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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.

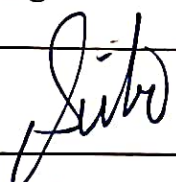


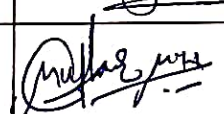


Reference Books:

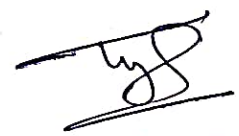

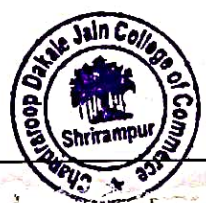

1. Kanwar, J. S. Soil Fertility-Theory and Practice. Published by ICAR, New Delhi.
2. Tisdale, S.L., W.L. Nelson, J.D. Beaton and J.L. Havlin. Soil Fertility and Fertilizers. Published by Prentice - Hall of India, Ltd., New Delhi.
3. Brady, N. C. and Ray R. Well. The Nature and Properties of Soils. Pearson 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

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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 BeautyParlour

- **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 Parlourfor 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


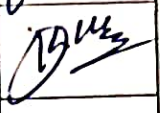

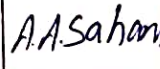
Shahnaaz Husain's -Beauty Culture

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

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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



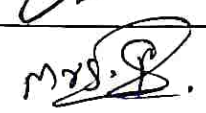

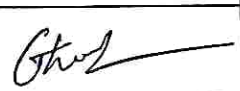

Reference Books:

- 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

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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			



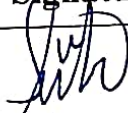
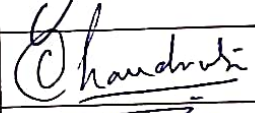
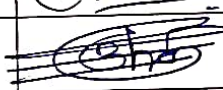
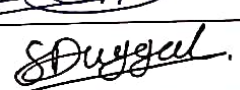
	4.3	Manage the data in a table		
	4.4	Query a database using different methods		
	4.5	Design a form		
	4.6	Generate a report		
			Total	15
				15

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





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
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Principal

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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)
- COMPUTERISED ACCOUNTING TALLY ERP9-K.K Tomy
- Computerized Accounting System -Ajay Sharma, Manoj Bansal

❖ 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

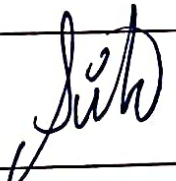

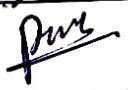

- Tally vault
- Security controls
- Tally Audit
- Backup and restore
- Split company data
- Import and export of data

- 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:**
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 - COMPUTERISED ACCOUNTING TALLY ERP9-K.K Tomy
 - Computerized Accounting System -Ajay Sharma, Manoj Bansal


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



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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.

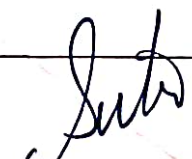
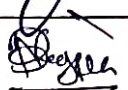
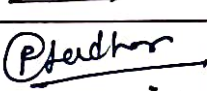

Framework for Software Agent-based e-commerce, m-commerce, m-commerce Architecture.

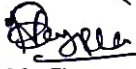
Areas of Potential Growth and Future for m-commerce

Reference Books

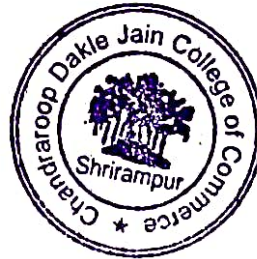
- 3.) Joseph, P.T. (2005). E-COMMERCE AN INDIAN PERSPECTIVE (2e), New Delhi Prentice-Hall of India
- 2) Kaspersky, (2008). THE CYBERCRIME ECOSYSTEM WHITEPAPER, Kaspersky Lab
- 3) O'Brien, J. (2004). MANAGEMENT INFORMATION SYSTEMS MANAGING INFORMATION TECHNOLOGY IN THE BUSINESS ENTERPRISE, New Delhi Tata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


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,

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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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



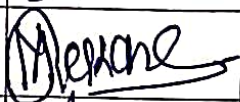
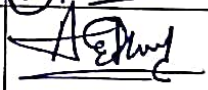
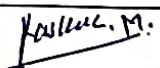
At the end of the course, the students will be able to:

- 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
Co-Ordinator


Short Term
Chairman


Principal,
C.D.Jain College of Commerce
Shrirampur



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Website- www.cdjcollege.com

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

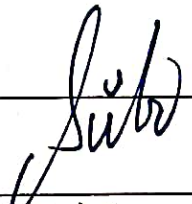
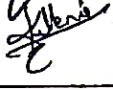

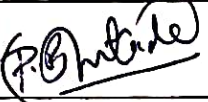
Unit 5: Skill Development:

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

RAYAT SHIKSHAN SANSTHA'S,
CHANDRAROOP DAKLE JAIN COLLEGE OF COMMERCE,
Shrirampur, Dist. Ahmednagar
A.Y. 2023-2024

Savitribai Phule Pune University Approved
Short term Courses
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9	Report
10	Photos

