



Dr. Santosh Kaul Kak
Principal

Marwadi Sammelan

B. M. RUIA GIRLS' COLLEGE

NAAC ACCREDITED B+ (3rd Cycle)

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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 2021-22

Sr. No	Name of the Course	Academic Year
1.	Analytics with Advanced Excel & Power BI	2021-22
2.	100 Hrs. of Computer Training	2021-22
3.	Disaster Preparedness	2021-22
4.	Campus to Corporate Careers (C2C) – Skill Development Program	2021-22

AS/KP/SKK




Dr. Santosh Kaul Kak
Principal
B. M. Ruia Girls' College
Grant Rd., MUMBAI-7.





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 2021-22

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2.	Analytics with Advanced Excel & Power BI	<ul style="list-style-type: none"> • Notice • MoU Document • Curriculum • Attendance • Model Certificates • Report with list of students 	29-59

3.	100 Hrs. of Computer Training	<ul style="list-style-type: none"> ● List of students enrolled with signatures of students ● Curriculum ● Attendance ● Assessment Procedures ● Model Certificates 	60-90
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MARWADI SAMMELAN'S
B. M. RUJA GIRLS' COLLEGE, GAMDEVI,
AFFILIATED TO SNDT WOMEN'S UNIVERSITY, MUMBAI

In collaboration with
MUNICIPAL CORPORATION OF GREATER MUMBAI
Disaster Management Department

5 DAYS ONLINE CERTIFICATE PROGRAMME ON DISASTER PREPAREDNESS
FOR STUDENTS & STAKEHOLDERS

Programme Schedule:

Dt. 7th to 11th June 2021

Time	Sessions	Resource Persons
Day 1 - Dated 07.06.2021		
10:00 am to 10:30 am	Introduction of Seminar	Mr. Mahesh Narvekar, Director, Disaster Management Dept., MCGM, and Principal
10:30 am to 13:00 pm	Introduction of Hazard, Basics of Disaster, Disaster and its Mitigation, Preparedness and Prevention Dos and Dots, Disaster Management Plan for MCGM	Rajendra Lokhande, Shift Incharge, Disaster Management Dept. MCGM
13:00 pm to 14:00 pm	Lunch	
14:00 pm to 15:00 pm	Introduction of Hazard, Basics of Disaster, Disaster and its Mitigation, Preparedness and Prevention Dos and Dots, Disaster Management Plan for MCGM	Rajendra Lokhande, Shift Incharge, Disaster Management Dept. MCGM
15:00 pm to 16:00 pm	Task and Assessment	Rajendra Lokhande, Shift Incharge, Disaster Management Dept. MCGM
Day 2 - Dated 08.06.2021		
10:00 am to 11:15 am	Review and Disaster Management Plan for MCGM	Rajendra Lokhande, Shift Incharge, Disaster Management Dept. MCGM
11:15 am to 11:30 am	Tea Break	
11:30 am to 13:00 pm	Role of Participant in Disaster Management	Rajendra Lokhande, Shift Incharge, Disaster Management Dept. MCGM
13:00 pm to 14:00 pm	Lunch	
14:00 pm to 15:30 pm	Visit to Disaster Management Educational Art Gallery	Akshita Tambe, Curator, Disaster Management Dept.
15:30 pm to 16:00 pm	Task and Assessment	

Day 3 - Dated 09.06.2021		
10:00 am to 11:15 am	Fire Fighting - Principles of Combustion and Methods of Extinction - Types of Fire Extinguishers & Demonstration	Ganesh Kharatmal, Station Officer, Mumbai Fire Brigade, MCGM
11:15 am to 11:30 am	Tea Break	
11:30 am to 13:00 pm	Fire Fighting - Principles of Combustion and Methods of Extinction - Types of Fire Extinguishers & Demonstration	Ganesh Kharatmal, Station Officer, Mumbai Fire Brigade, MCGM
13:00 pm to 14:00 pm	Lunch	
14:00 pm to 15:00 pm	Fire Fighting - Principles of Combustion and Methods of Extinction - Types of Fire Extinguishers & Demonstration	Ganesh Kharatmal, Station Officer, Mumbai Fire Brigade, MCGM
15:00 pm to 16:00 pm	Task and Assessment	Ganesh Kharatmal, Station Officer, Mumbai Fire Brigade, MCGM
Day 4 - Dated 10.06.2021		
10:00 am to 11:15 am	Principles of First aid, Contents, Types of injuries – Signs, Symptoms & Treatment, CPR	From Nair Hospital
11:15 am to 11:30 am	Tea Break	
11:30 am to 13:00 pm	Principles of First aid, Contents, Types of injuries – Signs, Symptoms & Treatment, CPR	From Nair Hospital
13:00 pm to 14:00 pm	Lunch	
14:00 pm to 15:30 pm	Bandages	Anil Patil, Fire Officer, BPCL
15:30 pm to 16:00 pm	Task and Assessment	
Day 5 - Dated 11.06.2021		
10:00 am to 11:15 am	Stages of Search & Rescue, Rope rescue Knots	Mr. Praveen, Disaster Management Dept. MCGM
11:15 am to 11:30 am	Tea Break	
11:15 am to 13:00 pm	Stretcher Drill & Stretcher, Emergency Lifting Carrying Methods	Mr. Praveen, Disaster Management Dept. MCGM
13:00 pm to 14:00 pm	Lunch	
14:00 pm to 15:00 pm	Stretcher Drill & Stretcher, Emergency Lifting Carrying Methods	Mr. Praveen, Disaster Management Dept. MCGM
15:00 pm to 16:00 pm	Exam, Valedictory and Online Certificate Distribution	Rashmi Lokhande, Chief Officer(I/c) Disaster Management Dept.

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5 DAYS ONLINE CERTIFICATE PROGRAMME ON DISASTER PREPAREDNESS
FOR STUDENTS & STAKEHOLDERS
7TH TO 11TH JUNE, 2021

NAMES OF PARTICIPANTS SYBA, SYBCOM, TYBA SOCIOLOGY, SYBMS, EX-STUDENTS AND FAMILY MEMBERS							
S. N.	NAME	CLASS	7-6-21	8-6-21	9-6-21	10-6-21	11-6-21
1	ANJALI YADAV	SYBA	P	P	P	P	P
2	BHARTI KUDARE	SYBA	P	P	P	P	P
3	DIVYA PREMARAM MALI	SYBA	P	P	P	P	P
4	GURIYA RAMNIWAS	SYBA	P	P	P	P	P
5	JANVEE PAL	SYBA	P	P	P	P	P
6	KAVITA SUTAGR	SYBA	P	P	P	P	P
7	KOTHARI JIGAL BIPINKUMAR	SYBA	P	P	P	P	P
8	MANORAMA KUMARI	SYBA	P	P	P	P	P
9	NIDHI SHUKLA	SYBA	P	P	P	P	P
10	PINKI KUMARI	SYBA	P	P	P	P	P
11	POOJA GUPTA	SYBA	P	P	A	P	P
12	RAKHI JHA	SYBA	P	P	P	P	P
13	RITU KUMARI	SYBA	P	P	P	P	P
14	SNEHA SHUKLA	SYBA	P	P	P	P	P
15	VIDHYA BHANWAR SINGH	SYBA	P	P	P	P	P
16	ADITI SANJAY MANE	SYBCOM	P	P	P	P	P
17	AKANKSHA GARGOTE	SYBCOM	P	P	P	P	P
18	DIMPAL PRAJAPATI	SYBCOM	P	P	P	P	P
19	DIPTI GODHAKIA	SYBCOM	P	P	P	P	P
20	DIVYA PATIL	SYBCOM	P	P	P	A	P
21	FARZANA MAKAD	SYBCOM	P	P	P	P	P
22	GANGA UPADHAYAY.	SYBCOM	P	P	P	P	P
23	GAURI SHELAR	SYBCOM	A	P	P	P	P
24	HARSHALI AKHADE	SYBCOM	P	P	P	P	A

25	KARISNA SHETTY	SYBCOM	P	P	P	P	P
26	KRISHNA.N.DARJI	SYBCOM	P	P	P	P	P
27	NEHA KANOJIYA	SYBCOM	P	P	P	P	P
28	NEHA SANTOSH MORE	SYBCOM	P	P	P	P	P
29	NIYATI SONI	SYBCOM	P	P	P	P	P
30	PAVAN DEVASHI	SYBCOM	P	P	P	P	P
31	POOJA SANGMISKAR	SYBCOM	P	P	P	P	P
32	PRATIKSHA KALGAVKAR	SYBCOM	A	P	P	P	P
33	PREETI KANOUIYA	SYBCOM	P	P	P	P	P
34	PRIYANKA AGARWAL	SYBCOM	P	P	A	P	P
35	PRIYANKA MORE	SYBCOM	P	P	P	P	P
36	RESHMA NAVIK	SYBCOM	P	P	P	P	P
37	RIDDHI JAIN	SYBCOM	P	P	P	P	P
38	SAKSHI CHANDAN YADAV	SYBCOM	P	P	P	P	A
39	SEJAL GIRI	SYBCOM	P	A	P	P	P
40	SHAIKH SHAHEEN	SYBCOM	P	P	P	P	P
41	SHRADDHA KUDARE	SYBCOM	P	P	P	P	P
42	SHRUTIKA KADAM	SYBCOM	P	P	P	P	P
43	SILAGANI SUPRAJA RAJKUMAR	SYBCOM	P	P	P	P	P
44	SONALI SHUKLA	SYBCOM	P	P	P	P	P
45	VIMLA RAJPUROHIT	SYBCOM	P	P	P	P	P
46	AARTI CHAVAN	SYBMS	P	P	P	P	P
47	AKANSHA VINOD RANE	SYBMS	P	P	P	P	A
48	DARSHANA R. RATHOD	SYBMS	P	P	P	P	P
49	GYANESHWARI PRAJAPATI	SYBMS	P	P	P	P	P
50	JYOTI JHA	SYBMS	P	P	P	P	P
51	KHUSHI BARNWAL	SYBMS	P	A	P	P	P
52	LAXMI PRAMOD CHAVAN	SYBMS	P	P	P	P	P
53	MANSURI ZEBY YUSUF	SYBMS	P	P	P	P	P
54	MITALI PRADEEP NAIK	SYBMS	P	P	P	P	P
55	PATRISHA GUPTA	SYBMS	P	P	P	P	P
56	RAZINA THAKUR	SYBMS	A	P	P	P	P
57	RITIKA SAMANTA	SYBMS	P	P	P	P	P
58	RUPALI SINGH	SYBMS	P	P	A	P	P
59	SAKSHI MADHUR GUPTA	SYBMS	P	P	P	P	P
60	SANJIVANI BANGAR	SYBMS	P	P	P	A	P

