



Dr. Santosh Kaul Kak
Principal

Marwadi Sammelan

B. M. RUIA GIRLS' COLLEGE

NAAC ACCREDITED B+ (3rd Cycle)

11, Krishna Kunj, Vachha Gandhi Road, Gamdevi, Mumbai - 400 007.

Tel. : 2380 8130 • Fax : 2380 8137

E-mail : principal1958@gmail.com / bmruias@yahoo.com

023.bmrirlscollege@gmail.com

Website : www.bmrirlscollege

Ref. No. :

Date :

Name of Certificate/ Value added course offered and
online courses of MOOCs, SWAYAM, NPTEL etc. where
the students of the institution have enrolled and
successfully completed

AY 2019-20

Sr. No	Name of the Course	Academic Year
1.	100 Hrs. of Computer Training	2019-20
2.	Career Ready Program	2019-20
3.	Certificate Course in Goods and Service Tax (GST)	2019-20
4.	Certificate Course in Tally.ERP9 with GST	2019-20
5.	Certificate Program in Financial Markets- Sales and Operations	2019-20

AS/KP/SKK



Dr. Santosh Kaul Kak
Principal

PRINCIPAL
B. M. Ruia Girls' College
Grant Rd., MUMBAI-7.



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Name of Certificate/ Value added course offered and online courses of MOOCs, SWAYAM, NPTEL etc. where the students of the institution have enrolled and successfully completed

AY 2019-20

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Sr. No	Name of the Course	Documents Provided	Page No.
1	100 Hrs. of Computer Training	<ul style="list-style-type: none"> • Fee Receipts • List of students enrolled with signatures of students • Syllabus • Attendance • Assessment Procedures • Model Certificates 	4-41
2	Certificate Course in Tally.ERP9 with GST	<ul style="list-style-type: none"> • Brochure • Syllabus • List of students enrolled • Assessment Procedures • Certificates 	42-77
3	Career Ready Program	<ul style="list-style-type: none"> • Brochure 	78-94

		<ul style="list-style-type: none"> • List of students enrolled with signatures of students • Model Certificates 	
4	Certificate Program in Financial Markets- Sales and Operations	<ul style="list-style-type: none"> • Correspondence and List of students enrolled • Brochure • Curriculum • Model Certificate 	95-107
5	Certificate Course in Goods and Service Tax (GST)	<ul style="list-style-type: none"> • Curriculum • List of students enrolled with signatures of students 	108-110



COLLEGE COPY
B. M. RUIA
GIRLS' COLLEGE
GAMDEVI, MUMBAI - 400 007.



Receipt No.

029

Date

25/6/19

Dena Bank A/c. No. 019710024438 BMS

Name : Rawal Trupti R

Class : BMS I

No.	Received the following	Amount (Rs.)
1	ADMISSION FEE	530
2	TUITION FEE	15000
3	CAUTION MONEY DEPOSIT	100
4	LIBRARY FEE	1000/-
5	LIBRARY DEPOSIT	10000
6	MAGAZINE FEE	100/-
7	MISCELLANEOUS FEE	150/-
8	ID-CARD FEE	50
9	GYMKHANA FEE	500/-
10	STUDENTS WELFARE FEE	75/-
11	ASHVAMEDH SPORTS FEE	30/-
12	MEDICAL FEE	35/-
13	EXAMINATION FEE	2000
14	DISASTER MANAGEMENT FEE	10/-
15	STUDENT SPORTS FEE	100/-
16	SNDT ENROLLMENT FEE	250
17	SNDT ELIGIBILITY FEE	-
18	COMPUTER 100 HRS COURSE FEE	300/-
19	INTERNET CONNECTIVITY FEE	70/-
20	DEVELOPMENT FEE	500/-
21	COLLEGE DIARY FEE	50/-
22	LIBRARY DATA FEE	100/-
23	CO-CURR. ACTIVITY	600/-
24	POOR STUDENT FUND	10/-
25	LIBRARY CARD FEES	20/-
26	SNDT CONVOCATION FEE	-
27	SNDT PASSING CERTIFICATE FEE	-
28	ALUMNI FEE	1000
29	COMPUTER COURSE FEE	1000
30	FIELD VISIT	-
31	PLACEMENT FEE	-
32	PROJECT FEE	-
Total.....		24580

Rs. in words Twenty four thousand five hundred eighty



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Receipt No.

314

Date 24/7/19

Dena Bank A/c. No. 019710000396 Degree College

Name : Kasaulhan Lalita R

Class : BA III

No.	Received the following	Amount (Rs.)
1	ADMISSION FEE	—
2	TUITION FEE	800
3	CAUTION MONEY DEPOSIT	—
4	LIBRARY FEE	1000/-
5	LIBRARY DEPOSIT	—
6	MAGAZINE FEE	100/-
7	MISCELLANEOUS FEE	150/-
8	ID-CARD FEE	50
9	GYMKHANA FEE	500/-
10	STUDENTS WELFARE FEE	75/-
11	ASHVAMEDH SPORTS FEE	30/-
12	MEDICAL FEE	35/-
13	EXAMINATION FEE	1050
14	DISASTER MANAGEMENT FEE	10/-
15	STUDENT SPORTS FEE	100/-
16	SNDDT ENROLLMENT FEE	—
17	SNDDT ELIGIBILITY FEE	—
18	COMPUTER 100 HRS COURSE FEE	300/-
19	INTERNET CONNECTIVITY FEE	70/-
20	DEVELOPMENT FEE	250/-
21	COLLEGE ID CARD FEE	50/-
22	LIBRARY DATA FEE	100/-
23	CO-CURRICULAR ACTIVITY	100/-
24	POOR STUDENT FUND	10/-
25	LIBRARY CARD FEES	30/-
26	SNDDT CONVOCATION FEE	375
27	SNDDT PASSING CERTIFICATE FEE	150
28	ALUMNI FEE	200

Total.....

5325

Rs. in words

Five thousand five hundred

Rec. Sign.

Twenty five only
* In case University increases the fees during this academic year, the remaining fees amount.

B. M. RUIA

GIRLS' COLLEGE

GAMDEVI, MUMBAI - 400 007.



Receipt No.

313

Date.

24/7/19

Dena Bank A/c. No. 019710000396 Degree College

Name: Ghanchi Sejal M

Class : B Com. I

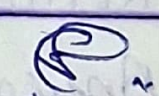
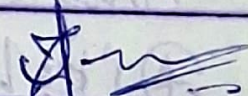
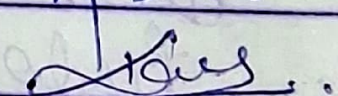
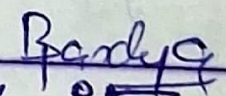
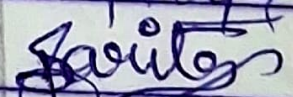

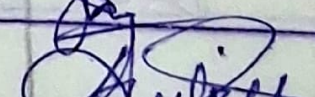
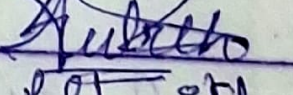

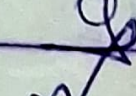
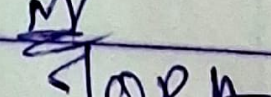

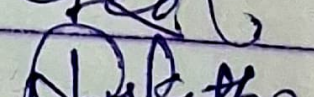
No.	Received the following	Amount (Rs.)
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2	TUITION FEE	800
3	CAUTION MONEY DEPOSIT	100
4	LIBRARY FEE	1000/-
5	LIBRARY DEPOSIT	1000
6	MAGAZINE FEE	100/-
7	MISCELLANEOUS FEE	150/-
8	ID-CARD FEE	50
9	GYMKHANA FEE	500/-
10	STUDENTS WELFARE FEE	75/-
11	ASHVAMEDH SPORTS FEE	30/-
12	MEDICAL FEE	35/-
13	EXAMINATION FEE	10.50
14	DISASTER MANAGEMENT FEE	10/-
15	STUDENT SPORTS FEE	100/-
16	SNDT ENROLLMENT FEE	250
17	SNDT ELIGIBILITY FEE	-
18	COMPUTER 100 HRS COURSE FEE	300/-
19	INTERNET CONNECTIVITY FEE	70/-
20	DEVELOPMENT FEE	250/-
21	COLLEGE DIARY FEE	50/-
22	LIBRARY DATA FEE	100/-
23	GO-CURR ACTIVITY	100/-
24	POOR STUDENT FUND	10/-
25	LIBRARY CARD FEES	20/-
26	SNDT CONVOCATION FEE	
27	SNDT PASSING CERTIFICATE FEE	
28	ALUMNI FEE	
	Total.....	6380/-

Rs. in words

Rs. in words Six thousand three hundred



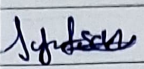
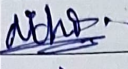
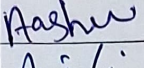
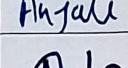
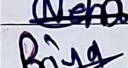
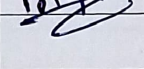

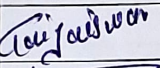
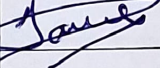
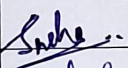
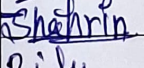

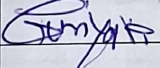
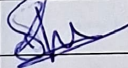
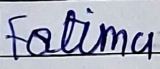
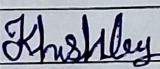
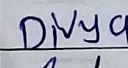
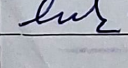
Rec. Sign.

* In case University increases the fees during this academic

Sr. No.	Name	Contact no.	Sign
1.	Enas Shaikh	7710015755	
2.	Uzma Zariwala	8828079872	
3.	Kausar Shaikh	7304652590	
4.	Bhagyashree Pandya	9987007481	
5.	Savita Vishwakarma	8879425348	
6.	Florence	8898185575	
7.	Subitha Nadar	7804849956	
8.	Shaikh Rida	9167616790	
9.	Yashi Khatri (12/2/22)	8108301791	
10.	Mansi Bhavsar	9167470394	
11.	Shaikh Iqra	7400343897	
12.	Trishna Reddy (ATKT)	9833375970	
13.	Nikitha S. Megajigari	8180897989	

S.No	Name	Contact No.	Sign
1	Akasha Koli	9867247898	Akashi
2	Laxmi Mahato	7506988907	Laxmi
3	Shruti Dasari	9820022360	Shruti
4	Sakshi Pokharel	8419972291	Sakshi
5	Prashanta Rithe	8369682328	Prash
6	Janhavi Chavarn	7021037942	JB
7	Nimali Jain	7039110409	Ni

Sr. No.	Name	Contact No.	Sign
1	Enas Shaikh	7715015588	P.
2.	Uzma Zameer	8828079872	J.
3.	Kawar shailch	7304652590	Kawar
4.	Joshi Jinal	9867375212	Joshi
5.	Anshara Qureshi	9967374850	A. Qureshi
6.	Mansi Bhavsar	9167470394	M. Bhavsar
7.	Bhagyashree Pandya	9987007481	Bhagyashree
8.	Jyoti Tiwari	9137226159	Jyoti
9.	Sayli Shirodkar	8850040125	Sayli
10.	Sanita Vishwakarma.	8879425348	Sanita
11.	Florence	8898185575	F.
12.	Ashut. R. Kote	7021043772	A.
13	Yashi Khatri (12/2/22)	8108301791	Y.