RAYAT SHIKSHAN SANSTHA'S
CHANDRAROOP DAKLE JAIN COLLEGE OF COMMERCE

Shrirampur, Dist. Ahmednagar

A.Y. 2023-2024

Savitribai Phule Pune University Approved

Short Term Diploma Course in Communication Skills & Personality Development

Annual Examination Certificate Distribution Sheet

SN	Name of the Student	Signature
1	ABUJ RUTUJA BALASAHEB	Abuj
2	AHER TUSHAR CHANDRAKANT	T. Ahir
3	ASANE PALLAVI SANTOSH	
4	ATTAR ALISHA HASHMAT	Attar
5	BHAGWAT SAYALI GANESH	
6	BHANDARI SAKSHI AMOL	Sakshi
7	CHATUR ADITYA VIJAY	Aditya
8	CHAVAN ISHWARI ASHOK	Ishwari
9	DALVI VEDIKA SATISH	
10	DANGE DEEPALI ASHOK	
11	DHANAGE SHRUTI RAJENDRA	S.P. Dhange
12	DHANSING DIKSHA RAVINDRA	Dhansing
13	DIKE RAJESH RAMKRUSHNA	Rajesh
14	DIKE VIKRAM VISHNU	Vikram
15	DOKHE NITIN SUNIL	Nitin
16	GAIKE ANIKET SANJAY	Aniket A.S.
17	GAIKWAD AKSHADA SATISH	Akshada
18	GAIKWAD KIRTI RAMESH	Kirti
19	GAYKWAD YOGITA DILIP	
20	GAYKWAD SUMEDH DEVICHAND	
21	JADHAV KOMAL ASHOK	Komal
22	JAGTAP PRANOTI VITTHAL	
23	JAWALE TUSHAR RAVINDRA	Tushar
24	JOSHI SAMRUDDHI GANESH	Samruddhi
25	JOSHI VAISHNAVI RAVINDRA	Vaishnavi
26	KAME AARTI RAMA	Aarti
27	KANDALKAR VAISHNAVI CHANDRAKANT	Vaishnavi
28	KANGUNE NAMRATA ASHOK	
29	KARJULE KAVERI RAJIV	Karjule
30	KARNE POONAM SANJAY	
31	KAYGUDE ANIKET RAJENDRA	Aniket
32	KHAN SANA LALMOHAMMAD	Sana
33	KHANGAR SMITA ANIL	Smita
34	KHAPKE ADITYA POPAT	Aditya
35	KOHLKAR SHREETEJ ANIL	Shreetej
36	KURHE RUTUJA GOVIND	
37	LABADE KIRTI VITTHAL	Kirtide
38	LONDHE KIRAN SANTOSH	
39	MANSURI NAJIYA JAVID	
40	MATE DEVIDAS HARIBHAU	Devidas
41	MATE VISHAL APPASAHEB	Vishal
42	MHANKALE MAHIMA SANJAY	Mahima
43	MHASE RUTUJA PANDHARINATH	Rutuja
44	MORE SAKSHI DNYANESHWAR	More
45	MORE SARSWATI SUDAM	Sarswati
46	MORGE GAURI SANDIP	G.Morge
47	MORWAL GAYATRI BIHARILAL	Gayatri

48	NARSALE PRATIK VILAS	
49	OHOL SNEHAL ANDRES	@kol
50	PATHAN AAFRIN SAJID	@Pathan
51	PAWAR DIVYA SANJAY	Divya Pawar
52	PINJARI FARHAN LATIF	F. Pinjari
53	RANANAWARE KARTIK SANJAY	
54	RAUT POOJA EKNATH	raut
55	SANCHETI RUDVIKA SUNIL	
56	SAYYAD MAHEK RAJJAK	Mahekh
57	SHAH SANA KALIM	
58	SHAIKH AMAN RAFIK	Amrah
59	SHAIKH SAMAD MUNNA	
60	SHAIKH SHAIHD ANWAR	
61	SHARNAGAT DIVYA BHAURAO	Divyabs
62	SHEJUL KIRAN ASHOK	Shejul
63	SHELKE OMKAR KISHOR	
64	SHELKE VAISHANVI ANIL	VA.
65	SHINDE RITU RAMDAS	
66	SHINDE SHITAL SANJAY	Shital
67	SOMVANSHI VAISHANVI BALASAHEB	Somvanshi VA
68	SONWANE NAKUL NANA	
69	TARADE JAYSHRI SUNIL	
70	UGHADE PRIYANKA RAJENDRA	
71	UNHALE ARPITA RAJENDRA	arpita
72	VETAL GAURAV SAMBHAJI	Vetal
73	VIGHAVE SANKET SUMIT	Sanket
74	WANI KETAN VIJAY	
75	YADAV AVINASH SATISH	Avinash
76	YADAV ROLI BRIJLAL	
77	ZAREKAR GAURAV ANIL	गौरव. झरेकर
78	DETHE NITIN SANJAY	



Name & Signature of the Teacher

DR MRS. Gujar P.S.

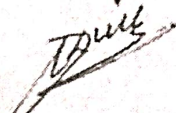


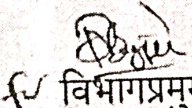
रयत शिक्षण संस्थेचे

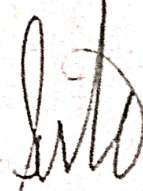
सी.डी.जैन कॉलेज ऑफ कॉमर्स, श्रीरामपुर
नोटिस

दि २७ /०१ /२०२४

महाविद्यालयातील सीनियर विभागातील सर्व विद्यार्थ्यांना सूचित करण्यात येते की, महाविद्यालयात शॉर्ट टर्म कोर्सेस सुरू करण्यात आले आहे त्या कोर्स चे तास दि २९ /०१/२०२४ पासून सकाळी ११ ते १२ या वेळेत पुढील वेळापत्रकांप्रमाणे होतील तसेस तय कोर्स ला १ क्रेडिट (1 credit) असल्याने सर्व विद्यार्थ्यांनी शॉर्ट टर्म कोर्स च्या तासाला हजर राहावे


समन्वयक
शॉर्ट टर्म कोर्स


विभागप्रमुख
वाणिज्य विभाग


प्र. प्राचार्य
सी.डी.जैन कॉलेज ऑफ कॉमर्स
श्रीरामपुर

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

Savitribai Phule Pune University approved

Short Term Courses 2023-24

Short Term Diploma Course in
Communication Skills & Personality Development

Date: 27/01/2024

Notice

All the students admitted for **Short Term Diploma Course in Communication Skills & Personality Development** are hereby notified that lectures for the aforesaid course shall start from 29th January, 2024 at 11.30 am. in Hall no C-10. All the students should attend the lectures and complete the course as per the rules notified. Theory exam and presentations will be conducted for the assessment of the students after completing the syllabus.