61	VARSHA JANGIR	SYBMS	P	P	P	P	P
62	ADITI JAISWAL	TYBA	P	P	P	A	P
63	DIKSHA SINGH	TYBA	A	P	P	P	P
64	RIDDHISHA MANKOJI	TYBA	P	P	P	P	P
65	RUCHITA JAIN	TYBA	P	A	P	P	P
66	SHALU SHARMA	TYBA	P	P	P	P	P
67	SUSHMITA SINGH	TYBA	P	P	P	P	P
68	ANSHU YADAV	EX-STUDENT	P	P	P	P	A
69	DR. CHAMPA MASIWAL	EX-STUDENT	P	P	P	P	P
70	MANSI JAIN	EX-STUDENT	P	A	P	P	P
71	RIYA SINGH	EX-STUDENT	P	P	P	P	P
	TEACHING STAFF						
72	DR. SANTOSH KAUL KAK	PRINCIPAL	P	P	P	P	P
73	SMT.SHRUTI RANADE	ASSOCIATE PROFESSOR	P	P	P	P	P
74	DR. NOORUZIA QAZI	ASSISTANT PROFESSOR	P	P	P	P	P
75	DR. HEMLATA MASIWAL	ASSISTANT PROFESSOR	P	P	P	P	P
76	DR. USHA KIRAN TIWARI	ASSISTANT PROFESSOR	P	P	P	P	P
77	DR. ANITA JACOB	ASSISTANT PROFESSOR	P	P	P	P	P
78	DR. KASHYAP GANATRA	ASSISTANT PROFESSOR	P	P	P	P	P
	NON-TEACHING STAFF						
79	MR. PRADEEP GOTAD	I/C LIBRARIAN	P	P	P	P	P
80	MR. JANARDAN KHARSEKAR	NON-TEACHING	P	P	P	P	P
81	MRS. SHARMILA SHARMA	NON-TEACHING	P	P	P	P	P
82	MRS. PALLAVI SAWANT	NON-TEACHING	P	P	P	P	P
83	MS. POONAM SHUKLA	NON-TEACHING	P	P	P	P	P
84	MRS. SHAMIKA SHIRODKAR	NON-TEACHING	P	P	P	P	P
85	MR. ASHOK SAUDA	NON-TEACHING	P	P	P	P	P

MARWADI SAMMELAN'S
B.M.RUIA GIRLS' COLLEGE

NAAC Accredited B+ 3rd Cycle

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

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Disaster Management Department

**5 DAYS ONLINE CERTIFICATE PROGRAMME ON DISASTER PREPAREDNESS
FOR STUDENTS & STAKEHOLDERS
7TH TO 11TH JUNE, 2021**

DAY 1

7TH JUNE 2021

The Internal Quality Assurance Cell of our college, in association with the Department of Commerce and Department of Sociology in collaboration with the Disaster Management Department of Municipal Corporation of Greater Mumbai (MCGM), organized a "**5 Days Online Certificate Programme on Disaster Preparedness**" for the SYBA, SYBCOM, SYBMS students, their family members, Alumni, Teaching and Non-Teaching Staff. The online Training was conducted through Google Meet and had more than 85 participants which included, students, alumni and stakeholders who attended and participated in the training program.

The Online Training Programme on 7th June 2021 commenced with the prayer song offered by Smt. Shruti Ranade, Associate Professor in Psychology, counsellor of college counselling cell "मंत्रणा," and the teacher-in-charge of Cultural Committee of our Institution. The Resource Person, Mr. Rajendra Lokhande, Shift in Incharge, Disaster Management Dept MCGM, was given a formal introduction by the HOD of Commerce Department and the IQAC Coordinator of the college, Dr. Ms. Nooruzia Qazi. Principal Dr. Santosh Kaul Kak urged the students to prepare themselves for difficult and challenging times by becoming informed and skilled at managing and facing unexpected disasters in their surroundings.



The resource person of the day, Mr. Rajendra Lokhande, began the session tutoring the students about rules and regulations to be adopted by everyone to keep oneself protected during the pandemic. He explained the importance of handwashing with the acronym 'SUMANK thoroughly.'

He explained the concept of disaster through 6 principles that he commonly noticed during times of disaster.

1. Do not Panic
2. Calm down
3. Don't Run. Walk Fast
4. Do not spread rumors and don't believe them.
5. Apply presence of Mind.

Through examples from everyday life and interactive sessions with the students, he drove home the truth that these principles have to be followed if we attempt to prevent material loss, human loss, and environmental loss.

He conveyed the vital information to students that knowledge dispels fear. He urged students to be aware of their surroundings so they can be prepared to face any disaster. He explained the various essential concepts about disaster management such as Hazard, Vulnerability, and Risk. He explained through presentations how if the risk is identified early, it can reduce disasters.

In conclusion, he encouraged the students to become involved in small ways to identify threats that can likely turn to a disaster and remove them. He urged the students to actively educate their families and society to spread awareness in managing disasters.

 <p>Internal Quality Assurance Cell Welcomes Everyone for "5 Days Online Certificate Programme on Disaster Preparedness" Organized by Department of Commerce and Department of Sociology in association with Disaster Management Department of Municipal Corporation of Greater Mumbai (MCGM) <u>7th to 11th June, 2021</u></p>	  <p>Resource Person: Mr. Rajendra Lokhande, Shift Incharge, Disaster Management Dept. MCGM</p>
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MARWADI SAMMELAN'S B.M.RUIA GIRLS' COLLEGE

NAAC Accredited B+ 3rd Cycle

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



REC R Rajendra Lokhande is presenting

Meeting details

Disaster Management Cycle

Preparedness
Mitigation
Prevention
Development
Relief Response
Recovery
Rehabilitation
Reconstruction

Meeting details

Sejal Prajapati 2:54 PM
Gyaneshwari prajapati
SYBMS

Pooja Sangmiskar 2:55 PM
Pooja Sangmiskar
S.Y.B.com

Send a message to everyone

Rajendra Lokhande is presenting

REC R Rajendra Lokhande is presenting

Keep your Survival kit ready before Emergency

10 bottles of Water
Dry fruits like ground nuts, chana, kurmura, Biscuit
Torch with dry cell
Battery Radio with dry cell
Whistle
Prepare Identity Card for Emergency (keep always in pocket)
which having name, Photo, Residential address & Tel. no., Office Address & Tel. no. Native Address & Tel. no., Relative Address & Tel. no., blood group, Name of the Disease and Name of the medicine or anything which have allergy

Meeting details

krishna dary
Thank you so

Pooja 3:20 P
Thank you si

Akanksha G
NICE SIF

Send a mes

Rajendra Lokhande is presenting

REC R Rajendra Lokhande is presenting

CITY INSTITUTE OF
DISASTER
MANAGEMENT,
KALPTARU, PAREL

Meeting details

Dipti Godhalkia 3:10 PM
fire

Dipti Godhalkia 3:12 PM
yes sir

H/ OB Nagma Khan Khan 3:17 PM
Yes sir

Send a message to everyone

Rajendra Lokhande is presenting



DAY 2

8TH JUNE 2021

The resource person of the 2nd day was Mr. Rajendra Lokhande, and he gave a recap of his lecture conducted yesterday. He reiterated the significance of having to remain calm and have the presence of mind in handling situations when disaster arises. He said that Exposure-Vulnerability -Hazard must never be together as it may lead to risk.

He checked with the students if they shared their learnings with other family members. The lecture began with the resource persons focusing on the difference between Disaster and Hazard. He explained through an actual incident how Palghar District has been facing earthquake hazards in the past few years without resulting in disaster. However, such hazards he said could trigger disaster anytime and cautioned the audience to be vigilant and prepared. Through a chart, he explained the difference between a manmade disaster and a natural disaster. According to him, India is plagued by hazard vulnerabilities like landslides, floods, cyclones, drought, and various man-made hazards.

Highlighting the city of Mumbai through a map, he spoke about vulnerabilities triggered by the slums of Mumbai, Overcrowded trains, highly congested roads, long unidirectional corridors with no parallel service roads.

He spoke about the need for every residential building to plan for structural audit, electrical audit, and fire audit. He encouraged the students to take the lead and initiate audits into these areas.

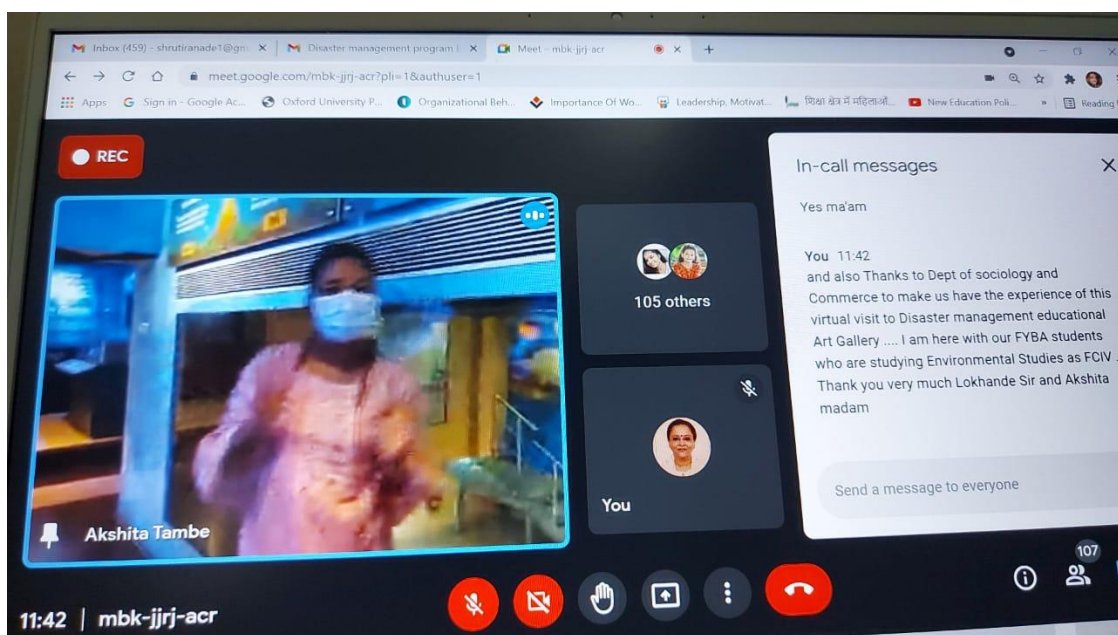
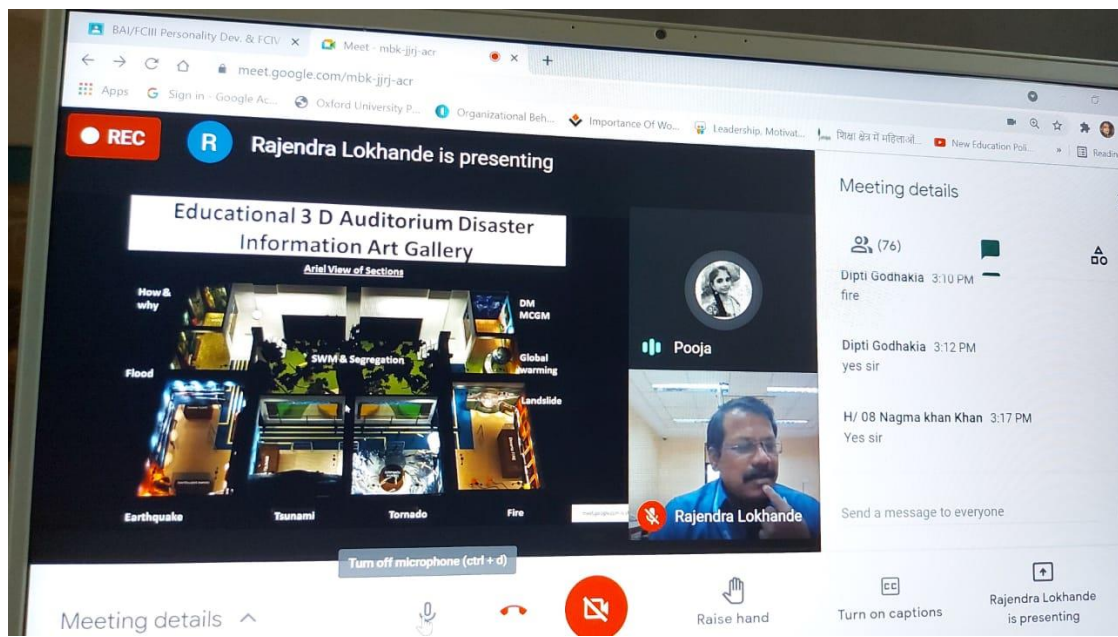
Through another presentation, he explained why the city of Mumbai experiences flooding during rains. He explained how FloodGates are opened and closed by MCGM at regular intervals during high and low tide. He also briefed the audience about how water is supplied to different parts of the city from the lakes in Thane.

