



Dr. Bhor L. D.
M.Com., B.Ed., M.Phil. Ph.D.
Principal

"Education through self - help is our motto" KARMAVEER
Rayat Shikshan Sanstha's

Chandraroop Dakle Jain College of Commerce

Shrirampur, Pin-413 709, Dist.A'Nagar, (M.S.) (ESTD. 1962)

NAAC Re - accredited 'A' Grade
ISO 9001-2008 Certified

Uni.Id.No.PU / AN / C / 05 (1962)
Jr. College Code No. 12-14-002

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• Founder •
Padmabhushan
Dr.Karmaveer Bhaurao Patil
D. Lit.

Outward No. :- /

Date :- / / 20



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 - 2020-21.

Sr No	Class	Name of the course	Name of co-ordinator
1	F.Y.B.Com	Tally E. R. P 9.1	Mr.Datir K.R
2		Pre-Recruitment Training	Mr Nagpure V.B
3		Yoga Meditation and helth	Mr Pawar Vishal
4		Marathi Typing & English Typing	Dr Ghodake B.G
5		D.T.P & Screen Printing	Dr Sayyed S.B
6		Jewellery Making	Ms Bhawsar B.S
7		Event Management	Dr Tupe B.G
8	S.Y.B.Com	Computer Awareness	Ms Duggal S.A
9		Journalism	Mr Kekane M A
10		Beauty Parlor	Ms.Shaikh T.J
11		Entrepreneurship Development	Dr Kalamkar R P
12		Microm	Prof Zagare G.B
13		Professional Accounting	Prof Pawar S.D
14		Soft Skill	Ms Salve S.V
15	T.Y.B.Com	Taxation	Mr Yadav Pradeep
16		Marketing Skills and Marketing Survey	Dr.Gujar P.S
17		Spoken English	Dr.Bawake B.B
18		Agro Business	Dr Jawale.S.R
19		Stock Market & Investment	Mr More V.M
20		Tailoring & Fashion Designing	Dr.Gujar P.S.
21		Leadership Development	Mr.Kulkarni S.V
22	F.Y.B B A (C A)	Internet Handling	Mr Chandratre Y V
23		French Language	Mr Korhale M.R
24	S.YB B A (C A)	Microsoft Office 365	Mr Nabage A.D
25	T.Y.B B A (C A)	Internet Banking	Mr.Joshi P.D



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C.D. Jain College of Commerce
Shrirampur, Dist. Ahmednagar



RayatShikshanSanstha's

C. D. JAIN COLLEGE OF COMMERCE, SHRIRAMPUR

Dist – Ahmednagar

Short Term Course 2020-21

'Tally'

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.	Introduction to Financial Accounting			
	Accounting concepts	02	03	05
2.	Financial Accounting Basics			
	Company Creation, Accounts Configuration, Accounts Classification, Voucher Types and Classes Accounts Vouchers	05	10	15
3.	Inventory			
	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.	Business Management			

	Finalization Of Account, View of Report, Preparation Of Report	06	10	16
	Totals	22	38	60

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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



C.D. Jain College of Commerce
Shrirampur, Dist. Ahmednagar



C. D. Jain College of Commerce, Shrirampur

Short Term Course -2020-21

Police Bharti Syllabus

Objective of Syllabus:

- To motivates students to Join as Police and Army Job
- Provide realistic departmental guidelines and policies.
- Provide quality training for every entry level of the police Constable and Army man.
- Promote police conduct that is responsive and sensitive to the needs of the community..

S.N.	Contents	Lectures	
1	General Knowledge (GK)	4	
2	Mathematics	9	
3	Reasoning	6	
4	Current affairs	4	
5	Social Study	4	
6	Numerical Ability	9	
7	Maharashtra Geography	4	
Practical : Physical Activity			
1	Running 1600M	20M	4
2	100M running Shoot	20M	4
3	Pulps 10	20M	4
4	Long Jump	20M	4
5	Gola Fek	20M	4

References:

- 1) Sampurn Police Constable Bharti Pariksha by K.Sagar (82 Vi avrutti)
- 2) Police Bharti - 50 Question Paper Set (New Syllabus) 2016 by Prof. Meeta Choudhari
- 3) Maharashtra Police Bharti Lekhi Pariksha (Marathi) 2014 by Dr. Chandresh Agarwal
- 4) SSC Kendriya Shashtra Police Bal Constable Bharti Parikshan (General Duty) 2012 by Jain and Kishore





C. D. JAIN COLLEGE OF COMMERCE, SHRIRAMPUR

Dist. - Ahmednagar

Short Term Course in "English Marathi Typing"

2020-21

Course Objectives:

- To know the Basics of knowledge Computer .
- To Understand the Application Software like MS-Office.
- To understand Computer Typing and maintain the typing speed.

