Recognition Skills. <b>Emotional Intelligence (EI)</b> Self-Awareness Self-Regulation Self-Regulation Social Skills Empathy Motivation Jo-Hari Window 7 Habits			
3.	<b>Communication Skills</b>			
	Verbal Communication	05	10	15
	Non Verbal Communication			
4	<b>Business Etiquette</b>			
	Professional Etiquette Dining Etiquette Cocktail Parties Correspondence Etiquette Office Etiquette Etiquette Abroad Dos and Don's	05	12	17
	<b>Totals</b>	22	38	60

  
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**Syllabus for short term course  
Agro business Management (2021-22)**

**Chapter 1<sup>st</sup>- Agro business– Dairying**

Meaning- Definition – Characteristics- Advantages- Importance-Subsidiary income sources

**Chapter 2<sup>nd</sup>- India and dairy business –**

History-Operation flood scheme- Research and development institutes – agricultural universities- Problems and prospects- Importance in developing dairy industry

**Chapter 3<sup>rd</sup> – Maharashtra and dairy business –**

Present situation of dairying – leading districts- dairying and co-operation – challenges before cooperative dairying .

**Chapter 4<sup>th</sup>- Milk producers and dairy business in Maharashtra-**

Live stock- Local breeds- cross breeds – Milk and milk products processing for value addition- veterinary services – cattle feeds- Green and dry fodder – Drinking water- cattle shed- Gobar gas plant- Equipments –milking machine , chaff cutter , grass cutter- A complete dairy farm – Good source of employment

**Chapter 5<sup>th</sup> – Visit –**

Research and development institutes , milk processing plant– pilot project – interviews of milk producers, milk collection centers, private and cooperative plant runners – Project.

  
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Short Term Course in  
**"Leadership Development"**

Academic Year: 2021-22

• Course Introduction and Objectives:

Through this course, you shall be given information to help you start building your leadership skills immediately. You will have specific tools and tips so that you will be able to apply it. If you complete this course you will be amazed at how quickly you can improve your leadership abilities. You will find that work can be more pleasant place to be and that you truly can lead others on to their own success.

Of course, the work place and your studies is not the only area of your life where you can put these skills to use. There are many ideas introduced in the course that will help you to be a more effective leader in any area of your life. As a parent, as a spouse, a coach, a charity board member, a businessman, a manager, or any kind of leader, you will be able to apply this knowledge and feel confident that you can be a successful leader in any area of life that you choose.

**Syllabus**

S.N.	Unit Name	Theory	Practical	Total
1.	Introduction to Leadership			
	1.1 Meaning, definition of Leadership 1.2 Nature and characteristics of leadership 1.3 Importance of leadership 1.4 techniques of leadership 1.5 Essential qualities of leadership 1.6 functions of a leader 1.7 theories of leadership 1.8 leadership style for effective management 1.9 Contribution of top business leaders	10	00	10
2.	Leadership skills development			
	A] Introduction - 1. What are leadership skills? 2. A born leader? 3. What you will learn? B] Three traits every successful leader must have- 1. The desire to lead. 2. Commitment to the vision & mission of the group 3. Integrity- 3.1 Sincerity	10	00	10



	3.2 Consistency 3.3 Substance C] Understanding your role: Leading Vs. managing 1. Differentiating between managerial skills & leadership skills 2. Our perception of leadership			
3.	How to improve your business leadership and managerial skills: Part - I			
	3.1 How to lead and manage people. 3.2 How to make a good first impression 3.3 How to motivate employees in the work place 3.4 How to manage change effectively 3.5 How to lead with difficult employees	02	00	02
4.	How to improve your business leadership and managerial skills: Part - II			
	3.1 Effective business negotiation techniques. 3.2 How to set and achieve goals 3.3 effective delegating strategies 3.4 How to ensure the profitability of your business. 3.5 How to create a good business environment that supports growth.	05	00	05
5.	Leading the team: leading, Delegating, Mentoring	10	00	10
	5.1 Leading. 5.1.1 Team Purpose Statement. 5.1.2 The power of purpose. 5.2. Forming, storming, Norming, Performing. 5.2.1 Adjourning or Mourning. 5.2.2 Your approach during each phase. 5.3 Delegating: 5.3.1 Why people resist delegating. 5.3.2 Do and Don'ts in delegating 5.3.3 To whom. 5.3.4. How to delegate successfully 5.4 Mentoring others: 5.4.1 What is Mentoring 5.4.2 What to consider before mentoring 5.4.3 Structuring your mentoring relationship			
6.	Field of Leadership	05	02	07
	6.1 Domestic Leadership 6.2 Business Leadership 6.3 Administrative Leadership 6.4 Social Leadership 6.5 Political Leadership			
7.	Study of Top Leaders	00	16	16
	Practical based leadership training:			