Name of the Student	
CHAUHAN SANU SURAJ SHOBHA	
JHA RAKHI RANJIT RITA	
KANOJIYA RIDDHI RAJAN SONI	
CHAUDHARI USHA CHANDRAKANT TULSIBAI	
PAL JYOTSANA SURENDRA JEERA	
SHUKLA NIDHI VIJAY KUMAR SARALA	
YADAV AANSHU KUMARI SHIVSHANKAR MUNNIDEVI	
YADAV ANJALI RAMCHANDRA SHANTI	
YADAV NEHA AMBIKA CHANDRAVATI	
YADAV PRIYA RAKESH KUMAR KAMALA DEVI	
RATHOD SONUKAWAR BHAIKUSINGH HANSHAKAWAR	
JAIN BHAVIKA DINESH BHAGWANTI	
KOTHARI JIGAL BIPINKUMAR SHRADDHA	
MANORAMA KUMAREE LALJI MEENA DEVI	
MUKHIYA SHRUTI SITARAM RANJUDEV	
JAISWAR TANVEE AMIT MEERA	
PAL JANVEE DINESH ASHA	
SHAIKH SADAF FATIMA MUSARAT RUBINA	
SHUKLA SNEHA SANTOSH KUMAR VANDANA	
ANSARI SHAHRIN ZAFAR MEENA	
GAUD RITU KUMARI GAYA PRASAD SHANTI DEVI	
GOUD PINKI KUMARI SURESH KUMAR SONA DEVI	
GURIYA RAM NIWAS KISAMATI DEVI	
JAIN POONAM KUMARI SHANKARLAL MANIDEVI	
KHARWA JANVI BHARAT HANSABEN	
GUPTA SUSHMA OMNARAYAN SUMAN	
MAURYA SUNDARI RAMCHANDRA SUNITA	
PUROHIT BHARTI KISHANSINGH UGMA	
KUDARE BHARATI ASHOK GANGA	
FATIMA MUHAMMAD SHAKIL AKBARUNNISHA	
ANSARI FIRDAUS SARWAR ALI ZAHIDA KHATOON	
GUPTA POOJA BINDRA ANJU	
JAIN KHUSHBU KUMARI SURESH KUMAR KANCHAN DEVI	
MALI DIVYA PREMARAM SUKHI	
PATEL LEELA KUMARI RATANLALJI PHAPHALA	
SINGH VIDYAKUMARI BHANVAR RAMEELADEVI	
SUTHAR KAVITA KAPURCHAND MEERADEV	

1	H-1	Balmiki Neelam Rameshkumar	Neelam
2	H-2	Chaudhari Madhu Mularam	Madhu
3	H-3	Jaiswar Sanjana Udayraj	Sanjana
4	H-4	Jaiswar Shalakra Santosh	shalakra
5	H-5	Kannaujiya Sejal Kawaldeep	Sejal
6	H-6	Khan Anjum Ajj	Anjum
7	H-7	Pandey Simta Devinarayan	Simta
8	H-8	Sahu Kajal Kailash	Kajal
9	H-9	Sharma Manisha Ramsaran	Manisha
10	H-10	Sharma Shalu Rajkumar	Shalu

D.C. Economics

11	E-1	Dimpal Kumari Jaysingh	Dimpal
12	E-2	Komal Banshilal	Komal
13	E-3	Pawar Aarti Chandrakant	Aarti
14	E-4	Sahani Nidhi Jaiprakash (Repeater)	Nidhi
15	E-5	Sejalkumar Khasraj	Sejal
16	E-6	Sharma Chandani Ghevarchand	

D.C. Sociology

17	S-1	Jain Ruchita Suresh	Ruchita
18	S-2	Jaiswal Aditi Ajay Hearing Impairment (Disability) Divyang(72%) - Both Ears	Aditi
19	S-3	Jaiswar Pratibhadevi Ramdhani	Pratibha
20	S-4	Mankoji Riddhisha Sagar	Mankoji
21	S-5	Singh Diksha Nanhe	Diksha
22	S-6	Singh Sushmita Dinesh	Sushmita

✓1	H-1	CHAUHAN UMA OMPRAKASH	Chaula
✓2	H-2	DUBEY RAKSHA SANTOSH	Raksha
✓3	H-3	ETIKAR POOJA KALYANI	Pooja
✓4	H-4	GAUD BOBBY JIYALAL	Bobby
✓5	H-5	GUPTA SAVITA SHOBHNATH	Savita
✓6	H-6	KAHAR MANISHA LALLUPRASAD	
✓7	H-7	KHAN SHERBANO ALIAHMAD	Sherban
✓8	H-8	PANDEY PRIYANKA ARVIND	Priyanka
✓9	H-9	PRAJAPATI KAJAL RAMU	Kajal
✓10	H-10	PRAJAPATI NEETADEVI RAMANAND	
✓11	H-11	RAJBHAR POOJA KAMLESH	Pooja
✓12	H-12	RUKSAR FATMA MOHD SADIQUE	Ruksar
✓13	H-13	SAYYED KAHKASHA KAUSER	
✓14	H-14	SHEKH SHAZDA BEGAM ABDUL HAMED	Shazda Begam
✓15	H-15	SHUKLA NIRALI GARUNKUMAR	Shukla
✓16	H-16	SINGH RANI SIKANDER	Rani
✓17	H-17	YADAV KOMAL LACHCHHAN	Komal
✓18	H-18	YADAV POOJA MUKTAR	Pooja

Sr. No.	Roll No.	Name of the students	
D.C. Economics			
✓19	E-1	GIRI SAKHI ASHOK KUMAR	Sakhi
✓20	E-2	GUPTA PRATIMA SHARDAKUMAR	
✓21	E-3	GUPTA SHRISHTI BABULAL	
✓22	E-4	MALI BADAMI KUMARI CHHANGANLAL	Badami
✓23	E-5	PARDESHI KAVITA ASHOKSHINGH	Pardehi
✓24	E-6	PATEL SHASHI SHIVCHAND	Shashi
✓25	E-7	RACHANAKUMARI JAYSINGH	Rachana
✓26	E-8	SINGH SUMANKUNWAR NARAYAN	Suman
✓27	E-9	SWETA KUMARI RAMESHCHAND	Sweta
✓28	E-10	VALMIKI REKHA DEVENDRAPAL	Rekha

D.C. Sociology

29	S-1	BAPCHADI MALASHRI MANIK	malashri
30	S-2	CHHATRI LUCIA REDHA	Lucier
31	S-3	DIWAKAR PRIYA RAMCHANDRA	priya
32	S-4	GULAB KANWAR JABBAR SINGH	Gulab
33	S-5	JAIN MANSI RAJMAL	Mansi
34	S-6	KAMAT RADHIKA KUMARI GOPAL	Radhika
35	S-7	KASAUDHAN LALITA RAMCHET	Lalita
36	S-8	KESARI JYOTI MOHAN	Jyoti
37	S-9	PRAJAPATI PREETI NANDLAL	Preeti
38	S-10	PUJARA NANCY ARVIND	Nancy
39	S-11	RANGREJ NEHA SALIM	Neha
40	S-12	SHEHNAZ BANO RAMZAN ALI	Shehnaz
41	S-13	SUTHAR DIVYA KHUSHALCHAND	Divya
42	S-14	VERMA AARTI RAMASHANKAR	Aarti
43	S-15	YADAV ANSHU MATARU	Anshu

A.C. Item No. 11

1-10-2004

**Plan for 100 Hrs of Computer Training
for the students of Graduate Degree Course (3 years)**

Three Plans of introducing Computers to Undergraduate students are suggested here.

- Plan I: 33 hrs per year.
Plan II: 40 hrs during first two years and 20 hrs in the last year.
Plan III: 10 hrs during first year and 30 hrs each in the next two years

	First Year	Second Year	Third Year
Plan I	33 hrs.	33 hrs.	33 hrs.
Plan II	40 hrs.	40 hrs.	20 hrs.
Plan III	10 hrs.	30 hrs.	30 hrs.

Credit-Course in

Introduction to the World of Computers

Objectives: After studying this course of 100 hours spread over three years, the students will be able to

1. use office automation and presentation tools effectively.
2. use Internet to communicate with friends, teachers and other experts in the field.
3. collect desired information using internet.
4. interact with the world through one's own webpage.
5. pursue a career in web page / web site designing.
6. pursue a career in desk top publishing.
7. maintain office accounts through use of tally software.
8. Create database using FoxPro software

Content and time duration:

Plan I

Year I (33 hrs)	Windows		3
	MS Office :		
		MS Word	10
		MS Excel	8
		MS PowerPoint	7
	Introduction to Internet:		5
		Sending and receiving email	
		Sending and receiving Attachments	
		Downloading files	
Year II (33 hrs)	Desk Top Publishing		
		Photoshop	10
		Page Maker	20
	Introduction to Internet		3
	Express	Browsers (Internet Explorer, Outlook	
		Search Engines	
Year III (33 hrs)	Webpage Design	HTML	10
		Dreamweaver	10
	Tally		13

Plan II

Year I (40 hrs)	Windows		5
	MS Office :		
		MS Word	10
		MS Excel	7
		MS PowerPoint	10
	Introduction to Internet:		
		Sending and receiving email	
		Sending and receiving Attachments	
		Chat	
		Browsing	
Year II (40 hrs)	Desk Top Publishing	Photoshop	10
		Page Maker	20
		CorelDraw	10
Year III (20 hrs)	Accountancy	Tally	13
	Web designing	Dreamweaver	7

Plan III

Year I (40 hrs)	Windows		3
	MS Office :		
	MS Word		10
	MS Excel		8
	MS PowerPoint		7
Year II (30 hrs)	Database Packages	MS Access	8
		FoxPro	4
	Internet:		
	Sending and receiving email		
	Sending and receiving Attachments		
Year III (30 hrs)		Chat	
		Browsing	
	Desk Top Publishing	Photoshop	10
		Page Maker	10
		CorelDraw	10
Year III (30 hrs)	Accountancy	Tally	10
	Web designing	FrontPage	10
		Html	10

Instructional Strategies:

The students may be taught in the computer lab (No theory lectures in the classroom). Three students may be accommodated on one machine if enough machines are not available.

The students would be encouraged to use computerized catalogues in the library, visit cybershops or webworld etc where more practice in the skills could be practiced.

Trips to Computer centers, multimedia centers, may be arranged to see the application of software learnt.

Presentations by the experts in the field about the career opportunities in the computer field may be arranged to motivate the students and help them think seriously about their career.

Evaluation Strategy:

The students may be evaluated through practical examination, group and individual projects, oral examination and also portfolios.

Details of Application Software

<p>Year I (40 hrs)</p>	<p>Paper Name : Office Automation</p> <p>Windows</p> <ul style="list-style-type: none"> ■ Using Window Explorer ■ Managing Files and Folders ■ Using Paint Brush, WordPad & Notepad ■ Network Neighbourhood <p>Word Processor (Microsoft Word)</p> <ul style="list-style-type: none"> ■ Introduction to Word Processor ■ Overview of Word Processor Packages ■ Use of Word in different areas ■ Document Concept (Creating, Saving, Opening, Closing Document) ■ Formatting Document (Bold, Italic, Underline, Justification, fonts, Colors of Fonts, Format Painter) ■ Copy, Cut & Paste ■ Working with Margins and Page Setup ■ Tables ■ Uses of Drawing Toolbar ■ Columns, Header & Footers ■ Printing Procedure ■ Spell Check & Thesaurus ■ Adding a Chart to the Report ■ Mail Merge <p>Spread Sheet (MS Excel)</p> <ul style="list-style-type: none"> ■ Introduction to Spreadsheet ■ Overview of Spread Sheet Packages ■ About Excel (Role of Excel in Day to Day Life) ■ Understanding Excel Sheet ■ Inserting, Deleting and Hiding Columns / Rows ■ Manipulating Formulas and Functions ■ Working with Charts ■ Printing a Sheet ■ Sort & Filter <p>Presentation Package (MS PowerPoint)</p> <ul style="list-style-type: none"> ■ What is Presentation ? Explain its Need. ■ Overview of Presentation Packages ■ Use of PowerPoint ■ Making Presentations ■ Different Types of Slide layouts ■ Slide View, Slide Sorter View & Slide Show Buttons ■ Setup Show ■ Applying Design Templates and Backgrounds ■ Transition & Custom Animation Effects ■ Recording Voice in Presentation ■ Electronic Presentations 	<p>Lect</p> <p>10 Lectures</p> <p>8 Lectures</p> <p>7 Lectures</p>
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	<p>Database Package (FoxPro)</p> <ul style="list-style-type: none"> ■ Data, Information, Database, Database system, Database Management System. ■ About FoxPro ■ Data Types used in FoxPro ■ Creating, Modifying and Displaying Structure ■ List with Scope ■ Adding and Editing Records ■ Operations (Arithmetic, Relational, Logical & String) ■ Specifying Data Format ■ Delete, Pack, Zap, Recall, Goto & Skip, Replace Commands ■ Difference Between Sorting & Indexing ■ Memory Variable ■ Functions (Numerical, Statistical, Character & Date) ■ Set Commands ■ Report Generation <p>Internet</p> <ul style="list-style-type: none"> ■ What is Internet ? and its Advantage and Disadvantages ■ Minimum Hardware and Software Requirement for internet Connection ■ Role of Modem in Internet ■ Websites & ISP ■ Browsing and Surfing ■ Search Engines ■ Downloading Pictures and Text ■ E-mailing ■ Creating Accounts ■ Attachments ■ Chatting <p>REFERENCE BOOKS:</p> <ol style="list-style-type: none"> 1. "Mastering Word 2000" by Ronthansfield, J.W. Oslen, BPB Publication. 2. "Mastering Excel 2000" by Mindy C. Martin, Steven M. Hansen, Beth Klingher BPB Publication. 3. "Mastering PowerPoint 2000" by Katherine Murray BPB Publication. 4. "Mastering FoxPro 2.5" Special Edition by Charles Siegel 5. "The Internet in 24 hours", Ned Shell : SAMS Publishing. 6. "Internet 101 A Beginner's Guide to the internet and the World Wide Web" : Wendy G. Lehnert. 	<p>8 Lectures</p> <p>4 Lectures</p>
<p>Year II</p> <p>30 Hrs)</p>	<p>Paper Name : Desk Top Publishing</p> <p>Coreldraw</p> <ul style="list-style-type: none"> ■ About CorelDraw ■ Using the Menus, Standard Toolbar, Property bar and Dialog Boxes ■ Drawing Rectangle, Ellipses, Polygons, Stars, Spirals and Graph paper. 	<p>10 Lectures</p>

