

(ESTD. 1962)

"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.)

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.

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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 coordinator who have actively participated in the syllabus Designing process of the respective short term courses of the college during the year
2022-23

Sr No	Class	Name of the course	Name of Teacher
1	F.Y.B.Com	Certificate course in computerised Accounting	Mr.Nagpure V.B
2		Certificate course in communication skills and personality development	Dr.Gujar P S
3		Certificate course in Entrepreneurship development	Mr.Shaikh A A
4		Certificate course in Beauties wellness and fashion designing	Ms.Shaikh T.J
5		Certificate course in Agro business management	Dr Tupe B G
6		Certificate course in E-Commerce	Ms.Jadhav P B
7		Certificate course in Financial literacy	Mr Mukhedkar M.N
8	S.Y.B.Com	Internet Banking	Mr.Lande R D.
9		Computer Awareness	Mr.Nabage A D
10		Journalism	Dr.Kekane M.A
11		Beauty Parlour	Ms Gaikwad A
12		Entrepreneurship Development	Dr Kalmkar R.P
13		Microm	Ms.Jagtap M.B
14		Professional Accounting	Mr.Kulkarni S.V
15		Soft Skill	Ms.Chug.S.K
16	T.Y.B.Com	Agro Business Management	Dr.Sayyad S B
17		Leadership Development	Mr.Yadav P S
18		Marketing	Mr.Chaoudhari K.T
19		Spoken English	Dr Bawake B.B
20		Stock Market	Mr.More V.M
21		Taloring	Ms.Raut S
22		Taxation	Mr.Datir K.R
23		F.Y.B B A (C A)	Certificate course in Computer fundamental and office automation
24	S.Y.B B A(C A)	Microsoft Office 365	Mr.Joshi P D
25	T.Y.B B A(C A)	Aptitude Test	Ms.Bhawsar B



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



सावित्रीबाई फुले पुणे विद्यापीठ
गणेशखिंड, पुणे - ४११ ००७.
Savitribai Phule Pune University
Ganeshkhind, Pune - 411007.



दूरध्वनी क्रमांक : ०२०-२५६२११५६/५७/६०
Telephone : 020-25621156/57/60
ईमेल / Email : boards@unipune.ac.in

शैक्षणिक विभाग (मान्यता कक्ष)
Academic Section (Approval Cell)
वेबसाइट / Website: www.unipune.ac.in

Ref. No. : CB/1381

Date : 30/12/2023

To,
The Principal/Director
Rayat Shikshan Sanstha Chandraroop Dakle
Jain College of Commerce Addr: Ward No 1
Tal: Shrirampur Dist: Ahmednagar Pincode:
413709

Subject : Regarding Approval for Value Added Courses

Sir/Madam,

With reference to your Value added Course/Courses application , University Authority approved following Value Added Course/Courses for academic year 2022-2023 .

Sr.No.	Faculty	Course Name
1	Commerce and Management	Computerize Accounting
2	Commerce and Management	Financial Literacy
3	Commerce and Management	Communication Skills and Personality Development
4	Commerce and Management	Agro Business Management
5	Commerce and Management	Computer Fundamental and office automation

S. D. Dawkhar
Deputy Registrar

Prof. Dattar for

30/12/24

C. D. Jain College of Commerce, Shrirampur
Inward No. 199
Date :- 30/01/2024

रयत शिक्षण संस्थेचे,
सी.डी.जैन कॉलेज ऑफ कॉमर्स, श्रीरामपूर
सूचना

दि. ०७/०६/२०२२

महाविद्यालयातील सिनिअर व बीबीए (सीए) मधील प्राध्यापकांना सूचित करण्यात येते की, सन २०२२-२३ करीता शॉर्टटर्म कोर्सेस सुरु करावयाचे असून त्याकरीता सदर अभ्यासक्रमास सावित्रीबाई फुले पुणे विद्यापीठाची मान्यता घ्यावयाची आहे. त्याकरीता पुढील नियुक्त प्राध्यापकांनी आपणास दिलेल्या कोर्सचा अभ्यासक्रम बोर्ड ऑफ स्टडीसह तयार करुन दि. २०/०६/२०२२ पर्यंत शॉर्टटर्म विभागाकडे सादर करावयाचा आहे.

अभ्यासक्रम तयार करताना तो खालील प्रमाणे करण्यात यावा.

१. एफ.वाय.बी.कॉम./ बीबीए. (सीए) भाग-१ - सर्टिफिकेट कोर्स
२. एस.वाय.बी.कॉम./ बीबीए. (सीए) भाग-२ - डिप्लोमा कोर्स
३. टी.वाय.बी.कॉम./ बीबीए. (सीए) भाग-३ - अॅडव्हान्स डिप्लोमा कोर्स



[Signature]
I/C/Principal
C.D.Jain College of Commerce
Shrirampur, Dist. Ahmednagar

सिनिअर कॉलेज विभाग

अ.नं.	नाव	सही	अ.नं.	नाव	सही
१	प्रा. डॉ. बावके बी.बी.		१४	प्रा. शेख ए.ए.	
२	प्रा. डॉ. सय्यद एस.बी.		१५	प्रा. पटेल ए.आय.	
३	प्रा. डॉ. कळमकर आर.पी.		१६	प्रा. चुग एस.के.	
४	प्रा. पवार व्ही.एस.		१७	प्रा. मुखेडकर एम.एन.	
५	प्रा. मोरे व्ही. एम.		१८	प्रा. कु. जेजूरकर एम.एस.	
६	प्रा. डॉ. केकाणे एम.ए.		१९	प्रा. चंद्रात्रे वाय.व्ही.	
७	प्रा. नागपूरे व्ही.बी.		२०	प्रा. भावसार बी.एस.	
८	प्रा. कुलकर्णी एस.व्ही.		२१	प्रा. जोशी पी.डी.	
९	प्रा. डॉ. गुजर पी.एस.		२२	प्रा. नाबगे ए.डी.	
१०	प्रा. डॉ. तुपे बी.जी.		२३	प्रा. लांडे आर.डी.	
११	प्रा. डॉ. घोडके बी.जी.		२४	प्रा. आगरकर के.व्ही.	<i>[Signature]</i>
१२	प्रा. दातीर के.आर.	<i>[Signature]</i>	२५	प्रा. कु. जाधव पी.बी.	<i>[Signature]</i>
१३	प्रा. यादव पी.एस.				

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Rayat Shikshan Sanstha's,

C. D. Jain College of Commerce, Shrirampur

Dist - Ahmednagar

**Short Term Courses in
AGRO BUSINESS MANAGEMENT
Self-Financed Course**

Certificate Short Term Course in Agro Business Management

Diploma Short Term Course in Agro Business Management

Advanced Diploma Short Term Course in Agro Business
Management

Submitted To

Board of Studies in Business Administration

Savitribai Phule Pune University, Pune

Pune 7.

Year 2022-23

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

Short Term Courses in
AGRO BUSINESS MANAGEMENT

Introduction:

Since independence growth of Higher Education is developing day by day. India has over 350 Universities and 17625 Colleges offering general and specialized education, with an enrollment of 7.5 million students and 3.5 lakh teachers. Our Higher Education system which is one of the largest in the world still has not been able to provide employment to the vast majority of our youth. It is an effort to provide career oriented Education with the help of such short term courses merged with the Graduation Course for the students. The Short Term Courses, if properly implemented, would go a long way in improving the employment opportunities and self-business opportunities for the students.

Short Term Courses in Agro Business Management:

Agriculture plays an important role in Indian Economy. It contributes not only in domestic product but also has a major part in exports. 60% of the population is engaged in agricultural and allied sectors in India. Agricultural sector has an important role to play in the economic development of India and Indian Agricultural Economy.

India has made a lot of progress since independence in the field of agriculture in terms of yields, techniques of production and area under cultivation etc. It has gone through the Green Revolution, White Revolution and now passing through Yellow Revolution. Though the overall growth of Indian Economy largely depends upon the performance of agriculture over the years, much investments has not been made for development of this sector. Our agricultural performance still depends upon the weather conditions every year and yields are below the levels compared to other countries.

This needs to be rectified by providing the needful education to the young population in the country. Agriculture can contribute a great deal in earning foreign currencies through the export of agricultural and allied products. Large incomes of the rural people can be created by developing agricultural and agro based industries.

In this context Rayat Shikshan Sanstha's, C. D. Jain College of Commerce, Shrirampur offers the Short Term Courses in Agro Business Management with three years programme structure.

Programme Structure:

Year	Short Term Course Title	Intake Capacity	Classroom Teaching	Field / Project Work / Job Training
First	Certificate Course in Agro Business Management	80	1 Credit = 15Hours	1 Credit = 15 Hours
Second	Diploma Course in Agro Business Management	80	1 Credit = 15Hours	1 Credit = 15Hours
Third	Advanced Course in Agro Business Management	80	1 Credit = 15Hours	1 Credit = 15Hours

Certificate Course in Agro Business Management

Eligibility – Passed Students in XII Commerce, Science, Arts

Selection: Through Interview

Diploma Course in Agro Business Management

Eligibility- Passed Students in Certificate Short Term Course in Agro Business Management

Advanced Diploma Course in Agro Business Management

Eligibility –Passed Students in Diploma Short Term Course in Agro Business Management

Agro Business Management Short Term Course

	Short Term Course	Marks
	Certificate Course in Agro Business Management	
A	Introduction to Agro Business	50
	Field / Project Work	50
	Total (Credits 2)	100
	Diploma Course in Agro Business Management	
B	Agro Business Management	30
	Field / Project Work	70
	Total (Credits 2)	100
	Advanced Diploma in Agro Business Management	
C	Organic Farming & Vegetables Management	30
	Field / project Work	70
	Total (Credits 2)	100

Duration of the Course:

The Certificate, Diploma and Advanced Diploma short term course will be commenced from 15th July every year. The total duration of each course is three months. Annual examination will be held after completing the course schedule every year.

Medium of Instruction:

Medium of instruction shall be in English only.

Scheme of Examination:

A) Certificate Course in Agro Business Management:

Certificate Short Term Course has one theory paper. There will be written examination of 50 marks for theory paper. For the Field Work, student has to prepare the project as per the guidelines. Field work consist 50 marks, 25 marks for oral examination and 25 marks for the Project Writing.

B) Diploma Course in Agro Business Management:

Diploma Short Term Course has one theory paper. There will be written examination of 30 marks for theory paper. For the Field Work, student has to prepare the project as per the guidelines. Field work consist 70 marks, 30 marks for oral examination and 40 marks for the Project Writing.

C) Advance Diploma Course in Agro Business Management:

Advanced Diploma Short Term Course has one theory paper. There will be written examination of 30 marks for theory paper. For the Field Work, student has to prepare the project as per the guidelines. Field work consist 70 marks, 30 marks for oral examination and 40 marks for the Project Writing.

Standard of Passing: (Common for above Three Courses)

In order to pass the examination, student has to obtain 40 marks out of 100 in each course including Field Work.

The Results will be awarded to the students on the basis of marks obtained in each course separately as follows:

1. Aggregate 70% and above, First Class With Distinction.
2. Aggregate 60% and above, First Class.
3. Aggregate 55% and more but less than 60%, Higher Second Class.
4. Aggregate 50% and more but less than 55%, Second Class.
5. Aggregate 40% and more but less than 50%, Pass Class.
6. Below 40%, Fail.

Objectives of the Certificate Course in Agro Business Management:

1. To foster global competencies among the students.
2. To inculcate innovative ideas related with Agro Business Management.
3. To promote excellence in Job Prospectus in Agro Allied Business Opportunities.

Short Term Courses in Agro Business Management

Outline of Curriculum

(Please note – Given below is the outline curriculum of A to C Subjects of Short Term Courses in Agro Business Management. The Curriculum may be modified, changed, revised or enlarged as required by the developments in the related areas of study. The enrolled students would be notified about the curriculum in the beginning of the course.)

Certificate Course in Agro Business Management

A: Introduction to Agro-Business Processing

- i. Agro Business: Meaning, Definition, History, Nature and Scope of Agro Business Processing.
- ii. Agro Business Crops Plan and Management.
- iii. Agricultural Production and Processing Management.
- iv. Agro Business: Factors of Production Management.
- v. Agro Business: Crop Cost Management.

Reference Books:

1. Dhondyal, S.P. Farm Management: An Economic Analysis. Friends Publications, 90, Krishnapur, Meerut – 250 002.
2. Johl, S.S and T.R Kapur. Fundamentals of Farm Business Management. Kalyani Publishers, 11 Rajendar Nagar, Ludhiana – 114 008.
3. Kahlon, A.S and Karan Singh. Economics and Farm Management in India: Theory and Practice. Allied Publishers Pvt. Ltd, 15 JN Heredia Marg, Ballard Estate, Mumbai – 400 038.
4. Singh I.J. Elements of Farm Management Economics. Affiliated East West Press, Pvt Ltd, New Delhi.
5. Singh, Katar. Rural Development – Principle, Policy and Management. SagePublication, New Delhi.

Field Work / Project:

- i. Preparation of alternate farm plans and farm records.
- ii. Agri Business Production Factor Analysis.
- iii. Crops Cost Analysis.
- iv. Farmers' Income and Expenditure Analysis.
- v. Visit to a Village and Krishi Vidnyan Mandal to study the ongoing development programmes.

Diploma Course in Agro Business Management

B: Agro Business Processing:

- i. Agro-based Industries: Importance and need, classification of industries, role of agro processing industries in the Indian economy.
- ii. Types of agro based industries-sugar mills, cotton ginning mills, dal mills, rice mills, poha mills, fruit processing industries, NOGA (Nagpur Orange Growers Association) institutional arrangement, steps in setup of agro-based industries. Constraints in establishing agro-based industries.
- iii. Agro-based industries- Grape wine making industries, soybean-processing industries, mango pulp processing industries.
- iv. Govt. policies relating to agro- processing industries. Problems of agro- Management units. Guidelines for financing of agro- processing industry in India.
- v. Reforms in Agricultural Produce Market Committee Act.

Reference Books:

1. Srivastava, U.K. Agro-Processing Strategy for Acceleration and Exports. Oxford University Press YMCA, Library Building, Jai Singh Road, New Delhi - 110001.
2. Diwase, Smita. Agri-Business Management. Everest Publishing House, Everest Lane, 536, Shaniwar Peth, Appa Balwant Chowk, Pune – 411030.
3. Ray, G.L. Extension Communication and Management. Naya Prakash, Kolkatta.
4. Sandhu, A. S. Text Book on Agricultural Communication Process and Methods. Oxford and IBH Publishing Pvt. Ltd., New Delhi.
5. Supe, S.V. An Introduction to Extension Education. Oxford and IBH Publishing Pvt. Ltd., New Delhi. (Revised Edition)

Field Work / Project:

1. Visit to a Village and Krishi Vidnyan Mandal to study the ongoing development programmes.
2. Agri Business Crop Supply Chain.
3. Agro Business Products Processing.
4. Strategic Agro Food Marketing.