Syllabus

S.N.	Unit Name	Theory	Practical	Total
01.	Introduction to Computer	02	05	07
	MS-Office			
	Word	03	03	06
	Excel	03	03	06
	PowerPoint	03	03	06
02	A Exercise No 01.			
	asdfghjkl; Key stroke	0	06	06
	B Exercise No 02			
	qwertyuiop Key Stroke	0	06	06
	C Exercise No 03			
	zxcvbnm,. Key Stroke	0	06	06
	D Exercise No 04			
	Abcdefghijklmnopqrstuvwxyz Key Stroke	0	06	06
03	Word & Sentences	0	06	06
	Letter & Statement	0	05	05
	Total	11	49	60

Scope and Opportunities :

1. Gives students the essential foundation for advanced technology courses.
2. Student can be able to handle the computer individually.
3. To learn the typing techniques to create awareness about importance of learning typing.

Referential Books :

1. Fundamental of Computers – By P. K. Sinha
2. Computer Today- By Suresh Basandra
3. English typing exercise booklet – Typing Institute
4. MS- Office 2000 (For Windows) – By Steve Sagman





RayatShikshanSanstha's
C.D.Jain College of Commerce, Shrirampur.
Karmveer Vidya Prabodhini's,
Short Term Course in
Event Management.
2020-21

Duration – 3 Months

Introduction :- Event Management is a glamorous and exciting profession which demands a lot of hard work and planning, Organizing and finally executing an event. The vast progress in the spectrum of events, such as –concerts, product launches, Sports , Award Ceremonies, Musical Shows, Conferences, Exhibitions, Traditional Functions etc. and several others have further extended the event management course to become one of the fastest job oriented file in the world.

Objectives of the Course :-

1. To make students experience about the event management and allied industries with the help of comprehensive teaching, Guest Lectures and Practical Training.
2. To help students to acquire basic knowledge and understanding of multiple facts of event management
3. To make students introduction with new ideas of personality development .
4. To make students develop their knowledge with the help of lectures.

Syllabus for the Course:-

1. Event Introduction
2. Basic Managerial Skills
3. Meaning of Event Management.
4. Scope of the Event Management.
5. Nature of the Event Management.
6. Corporate Communication Skills.
7. Marketing Management Skills.
8. Behavioral Aspect of Human at Work
9. Event Budgeting & its Planning.
10. Computer Application in Event Management.
11. Practical Training.
12. Past, Future and Present Event Management.
13. Types of Event.
14. Practical of Event Planning.

Mission :- We believe that creation & dissemination of knowledge is essential for effective management. Our mission is to create managers and professionals in the Global Event Management field by offering basic learning opportunities along with the perfect blend of practical training of some events.

RayatShikshanSanstha's
C.D.Jain College of Commerce, Shrirampur

Karmeveer Vidya Prabodhini's,

Short Term Course in Event Management
Year 2019-20

Sr. No	Units	Curriculum	Duration 3 Month	
			Total No. of Lectures	
			Theory	Practical
A Core Concepts				
1	Event Introduction	2	2	-
2	Meaning of Event Management	2	2	-
3	Basic Management Skills	2	2	-
4	Scope of the Event Management	2	2	-
5	Nature of the Event Management	2	2	-
B Core Skills				
1	Corporate Communication Skills	5	5	2
2	Marketing Management Skills	5	5	2
3	Behavioral Aspect of Human Work	5	5	2
4	Event Budgeting & its planning	5	5	2
5	Computer application in Event Management	5	5	2
C Event Practical				
1	Practical Training	3	1	2
2	Past, Future and Present of Event Management	4	1	2
3	Types of Event	4	-	1
4	Practical of Event Planning	4	2	-
Total Lecture		60	40	20