Communication Skills & Personality
Development
Course Co-ordinator



S.T.C.
Chairman

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

CD Jain Collage of Commerce Shrirampur

Short Term Courses

Time Table Year 2023-24

Sr No	Time	F. Y. B. Com							S. Y. B. Com							T. Y. B. Com		
		Monday	Hall No	Tuesday	Hall No	Wednesday	Hall No	Thursday	Hall No	Friday	Hall No	Saturday	Hall No	Hall No	Hall No			
1		Certificate course in computerised Accounting	IBS Lab	Certificate course in computerised Accounting	IBS Lab	Diploma course in computerised Accounting	IBS Lab	Diploma course in computerised Accounting	IBS Lab	Agro Business Management	IBS Lab	Agro Business Management	IBS Lab	Agro Business Management	C-10	Agro Business Management	C-10	
2		Certificate course in communication skills and personality development	A-23	Certificate course in communication skills and personality development	A-23	Diploma course in communication skills and personality development	C-10	Diploma course in communication skills and personality development	C-10	Leadership Development	C-10	Leadership Development	C-10	Leadership Development	C-12	Leadership Development	C-12	
3		Certificate course in Entrepreneurship development	A-24	Certificate course in Entrepreneurship development	A-24	Certificate course in Entrepreneurship development	C-11	Certificate course in Entrepreneurship development	C-11	Marketing	C-11	Marketing	C-11	Marketing	C-13	Marketing	C-13	
4	11.30 to 12.30	Certificate course in Beauties wellness and fashion designing	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	Certificate course in Beauties wellness and fashion designing	Beauty Parlor Dept	Spoken English	Beauty Parlor Dept	Spoken English	Beauty Parlor Dept	Spoken English	English Department Lab	Spoken English	English Department Lab	
5		Certificate course in Agro business management	B-5	Certificate course in Agro business management	B-5	Certificate course in Agro business management	C-12	Certificate course in Agro business management	C-12	Stock Market	C-12	Stock Market	C-12	Stock Market	C-14	Stock Market	C-14	
6		Certificate course in E-Commerce	B-6	Certificate course in E-Commerce	B-6	Diploma course in E-Commerce	C-13	Diploma course in E-Commerce	C-13	Taloring	C-13	Taloring	C-13	Taloring	Beauty Parlor Dept	Taloring	Beauty Parlor Dept	
7		Certificate course in Financial literacy	B-7	Certificate course in Financial literacy	B-7	Diploma course in Financial literacy	C-14	Diploma course in Financial literacy	C-14	Taxation	C-14	Taxation	C-14	Taxation	C-15	Taxation	C-15	

Certificate course in Computer fundamental and office automation	C-15	Certificate course in Computer fundamental and office automation	C-15	Diploma course in Computer fundamental and office automation	C-15	Diploma course in Computer fundamental and office automation	C-15	Aptitude Test	C-15	Aptitude Test	C-15
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Coordinator

Short Term Course



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 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	50
	Field / Project Work	50
	Total (Credits 2)	100
	Advanced Diploma Short Term in Communication Skills & Personality Development	
C	Public Speaking & Group Discussion	50
	Field / project Work	50
	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

Rayat Shikshan Sanstha's,
C. D. Jain College of Commerce, Shrirampur.
Savitribai Phule Pune University approved
Short Term Courses 2023-24
Short Term Diploma Course in
Communication Skills & Personality Development

Date: 01/04/2024

Examination Notice

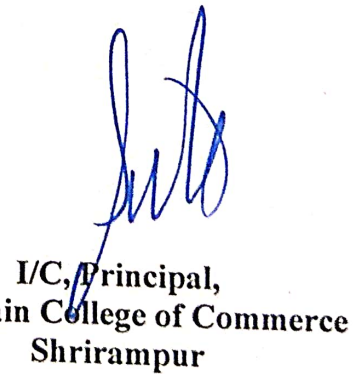
All the students admitted for **Short Term Diploma Course in Communication Skills & Personality Development** for the academic year 2023-24 are hereby notified that Online examination for the aforesaid course is scheduled on 5th April, 2024 by using Online Mode of Google Form. Link will be shared on Goggle Classroom at the same date on 11.55am. Examination will be for 50 marks and time provided is 60 minutes. It is compulsory for all the students to attain the examination. Link will be closed at 1.00 pm.



Communication Skills &
Personality Development
Course Co-ordinator



Short Term Course
Coordinator



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

STC- 23-24- Communication ...



Announce something to your class



Pournima Gujar

5 Apr



<https://forms.gle/zQ155LMGRKUgHZe77>
Karmveer Vidya Prabodhini's,

Short Term Courses 2023-24

Communication Skills & Personality Development

Marks: 50

Date: 05/04/2024

Day: Friday

Time: 12.00 Noon to 1.00 pm

Attempt the exam using the following link:

<https://forms.gle/zQ155LMGRKUgHZe77>

Add class comment



Stream



Classwork



People

RAYAT SHIKSHAN SANSTHA'S
CHANDRAROOP DAKLE JAIN COLLEGE OF COMMERCE
 Shrirampur, Dist. Ahmednagar
 A.Y. 2023-2024




Karmveer Vidya Prabodhini's
Short Term Diploma Course in Communication Skills & Personality Development
Annual Examination Mark Sheet

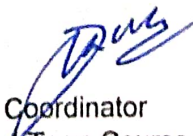
Subject Teacher: Dr Mrs Gujar P. S.