Advanced Diploma Course in Agro Business MANAGEMENT

C: Organic Farming & Vegetables:

- i. Types of Farming in India: Small and Large Scale Farming.
- ii. Definition and Concepts of Farming System, System of Family Farming, Cooperative and Institutional Farming.
- iii. Contract Farming: Definition, Variations in Contracts.
- iv. Organic Agricultural Farming, Global Market for Organic Products.
- v. Organic Farming in India, Cropping Pattern and Inputs in Organic Agriculture, Crop wise Organic Farming in India.
- vi. Agro Vegetables Business Risk Management.
- vii. Problems in Vegetable Farming.

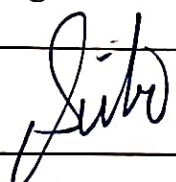


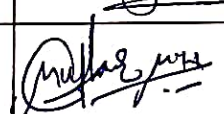


Reference Books:

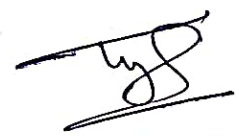

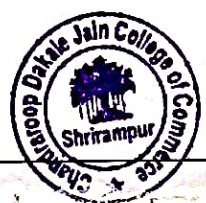

1. Kanwar, J. S. Soil Fertility-Theory and Practice. Published by ICAR, New Delhi.
2. Tisdale, S.L., W.L. Nelson, J.D. Beaton and J.L. Havlin. Soil Fertility and Fertilizers. Published by Prentice - Hall of India, Ltd., New Delhi.
3. Brady, N. C. and Ray R. Well. The Nature and Properties of Soils. Pearson Education (Singapore) Pvt. Ltd. Indian Branch, 482 F.I.E., New Delhi.
4. Purohit, S.S. and Dushyant Gehlot. Trends in Organic Farming in India. AGROBIOS. Agro House, Behind Nasrani Cinema, Chopasani Road, Jodhapur.
5. Acharya, C.L., P.K. Ghosh and A. Subba Rao. Indigenous Nutrient Management Practices-Wisdom alive in India – 2001. Indian Institute of Soil Science, Nabi bagh, Berasia Road, Bhopal.
6. More, S.D., K.G. Kachhave, A.S. Dhawan and V.D. Patil. Organic Farming, Issues and Strategies. Atul Book Agency; Pune.

Field Work Project:

- i. Studies on estimation of market cost, price spread, market margins. Study on standardization,
- ii. Grading, storage, warehousing. Marketing of foodgrains, fruits, vegetables, milk and eggs.
- iii. Study of regulated market and co-operative marketing. Price fluctuations and relationships between arrivals and prices of commodities.

Board of Studies:

Sr. No.	Name of the Faculty	Designation	Signature
1	I/C, Prin. Dr. Nimbalkar S. A.	Chairman	
2	Mr. Datir K. R.	Short Term Course Coordinator	
3	Dr. Tupe B. G.	Course Coordinator	
4	Mr. Mukhedkar M. N.	Course Assistant Coordinator	
5	Mr. Labade A. B.	Professional Expert	
6	Mr. Gadhe M. B., Sai Amrut Naturals, Gondhwani	MOU Organization's Faculty	

			
Agro-Business Management Course Co-Ordinator	S.T.C. Chairman		Principal, C.D.Jain College of Commerce Shrirampur



RayatShikshanSanstha's,

C. D. Jain College of Commerce, Shrirampur

Pin Code : 413709, Dist.- Ahmednagar, State: Maharashtra (M.S.)

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

Principal

Office – 02422- 222245

Residence – 02422- 222402

Office

Fax 02422- 222245

Internet + 222378

E-mail- cdjcollege@yahoo.com

Website- www.cdjcollege.com

Short Term Course

In

Beauty Parlour Course

- Certificate Course in Beauty Parlour
- Diploma Course in Beauty Parlour
- Advanced Diploma Course in Beauty Parlour

Year 2022-23

RayatShikshanSanstha's,
C. D. Jain College of Commerce, Shrirampur
Short Term Course in
Beauty Parlour

- **About Short Term Courses:**

The college Started skills oriented courses in 2013-14 such as Soft Skill, Computerize accounting, Computer Awareness for improving the students skills. In the beginning the college encouraged students to join the class without paying any fees so that student will get an experience of skill oriented education. After three years as per the demand made by the students, the college introduced some more courses to which the students gave an astounding response. In result and the feedback received from the students the college authority and as per the suggestion made by IQAC the college made this courses compulsory to all the students in every academic year, Only for UG classes

The main purpose behind the skill development courses is to develop various skills among the youth of rural area because in rural area skill development facility and courses are not available. The college understood the local issues and need of society and the applicability of this courses in the market where student can find their place and can launch their business and can apply the skill they have learnt.

Through this courses student acquire skill and knowledge which enhances their confidence to face various problems in the market .they learnt good etiquettes and manners and develop themselves.

- **Short Term Course in Beauty Parlour**

There is nothing vain or surprising about the growing vanity of Indians. Human beauty may be ephemeral, sometimes even fleeting, but the business of beauty is stable, growing and long lasting.

If students take it seriously about this, there is great business scope. and there is no limit for innovations. To make a special and unique Beauty Parlour that would really make your business a great success in a society.

Objectives of Course

- To understand concept of Beauty Parlour
- To understand Marketing opportunities in future.
- To understand of use of various techniques in Beauty Parlour.
- To Develop skills among students.

- **Programme Structure:**

Year	Course Title	Number of Students	Classroom Teaching	Field Work/Project Preparation/ Practical Training
First	Certificate Course in Beauty Parlour	80	1 Credits 10 Day.	1 Credit 20 Day.
Second	Diploma Course in Beauty Parlour	80	1 Credits 10 Day.	1 Credits 20 Day.
Third	Advanced Diploma Course in Beauty Parlour	80	1 Credits 10 Day.	1 Credits 20 Day.

- **Certificate Course in Beauty Parlour**

Eligibility – All First Year B.Com Students

Selection: At the time of admission

- **Diploma Course in Beauty Parlour**

Eligibility- Passed Students in Certificate Course in Beauty Parlour

- **Advanced Diploma Course Beauty Parlour**

Eligibility –Passed Students in Diploma Course in Beauty Parlour.

- **Duration of the Course:**

30 day

- **Medium of Instruction:** Medium of instruction shall be in English and Marathi.

- **Scheme of Examination:**

A) Certificate Course in Beauty Parlour for F.Y.B.Com

B) Diploma Course in Beauty Parlour: for S.Y.B.Com

C) Advance Diploma Course in Beauty Parlour: for T.Y.B.Com

- **Standard of Passing: (Common for above Three Courses)**

In order to pass the examination, student has to obtain 40% in each course including Field Work.

Syllabus

❖ Certificate Course in Beauty Parlour

➤ Basic Knowledge of Beauty Parlour

Syllabus

Unit 1-

Introduction of Beauty Parlour

Introduction, Personal hygiene, Public hygiene, Disinfection, Parlour set up, Good posture.

Unit 2

Skin Care

Understanding Skin type & analysis, Skin disease, Nail, allergy and immunity, glowing pack, Vitamins,

Unit 3

Hair Care

Introduction, Head Massage, Conditioner, Mehendi dye, black mehendi dye, Hair Structure, Basic Hair Cuts.

Unit 4

Beauty Department

Introduction, cosmetics, waxing, manicure-Pedicure, Bleach, Facial.

Unit 5

Make up & Style

Simple Make up, Hair style

Reference Books

Shahnaaz Husain's -Beauty Culture

Jyoti Rao's – Home Beautician Course

Dr. Renu Gupta's - Complete Beautician Course.

❖ Diploma Course in Beauty Parlour

➤ Advance Knowledge of Beauty Parlour

Syllabus

Unit 1-

Introduction of Beauty Parlour

Introduction, Personal hygiene, Public hygiene, Disinfection,
Parlour set up, Good posture

Unit 2

Skin Care

Skin, Skin disease , Nail , allergy and immunity, glowing pack,
.Vitamins

Unit 3

Hair Care

Introduction , Head Massage , Conditioner, Mehandi dye, black
mehandi dye, Hair Structure, creative Hire cuts,

Unit 4

Advance Beauty Department

Introduction, cosmetics, waxing, manicure-Pedicure, Bleach, Facial.

Unit 5

Make up & Style

Make up Teachniques and consultation, Party Make up , Hair style

Reference Books

Shahnaaz Husain's -Beauty Culture

JyotiRao's – Home Beautician Course

Dr. Renu Gupta's Complete Beautician Course.

❖ Advanced Diploma in Beauty Parlour

➤ Syllabus

Unit 1-

Skin Care

Advance Facial, Pimple treatment, skin treatment

Unit 2

Hair Care

Advance Head Massage, Hair colour, Highlight .

Unit 3

Sari Draping

Different types of sari draping.

Unit 4

Beauty Department

Hair Spa, Body Massage eyebrow shaping.

Unit 5

Make up & Style

All types of Bridal Make up, HD 3D makeup, Bridal Hair styles.

Reference Books


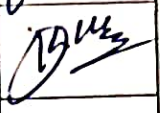

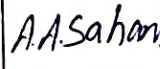
Shahnaaz Husain's -Beauty Culture

JyotiRao's – Home Beautician Course

Dr. Renu Gupta's Complete Beautician Course.


International Make up Artist -Urvashi Dave , Amisha Salunke, Jiya sosa

Board of Study Member

Sr No	Board of study member	Designation	Sign
1	Dr. S.A Nimbalkar	Member of accountancy BOS of SPPU,Pune	
2	Mr. Datir Kailas Raghunath	Short Term Course Co -ordinator	
3	Miss. Shaikh Tasneem ara Janmohammad	Course Co-ordinator	
4	Mrs. Anita Sahani	Professional Expert	


Beauty Parlour
Co-Ordinator


Short Term
Chairman


Principal,
C.D.Jain College of Commerce
Shrirampur



Rayat Shikshan Sanstha's,

C. D. Jain College of Commerce, Shrirampur

Dist - Ahmednagar

Short Term Courses in

Communication Skills & Personality Development

Self-Financed Course

Certificate Short Term Course in Communication Skills & Personality Development

Diploma Short Term Course in Communication Skills & Personality Development

Advanced Diploma Short Term Course in Communication Skills & Personality Development

Submitted To

Board of Studies in Business Administration

Savitribai Phule Pune University, Pune

Pune 7.

Year 2022-23

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

Short Term Courses in Communication Skills & Personality Development

Introduction:

Since independence growth of Higher Education is developing day by day. India has over 350 Universities and 17625 Colleges offering general and specialized education, with an enrollment of 7.5 million students and 3.5 lakh teachers. Our Higher Education system which is one of the largest in the world still has not been able to provide employment to the vast majority of our youth. It is an effort to provide career oriented Education with the help of such short term courses merged with the Graduation Course for the students. The Short Term Courses, if properly implemented, would go a long way in improving the employment opportunities and self-business opportunities for the students.

Short Term Courses in Communication Skills & Personality Development:

Today, Communication Skill Development has become extremely popular and is being emphasized in various professional courses, including MBA, engineering and civil services examinations, and in several competitive, job-oriented courses as well. In many situations, Hard Skill Development (HSD) and Soft Skill Development (SSD) are both being given equal importance. The popularity and Importance of SSD in the present job market has become so overwhelming that it is being taught as a separate course at the Master's Level in several institutions. With hard skill accomplishment remaining the same, most employers are now prone to laying greater emphasis on SSD. This is because a significantly a large proportion of success in any business depends on interpersonal relations and communications.

In other words, whereas the knowledge of a hard skill enables us to face squarely the challenges of the exoteric professional world, the development of inner power, potentials and personality makes us successful human beings.

In this context Rayat Shikshan Sanstha's, C. D. Jain College of Commerce, Shrirampur offers the Short Term Courses in Communication Skills & Personality Development with three years programme structure.

Programme Structure:

Year	Short Term Course Title	Intake Capacity	Classroom Teaching	Field / Project Work / Job Training
First	Certificate Short Term Course in Communication Skills & Personality Development	80	1 Credit = 15Hours	1 Credit = 15 Hours
Second	Diploma Short Term Course in Communication Skills & Personality Development	80	1 Credit = 15Hours	1 Credit = 15Hours
Third	Advanced Short Term Course in Communication Skills & Personality Development	80	1 Credit = 15Hours	1 Credit = 15Hours

Certificate Short Term Course in Communication Skills & Personality Development

Eligibility – Passed Students in XII Commerce, Science, Arts

Selection: Through Interview

Diploma Short Term Course in Communication Skills & Personality Development

Eligibility- Passed Students in Certificate Short Term Course in Communication Skills & Personality Development

Advanced Diploma Short Term Course in Communication Skills & Personality Development

Eligibility –Passed Students in Diploma Short Term Course in Communication Skills & Personality Development

Communication Skills & Personality Development Short Term Course

Short Term Course		Marks
Certificate Short Term Course in Communication Skills & Personality Development		
A	Communication Skills & Interpersonal Relations	50
	Field / Project Work	50
	Total (Credits 2)	100
Diploma Short Term Course in Communication Skills & Personality Development		
B	Soft Skills & Personality Development	30
	Field / Project Work	70
	Total (Credits 2)	100
Advanced Diploma Short Term in Communication Skills & Personality Development		
C	Public Speaking & Group Discussion	30
	Field / project Work	70
	Total (Credits 2)	100

Duration of the Course:

The Certificate, Diploma and Advanced Diploma short term course will be commenced from 15th July every year. The total duration of each course is three months. Annual examination will be held after completing the course schedule every year.

Medium of Instruction:

Medium of instruction shall be in English only.

Scheme of Examination:**A) Certificate Short Term Course in Communication Skills & Personality Development:**

Certificate Short Term Course has one theory paper. There will be written examination of 50 marks for theory paper. For the Field Work, student has to prepare the project as per the guidelines. Field work consist 50 marks, 25 marks for oral examination and 25 marks for the Project Writing.

B) Diploma Short Term Course in Communication Skills & Personality Development:

Diploma Short Term Course has one theory paper. There will be written examination of 30 marks for theory paper. For the Field Work, student has to prepare the project as per the guidelines. Field work consist 70 marks, 30 marks for oral examination and 40 marks for the Project Writing.

C) Advance Diploma Short Term Course in Communication Skills & Personality Development:

Advanced Diploma Short Term Course has one theory paper. There will be written examination of 30 marks for theory paper. For the Field Work, student has to prepare the project as per the guidelines. Field work consist 70 marks, 30 marks for oral examination and 40 marks for the Project Writing.

Standard of Passing: (Common for above Three Courses)

In order to pass the examination, student has to obtain 40 marks out of 100 in each course including Field Work.