	(Case Studies, Leaders biography reading Sessions, Leader's Speeches, Guest lecturers)			
	Total	42	18	60

• Reference Books:

1. Business Management- Dr. Anil Kulkarni, Dr. Hassinnudin, Yogesh Wagh- Nirali Publication
2. The Leadership Activity Training book- Lois B. Hart, chlotte S. Waisman- AMACOM-American Management Association.
3. E-Book- How to improve your leadership and management skills( Effective strategies for business managers) Bizmove management training institute
4. International Review Research Paper - Volume-6-No-1-feb-2010 PP(194-204)

  
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Karmveer Vidya Prabodhini's,

SHORT TERM COURSE in

MARKETING SKILLS AND MARKETING SURVEY

2021-22

**Duration:** 60 Hours

**Objectives:** 1) The course is designed to give a thorough working knowledge of Advertising and Marketing Communication skills to face the current market situations.

2) To make students able to face the current competition in marketing and Advertisement field.

**Curriculum:**

Sr. No.	Units	No. of Lectures	Total No. of Lectures	
			Theory	Practical
<b>A.</b>	<b>Core Concepts</b>			
1.	Introduction to Marketing Principles and Concepts	1	1	-
2.	Understanding Advertising Industry	1	1	-
3.	Consumer Behavior	4	2	2
4.	Market Research	4	2	2
5.	Advertising Campaign and Strategy	5	1	4
<b>B.</b>	<b>Soft Skills</b>			
1.	Grooming Manners and Etiquettes	3	1	2
2.	Effective Speaking	3	1	2
3.	Interview Skills	3	1	2
4.	Presentation Skills	3	1	2
<b>C.</b>	<b>Core Skills</b>			
1.	Public Relations and Client Service	5	1	4
2.	Computer and Creative Designing Skills	5	1	4
3.	Retail Communication	5	1	4
<b>D.</b>	<b>Marketing Survey</b>			
1.	Marketing Survey	1	1	-
2.	Media Planning	3	2	1
3.	Media Research	3	2	1
4.	Media Selection	3	2	1
<b>E.</b>	<b>Sales Promotion and Brand Equity</b>			
1.	Basic Concepts of Sales Promotion	3	1	2
2.	E-Advertising and Online Marketing	5	1	4
	<b>Total Lectures</b>	<b>60</b>	<b>30</b>	<b>30</b>



**Evaluation:** It is based on written and oral performance of the student.

**Job Prospects:** There are opportunities in advertising and specialist agencies, creative and client servicing, media planning, direct marketing, digital marketing & promotions in varied mass media houses, corporate in house advertising and communication departments, production houses and the entertainment industry.

**Reference Books:**

1. Marketing Management - Phillip Kotler.
2. Advertising Management - Rajeev Batra.
3. Sales Management - Richard R.
4. Sales Promotion - M. N. Mishra.
5. Basics of Marketing – S. Chand.

  
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Short Term Course 2021-22

### T.Y.B.Com

## SPOKEN ENGLISH

**Duration:** 60 hr.

**Objectives:** 1) To boost students confidence in communication. 2) To make students familiar with English pronunciations. 3) To inculcate and instill among students the skills of writing, reading, and speaking.