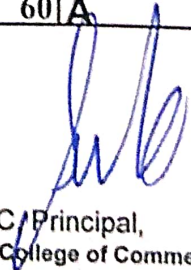
Date: 31/03/2024

SN	Name of the Student	Theory Out of 50	Oral Out of 50	Total Out of 100	Grade
1	ABUJ RUTUJA BALASAHEB	40	40	80	O
2	AHER TUSHAR CHANDRAKANT	42	35	77	A+
3	ASANE PALLAVI SANTOSH	36	40	76	A+
4	ATTAR ALISHA HASHMAT	30	40	70	A+
5	BHAGWAT SAYALI GANESH	38	32	70	A+
6	BHANDARI SAKSHI AMOL	32	48	80	O
7	CHATUR ADITYA VIJAY	42	40	82	O
8	CHAVAN ISHWARI ASHOK	40	45	85	O
9	DALVI VEDIKA SATISH	42	35	77	A+
10	DANGE DEEPALI ASHOK	44	30	74	A+
11	DHANAGE SHRUTI RAJENDRA	36	30	66	A
12	DHANSING DIKSHA RAVINDRA	42	40	82	O
13	DIKE RAJESH RAMKRUSHNA	36	36	72	A+
14	DIKE VIKRAM VISHNU	40	45	85	O
15	DOKHE NITIN SUNIL	32	45	77	A+
16	GAIKE ANIKET SANJAY	36	40	76	A+
17	GAIKWAD AKSHADA SATISH	38	40	78	A+
18	GAIKWAD KIRTI RAMESH	42	45	87	O
19	GAYKWAD YOGITA DILIP	14	40	54	C
20	GAYKWAD SUMEDH DEVICHAND	AB	AB	AB	ABSENT
21	JADHAV KOMAL ASHOK	32	47	79	A+
22	JAGTAP PRANOTI VITTHAL	AB	AB	AB	ABSENT
23	JAWALE TUSHAR RAVINDRA	36	36	72	A+
24	JOSHI SAMRUDDHI GANESH	40	45	85	O
25	JOSHI VAISHNAVI RAVINDRA	38	42	80	O
26	KAME AARTI RAMA	44	40	84	O
27	KANDALKAR VAISHNAVI CHANDRAKANT	26	40	66	A
28	KANGUNE NAMRATA ASHOK	AB	AB	AB	ABSENT
29	KARJULE KAVERI RAJIV	42	40	82	O
30	KARNE POONAM SANJAY	14	40	54	C
31	KAYGUDE ANIKET RAJENDRA	40	35	75	A+
32	KHAN SANA LALMOHAMMAD	28	40	68	A
33	KHANGAR SMITA ANIL	36	45	81	O
34	KHAPKE ADITYA POPAT	42	40	82	O
35	KOHKADE SHREETEJ ANIL	36	45	81	O
36	KURHE RUTUJA GOVIND	14	40	54	C
37	LABADE KIRTI VITTHAL	44	40	84	O
38	LONDHE KIRAN SANTOSH	40	40	80	O
39	MANSURI NAJIYA JAVID	44	45	89	O
40	MATE DEVIDAS HARIBHAU	46	48	94	O

41	MATE VISHAL APPASAHEB				
42	MHANKALE MAHIMA SANJAY	44	40	84	O
43	MHASE RUTUJA PANDHARINATH	34	45	79	A+
44	MORE SAKSHI DNYANESHWAR	34	45	79	A+
45	MORE SARSWATI SUDAM	38	40	78	A+
46	MORGE GAURI SANDIP	40	42	82	O
47	MORWAL GAYATRI BIHARILAL	46	40	86	O
48	NARSALE PRATIK VILAS	40	40	80	O
49	OHOL SNEHAL ANDRES	38	40	78	A+
50	PATHAN AAFRIN SAJID	46	40	86	O
51	PAWAR DIVYA SANJAY	34	30	64	A
52	PINJARI FARHAN LATIF	40	40	80	O
53	RANANAWARE KARTIK SANJAY	42	40	82	O
54	RAUT POOJA EKNATH	AB	AB	AB	ABSENT
55	SANCHETI RUDVIKA SUNIL	20	40	60	A
56	SAYYAD MAHEK RAJJAK	AB	AB	AB	ABSENT
57	SHAH SANA KALIM	42	48	90	O
58	SHAIKH AMAN RAFIK	44	40	84	O
59	SHAIKH SAMAD MUNNA	30	30	60	A
60	SHAIKH SHAIHD ANWAR	AB	AB	AB	ABSENT
61	SHARNAGAT DIVYA BHAURAO	44	40	88	O
62	SHEJUL KIRAN ASHOK	40	40	80	O
63	SHELKE OMKAR KISHOR	42	40	82	O
64	SHELKE VAISHANVI ANIL	AB	AB	AB	ABSENT
65	SHINDE RITU RAMDAS	38	40	78	A+
66	SHINDE SHITAL SANJAY	AB	AB	AB	ABSENT
67	SOMVANSHI VAISHANVI BALASAHEB	34	35	69	A
68	SONWANE NAKUL NANA	36	35	71	A+
69	TARADE JAYSHRI SUNIL	AB	AB	AB	ABSENT
70	UGHADE PRIYANKA RAJENDRA	36	36	72	A+
71	UNHALE ARPITA RAJENDRA	AB	AB	AB	ABSENT
72	VETAL GAURAV SAMBHAJI	38	48	86	O
73	VIGHAVE SANKET SUMIT	38	48	86	O
74	WANI KETAN VIJAY	AB	AB	AB	ABSENT
75	WANI KETAN VIJAY	42	40	82	O
76	YADAV AVINASH SATISH	30	30	60	A
77	YADAV ROLI BRIJLAL	30	30	60	A
78	ZAREKAR GAURAV ANIL	40	30	70	A+
78	DETHER NITIN SANJAY	30	30	60	A


Faculty
Communication Skills &
Personality Development


Coordinator
Short Term Course


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



Rayat Shikshan Sanstha's,
C. D. Jain College of Commerce, Shrirampur.
A. Y. 2023-24

Karmveer Vidya Prabodhini's,
Short Term Courses in

Communication Skills & Personality Development

Annual Examination Result Sheet

DR. M. S. GUJAR P.S.