- Selecting and Transforming Objects
- Shaping Objects
- Filling and Outlining Objects
- Viewing, Zooming and Ordering
- Combining, Breaking Apart, Grouping, Ungrouping, Separating and Converting to Curves
- Weld, Intersection and Trim
- Aligning, Copying, Pasting and Cloning
- Lens, Perspective and Powerclip
- Fitting Text to a Path
- Page Setup and Printing
- Uses of CorelDraw in Textile & Fashion Designing

Photoshop

- About PhotoShop
- Using Toolbox, Palettes and Context Menus
- Creating, Operating and Closing Files
- Changing Canvas Size, Color Modes and Resolution
- Understanding and Working with Layers
- Selecting Areas
- Picking and Selecting Colors
- Painting and Drawing
- Creating Text
- Resizing and Reshaping Images
- Scanning
- Filter Effects
- Manipulating Focus with Blur, Sharpen and Smudge
- Adjusting tone with Dodge, Burn & Sponge
- Morphing images
- Cloning and Pattern Creation with the Rubber Stamp
- Creating Special image effect

10
Lectures

Page Maker

- Introduction to PageMaker
- The PageMaker Window
- Using the Tool Box
- Creating New Document
- Entering and Formatting Text
- Editing Text
- Rulers
- Using Control Palette and Color Palette
- Adding Colors
- Drawing & Editing Objects using various Tools
- Changing Character Specifications
- Developing and Formatting paragraphs
- Using Find and Change Feature
- Page Setup
- Using Story Editor
- Inserting and Removing Pages
- Sorting Pages
- Master Pages, Importance & Uses
- Creating a Bill, Pamphlets, Visiting Cards, Advertisements

10
Lectures

REFERENCE BOOKS :

1. "Mastering Coreldraw 10": BPB Publication.
2. "Mastering Photoshop 6", Romaniello, Steve : BPB Publication, 2001.
3. "Photoshop 6 : In depth", Xenakis, Davis: Dreamtech Press, New Delhi 2001.
4. "Learning Page maker 6.5", Bangia, Ramesh: Khanna Book Publishing Pvt. Ltd., 2000.
5. "Teach yourself Pagemaker 6.5 for Macintosh and Windows", Busch, David D : BPB Publications, 1997.

Year III
(30 Hrs)

Paper Name : Tally and Web Designing

Tally

- Introduction to Tally
- Need, Uses, Features / Advantages
- Opening Screen Of Tally
- Startup Menu
- Company Info Menu (Details about the Company)
- Creating Company
- Exercise for creating the various Companies
- Selecting
- Displaying
- Altering
- Shutting a Company
- Gateway of TALLY
- Accounts Info
- Groups (Creation, Alteration & Deletion of Groups)
- Ledgers Creation, Alteration & Deletion of Ledgers
- Voucher Entry, Types & Uses
- Voucher (Creation, Alteration, Deletion)
- Balance Sheet (Navigating through the B/S)
- Profit & Loss A/c, Ratio Analysis
- Printing Various Ledger Accounts & Books in Tally
- Printing Vouchers & Graphs

10
Lectures

Html

- ✓ ■ Introduction to HTML
- ✓ ■ Standard procedure for creating a web page
- ✓ ■ Basic HTML code structure
- Tags along with attributes
- Ordered and Unordered list
- ✓ ■ Inserting Images
- ✓ ■ Tables in HTML
- Hyperlink and its uses
- Frames
- ✓ ■ Forms
- Creating menus with image maps
- Creating Websites
- Uploading website using FTP

10
Lectures

Phoolke Harkashan

Frontpage

10
Lectures

- Features of Front Page
- Difference between HTML and Front Page
- Working with Front Page Explorer
- Using Web template
- Import & Export file
- Formatting a Web page
- Hyperlinks
- Views (Page, Folder, Report, Navigation, Hyperlink, Task)
- Forms
- Hit Counter
- DHTML Effects

REFERENCE BOOKS :

1. "Implementing Tally 6.3", Nadhani, K.K., : BPB Publication.
2. "Using Tally eis 5.4 release 5(d) Tally the complete business solution", Satyapal : Khanna Book Publishing Co. Pvt. Ltd. New Delhi.
3. "How to use Tally Version 5.4", Garg, Sanjeev : Mashbra Industries (p) Ltd., New Delhi.
4. "The Complete Reference: HTML", Powell, thomas A. : Tata McGraw Hill Publication Co. Pvt. Ltd., 2001.
5. "World wide web Design with HTML", Xavier C. : Tata McGraw Hill Publishing Co. Ltd., 2000.
6. "Microsoft Frontpage 2000", Kunkel, Bill : Sybex inc. 2001.
7. "Microsoft Frontpage 2000", Weisskopf, Gene: BPB Publications, 1999.

Prepared by:

Prof. Vasudha Kamat
Dr. Jayashree Shinde
Mr. Shahajahan Khan

For Academic Council, SNDTU

9820875656

100 Hrs. Computer Training Course. 33 Hrs. per. Year + Practice Sessions

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	Dec. 2019					Jan. 2020					2019-2020					Feb. 2020					March 2020														
B.COM I	9	11	13	16	18	20	3	6	8	10	13	15	17	20	22	24	27	29	31	3	5	7	10	12	14	17	24	26	28	2	4	6	9	11	13
SHAIKH SHAHEEN BANO YAQUB	A	P	P	P	P	P	P	A	P	P	P	P	A	P	A	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P
SHAIKH YUSRA FIROZ	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SHAIKH ZAIBA ABDULLA GANI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SHELAR GAURI GANESH	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P
SHETE SUSHMA ANAND	A	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	A	P	P	P	P
SHETTY KARISNA NANDESH	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SHINDE NAMRATA SUDESH	P	A	P	P	P	P	P	P	P	P	P	P	A	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
SHINDE SAYALI SATYAWAN	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SHUKLA AACHAL ARVIND	A	P	A	P	A	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SHUKLA KAJAL ARVIND	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SHUKLA SONALI SANJAY	A	A	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SILAGANI SUPRAJA RAJKUMAR	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SINGH KAJALKUMARI SURENDER	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SOLANKI NIDHI RAJESH	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SONI NIYATI PRIGNESH	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SONI SANJANA ANIL KUMAR	P	P	P	P	A	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SOSA ANJALI SHIVRAM	P	A	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SWAMI SNEHA SHEKHAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
TRIPATHI HARSHITA ARJUN	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
UPADHAYAY GANGA OMPRAKASH	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
WAGHMODE SWATI TANAJI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
X SHAYAR KANVAN JABRARAM	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
YADAV SAKSHI CHANDAN	A	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

bsw
(Vaishali Aroskar)



Paul
PRINCIPAL
B. M. Ruia Girls' College
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Roll No.	B.A. III	100 Hrs. Computer Training Course (33 Hrs. per Year)																																					
		July 2019														Aug. 2019-2020														September 2019									
		2	4	6	9	11	13	16	18	20	23	25	27	30	1	6	8	10	13	15	17	20	22	24	27	29	31	3	5	7	10	12	14	17	19	21			
20	GUPTA PRATIMA SHARDAKUMAR	P	A	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A		
21	GUPTA SHRISHTI BABULAL	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P		
22	MALI BADAMI KUMARI CHHANGANLAL	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P		
23	PARDESHI KAVITA ASHOKSHINGH	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P		
24	PATEL SHASHI SHIVCHAND	A	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P			
25	RACHANAKUMARI JAYSINGH	P	A	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P			
26	SINGH SUMANKUNWAR NARAYAN	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P		
27	SWETA KUMARI RAMESHCHAND	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P			
28	VALMIKI REKHA DEVENDRAPAL	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P		
29	BAPCHADI MALASHRI MANIK	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P		
30	CHHATRI LUCIA REDHA	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A		
31	DIWAKAR PRIYA RAMCHANDRA	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A		
32	GULAB KANWAR JABBAR SINGH	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P		
33	JAIN MANSI RAJMAL	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P		
34	KAMAT RADHIKA KUMARI GOPAL	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P		
35	KASAUDHAN LALITA RAMCHET	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P		
36	KESARI JYOTI MOHAN	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P		
37	PRAJAPATI PREETI NANDLAL	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A		
38	PUJARA NANCY ARVIND	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P		

100 Hours of Computer Training (First Year)

Assessment sheet

Topic	Theory (25 Marks)	Practical (Hands on skill) (25 Marks)	Total Marks
Windows	Descriptive Questions on Keyboard Shortcuts Control Panel & Settings	Practical Task on File and Folder Management and Personalization Settings.	10 Marks
MS Office	MCQs on Formatting Text, styles, Paragraph alignment, Indentation, Line spacing, Tables, Bullets & Numbering Margins, Orientation, Header & Footer Shortcuts & Toolbar.	Create a formal letter, format it, and insert a table with data. OR Invitation letter with Mail Merge.	10 Marks
MS Excel	MCQs on basic formulas like SUM, AVERAGE, Functions like IF, VLOOKUP, Conditional Formatting, Sort and filter large data sets.	Prepare a student marks sheet, calculate total marks, average, and apply conditional formatting for high scores. OR Charts & Graphs of Bar, Line & Pie charts.	10 Marks
MS Power Point	MCQs on Insert images, charts, and SmartArt. Transitions and animations.	Design a 5-slide presentation on "Digital Marketing," using transitions and animations.	10 Marks
Introduction to Internet	Short answers on web browser, search engine, and document formatting	Hands on practical on sending and receiving mails and sending attachments and downloading files.	10 Marks
			50 Marks

100 Hours of Computer Training (Second Year)

Assessment sheet

Topic	Theory (25 Marks)	Practical (Hands on skill) (25 Marks)	Total Marks
Desk Top Publishing	MCQs on publishing industry, advantages and disadvantages of Desktop Publishing, DTP software available in the market, vector graphics and raster graphics and file formats used in DTP.	Create a Poster for an upcoming event, using text effects, images, and proper alignment. OR Design a Certificate for a workshop with borders, logos, and signature spaces.	10 Marks
Photoshop	MCQs on key features Adobe Photoshop, bitmap and vector images in Photoshop, Function Tools like Move Tool, Lasso Tool, Magic Wand Tool, Clone Stamp Tool	Create a Photo Collage using at least 4 different images with smooth blending and layer effects. OR Design a Web Banner Ad with text effects, gradients, and smart object usage.	10 Marks
Page Maker	MCQs on key features of Adobe PageMaker, master pages in PageMaker, text formatting options, linking and embedding images in PageMaker and templates in PageMaker.	Design a Magazine Cover Page with headlines, images, and text boxes. OR Prepare an Invitation Card for a formal event using text formatting and graphic tools.	10 Marks
Browsers	MCQs on Rendering Web Pages, Managing Web Protocols, Bookmarking Security Features and Popular browsers like Google Chrome, Mozilla Firefox, Microsoft Edge, Safari, and Opera.	Open Discussion on function of a web browser, and how does it differ from a search engine OR private browsing or incognito modes work, and what are their limitations.	10 Marks
Search Engines	MCQs on search engine like Google, Bing, Yahoo, and DuckDuckGo. Web Crawler (Spider/Bot Indexer, Query Processor	Hands on practical on some effective search techniques (e.g., using operators like AND, OR, quotes) to get better results from search engines like Google.	10 Marks
			50 Marks

100 Hours of Computer Training (Third Year)

Assessment sheet

Topic	Theory (25 Marks)	Practical (Hands on skill) (25 Marks)	Total Marks
Web Page Design	MCQs on <head> and <body> tags, hyperlink in HTML, unordered list and an ordered list in HTML and alt attribute in an tag.	Practical questions like insert an image into a webpage using HTML? OR Create a table with 3 rows and 2 columns in HTML?	10 Marks
HTML	Short questions on key elements that every home page, header and footer, text input, radio buttons, and a submit button.	Questions like Make a simple web page with three sections: About Us, Services, and Contact. OR Create a webpage with an image gallery using HTML.	10 Marks
Home Page	Short questions on inserting and embed YouTube video on your webpage. Role of colours and fonts in designing an attractive home page. Improvement of the loading speed of a home page	Create a simple website with two pages: a home page and an about page. Link them together. OR Build a home page with a fixed header and footer.	10 Marks
Dreamweaver	Short questions on Design View, Code View, and Split View in Dreamweaver, "responsive web design." , CSS (Cascading Style Sheet), a template in Dreamweaver Spry elements in Dreamweaver,	Create a simple HTML web page in Dreamweaver that displays your name, a photo, and a short paragraph OR Using Dreamweaver, create a form with input fields for Name, Email, and Message, along with a Submit button.	10 Marks
Tally	MCQs on purpose of a Voucher in Tally, F11 and F12 features in Tally, Single Entry and Double Entry in Tally and process of GST configuration.	Create a new Company in Tally OR Create the following Ledgers under appropriate groups.	10 Marks
			50 Marks

MARWADI SAMMELAN'S

B.M.RULA GIRLS' COLLEGE

NAAC Accredited B+ 3rd Cycle

Affiliated to S.N.D.T. Women's University, Mumbai

11, Krishna Kunj, Vachha Gandhi Road, Gamdevi, Grant Road (West), Mumbai- 400007

Tel : 022 23808130, E mail : bmrula@yahoo.com, Web : bmrirlscollege.com



Certificate

This is to certify that MS. SHASHI PATEL has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2017-18, 2018-19, & 2019-20. The Course is approved by SNDT Women's University and was conducted as per the curriculum.