The Results will be awarded to the students on the basis of marks obtained in each course separately as follows:

1. Aggregate 70% and above, First Class With Distinction.
2. Aggregate 60% and above, First Class.
3. Aggregate 55% and more but less than 60%, Higher Second Class.
4. Aggregate 50% and more but less than 55%, Second Class.
5. Aggregate 40% and more but less than 50%, Pass Class.
6. Below 40%, Fail.

Objectives of the Certificate Short Term Course in Communication Skills & Personality Development:

1. To foster global competencies among the students.
2. To inculcate Soft Skills & remove fear of public speaking & presenting oneself.
3. To promote excellence in Job Prospectus and Business Opportunities.

Short Term Courses in Communication Skills & Personality Development

Outline of Curriculum

(Please note – Given below is the outline curriculum of A to C Subjects of Short Term Courses in Communication Skills & Personality Development. The Curriculum may be modified, changed, revised or enlarged as required by the developments in the related areas of study. The enrolled students would be notified about the curriculum in the beginning of the course.)

Certificate Short Term Course in Communication Skills & Personality Development

A: Communication Skills & Interpersonal Relations

- i. Communication Skills
- ii. Interpersonal Relations
- iii. Communication Models
- iv. Tools of Communication
- v. Team Communication & Interpersonal Competency

Reference Books:

1. Ghosh, B. N. (2012), *Managing Soft Skills for Personality Development*. McGraw-Hill Publications, New Delhi.
2. Gardner, H. (1983), *Frames of Mind: The Theory of Multiple Intelligence*, Basic Books, New York.
3. Thurstone, L. L. (1924), *The Nature of Intelligence*, Kegan Paul, Trench and Trubner, London.
4. Beasley, K. (1987), *The Emotional Quotient*, Mensa Magazine, United Kingdom Edition.

Field Work / Project:

- i. Communication Skills
- ii. Basic Self Introduction
- iii. Innovative Tools of Communication

Diploma Short Term Course in Communication Skills & Personality Development

B: Soft Skills & Personality Development:

- i. Soft Skills
- ii. Personality Traits & Tips
- iii. Self Presentation
- iv. SWOT Analysis
- v. Self Analysis

Reference Books:

- i. Soft skills & Life skills: The dynamics of success - Nishitesh and Dr. Bhaskara Reddy
- ii. Soft Skills - Dr. Alex
- iii. Managing Soft skills - K. R Lakshminarayan and T. Murugavel
- iv. Soft skills and Professional Communication - Francis Peter S.J
- v. The Ace of Soft skills - Gopalswamy Ramesh and Mahadevan Ramesh
- vi. Personality Development and Soft skills - Barun K. Mitra

Field Work / Project:

- i. SWOT Analysis
- ii. Self Analysis
- iii. Presentation Skills

Advanced Diploma Short Term Course in Communication Skills & Personality Development

C: Public Speaking & Group Discussion:

- i. Communication Skills
- ii. Communication Styles
- iii. Time Management
- iv. Goal Setting



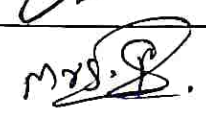

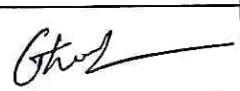

Reference Books:

- i. Personality Development and Soft skills - Barun K. Mitra.
- ii. Soft Skills - Dr. Alex
- iii. Managing Soft skills - K. R Lakshminarayan and T. Murugavel
- iv. Soft skills and Professional Communication - Francis Peter S.J

Field Work Project:

- i. Mock Interview
- ii. Presentation
- iii. Group Discussion

Board of Studies:

Sr. No.	Name of the Faculty	Designation	Signature
1	I/C, Prin. Dr. Nimbalkar S. A.	Chairman	
2	Mr. Datir K. R.	Short Term Course Coordinator	
3	Dr. Mrs Gujar P. S.	Course Coordinator	
4	Ms. Chug S. K.	Course Assistant Coordinator	
5	Ms Thorat Geeta	Professional Expert	
6	Mr Bhagwat R. K. Ranglahari Academy, Shrirampur.	MOU Organization's Faculty	



Communication Skills &
Personality Development
Course Co-Ordinator



S.T.C.
Chairman



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



Rayat Shikshan Sanstha's,

C. D. Jain College of Commerce, Shrirampur

Pin Code: 413709, Dist. - Ahmednagar, State: Maharashtra (M.S.)

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

Principal

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Residence – 02422- 222402

Office

Fax 02422- 222245

Internet + 222378

E-mail- cdjcollege@yahoo.com

Website- www.cdjcollege.com

Short Term Course

In

Computer Fundamental & Office Automation

Self-Financed Course

- Certificate Course in Computer Fundamental & Office Automation
- Diploma Course in Computer Fundamental & Office Automation
- Advanced Diploma Course in Computer Fundamental & Office Automation

Submitted To

Board of Studies in Computer

Savitribai Phule Pune University, Pune

Pune 7.

Year 2022-23

Rayat Shikshan Sanstha's,
C. D. Jain College of Commerce, Shrirampur
Short Term Course in
Computer Fundamental & Office Automation

• **About Short Term Courses:**

The college Started skills oriented courses in 2013-14 such as Soft Skill, Computerize accounting, Computer Awareness for improving the students skills. In the beginning the college encouraged students to join the class without paying any fees so that student will get an experience of skill oriented education. After three years as per the demand made by the students, the college introduced some more courses to which the students gave an astounding response. In result and the feedback received from the students the college authority and as per the suggestion made by IQAC the college made this courses compulsory to all the students in every academic year, Only for UG classes

The main purpose behind the skill development courses is to develop various skills among the youth of rural area because in rural area skill development facility and courses are not available. The college understood the local issues and need of society and the applicability of this courses in the market where student can find their place and can launch their business and can apply the skill they have learnt.

Through this courses student acquire skill and knowledge which enhances their confidence to face various problems in the market .they learnt good etiquettes and manners and develop themselves.



- **Short Term Course in Computer Fundamental & Office Automation**

"CF & OA" is a course that's designed specifically for those who are completely new to computers or who feel they need to have more instruction before they can feel confident buying a new computer for their personal use. Filled with screenshots and real life examples, as well as resources, this source is designed to help anyone feel more comfortable with basic technology.

Office Automation (OA) refers to the collective hardware, software and processes that enable automation of the information processing and communication tasks in an organization. It involves using computers and software to digitize, store, process and communicate most routine tasks and processes in a standard office. Computer Basics / Office Automation course is specially designed for those students, who are new to computers having few knowledge of computers. The objective of this course is to expert the students in daily office work requirements. After completion this course, the one is capable to Write Letters, Generate Tables, Print Documents, Make Charts, Presentation slides, E-mail documents, to get information from Internet and all office related daily work.

This course helps you to have the right information when you're ready to start exploring the Internet or just creating a word processing document. No matter what your level of comfort with computers, "CF & OA" is designed to help you get the basic questions answered.

After completion of this course, student is rewarded with certification, which helps them to get appropriate job in the respective field. We assist all of our students to find their dream jobs in Government and private sectors.

- **Objectives of Course**

- To understand basics of computer and working with OS.
- To develop working skills with productivity tools, and Internet.
- To make the student familiar with computer environment.
- To make the student familiar with Office tools.
- To make the student aware of Networking, Internet, E-commerce & M-Commerce.
- To gain knowledge about Computer Networks concepts.
- To acquire information about network security and cryptography.



- **Programme Structure:**

Year	Course Title	No. of Students	Classroom Teaching	Practical Training
First	Certificate Course in Computer Fundamental & Office Automation	90	1 Credits 15 Lectures	1 Credit 15 Lectures
Second	Diploma Course in Computer Fundamental & Office Automation	90	1 Credits 15 Lectures	1 Credits 15 Lectures
Third	Advanced Diploma Course in Computer Fundamental & Office Automation	90	1 Credits 15 Lectures	1 Credits 15 Lectures

- **Certificate Course in Computer Fundamental & Office Automation**

Eligibility – All First Year BBA (CA) Students

Selection: At the time of admission

- **Diploma Course in Computer Fundamental & Office Automation**

Eligibility- Passed Students in Certificate Course in Computer Fundamental & Office Automation

- **Advanced Diploma Course in Computer Fundamental & Office Automation**

Eligibility – Passed Students in Diploma Course in Computer Fundamental & Office Automation

- **Duration of the Course: 30 day**

- **Medium of Instruction:** Medium of instruction shall be in English.

- **Scheme of Examination:**

A) Certificate Course in CF & OA for F.Y.B.B.A.(CA)

B) Diploma Course in CF & OA for S.Y.B.B.A.(CA)

C) Advance Diploma Course in CF & OA for T.Y.B.B.A.(CA)

- **Standard of Passing: (Common for above Three Courses)**

In order to pass the examination, student has to obtain 40% in each course including Practical.

The Results will be awarded to the students on the basis of university marks scheme.



Syllabus

Certificate Course in Computer Fundamental & Office Automation

Unit	Details		Theory	Practical
1.	Computer Basics		08	--
	1.1	Introduction to Computer, Definition, Block Diagram of Computer		
	1.2	Characteristics and limitations of Computer		
	1.3	Concepts of Hardware, Software – Application Software, System Software & Open source		
	1.4	Types of Computer – Scientific, General, by capacity & size		
	1.5	Applications of computer in various fields		
	1.6	Input Output devices		
	1.6.1	Input Devices - Keyboard, Mouse, Scanner, MICR, OMR		
	1.6.2	Output Devices – Monitor, Printer, Plotter, Projector, Sound Card, Headphones		
	1.7	Memory		
	1.7.1	Primary Memory – RAM, ROM, PROM and EPROM, Cache		
	1.7.2	Secondary Memory – Hard disk, CD, Pen drive		
2.	OS & Networking		03	07
	2.1	Operating System		
	2.1.1	Introduction		
	2.1.2	Types of OS		
	2.1.3	Windows OS		
	2.2	Networking		
	2.2.1	Types of Network – LAN, MAN, WAN		
	2.2.2	Topologies – Bus, Star, Ring, Tree, Mesh		



		2.2.3	Introduction to Internet – History and Applications		
3.	Introduction MS-Office (Main Focus of Practical)			04	08
	3.1	Introduction to MS Word Screen and its parts			
	3.2	Create a new document			
		3.2.1	Open, save and print a document, Edit and format text and document		
		3.2.2	Page Formatting - Page Layout, background & borders		
		3.2.3	Header and Footer		
		3.2.4	Table Creation – Insert & Edit		
		3.2.5	Insert Clipart and pictures to documents		
		3.2.6	Mail merge		
			Total	15	15

Note – Each Lecture and Practical is of 60 minutes.

• **Reference Books**

1. Computer Fundamentals, Sixth Edition, PK Sinha & Priti Sinha, BPB Publication.
2. Microsoft Office, Gini Courter, Annette Marquis, BPB Publication



Diploma Course in Computer Fundamental & Office Automation

Unit	Details		Theory	Practical
1.	Intranet, Extranet and Internet		03	--
	1.1	Introduction to Intranet, Extranet and Internet		
	1.2	Uses and applications of Internet		
	1.3	Wi-Fi and Li-Fi		
	1.4	Search engine		
	1.5	Web, Web page, www, Browser		
	1.6	Website, website types		
	1.7	Uses and applications in various fields- Education, job search, cashless transaction, online banking, research, communication, entertainment, advertising		
2.	Electronic Communication		01	03
	2.1	Basics of electronic mail		
	2.2	Getting an email account; Sending and receiving emails		
	2.3	Accessing sent emails		
	2.4	Using Emails; Instant Messaging;		
	2.5	Netiquettes		
3.	Electronic Security		03	--
	3.1	Information system security & internet security		
	3.2	E-business Security - E-commerce security issues		
	3.3	Cryptography, Digital Signature & Digital Certificates		
4.	PowerPoint (Main Focus of Practical)		08	12
	4.1	Examine slide show presentation concepts and explore the Microsoft Office PowerPoint environment.		
	4.2	Create a new presentation, Modify themes, Add and edit text to slides, Add new slides to a presentation.		



4.3	Insert clipart images, pictures and shapes to slides		
4.4	Insert and modify tables and charts		
4.5	Add sound and video to a slide presentation		
4.6	Insert and edit animations and slide transitions		
Total		15	15

Note – Each Lecture and Practical is of 60 minutes.

• **Reference Book**

1. Microsoft Office, Gini Courter, Annette Marquis, BPB Publication
2. Computer Networks by Andrew Tanenbaum, Pearson Education. [4th Edition]
3. Computer Fundamentals, Sixth Edition, PK Sinha & Priti Sinha, BPB Publication.



Advanced Diploma in Computer Fundamental & Office Automation

Unit	Details		Theory	Practical
1.	E-Payment System		04	--
	1.1	Introduction		
	1.2	Digital payment requirements		
	1.3	Modes of electronic payments – Credit Card, Debit Card, Smart Card, E-Money,		
	1.4	Electronic Fund Transfer (EFT) – NEFT, RTGS, Net Banking, IMPS, Electronic Checks, Direct Deposit		
	1.5	Mobile Payments – Google Pay, PAYTM, Phone Pay		
	1.6	Working of E-Payment System		
	1.7	Advantages and Disadvantages of E-Payment System		
2.	Introduction to E-Commerce and M-Commerce		03	--
	2.1	Introduction to E-Commerce, Definition, Types of E-Commerce, Advantages and Dis-advantages of E-Commerce		
	2.2	Introduction to M-Commerce, Definition, Need & Scope, Advantages and Dis-advantages of M-Commerce		
	2.3	Difference between E-Commerce and M-Commerce		
3.	Microsoft Excel (Main Focus on Practical)		05	09
	3.1	Getting Started with Excel, Identify the Elements of the Excel Interface, Navigate and Select Cells in Worksheets		
	3.2	Create a Basic Worksheet		
	3.3	Performing Calculations in Excel Worksheet, Create Formulas in a Worksheet		
	3.4	Insert Functions in a Worksheet, Reuse Formulas		
	3.5	Edit Worksheet Data, Find and Replace Data		



	3.6	Modifying the Appearance of a Worksheet - Font Properties, Add Borders and Colors to Cells, Align Content in a Cell, Apply Number Formatting			
	3.7	Printing Excel Workbooks - Define the Page Layout, Adjusting Page Margins and Orientation, Adding Print Titles, Gridlines, and Row and Column Headings, Print a Workbook,			
	3.8	Inserting and Deleting Worksheets, Renaming, Moving, and Copying Worksheets			
	3.9	Splitting and Freezing a Window, Creating Headers and Footers			
	3.10	Hiding Rows, Columns, Worksheets, and Windows, Setting the Print Area			
	3.11	Multiple Worksheets, and Workbooks			
	3.12	More Functions			
	3.12.1	Date & Time Functions			
	3.12.2	Math & Trig Functions			
	3.12.3	Statistical Functions			
	3.12.4	Lookup Functions			
	3.12.5	Text Functions			
	3.12.6	Logical Functions			
	3.13	Sorting			
	3.13.1	Sorting by One Column, Colors			
	3.13.2	Sorting by Multiple Columns			
	3.13.3	Sorting by a Custom List			
	3.13.4	Filtering Data			
	3.14	Working with Table			
	3.15	Micros			
	3.15.1	Recording a Macro			
	3.15.2	Playing and Deleting a Macro			
4	Microsoft Access		03	06	
	4.1	Database concepts and explore the Microsoft Office Access environment			
	4.2	Design a simple database with related tables			



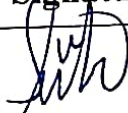
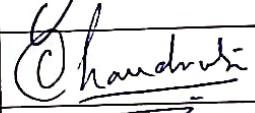
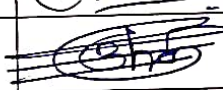
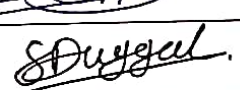
	4.3	Manage the data in a table		
	4.4	Query a database using different methods		
	4.5	Design a form		
	4.6	Generate a report		
			Total	15
				15

Note – Each Lecture and Practical is of 60 minutes.