C.D. Jain College of Commerce
Shrirampur, Dist. Ahmednagar



Rayat Shikshan Sanstha's



C. D. Jain College of Commerce, Shrirampur
Short Term Course 2020-21
"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.	Introduction to Computer 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.	Structure & Working of Computer 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.	Input / Output Devices Input Devices - Keyboard, Mouse, Scanner, MICR, OMR Output Devices - VDU, Printer - Dot Matrix Printer, Laser Printer	03	--	03
4.	Computer Memory 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.	Computer Languages			
	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.	Operating System			
	What is Operating system?, Functions of OS, Types of OS	02	--	02
7.	MS-Office			
	Word	02	08	10
	Excel	02	08	10
	PowerPoint	02	08	10
	Total	25	24	50

- **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



C.D. Jain College of Commerce
Shrirampur, Dist. Ahmednagar

रयत शिक्षण संस्थेचे



सी. डी. जैन कॉलेज ऑफ कॉमर्स, श्रीरामपुर.

शॉर्ट टर्म कोर्स 2020-21

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.

या शॉर्ट टर्म कोर्स च्या माध्यमातून विद्यार्थ्यांच्या मनात उद्योजकीय वृत्ती विकसित होईल. कमी भांडवलात स्वयंरोजगाराचे उद्योग / व्यवसाय सुरु करता येतील. या हेतूने या अभ्यासक्रमात प्रात्यक्षिकांवर अधिक भर देण्यात आलेला आहे

संदर्भ ग्रंथ

१. डॉ. श्री. वि. कडवेकर व प्रा. कोठावले रवींद्र - उद्योजकता डायमंड पब्लिकेशन, पुणे.
२. श्री. झेंडे जयप्रकाश, स्वप्न उद्योजकांचे, डायमंड पब्लिकेशन, पुणे.
३. श्री गिरीश जखेडीया, 'यशस्वी उद्योजकांचे ३६ ग्रंथ, मॅजेटिक प्रकाशन मुंबई.
४. पवार एस. बी. महिलांसाठी स्वयंरोजगाराच्या १०१ वाटा, शुभम बहुउद्देशीय मार्गदर्शन संस्था, गोरखनगर.
५. डॉ. जोशी सुहास भास्कर, 'कशासाठी यशस्वी होण्यासाठी' मजेटिक प्रकाशन, मुंबई.
६. डॉ. जितेंद्र अहिराव ' उद्योजकतेची मुलतत्वे' कैलाश पब्लिकेशन, औरंगपुरा, औरंगाबाद.

संदर्भ मासिके:-

१. 'उद्योजक' : महाराष्ट्र उद्योजकता विकास केंद्र.
२. 'उद्योग साधना' : महासंचालक, माहिती व जनसंपर्क महासंचालनालय, महाराष्ट्र शासन मुंबई.
३. जिल्हा उद्योग स्वयंरोजगार योजना : महाराष्ट्र शासन उद्योग संचालनालय, स्वयंरोजगार मुंबई.

Website:-

- 1) www.google.co.in
- 2) www.mudra.com
- 3) www.laghu-udyog.com
- 4) www.smallindustryindia.com
- 5) www.ssiindia.com



C.D. Jain College of Commerce
Shrirampur, Dist. Ahmednagar



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

in
PROFESSIONAL ACCOUNTING
2020-21

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">• Books of Accounts leading to the preparation of Trial Balance,• Capital and revenue expenditures,• Capital and revenue receipts,• Contingent assets and contingent liabilities,• Fundamental errors including rectifications thereof	03	02	01
		02	02	-
		03	01	02
		04	02	02
C	Bank Reconciliation Statement	03	02	01
D	Inventories			
	<ul style="list-style-type: none">• Basis of inventory valuation and record keeping	02	01	01
E	Depreciation accounting			
	<ul style="list-style-type: none">• Methods, computation and accounting treatment of depreciation,• Change in depreciation methods.	03	01	02
		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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RayatShikshanSanstha's

C. D. JAIN COLLEGE OF COMMERCE, SHRIRAMPUR

Dist – Ahmednagar

Short Term Course 2020-21

'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.	Introduction to Attributes			
	Interpersonal Attributes a. Empathy , Leadership c. Communication d. Teamwork e. Good Manners f. Ability to learn and Teach	01	02	03
	Personal Attributes 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.	Quotient			
	Intelligent Quotient (IQ) Verbal Intelligence. Mathematical Ability.	07	14	21



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

Scope and Opportunities

- This course gives students the Basic knowledge of Soft Skill Development .
- Students are transformed for employability skills.