### Curriculum:

Unites	No of Period	Total No of Period	
		Theory	Practical
<b>A) Basics of English Language :</b>			
1) English Alphabets and their pronunciation.	1	2	2
2) Framing words: Word Formation Affixation, Compounding, Blending and Acronyms	1		
3) Word Families: Word families based on Nouns Word families based on Verbs Word families based on Adjectives	2		
<b>B) Pronunciation:</b>			
1) Basic sounds 2) Letter and sounds 3) Utterances and words.	2	4	2
4) Sounds and sound groups 5) Consonants and vowels 6) Intonation	2		
7) Pronunciation	1		
8) Word groups, stressed, unstressed	1		



Unites	No of Period	Total No of Period	
		Theory	Practical
<b>C) Grammar :</b>			
1) Parts of Speech 2) Basic sentence patterns. 3) Tenses	2	3	1
1) Direct and Indirect speech. 2) Active passive voice 3) Common Mistakes in English	2		
<b>D) Developing Vocabulary.</b>			
1) Synonyms Hyponyms Antonyms	2	6	4
2) Homonyms Homographs, Homophones.	2		
3) One word for many	1		
4) Parts of the body and connected words.	1		
5) Words in daily use- Ornaments, vegetables, Occupations.	1		
6) Idioms and Phrases	2		
7) Proverbs	1		
<b>E) 1) Difference between British and American English 2) Current words 3) words often confused</b>	2	1	1
<b>F) Conversation :</b>			
a) Greeting /Manners 1) Introducing oneself/ others / 2) Thanking 3) Apologizing	1	2	1
4) Inviting 5) Giving Compliments 6) Showing Direction	2		
7) Telephone Conversation	1		
<b>G) Role Playing</b>			
1) At the Bank 2) At the Railway station	2	6	2
3) Helping Classmates 4) Making inquiry at the hospital/ Bus stand	2		
5) Conversation at social places 6) Casual Meetings	2		
7) General Discussion at social places 8) At the Bank/post office	1		
9) Importance of English language in the Global era. 10) Role of English language in personality development	1		



Unites	No of Period	Total No of Period	
		Theory	Practical
<b>H) Interview Techniques</b>			
Mock Interviews Job interviews	4	5	3
Group Discussion Speeches	4		
<b>I) Writing skills</b> – Creative writing , Essay writing, Letter writing ,Paragraph writing	4	2	1
<b>J) Drilling</b> / Practice and practical in Classroom , classroom discussion.	4	2	1
<b>K) Projects-</b> Vocabulary Building Informal Letter writing formal letter writing parts of speech	2	1	1
<b>Total Lectures = 50                  Theory 30 Lect.                  Practical 20 Lect.</b>			

**Teaching Methodology:**

*Lectures, audio / video Sessions, Group Discussion, Drilling and practical.*

**Evaluation:** *is based on written and oral performance of the students.*

**Reference Books:-**

- 1) Bansal & Harrison Spoken English for India.
- 2) Greenbaum'Z Quirk University Grammar of English
- 3) Shaikh B.M. Business Communication
- 4) Tylor Grant Conversational Skill

  
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# Short Term Course 2021-22

## Syllabus

- **Program Name:** Stock Market & Investment Management
- **Sector:** BFSI
- **Occupation & Description of Role:** Small Finance Banks, Financial Consultants / Agents, Micro level Advisory Services, Operations roles in Broking Houses/ Fund Houses and capital market division of Private Sector Banks
- **Skills acquired include:**
  - Demonstrate ability to engage into fundamental and technical analysis with reference to currency and commodity markets
  - Handle trading terminals
  - Design and explain Portfolio / Wealth Management plans
- **Proposed Program Duration:** 60 hrs. (to be completed in 3 Calendar months)

### Curriculum

Module	Cont ents	Learning outcomes	Hours		Equipment required	IA
			Theory	Practical		
1.1	Primary Capital Market IPOs & On-line IPOs; Book building; Eligibility to Issue securities, Pricing Issues, Allotment of shares and its basis; Demat services; Private placement; Role of Merchant Bankers, Virtual debt portals; ADRs/GDRs; Other regulations; Public issues	1. Define what primary market is and list its constituents.  2. Identify the roles of merchant bankers.  3. Explain the concept of Demat Services.	2	3	Project for PPT's / videos	Explain what is Primary Markets and role of Merchant Bankers. Explain Demat Services.