Dr. Santosh Kaul Kak
Principal

MARWADI SAMMELAN'S

B.M.RULA GIRLS' COLLEGE

NAAC Accredited B+ 3rd Cycle

Affiliated to S.N.D.T. Women's University, Mumbai

11, Krishna Kunj, Vachha Gandhi Road, Gamdevi, Grant Road (West), Mumbai- 400007

Tel : 022 23808130, E mail : bmrula@yahoo.com, Web : bmrirlscollege.com



Certificate

This is to certify that MS. KAJAL MARU has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2017-18, 2018-19, & 2019-20. The Course is approved by SNDT Women's University and was conducted as per the curriculum.

Dr. Santosh Kaul Kak
Principal

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Tel : 022 23808130, E mail : bmrula@yahoo.com, Web : bmrirlscollege.com



Certificate

This is to certify that MS. ISHA KAPADIA has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2017-18, 2018-19, & 2019-20. The Course is approved by SNDT Women's University and was conducted as per the curriculum.

Dr. Santosh Kaul Kak
Principal

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Tel : 022 23808130, E mail : bmrula@yahoo.com, Web : bmrirlscollege.com



Certificate

This is to certify that MS. PRATIMA GUPTA has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2017-18, 2018-19, & 2019-20. The Course is approved by SNDT Women's University and was conducted as per the curriculum.

Dr. Santosh Kaul Kak
Principal

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Tel : 022 23808130, E mail : bmrula@yahoo.com, Web : bmrirlscollege.com



Certificate

This is to certify that MS. JINAL JOSHI has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2017-18, 2018-19, & 2019-20. The Course is approved by SNDT Women's University and was conducted as per the curriculum.

Dr. Santosh Kaul Kak
Principal

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Certificate

This is to certify that MS. ANSHU JAIN has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2017-18, 2018-19, & 2019-20. The Course is approved by SNDT Women's University and was conducted as per the curriculum.

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Principal

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Tel : 022 23808130, E mail : bmrula@yahoo.com, Web : bmrirlscollege.com



Certificate

This is to certify that MS. BADAMI MALI has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2017-18, 2018-19, & 2019-20. The Course is approved by SNDT Women's University and was conducted as per the curriculum.

Dr. Santosh Kaul Kak
Principal

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Tel : 022 23808130, E mail : bmrula@yahoo.com, Web : bmrirlscollege.com



Certificate

This is to certify that MS. REKHA VALMIKI has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2017-18, 2018-19, & 2019-20. The Course is approved by SNDT Women's University and was conducted as per the curriculum.

Dr. Santosh Kaul Kak
Principal

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Tel : 022 23808130, E mail : bmrula@yahoo.com, Web : bmrirlscollege.com



Certificate

This is to certify that MS. MANSI JAIN has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2017-18, 2018-19, & 2019-20. The Course is approved by SNDT Women's University and was conducted as per the curriculum.

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Principal

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Certificate

This is to certify that MS. POOJA PRAJAPATI has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2017-18, 2018-19, & 2019-20. The Course is approved by SNDT Women's University and was conducted as per the curriculum.

Dr. Santosh Kaul Kak
Principal

Marwadi Sammelan's B.M. Ruia Girls' College

In Collaboration with

NIIT GRANT ROAD

Special FEE Benefit for B.M. Ruia Girls' College students
(The fee includes Training & Certification)

Eligibility: B.M. Ruia Girls' College students
Conducting Training Program On

PROGRAMS	DURATION	BENEFIT FEE
TALLY.ERP9 WITH GST	33	Rs.1000/-

Batch Starting Soon

Training Venue: B.M. Ruia Girls' College / NIIT GRANT ROAD

Trainer will be from NIIT

Registration Date between: from 17-12-2019 to 20-12-2019



Tally.ERP9 with GST

Course Contents:

- Accounting with Tally. ERP 9
- Understand and apply basic principles of accounting
- Understand double-entry system of accounts
- Identify various financial statements
- Classify business organizations, based on their business activities and transactions
- Understand the concepts and challenges associated with accounting on computers
- Understand the basic features associated with Tally
- Identify the key components of Tally
- Understand and apply accounting processes in service organizations
- Record transactions of service organizations
- Understand the process of creating a company
- Record transactions of trading organizations
- Introduction to GST
- Getting Started with GST (Goods)
- Recording Advanced Entries (Goods)
- GST Adjustment and Return Filing
- Getting Started with GST (Services)
- Recording Advanced Entries (Services)

**NIIT: FELLOWSHIP SCHOOL COMPOUND, NEAR AUGUST KRANTI
MAIDAN, GOWALIA TANK, GRANT ROAD (W), MUMBAI: 400 036.
TEL. NO. 2380 2676 / 2380 6223 / 2389 9041**

Jan 2020.

NIIT & BM Rula Girls College

Certificate Course in ^{Date} 33 hours

Tally ERP with GST from 13 January 2020

1	Supraja Silagani	F.Y.B.Com	1000/-
2	Sushmita Guduri	"	1000/-
3	Pratibha Mourya	"	1000/-
4	Mamta Mali	"	1000/-
5	Neha Kanojia	"	1000/-
6	Sana Shaikh	"	1000/-
7	Sonali Shukla	"	1000/-
8	Saraswati Gupta	"	1000/-
9	Sapna Pandey	"	1000/-
10	Manisha Gahalot	"	1000/-
11	Sejal Giri	"	1000/-
12	Dipti Godhalka	"	1000/-
13	Pawan Devashi	"	1000/-
14	Karishna Shetty	"	1000/-
15	Chandha Mandal	SYBCom	1000/2
16	Tejal Tadhar	SYBCom	1000/2
17	Sweta Malde	TYBCom	1000/2
18	Swati Washmode	FYBCom	1000/2
19	Luska Dhandhu	"	1000/2
20	Gunjan Pandey	F.Y.B.CA	1000/-
21	Kavita Sant	"	1000/-
22	Sonal Parihar	"	1000/-
23	Sakshi Sawant	"	1000/-
24	Riya Borse	"	1000/-
25	Siddhi Shah	"	1000/2
26	Jinisha Jain	SYBCom	1000/-
27	Ravina Sundesha	"	1000/-
28	Sanita Prajapati	"	1000/-
29	Jinal Oza	"	1000/-
30	Anjali Kesari	"	1000/-
31	Nidhi Jain	"	1000/-
32	Shreya Kesariwani	"	1000/-

✓ 33	Mahima Rawal	SY.B Com	
✓ 34	Rinku Ambekar	"	
✓ 35	Rupali Ambre	TY B Com	→ Paid → 100
✓ 36	Samiya Pathan	T.Y. B Com	→ Paid → 100
37	Divya Parmar	SY.B Com	→ ✓
38	Kshitiya Tirlotkar	u	→ ✓
39	Mayuri Vagal	FY B Com	→ ✓
40	Shailja Sharma	u	→ ✓



NIIT

IN ASSOCIATION WITH



CERTIFICATE OF COMPLETION

This certifies that

Saraswati Gupta

has successfully completed a 33 hours course titled

Tally.ERP9 with GST

From 13 January, 2020 To 8 February, 2020



Sharma

Ms. Lajwanti Sharma
(NIIT- Centre Head)



Kaul

Dr. Santosh Kaul Kak
(Principal)





NIIT

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CERTIFICATE OF COMPLETION

This certifies that

Sejal Giri

has successfully completed a 33 hours course titled

Tally.ERP9 with GST

From 13 January, 2020 To 8 February, 2020






Ms. Lajwanti Sharma
(NIIT- Centre Head)





Dr. Santosh Kaul Kak
(Principal)





NIIT

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CERTIFICATE OF COMPLETION

This certifies that

Manisha Gahalot

has successfully completed a 33 hours course titled

Tally.ERP9 with GST

From 13 January, 2020 To 8 February, 2020





Ms. Lajwanti Sharma
(NIIT - Centre Head)





Dr. Santosh Kaul Kak
(Principal)





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CERTIFICATE OF COMPLETION

This certifies that

Sapna Pandey

has successfully completed a 33 hours course titled

Tally.ERP9 with GST

From 13 January, 2020 To 8 February, 2020



Sharma

Ms. Lajwanti Sharma
(NIIT- Centre Head)



Kaul

Dr. Santosh Kaul Kak
(Principal)





NIIT

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CERTIFICATE OF COMPLETION

This certifies that

Sana Shaikh

has successfully completed a 33 hours course titled

Tally.ERP9 with GST

From 13 January, 2020 To 8 February, 2020



Sharma

Ms. Lajwanti Sharma
(NIIT- Centre Head)



Kaul

Dr. Santosh Kaul Kak
(Principal)





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CERTIFICATE OF COMPLETION

This certifies that

Mamta Mali

has successfully completed a 33 hours course titled

Tally.ERP9 with GST

From 13 January, 2020 To 8 February, 2020




Ms. Lajwanti Sharma
(NIIT- Centre Head)




Dr. Santosh Kaul Kak
(Principal)



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CERTIFICATE OF COMPLETION

This certifies that

Neha Kanojiya


has successfully completed a 33 hours course titled

Tally.ERP9 with GST

From 13 January, 2020 To 8 February, 2020


Ms. Lajwanti Sharma
(NIIT- Centre Head)




Dr. Santosh Kaul Kak
(Principal)



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CERTIFICATE OF COMPLETION

This certifies that

Susmitha Guduri

has successfully completed a 33 hours course titled

Tally.ERP9 with GST

From 13 January, 2020 To 8 February, 2020



Sharma

Ms. Lajwanti Sharma
(NIIT– Centre Head)



Kaul

Dr. Santosh Kaul Kak
(Principal)



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CERTIFICATE OF COMPLETION

This certifies that

Kshitija Tirlokar

has successfully completed a 33 hours course titled

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(NIIT- Centre Head)



Dr. Santosh Kaul Kak
(Principal)

NIIT

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CERTIFICATE OF COMPLETION

This certifies that

Pratibha Maurya

has successfully completed a 33 hours course titled

Tally.ERP9 with GST

From 13 January, 2020 To 8 February, 2020

Ms. Lajwanti Sharma
(NIIT- Centre Head)



Dr. Santosh Kaul Kak
(Principal)

NIIT

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CERTIFICATE OF COMPLETION

This certifies that

Karisna Shetty

has successfully completed a 33 hours course titled

Tally.ERP9 with GST

From 13 January, 2020 To 8 February, 2020



Ms. Lajwanti Sharma
(NIIT- Centre Head)



Dr. Santosh Kaul Kak
(Principal)

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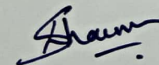
This certifies that

Supraja Silagani

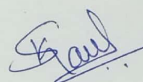
has successfully completed a 33 hours course titled

Tally.ERP9 with GST

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Ms. Lajwanti Sharma
(NIIT- Centre Head)




Dr. Santosh Kaul Kak
(Principal)

NIIT

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CERTIFICATE OF COMPLETION


This certifies that

Samiya Pathan

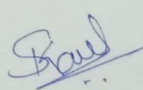
has successfully completed a 33 hours course titled

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Ms. Lajwanti Sharma
(NIIT- Centre Head)




Dr. Santosh Kaul Kak
(Principal)