Sr No	Name of the Student	Online Test Out of 50	Presentation Out of 50	Total Out of 100	Percentage Grade	Grade Remark
1	ABUJ RUTUJA BALASAHEB	40	40	80	O	
2	AHER TUSHAR CHANDRAKANT	42	35	77	A+	
3	ASANE PALLAVI SANTOSH	36	40	76	A+	
4	ATTAR ALISHA HASHMAT	30	40	70	A+	
5	BHAGWAT SAYALI GANESH	38	32	70	A+	
6	BHANDARI SAKSHI AMOL	32	48	80	O	
7	CHATUR ADITYA VIJAY	42	40	82	O	
8	CHAVAN ISHWARI ASHOK	40	45	85	O	
9	DALVI VEDIKA SATISH	42	35	77	A+	
10	DANGE DEEPALI ASHOK	44	30	74	A+	
11	DHANAGE SHRUTI RAJENDRA	36	30	66	A	
12	DHANSING DIKSHA RAVINDRA	42	40	82	O	
13	DIKE RAJESH RAMKRUSHNA	36	36	72	A+	
14	DIKE VIKRAM VISHNU	40	45	85	O	
15	DOKHE NITIN SUNIL	32	45	77	A+	
16	GAIKE ANIKET SANJAY	36	40	76	A+	
17	GAIKWAD AKSHADA SATISH	38	40	78	A+	
18	GAIKWAD KIRTI RAMESH	42	45	87	O	

19	GAIKWAD YOGITA DILIP	14	40	54	C	
X 20	GAYKWAD SUMEDH DEVICHAND	AB	AB	AB		
21	JADHAV KOMAL ASHOK	32	47	79	A+	
X 22	JAGTAP PRANOTI VITTHAL	AB	AB	AB		
23	JAWALE TUSHAR RAVINDRA	36	36	72	A+	
24	JOSHI SAMRUDDHI GANESH	40	45	85	O	
25	JOSHI VAISHNVAI RAVINDRA	38	42	80	O	
26	KAME AARTI RAMA	44	40	84	O	
27	KANDALKAR VAISHANAVI CHANDRAKANT	26	40	66	A	
X 28	KANGUNE NAMRATA ASHOK	AB	AB	AB		
29	KARJULE KAVERI RAJIV	42	40	82	O	
30	KARNE POONAM SANJAY	14	40	54	C	
31	KAYGUDE ANIKET RAJENDRA	40	35	75	A+	
32	KHAN SANA LAL MOHAMMAD	28	40	68	A	
33	KHANGAR SMITA ANIL	36	45	81	O	
34	KHAPKE ADITYA POPAT	42	40	82	O	
35	KOHLKADE SHRITIJ ANIL	36	45	81	O	
36	KURHE RUTUJA GOVIND	14	40	54	C	
37	LABADE KIRTI VITTHAL	44	40	84	O	
38	LONDHE KIRAN SANTOSH	40	40	80	O	
39	MANSURI NAJIYA JAVID	44	45	89	O	
40	MATE DEVIDAS HARIBHAU	46	48	94	O	
41	MATE VISHAL APPASAHEB	44	40	84	O	
42	MHANKALE MAHIMA SANJAY	34	45	79	A+	
43	MHASE RUTUJA PANDHARINATH	34	45	79	A+	

44	MORE SAKSHI DNYANESHWAR	38	40	78	A+	
45	MORE SARASWATI SUDAM	40	42	82	0+	
46	MORGE GAURI SANDIP	46	40	86	0	
47	MORWAL GAYATRI BIHARILAL	40	40	80	0	
48	NARSALE PRATIK VILAS	38	40	78	A+	
49	OHOL SNEHAL ANDRES	46	40	86	0	
50	PATHAN AAFRIN SAJID	34	30	64	A+	
51	PAWAR DIVYA SANJAY	40	40	80	0	
52	PINJARI FARAHAAN LATIF	42	40	82	0	
x 53	RANANAWARE KARTIK SANJAY	AB	AB	AB		
54	RAUT POOJA EKNATH	20	40	60	A	
x 55	SANCHETI RUDVIKA SUNIL	AB	AB	AB		
56	SAYYAD MAHEK RAJJAK	42	48	90	0	
57	SHAH SANA KALIM	44	40	84	0	
58	SHAIKH AMAN RAFIK	30	30	60	A	
x 59	SHAIKH SAMAD MUNNA	AB	AB	AB		
60	SHAIKH SHAHID ANWAR	44	40	84	0	
61	SHARNAGAT DIVYA BHAURAO	40	40	80	0	
62	SHEJUL KIRAN ASHOK	42	40	82	0	
x 63	SHELKE OMKAR KISHOR	AB	AB	AB		
64	SHELKE VAISHNAVI ANIL	38	40	78	A+	
x 65	SHINDE RITU RAMDAS	AB	AB	AB		
66	SHINDE SHITAL SANJAY ✓	34	35	69	A	
67	SOMVANSHI VAISHANAVI BALASAHEB	36	35	71	A+	
x 68	SONAVNE NAKUL NANA	AB	AB	AB		

69	TARADE JAYSHRI SUNIL	36	36	72	A+	
x 70	UGHADE PRIYANKA RAJENDRA	AB	AB	AB		
71	UNHALE ARPITA RAJENDRA	38	48	86	0	
72	VETAL GAURAV SAMBHAJI	38	48	86	0	
x 73	VIGHAVE SANKET SUMIT	AB	AB	AB		
74	WANI KETAN VIJAY	42	40	82	0	
75	YADAV AVINASH SATISH	30	30	60	A	
76	YADAV ROLI BRIJLALA	30	30	60	A	
77	ZAREKAR GAURAV ANIL	40	30	70	A+	
78	Dehe Nitin Sanjay	30	30	60	A	

DR MRS. GUJAR P. S.