1.2	<b>Unit 2 Secondary Capital Market</b> Secondary Markets, Trading Clearing and Settlement, Rolling Settlement, BOLT, Mutual Funds, Demat & Depositories of Shares, Sensex and Other Indices, Futures and Options, Primary Markets, Fundamental Analysis, Technical Analysis.	1. Discover the secondary market. 2. Find out how clearing and settlement systems work. 3. Classify between fundamental and technical analysis.	2	3	Project for PPT's / videos	Explain Secondary Market.
1.3	<b>Regulatory framework for          commodity and currency markets</b> a. Power and Function of regulatory body b. Regulation related with trading & hedging c. Regulation related with PMS and trading in international markets	1. Outline the functions and roles of regulatory bodies for commodity and currency markets. 2. Recall regulations related to trading and hedging. 3. Summarise regulations related to PMS and cross border trading.	2	1	Project for PPT's / videos	Summ arize and spell out functio ns of regulat ory bodies.
1.4	<b>Wealth Management</b> Introduction to Financial Planning-Goal Based and Comprehensive, Life Cycle & Wealth Cycle, Factors affecting on Investment Decision,	1. Explain the concept of wealth management. 2. Formulate sample wealth management and financial plans.	4	3	Project for PPT's / videos.	Discuss and develop wealth manage ment plans.






	Investment Evaluation Framework, Risk Profiling and Portfolio Management, Investment and Taxation Issues, SIP and Estate Planning					
2.1	<b>Unit1 Introduction to Currency Market</b> Meaning and nature of currency Market, Exchange Rate -meaning and types, Nature and Participant of Forex Market, Concept of Quotes, Spot Transaction and Forward Transaction, Future Contract and Pricing of future contract.	Tell what currency market is.	2	3	Project for PPT's/ videos	Explain what currency market is.
2.2	<b>Unit-2 Pricing the Currency &amp; Commodity Futures</b> a. Pricing the currency futures based on interest rate differentials b. Pricing the commodity futures based on cost of carry model	Distinguish between the currency and commodity futures pricing.	4	2	Project for PPT's/ videos	Develop understanding of pricing mechanism for currency and commodity futures.
2.3	<b>Fundamental Analysis-Commodity Markets (Bullion, Metals, Energy and Agri)</b> a. Bullion markets b. Metal Markets c. Energy product d. Agri dynamics	Relate fundamental analysis to commodity markets.	2	3	Project for PPT's/ videos	Spell what is Commodity Markets and its types and products.



2.4	<b>Understanding Currency options, pricing and trading dynamics</b> a. Option pricing for currency product b. Option Strategies c. Option data reading	1. Tell what option is pricing for currency products. 2. Explain trading dynamics.	2	2	Project for PPT's / videos	Show understanding of currency products and pricing mechanisms.
3.1	<b>Introduction to Fundamental Analysis</b>  <b>Meaning and Importance of Fundamental Analysis, Steps of Fundamental Analysis, Methods of Fundamental Analysis, Factors of Fundamental Analysis, Industry Analysis, Company Analysis, Time Value of Money</b>	<b>Recall and summarise fundamental analysis and its constituents.</b>	2	3	Project for PPT's / videos	Explain what Fundamental Analysis is.
3.2	<b>Fundamental Analysis- Currency Markets</b> a. USDINR b. EURINR c. GBPINR d. JPYINR	<b>Apply fundamental analysis to currency markets.</b>	4	2	Project for PPT's / videos	Demonstrate application of fundamental analysis to various currencies markets
3.3	<b>Technical Analysis with specific reference to commodity and currency trading</b> a. Day trading b. Positional trading	<b>Apply technical analysis to commodity and currency markets.</b>	2	2	Project for PPT's / videos	Define what is technical analysis and its application to commodity and currency markets.
3.4	<b>Live trading and Case Study</b> a. Live trading during market	<b>Relate to functions of trading terminals.</b>	2	3	Project for PPT's / videos. Trading portal	Show DEMO of trading platforms.