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CERTIFICATE OF COMPLETION

This certifies that

Shreya Kesarwani

has successfully completed a 33 hours course titled

Tally.ERP9 with GST

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(NIIT- Centre Head)



Dr. Santosh Kaul Kak
(Principal)

NIIT

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CERTIFICATE OF COMPLETION

This certifies that

Tejal Jadhav

has successfully completed a 33 hours course titled

Tally.ERP9 with GST

From 13 January, 2020 To 8 February, 2020

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(NIIT- Centre Head)



Dr. Santosh Kaul Kak
(Principal)

NIIT

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CERTIFICATE OF COMPLETION

This certifies that

Sweta Malde

has successfully completed a 33 hours course titled

Tally.ERP9 with GST

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(NIIT - Centre Head)



Dr. Santosh Kaul Kak
(Principal)

NIIT

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CERTIFICATE OF COMPLETION

This certifies that

Rupali Ambre

has successfully completed a 33 hours course titled

Tally.ERP9 with GST

From 13 January, 2020 To 8 February, 2020

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(NIIT- Centre Head)



Dr. Santosh Kaul Kak
(Principal)

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CERTIFICATE OF COMPLETION

This certifies that

Rinku Ambekar

has successfully completed a 33 hours course titled

Tally.ERP9 with GST

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(NIIT- Centre Head)



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(Principal)

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This certifies that

Anjali Kesari

has successfully completed a 33 hours course titled

Tally.ERP9 with GST

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(Principal)

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This certifies that

Dipti Godhakia

has successfully completed a 33 hours course titled

Tally.ERP9 with GST

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(NIIT- Centre Head)



Dr. Santosh Kaul Kak
(Principal)

NIIT

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CERTIFICATE OF COMPLETION

This certifies that

Chandra Mandal

has successfully completed a 33 hours course titled

Tally.ERP9 with GST

From 13 January, 2020 To 8 February, 2020

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(NIIT- Centre Head)



Dr. Santosh Kaul Kak
(Principal)

NIIT

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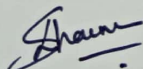
This certifies that

Mahima Rawal

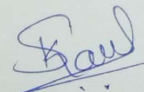
has successfully completed a 33 hours course titled

Tally.ERP9 with GST

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(NIIT- Centre Head)




Dr. Santosh Kaul Kak
(Principal)

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This certifies that

Surka Dhandhu

has successfully completed a 33 hours course titled

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(NIIT- Centre Head)



Dr. Santosh Kaul Kak
(Principal)

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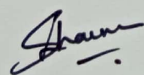
This certifies that

Pavan Devashi

has successfully completed a 33 hours course titled

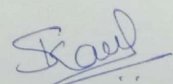
Tally.ERP9 with GST

From 13 January, 2020 To 8 February, 2020



Ms. Lajwanti Sharma
(NIIT - Centre Head)





Dr. Santosh Kaul Kak
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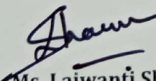
This certifies that

Swati Waghmode

has successfully completed a 33 hours course titled

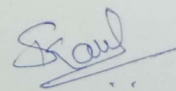
Tally.ERP9 with GST

From 13 January, 2020 To 8 February, 2020



Ms. Lajwanti Sharma
(NIIT - Centre Head)





Dr. Santosh Kaul Kak
(Principal)

NIIT

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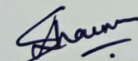
This certifies that

Divya Parmar

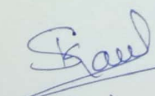
has successfully completed a 33 hours course titled

Tally.ERP9 with GST

From 13 January, 2020 To 8 February, 2020


Ms. Lajwanti Sharma
(NIIT- Centre Head)




Dr. Santosh Kaul Kak
(Principal)

NIIT

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CERTIFICATE OF COMPLETION

This certifies that

Nidhi Jain

has successfully completed a 33 hours course titled

Tally.ERP9 with GST

From 13 January, 2020 To 8 February, 2020

Ms. Lajwanti Sharma
(NIIT- Centre Head)



Dr. Santosh Kaul Kak
(Principal)

NIIT

IN ASSOCIATION WITH



CERTIFICATE OF COMPLETION

This certifies that

Savita Prajapati

has successfully completed a 33 hours course titled

Tally.ERP9 with GST

From 13 January, 2020 To 8 February, 2020

Ms. Lajwanti Sharma
(NIIT- Centre Head)



Dr. Santosh Kaul Kak
(Principal)

NIIT

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CERTIFICATE OF COMPLETION

This certifies that

Jinal Oza

has successfully completed a 33 hours course titled

Tally.ERP9 with GST

From 13 January, 2020 To 8 February, 2020

Ms. Lajwanti Sharma
(NIIT - Centre Head)



Dr. Santosh Kaul Kak
(Principal)

NIIT

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CERTIFICATE OF COMPLETION

This certifies that

Sonali Shukla

has successfully completed a 33 hours course titled

Tally.ERP9 with GST

From 13 January, 2020 To 8 February, 2020

Ms. Lajwanti Sharma
(NIIT - Centre Head)



Dr. Santosh Kaul Kak
(Principal)



NIIT

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CERTIFICATE OF COMPLETION

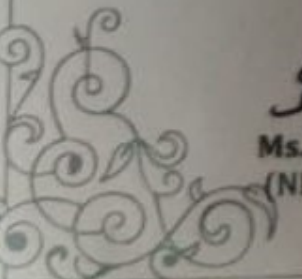
This certifies that

Ravina Sundesha

has successfully completed a 33 hours course titled

Tally.ERP9 with GST

From 13 January, 2020 To 8 February, 2020




Sharma

Ms. Lajwanti Sharma
(NIIT- Centre Head)

Kaul

Dr. Santosh Kaul Kak
(Principal)



NIIT

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CERTIFICATE OF COMPLETION

This certifies that

Jinisha Jain

has successfully completed a 33 hours course titled

Tally.ERP9 with GST

From 13 January, 2020 To 8 February, 2020

Ms. Lajwanti Sharma
(NIIT - Centre Head)



Dr. Santosh Kaul Kak
(Principal)



**BM RUIA GIRLS'
COLLEGE**

Partner Impact Report

About the partnership

The BM Ruia College and Antarang Foundation have entered into a partnership to execute the Career Ready at BM Ruia College, Gamdevi.



CareerReady (CR) for 1 girls batch in BM Ruia college has been completed

Highlights

- CareeReady

CareeReady Program

The CareeReady (CR) is a 15 months program engaging youth in the 18-28 age group, with the objective of helping youth identify their potential and linking them to a suitable career of their choice.



100 hour classroom training on core employability skills, preparing them to be a part of the workforce.



Career linkages in the form of internships, vocational courses, job placements matching with the student's interests, aptitude and personality, keeping their aspirations in mind.



12 month mentorship program with corporate professionals from different fields



Alumni support till 30 years of age, and access to learning opportunities and seminars/workshops/courses

Highlights - CareeReady

CAPACITY

- # Batches: 1
- # Enrolled: 38
- #Graduated[^]: 20
- Graduation rate: 53%



The batch started on 22nd of Nov, 2020 and all sessions have been completed.

SUPPORT



- 2 expert speaker sessions
- 1 exposure visit



The Expert speakers Shoeb from TCS and Ms. Debarati Banerji, who work as General Manager - Sales at Tata Steel spoke about careers in their respective industries and skills required to pursue careers in these sectors

For an Exposure Visit, the students visited Piramal Capital and learnt about careers in the Finance sector.

PRODUCTIVE YOUTH

- 5% of students linked to Course/Jobs
- 40% of students participated in the one-step mentoring program^{**}

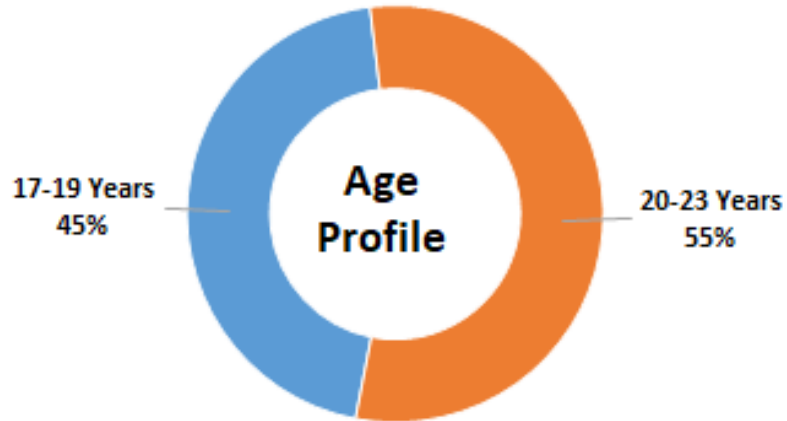


Since all the students are currently studying in college, all are in EET. In addition to that 5% have been connected to employment opportunities and training courses.

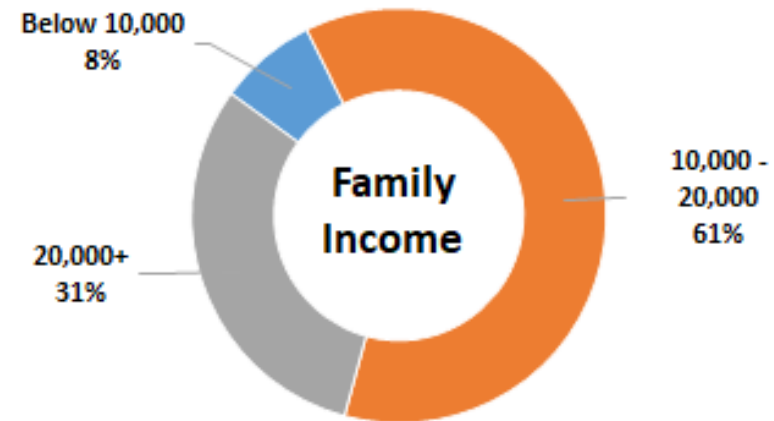
40% of students participated in the one-step mentoring program.

- [^] Students with more than 70% attendance qualify to graduate from the program and are entitled to career and mentor linkages
- ^{**} Mentorship is an opt-in program
- ^{**}One-step mentoring is a half day engagement where students get an opportunity to interact with professionals from corporate organizations on a one-on-one basis and receive career guidance

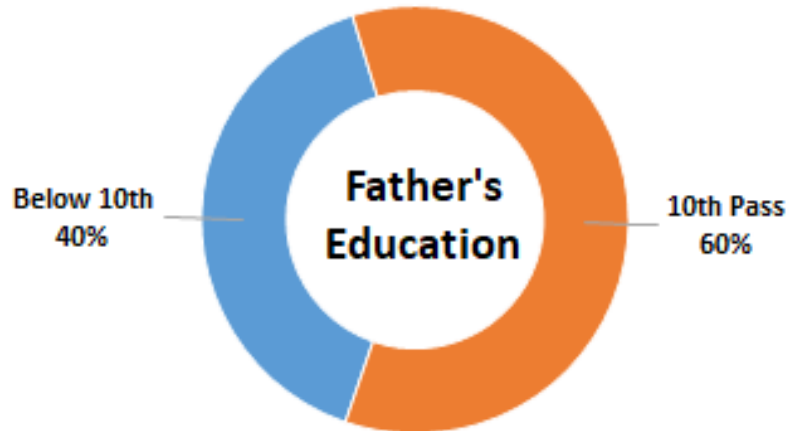
Beneficiary Profile- CareeReady



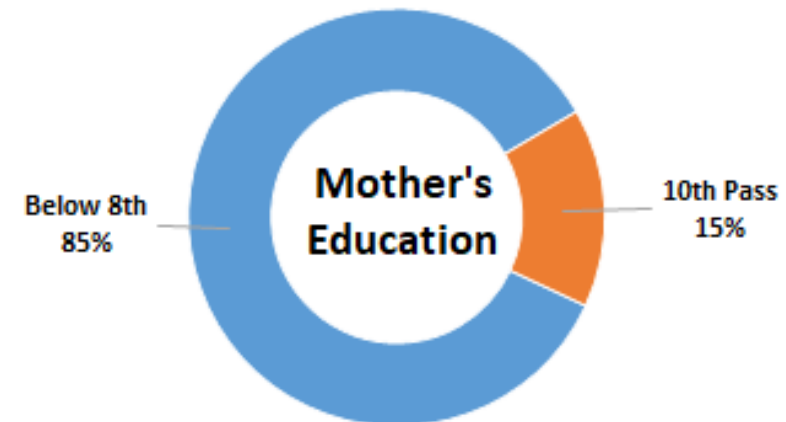
55% of the students were in 20-23 year age range



The family income level for most students is in the range of Rs.10,000-20,000 or more than Rs. 20,000 level