Communication Skills &
Personality Development
Coordinator

DR MRS. GUJAR P. S.

DR MRS. GUJAR P. S.

Short Term Course
Coordinator

DR MRS. GUJAR P. S.

Commerce

DR MRS. GUJAR P. S.

I/C, Principal,

C. D. Jain College of
Commerce, Shirampur.

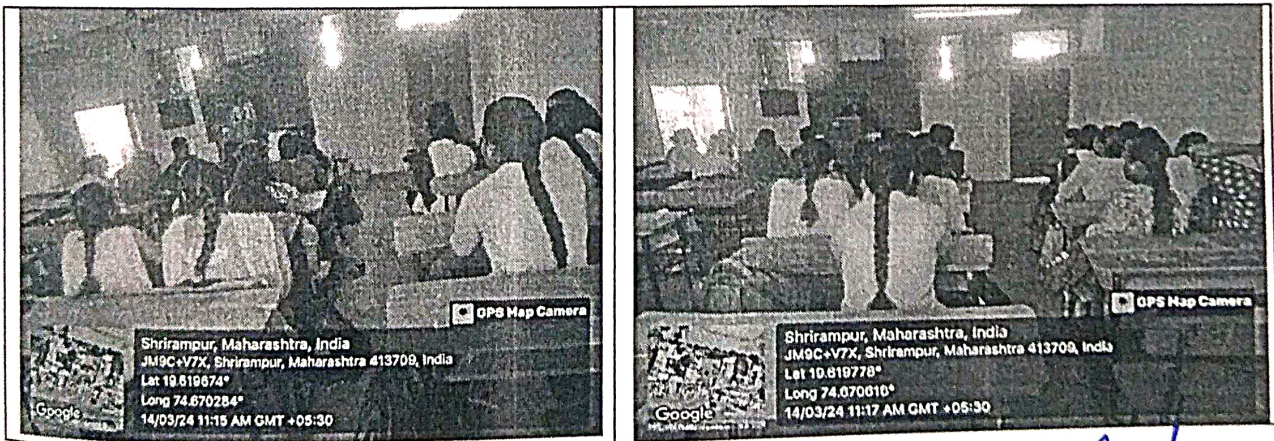


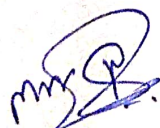
RAYAT SHIKSHAN SANSTHA'S,
CHANDRAROOP DAKLE JAIN COLLEGE OF COMMERCE,
Shrirampur, Dist. Ahmednagar
A.Y. 2023-2024

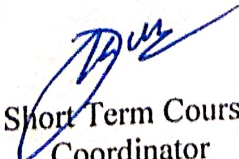
Savitribai Phule Pune University Approved
Short Term Diploma Course in Communication Skills & Personality Development
REPORT

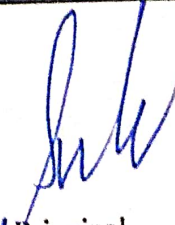
31/03/2024

As per the New Education Policy 2020, every student needs extra credits other than curricular studies. So as per the guidelines, our college has initiated the Savitribai Phule Pune University approved Short Term Courses for 4 Credits Short Term Diploma Course in Communication Skills & Personality Development for the academic year 2023-24 has the total enrollment of 78 students. It was scheduled for twice in a week. Duration of the course was 30 hours. 15 hours for theory lectures and 15 hours for practical presentation were scheduled. All the students have completed their Certificate Course in the previous year. In this year syllabus was designed on Soft Skills & Personality Development. At the end of the course theory examination was conducted by using **Online Mode** and practical presentation was conducted to improve soft skills of the students. From 78 students, 66 students were present for the examination and result is 100%. After completing the course, students able to deal with the soft skills and got improved in their presentation skills which help them to face the practical life activities in an innovative manner.




Communication Skills &
Personality Development
STC Course Co-ordinator


Short Term Course
Coordinator


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





GPS Map Camera

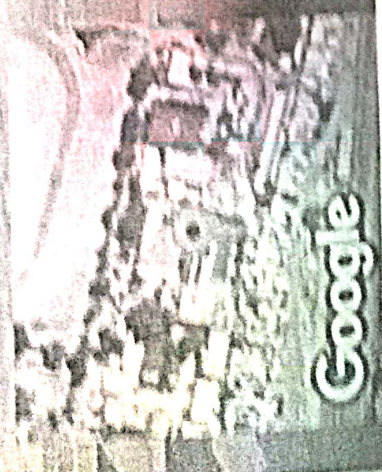
Shrirampur, Maharashtra, India

JM9C+V7X, Shrirampur, Maharashtra 413709, India

Lat 19.619988°

Long 74.6703°

14/03/24 11:14 AM GMT +05:30



Google



Rayat Shikshan Sanstha's

CHANDRAROOP DAKALE JAIN COLLEGE OF COMMERCE

Shrirampur, Dist- Ahmednagar - 413 709 (MS) India

NAAC Re-accredited 'A' Grade (CGPA 3.14)

Savitribai Phule Pune University approved

Short Term Course

CERTIFICATE


This is to certify that Mr / Ms. KAYGUDE ANIKET RAJENDRA.....