Reference Books

Microsoft Office, Gini Courter, Annette Marquis, BPB Publication

E-Commerce: Fundamentals and Applications, Henry Chan, Raymond Lee, Wiley Publication

S.N.	Board of Study Member	Designation	Signature
1.	Dr. S. A. Nimbalkar	Member of Accountancy BOS of SPPU, Pune	
2.	Mr. Yogiraj Chandratre	Course Coordinator	
3.	Mr. Ashok Nabage	Asst.- Course Coordinator	
4.	Ms. Shweta Duggal	Professional Expert	

Board of Study Member


CF & OA
Co-Ordinator


Short Term
Chairman


Principal
C. D. Jain College of Commerce
Shrirampur





RayatShikshanSanstha's,

C. D. Jain College of Commerce, Shrirampur

Pin Code : 413709, Dist.- Ahmednagar, State: Maharashtra (M.S.)

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

Principal

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Office

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Website- www.cdjcollege.com

Short Term Course

in

Computerize Accounting

Self-Financed Course

- Certificate Course in Computerize Accounting
- Diploma Course in Computerize Accounting
- Advanced Diploma Course in Computerize Accounting

Submitted To

Board of Studies in Accountancy

Savitribai Phule Pune University, Pune

Pune 7.

Year 2022-23

Rayat ShikshanSanstha's,
C. D. Jain College of Commerce, Shrirampur
Short Term Course in
Computerize Accounting

- **About Short Term Courses:**

The college Started skills oriented courses in 2013-14 such as Soft Skill, Computerize accounting, Computer Awareness for improving the students skills. In the beginning the college encouraged students to join the class without paying any fees so that student will get an experience of skill oriented education. After three years as per the demand made by the students, the college introduced some more courses to which the students gave an astounding response. In result and the feedback received from the students the college authority and as per the suggestion made by IQAC the college made this courses compulsory to all the students in every academic year, Only for UG classes

The main purpose behind the skill development courses is to develop various skills among the youth of rural area because in rural area skill development facility and courses are not available. The college understood the local issues and need of society and the applicability of this courses in the market where student can find their place and can launch their business and can apply the skill they have learnt.

Through this courses student acquire skill and knowledge which enhances their confidence to face various problems in the market .they learnt good etiquettes and manners and develop themselves.

- **Short Term Course in Computerize Accounting**

Computerized accounting is a software-based budgeting and accounting system for the management of spending, payment processing, budgeting and reporting. It computerizes and automates key aspects of budgeting and accounting and combines them into a unified database and user interface. Computerized accounting systems allow you to set up income and expense accounts, such as rental or sales income, salaries, advertising expenses, and material costs. They also can be used to manage bank accounts, pay bills, and prepare budgets. Depending upon the program, some accounting systems also allow you to prepare tax documents, handle payroll, and manage project costing.

You can generally customize the software to meet the needs of your business. It's important to make sure that your staff are trained and understand how to use the system correctly so that your company can successfully use your accounting program.

- **Objectives of Course**

- To understand the accounting concepts
- To apply accounting procedure using specialized computer accounting software
- To communicate effectively using standard accounting terminology
- To understand of accounting reports and record through computerized process
- To elaborate GST effects in accounting of business

- **Programme Structure:**

Year	Course Title	Number of Students	Classroom Teaching	Field Work/Project Preparation/ Practical Training
First	Certificate Course in Computerize Accounting	80	1 Credits 5 Day.	1 Credits 25 Day.
Second	Diploma Course in Computerize Accounting	80	1 Credits 5 Day.	1 Credits 25 Day.
Third	Advanced Diploma Course in Computerize Accounting	80	1 Credits 5 Day.	1 Credits 25 Day.

- **Certificate Course in Computerize Accounting**

Eligibility – All First Year B.Com Students

Selection: At the time of admission

- **Diploma Course in Computerize Accounting**

Eligibility- Passed Students in Certificate Course in Computerize Accounting

- **Advanced Diploma Course in Computerize Accounting**

Eligibility –Passed Students in Diploma Course in Computerize Accounting

- **Duration of the Course:**

30 day

- **Medium of Instruction:** Medium of instruction shall be in English only.

- **Scheme of Examination:**

A) Certificate Course in Computerize Accounting for F.Y.B.Com

B) Diploma Course in Computerize Accounting: for S.Y.B.Com

C) Advance Diploma Course in Computerize Accounting: for T.Y.B.Com

- **Standard of Passing: (Common for above Three Courses)**

In order to pass the examination, student has to obtain 40% in each course including Field Work.

The Results will be awarded to the students on the basis of university marks scheme

Syllabus

❖ Certificate Course in Computerizes Accounting

BASIC OF ACCOUNTING

- Introduction
- Types of Accounts
- Accounting Principles or concepts
- Mode of Accounting
- Rules of Accounting
- Double-entry system of bookkeeping

FUNDAMENTALS OF TALLY.ERP 9

- Company Features
- Configuration
- Getting functions with Tally.ERP9
- Creation / setting up of Company in Tally.ERP9

ACCOUNTING MASTERS IN TALLY.ERP 9

- Chart of Groups
- Groups
- Multiple Groups
- Ledgers
- Multiple Ledgers

● Reference Books:

- Computer Application in Accounting software – by P.Kasivairavan – Friends publication
- Computer Applications in Business – Mohankumar K & Rajkumar S – Vijay Nicole Imprints (P) Ltd
- COMPUTERIZED ACCOUNTING -M.GIRIJA M.COM(CA),M.Phil., ASST PROFESSOR IN COMMERCE(CA)
- COMPUTERISED ACCOUNTING TALLY ERP9-K.K Tomy
- Computerized Accounting System -Ajay Sharma, Manoj Bansal

❖ **Diploma Course in computerized Accounting**

INVENTORY MASTERS IN TALLY.ERP9

- Stock Groups
- Multiple Stock Groups
- Stock Categories
- Multiple Stock Categories
- Units of Measure
- Stock Items
- Create a Company Logo

PAYROLL ACCOUNTING IN TALLY.ERP9

- Employee Creation
- Salary Define
- Employee Attendance Register
- Pay Heads Creation
- Salary Report

VOUCHERS ENTRIES IN TALLY.ERP9

- Introduction
- Types of Vouchers
- Chart of Vouchers
- Accounting Vouchers
- Inventory Vouchers
- Invoicing

ADVANCE ACCOUNTING IN TALLY.ERP9

- Bill-wise details
- Cost centers and Cost Categories
- Multiple currencies
- Interest calculations
- Budget and controls

- Scenario management
- Bank Reconciliation

ADVANCE INVENTORY IN TALLY.ERP9

- Order Processing
- Recorder Levels
- Batch-wise details
- Bill of Materials

• Reference Books:

- Computer Application in Accounting software – by P.Kasivairavan – Friends publication
- Computer Applications in Business – Mohankumar K & Rajkumar S – Vijay Nicole Imprints (P) Ltd
- COMPUTERIZED ACCOUNTING -M.GIRIJA M.COM(CA),M.Phil., ASST PROFESSOR IN COMMERCE(CA)
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❖ Advanced Diploma Course in computerized Accounting

Advanced Inventory in Tally

- Batch-Wise Details
- Different Actual and Billed Quantities
- Price Lists
- Zero-Valued Entries
- Additional cost details
- POS

TAXES IN TALLY.ERP9

- TDS
- TDS Reports
- TDS Online Payment
- TDS Returns filing
- TDS Certificate issuing
- Bank Reconciliation
- TCS
- TCS Reports
- GST
- GST Returns
- EPF
- ESIC
- Professional Tax

TECHNOLOGICAL ADVANTAGES IN TALLY.ERP9

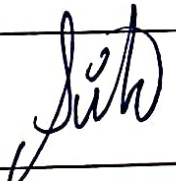

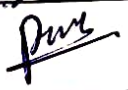

- Tally vault
- Security controls
- Tally Audit
- Backup and restore
- Split company data
- Import and export of data

- Printing Reports and Cheques

GENERATING REPORTS IN TALLY.ERP9

- Financial Statements
 - Trading Account
 - Profit & Loss Account
 - Accounts Books and Reports
 - Inventory Books and Reports
 - Exception Reports
 - Payroll Reports
 - Trail balance
 - Day Book
 - List of Accounts
 - Stock Summary
 - Outstanding Statement
 - Balance sheet
 - Statuary Report
- **Reference Books:**
 - Computer Application in Accounting software – by P.Kasivairavan – Friends publication
 - Computer Applications in Business – Mohankumar K & Rajkumar S – Vijay Nicole Imprints (P) Ltd
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Board of Study Member

Sr No	Board od study member	Designation	Sign
1	Dr S.A Nimbalkar	Member of Accountancy BOS of SPPU,Pune	
2	Mr Datir K.R	Course Coordinator	
3	Mr Yadav P S	Asst- Course Coordinator	
4	Mr Zaware S.S	Professional Expert	


Computerise Accounting
Co-Ordinator


Short Term
Chairman




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



Rayat Shikshan Sanstha's,

C. D. Jain College of Commerce, Shrirampur

Pin Code : 413709, Dist.- Ahmednagar, State: Maharashtra (M.S.)

NAAC Re-accredited 'A' Grade

ISO 9001-2008 Certified

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Short Term Course

In

E-Commerce

Self-Financed Course

- Certificate Course in E-Commerce
- Diploma Course in E-Commerce
- Advanced Diploma Course in E-Commerce

Submitted To

Board of Studies in Marketing Management

Savitribai Phule Pune University, Pune

Pune 7.

Year 2022-23

Rayat Shikshan Sanstha's,
C. D. Jain College of Commerce, Shrirampur
Short Term Course in
E-Commerce

- **About Short Term Courses:**

The college started skills oriented courses in 2013-14 such as Soft Skill, Computerize accounting, Computer Awareness for improving the students skills. In the beginning the college encouraged students to join the class without paying any fees so that student will get an experience of skill oriented education. After three years as per the demand made by the students, the college introduced some more courses to which the students gave an astounding response. In result and the feedback received from the students the college authority and as per the suggestion made by IQAC the college made this courses compulsory to all the students in every academic year, Only for UG classes

The main purpose behind the skill development courses is to develop various skills among the youth of rural area because in rural area skill development facility and courses are not available. The college understood the local issues and need of society and the applicability of this courses in the market where student can find their place and can launch their business and can apply the skill they have learnt.

Through this courses student acquire skill and knowledge which enhances their confidence to face various problems in the market .they learnt good etiquettes and manners and develop themselves.

- **Short Term Course in E-Commerce**

E-Commerce, also known as electronic commerce or internet commerce, is an activity of buying and selling goods or services over the internet or open networks. So, any kind of transaction (whether money, funds, or data) is considered as E-commerce. So, E-commerce can be defined in many ways, some define E-Commerce as buying and selling goods and services over the Internet, others define E-Commerce as retail sales to consumers for which the transaction takes place on open networks. The buying and selling of products, services, and digital products through the Internet all fall under the umbrella of e-commerce. "All forms of transactions relating to commercial activities, including both organizations and individuals, which are based on the processing and transmission of digitized data including text, sound, and visual images." According to this view, E-commerce does not necessarily require the use of the Internet. E-commerce includes all forms of transactions that process and transmit digitized data which includes text, sound and visual images.

Objectives of Course

- To understand concept of E-Commerce.
- To understand Marketing opportunities in future.
- To understand of use of various technology in E-Commerce.
- To promote the e-commerce transactions by making it Safe and Secure.
- To online marketing skills among students.

- **Programme Structure:**

Year	Course Title	Number of Students	Classroom Teaching	Field Work/Project Preparation/ Practical Training
First	Certificate Course in E-Commerce	80	1 Credits 10Day.	1 Credit 20 Day.
Second	Diploma Course in E-Commerce	80	1 Credits 10 Day.	1 Credits 20 Day.
Third	Advanced Diploma Course in E-Commerce	80	1 Credits 10 Day.	1 Credits 20 Day.

- **Certificate Course in E-Commerce**

Eligibility – All First Year B.Com Students

Selection: At the time of admission

- **Diploma Course in E-Commerce**

Eligibility- Passed Students in Certificate Course in E-Commerce

- **Advanced Diploma Course in E-Commerce**

Eligibility –Passed Students in Diploma Course in E-Commerce

- **Duration of the Course:**

30 day

- **Medium of Instruction:** Medium of instruction shall be in English and Marathi.

- **Scheme of Examination:**

A) **Certificate Course in E-Commerce for F.Y.B.Com**

B) **Diploma Course in E-Commerce : for S.Y.B.Com**

C) **Advance Diploma Course in E-Commerce : for T.Y.B.Com**

- **Standard of Passing: (Common for above Three Courses)**

In order to pass the examination, student has to obtain 40% in each course including Field Work.

The Results will be awarded to the students on the basis of university marks scheme

Syllabus

❖ Certificate Course in E-commerce

Basic of E-commerce

E-commerce Syllabus

➤ Unit 1-

Introduction to E-commerce:

Introduction, E-commerce or Electronic Commerce
An Overview, Electronic Commerce – Cutting edge
Electronic Commerce Framework

➤ Unit 2

Evolution of E-commerce:

History of Electronic Commerce
Advantages and Disadvantage of E-commerce
Roadmap of e-commerce in India

➤ Unit 3

Network Infrastructure:

Introduction, Network Infrastructure
An Overview, The Internet Hierarchy, Basic Blocks of E-commerce
Networks layers & TCP/IP protocols, The Advantages of Internet
World Wide Web

➤ Unit 4

E-commerce Infrastructure:

Introduction, E-commerce Infrastructure-An Overview
, Hardware, Server Operating System, Software, Network Website

Reference Books

- 1.) Joseph, P.T. (2005). E-COMMERCE AN INDIAN PERSPECTIVE (2e), New Delhi Prentice-Hall of India
- 2) Kaspersky, (2008). THE CYBERCRIME ECOSYSTEM WHITEPAPER, Kaspersky Lab
- 3) O'Brien, J. (2004). MANAGEMENT INFORMATION SYSTEMS MANAGING INFORMATION TECHNOLOGY IN THE BUSINESS ENTERPRISE, New Delhi Tata McGraw-Hill.
- 4) Rapport, J. F. & Jaworski, B. J. (2002). INTRODUCTION TO E-COMMERCE, New York Mc Graw-Hill Irwin.