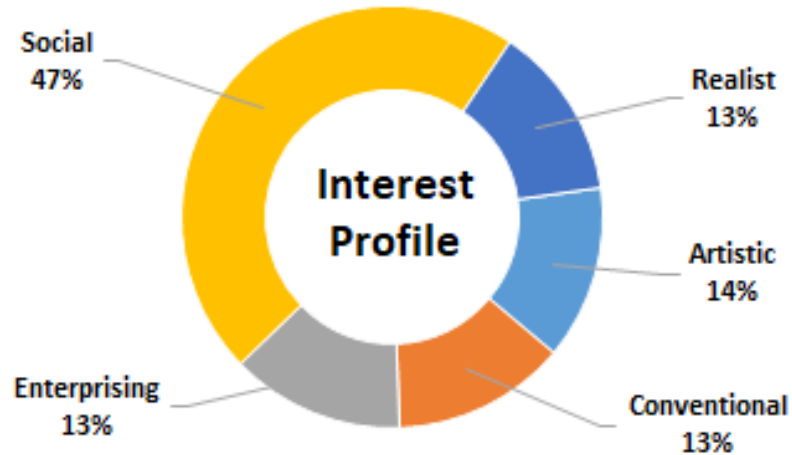


Fathers of 40% students had not even studied till 10th grade, and the next 60% had only passed their 10th



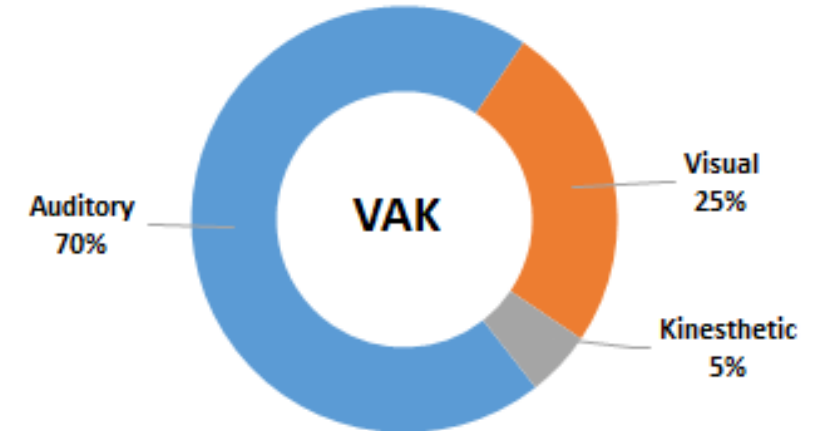
Mothers of 85% students had not even studied till 8th grade, and just 15% had passed their 10th

Interest Codes and Learning Style



Around 47% of the students had career aspirations mapping to Interest code “**Social**”.

People who like to work with people to enlighten, inform, help, train, or cure them, or are skilled with words classify under the “**Social**” type of personality. Career options most suitable to the “Social” type include social worker, counselor, school teacher, psychologist, nurse, librarian, occupational therapist, hospital administrator.



Around **25%** of the students were found to have a **Visual** learning style. That means they learn through seeing and reading through pictures, charts, diagrams etc.

Auditory style indicates that students learn through listening and speaking through sounds or lectures or through groups discussions etc. **70%** of students had a **Auditory** learning style

Remaining **5%** had the **kinesthetic** learning style, which means this lot learnt through action, i.e. moving around and touching or experimenting

IMPACT AT A GLANCE - CAREEREADY

46%

Attendance Rate

53%

Graduation Rate

87%

Work Ethics Score

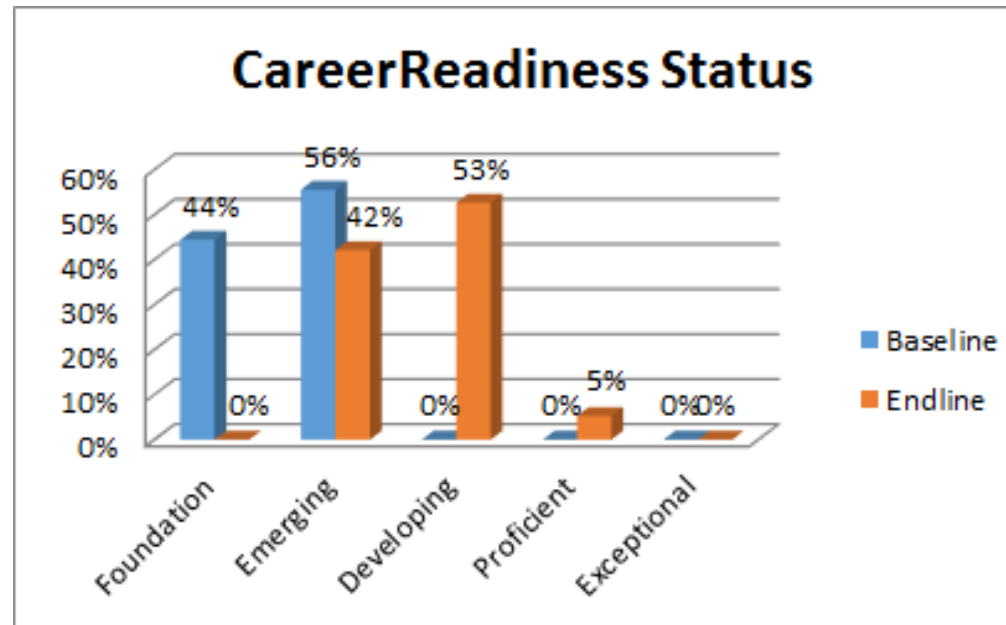
2

Expert Speaker sessions
conducted

1

Exposure Visit

2019-20 Career Diagnostic tool results



At the end of the program students displayed an **improvement in their career readiness scores** as measured on **career readiness diagnostic tool** (proprietary tool), “Foundation” being lowest and Exceptional the highest score.

At the end of the program, around 53% students were in the “Developing” category, 5% were in “Proficient” category

Testimonial- CareeReady - Jyoti Kesari

CASE STUDY



Jyoti Kesari

Jyoti comes from a low income family in Colaba. Her father works as a Massager and her mother is a housewife. There are Five members in the family, she has two sisters, one of whom is doing a job and the other one is studying.

Before joining the CareeReady programme she had considered a career as a beautician as she had limited knowledge about suitable careers and she lacked the confidence and guidance to pursue a career in the organized sector.

She learnt about opportunities that are available in her field of interest and what are the next steps required to pursue these opportunities and careers. Additionally she also learnt about work ethics, interview etiquettes and CV building to better prepare for a job.

After joining the CareeReady programme, she gained more confidence and clarity about what she wants to do in her life and also built the ability to critically analyze things by evaluating the negative as well as the positives.

After the Mock interview the Placement team offered her a job in a wealth management organisation in Colaba. Even in the time of the lockdown she is continuing to work from home and is able to contribute to the family income apart from also learning about concepts of finance and insurance sector through her job.

CareeReady through Pictures

Expert Speaker
Session



Parent Meeting
Session



Critical Thinking
Session



Curriculum Day
Session



CareeReady Placement & Mentoring linkage details

Student Name	Type of Placement Linkage	Organization Name
Jyoti Kesari	Employment	External Employment

Student Name	Type of Mentor Linkage	Organization Name
Akansha Patel	Attended OneStep	LinkedIn
Ritu Solanki	Attended OneStep	LinkedIn
Nancy Pujara	Attended OneStep	LinkedIn
Madhuri Parmar	Attended OneStep	LinkedIn
Shehnaz Shaikh	Attended OneStep	LinkedIn
Jyoti Kesari	Attended OneStep	LinkedIn
Jayshree Meriya	Attended OneStep	LinkedIn
Aarti Verma	Attended OneStep	LinkedIn

Thank you!

Career Ready Program

by Antarang NGO

22 November, 2019 to 12 December, 2019

Academic Year 2019-20

100 hours - Certificate Course

Skill Development Training on Soft Skills,
Communication, Banking, Interview Skills.

Sr.No.	Name	Class	Contact No.
1.	BOBBY GAUD	BA-TY-HINDI	8779944853
2.	NIRALI SHUKLA	BA-TY-HINDI	9324605010
3.	NIKITA CHELOT	B.com TY.	9619158955
4.	AKANSHA PATEL	B.com TY	9987181205
5.	RITU SOLANKI	B.com TY.	9167334633
6.	ANJALI KEWAT	B.com TY	8652407145
7.	MERIYA JAYSHREE	B.com TY	9082338163
8.	NEETA PRAJAPATI	TY.B.A.	9322695377
9.	PARMAR MADHURI	TY.B.com	7977035255
10.	PREETI PRAJAPATI	TY.B.A	9594005039
11.	SHER BANO KHAN	TY.B.A	8779855097
12.	POOJA YADAV	TY.B.A	9004171185
13.	POOJA ETIKAR	TY.B.A	9967959596
14.	SHAZDA BEGAM SHAIKH	TY.B.A	7666557165
15.	UMA CHAUHAN	TY.B.A	8291488558
16.	KOMAL YADAV	TY.B.A	9326275821
17.	KAJAL PRAJAPATI	TY.B.A	
18.	LUCIA CHHATRI	TY.B.A	7978345532
19.	RADHIKA KAMAT	TY.B.A	9082358590
20.	PRIYA DIWAKAR	TY.B.A	7498701839
21.	SHEHNAZ SHAIKH	TY.B.A	8433500864
22.	ARTI VERMA	TY.B.A	9699891898
23.	SAVITA GUPTA	TY.B.A	8828614164
24.	ANSHU YADAV	TY.B.A	9619883736
25.	NANCHI PUJARA	TY.B.A	8879101073
26.	MANSI JAIN	TY.B.A	7715021108
27.	MANSI BHAVSAR	TY.B.S	9167470394

Daily Signature	22 Nov.	23 Nov.	25 Nov.	26 Nov.	27 Nov.
	Nirali Shukla	Nirali Shukla			
	Nikita	Nikita	Nikita	Nikita	Nikita
	Akansha	Akansha	Akansha	Akansha	Akansha
	Ritu	Ritu	Ritu	Ritu	Ritu
	Anjali	Anjali	Anjali	Anjali	Anjali
	Jayshree	Jayshree	Jayshree	Jayshree	Jayshree
	Neeta	Neeta			Neeta
	Madhuri	Madhuri	Madhuri	Madhuri	Madhuri
		Preeti	Preeti	Preeti	Preeti
	Sherbano	Sherbano			
	Pooja	Pooja			Pooja
	Pooja	Pooja			
	Shazda Begam	Shazda Begam			
	Uma	Uma			
	Komal	Komal			Rajal
	Kajal	Kajal			
	Lucia	Lucia	Lucia		Lucia
	Radhika	Radhika	Radhika	Radhika	Radhika
	Priya	Priya	Priya	Priya	Priya
	Arti	Arti	Arti	Arti	Arti
	Savita	Savita	Savita	Savita	Savita
	Anshu	Anshu	Anshu	Anshu	Anshu
	Nanchi	Nanchi	Nanchi	Nanchi	Nanchi
	Mansi	Mansi	Mansi	Mansi	Mansi
	M. A Bhavsar	M. A Bhavsar	M. A Bhavsar	M. A Bhavsar	M. A Bhavsar