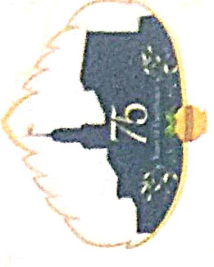
has successfully completed Certificate course in / Diploma course in / Advanced diploma course in
Communication Skill & Personality Development for the year 2023 -2024 and awarded A+ Grade.

Place: Shrirampur

Date: 1 / 6 / 2024


Co-Ordinator
Short Term Course


Principal
C.D.Jain College of commerce
Shrirampur





Rayat Shikshan Sanstha's

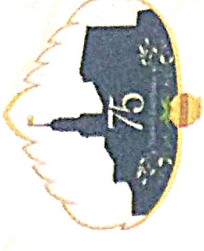
CHANDRAROOP DAKALE JAIN COLLEGE OF COMMERCE

Shrirampur, Dist- Ahmednagar - 413 709 (MS) India

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Savitribai Phule Pune University approved

Short Term Course



CERTIFICATE

This is to certify that Mr / Ms. KARNE POONAM SANJAY

has successfully completed Certificate course in / Diploma course in / Advanced diploma course in
Communication Skill & Personality Development for the year 2023 -2024 and awarded C Grade.

Place: Shrirampur

Date: 1 / 6 / 2024


Co-Ordinator

Short Term Course



Principal

C.D.Jain College of commerce
Shrirampur



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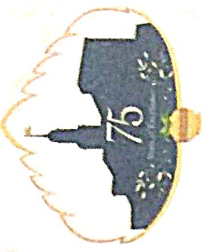
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Shrirampur, Dist- Ahmednagar - 413 709 (MS) India

NAAC Re-accredited 'A' Grade (CGPA 3.14)

Savitribai Phule Pune University approved

Short Term Course



CERTIFICATE

This is to certify that Mr / Ms. TARADE JAYSHRI SUNIL

*has successfully completed Certificate course in / Diploma course in / Advanced diploma course in
Communication Skill & De Personality for the year 2023 -2024 and awarded A+ Grade.
Development*

Place: Shrirampur

Date : 1 / 6 / 2024



Co-Ordinator

Short Term Course



Principal

C.D.Jain College of commerce
Shrirampur



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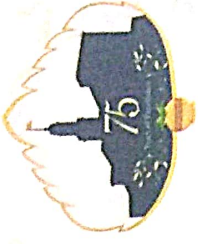
CHANDRAROOP DAKALE JAIN COLLEGE OF COMMERCE

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NAAC Re-accredited 'A' Grade (CGPA 3.14)

Savitribai Phule Pune University approved

Short Term Course



CERTIFICATE

This is to certify that Mr / Ms. KURHE RUTUJA GOVIND

has successfully completed Certificate course in / Diploma course in / Advanced diploma course in
Communication Skill & Personality Development for the year 2023 -2024 and awarded C Grade.

Place: Shrirampur

Date : 1 / 6 / 2024


Co-Ordinator

Short Term Course



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Shrirampur



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CERTIFICATE

This is to certify that Mr / Ms. LONDHE KIRAN SANTOSH

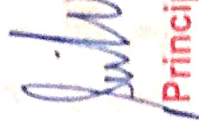
has successfully completed Certificate course in / Diploma course in / Advanced diploma course in
Communication Skill & Personality Development for the year 2023 -2024 and awarded O Grade.

Place: Shrirampur

Date : 1 / 6 / 2024


Co-Ordinator

Short Term Course


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C.D.Jain College of commerce
Shrirampur

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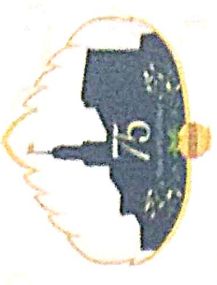
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CERTIFICATE

This is to certify that Mr / Ms. ASANE PALLAVI SANTOSH

has successfully completed Certificate course in / Diploma course in / Advanced diploma course in
Communication Skills & Personality for the year 2023 -2024 and awarded At Grade
Development

Place: Shrirampur

Date : 1 / 6 / 2024


Co-Ordinator

Short Term Course



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C.D.Jain College of commerce
Shrirampur



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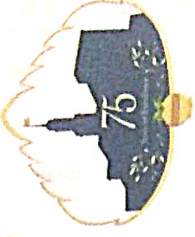
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Savitribai Phule Pune University approved

Short Term Course



CERTIFICATE

This is to certify that Mr / Ms. GAIKWAD YOGITA DILIP


has successfully completed Certificate course in / Diploma course in / Advanced diploma course in
Communication Skill & Personality for the year 2023 -2024 and awarded C Grade.
Developmet

Place: Shrirampur

Date : 1 / 6 / 2024


Co-Ordinator

Short Term Course



Principal

C.D.Jain College of commerce
Shrirampur

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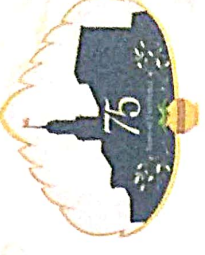
CHANDRAROOP DAKALE JAIN COLLEGE OF COMMERCE

Shrirampur, Dist- Ahmednagar - 413 709 (MS) India

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Savitribai Phule Pune University approved

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CERTIFICATE

This is to certify that Mr / Ms. DANGE DEEPAI ASHOK

has successfully completed Certificate course in / Diploma course in / Advanced diploma course in
Communication Skills & Personality for the year 2023 -2024 and awarded A+ Grade.
Development