In closing, he explained that Mumbai falls in the moderate risk zone where Earthquake is possible with 6.9% on the Richter scale. High-Risk Zones are Raigad and Ratnagiri with 7.9%, which could again affect the Mumbai region. With this as the background, he asked the students to be ready for the next session with the answer to the following questions



- Will Mumbai experience an Earthquake?
- Has Mumbai faced Earthquake before?
- Which place in Mumbai will be affected by Earthquake?

The days session ended with a Virtual visit to Disaster Management Educational Art Gallery by Ms. Akshita Tambe, Curator, Disaster Management Department, MCGM.





DAY 3

9TH JUNE 2021

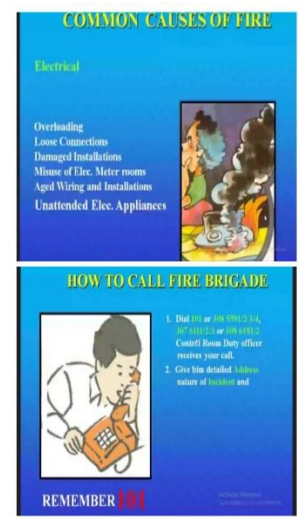
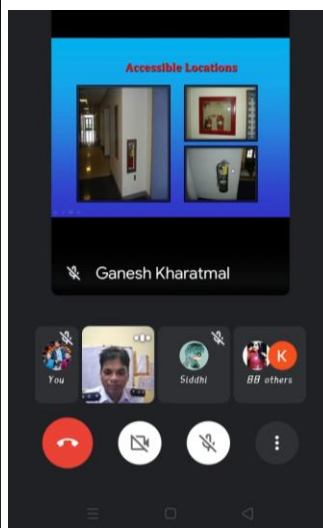
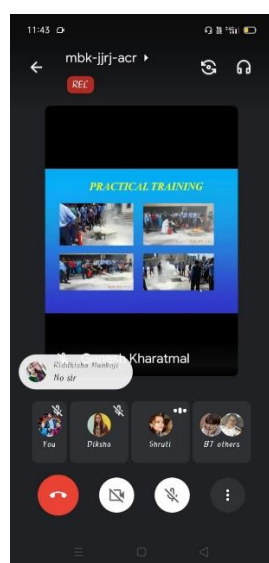
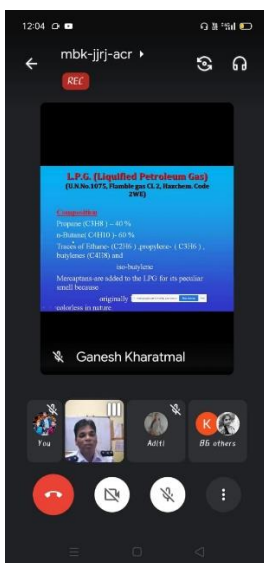
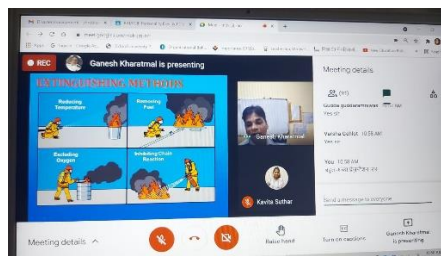
The resource person for Day-3 was Mr. Ganesh Kharatmal, and the title of his presentation was Fire Safety- Joint Effort and Joint Responsibility. In a nutshell, he outlined the responses Fire Brigade Authorities attend to, namely Fire, Explosions, Floods, House Collapses, Aircraft Accidents, Industrial hazardous Wastes, Oxygen Leak in Hospitals, Oil pipe spills, Thunderstorm and Hurricanes, Train accidents, Terrorist Attacks, Ship fire, Landslides, Sea and Bird Rescue, Riots, etc. He introduced the concept of 'Fire' through the *Fire Triangle*. First, he explained the categories of Fire under different classes such as A, B, C, D, E and explained the combustible material in each Class. Then, with the help of a Fire Extinguisher, he explained to the students' various Fire extinguishing methods at the onsite of Fire.

He briefed the students about Portable Extinguishers as per the Class. He showed with the help of a presentation slideshow how they have to be installed and what extinguishers must be used on different extinguishing mediums. He also educated the students on how to use the Extinguisher with the acronym PASS. P-Pull, A-Aim, S-Squeeze, S- Sweep. He emphasized that everyone must be aware and educated on how to use the Extinguisher. He attributed a lack of knowledge to the reason for adopting unsound practices towards fire safety.

His presentation also included LPG- Liquified Petroleum Gas. He drew the students' attention to information written on the domestic LPG and explained how one could conclude the expiry date of that cylinder. He explained in detail various safety precautions one can take if there is a gas leak. His talk also included Fire Safety in High Rise Buildings. He covered various measures one can adopt to ensure fire leak remains contained and does not spread. He showed pictures of the Fire Safety authorities rescuing people trapped in a building caught with Fire. He spoke about the 'RefugeArea' in a building primarily built for people to take shelter for times like this. He helped the students understand common causes of Fire due to careless and casual attitudes by people towards electrical equipment and gadgets. He emphasized the need for proper wiring and installations. He informed the students about what measures they must adopt when they contact Fire or are trapped indoors with Fire. He drew their attention to



Vehicles carrying inflammable material on highways. He interpreted various signs and symbols mentioned therein to decipher their meaning so they know how they must respond in case of emergencies. The session was very informative, and Dr. Nooruzia Qazi, IQAC Coordinator and HOD of Commerce Department ended the session with a vote of thanks.





DAY 4

10TH JUNE 2021

The resource person for the 4th day was Dr. Mandar Akkalkotkar, Assistant Professor from Ayurveda college. The title of his presentation was Principles of First aid, Contents, Types of injuries – Signs, Symptoms & Treatment, CPR.

He briefed about various training courses available for layperson through American Heart Association which can prove helpful during emergencies in helping other people. He talked about how most deaths happen among the younger generation because of carelessness in not following rules related to safe driving. He emphasized the importance that prevention is better than cure.

He spoke about the need to follow safety rules while driving, such as always wearing a helmet, avoiding drunk driving, wearing seat belts, etc. Finally, he addressed the students about Safety Rules to be incorporated at the workplace for laborers' safety, especially if it involved workers working in a mine, working at heights, working in factories where hazardous chemicals are used, etc. He stressed the importance of providing appropriate masks, gloves, helmets, and appropriate dress wear to workers for their safeguard and wellbeing. He informed the students about three essential First Aid principles: Preserve the life, Prevent the Condition, Promote the Recovery. He explained the meaning of First Aid, saying it is the immediate care given to the injured or sick person with minimum or no medical equipment until the entire medical treatment is available.

He spoke about the importance and utility of knowing how to contact emergency ambulance services by dialing 108 emergency numbers. Through examples, he explained how even small children could confidently call this emergency number and save the lives of people close to them in times of need. He explained the meaning of First Responders and Informers.

His session also contained a presentation where he talked about what people must do in case of emergency how they must stay calm and controlled if they must help people around them who need trouble. Through the acronym DRSABC D- Danger, R- Response, S- Shout for help,



A- Airway, B- Breathing, C- Circulation, he communicated to the students the principles one must follow if they want to provide medical help to people.

He guided the students in various circumstances on how they must be ready to interpret their body signals like pulse and heart rate to decide about reaching a hospital near them. Then, through a question-answer session, he discussed various commonly seen emergencies like heart attack, accidents, depression, chronic blood pressure, asthma, etc. He also discussed the diseases rampant among the people during this covid Pandemic time.

The session was very informative, and Dr. Nooruzia Qazi, IQAC Coordinator and HOD of Commerce Department ended the session with a vote of thanks.

DAY 5

11TH JUNE 2021

The resource person for the 5th day of the First session was Mr. Parvin Brahmadanda, Disaster Management cell MCGM. His topic was on Stages of Search & Rescue, Rope rescue Knots, Stretcher Drill & Stretcher, Emergency Lifting Carrying Methods. He informed the students of necessary measures they can take to help people who meet with accidents. However, he cautioned students not to attempt to do anything if they are not trained to come to their rescue. With the help of actual practical visuals, he also showed the Class how to rescue accident victims through the emergency lifting of victims, tie rescue knots, make bamboo stretchers, etc. The Resource person for the second session was Mr. Rajendra Lokhande, Shift in Incharge, Disaster Management Dept MCGM. He spoke about the Disaster Management Cycle consisting of preparedness, Mitigation, Prevention, Development, Reconstruction, Rehabilitation, Recovery, Relief, and Response.

His presentation included various initiatives on Risk reduction by various task forces such as National Disaster Response Force (NDRF), City Disaster Response Force (CDRF). In addition,

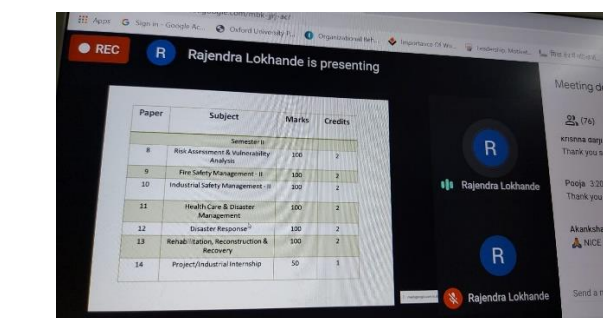
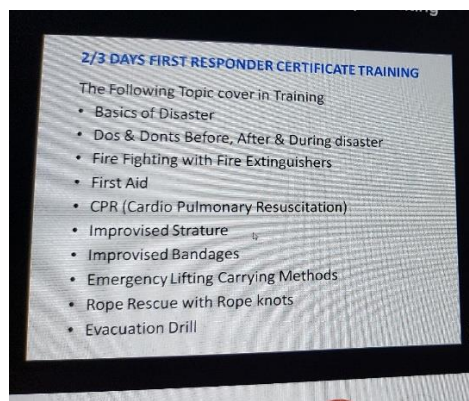
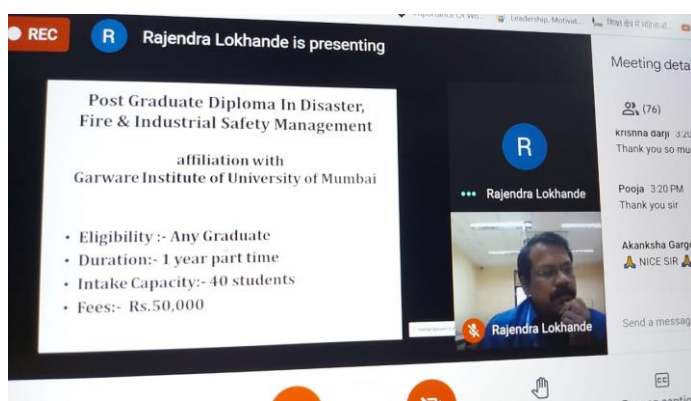


he explained how MCGM had been consistently training Doctors, Fire officers, Security personnel to be ready to meet any emergency that could arise in the city.

He said MCGM has regular coordination with Army, Navy, Indian Coast Guard, and NDRF. He spoke about how emergency services are provided 24/7 to people in need. He mentioned benefits such as Safety, Law and order, Fire Fighting, Search and Rescue, Transport, etc., that is provided round the clock.

He advised the students to download dm.mcg.gov.in mobile app that students can use when they want updated information about any severe disaster happening in the city. He guided them on how to use the App through a video presentation. He also mentioned various other social media platforms such as Twitter, Facebook through with information on day to day basis about city issues posted by MCGM can be accessed.