Rayat Shikshan Sanstha's



C. D. JAIN COLLEGE OF COMMERCE, SHRIRAMPUR

Dist - Ahmednagar

Short Term Course-2020-21

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	Introduction : History of Taxation in India Objectives of taxes Tax structure in India Direct Taxes and Indirect Taxes	04
2	Important Concepts and Definitions under Income Tax Act 1961 : Income Person Assesse Assessment Year Previous Year Agricultural Income PAN TAN Exempted Income	06
3	Income From Salary: 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	Income from House Property 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	Income from Other Sources Chargeability Deductions (Theory only)	04
6	Practical <ol style="list-style-type: none"> a. Preparation of Form No. 16 b. Filing of Income Tax Returns, E-Filing c. Download Procedure of 26A Status d. Download of Demand Notice e. Preparation of Dummy Pan Card 	20
		60



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 Ahuja, Bharat Law House Pvt. Ltd. New Delhi.
7. Students Guides to Income Tax, Problems & Solution, Taxman publication, New Delhi
8. Handbook on Taxation, CA G. Sekar, Woltars Kluwer(India) Pvt.Ltd., Haryana




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Rayat Shikshan Sanstha's,
C. D. Jain College of Commerce, Shrirampur.
Karmveer Vidya Prabodhini's,
SHORT TERM COURSE in
MARKETING SKILLS AND MARKETING SURVEY

2020-21

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
A.	Core Concepts			
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.	Soft Skills			
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
C.	Core Skills			
1.	Public Relations and Client Service	5	1	4
2.	Computer and Creative Designing Skills	5	1	4
3.	Retail Communication	5	1	4
D.	Marketing Survey			
1.	Marketing Survey	1	1	-
2.	Media Planning	3	2	1
3.	Media Research	3	2	1
4.	Media Selection	3	2	1
E.	Sales Promotion and Brand Equity			
1.	Basic Concepts of Sales Promotion	3	1	2
2.	E-Advertising and Online Marketing	5	1	4
	Total Lectures	60	30	30

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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Rayat Shikshan Sanstha's



C. D. JAIN COLLEGE OF COMMERCE, SHRIRAMPUR

Dist – Ahmednagar

Short Term Course 2020-21

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
A) Basics of English Language :			
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) Pronunciation:			
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
C) Grammar :			
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		
D) Developing Vocabulary.			
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		
E) 1) Difference between British and American English 2) Current words 3) words often confused	2	1	1
F) Conversation :			
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		
G) Role Playing			
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
H) Interview Techniques			
Mock Interviews Job interviews	4	5	3
Group Discussion Speeches	4		
I) Writing skills – Creative writing , Essay writing, Letter writing ,Paragraph writing	4	2	1
J) Drilling / Practice and practical in Class-room , classroom discussion.	4	2	1
K) Projects- Vocabulary Building Informal Letter writing formal letter writing parts of speech	2	1	1
Total Lectures = 50 Theory 30 Lect. Practical 20 Lect.			

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



C.D. Jain College of Commerce
Shrirampur, Dist. Ahmednagar

**Rayat Shikshan Sanstha's
C.D.Jain College of Commerce Shrirampur**

**Syllabus for short term course
2020-21**

Agro business

Chapter 1st- Agro business– Dairying

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

Chapter 2nd- India and dairy business –

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

Chapter 3rd – Maharashtra and dairy business –

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

Chapter 4th- 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 5th – Visit –

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



C.D. Jain College of Commerce
Shrirampur, Dist. Ahmednagar



Short Term Course 2020-21

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	<p>Unit 2 Secondary Capital Market 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.</p>	<ol style="list-style-type: none"> 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	<p>Regulatory framework for commodity and currency markets</p> <ol style="list-style-type: none"> a. Power and Function of regulatory body b. Regulation related with trading & hedging c. Regulation related with PMS and trading in international markets 	<ol style="list-style-type: none"> 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	Summarize and spell out functions of regulatory bodies.
1.4	<p>Wealth Management</p> <p>Introduction to Financial Planning-Goal Based and Comprehensive, Life Cycle & Wealth Cycle, Factors affecting on Investment Decision,</p>	<ol style="list-style-type: none"> 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 management plans.