❖ Diploma Course in E-Commerce

➤ Unit 1

Managing the E-Enterprise:

Introduction, E-Enterprise, Managing the E-Enterprise

E-business Enterprise.

Comparison between Conventional Design and E-organization.

Organization of Business in an E-Enterprise

➤ Unit 2

E-Commerce Process Models:

Introduction, Business Models.

E-business Models Based on the Relationship of Transaction Parties.

E-commerce Sales Life Cycle (ESLC) Model

➤ Unit 3

Risks of Insecure Systems:

Introduction, An Overview of Risks Associated with Internet Transactions.

Internet Associated Risks.

Risks associated with Business Transaction Data Transferred between Trading Partners.

➤ **Unit 4**

Management of Risk:

Introduction, Introduction to Risk Management

Disaster Recovery Plans,

Risk Management Paradigm

➤ **Unit 5**

Electronic Payment Systems:

Electronic Payment Systems.

Electronic Cash, Smart Cards and Electronic Payment Systems.

Credit Card Based Electronic Payment Systems.

Risks and Electronic Payment Systems

Reference Books

2.) Joseph, P.T. (2005). E-COMMERCE AN INDIAN PERSPECTIVE (2e), New Delhi
Prentice-Hall of India

2) Kaspersky, (2008). THE CYBERCRIME ECOSYSTEM WHITEPAPER, Kaspersky
Lab

3) O'Brien, J. (2004). MANAGEMENT INFORMATION SYSTEMS MANAGING
INFORMATION TECHNOLOGY IN THE BUSINESS ENTERPRISE, New Delhi
Tata McGraw-Hill.

4) Rapport, J. F. & Jaworski, B. J. (2002). INTRODUCTION TO E-COMMERCE, New
York McGraw-Hill Irwin.

❖ **Advanced Diploma in E-commerce**

➤ **Unit 1**

Electronic Data Interchange (EDI):

The Meaning of EDI.

History of EDI.

EDI Working Concept.

Implementation difficulties of EDI.

Financial EDI.

EDI and Internet.

➤ **Unit 2**

Consumer Oriented Business:

Consumer Market.

One-to-One Marketing.

Consumer Demographics.

Maintaining Loyalty, Gaining Acceptance, Online Catalogue.

The Pilot Catalogue.

A Unique Search Engine.

➤ **Unit 3**

Management Challenges and Opportunities:

New Business Model.

Required Changes in Business Processes.

Channel Conflicts.

Legal and Regulatory Environment for e-commerce, Security and Privacy, Managerial Opportunities.

➤ Unit 4

Future Directions:

Software Agents, Technology behind Software Agents.

Types of Software Agents.

Characteristics and Properties of Software Agents.

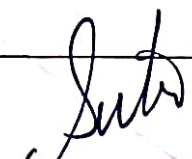
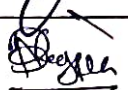
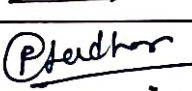
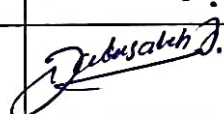
Framework for Software Agent-based e-commerce, m-commerce, m-commerce Architecture.

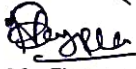
Areas of Potential Growth and Future for m-commerce

Reference Books

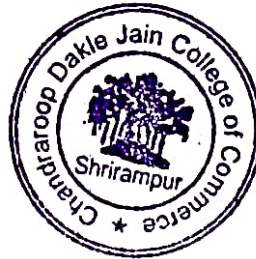
- 3.) Joseph, P.T. (2005). E-COMMERCE AN INDIAN PERSPECTIVE (2e), New Delhi Prentice-Hall of India
- 2) Kaspersky, (2008). THE CYBERCRIME ECOSYSTEM WHITEPAPER, Kaspersky Lab
- 3) O'Brien, J. (2004). MANAGEMENT INFORMATION SYSTEMS MANAGING INFORMATION TECHNOLOGY IN THE BUSINESS ENTERPRISE, New Delhi Tata McGraw-Hill.
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Board of Study Member

Sr. No	Board of study member	Designation	Sign
1	Dr. S.A Nimbalkar	Member of Accountancy BOS of SPPU, Pune.	
2	Mr. V.B.Nagpure	Course Coordinator	
3	Ms. P.B.Jadhav	Asst - Course Coordinator	
4	Mr.D.B.Dodake	Professional Expert	


E-Commerce
Co-Ordinator


Short Term
Chairman




Principal,
C.D.Jain College of Commerce
Shrirampur

3)



RayatShikshanSanstha's,

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E-mail- cdjcollege@yahoo.com

Website- www.cdjcollege.com

Short Term Course

in

Entrepreneurship Development

Self-Financed Course

- Certificate Course in Entrepreneurship Development
- Diploma Course in Entrepreneurship Development
- Advanced Diploma Course in Entrepreneurship Development

Submitted To

Board of Studies in Business Practices

Savitribai Phule Pune University, Pune

Pune 7.

Year 2022-23

Rayat Shikshan Sanstha's,

C. D. Jain College of Commerce, Shrirampur

Short Term Course in Entrepreneurship Development

- **About Short Term Courses:**

The college started skills oriented courses in 2013-14 such as Soft Skill, Computerize accounting, Computer Awareness for improving the students skills. In the beginning the college encouraged students to join the class without paying any fees so that student will get an experience of skill oriented education. After three years as per the demand made by the students, the college introduced some more courses to which the students gave an astounding response. In result and the feedback received from the students the college authority and as per the suggestion made by IQAC the college made this courses compulsory to all the students in every academic year, Only for UG classes

The main purpose behind the skill development courses is to develop various skills among the youth of rural area because in rural area skill development facility and courses are not available. The college understood the local issues and need of society and the applicability of these courses in the market where student can find their place and can launch their business and can apply the skill they have learnt.

Through this courses student acquire skill and knowledge which enhances their confidence to face various problems in the market .they learnt good etiquettes and manners and develop them.

- **Short Term Course in Entrepreneurship Development**

Entrepreneurs create jobs, increase innovation, raise competition and are responsive to changing economic opportunities and trends. Youth entrepreneurship is also attractive to policy makers because of the high rates of latent entrepreneurship amongst young people. Entrepreneurship education aids students from all socioeconomic backgrounds to think outside the box and nurture unconventional talents and skills. It creates opportunities, ensures social justice, in stills confidence and stimulates the economy. Entrepreneurship is the capacity to not only start companies, but also to think creatively and ambitiously. Hence it is very important to be included in curriculum.

Objectives of Course

- 1) To understand the concept of Business Environment and its aspects
- 2) To make students aware about the Business Environment issues and problems of Growth
- 3) To examine personality competencies most common to majority of successful entrepreneurs and to show how these competencies can be developed or acquired
- 4) To understand the difference between Entrepreneurial and non-Entrepreneurial behaviour
- 5) To provide knowledge of the significance of Entrepreneurship in economy

- 6) To familiarize the students with the contribution of selected institutes working to promote Entrepreneurship
- 7) To generate entrepreneurial inspiration through the study of successful Entrepreneurs

Programme Structure:

Year	Course Title	Number of Students	Classroom Teaching	Field Work/ Project Preparation/ Practical Training
First	Certificate Course in Entrepreneurship Development	80	1 Credits 5 Day.	1 Credits 25 Day.
Second	Diploma Course in Entrepreneurship Development	80	1 Credits 5 Day.	1 Credits 25 Day.
Third	Advanced Diploma Course in Entrepreneurship Development	80	1 Credits 5 Day.	1 Credits 25 Day.

- **Certificate Course in Entrepreneurship Development**

Eligibility – All First Year F.Y B.Com Students

Selection: At the time of admission

- **Diploma Course in Entrepreneurship Development**

Eligibility- Passed Students in Certificate Course in Entrepreneurship Development

- **Advanced Diploma Course in Entrepreneurship Development**

Eligibility –Passed Students in Diploma Course in Entrepreneurship Development

- **Duration of the Course:**

30 day

- **Medium of Instruction:** Medium of instruction shall be in Marathi/English

- **Scheme of Examination:**

- Certificate Course in Entrepreneurship Development for F.Y.B.Com
- Diploma Course in Entrepreneurship Development: for S.Y.B.Com
- Advance Diploma Entrepreneurship Development: for T.Y.B.Com

- **Standard of Passing: (Common for above Three Courses)**

In order to pass the examination, student has to obtain 40% in each course including Field Work.

The Results will be awarded to the students on the basis of university marks scheme

Syllabus

Certificate Course in Entrepreneurship Development

Course Overview:

The goals of this programme are to inspire students and help them imbibe an entrepreneurial mind-set. The students will learn what entrepreneurship is and how it has impacted the world and their country. They will be introduced to key traits and an entrepreneur, and be given an opportunity to assess their own strengths and identify gaps that need to be addressed to become a successful entrepreneur. The programme comprises several short courses, each focusing on a specific entrepreneurial knowledge or skill requirement such as creative thinking, communication, risk taking, and resilience and helping them become career ready, whether it is entrepreneurship or any other career.

Course Contents:

Topic No.	Content
Unit – 1 Introduction	<ul style="list-style-type: none">1.1 Meaning and Importance1.2 Evolution of term 'Entrepreneurship'1.3 Factors influencing entrepreneurship<ul style="list-style-type: none">1.3.1 Psychological factors1.3.2 Social factors1.3.3 Economic factor1.3.4 Environmental factors1.4 Characteristics of an entrepreneur1.5 Entrepreneur and Entrepreneur1.6 Types of entrepreneur<ul style="list-style-type: none">1.6.1 According to Type of Business1.6.2 According to Use of Technology1.6.3 According to Motivation1.6.4 According to Growth1.6.5 According to Stages1.6.6 New generations of entrepreneurship viz. social entrepreneurship, Health entrepreneurship, Tourism entrepreneurship, Women Entrepreneurship etc.1.7 Barriers to entrepreneurship
Unit – 2 Entrepreneurial Motivation	<ul style="list-style-type: none">2.1 Motivation2.2 Maslow's theory2.3. Herjburg's theory

	<p>2.4 McGregor's Theory</p> <p>2.5 McClelland's Need – Achievement Theory</p> <p>2.6 Culture & Society</p> <p>2.7 Values / Ethics</p> <p>2.8 Risk taking behavior</p> <p>2.9 Dynamics of Motivation</p> <p>2.10 Importance of Motivation.</p> <p>2.11 Types of Motivation</p>
Unit – 3 Creativity	<p>3.1 Creativity and entrepreneurship</p> <p>3.2 Steps in Creativity</p> <p>3.3 Innovation and inventions</p> <p>3.3.1. Using left brain skills to harvest right brain ideas</p> <p>3.3.2 Legal Protection of innovation</p> <p>3.4 Skills of an entrepreneur</p> <p>3.5 Decision making and Problem Solving (steps indecision making</p>
Unit –4 Communication	<p>4.1 Importance of communication,</p> <p>4.2 barriers and gateways to communication,</p> <p>4.3 listening to people,</p> <p>4.4 the power of talk,</p> <p>4.5 personal selling,</p> <p>4.6 risk taking & resilience, negotiation</p>

Learning Outcomes

At the end of the course, the students will:

- Develop awareness about entrepreneurship and successful entrepreneurs.
- Develop an entrepreneurial mind-set by learning key skills such as design, personal selling, and communication.
- Understand of an entrepreneur and assess their strengths and weaknesses from an entrepreneurial perspective.

Learning Methods

Videos and quizzes through the on-line Learning Management System (LMS); Classroom learning through an experienced Facilitator/Faculty on campus (Videos, In-class Activities, Outbound Activities); Assignments and Projects; and Practical Experiences including challenges, internships and apprenticeships.

Diploma Course in Entrepreneurship Development

Course Overview

The goal of this programme is to provide a space and platform for discovery, both self-discovery and opportunity discovery. Students will discover their strengths in terms of an entrepreneurial founding team and learn basics such as opportunity discovery, prototyping, competition analysis, and early customer insights and participate in on-line and campus activities and events such as idea competitions, business plan challenges, etc

Topic No.	Content
Unit – 1 Self-Discovery	1.1 Natural born entrepreneur, 1.2 the reluctant entrepreneur, 1.3 the hidden traits, 1.4 discovers your own strength
Unit – 2 Idea Evaluation	2.1 Design thinking for finding solutions, 2.2 Prototyping, 2.3 idea evaluation, 2.4 entrepreneurial 2.5 Outlook, value proposition design, 2.6 customer insight, 2.7 ideas development , 2.8 Capstone project presentation.
Unit – 3 Preparation of Business model/Plan	3.1 Meaning and significance of a business plan, 3.2 3components of a business plan, and feasibility study, 3.3 Digital Presence for Ventures, 3.4 Clarifying the value proposition, 3.5 Guidelines for writing BP,
Unit –4 Business Model	4.1 The importance and diversity of business model, 4.2 how business model emerge, 4.3 potential fatal flaws of business models, 4.4 components of an effective business model, 4.5 core strategy, strategic resources, 4.6 partnership network, 4.7 Customer interface.

Learning Outcomes

At the end of this course, the students will be able to:

- Acquire the skills and knowledge related to the various phases in venture creation process such as creating a business model and building a prototype.
- Practice entrepreneurship by forming and running a Campus Venture as part of a team.

Learning Method

Videos and quizzes through the on-line Learning Management System (LMS); Classroom learning through an experienced Facilitator/Faculty on campus (Videos, In-class Activities, Outbound Activities); Assignments and Projects; and Practical Experiences including challenges, internships and appre

Advanced Diploma Course in Entrepreneurship Development

Course Overview

The students who have a sustainable venture will get ready for the expansion phase. They will focus on expansion and go on the path of creating a high-performance company. They will learn advanced concepts such as franchising, renewal, and profit maximization. Audience This course will be offered to all the students who have gone through Advanced Programme in Entrepreneurship. It is suitable for students, keen to continue to grow their ventures. Ideally, they will have a reasonable understanding of growth challenges and how to tackle them and would seek to expand further through inputs from this course.