He also mentioned that various training programs are offered by MCGM that students can avail after their graduation. The program ended with students giving feedback on the training program. The valedictory session was conducted by Dr. Nooruzia Qazi, IQAC Coordinator and Head Department of Commerce.



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 ANJALI YADAV has successfully completed the “5 Days Online Certificate Programme on Disaster Preparedness”, organized by the Internal Quality Assurance Cell (IQAC) in association with the Department of Commerce and Department of Sociology in collaboration with the Disaster Management Department of Municipal Corporation of Greater Mumbai (MCGM), from 7th to 11th June, 2021.

Dr. Santosh Kaul Kak
Principal

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Certificate

This is to certify that BHARTI KUDARE has successfully completed the “5 Days Online Certificate Programme on Disaster Preparedness”, organized by the Internal Quality Assurance Cell (IQAC) in association with the Department of Commerce and Department of Sociology in collaboration with the Disaster Management Department of Municipal Corporation of Greater Mumbai (MCGM), from 7th to 11th June, 2021.

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Principal

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Certificate

This is to certify that JANVEE PAL has successfully completed the “5 Days Online Certificate Programme on Disaster Preparedness”, organized by the Internal Quality Assurance Cell (IQAC) in association with the Department of Commerce and Department of Sociology in collaboration with the Disaster Management Department of Municipal Corporation of Greater Mumbai (MCGM), from 7th to 11th June, 2021.

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Principal

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Certificate

This is to certify that GAURI SHELAR has successfully completed the “5 Days Online Certificate Programme on Disaster Preparedness”, organized by the Internal Quality Assurance Cell (IQAC) in association with the Department of Commerce and Department of Sociology in collaboration with the Disaster Management Department of Municipal Corporation of Greater Mumbai (MCGM), from 7th to 11th June, 2021.

Dr. Santosh Kaul Kak
Principal

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Certificate

This is to certify that HARSHALI AKHADE has successfully completed the “5 Days Online Certificate Programme on Disaster Preparedness”, organized by the Internal Quality Assurance Cell (IQAC) in association with the Department of Commerce and Department of Sociology in collaboration with the Disaster Management Department of Municipal Corporation of Greater Mumbai (MCGM), from 7th to 11th June, 2021.

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Certificate

This is to certify that PAVAN DEVASHI has successfully completed the “5 Days Online Certificate Programme on Disaster Preparedness”, organized by the Internal Quality Assurance Cell (IQAC) in association with the Department of Commerce and Department of Sociology in collaboration with the Disaster Management Department of Municipal Corporation of Greater Mumbai (MCGM), from 7th to 11th June, 2021.

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 AARTI CHAVAN has successfully completed the “5 Days Online Certificate Programme on Disaster Preparedness”, organized by the Internal Quality Assurance Cell (IQAC) in association with the Department of Commerce and Department of Sociology in collaboration with the Disaster Management Department of Municipal Corporation of Greater Mumbai (MCGM), from 7th to 11th June, 2021.

Dr. Santosh Kaul Kak
Principal

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



Certificate

This is to certify that RUPALI SINGH has successfully completed the “5 Days Online Certificate Programme on Disaster Preparedness”, organized by the Internal Quality Assurance Cell (IQAC) in association with the Department of Commerce and Department of Sociology in collaboration with the Disaster Management Department of Municipal Corporation of Greater Mumbai (MCGM), from 7th to 11th June, 2021.

Dr. Santosh Kaul Kak
Principal

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



Certificate

This is to certify that DIKSHA SINGH has successfully completed the “5 Days Online Certificate Programme on Disaster Preparedness”, organized by the Internal Quality Assurance Cell (IQAC) in association with the Department of Commerce and Department of Sociology in collaboration with the Disaster Management Department of Municipal Corporation of Greater Mumbai (MCGM), from 7th to 11th June, 2021.

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 ANSHU YADAV has successfully completed the “5 Days Online Certificate Programme on Disaster Preparedness”, organized by the Internal Quality Assurance Cell (IQAC) in association with the Department of Commerce and Department of Sociology in collaboration with the Disaster Management Department of Municipal Corporation of Greater Mumbai (MCGM), from 7th to 11th June, 2021.

Dr. Santosh Kaul Kak
Principal

Date :- 12-03-2022

B M RUIA GIRLS COLLEGE

&

Sitaram Deora Institute of Management Studies

Gamdevi Mumbai – 400 007

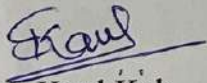
NOTICE

ADD-ON CERTIFICATE COURSES

Marwadi Sammelan's B. M. Ruia Girls' College in collaboration with **DVOC Institute** is offering **Add-on Certificate Courses** for the academic year 2021-22, initiated by Department of Commerce in association with Internal Quality Assurance Cell (IQAC). The details are given below:

S N	ADD-ON CERTIFICATE COURSE	DURATION	FEES
1.	Analytics with Advanced Excel and Power BI	30 hours	Rs. 1,200/-
2.	Tally Prime Essential I	30 hours	Rs. 1,400/-
3.	Tally Prime (Accounting, Advanced Accounting, Taxation and GST)	36 hours + 70 hours recorded lectures.	Rs.3,200/-
4.	Graphic Designing	30 hours	Rs. 1,500/-

The Certificate Course on “**Analytics with Advanced Excel and Power BI**” will commence from March 14, 2022. Interested students should pay the Fees of Rs. 1,200/- (Rupees One Thousand Two Hundred only) in the College Office by 12 March, 2022.


Dr. Santosh Kaul Kak
Principal

AS/NQ/SKK

B.com I

B.A. I

M.A. I

B.com II

B.A. II

M.com. I

B.com III

B.A. III

M.com. II

B.M.S. I

B.M.M. I

BCA I

B.M.S. II

B.M.M. II

BCA II

B.M.S. III

B.M.M. III

BCA III



Dr. Santosh Kaul Kak
Principal

Marwadi Sammelan's
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 / bmruiya@yahoo.com

023.bmrirlscollege@gmail.com

Website : www.bmrirlscollege.com

Ref. No. :

MEMORANDUM OF UNDERSTANDING

Date : 10-3-2022

This MEMORANDUM OF UNDERSTANDING is entered at Mumbai on 10-03-2022 between MARWADI SAMMELAN'S B.M. RUIA GIRLS' COLLEGE having its premises at 11, Krishna Kunj, Vachha Gandhi Road, Babulnath, Khareghat Colony, Gamdevi, Mumbai, Maharashtra 400007 India represented by its Principal **Dr. (Mrs.) Santosh Kaul Kak** hereinafter called the **PARTY OF THE FIRST PART,**

AND

DVOC INSTITUTE PVT LTD, at 101, 1st Floor Matru Chhaya Building, Old Nagardas Road, Andheri East Mumbai 400 069 (Reg Office) and Branch at Fellowship School, August Kranti Marg, Gowalia Tank, Grant Road (W), Mumbai - 400 036 represented by its **Director, Mr. Ashish Bafna,** hereinafter referred as the "**DVOC**" called the **PARTY OF THE SECOND PART,**

It is effective upon signing and shall remain in effect for a period of 1 year or until termination by either party with 30 days written notice whichever is earlier. This agreement may also be extended / modified at the end of one year after review and need is felt for extension of the agreement.

This memorandum of understanding is designed to reflect the understanding between **MARWADI SAMMELAN'S, B.M. RUIA GIRLS' COLLEGE, MUMBAI** AND **DVOC, MUMBAI** referred hereinafter for providing Certificate Course training (As per the Program selected from the **Annexure 1** to the **MARWADI SAMMELAN'S B.M. RUIA GIRLS' COLLEGE**

Attached herewith and marked as following

Annexure 1 – List of DVOC Certificate Training Program FOR MARWADI SAMMELAN'S B.M. RUIA GIRLS' COLLEGE

New Programs can be added to the Annexure 1 by mutual understanding of both the parties.



Dr. Santosh Kaul Kak
Principal

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Website : www.bmrgirlscollege.com

Ref. No. :

Date :

Annexure 2 – Program Fees with the sharing ratio for MARWADI SAMMELAN'S B.M. RUIA GIRLS' COLLEGE

Fees might get revised if any new version or curriculum is changed. The same will be notified in advance.

The parties to this Memorandum have the following common objectives:

1. To assure right delivery of quality services at the appropriate time by the competent resource persons.
2. To assure the application of services in a systematic way to have fruitful benefits to the students.
3. To ensure always effective and efficient services for welfare and benefit of the stakeholders.

MARWADI SAMMELAN'S B.M. RUIA GIRLS' COLLEGE and DVOC, MUMBAI

1. Mutual cooperation under the MOU

To accomplish the objectives mentioned above, DVOC, MUMBAI and MARWADI SAMMELAN'S B.M. RUIA GIRLS' COLLEGE, MUMBAI will explore to cooperate with each other in the following areas -

(1) DVOC will appoint a training coordinator who will be responsible for overall conduct of the training and will act as a source point of contact for all logistic / administrative requirements, like monitoring the smooth conduct of lectures, maintaining attendance sheets, progress of the course, and other related matters.

(2) The batch size of students will be minimum 20.



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Website : www.bmrgirlscollege.com

Ref. No. :

Date :

(3) **MARWADI SAMMELAN'S B.M. RUIA GIRLS' COLLEGE** students who are interested and agree to undergo the Selected Program (i.e from the enclosed Annexure 1 selected by the **MARWADI SAMMELAN'S B.M. RUIA GIRLS' COLLEGE** will pay fees (as mentioned in the **Annexure 2**) for the training provided by DVOC during the validity period of this MOU.

(4) For the program selected (i.e from the enclosed **Annexure 1**) by the college for their students from the list provided the sharing details are as given below:

Program Name	Total Fees Per Student	College Share Per Student
Tally Essential Comprehensive	Rs. 3200	Rs. 200
Data Analytics with Advanced Excel & Power BI	Rs. 1200	Rs. 200

2. **For this purpose**, both the associations will explore to consider:

The Parties will liaise and cooperate with each other when deemed necessary on other issues of mutual concern.

The Parties agree to conduct lectures and training sessions.

3. Validity and Renewal

The MoU is non-legally binding between the Parties. This MoU shall be effective from the date of the execution of this MoU and shall continue 'to be operative' for a period of 1 year unless terminated by 30 days notice in advance by either Party via email or letter to the other Party.



Dr. Santosh Kaul Kak
Principal

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023.bmrgirlscollege@gmail.com

Website : www.bmrgirlscollege.com

Ref. No. :

Date :

PARTY OF THE FIRST PART

MARWADI SAMMELAN'S

B.M. RUIA GIRLS' COLLEGE

11, Krishna Kunj, Vachha Gandhi Road,
Babulnath, Khareghat Colony,
Gamdevi, Mumbai, Maharashtra 400007

PARTY OF THE SECOND PART

DVOC INSTITUTE PVT LTD

Fellowship School, August Kranti Marg
Gowalia Tank, Grant Road (W)
Mumbai – 400

S. Kaul
10/3/22

Through its Principal
Dr. Santosh Kaul

Ashish Bafna
10/3/2022

Through its Director,
for Mr. Ashish Bafna

WITNESSES

1. *[Signature]*
10/3/2022

2.

WITNESSES

1. *[Signature]*

2.