Sr.	Name	28. Nov.	2. DEC. 19.	3. DEC. 19.	4. DEC. 19.	5. DEC. 19.	6. DEC. 19.	10
1	SAYLI SANJAY SHIRODKAR	Sayli		Sayli	Sayli			
2	SHAHNAZ RAMZAN SHAIKH	Shahna						
3	JAYSHREE R. MERLYA	Jayshree		Jayshree				
4	Aarti R. Verma	Aarti						
5	SHOBHA S. SHARMA	Shobha				Shobha	Shobha	
6	Nancy A. PUJARA	Nancy						
7	Priga R. Diwakar	Priga				Nikita	Nikita	
8	Mansi Jain	Mansi						
9	Radhika Kamat	Radhika		Radhika	Radhika	Radhika	Radhika	Radhika
10	Anshara Oureshi	A. Oureshi		A. Oureshi	A. Oureshi	A. Oureshi		
11	Rupali Ambre	R.R. Ambre	R.R. Ambre	R.R. Ambre	R.R. Ambre	R.R. Ambre		
12	Madhuri Parmar	madhuri		madhuri				
13	Pooja K. Etikar	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
14	Komal Yadav	Komal	Komal	Komal	Komal	Komal	Komal	Komal
15	Savita Vishwakarma	Savita	Savita	Savita	Savita	Savita	Savita	Savita
16	Ritu Solanki	Ritu		Ritu	Ritu	Ritu		
17	Akansa Patel	Akansa		Akansa	Akansa	Akansa		
18	Neelu Shodema	Neelu	Neelu	Neelu	Neelu	Neelu		
19	Kirti Mahadik	Kirti		Kirti	Kirti	Kirti		
20	Mansi Bharsar	M. A. Bharsar		M. A. Bharsar	M. A. Bharsar	M. A. Bharsar		
21	Lucia Chhatni	Lucia	Lucia	Lucia		Chhatni	Chhatni	
22	Neeta Prajapati	Neeta	Neeta		Neeta			
23	BHAGYASHREE PANDYA	Bhagya						
24	Chhelot Nikita	Nikita			Nikita	Nikita	Nikita	
25	Uma Chauhan	Chauhan	Chauhan	Chauhan	Chauhan	Chauhan	Chauhan	Chauhan
26	Preeti Prajapati	Preeti						
27	Kajal Prajapati	Kajal	Kajal	Kajal	Kajal	Kajal	Kajal	Kajal
28	Lucia Chhatni	Lucia	Lucia	Lucia	Lucia	Lucia	Lucia	Lucia
29	Divya Suthar							
30	Swati Kesari							
31	Neetu Shodema							
32	Sakhi Gole	Sakhi	Sakhi	Sakhi	Sakhi	Sakhi	Sakhi	Sakhi
33	Priga Diwakar	Priga	Priga	Priga	Priga	Priga	Priga	Priga
34	Nancy Pujara	Nancy	Nancy	Nancy	Nancy	Nancy	Nancy	Nancy
35	Shahna Sheikh	Shahna	Shahna	Shahna	Shahna	Shahna	Shahna	Shahna
36	Aarti Varma	Aarti	Aarti	Aarti	Aarti	Aarti	Aarti	Aarti
37	Mansi Jain	Mansi	Mansi	Mansi	Mansi	Mansi	Mansi	Mansi
38	Anjali Kewat							



Certificate of Completion

This is to acknowledge

Nancy Pujara

has successfully completed Antarang Foundation's CareeReady
Employability Skills Training in the month of April 2020

For Antarang Foundation

Authorised Signatory

Priya Agarwal
Founder, Antarang Foundation

To,
The Principal,
B.M. Ruia Girl's College.
11, Krishna Kunj, Vachha Gandhi Rd, Gamdevi, Mumbai.

Subject: Skill based CSR – Funded training program in Financial Markets Sales & Operations.

Greetings from BSE Institute!

Background:

BSE Institute Ltd (www.bsebti.com) is a 100% subsidiary of the Bombay Stock Exchange Ltd. (BSE Ltd.) and is a leader in financial education. It currently offers close to 100+ short term professional courses, 6 undergraduate skill courses and 5 master level post graduate courses. It also supports universities from across the world including USA, UK, Canada, Australia, Singapore, Germany, New Zealand, and Israel in academic programs, student exchanges and research.

Opportunity:

India is emerging as a global hub for banking back-office operations. The 25+ global banks with back-offices are expected to recruit 1,25,000 people in the next 3 to 4 years, additionally there are more 50+ organizations that work for various international banks to handle their back office operations. Even though these back-offices or BFSI – ITES companies offer a significantly higher starting salary of INR 15,000 –20,000 per month to graduates, compared to an average monthly salary of INR 10,000 for an entry level job in an Indian Private Company, they face a challenge finding candidates with the right skills.

Current estimates show that less than 20% graduates are employable and in context of BFSI these numbers are far lesser due to lack of skills and knowledge.

To address this skill gap BSE Institute has designed a skill based training program which help graduates and unemployed youth to learn the skillsets that are required for them to get a job in the Financial Market. This program “Certificate Program in Financial Markets-Sales & Operations” envisages bridging this skill gap and enabling students to pursue opportunities in financial markets.

Further this is a CSR funded program, students only pay a marginal commitment amount of Rs.2000 only.

We propose to partner with your esteemed organization for conducting the training program as per the below mentioned schedule;

- Start Date: TBA.
- Duration: 4 hours daily.
- Days: Mon – Sat.
- Time: TBA.
- Total Duration: 100 Hours
- Total Duration in Months: 1 Month.

College's/Institute's Deliverables:

- Classroom Capacity: 25 seating capacity
- Desks and Chairs for students
- Seating Style: Classroom Style
- Desk and Chair for the Facilitator
- Projector
- Laptop/Computer with internet connectivity
- To designate a coordinator for conducting classes.

BSE Institute's deliverables:

- Faculty for conducting the batch.
- Books, Bags and related handouts
- Scheduling of classes.
- To provide required support for conducting the program.
- Placement opportunities after graduation, with organizations engaged to offer various financial Services subject to candidate completing graduation with a minimum of 50%
- Certificate of program completion post placement of the candidate (self-placed candidates will have to furnish their offer letter to avail the certificate)

BIL proposes to pay Rs.500/- per student to the college for making available the above mentioned facilities.

Looking forward to a positive response.

Warm Regards,

For BSE Institute Limited

Authorized Signatory

Greetings from BSE Institute Ltd.

Salim Sayed <Salim.Sayed@bseindia.com>
To: "bmruianq@gmail.com" <bmruianq@gmail.com>
Cc: Allwyn Fernandes <Allwyn.Fernandes@bseindia.com>

Mon, Aug 19, 2019 at 5:58 PM

Dear Dr. Smt. Santosh Kaul Kak.

Greetings from BSE Institute Ltd!

We appreciate the time you & your staff took from your busy schedule in conducting the Aptitude test for P.G. students from your college for the CPFM-S&O training program.

We are pleased to announce the results of the Aptitude test conducted on 19th August 2019.

As discussed PFA a copy of MoU for your perusal.

Sr.No	Name	Stream	Status
1	Aarti Yadav	M.com 1	Select
2	Asha Bhandari	M.com 1	Select
3	Pinky Purohit	M.com 1	Reject
4	Ekta Kalal	M.com 1	Select
5	Darshana Malvankar	M.com 1	Select
6	Priti Kanoujiya	M.com 1	Reject
7	Manisha Vaishnav	M.com 1	Select
8	Neha Dhek	M.com 1	Select
9	Anshuta Khandelwal	M.com 2	Select
10	Pooja Solanki	M.com 2	Select

Thanks & Regards,

Salim Ali Sayed

BSE Institute Limited

P J Towers, 18th floor, Dalal Street, Mumbai -400001, India

Phone (Direct) :022-22725717

Mobile : 7506971739

World's Fastest Exchange With A Speed Of 6 Microseconds

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MoU Ruia -CPFM-S&O.pdf

293K

**ARE YOU
JOB
READY?**



Certificate Program in Financial Markets - Sales & Operations

Industry Endorsed



Placement Assistance



Comprehensive Program in Banking and
Financial Markets - Sales & Operations



Blended Learning Format



**Preparation for Regulatory Exam In
Equity Derivative
Fees Includes
One Attempt Free**

BSE
INSTITUTE LIMITED

BSE Institute Limited

The BSE Institute Limited (BIL) inherits from BSE, knowledge and insights into the capital markets industry, garnered over the past 144 years. BIL is a wholly owned subsidiary of BSE Limited. BIL has over 149 Global Connections with Universities and other Institutions from around the world. The Institute offers over 150 programs and trains over 20,000+ participants yearly. Programs ranging from 1-day workshops to 2-year, full time post graduate programs in Financial Markets and Financial Technology. The faculty team includes over 300 world-class practitioners. BIL also conducts certification exams for financial market professionals and certifies over 20,000+ market professionals every year.

BSE Institute Limited is also the promoter of BFSI Sector Skill Council of India & Zone Start ups India. BFSI Sector Skill Council of India is a nodal body between the industry & National Skill Development Corporation Ltd., It helps implement all the national skills program on behalf of the Government of India. Zone Startups India, is a leading startup accelerator in India & the world's first startup accelerator setup within a Stock Exchange. Zone Startups India has incubated close to 180 startups till date and raised approximately 40 Million USD to help start ups grow.

BSE Institute Limited was assessed and certified with ISO 9001:2008

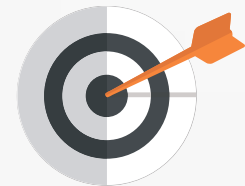
Our Vision

Our vision is to be the most sought after learning provider in the world in areas of financial and leadership training, by pioneering the generation and dissemination of knowledge for the enhancement of skills and capabilities of professionals and aspiring professionals.



Our Mission

As a centre of learning, our mission is to promote an open learning environment that brings together people, cultures and ideas from around the world, changing lives & helping transform organizations through innovative learning programs.

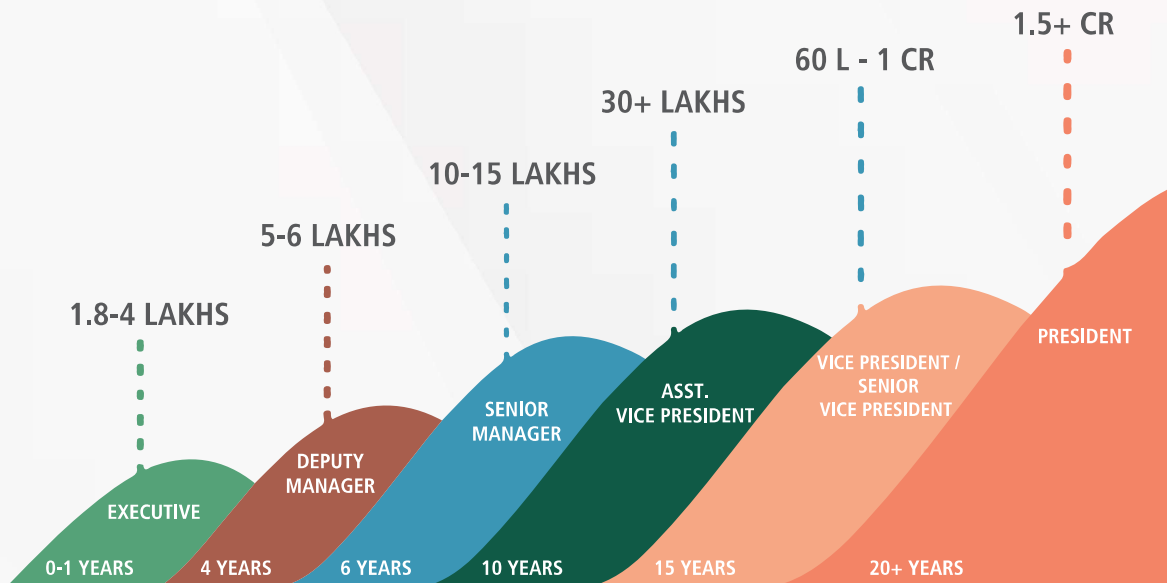


Awards & Accolades

- Skills Champion of India Awards in 2012 organized by FICCI
- Education Leadership Award in 2013 at the 21st Business School Affaire & Dewang Mehta Business School Awards
- "Thematic Winner- Youth Employability Skills 2014" from ASIA by the Conference Board of Canada (CBoC) and the International Education Business Partnership Network (IPN)
- Skoch Order-of-Merit in 2014 for India's Best Projects
- 2018 IPN Global Best Awards for impacting Youth Employability Skills held at NASA

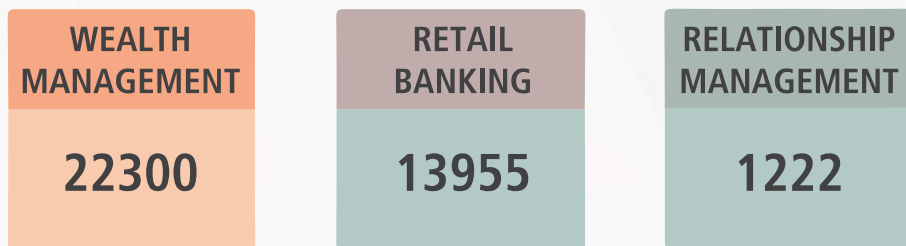
Industry Landscape

CAREER TRAJECTORY



SOURCE: PayScale

JOB OPENINGS (2017)



SOURCE: Monster

BFSI Sector will accelerate its
Employment upto **40%** by 2022.

Source: BFSI Sector Skill Council of India

Source: Willis Towers Watson

BFSI Sector is rated amongst the
top five sectors with **fattest**
pay hikes in india.

Overview Of Program

The Certificate Program in Financial markets – Sales & operations is a comprehensive program with placement assistance that provides you with an in-depth understanding of Banking & Finance and Capital Markets. This program will also coach the students to appear for the NISM-Series-VIII: Equity Derivatives Certification Examination. This program enables candidates to develop career-specific skills and take new paths towards various new job roles at leading banks and capital & wealth management firms.