Topic No.	Content
Unit – 1 Expansion model	1.1 Geographical/Franchising/Licensing 1.2 routes to new market expansion
Unit – 2 Maximizing Profits	2.1 Testing price elasticity, 2.2 Cost reduction through scaling up, 2.3 Expanding offerings, 2.4 other revenue streams (partnerships)
Unit – 3 Planning and streamlining financial/ Legal processes:	3.1 Managing cash for growth, Balance between profitability and growth costs, 3.2 Role of business services – accountant, lawyer, 3.3 Understanding legal requirements, and compliance issues, 3.4 Exit options :Evaluating opportunities for acquisition; 3.5 Growth financing, Scalability & efficiency improvements, 3.6 IPR.
Unit –4 Project Report	4.1 Introduction 4.2 Idea Selection 4.3 Selection of the Product / Service 4.4 Aspects of a Project 4.5 Phases of a Project 4.6 Project Report 6.7 Contents of a Project Report 4.7 Preform of a Suggested Project Report for a manufacturing Organization 4.8 Suggested Readings

Learning Outcomes



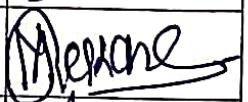
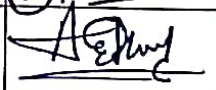
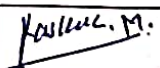
At the end of the course, the students will be able to:

- Effectively tackle growth challenges of their venture.
- Nurture and apply a growth mind-set.
- Continue refining their business model.

References


- 1 Ramachandran , Entrepreneurship Development, Mc Graw Hill
- 2 Katz , Entrepreneurship Small Business, Mc Graw Hill
- 3 Byrd Megginson,,Small Business Management An Entrepreneur's Guidebook 7th ed, McGrawHill
- 4 Fayolle A (2007) Entrepreneurship and new value creation. Cambridge, Cambridge University Press
- 5 Hougaard S. (2005) The business idea. Berlin, Springer
- 6 Lowe R & S Mariott (2006) Enterprise: Entrepreneurship & Innovation. Burlington, ButterworthHeinemann
- 7 Léo-Paul Dana ,World Encyclopedia of Entrepreneurship, , Edward Elgar

Member: Board of Studies

Sr No	Board od study member	Designation	Sign
1	Dr. S.A Nimbalkar	Member of accountancy BOS of SPPU,Pune	
2	Mr Datir Kailas Raghunath	Short Term Course Co-ordinator	
3	Dr Kekane Maruri Arjun	Course Co-ordinator	
4	Mr.Shaikh Arshad Anwar	Assi- Course Co-ordinator	
5	Mr.Manoj Raskar	Professional Expert	


Entrepreneurship
Development
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Rayat Shikshan Sanstha's,

C. D. Jain College of Commerce, Shrirampur

Pin Code : 413709, Dist.- Ahmednagar, State: Maharashtra (M.S.)

NAAC Re-accredited 'A' Grade

ISO 9001-2008 Certified

Principal

Office – 02422- 222245

Residence – 02422- 222402

Office

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Short Term Course

in

Financial Literacy

Self-Financed Course

- Certificate Course in Financial Literacy
- Diploma Course in Financial Literacy
- Advanced Diploma Course in Financial Literacy

Submitted To

Board of Studies in Business Accounting

Savitribai Phule Pune University, Pune

Pune 7.

Year 2022-23

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

**Short Term Course in
Financial Literacy**

• **About Short Term Courses:**

The college Started skills oriented courses in 2013-14 such as Soft Skill, Computerize accounting, Computer Awareness for improving the students skills. In the beginning the college encouraged students to join the class without paying any fees so that student will get an experience of skill oriented education. After three years as per the demand made by the students, the college introduced some more courses to which the students gave an astounding response. In result and the feedback received from the students the college authority and as per the suggestion made by IQAC the college made this courses compulsory to all the students in every academic year, Only for UG classes

The main purpose behind the skill development courses is to develop various skills among the youth of rural area because in rural area skill development facility and courses are not available. The college understood the local issues and need of society and the applicability of this course in the market where student can find their place and can launch their business and can apply the skill they have learnt.

Through this courses student acquire skill and knowledge which enhances their confidence to face various problems in the market .they learnt good etiquettes and manners and develop them.

• **Short Term Course in Financial Literacy**

OBJECTIVE:

- To create awareness in student about the need for possessing financial literacy education.

OUTCOMES:

- The students will be able to understand the importance of financial literacy and prepare financial plans and budgets.
- The student will be able to describe the importance of insurance services as social security measures.

- **Programme Structure:**

Year	Course Title	Number of Students	Classroom Teaching	Field Work/ Project Preparation/ Practical Training
First	Certificate Course in Financial Literacy	80	1 Credits 5 Day.	1 Credits 25 Day.
Second	Diploma Course in Financial Literacy	80	1 Credits 5 Day.	1 Credits 25 Day.
Third	Advanced Diploma Course in Financial Literacy	80	1 Credits 5 Day.	1 Credits 25 Day.

- **Certificate Course in Financial Literacy**

Eligibility – All First Year B.Com Students

Selection: At the time of admission

- **Diploma Course in Financial Literacy**

Eligibility- Passed Students in Certificate Course in Financial Literacy

- **Advanced Diploma Course in Financial Literacy**

Eligibility –Passed Students in Diploma Course in Financial Literacy

- **Duration of the Course:**

30 day

- **Medium of Instruction:** Medium of instruction shall be in English only.

- **Scheme of Examination:**

A) **Certificate Course in Financial Literacy:**

B) **Diploma Course in Financial Literacy:**

C) **Advance Diploma Course in Financial Literacy:**

- **Standard of Passing: (Common for above Three Courses)**

In order to pass the examination, student has to obtain 40 marks out of 100 in each course including Field Work.

The Results will be awarded to the students on the basis of university marks scheme

Syllabus

❖ Certificate Course in Financial Literacy

Unit 1: Team Work:

- 1.1 Defining Team Work
- 1.2 Team Skills
- 1.3 Teams and Groups
- 1.4 Benefits of Team Work

Unit 2: Introduction to Financial Literacy

- 2.1 Understanding basic financial concepts
- 2.2 Barter System
- 2.3 Needs and Wants
- 2.4 Evolution of Trade

Unit 3: Banking

- 3.1 Evolution of Money
- 3.2 Banks and their Importance
- 3.3 Origins of Banking
- 3.4 Types of Banks
- 3.5 Opening a Bank Account
- 3.6 Types of Bank Accounts
- 3.7 Cheque: an instrument of exchange

Unit 4: Security and Modes of Digital Payments

- 4.1 Reserve Bank of India: Role and Importance
- 4.2 About National Payments Corporation of India (NPCI)
- 4.3 Introduction to Digital Banking, Digital Banking – Do's & Don'ts
- 4.4 Understanding Digital Payments
 - 4.4.1 Benefits of Digital Payments
 - 4.4.2 Modes of Digital Payments – Card Based, Guidelines for the use of banking cards
- 4.5 Various channels for acceptance of card based digital payments
 - 4.5.1 Point of Sale (PoS)
 - 4.5.2 mPoS - Mobile Point of Sale
 - 4.5.3 Soft PoS
 - 4.5.4 E-commerce payment
 - 4.5.5 Automated Teller Machines (ATMs)
- 4.6 Modes of Digital Payments - Biometric Based
 - 4.6.1 Unique Identification Authority of India (UIDAI)
 - 4.6.2 Aadhaar Enabled Payment System (AePS)
 - 4.6.3 Micro ATMs - a perfect solution for Rural and Hinterlands
- 4.7 Modes of Digital Payments - Mobile Based Banking and Others
 - 4.7.1 Internet Banking National Electronic Fund Transfer (NEFT) Real-Time Gross Settlement (RTGS) Immediate Payment Service (IMPS)
 - 4.7.2 - Mobile Banking - Bank in Your Pocket Unified Payments Interface (UPI) QR Codes, an Easy Way to Pay
 - 4.7.3 Mobile Wallets, the Smart Way to Make Payments
 - 4.7.4 Unstructured Supplementary Service Data (USSD)
- 4.8 Others - National Automated Clearing House – NACH (Earlier Known as Electronic Clearing Service)

● Reference Books:

- Zokaityte, A (2017), Financial Literacy Education. London: Palgrave Macmillan
- Avadhani, V A (2019), Investment Management, Mumbai: Himalaya Publishing House Pvt Ltd
- Financial Literacy Student Workbook Class-VI Central Board of Secondary Education

❖ Diploma Course in Financial Literacy

Unit 1: Introduction: Financial Literacy-

Meaning and Importance - Components of Financial Literacy- Financial Institutions: Meaning, Banking and Non-Banking Financial Institutions, Post offices.

Unit 2: Banking:

Meaning and Types of Banks, Various services offered by banks, types of bank deposit accounts, Formalities to open various types of bank accounts, KYC norms.

Unit 3: Financial Services from Post Office:

Post office Savings Schemes: Savings account Recurring deposit - Term Deposit - Monthly Income Scheme - Kissan Vikas Pathra — NSC — PPF Senior Citizen Savings Scheme – Sukanya Samriddhi Yojana /Account - Indian Post Payments Bank - Money Transfer - Money Order - E- Money Order - Instant Money Order - Collaboration with the Western Union Financial Services - MO Videsh - International Money Transfer Service - Indian Postal Order.

Unit 4: Insurance Services:

Life Insurance — Life Insurance Policies - Term Insurance and Endowment Policies - Pension Policies - Health Insurance Plans — ULIP

Unit 5: Skill Development:

1. Visit a nationalized bank near your area and collect information regarding services offered by the bank.
2. Visit a post office in your area and collect information about various deposit schemes available.
3. Collect an account opening form from a nationalized bank and fill up the form with necessary enclosures. Collect an account opening form from a post office and fill the form.

Books for Reference:

1. Avadhani, V A (2019), Investment Management , Mumbai: Himalaya Publishing House Pvt Ltd
2. Chandra, P (2012), Investment Game: How to Win . New Delhi: Tata McGraw Hill Education.
3. Kothari , R (2010), financial Services in India: Concept and application. New Delhi: Sage Publication India Pvt td
4. Milling B. E, (2003), The Basics of Finance: Financial Tools for Non Financial Managers, Indiana : Universe Company.
5. Zokaityte , A (2017), Financial Literacy Education. London: Palgrave Macmillan

❖ Advanced Diploma Course in Financial Literacy

Unit 1: Introduction: Financial Literacy:

Investment: Meaning, Difference between Investment Vs Gambling- Risk and Return - Principles of investment - Investment Avenues —Financial Planning and Budgets ,Family Budget, Business Budget and National Budget. Budget deficit and Surplus.

Unit 2: Banking:

Various types of Loans: Short-term, Medium term and Long term loans. Cashless banking, e-banking, Check counterfeit currency, CIBIL, ATM, Debit and Credit cards, banking Complaints and Ombudsman.

Unit 3: Insurance Services:

Property Insurance General Insurance - Types, Postal Life Insurance Schemes- Housing Loans - Institutions providing Housing Loans, Pradhanmantri Awas Yojana: Rural and Urban.

Unit 4: Mutual funds and Portfolio management:

Meaning, functions-Types-Open and closed ended funds-income funds balanced fund, growth fund-index fund, Portfolio management: meaning and services

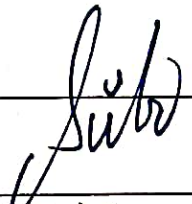
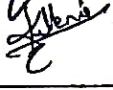

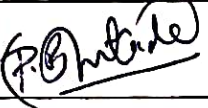
Unit 5: Skill Development:

1. Prepare an annual family budget considering the income of your family. Also prepare a personal budget for six months.
2. Visit a LIC branch in your area and collect information regarding any five insurance policies (with its features).
3. Visit any Insurance Company branch in your area and collect information regarding any five insurance policies (with its features).

• Reference Books:

6. Avadhani, V A (2019), Investment Management , Mumbai: Himalaya Publishing House Pvt Ltd
7. Chandra, P (2012), Investment Game: How to Win . New Delhi: Tata McGraw Hill Education.
8. Kothari , R (2010), financial Services in India: Concept and application. New Delhi: Sage Publication India Pvt td
9. Milling B. E, (2003), The Basics of Finance: Financial Tools for Non Financial Managers, Indiana : Universe Company.
10. Zokaityte , A (2017), Financial Literacy Education. London: Palgrave Macmillan


Board of Study Member

Sr No	Board of study member	Designation	Sign
1	Dr. Suhas Nimbalkar	BOS Accounting Board	
2	Mr. Kulkarni S. V.	Course Coordinator	
3	Jejurkar M S	BOS Member	
4	CA Pavan Autade	BOS Member	


Financial Literacy
Coordinator


Short Term
Chairman




Principal,
C.D. Jain College of
Commerce
Shrirampur



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Dist - Ahmednagar

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

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.


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Dist – Ahmednagar

Short Term Course 2021-22

'Soft Skill Development'

Duration of Coerce- 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 interpersonal, 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


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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			
	• Books of Accounts leading to the preparation of Trial Balance,	03	02	01
	• Capital and revenue expenditures,	02	02	-
	• Capital and revenue receipts,	03	01	02
	• Contingent assets and contingent liabilities,	04	02	02
	• Fundamental errors including rectifications thereof			
C	Bank Reconciliation Statement	03	02	01
D	Inventories			
	• Basis of inventory valuation and record keeping	02	01	01
E	Depreciation accounting			
	• Methods, computation and accounting treatment of depreciation,	03	01	02
	• Change in depreciation methods.	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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Rayat Shikshan Sanstha's



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.	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


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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. तेव्हा 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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Rayat Shikshan Sanstha's



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	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


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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

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
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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Short Term Course 2021-22

T.Y.B.Com

SPOKEN ENGLISH

Duration: 60 hr.

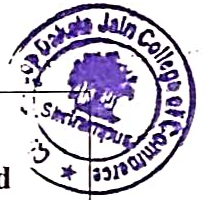
Objectives: 1) To boost students confidence in communication. 2) To make students familiar with English pronunciations. 3) To inculcate and instill among students the skills of writing, reading, and speaking.

Curriculum:

Unites	No of Period	Total No of Period	
		Theory	Practical
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

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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	Contents	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	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.	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	Regulatory framework for commodity and currency markets 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	Summarize and spell out functions of regulatory bodies.
1.4	Wealth Management 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 management plans.



	Investment Evaluation Framework, Risk Profiling and Portfolio Management, Investment and Taxation Issues, SIP and Estate Planning					
2.1	Unit 1 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.
	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.


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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.	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. <ul style="list-style-type: none">• Syncing OneNote to Mobile.			
5.	Skype for Business Overview			
	Overview of Skype for Business <ul style="list-style-type: none">• 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			
	<ul style="list-style-type: none">• 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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Rayat Shikshan Sanstha's



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


Unit No.	Name of Unit	No. of Lectures
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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10	Report And Photo's



Rayat Shikshan Sanstha

**Rayat Shikshan Sanstha's
C D Jain College of Commerce, Shrirampur.
S Y B.Com Short Term Course 2022-23**

Microme

Date :25/3/2023

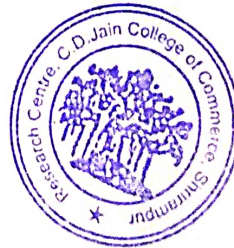
Notice

All the students of Senior College are hereby informed that the lectures for the short-term Course Microme Shall start on April 3, 2023. We conduct a thirty-hour teaching and training programme, so students who enrolled in the short-term course Microme must be present in Hall no B 5 for the lectures every Monday and Tuesday at 11: 00 am.