DATED THIS 10TH DAY OF MARCH, 2022

MARWADI SAMMELAN'S
B.M. RUIA GIRLS' COLLEGE
PARTY OF THE FIRST PART
AND

DVOC INSTITUTE PVT LTD,

PARTY OF THE SECOND PART

**Certificate Course on “Analytics with Advanced Excel & Power BI”
In association with DVOC INSTITUTE PVT. LTD.
Academic Year 2021-22**

Add-on Course Name: Analytics with Advanced Excel & Power BI

Duration: 30+ hours

(Theory, Practical Sessions, individual and group activities, Lab Practice Sessions)

Learning Outcomes (LO): After completing this course, participants will be able to:

- Automate business operations
- Present Data
- Audit worksheets
- Analyze data
- Explore Data in Power BI
- Create visualization, extract data and produce interactive & insightful reports

Course Content:

	Topics and Sub-topics	Hours
I	ADVANCED EXCEL AND ANALYSIS	
1	Organizing Worksheet and Table Data.	2
2	Calculating Data with Advanced Formulas – Financial, Logical, Text	4
3	Lookup & References and Statistical Functions.	2
4	Resenting and Forecasting Data Using Charts.	4
5	Analyzing Data using Pivot Tables and Pivot Charts.	4
6	Analyzing Data using What-if Analysis and Power Pivot.	4
7	Working with Multiple Workbooks Importing and Exporting Data Using Excel	2
8	Automating Business Operations using VBA (Visual Basic Analysis).	4
9	Dashboard Making.	2
10	Protect and Share Workbook.	2
II	POWER BI	
1	Working with Data	2
2	Building the Data Model	2
3	Digital Storytelling with Power BI	2

Marwadi Sammelan's
B.M.Ruia Girls' College, Gamdevi, Mumbai 400007

Academic Year 2021-22

Add-on Certificate Course on "Analytics with Advanced Excel & Power BI"

Organized by Department of Commerce
in association with DVOC Institute Pvt. Ltd.

Conducted from 16 MARCH 2022 TO 2 JULY 2022

SR.NO.	Name	Class	Subject	16-Mar	17-Mar	18-Mar	19-Mar	21-Mar	22-Mar	23-Mar	24-Mar	25-Mar	26-Mar	28-Mar	29-Mar	30-Mar	31-Mar	1-Apr	2-Apr	4-Apr	5-Apr	7-Apr	1-Jul	2-Jul
1	POOJA SANJAY MAHIND	SYBCOM	Analytics with Advanced Excel & Power BI	P	P	Holiday	P	P	P	P	A	Holiday	A	P	Holiday	P	P	p	Holiday	P	P	P	P	P
2	SNEHA SATYENDRA PRASAD	FYBCOM	Analytics with Advanced Excel & Power BI	P	P	Holiday	P	P	P	P	P	Holiday	P	P	Holiday	P	P	p	Holiday	p	P	P	P	P
3	PRATIBHA SATISHKUMAR MAURYA	TYBCOM	Analytics with Advanced Excel & Power BI	P	P	Holiday	P	P	P	P	P	Holiday	P	P	Holiday	P	P	p	Holiday	P	P	P	P	P
4	DIMPLE PACHURAM GUPTA	TYBCOM	Analytics with Advanced Excel & Power BI	P	P	Holiday	A	P	P	P	P	Holiday	P	P	Holiday	P	A	p	Holiday	P	P	P	A	A
5	PRIYA RAVIKANR RAI	TYBCOM	Analytics with Advanced Excel & Power BI	P	P	Holiday	P	P	P	P	P	Holiday	P	P	Holiday	P	P	p	Holiday	P	P	P	P	P
6	TEJAL RAKESH JADHAV	MCOM I	Analytics with Advanced Excel & Power BI	P	P	Holiday	P	P	A	A	A	Holiday	P	P	Holiday	P	P	p	Holiday	p	P	P	P	P
7	CHANDRA SUDARSHAN MANDAL	MCOM I	Analytics with Advanced Excel & Power BI	P	P	Holiday	P	P	P	P	P	Holiday	P	P	Holiday	P	P	p	Holiday	p	P	P	P	P
8	KSHITIJA GAJANAN TIRLOTKAR	MCOM I	Analytics with Advanced Excel & Power BI	P	P	Holiday	P	P	P	P	P	Holiday	P	P	Holiday	P	P	p	Holiday	A	P	P	A	A
9	BAROT PRAGATI	FYBCOM	Analytics with Advanced Excel & Power BI	P	P	Holiday	P	P	p	P	P	Holiday	P	P	Holiday	P	P	p	Holiday	P	P	P	A	P
10	HEENAL DINESH PARMAR	SYBCOM	Analytics with Advanced Excel & Power BI	P	P	Holiday	P	P	p	P	P	Holiday	P	P	Holiday	P	A	p	Holiday	P	P	P	P	P
11	SUPRAJA RAJKUMAR SILAGANI	TYBCOM	Analytics with Advanced Excel & Power BI	P	A	Holiday	P	P	P	A	P	Holiday	P	P	Holiday	P	P	p	Holiday	p	P	P	A	A
12	NIYATI PRIGNESH SONI	TYBCOM	Analytics with Advanced Excel & Power BI	P	P	Holiday	P	P	P	P	P	Holiday	P	P	Holiday	P	P	p	Holiday	P	P	P	P	P
13	KARISNA NANDESH SHETTY	TYBCOM	Analytics with Advanced Excel & Power BI	P	P	Holiday	A	P	P	P	P	Holiday	P	P	Holiday	P	P	p	Holiday	A	P	P	A	A
14	DIPTI CHANDU GODHAKIA	TYBCOM	Analytics with Advanced Excel & Power BI	P	P	Holiday	P	P	P	P	P	Holiday	P	P	Holiday	P	P	p	Holiday	P	P	P	A	A
15	PAVAN KUMARI BH DEVANSI	TYBCOM	Analytics with Advanced Excel & Power BI	P	P	Holiday	P	P	P	P	P	Holiday	P	P	Holiday	P	P	p	Holiday	P	P	P	A	A
16	VIMLA KRISHNA RAJPUROHIT	TYBCOM	Analytics with Advanced Excel & Power BI	P	P	Holiday	P	P	P	P	P	Holiday	P	P	Holiday	P	P	p	Holiday	P	P	P	P	P
17	SEJAL RAJESH GIRI	TYBCOM	Analytics with Advanced Excel & Power BI	P	P	Holiday	P	P	A	P	P	Holiday	P	P	Holiday	P	P	p	Holiday	P	P	P	P	P
18	DEEPA RAJKISHOR NIRMAL	FYBCOM	Analytics with Advanced Excel & Power BI	P	P	Holiday	P	P	P	p	P	Holiday	P	P	Holiday	P	P	p	Holiday	P	P	P	A	A
19	DEVANSI A DUBEY	FYBCOM	Analytics with Advanced Excel & Power BI	P	P	Holiday	P	P	P	p	P	Holiday	P	P	Holiday	P	P	p	Holiday	P	P	P	P	A
20	SAFURA SALMAN SHAHAB	FYBCOM	Analytics with Advanced Excel & Power BI	P	P	Holiday	P	P	P	P	P	Holiday	A	P	Holiday	P	P	p	Holiday	P	P	P	P	P
21	SONI MANDAL	FYBCOM	Analytics with Advanced Excel & Power BI	A	P	Holiday	P	A	P	P	P	Holiday	P	P	Holiday	P	P	p	Holiday	P	P	P	A	A



IN ASSOCIATION WITH



CERTIFICATE OF COMPLETION

This certifies that

Supraja Silagani

has successfully completed a 30 hours course titled

Analytics with Advanced Excel & Power BI

From 16 March, 2022 To 2 July, 2022

Sharna

Ms. Lajwanti Sharma
(DVOC Institute - Head)



Saul

Dr. Santosh Kaul Kak
(Principal)



IN ASSOCIATION WITH



CERTIFICATE OF COMPLETION

This certifies that

Karisma Shetty

has successfully completed a 30 hours course titled

Analytics with Advanced Excel & Power BI

From 16 March, 2022 To 2 July, 2022

Sharme

Ms. Lajwanti Sharma
(DVOC Institute - Head)



Saul

Dr. Santosh Kaul Kak
(Principal)



IN ASSOCIATION WITH



CERTIFICATE OF COMPLETION

This certifies that

Dipti Godhakia

has successfully completed a 30 hours course titled

Analytics with Advanced Excel & Power BI

From 16 March, 2022 To 2 July, 2022

Sharma

Ms. Lajwanti Sharma
(DVOC Institute - Head)



Kaul

Dr. Santosh Kaul Kak
(Principal)



IN ASSOCIATION WITH



CERTIFICATE OF COMPLETION

This certifies that

Dimple Gupta

has successfully completed a 30 hours course titled

Analytics with Advanced Excel & Power BI

From 16 March, 2022 To 2 July, 2022

Sharma

Ms. Lajwanti Sharma
(DVOC Institute - Head)



Saul

Dr. Santosh Kaul Kak
(Principal)



IN ASSOCIATION WITH



CERTIFICATE OF COMPLETION

This certifies that

Pavan Devashi

has successfully completed a 30 hours course titled

Analytics with Advanced Excel & Power BI

From 16 March, 2022 To 2 July, 2022

Ms. Lajwanti Sharma
(DVOC Institute - Head)



Dr. Santosh Kaul Kak
(Principal)



IN ASSOCIATION WITH



CERTIFICATE OF COMPLETION

This certifies that

Vimla Rajpurohit

has successfully completed a 30 hours course titled

Analytics with Advanced Excel & Power BI

From 16 March, 2022 To 2 July, 2022

Ms. Lajwanti Sharma
(DVOC Institute - Head)



Dr. Santosh Kaul Kak
(Principal)



IN ASSOCIATION WITH



CERTIFICATE OF COMPLETION

This certifies that

Sejal Giri

has successfully completed a 30 hours course titled

Analytics with Advanced Excel & Power BI

From 16 March, 2022 To 2 July, 2022

Ms. Lajwanti Sharma
(DVOC Institute - Head)



Dr. Santosh Kaul Kak
(Principal)



IN ASSOCIATION WITH



CERTIFICATE OF COMPLETION

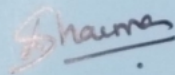
This certifies that

Pratibha Maurya

has successfully completed a 30 hours course titled

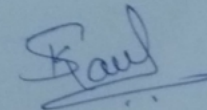
Analytics with Advanced Excel & Power BI

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This certifies that

Priya Rai

has successfully completed a 30 hours course titled

Analytics with Advanced Excel & Power BI

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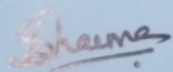
This certifies that

Niyati Soni

has successfully completed a 30 hours course titled

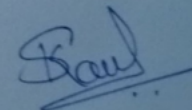
Analytics with Advanced Excel & Power BI

From 16 March, 2022 To 2 July, 2022



Ms. Lajwanti Sharma
(DVOC Institute - Head)





Dr. Santosh Kaul Kak
(Principal)



IN ASSOCIATION WITH



CERTIFICATE OF COMPLETION

This certifies that

Heenal Parmar

has successfully completed a 30 hours course titled

Analytics with Advanced Excel & Power BI

From 16 March, 2022 To 2 July, 2022

Ms. Lajwanti Sharma
(DVOC Institute - Head)



Dr. Santosh Kaul Kak
(Principal)



IN ASSOCIATION WITH



CERTIFICATE OF COMPLETION

This certifies that

Safura Shahab

has successfully completed a 30 hours course titled

Analytics with Advanced Excel & Power BI

From 16 March, 2022 To 2 July, 2022

Sharma

Ms. Lajwanti Sharma
(DVOC Institute - Head)



Kaul

Dr. Santosh Kaul Kak
(Principal)



IN ASSOCIATION WITH



CERTIFICATE OF COMPLETION

This certifies that

Devanshi Dubey

has successfully completed a 30 hours course titled

Analytics with Advanced Excel & Power BI

From 16 March, 2022 To 2 July, 2022

Ms. Lajwanti Sharma
(DVOC Institute - Head)