Place: Shrirampur

Date : 1 / 6 / 2024

Co-Ordinator

Short Term Course

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Short Term Course



CERTIFICATE

This is to certify that Mr / Ms. DALVI VEDIKA SATISH

has successfully completed Certificate course in / Diploma course in / Advanced diploma course in
Communication Skills & Personality for the year 2023 -2024 and awarded A+ Grade.
Development

Place: Shrirampur

Date: 1 / 6 / 2024


Co-Ordinator

Short Term Course



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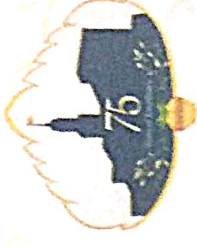
CHANDRAROOP DAKALE JAIN COLLEGE OF COMMERCE

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CERTIFICATE

This is to certify that Mr / Ms. BHAGWAT SAYALI GANESH

has successfully completed Certificate course in / Diploma course in / Advanced diploma course in
Communication Skills & Personality.....for the year 2023 -2024 and awardedA+.....Grade.
Development

Place: Shrirampur

Date : 1 / 6 / 2024


Co-Ordinator

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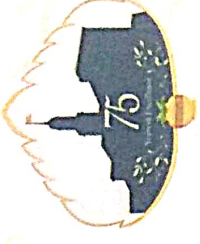
CHANDRAROOP DAKALE JAIN COLLEGE OF COMMERCE

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CERTIFICATE

This is to certify that Mr / Ms. NARSALE PRATIK VILAS

has successfully completed Certificate course in / Diploma course in / Advanced diploma course in
Communication Skill & Personality for the year 2023 -2024 and awarded A+ Grade.
Development

Place: Shrirampur

Date: 1 / 6 / 2024


Co-Ordinator

Short Term Course



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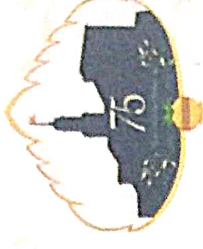
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CERTIFICATE

This is to certify that Mr / Ms. MANSURI NASHIYA JAVID

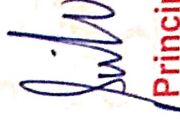
has successfully completed Certificate course in / Diploma course in / Advanced diploma course in
Communication Skill & Personality Development for the year 2023 -2024 and awarded 0 Grade.

Place: Shrirampur

Date : 1 / 6 / 2024


Co-Ordinator

Short Term Course



Principal

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CHANDRAROOP DAKALE JAIN COLLEGE OF COMMERCE

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CERTIFICATE

This is to certify that Mr / Ms. SHAH SANA KALIM

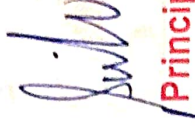
has successfully completed Certificate course in / Diploma course in / Advanced diploma course in
Communication Skill & Personality for the year 2023 -2024 and awarded 0 Grade.
Development

Place: Shrirampur

Date: 1 / 6 / 2024


Co-Ordinator

Short Term Course



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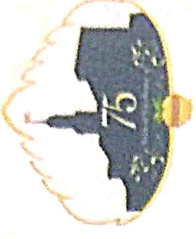
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CERTIFICATE

This is to certify that Mr / Ms. YADAV ROLI BRIJLALA

has successfully completed Certificate course in / Diploma course in / Advanced diploma course in

Communication Skill & Personality for the year 2023 -2024 and awarded A Grade.
Development

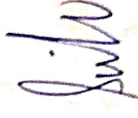
Place: Shrirampur

Date: 1 / 6 / 2024



Co-Ordinator

Short Term Course



Principal

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Shrirampur



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Shrirampur, Dist- Ahmednagar - 413 709 (MS) India

NAAC Re-accredited 'A' Grade (CGPA 3.14)

Savitribai Phule Pune University approved

Short Term Course



CERTIFICATE

This is to certify that Mr / Ms. WANI KETAN VIJAY

has successfully completed Certificate course in / Diploma course in / Advanced diploma course in
Communication Skill & Personality for the year 2023 -2024 and awarded O Grade.
Development

Place: Shrirampur

Date : 1 / 6 / 2024


Co-Ordinator

Short Term Course



Principal

C.D.Jain College of commerce
Shrirampur



Rayat Shikshan Sanstha's

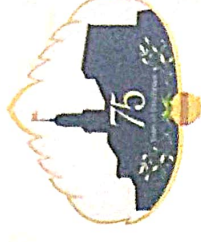
CHANDRAROOP DAKALE JAIN COLLEGE OF COMMERCE

Shrirampur, Dist- Ahmednagar - 413 709 (MS) India

MAAC Re-accredited 'A' Grade (CGPA 3.14)

Savitribai Phule Pune University approved

Short Term Course



CERTIFICATE

This is to certify that Mr / Ms. WANI KETAN VITAY.....

has successfully completed Certificate course in / Diploma course in / Advanced diploma course in
Communication Skill & Personality..... for the year 2023 -2024 and awarded 0..... Grade.
Development

Place: Shirampur

Date: 1 / 6 / 2024

Co-Ordinator

Short Term Course

Principal

C.D.Jain College of commerce
Shrirampur



Rayat Shikshan Sanstha's

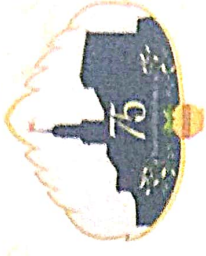
CHANDRAROOP DAKALE JAIN COLLEGE OF COMMERCE

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Short Term Course



CERTIFICATE

This is to certify that Mr / Ms. SHAIKH SHAHID ANWAR

has successfully completed Certificate course in / Diploma course in / Advanced diploma course in
Communication Skill & Personality for the year 2023 -2024 and awarded O Grade.
Development

Place: Shrirampur

Date : 1 / 6 / 2024



Co-Ordinator

Short Term Course



Principal

C.D.Jain College of commerce
Shrirampur