**Co-ordinator
Microme course**

**Short term Course
Co-ordinator**

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



Rayat Shikshan Sanstha's
C D Jain Collage Of Commerce Shrirampur

Short Term Courses

Time Table Year 2022-23

Sr No	Time	S.Y.B.Com			F.Y.B.Com			T.Y.B.Com				
		Monday	Tuesday	Hall No	Wednesday	Thursday	Hall No	Friday	Hall No	Saturday	Hall No	
1	11.30 to 12.30	Internet Banking	Internet Banking	IBS Lab	Certificate course in computerised Accounting	IBS Lab	Certificate course in computerised Accounting	IBS Lab	Agro Business Management	C-10	Agro Business Management	C-10
2		Computer Awareness	Computer Awareness	Computer Lab	Certificate course in communication skills and personality development	A-23	Certificate course in communication skills and personality development	A-23	Leadership Development	C-12	Leadership Development	C-12
3		Journalism	Journalism	A-23	Certificate course in Entrepreneurship development	A-24	Certificate course in Entrepreneurship development	A-24	Marketing	C-13	Marketing	C-13
4		Beauty Parlor	Beauty Parlor	Beauty Parlor Dept	Certificate course in Beauties wellness and fashion designing	Beauty Parlor Dept	Certificate course in Beauties wellness and fashion designing	Beauty Parlor Dept	Spoken Englis	Lab	Spoken Englis	Lab
5		Entrepreneurship Development	Entrepreneurship Development	B3	Certificate course in Agro business management	B3	Certificate course in Agro business management	C8	Stock Market	Language Lab	Stock Market	Language Lab
6		Microm	Microm	B4	Certificate course in E-Commerce	B4	Certificate course in E-Commerce	B-3	Taloring	Beauty Parlor Dept	Taloring	Beauty Parlor Dept
7		Professional Accounting	Professional Accounting	B5	Certificate course in Financial literacy	B5	Certificate course in Financial literacy	B-5	Taxation	C-16	Taxation	C-16

8	Soft Skill	B6	Soft Skill	B6	Certificate course in Computer fundamental and office automation	C-15	Certificate course in Computer fundamental and office automation	C-15	Aptitude Test	C-15	Aptitude Test	C-15
9	Microsoft Office 365	C-15	Microsoft Office 365	C-15								

M. J. Joshi

Coordinator
Short Term Course

M. J. Joshi
Short term course
Co-ordinator

M. J. Joshi

I/O Principal
C.D.Jain College of commerce
Shrirampur



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

Year -2022-23

Short Term Course - Microm

Roll call

Sr No	Name Of student	Remarks
1	ADIK SUNANDA NARAYAN	
2	ARKHADE BHUMI PRAKASH	
3	AUTADE AKSHADA KAKASAHEB	
4	AUTADE SHRADDHA RAMESH	
5	AVHAD MADHURI RAJENDRA	
6	BADJATE ANKITA RAJENDRA	
7	BATTISE PRIYANKA BALU	
8	BHOITE VAISHNAVI SANTOSH	
9	BOLKAR RUTUJA RAMDAS	
10	CHAUDHARI DNYANESHWARI GOVIND	
11	CHAVAN NIKITA TUKARAM	
12	CHAVAN SNEHAL VIJAY	
13	CHINKE ROHINI RAVINDRA	
14	DARANDALE PRIYANKA KISHOR	
15	DESAI MOHINI ARUN	
16	DORGE NIKITA BHAGWAN	
17	GAIDHANE SHRUTIKA RAJENDRA	
18	GAIKWAD PAYAL APPASAHEB	
19	GAVHALE AAYURSHA DNYANESHWAR	
20	GHUGARE ADITI SUNIL	
21	GORANE KANCHAN VINOD	
22	JADHAV BHAKTI DATTATRAY	
23	JADHAV NIKITA SUDHAKAR	
24	JADHAV SOHAM LAXMAN	
25	KALA AKANKSHA VINOD	Ad.
26	KHETRI AARTI BABASAHEB	
27	LONDHE PRACHI RAMESH	Pg
28	MAHADIK POOJA SOMNATH	
29	OZA NANDINI YOGESH	
30	PAWAR KOMAL BHAUSAHEB	
31	RASHINKAR PRIYANKA NANASAHEB	
32	RAUT KALYANI RAMESH	
33	SALVE RUPALI KACHARU	
34	SALVE VAISHNAVI RAJEDNRA	
35	SHAIKH SOFIYA AYUB	
36	SONWANE ARTI VIKAS	
37	THORMOTHE SHRADDHA NITIN	
38	UGHADE AARTI SANJAY	
39	VAISHNAV PRITI DINESH	

Sr No	Name Of student	Remarks
40	WAGH ANKITA PANDIT	
41	WAKCHAURE SAKSHI JALINDAR	
42	YADAV SHIVANIDEVI VIJAYBAHADDUR	

रयत शिक्षण संस्थेचे,
सी.डी.जैन कॉलेज ऑफ कॉमर्स, श्रीरामपूर
जिल्हा - अहमदनगर (४१३७०९)

शॉर्ट टर्म कोर्स २०२२-२३

मायक्रोम कोर्स

अभ्यासक्रम

उद्दिष्टे -

- १) महाविद्यालयीन युवक युवतींना रोजगार स्वयंरोजगारासाठी विविध संधी उपलब्ध करणे
- २) अर्थसहाय्यसाठी बँक प्रकल्प अहवाल तयार करणे
- ३) अल्प भांडवालातून व्यवसाय उभारणीस मदत करणे.
- ४) मायक्रोम या ध्याग्यापासून बनवल्या जाणा-या वस्तूंची निर्मीती करणे.

प्रकरण क्रमांक	प्रकरणाचे नांव	थेअरी	प्रॅक्टिकल
१	मायक्रोम ओळख	०५	००
१.१	मायक्रोम धाग्याची ओळख		
१.२	मायक्रोम धाग्याची उत्पत्ती		
१.३	मायक्रोम धाग्याचे प्रकार		
२	की- होल्डर	०३	१०
२.१	की होल्डर बनवण्याच्या पध्दती		
२.२	की होल्डरचा उपयोग		
२.३	की होल्डरला लागणारे साहित्य व साधने		
२.४	की होल्डरची प्रत्यक्ष अंमलबजावणी		
३	आरसा	०२	१५
३.१	आरसा बनविण्याचे साहित्य		
३.२	प्रत्यक्ष कृती		
४	मोबाईल होल्डर	०३	१०
४.१	मोबाईल होल्डर बनविण्याचे साहित्य		
४.२	प्रत्यक्ष कृती		
५	तोरण	०२	१०
५.१	तोरणाला लागणारे साहित्य		

५.२	प्रत्यक्ष कृती		
	एकुण तासिका	१५	४५

संदर्भ पुस्तके

१	Modren Handbook of macrome-EHILY KATZ	
२	The Macrome Book-HELENE BRESS	
३	Macrom book& Design	

अभ्यास मंडळ

अ.क्रं	नाव	पदनाम
१	प्राचार्य डॉ. सुहास निंबाळकर	चेअरमन
२	प्रा.दातीर के.आर	समन्वयक
३	प्रा.व्ही.एम.मोरे	प्लेसमेंट ऑफिसर
४	प्रा.डॉ.घोलप एम.ए	सह समन्वयक
५	कु.शिरसाठ पुजा घनश्याम	विषय तज्ञ
६	कु.गायकवाड सुनिता	विषय तज्ञ
७	कु.शिरसाठ गौरी घनश्याम	एमओयु प्रतिनीधी, गौरी आर्ट गॅलरी

Name of student	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15
MAHADIK POOJA SOMNATH															
OZA NANDINI YOGESH															
PAWAR KOMAL BHAUSAHEB	Komal	Komal	Komal	Komal	Komal	Komal	Komal	Komal	Komal	Komal	Komal	Komal	Komal	Komal	Komal
RASHINKAR PRIYANKA															
RAUT KALYANI RAMESH	Prat	Prat	Prat	Prat	Prat	Prat	Prat	Prat	Prat	Prat	Prat	Prat	Prat	Prat	Prat
SALVE RUPALI KACHARU															
SALVE VAISHNAVI RAJEDNRA	Salve	Salve	Salve	Salve	Salve	Salve	Salve	Salve	Salve	Salve	Salve	Salve	Salve	Salve	Salve
SHAIKH SOFIYA AYUB	Sai	Sai	Sai	Sai	Sai	Sai	Sai	Sai	Sai	Sai	Sai	Sai	Sai	Sai	Sai
SONWANE ARTI VIKAS	Arti	Arti	Arti	Arti	Arti	Arti	Arti	Arti	Arti	Arti	Arti	Arti	Arti	Arti	Arti
THORMOTHE SHRADDHA NITIN	Shradha	Shradha	Shradha	Shradha	Shradha	Shradha	Shradha	Shradha	Shradha	Shradha	Shradha	Shradha	Shradha	Shradha	Shradha
UGHADE AARTI SANJAY	Aarti	Aarti	Aarti	Aarti	Aarti	Aarti	Aarti	Aarti	Aarti	Aarti	Aarti	Aarti	Aarti	Aarti	Aarti
VAISHNAV PRITI DINESH	Preeti	Preeti	Preeti	Preeti	Preeti	Preeti	Preeti	Preeti	Preeti	Preeti	Preeti	Preeti	Preeti	Preeti	Preeti
WAGH ANKITA PANDIT	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita
WAKCHAURE SAKSHI JALINDAR	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi
YADAV SHIVANIDEVI	Shivani	Shivani	Shivani	Shivani	Shivani	Shivani	Shivani	Shivani	Shivani	Shivani	Shivani	Shivani	Shivani	Shivani	Shivani
VIJAYBAHADDUR															

Mishra

Co-Ordinator
Micromere Course

Prof. Dr. Mrs. Cholep M.P.

Pillay

Short term Course
Co-ordinator

Prof. Dattir K.R.



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

Sind

Rayat Shikshan Sanstha's
C D Jain Collage Of Commerce Shrirampur
Short Term Course
Exam Time Table Year 2022-23

Sr No	Date	Class	Course Name	Time	Hall No		
1	15/05/2022	F.Y.B.Com	Certificate course in computerised Accounting	8.30 to 9.30	A-23		
2			Certificate course in communication skills and personality development	8.30 to 9.30	A-24		
3			Certificate course in Entrepreneurship development	8.30 to 9.30	C-10		
4			Certificate course in Beauties wellness and fashion designing	8.30 to 9.30	Beauty Parlor Department		
5			Certificate course in Agro business management	8.30 to 9.30	C-12		
6			Certificate course in E-Commerce	8.30 to 9.30	C-13		
7			Certificate course in Financial literacy	8.30 to 9.30	C-14		
			F.Y.BBA(C.A)	Certificate course in Computer fundamental and office automation	8.30 to 9.30	C-15	
12			15/05/2022	S.Y.B.Com	Internet Banking	10.00 To 11.00	A-23
13					Computer Awareness	10.00 To 11.00	A-24
14					Journalism	10.00 To 11.00	C-10
15	Beauty Parlor	10.00 To 11.00			Beauty Parlor Department		
16	Entrepreneurship Development	10.00 To 11.00			C-12		
17	Microm	10.00 To 11.00			C-13		
18	Professional Accounting	10.00 To 11.00			C-14		
19	Soft Skill	10.00 To 11.00			C-15		
21	S.Y.BBA(C.A)	Microsoft Office 365			10.00 To 11.00	C-16	
23	16/05/2022	T.Y.B.Com	Agro Business Management	8.30 to 9.30	A-23		
24			Leadership Development	8.30 to 9.30	A-24		

Sr No	Date	Class	Course Name	Time	Hall No
26			Spoken English	8.30 to 9.30	C-12
27			Stock Market	8.30 to 9.30	C-13
28			Tailoring	8.30 to 9.30	C-14
			Taxation	8.30 to 9.30	C-15
30		T.Y.BBA(C.A)	Aptitude Test	8.30 to 9.30	C-16

[Signature]
 Course co-ordinator
 Short Term Courses



[Signature]
 I/C Principal
 C.D. Jain College of Commerce
 Shrirampur

रयत शिक्षण संस्थेचे,
सी.डी.जैन कॉलेज ऑफ कॉमर्स, श्रीरामपूर
जिल्हा - अहमदनगर (४१३७०९)

शॉर्ट टर्म कोर्स २०२२-२३

मायक्रोम कोर्स

प्रात्यक्षिक परीक्षा

गुण - ५०

दिनांक - १५/५/२०२३

वेळ - १०.०० ते १२.००

प्रश्न क्रं १ खालीलपैकी कोणतेही दोन वस्तू तयार करणे.