	Investment Evaluation Framework, Risk Profiling and Portfolio Management, Investment and Taxation Issues, SIP and Estate Planning					
2.1	Unit1 Introduction to Currency Market 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	Unit-2 Pricing the Currency & Commodity Futures 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	Fundamental Analysis-Commodity Markets (Bullion, Metals, Energy and Agri) 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	Understanding Currency options, pricing and trading dynamics 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	Introduction to Fundamental Analysis 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	Recall and summarise fundamental analysis and its constituents.	2	3	Project for PPT's/ videos	Explain what Fundamental Analysis is.
3.2	Fundamental Analysis- Currency Markets a. USDINR b. EURINR c. GBPINR d. JPYINR	Apply fundamental analysis to currency markets.	4	2	Project for PPT's/ videos	Demonstrate application of fundamental analysis to various currencies markets
3.3	Technical Analysis with specific reference to commodity and currency trading a. Day trading b. Positional trading	Apply technical analysis to commodity and currency markets.	2	2	Project for PPT's/ videos	Define what is technical analysis and its application to commodity and currency markets.
3.4	Live trading and Case Study a. Live trading during market	Relate to functions of trading terminals.	2	3	Project for PPT's/ videos. Trading portal	Show DEMO of trading platforms.





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



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

- **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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Rayat Shikshan Sanstha's
C. D. Jain College of Commerce, Shirampur
Dist - Ahmednagar
Short Term Course in French Language
2020-21

Introduction :

In this course you will get basic knowledge of French Language. The course duration will be 2 month & within 2 month you will learn how to speak, how to read and how to write the French language. This course will be very useful for new student who want to learn French language. The student can learn French as early as possible. In this course we are not using direct to direct method. We use French, English and local languages to teach French language so the students can understand the French language as quickly as possible.

English speakers often say that French is easy enough to read there are extraordinary number of cognate (Similar) words in the two languages, but that it is difficult to pronounce. French does have several sounds that do not exist in English, but once you have some experience with the sounds and the letter combination you will see that they are limited and consistent, which believe it or not, will make French easy for you to understand and to spell.

You will learn French the way you learned English. Starting with simple words and progressing to make complex phrases. Just listen and repeat after the native instructor on the recording to help you immerse yourself in the language. You will hear it, say it, and observe it through use and repetition. Practice our French as much as possible. Even if you can manage a trip abroad, watching French movies, reading French magazines and talking with your French speaking friends are enjoyable ways to help you to increase your French knowledge.

Course Objectives

- 1) To know the basics knowledge of French Language.
- 2) To understand the French Language.
- 3) To understand how to use French Language.

Syllabus

Sr No.	Topic	Theory	Practical	Total
1	<ul style="list-style-type: none">• Introduction, Project• Alphabets• Numbers 1-99,999• Articles – Definite• Articles - Indefinite• Days of week• Months of year	08	02	10

2	<ul style="list-style-type: none"> • Personal pronouns • Types of To be • Types of To have • Prepositions • ER verbs • RE verbs • IR verbs 	08	02	10
3	<ul style="list-style-type: none"> • Greetings • Colours • Directions • Time • Season 	08	04	12
4	<ul style="list-style-type: none"> • Present Tense • Past Tense • Future Tense • Introduce yourself • Introduce others 	08	06	14
5	<ul style="list-style-type: none"> • In kmarket • In restaurant • Negation • Conversation 	08	06	14
		40	20	60

Scope and opportunities

- Student can be able to understand French Language.
- They can be able to read, write and speak French Language.
- They can apply in their company.
- They can make their career in Tourist guide, Translator, News editor, News reporter, teaching field etc.

Referential Books

- Easy French Step-by-Step :- Myrna Bell Rochester
- French Visual Phrase Book :- DK Publishing – Angela Wilkes



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Short Term Course in 'Microsoft Office 365' 2020-21

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

	Business. • Syncing OneNote to Mobile.			
5.	Skype for Business Overview 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.	Outlook 2016 • 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
	Total	35	25	60

- **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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RayatShikshanSanstha's

C. D. JAIN COLLEGE OF COMMERCE, SHRIRAMPUR

Dist – Ahmednagar

Short Term Course 2020-21

'Internet Banking'

Duration of Course- 60 Hr

• **Course Objectives:**

- To know the Basics Banking
- To Know the Basics of internet Banking
- To Know tools of internet banking
-
-