  
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Short Term Course in '**Microsoft Office 365**'  
**2021-22**

• **Course Objectives:**

- To know the Basics of knowledge Microsoft Office
- To Understand the office 365 concepts.
- To understand how to use Office 365 in day to day activities

**Syllabus**

S.N.	Unit Name	Theory	Practical	Total
1.	<b>Introduction to Microsoft Office</b>			
	<ul style="list-style-type: none"> <li>• Introducing Office 365</li> <li>• Identify and outline the component products in Office 365</li> <li>• Navigating around Office 365</li> <li>• Updating your Profile in Office 365</li> </ul>	03	--	03
2.	<b>Introduction to Microsoft Office Tools</b>			
	Definition of office 365 Difference Between Microsoft Office and Office 365 Microsoft Office 365 Tools: <ul style="list-style-type: none"> <li>• Teams</li> <li>• Yammer</li> <li>• One Drive</li> <li>• Skype</li> <li>• OneNote</li> <li>• Outlook</li> <li>• SharePoint</li> </ul>	10	06	16
3.	<b>Yammer</b>			
	<ul style="list-style-type: none"> <li>• Overview of Yammer</li> <li>• Use and Advantages of Yammer</li> <li>• Yammer Profile</li> <li>• Followers and Discussions</li> <li>• Groups and Communities</li> </ul>	05	04	09
4.	<b>OneNote</b>			
	<ul style="list-style-type: none"> <li>• OneNote features.</li> <li>• Syncing OneNote to OneDrive for</li> </ul>	02	04	06



	Business. • Syncing OneNote to Mobile.			
5.	<b>Skype for Business Overview</b> Overview of Skype for Business • Viewing and setting presence status • Understanding the interactive contact card in Microsoft Office applications • Using instant messages in business • Using 'click-to-communicate' • Integration with Outlook • Using Skype for Business for online presentations including audio, video, screen sharing and a virtual whiteboard.	08	06	14
6.	<b>Outlook 2016</b> • Working with email, folders & permissions. • Outlook Contacts and IM Contacts • Using the Calendar • Shared Calendars • Outlook Tasks. • Setting Outlook options, signatures, automatic replies, rules and other features. • Integration of Outlook with SharePoint & Skype for business.	07	05	12
	<b>Total</b>	<b>35</b>	<b>25</b>	<b>60</b>

- **Scope and Opportunities :**
  - Gives students the essential foundation for advanced technology courses.
  - Student can be able to handle the Internet web browser office 365 individually.
  - Foundation for further study in computer technology
- **Referential Books :**
  1. Office 365 for IT Pros 4th Edition: (Now Replaced by the 2019 Edition)-By Tony Redmond, Paul Cunningham, Michael Van Horenbeeck
  2. Microsoft Office 365 Administration Inside Out - By Darryl Kegg, Aaron Guilmette

  
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**C. D. Jain College of Commerce, Shrirampur**  
**Short Term Course 2021-22**  
**Aptitude Test**

**Duration of the Course: 3 Months**

**Medium of instructions:** Medium of instructions shall be English only.

**Scheme of Examination:**

Written examination of 100 marks will be conducted on practical problems. The duration of exam will be 3 hours.

**Objectives:**

1. An aptitude test is, generally, any test designed to measure potential for achievement.
2. The emphasis of this test is on fundamental concepts which is the most important part in mathematics.
3. Aptitude tests are designed to give an objective assessment of a candidate's abilities in, say, verbal understanding, numeracy or diagrammatic reasoning skills.

**Syllabus**


<b>Unit No.</b>	<b>Name of Unit</b>	<b>No. of Lectures</b>
1	Prerequisites	10
	Natural Numbers, Integers, Real Numbers	
	Fraction, LCM & HCF	
	Simplification	
	Square root & Cube root	
	Rules of Indices	
2	a. Ratio and Percentage	10
	b. Proportion and Partnership	
	c. Average	



3	a. Profit and Loss	10
	b. Shares and Divident	
	c. Simple Interest and Compound Interest	
4	a. Time and Work	10
	b. Time and Distance	
	c. Pipes and Cistern	
5	a. Probability and Combination	10
	b. Data Interpretation	

**Reference Books:**

1. Elements of Commercial Arithmetic & Statistics - M.G. Dhayagude, Everest Publishing House.
2. Quantitative Aptitude- Dr. R. S. Aggarwal, S. Chand publication
3. Quantitative Aptitude for CPT -By P. C. Tulsian, Bharat Jhunjhunwala, S. Chand Publisher

  
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