१. की-होल्डर
२. आरसा
३. मोबाईल होल्डर
४. तोरण

Rayat Shikshan Sanstha's

C.D.Jain College of Commerce, Shrirampur

S Y B.com Short Term Course Year -2022-23

Microm

Annual Exam Attendance

Sr No	Roll call	Name Of student	Sign
1		ADIK SUNANDA NARAYAN	
2	222010	ARKHADE BHUMI PRAKASH	<u>Bhumi</u> ✓
3		AUTADE AKSHADA KAKASAHEB	<u>Akshada</u> ✓
4	222014	AUTADE SHRADDHA RAMESH	<u>SR Autade</u> ✓
5	222015	AVHAD MADHURI RAJENDRA	<u>Madhuri</u> ✓
6	222019	BADJATE ANKITA RAJENDRA	<u>AR Badjate</u> ✓
7	222027	BATTISE PRIYANKA BALU	<u>Priyanka</u> ✓
8	222042	BHOITE VAISHNAVI SANTOSH	<u>Vaishnavi</u> ✓
9	222050	BOLKAR RUTUJA RAMDAS	<u>Rutuja B</u> ✓
10	222064	CHAUDHARI DNYANESHWARI GOVIND	<u>Dnyaneshwari</u> ✓
11		CHAVAN NIKITA TUKARAM	
12		CHAVAN SNEHAL VIJAY	<u>Snehal</u> ✓
13	222075	CHINKE ROHINI RAVINDRA	<u>Rohini</u> ✓
14		DARANDALE PRIYANKA KISHOR	
15		DESAI MOHINI ARUN	<u>Mohini</u> ✓
16		DORGE NIKITA BHAGWAN	
17		GAIDHANE SHRUTIKA RAJENDRA	<u>Shrutika</u> ✓
18		GAIKWAD PAYAL APPASAHEB	<u>Gayatri</u> ✓
19		GAVHALE AAYURSHA DNYANESHWAR	
20		GHUGARE ADITI SUNIL	<u>Aditi</u> ✓
21	222/26	GORANE KANCHAN VINOD	<u>Kanchan</u> ✓
22		JADHAV BHAKTI DATTATRAY	<u>Jadhav B.</u> ✓
23		JADHAV NIKITA SUDHAKAR	<u>Nikita</u> ✓
24		JADHAV SOHAM LAXMAN	
25	222/27	KALA AKANKSHA VINOD	<u>Akanksha</u> ✓
26		KHETRI AARTI BABASAHEB	

27	22222	LONDHE PRACHI RAMESH	
28		MAHADIK POOJA SOMNATH	P.R.L ✓
29		OZA NANDINI YOGESH	
30		PAWAR KOMAL BHAUSAHEB	
31		RASHINKAR PRIYANKA NANASAHEB	Ram ✓
32	222297	RAUT KALYANI RAMESH	
33		SALVE RUPALI KACHARU	Rupali ✓
34	222303	SALVE VAISHNAVI RAJEDNRA	
35	222324	SHAIKH SOFIYA AYUB	Salave ✓
36	222354	SONWANE ARTI VIKAS	Shikha ✓
37	222373	THORMOTHE SHRADDHA NITIN	Arti ✓
38		UGHADE AARTI SANJAY	Shraddha ✓
39	222386	VAISHNAV PRITI DINESH	Ughade ✓
40	222395	WAGH ANKITA PANDIT	Vaishnav ✓
41	222407	WAKCHAURE SAKSHI JALINDAR	Ankita ✓
42	222418	YADAV SHIVANIDEVI VIJAYBAHADDUR	Sakshi ✓
			Shivani ✓



Co-ordinator

Microme course



Short term Course

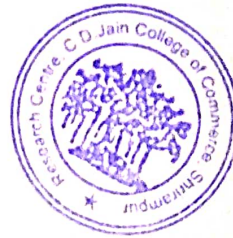
Co-ordinator



I/C Principal

C.D. Jain College of
Commerce,

Shrirampur



Rayat Shikshan Sanstha's

C.D.Jain College of Commerce, Shrirampur

S Y B.com Short Term Course Year -2022-23

Microm

Annual Exam Marksheet

Sr No	Roll No.	Name Of student	Made by product	25 marks	Made by product	25 marks	Total Marks (Out of 50)
1		ADIK SUNANDA NARAYAN					
2		ARKHADE BHUMI PRAKASH	keyholder	22	phonholder	22	44
3		AUTADE AKSHADA KAKASAHEB	keyholder	24	phonholder	20	44
4		AUTADE SHRADDHA RAMESH	keyholder	24	Mirror	24	48
5		AVHAD MADHURI RAJENDRA	Torun	20	keyholder	24	44
6		BADJATE ANKITA RAJENDRA	keyholder	20	Zulu	20	40
7		BATTISE PRIYANKA BALU	keyholder	20	Mirror	20	40
8		BHOITE VAISHNAVI SANTOSH	keyholder	20	Torun	20	40
9		BOLKAR RUTUJA RAMDAS	Mirror	22	keyholder	20	42
10		CHAUDHARI DNYANESHWARI GOVIND	keyholder	22	Mirror	20	42
11		CHAVAN NIKITA TUKARAM					
12		CHAVAN SNEHAL VIJAY	Torun	22	keyholder	20	42
13		CHINKE ROHINI RAVINDRA	Mirror	22	keyholder	22	44
14		DARANDALE PRIYANKA KISHOR					
15		DESAI MOHINI ARUN	keyholder	22	Torun	23	45
16		DORGE NIKITA BHAGWAN					
17		GAIDHANE SHRUTIKA RAJENDRA	keyholder	20	Torun	20	40
18		GAIKWAD PAYAL APPASAHEB	Mirror	22	Zulu	22	44
19		GAVHALE AAYURSHA DNYANESHWAR	keyholder	20	Torun	20	40

20	GHUGARE ADITI SUNIL	keyholder	24	Mirror	20	44
21	GORANE KANCHAN VINOD	Zulu	24	keyholder	24	48
22	JADHAV BHAKTI DATTATRAY	keyholder	20	Toran	20	40
23	JADHAV NIKITA SUDHAKAR	keyholder	24	Toran	24	48
24	JADHAV SOHAM LAXMAN					
25	KALA AKANKSHA VINOD	Kondil	24	Toran	20	44
26	KHETRI AARTI BABASAHEB					
27	LONDHE PRACHI RAMESH	keyholder	22	Toran	22	44
28	MAHADIK POOJA SOMNATH					
29	OZA NANDINI YOGESH					
30	PAWAR KOMAL BHAUSAHEB	phon holder	22	Zumber	22	44
31	RASHINKAR PRIYANKA NANASAHEB					
32	RAUT KALYANI RAMESH	Mirror	24	keyholder	24	48
33	SALVE RUPALI KACHARU					
34	SALVE VAISHNAVI RAJEDNRA	keyholder	24	phonholder	22	46
35	SHAIKH SOFIYA AYUB	Toran	20	Zumber	20	40
36	SONWANE ARTI VIKAS	Phone holder	22	keyholder	22	44
37	THORMOTHE SHRADDHA NITIN	phone holder	24	keyholder	24	48
38	UGHADE AARTI SANJAY	keyholder	22	Zulu	22	44
39	VAISHNAV PRITI DINESH	Toran	22	keyholder	22	44
40	WAGH ANKITA PANDIT	keyholder	24	phonholder	24	48
41	WAKCHAURE SAKSHI JALINDAR	Toran	24	Zulu	22	46
42	YADAV SHIVANIDEVI VIJAYBAHADDUR	Mirror	22	keyholder	20	42

[Signature]

Co-ordinator
Microme course

[Signature]
Short term Course
Co-ordinator

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





Rayat Shikshan Sanstha

Rayat Shikshan Sanstha's

C. D. Jain College of Commerce, Shrirampur.

S Y B.Com Short Term Course 2022-23

Microme

Report

As per the new education policy, every student needs an extra credit other than regular studies. So as a guideline, our college took the decision to start various short-term courses for the students. Which have 2 credits and as we consider the present need for market, we start Microme Short-term course For S Y B.com Student, overall, 42 students enrolled for the course. It is scheduled every Monday and Tuesday at 11:00 a.m. The duration of the course was 30 hours. And it conducts offline as well as online. At entry level this short term Course known as Certificate course. From this Short term Course Student able to Make Key Holder, Mobile Holder, Toran, Mirror. After the completion of the course for Proper assessment of student we conduct 50 marks practical on the basis of Microme Products. All students appeared for the exam And also get good grades. This way Short term Course Microme Completed. The Microme course was self-motivating course for students.

Co-ordinator

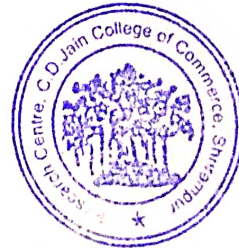
Microme course

Short term Course

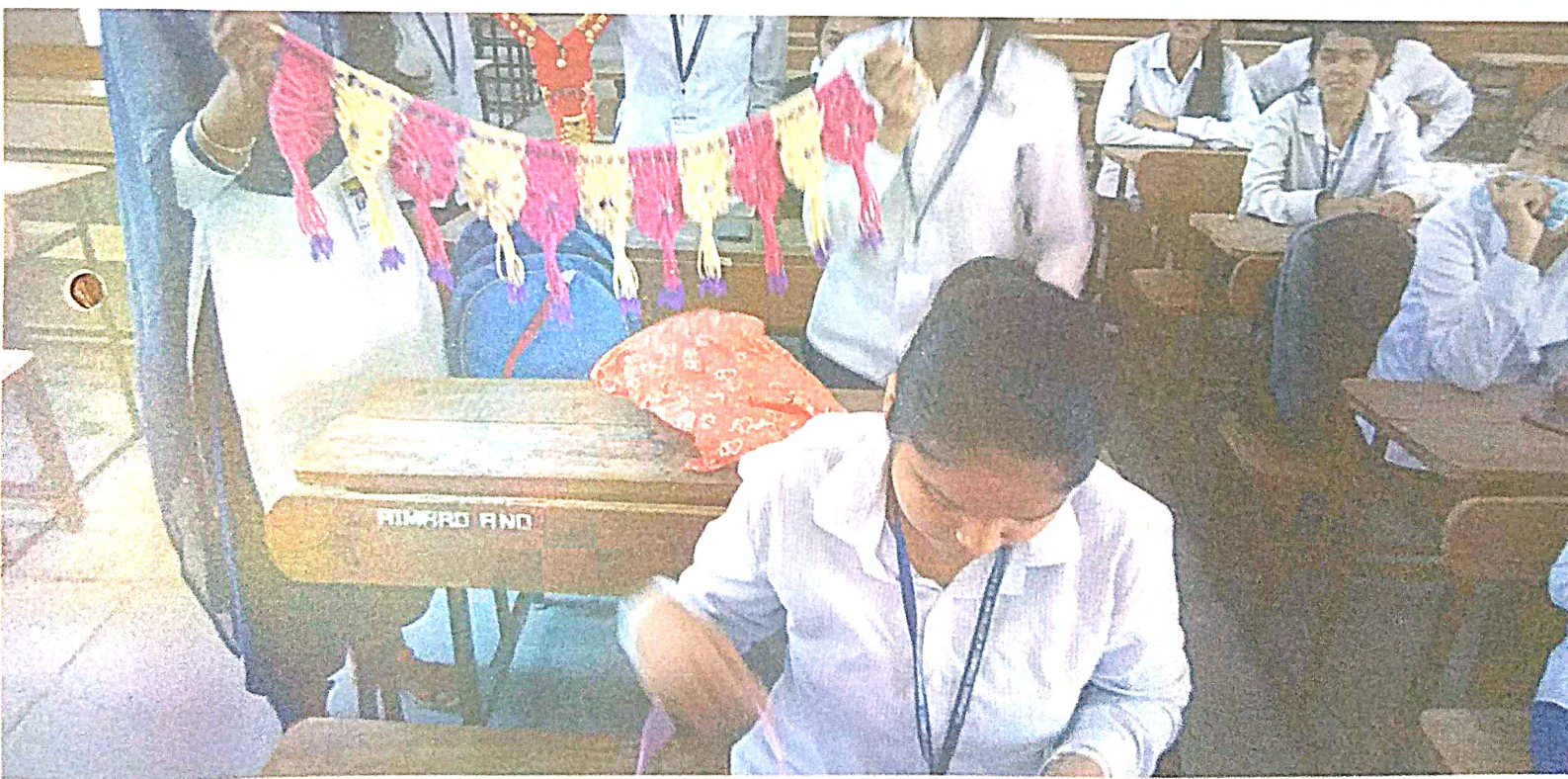
Co-ordinator

I/C Principal

C.D. Jain College of
Commerce,
Shrirampur



Rajesh Shikshan Sanstha's
C.D.Jain college of commerce, Shrirampur
S.y. B.com Short Term Course 2022-23
Practical

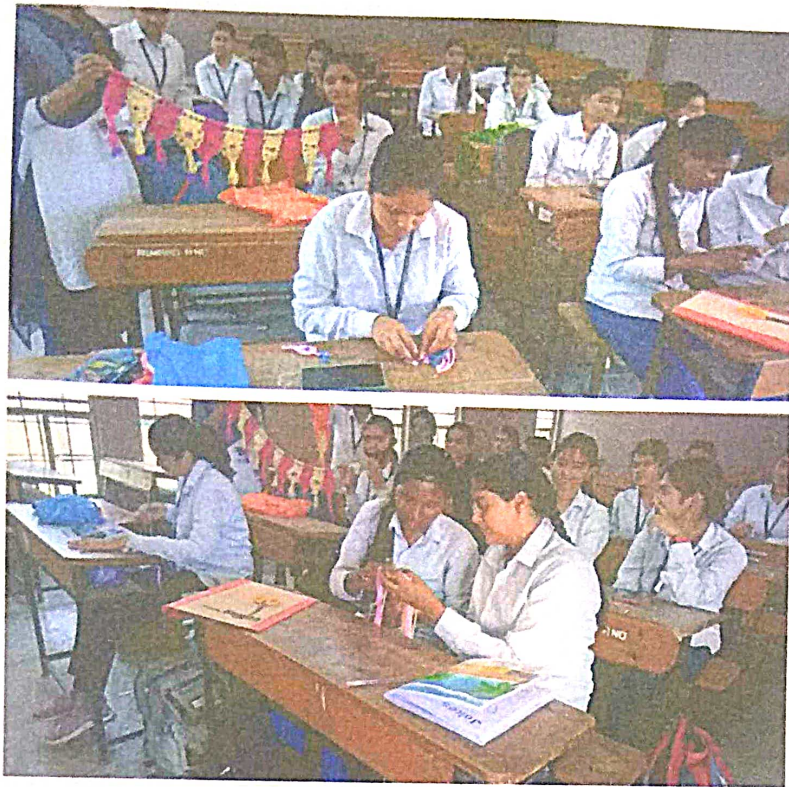


M. G. K. P.
Co-ordinator

Short term course
Co-ordinator



S. J. T.
I/C Principal
C.D.Jain College of Commerce
Shrirampur, Dist. Ahmednagar



Moskap

Coordinator:

Dr. Mrs. Choleap M.A

D.K.

Short term course

Co-ordinator

Prof. Datin K.R

Sit

- I/O Principal
C.D.Jain College of Commerce
Shrirampur, Dist.Ahmednagar





Interstep

Co-ordinator

Prof. Dr. Mrs. Ghobur M.A.

DEK

Short term course

Co-ordinator

Prof. Dattir K.R.



[Handwritten Signature]

I/C Principal
C.D. Jain College of Commerce
Shri Ram, Durg, Dist. Ahmednagar



Rayat Shikshan Sanstha Satara
Karmaveer Vidya Prabodhini

CERTIFICATE

This is to certify that Shri / Smt. Autade Akshada Kalkasahab

(Class S.Y. B.com) of

C.D. Jain College of Commerce, Shrirampur

..... has successfully completed

a short term course in Micro

Academic year 2022 2023 (From Jan To March) and

secured A⁺ Grade.

PRINCIPAL

[Signature]

C.D. Jain College of Commerce

Shrirampur, Dist. Ahmednagar

Executive Director

[Signature]
Karmaveer Vidyaprabodhini



Royal Shikshan Sanstha Satara
Karmaveer Vidya Prabodhini

CERTIFICATE

This is to certify that Shri / Smt. Badgate Ankita Rajendra

(Class S. Y. B. Com) of

C. D. Jain College of Commerce, Shirampur

has successfully completed

a short term course in Microm

Academic year 2022 2023 (From Jan To March) and

secured A⁺ Grade.



PRINCIPAL
VC Principal

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

Executive Director
Karmaveer Vidya Prabodhini