Dr. Santosh Kaul Kak
(Principal)



IN ASSOCIATION WITH



CERTIFICATE OF COMPLETION

This certifies that

Deepa Nirmal

has successfully completed a 30 hours course titled

Analytics with Advanced Excel & Power BI

From 16 March, 2022 To 2 July, 2022

Ms. Lajwanti Sharma
(DVOC Institute - Head)



Dr. Santosh Kaul Kak
(Principal)



IN ASSOCIATION WITH



CERTIFICATE OF COMPLETION

This certifies that

Sneha Prasad

has successfully completed a 30 hours course titled

Analytics with Advanced Excel & Power BI

From 16 March, 2022 To 2 July, 2022

Ms. Lajwanti Sharma
(DVOC Institute - Head)



Dr. Santosh Kaul Kak
(Principal)



IN ASSOCIATION WITH



CERTIFICATE OF COMPLETION

This certifies that

Tejal Jadhav

has successfully completed a 30 hours course titled

Analytics with Advanced Excel & Power BI

From 16 March, 2022 To 2 July, 2022

Ms. Lajwanti Sharma
(DVOC Institute - Head)



Dr. Santosh Kaul Kak
(Principal)



IN ASSOCIATION WITH



CERTIFICATE OF COMPLETION

This certifies that

Chandra Mandal

has successfully completed a 30 hours course titled

Analytics with Advanced Excel & Power BI

From 16 March, 2022 To 2 July, 2022

Ms. Lajwanti Sharma
(DVOC Institute - Head)



Dr. Santosh Kaul Kak
(Principal)



IN ASSOCIATION WITH



CERTIFICATE OF COMPLETION

This certifies that

Kshitija Tirlotkar

has successfully completed a 30 hours course titled

Analytics with Advanced Excel & Power BI

From 16 March, 2022 To 2 July, 2022

Ms. Lajwanti Sharma
(DVOC Institute - Head)



Dr. Santosh Kaul Kak
(Principal)



IN ASSOCIATION WITH



CERTIFICATE OF COMPLETION

This certifies that

Pooja Mahind

has successfully completed a 30 hours course titled

Analytics with Advanced Excel & Power BI

From 16 March, 2022 To 2 July, 2022

Sharma

Ms. Lajwanti Sharma
(DVOC Institute - Head)



Kaul

Dr. Santosh Kaul Kak
(Principal)



IN ASSOCIATION WITH



CERTIFICATE OF COMPLETION

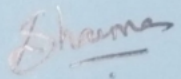
This certifies that

Pragati A. Barot

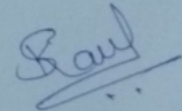
has successfully completed a 30 hours course titled

Analytics with Advanced Excel & Power BI

From 16 March, 2022 To 2 July, 2022


Ms. Lajwanti Sharma
(DVOC Institute - Head)




Dr. Santosh Kaul Kak
(Principal)



IN ASSOCIATION WITH



CERTIFICATE OF COMPLETION

This certifies that

Soni Mandal

has successfully completed a 30 hours course titled

Analytics with Advanced Excel & Power BI

From 16 March, 2022 To 2 July, 2022

Sharma

Ms. Lajwanti Sharma
(DVOC Institute - Head)



Kaul

Dr. Santosh Kaul Kak
(Principal)

**Certificate Course on
“Analytics with Advanced Excel & Power BI”
In association with DVOC INSTITUTE PVT. LTD.
Academic Year 2021-22**

Name of the Add-on Course: **“Analytics with Advanced Excel and Power Bi”**

MOU with: **DVOC Institute Pvt. Ltd.**

No. of students enrolled and successfully completed: **21 students from B.Com and M.Com**

Duration: **30+ hours**

Date: **16th March to 2nd July, 2022.**

Time: **12:30 to 2:30 p.m.**

Mode: **Offline Mode**

Conduct: **Theory and Practical Sessions, Lab Practice Sessions**

REPORT

The Department of Commerce in association with DVOC Institute Pvt. Ltd. offered an Add-on Certificate Course on **“Analytics with Advanced Excel and Power Bi”** for the B.Com and M.Com students during the academic year 2021-22. The Certificate Course was conducted under **MOU with DVOC Institute Pvt. Ltd.**


An orientation session was conducted followed by enrolment of the students for the Certificate Course. The 30+ hours duration course was conducted from 16th March to 2nd July, 2022. All 21 students successfully completed the Certificate Course and received Certificates.

 **25th February, 2022**

Orientation session on Certificate Course on **“Analytics with Advanced Excel and Power Bi”** and **“Tally Prime”** in association with DVOC Institute Pvt. Ltd was conducted on 25th February, 2022. Mr. Mukesh Chaurasia and Ms. Vinita Chaurasia informed the students about the Course Content, features and benefits of both the Certificate Courses.



**Marwadi Sammelan's
B.M. RUIA GIRLS' COLLEGE
Gamdevi, Mumbai 400007**

 **16th March to 2nd July, 2022**

Certificate Course on “**Analytics with Advanced Excel and Power Bi**” in association with DVOC Institute Pvt. Ltd., was conducted from 16th March, 2022 to 2nd July, 2022. The duration of the course was more than 30 hours.

The students learnt Microsoft Excel and Advanced Excel features to do the following:

- Organizing worksheets,
- Calculating financial, logical and text data with advanced formulas,
- Statistical functions using lookup, reference.
- Analysing data using Pivot Tables and Pivot Charts.
- Importing and Exporting data using Excel
- Automating Business Operations using Visual Basic Analysis.
- Preparing Dashboards with visual data
- Building Data model
- Digital storytelling with Power BI
- Create visualization, extract data and produce interactive and insightful reports.

Names of Students enrolled and successfully completed the Certificate Course			
Sr. No.	Name	Class	Status
1	POOJA SANJAY MAHIND	SYBCOM	Completed
2	SNEHA SATYENDRA PRASAD	FYBCOM	Completed
3	PRATIBHA SATISHKUMAR MAURYA	TYBCOM	Completed
4	DIMPLE PACHURAM GUPTA	TYBCOM	Completed
5	PRIYA RAVIKANR RAI	TYBCOM	Completed
6	TEJAL RAKESH JADHAV	MCOM I	Completed
7	CHANDRA SUDARSHAN MANDAL	MCOM I	Completed
8	KSHITIJA GAJANAN TIRLOTKAR	MCOM I	Completed
9	BAROT PRAGATI	FYBCOM	Completed
10	HEENAL DINESH PARMAR	SYBCOM	Completed
11	SUPRAJA RAJKUMAR SILAGANI	TYBCOM	Completed
12	NIYATI PRIGNESH SONI	TYBCOM	Completed
13	KARISNA NANDESH SHETTY	TYBCOM	Completed
14	DIPTI CHANDU GODHAKIA	TYBCOM	Completed
15	PAVAN KUMARI BH DEVANSHI	TYBCOM	Completed
16	VIMLA KRISHNA RAJPUROHIT	TYBCOM	Completed
17	SEJAL RAJESH GIRI	TYBCOM	Completed
18	DEEPA RAJKISHOR NIRMAL	FYBCOM	Completed
19	DEVANSHI A DUBEY	FYBCOM	Completed
20	SAFURA SALMAN SHAHAB	FYBCOM	Completed
21	SONI MANDAL	FYBCOM	Completed


**Marwadi Sammelan's
B.M. RUIA GIRLS' COLLEGE
Gamdevi, Mumbai 400007**

On successful completion of the Certificate Course the 21 students received Certificate of Completion of “Analytics with Advanced Excel & Power BI” from DVOC Institute Pvt. Ltd. and B.M. Ruia Girls' College.



Student Name	Present / Absent	Student Signature
ANSARI NEHA ARIF MOHD	Absent	
APANGE SAYALI YASHWANT		Dayali
BALSANE MRUNALI MADHUKAR		Arungal
BANGADE SHWETA BASATLAL		Shweta
BANGADE SNEHA VISHANLAL		S. S.
BARNE PRERNA DINESH		Prerna
BAROT PRAGATI AMRUT		Pragati
BEDAR POOJA VENKTESH		Pooja
BERDE RIYA SANTOSH		R. Berde
BHAGTE ROSHANI RAMESH		Roshani
BINGI RITISHA SATYANARAYANA		Ritisha
CHAUDHARI RIYAKUMARI RAJESHKUMAR		Riya
CHAUHAN ANSHIKA NITIN		Anshika
CHAURASIA KIRAN SHIVKUMAR		Kiran
CHAURASIA VANSHIKA KUNJIBIHARI	Absent	
CHAURASIYA GUNJA MOHANLAL		Gunja
CHAVAN PRIYA RAJESH		Priya
CHOUDHARY MUBINA QASIM	Absent	
CHOUDHARY NEETAL NARAYAN		Neetal
CHOUHAN ANITA LALIT		Anita
CHOUHAN NITU KANWAR UMSINGH		Nitu
CHOURASIA AMISHA RAJKISHORE		Amisha
DARJI JAYASHREE MAHENDRA		J.M. Darji
DARJI SNEHA PRAKASH		Sneha
DAS RANI PRAMOD		Rani
DESAI MADANKUKUMARI LUMBARAM		Madan
DUBEY DEVANSI AJAY		Devanshi
FADTARE ANKITA SAMBHAJI		Ankita
GAMBHA CHETANA NARESH	Absent	
GHADASHI SANCHITA SANTOSH		Ghadashi
GHADIGAONKAR VAIBHAVI VINODKUMAR		Vaibhavi
GOHIL ADITI UMESH		Aditi
GOHIL DIPAL RAMESH		Dipal
GOPALANI AAMIRAH UMER		Aamirah
GOSWAMI NEHABEN PRAKASHBHARTHI		Neha
GUPTA AANCHAL AKHILESH		Aanchal
GUPTA SONAM BIHAREELAL	Absent	
HEMBROM URMILA PETAR		Urmila
JADHAV ANUJA RAMCHANDRA		Anuja
JADYAR HARSHITA RAJESH		Harshita
JAIN DIVYANSHI RAJKUMAR		Divyanshi

Student Name	Present / Absent	Student Signature
JAIN DIVYANSHI LALITKUMAR	P	<u>Divyanshi</u>
JAIN KAJAL KAPOORCHAND	P	<u>Kajal</u>
JAIN MONICA RAMESH CHANDRA	P	<u>Monica</u>
JAISWAL PRITI SUBHASH	P	<u>Priti</u>
JAISWAR ASHWINI GAJENDRA	P	<u>Ashwini</u>
JAISWAR GUNJAN ASHOK	P	<u>Gunjan</u>
JIVAVAT DIYA AATISH	P	<u>Diya</u>
KAMBLE SNEHAL DADASO	P	<u>Snehal</u>
KAMBLE VANSHIKA SANDEEP	P	<u>Vanshika</u>
KANDU CHANDNI TARACHAND	P	<u>Chandani</u>
KANNOJIA PRITI MUNNALAL	P	<u>Priti</u>
KAREKAR KSHITIJ ALANKAR	Absent	
KARISHMA KAPOORCHAND JAIN	P	<u>Karishma</u>
KATGAE NADA ABDULAZIZ	Absent	
KATKURI SAJITHA SATYANARAYANA	P	<u>Sajitha</u>
KAZI NEHA MAQSOOD	P	<u>Neha</u>
KHAN ALIFIYA FERAZ	P	<u>Alfiya</u>
KORE ANUSHA SHEKAR	P	<u>Anusha</u>
KUJUR ANAMIKA NICODIM	P	<u>Anamika</u>
LAGISHETY RAJSHREE SURENDER	P	<u>Rajshree</u>
LOREKAR SHREYA SHRIKANT	P	<u>Shreya</u>
MAKWANA ASMITA NARESH	P	<u>Asmita</u>
MANDAL MANISHA NUGIDAR	P	<u>Manisha</u>
MANDAL SONIKUMARI RAMBABU	P	<u>Sonika</u>
MARU CHETANA SURESH	P	<u>Chetana</u>
MENDONCA SARAH JASSICA MENINO CHARLES	P	<u>Sarah</u>
MEVADA MANSI SYAM	Absent	
MHASHILKAR TANVI SUNIL	P	<u>Tanvi</u>
NARMULA RUPALI SHANKAR	P	<u>Rupali</u>
NIRMAL DEEPA RAJKISHOR	P	<u>Nirmal</u>
PARDESHI SACHI RAJU	P	<u>Sachi</u>
PARMAR KIRTI DILIP	P	<u>Kirti</u>
PATEL AYMAN ADAMSHA	P	<u>Ayman</u>
PATHAK JAYANTI KUMAR	Absent	
PATIL MANASI DEEPAK	P	<u>Manasi</u>
PEDNEKAR MRUNALI ARUN	P	<u>Mrunali</u>
PIWAL SHWETA SANJAY	Absent	
POLADIA SIDDHI KETAN	P	<u>Siddhi</u>
PRAJAPAT SAUBHAG CHENARAM	P	<u>Saubhag</u>
PRASAD SNEHAKUMARI SATYENDRA	P	<u>Sneha</u>
PUROHIT AARTI KUMARI TRIKAMARAM	P	<u>Aarti</u>