Eligibility

- Graduation in Commerce stream

Detailed Curriculum

LEVEL - 1

Financial & Capital Markets

- Introduction to Financial Markets
- Mutual Funds
- Fixed Income Securities
- Fundamental Analysis
- Technical Analysis
- Derivatives

LEVEL - 2

Sales Skill Development

- Identifying Prospective clients
- Preparing for Sales Calls
- Communication - Verbal, Non-verbal
- Needs Identification
- Presenting a solution/ closure
- Managing Customer Expectations

LEVEL - 3

Dealers' Module

- Introduction to Trading and its Softwares
- Basic - Work Station & Market Watch
- Type of Orders
- Function Keys
- Scripts in Equity, Futures and Options

LEVEL - 4

Personal & Professional Development Skills

- Dynamics of Communication
- Attire and Business Etiquettes
- Time Management
- Personal Effectiveness
- Team Building
- Interview Preparation
- Identifying Prospective clients
- Managing Customer Expectations

LEVEL - 5

NISM-Series-VIII: Equity Derivatives Certification Examination Prep – Coaching and Question paper solving (One Attempt Free)

Placement Highlights



Himachal Thadeshwar
Morgan Stanley Capital
International



Kajol Salot
BSE Ltd



Chirag Gohel
Mansukh Securities



Meera Adroja
Internship (INX)



Mihir Patel
Mansukh Securities



Chandni Bhatt
SMC Global



Vidit Joshi
SMC Global



Ravina Sisodhiya
Marwadi Shares



Shreyansh Velani
SMC Global



Neeraj Modi
Motilal Oswal
Securities Ltd.

"The course covered a lot of information, delivered in concise session that were easy to learn. The structure was clear, logical and effective. BSE Institute Ltd. has put a lot of thought and expertise into designing the program. The core benefits came from doing assignments, receiving individual feedback and interacting with BIL and other participants. This format gave me the confidence to implement new techniques and knowledge into my company."

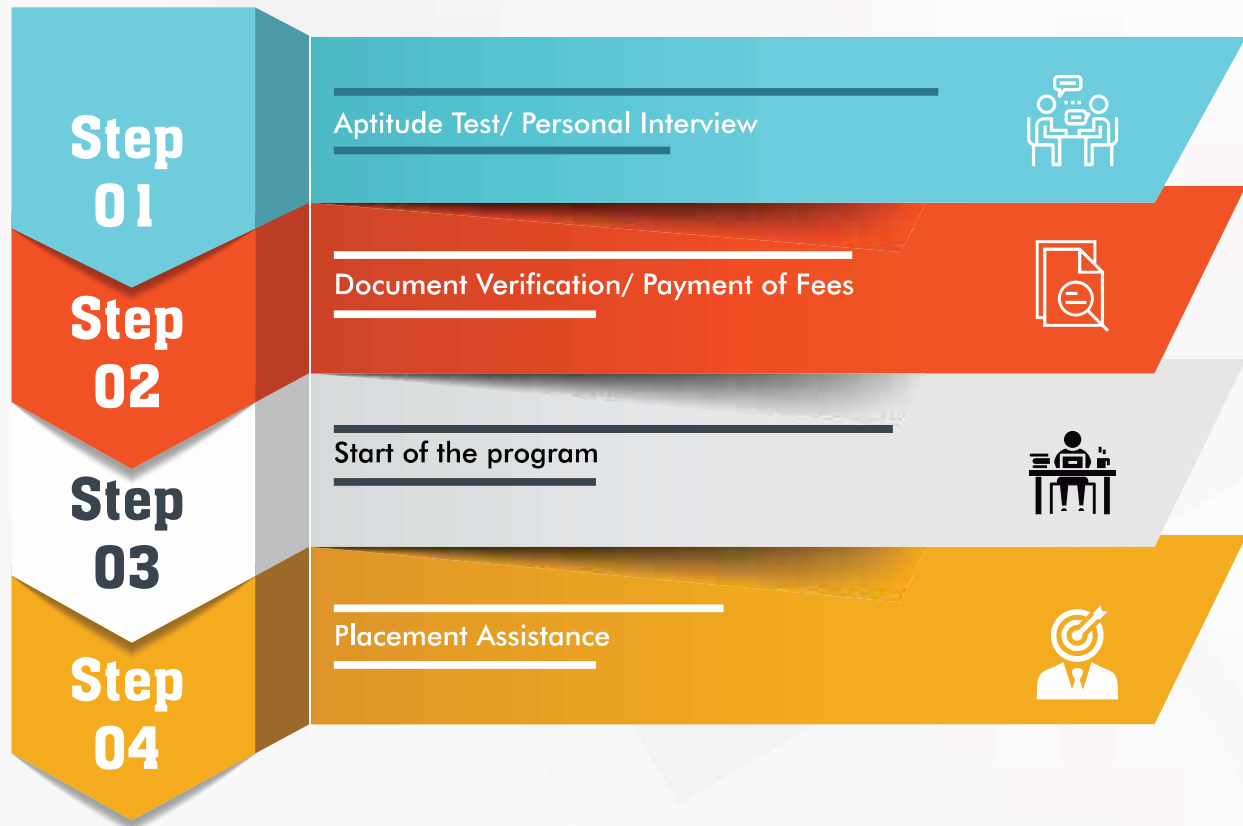
Job Roles

Relationship Executive	Equity Dealer
Business Development Executive	Customer Service Executives
Business Associates	Retail Associates
Sales Executives	Compliance Officer

Corporate Connect

4 steps to your career



AHMEDABAD: 203 - 204, Abhishree Avenue,
Above Axis bank, SM Road, Ambawadi,
Ahmedabad - 380015.
Call: 079-26562992/ +91 8866066780

KOLKATA : 22 Camac Street,
1st floor, Block - A,
Kolkata - 700016.
Call: 033-22821375/60/61/ +91 9874265082

CHENNAI: No. 8th Floor, Block A,
Chaitanya Imperial Building, No. 610,
Anna Salai, Teynampet Chennai - 600 018.
Call: 044 46088585/ +91 8939108767

MUMBAI: 18th & 19th Floor, P. J. Towers,
Dalal Street, Mumbai - 400 001.
Call : 022 22728708 / 5754





DELHI: 101, Aggarwal Corporate Tower,
Plot No. 23, District Centre, Rajendra Place,
New Delhi - 110 008.
Call: 011- 2578 2116/ 18

RANCHI: 4TH Floor, Vasundhara Mega Mart,
Argora Chowk, Opposite Mahi Restaurant,
Ranchi – 834012.
Call: 700-4250704

PUNE: BMCC College, Room No-8, BBA Building,
845, Shivaji Nagar, Deccan Gymkhana,
Pune - 411 004.
Call: 020-30866286/ +91 9028450248

HYDERABAD: 302, Marigold pavani Estates,
Dwarakapuri colony, Punjagutta, Landmark:
Sai Baba Temple, Hyderabad - 500082
Call: 040-40038477

Toll free: 1800 22 9030

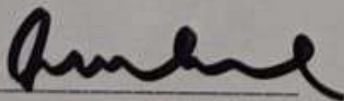
E-mail: admissions@bseindia.com | Follow us on:    

Mumbai | Ahmedabad | Bangalore | Chennai | Delhi | Hyderabad | Jaipur | Kolkata | Pune | Ranchi | Trivandrum

Certificate

This is to certify that Asha Bhandari

Enrollment No. **D18MUM000403** has successfully completed his/her
“**Certificate Program in Financial Markets Sales and
Operations**” (CPFMSO) with **C** Grade conducted by **BSE
Institute Limited** in the year **2019**.



Managing Director
BSE Institute Limited



Head Academics & Product Development
BSE Institute Limited



Certificate No. C20011405

Certificate Course on Goods and Service Tax
33 Hours + Internship

Objectives:

- 1) To introduce students to the basics of GST.
- 2) To introduce valuation rules relating to GST.
- 3) To acquaint them with the procedure of filing of GST returns.

SYLLABUS

UNIT I - OVERVIEW OF GOODS AND SERVICE TAX

Overview of GST
Implementation of GST
Liability of the Tax Payer
GST Network & GST Council

UNIT II - LEVY OF GST – INTRODUCTION

Composition Scheme
Composite and Mixed Supply / Duty
Exemption from GST

UNIT III - REGISTRATION

Registration Procedure
Special Persons
Amendments / Cancellation

UNIT IV - MEANING AND SCOPE OF SUPPLY

Schedule I and Schedule II
Negative List and Exemptions

UNIT V - TIME OF SUPPLY

Time of Supply - Goods
Time of Supply –Services

UNIT VI - VALUATION IN GST

Valuation in GST

Valuation Rules

Place of supply

UNIT VII - PAYMENT OF GST

Time of GST Payment

How to make payment

UNIT VIII - JOB WORK

Introduction

Important Points

UNIT IX - INPUT TAX CREDITS

Introduction

Important Points

Case Studies

UNIT X - RETURN IN GST

Return for Outward Supplies

Return for Inward Supplies

Composition Scheme

Other Returns

UNIT XI - GST PORTAL

GST Eco-system

GST Suvidha Provider (GSP)

Uploading Invoices

Fees : Rs 500/-

Faculty Incharge:

- 1) Dr. Kashyap Ganatra
- 2) Mrs. Kinjal Jain
- 3) Mr. Ashok Jain
- 4) Ms. Yuti Chandan
- 5) Ms. Driti Jain

Certificate Course in Goods and Service Tax (GST) Lecture Sessions conducted 32 hours.

Academic Year 2019-20

20th August, 2019 to 30th January, 2020

SR No	Name of the Student	August				September				December				January			
		20/8	21/8	22/8	23/8	24/8	25/8	26/8	27/8	28/8	29/8	30/8	31/8	1/9	2/9	3/9	4/9
1.	Prachiti Shivaji Sakpal	Pss	Pss				P	P			Pss			Pss	P	P	P
2.	Rinku Ramesh Ambekar	RA	RA				P	P	P	RA	RA			RA	P	P	P
3.	Shivangi Mishra																
4.	Kirti Mohadik	Kirti	Kirti	Kirti							Kirti					P	P
5.	Janu R. Jain	Janu	Janu	Janu							Janu					P	P
6.	Rupali Ambre	RA	RA	RA							RA					P	P
7.	Akansha Rane	A	A	A		P	P			Rane	Rane			Rane	P	P	P
8.	Zeba Mansuri	Zeba	Zeba	Zeba		P	P	P		Zeba	Zeba	Zeba	P	Zeba	P	P	P
9.	Ritu P. Makwana	Ritu	Ritu				P	P						Ritu		P	P
10.	Joshi Jinal suresh	J	J	J		P	P							J		P	P
11.	Nimali R. Jain	Ni	Ni	Ni		P					Ni	P	Ni	P		P	P
12.	Akansha Patel	A	A	A		P				A						P	P
13.	Sweta Malde	Sweta	Sweta			P	P			Sweta				Sweta	P	P	P
14.	Hansha V Rawal	Hansha															
15.	Pooja G. Dahiya	Pooja	Pooja			P										P	P
16.	Kajal S. Chavhan	Kajal	Kajal			P										P	P
17.	Pooja Punhit	Pooja	Pooja			P										P	P
18.	Mansi Bhavsar	Mansi	Mansi			P	P			Mansi	Mansi	P	Mansi	P	P	P	P
19.	Sayli Shiradkar	Sayli	Sayli			P	P			Sayli	Sayli	P	Sayli	P	P	P	P
20.	Anshara Oreshi	Anshara	Anshara			P	P			Anshara	Anshara	P	Anshara	P	P	P	P
21.	Shruti Desai	Shruti	Shruti			P	P			Shruti	Shruti	P	Shruti	P	P	P	P
22.	Masooma Jaffer	Masooma	Masooma			P	P	P		Masooma	Masooma					P	P
23.	Patrisha Gupta	Patrisha	Patrisha			P	P	P		Patrisha	Patrisha	P	Patrisha	P		P	P
24.	Razina Thakur	Razina	Razina			P	P	P		Razina	Razina	P	Razina	P		P	P
25.	Shifa Adrekar	Shifa	Shifa			P	P	P		Shifa	Shifa					P	P
26.	Saakshi Jain	Saakshi	Saakshi					P		Saakshi							
27.	Sonu Mewada	Sonu	Sonu														
28.	Mitali Nail	Mitali	Mitali			P		P		Mitali	Mitali						
29.	Chhelot Nikita	Nikita	Nikita			P	P			Nikita	Nikita					P	P
30.	Akshata Kuvare	Akshata	Akshata							Akshata	Akshata					P	P

28 Students completed.