Syllabus

S.N.	Unit Name	Theory	Practical	Total
	Introduction of Banking			
	Meaning of Bank	2	3	5
	Functions of banking	2		2
	Types of bank accounts	3		3
	Procedure for opening of accounts	3	2	5
	Meaning of K.Y.C	2	3	5
	Internet Banking			
	Need and Importance of internet banking	2	3	5
	Tools of Internet banking		5	5
	A.T.M, Debit Card, Credit Card. NEFT, RTGS	2	13	15
	U.P.I. Mobil Banking. Apps and wallets such as Google pay	2	13	15
	Total			60

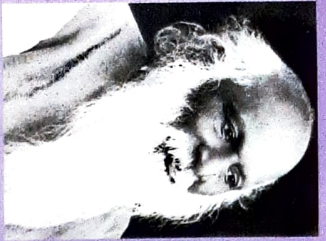
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Scope and Opportunities :

- This course gives students the Basic knowledge Baking
- Student can be individually able to make Payments through internet banking



C.D. Jain College of Commerce
Shrirampur, Dist. Ahmednagar



Rayat Shikshan Sanstha Satara
Karmaveer Vidya Prabodhini

CERTIFICATE

This is to certify that Shri / Smt Bangar Humdev Kisan

(Class 6-Y. B.com) of

C. D. Twin College of Commerce, Shirampur

..... has successfully completed

a short term course in Soft Skills

Academic year 2020-2021 (From Jan. To March) and

secured A Grade.

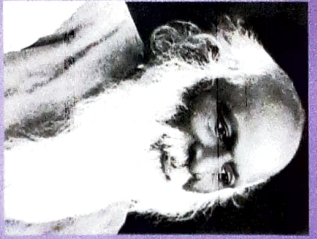



PRINCIPAL





Executive Director
Karmaveer Vidya Prabodhini



Rayat Shikshan Sanstha Satara
Karmaveer Vidya Prabodhini

CERTIFICATE

This is to certify that Shri / Smt *Adhar Pratik Ravindra*

..... (Class *5.Y. B.Com*) of

C.D. Jain College of Commerce, Shirampur

..... has successfully completed

a short term course in *internet Banking*

Academic year 2020 - 2021 (From *June* To *March*) and

secured *A* Grade.



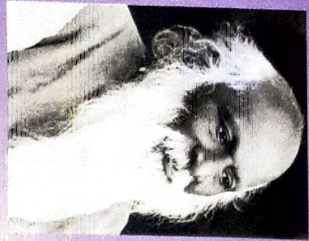
Principal

PRINCIPAL



Executive Director

Executive Director
Karmaveer Vidya Prabodhini



Rayat Shikshan Sanstha Satara
Karmaveer Vidya Prabodhini

CERTIFICATE

This is to certify that Shri / Smt. Bhagat Aaditya Mukund.

(Class B.Y.B.com) of

C. D. Jain College of Commerce, Shirurampur

Internet Banking has successfully completed

a short term course in

Academic year 2020 2021 (From June To March) and

secured A Grade.



PRINCIPAL



[Handwritten Signature]

Executive Director

Karmaveer Vidyaprabodhini



Rayat Shikshan Sanstha Satara
Karmaveer Vidya Prabodhini

CERTIFICATE

is to certify that Shri / Smt. *Haik Rajashree Mahendra*

..... (Class *F.Y. B.com.*) of

C.D. Jain College of Commerce.

..... has successfully completed

a short term course in *Tally*

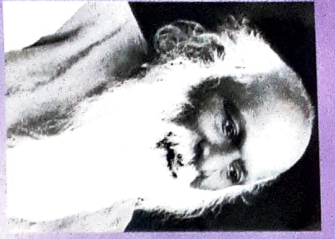
Academic year *2020* *2021* (From *Jain* To *March*) and

secured *A* Grade.

PRINCIPAL



Executive Director
Karmaveer Vidya Prabodhini



Rayat Shikshan Sanstha Satara
Karmaveer Vidya Prabhodhini

CERTIFICATE

This is to certify that Shri / Smt. *Anand Bakshi Indrajit*

(Class *F.Y. B.com*) of

C. D Jain College of Commerce.

..... has successfully completed

a short term course in *Tally*

Academic year 2020 2021 (From *June* To *March*) and

secured *A* Grade.

[Handwritten Signature]

PRINCIPAL



[Handwritten Signature]

Executive Director

Karmaveer Vidya Prabhodhini