Student Name	Absent Students' marking	Present Students' Sign
MISHRA ANNU SHYAMMURARI		<u>Annu</u>
SHAIKH SHABREEN KHATUN KHURSHID AALAM		<u>Sabreen</u>
CHAUDHARI NIRMA KUMARI KASTURARAM		<u>Nirma</u>
JAISWAR ANJALI KAMLESH	ABSENT	
KANOJIYA AANCHAL VINOD		<u>Aanchal</u>
PAL JYOTI HARISHYAM		<u>Jyoti</u>
RAJBHAR JANHVI LALLU PRASAD	ABSENT	
X MANISHA BABULAL		<u>Manisha</u>
RAWAL MITALI SANJAY SANTOSH		<u>Mitali</u>
BAGRETHA KUMARI NISHA SUNIL		<u>Nisha...</u>
BHAGAT MADHURI HRUDAYANAND		
PRAJAPATI SWATI JITENDRA		<u>Swati</u>
RAJPUT NIKITA KUNWAR BHANWAR SINGH	ABSENT	
SALUNKHE DIVYA NITIN		<u>Divya</u>
SINGH KAJAL SUNILKUMAR		<u>Kajal</u>
SINGH RUPAMKUMARI DHANANJAYKUMAR		<u>Rupam Singh</u>
TIWARI ANKITADEVI RAJKUMAR	ABSENT	
X BHAGU KUMARI MOTIRAM	ABSENT	

Student Name	Absent Students' marking	Present Students' Sign
SINGH AAKANKSHA TRIBHUVAN	AB	
PANDEY LAXMI MAHANARAYAN		<u>laxmi</u> .P
PARDESHI ASHWINI PAPPU		AP
RAWAT RANI SUNIL		RANI
KHAN NAGAMABANO INSAFALI		Nagmabhal
MHETRE VAISHNAVI SHARAD		Vishnavi

Student Name	Absent Students' marking	Present Students' Sign
CHAUDHARY RINKI BAJRANGI	Absent	_____
CHAURASIYA ANTIMA RAMSAVARE	P	<u>Antima</u>
ROHELE APEKSHA KHAJANCHI	P	<u>Archele</u>
NISHAD JYOTI RAMJATAN	P	<u>Nishad</u>
TIWARI NIDHI SARVESH	P	<u>Nidhi Tiwari</u>
JAISWAL JYOTI SURYAMANI	P	<u>Jyoti</u>
RAJPUROHIT NIKITA GANPATSINGH	P	<u>Nikita</u>
SAHANI VANDANA RAM	P	<u>Vandana</u>
SHARMA KAVITA TEJPRAKASH	P	<u>S. Kavita</u>
SHARMA KHUSHI TEJPRAKASH	P	<u>Khushi S</u>
X MANISHA KUMARI BINEET SINGH	P	<u>Bineet Singh</u>
KHARATE PRANJAL MANGESH	P	<u>Pranjal</u>
SHAHU POOJA RAJESH	P	<u>Pooja</u>
SHAIKH SOFIA ALTAF	P	<u>Sofia</u>
SOLANKI AARTI DILIP	P	<u>Aarti</u>
X ANITA VELARAM	P	<u>Anita</u>

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

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B.COM II		100 Hrs. Computer Training Course (35 Hrs. Per Year)																																													
		2021-2022																																													
		Dec-21								Jan-22								Feb-22								Mar-22														Ap-22							
44	PARMAR HEENAL DINESH	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	P	P	P	P	P	P	P	P	P	P			
45	PASI DOLY JAGJIVAN	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	P	P	P	P	P	P	P	P	P	P	P
46	PAYAL DEVENDRA SEENIWASAN	P	P	P	P	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	P	P	P	P	P	P	P
47	PUROHIT POONAM MAHENDRA	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	P	P	P	P	P	P	P	P	P	P	P
48	PUROHIT PRIYANKA KHIMARAM	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	P	P	P	P	P	P	P	A	P	P	P	P	P	P	
49	PUROHIT SUREKHA BHAWARLAL	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	P	P	P	P	P	P	P	P	P	P	P
50	RINGE MADHURI MARUTI	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	P	P	P	P	P	P	P	P	P	P	P
51	SAHANI KAJAL LALDAS	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	P	P	P	P	P	P	P	P	P	P	P
52	SAKPAL SIDDHI RAJENDRA	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	P	P	P	P	P	P	P	P	P	P	P
53	SEBTA KAVITAKUNWAR VIJAYSINGH	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	P	P	P	P	P	P	P	P	P	P	P
54	SHAH DIVYA DILIP	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	P	P	P	P	P	P	P	P	P	P	P
55	SHAH SIMRAN NAZIR	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	P	P	P	P	P	P	P	P	P	P	P
56	SHAH VIRANSHI HASMUKH	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	P	P	P	P	P	P	P	P	P	P	P
57	SHAIKH SHAMIMA KHATOON BARKAT ALI	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	P	P	P	P	P	P	P	P	P	P	P
58	SHAIKH SIMRAN BANO MD KALAM	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	P	P	P	P	P	P	P	P	P	P	P
59	SHARMA RIYA RAMESH	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	P	P	P	P	P	P	P	P	P	P	P
60	SHEIKH AAYESHA ABDUL MAZID	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	P	P	P	P	P	P	P	P	P	P	P
61	SHELAR RUPALI SURESH	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	P	P	P	P	P	P	P	P	P	P	P	P	P
62	SINGH KUSHAL KANVAR PARBAT	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	P	P	P	P	P	P	P	P	P	P	P
63	SINGH SWEETY DHARAMVEER	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	P	P	P	P	P	P	P	P	P	P	P
64	SOLANKI SAKSHI HARISH	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	P	P	P	P	P	P	P	P	P	P	P
65	SONAWANE TANISHKA DEEPAK	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	P	P	P	P	P	P	P	P	P	P	P
66	TAKKEKAR SONIYA SHIVAJI	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	P	P	P	P	P	P	P	P	P	P	P
67	VARALU NAINA NARSANNA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P																						

Vaishali Araskar



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

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

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NAAC Accredited B+ 3rd Cycle

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Certificate

This is to certify that MS. RAKHI JHA has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2019-20, 2020-21, & 2021-22. 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. JANVEE PAL has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2019-20, 2020-21, & 2021-22. 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 GUPTA has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2019-20, 2020-21, & 2021-22. 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. LEELA PATEL has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2019-20, 2020-21, & 2021-22. 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. UZMA ANSAR has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2019-20, 2020-21, & 2021-22. 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. SEJAL GIRI has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2019-20, 2020-21, & 2021-22. 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. NEHA GUPTA has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2019-20, 2020-21, & 2021-22. 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. POONAM JAIN has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2019-20, 2020-21, & 2021-22. 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. SANA KHAN has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2019-20, 2020-21, & 2021-22. 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. TEJASWINI NENE has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2019-20, 2020-21, & 2021-22. The Course is approved by SNDT Women's University and was conducted as per the curriculum.

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PROPOSAL

SUBJECT: Campus to Corporate Careers (C2C) Program, 2021-22

TechnoServe, through the **Campus to Corporate Careers (C2C) Program**, provides a transformative workforce readiness skills training for youth to make **better career choices** and **build a strong career path**. The program also provides placement support through corporate linkages with large and small firms. Our goal is to tackle the increasing need felt by fresh graduates - to sharpen and improve interview preparedness and make informed career choices after their graduation.

Given the current Covid 19 pandemic, TechnoServe's C2C Program continues to be committed to providing placement opportunities to fresh college graduates. The program, through **online training platforms** such as Zoom, aims to provide and complete soft skills training necessary for a future in corporate careers. Once the crisis is resolved, the C2C will facilitate trainings via student engagement in the colleges.

To empower the final year students with the skills and attitude to enter competitive workforce, the program offers the following-

Employability Training and Youth Empowerment

- **Personal and Professional Effectiveness** - bringing out the inner confidence, goals and passions of student participants, while introducing them to key concepts in goal setting, financial planning and interpersonal skill development.

- **Communication Readiness** - introducing students to the basics in professional communication, communication dos' and don'ts' as well as a comprehensive guide to giving interviews and group discussion.
- **Career Readiness** - explores career opportunities relevant to students from commerce background and gives them the realities of the job markets. It provides students with an in depth knowledge about different job domains as well as skill sets required to get the job, showcasing the career growth path for each role and domain.
- **Work Readiness** - focused on addressing the gap students' face while transitioning from campus to corporate as well as inculcating a sense of professionalism in them.
- **Career Counseling** - focused on guiding students both individually and in group settings towards career choices that will intersect between their aptitude, interest and the market reality.
- **Online Learning Platform (OLP)** – focused on guiding students, reviewing the concepts they have learnt in training.
- **Employment Linkages** - we will work with your students to provide direct support for placement opportunities during and after the training program.
- **Helpline for Placed Students** (1 year) - telephonic counselling services and handling queries on placements and other concern areas for trained students of the program.
- **Alumni Engagement** - engagement via social media and college meet ups for students trained by the program to share learnings with peers.

Who can participate:

We provide training ONLY to final year students or recent graduates awaiting results who are immediately looking for job opportunities. This program is targeted at career oriented students.

Requirements from Partner College for conducting sessions online:

- Facilitate the dissemination of information regarding the C2C Program to the final year or recent graduates by circulating TechnoServe C2C Posters and Orientation videos and messages in the student whatsapp groups.
- Facilitate communication between the trainer and final year students and recent graduates by connecting them via whatsapp or other means.
- Circulate the required Google form links for enabling student registration.
- These students would further be screened by TechnoServe with the support of Professors and Coordinators prior to enrolment. (Ideally a student interested for placement after graduation)

- Permit Online sessions to be conducted via Zoom or any application deemed appropriate.
- Facilitate smooth communication between the trainer and the interested students in the initial training period.
- Permit phone based communication via calls and WhatsApp with students during and after training, which can include a member of the faculty or department in concern.
- Facilitate multiple parent engagement sessions, as and when required.
- Facilitate students to participate in placement opportunities and refresher sessions organised by TechnoServe.
- Facilitate students to complete at least 90% attendance criteria in order to be awarded the TechnoServe certificate and be eligible for placements.
- Providing one contact point who could be approached for any support related to this program.
- Facilitate students to participate in placement opportunities and refresher sessions organised by TechnoServe.

Takeaway for Students and College:

- Personally effective young professionals.
- Relevant career knowledge and better decision making abilities.
- Credit worthy Skill Training Certification from C2C Program, TechnoServe (International Brand Name).
- Assistance to face and crack the interviews.
- Employment assistance through placement opportunities in various companies in Banking, Financial Services, and Insurance (BFSI), IT enabled Services (ITeS), and Retail sectors.
- A mentor to ensure the smooth journey from campus to corporate.
- For the college, more number of employed students with big corporates.
- Well placed college alumni can help the future generation and reputation of the college.
- Continuous assistance by Online Resource, post training and post placement counselling as well as student helpline service.
- The placements will help the college with National Assessment and Accreditation Council(NAAC).

Through this proposal we wish to invite you to take part in this opportunity for your students.

Name of the Contact Person: _____

Contact Number: _____

Campus to Corporate

Students enrolled in C2C Batch (2021-2022)

1. Aditi Sanjay Mane
2. Dipti Chandu Godhakia
3. Divya Dilip Patil
4. Gauri Ganesh Shelar
5. Krishna Narendra Darji
6. Kumari Ritu Gaud
7. Manisha Bhawar Singh Gahalot
8. Neha Shivaji Doiphode
9. Niyati Prignesh Soni
10. Pal Janvee Dinesh
11. Pavan Bheraram Devashi
12. Priyanka Jagannath More
13. Sejal Rajesh Giri
14. Supraja Rajkumar Silagani

Students who got offer letters

1. Supraja Silagani
2. Dipti Godhakia
3. Gauri Shelar
4. Priyanka More

[illegible]

Campus to Corporate

C2C Training Program

Report on Campus to Corporate training for students.

Date: 15th February, 2022 to 15th March, 2022

Introduction:

The Campus to Corporate training program conducted by B. M. Ruia Girls' College aimed to bridge the gap between academic knowledge and practical skills for students, preparing them for successful transitions into the corporate world. This comprehensive training initiative was designed to equip students with essential professional competencies and foster a seamless integration into the corporate environment.

Objectives:

The primary objectives of the Campus to Corporate training program were as follows:

- a. Enhance Employability: To improve students' employability by imparting industry-relevant skills and knowledge.
- b. Soft Skills Development: To develop critical soft skills such as communication, teamwork, time management, and leadership to increase workplace effectiveness.
- c. Technical Proficiency: To provide specialized technical training in relevant fields to ensure proficiency in job-specific tasks.
- d. Corporate Etiquette: To instill corporate etiquette, professionalism, and workplace ethics in students.

Training Methodology:

The training program employed a multi-faceted approach to maximize student learning and engagement:

- a. Workshops and Seminars: Conducted interactive workshops and seminars on various topics, including communication skills, resume writing, interview techniques, and corporate grooming.
- b. Industry Experts and Guest Speakers: Invited professionals from different industries to share their experiences and insights with the students.
- c. Mock Interviews: Organized mock interviews to help students become more confident and adept at handling real job interviews.
- d. Case Studies and Simulations: Utilized case studies and simulations to immerse students in practical problem-solving scenarios relevant to the corporate environment.
- e. Group Projects: Encouraged teamwork and collaboration through group projects simulating real-world business challenges.
- f. Technical Training: Provided specialized technical training in collaboration with industry partners to ensure proficiency in domain-specific skills.

Training Modules:

The Campus to Corporate training program was divided into various modules, each addressing different aspects of professional development:

- a. Communication Skills: Effective verbal and written communication, presentation skills, and email etiquette.
- b. Soft Skills: Time management, conflict resolution, teamwork, leadership, and adaptability.
- c. Business Etiquette: Corporate grooming, dress code, workplace ethics, and cultural sensitivity.
- d. Industry Insights: Overview of various industries, career paths, and current job market trends.
- e. Technical Skills: Specialized technical training tailored to different disciplines and industry requirements.

Impact and Outcomes:

The Campus to Corporate training program yielded several positive outcomes:

- a. Improved Employability: A significant increase in students' employability due to enhanced soft and technical skills.
- b. Placement Success: Placement opportunities were given to students securing employment in reputed companies.
- c. Confidence Boost: Students reported feeling more confident during interviews and in their overall professional interactions.
- d. Industry Connections: The program facilitated networking opportunities, allowing students to connect with potential employers.
- e. Positive Feedback: Feedback from both students and participating industry professionals indicated the effectiveness and relevance of the training.

The Campus to Corporate training program organized by B. M. Ruia Girls' College has proven to be an invaluable asset in preparing students for successful transitions from academia to the corporate world. By focusing on employability, soft skills, technical proficiency, and corporate etiquette, the program has equipped students with the necessary tools to thrive in their professional careers. 12 students took the training and 4 students got offer letters from Justdial and Squareyards. Continuous evaluation and refinement will ensure that the training program remains relevant and impactful in the future.

C2C Placement Details – 2021-22:

Sr. No.	Name of the Student	Name of the Employer	Address	Position	Date of Joining	Pay Details	Remarks
1	Supraja Rajkumar Silagani	Justdial	Mumbai	Tele Marketing Executive	07-06-2022	Rs.2,52,000 p.a.	
2	Dipti Godhakia	Justdial	Mumbai	Tele Marketing Executive	07-06-2022	Rs.2,52,000 p.a.	
3	Priyanka Jagannath More	Justdial	Mumbai	Tele Marketing Executive	07-06-2022	Rs.2,52,000 p.a.	
4	Gauri Shelar	Sqaure Yards	Unit No. 301 & 302, 3 rd Floor, Ackruti Trade Star, Andheri East, Mumbai 400093.	Associate Investment Manager	21-06-2022	Rs.2,40,000 p.a.	

02-06-2022

Supraja Rajkumar Silagani
Mumbai

Subject: **LETTER OF OFFER**

Dear Supraja,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Tele Marketing Executive**. You will be on probation for a period of six months from your date of joining which will be on or before **07-06-2022**.

The annual compensation calculated on Cost to Company will be **INR 252000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

S.No	Term	CTC p.m.	Total CTC
1	First Six Months	Rs.16800 /-p.m.	100800
2	Next Six Months	Rs.25200 /-p.m.	151200
	Total CTC per annum		252000

***Confirmation Salary** is paid on successful completion of probation period as per the company policy.

Your place of posting will be **Mumbai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Dimple Singh

Manager - Human Resources

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Supraja Rajkumar Silagani	
Department	Sales	
Designation	Tele Marketing Executive	
Effective Date	07-06-2022	
CTC (in INR)	252000/- per annum	
Pay structure	Monthly	Monthly
	(First 6 months)	(Next 6 months)
Fixed Components		
Basic	5040	7560
House Rent Allowance (HRA)	2520	3780
Customer Handling Allowance	4158	6778
Conveyance Allowance	3402	5545
Salary (C1)	15120	23663
Statutory Components		
Employer PF Contribution	605	907
Employer ESIC Contribution	491	0
Benefit's(C2)	1096	907
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	0	0
Statutory Bonus	584	630
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	16800	25200
Deductions		
Employee PF Contribution	605	907
Employee ESIC Contribution	114	0
Total Deductions (b)	719	907
*Net Take Home {a - b - C2}	14985	23386
Overall CTC	16800	25200

* **Net Take Home** is subject to Applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,

For Just Dial Limited



Dimple Singh

Manager - Human Resources

31-05-2022**Dipti Godhakhia**
MumbaiSubject: **LETTER OF OFFER****Dear Dipti,**

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Tele Marketing Executive**. You will be on probation for a period of six months from your date of joining which will be on or before **07-06-2022**.

The annual compensation calculated on Cost to Company will be **INR 252000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

S.No	Term	CTC p.m.	Total CTC
1	First Six Months	Rs.16800 /-p.m.	100800
2	Next Six Months	Rs.25200 /-p.m.	151200
	Total CTC per annum		252000

***Confirmation Salary** is paid on successful completion of probation period as per the company policy.

Your place of posting will be **Mumbai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

Dimple Singh

Manager - Human Resources

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Dipti Godhakia	
Department	Sales	
Designation	Tele Marketing Executive	
Effective Date	07-06-2022	
CTC (in INR)	252000/- per annum	
Pay structure	Monthly	Monthly
	(First 6 months)	(Next 6 months)
Fixed Components		
Basic	12650	12650
House Rent Allowance (HRA)	1130	6325
Customer Handling Allowance	0	2009
Conveyance Allowance	0	1644
Salary (C1)	13780	22628
Statutory Components		
Employer PF Contribution	1518	1518
Employer ESIC Contribution	448	0
Benefit's(C2)	1966	1518
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	0	0
Statutory Bonus	1054	1054
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	16800	25200
Deductions		
Employee PF Contribution	1518	1518
Employee ESIC Contribution	104	0
Total Deductions (b)	1622	1518
*Net Take Home {a - b - C2}	13212	22164
Overall CTC	16800	25200

* **Net Take Home** is subject to Applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,

For Just Dial Limited



Dimple Singh

Manager - Human Resources

31-05-2022**Priyanka Jagannath More**
MumbaiSubject: **LETTER OF OFFER****Dear Priyanka,**

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Tele Marketing Executive**. You will be on probation for a period of six months from your date of joining which will be on or before **07-06-2022**.

The annual compensation calculated on Cost to Company will be **INR 252000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

S.No	Term	CTC p.m.	Total CTC
1	First Six Months	Rs.16800 /-p.m.	100800
2	Next Six Months	Rs.25200 /-p.m.	151200
	Total CTC per annum		252000

***Confirmation Salary** is paid on successful completion of probation period as per the company policy.

Your place of posting will be **Mumbai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

Dimple Singh

Manager - Human Resources

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Priyanka Jagannath More	
Department	Sales	
Designation	Tele Marketing Executive	
Effective Date	07-06-2022	
CTC (in INR)	252000/- per annum	
Pay structure	Monthly	Monthly
	(First 6 months)	(Next 6 months)
Fixed Components		
Basic	12650	12650
House Rent Allowance (HRA)	1130	6325
Customer Handling Allowance	0	2009
Conveyance Allowance	0	1644
Salary (C1)	13780	22628
Statutory Components		
Employer PF Contribution	1518	1518
Employer ESIC Contribution	448	0
Benefit's(C2)	1966	1518
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	0	0
Statutory Bonus	1054	1054
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	16800	25200
Deductions		
Employee PF Contribution	1518	1518
Employee ESIC Contribution	104	0
Total Deductions (b)	1622	1518
*Net Take Home {a - b - C2}	13212	22164
Overall CTC	16800	25200

* **Net Take Home** is subject to Applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,

For Just Dial Limited



Dimple Singh

Manager - Human Resources



Employment Offer Letter for Gauri Shelar

Inbox

**Square Yards** 29 May

to me, ali.virani, karishma.dudhani, ju...



Dear Gauri Shelar,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Associate Investment Manager** in our Company. Your beginning annual remuneration will be **INR 240,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be	Mumbai (Ackruti Star)
Reporting Date & Time:	21-Jun-2022, 9:30 AM
Venue Detail:	Unit No-301 & 302, 3rd Floor, Ackruti Trade Star, Central Road, MIDC Road, Andheri East, Mumbai 400093
Contact Person:	Karishma Kishor Dudhani

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)

1. Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)
2. Photo Id Proof - Passport / Driving License / Voter's ID
3. PAN card
4. Aadhar Card
5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Karishma Kishor Dudhani, Tel: 9588646924 Email: karishma.dudhani@squareyards.co.in

We look forward to a mutually rewarding partnership.