



Dr. Santosh Kaul Kak  
Principal

Marwadi Sammelan's  
**B. M. RUIA GIRLS' COLLEGE**

NAAC ACCREDITED B+ (3<sup>rd</sup> Cycle)

Affiliated to SNDT Women's University, Mumbai

**Maharshi Karve Best College Award 2022-23**

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

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Ref. No. :

Date :

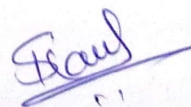
Name of Certificate/ Value added course offered and online  
courses of MOOCs, SWAYAM, NPTEL etc. where the students of the  
institution have enrolled and successfully completed

**AY 2022-23**

Sr. No	Name of the Course	Academic Year
1.	Saral Hindi	2022-23
2.	English for Career Advancement	2022-23
3.	100 Hrs. of Computer Training	2022-23
4.	Data Entry (Skill Course)	2022-23
5.	Street Food Vendor (Skill Course)	2022-23
6.	Customer Relationship Management (Skill Course)	2022-23
7.	Social Media (Skill Course)	2022-23
8.	MS Office and Tally Prime	2022-23
9.	SWAYAM Course – Introduction to Banking and Financial Markets	2022-23
10.	SWAYAM Course – Human Resource Management	2022-23

AS/KP/SKK



  
Dr. Santosh Kaul Kak  
Principal  
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 2022-23**

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Ref. No. :

Date :

12-12-2022

**B M RUIA GIRLS' COLLEGE**

&

Sitaram Deora Institute of Management Studies

GAMDEVI MUMBAI – 400007

**Notice**

All students are hereby informed that the college will be conducting Government Skill Courses for students in the college after lecture hours for the following courses.

- Domestic Data Entry Operator
- Customer Relationship Management
- Street Food Vendor
- Social Media Executive

Students must complete all Registration Formalities by 20<sup>th</sup> December, 2022.

(Dr. Santosh Kaul Kak)  
Principal

AS/AJ/SKK



# Model Curriculum

## Domestic Data Entry Operator

**SECTOR:** IT-ITeS  
**SUB-SECTOR:** BUSINESS PROCESS MANAGEMENT  
**OCCUPATION:** CUSTOMER RELATIONSHIP MANAGEMENT  
**REFERENCE ID:** SSC/Q2212 Version 1.0  
**NSQF LEVEL:** 4



## Certificate

### CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

**IT-ITes SECTOR SKILL COUNCIL NASSCOM**

for

**MODEL CURRICULUM**

Complying to National Occupational Standards of

Job Role/ Qualification Pack: **Domestic Data Entry Operator** QP No.'SSC/Q2212

**NSQF Level 4'**

Date of Issuance: March 31, 2018  
Valid up to\*: March 31, 2019  
\*Valid up to the next review date of the Qualification Pack

  
**Dr Sandhya Chintala**  
Authorised Signatory  
(IT- ITes SECTOR SKILLS COUNCIL NASSCOM)



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# Domestic Data Entry Operator

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of “Domestic Data Entry Operator” in the “IT-ITes Sector/Industry” and aims at building the following key competencies in the learner.

<b>Program Name</b>	<b>Domestic Data Entry Operator</b>		
<b>Qualification Pack Name &amp; Reference ID.</b>	SSC/Q2212, Version 1.0		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	01/04/2018
<b>Pre-requisites to Training</b>	10 <sup>th</sup> Standard		
<b>Training Outcomes</b>	<b>After completing this programme, participants will be able to:</b> <ul style="list-style-type: none"> <li>• Undertake data entry services</li> <li>• Manage their work to meet requirements</li> <li>• Maintain a healthy, safe and secure working environment</li> </ul>		



The Course encompasses 3 of 3 National Occupational Standards (NOS) of “Domestic Data Entry Operator” Qualification Pack issued by “IT-ITes Sector Skills Council NASSCOM”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<b>Data Entry Services</b>  <b>Theory Duration</b> (hh:mm) 60:00  <b>Practical Duration</b> (hh:mm) 192:00  <b>Corresponding NOS Code</b> SSC/N3002	<ul style="list-style-type: none"> <li>Obtain information from customer/client to be entered.</li> <li>Adhere to organizational processes and policies to record and perform the service request.</li> <li>Revert to the customer on a reasonable estimate time of delivering the desired outcome.</li> <li>Prioritize service requests according to organizational guidelines.</li> <li>Transcribe, enter, and verify data from multiple sources.</li> <li>Verify accuracy of transcribed data with the source document and correct any errors.</li> <li>Escalate, seek advice from specialists if the problem is beyond competence or experience factor.</li> <li>Make appropriate corrections for any error messages that arise, while entering data.</li> <li>Organize source documents and filing relative to data entered.</li> <li>Ensure security storage and back up of data files.</li> <li>Share progress or any delays in the process with customers.</li> <li>capture</li> </ul>	<ul style="list-style-type: none"> <li>Computer Lab with 1:1 PC : trainee ratio and having internet connection, MS Office / Open office, Browser, Outlook / Any other Email Client and chat tools.</li> <li>Assessment and Test Tools for day to day online Tests and Assessments</li> <li>Projector with screen</li> <li>Flip chart with markers</li> <li>Faculty's PC/ Laptop with latest configuration and internet connection</li> <li>Supporting software / applications for projecting audio, video, recording</li> </ul>
2	<b>Self and Work Management</b>  <b>Theory Duration</b> (hh:mm) 30:00  <b>Practical Duration</b> (hh:mm) 70:00  <b>Corresponding NOS Code</b> SSC/N9001	<ul style="list-style-type: none"> <li>Comprehend your work requirements, output, target with appropriate people as per organization policy.</li> <li>Use your time and resources judiciously.</li> <li>Keep the workplace clean and operate in a tidy environment.</li> <li>Treat confidential information correctly.</li> </ul>	<ul style="list-style-type: none"> <li>Whiteboard and Markers</li> <li>LCD Projector and Laptop for presentations</li> <li>Training organization's confidentiality policy</li> </ul>
3	<b>Managing Health and Safety</b>  <b>Theory Duration</b>	<ul style="list-style-type: none"> <li>Comply/adhere with your organization's current health, safety and security policies and procedures.</li> <li>Be aware about correct emergency procedures.</li> <li>Report to supervisor or authorised personnel, if any hazard is identified.</li> </ul>	<ul style="list-style-type: none"> <li>Whiteboard and Markers</li> <li>LCD Projector and Laptop for presentations</li> </ul>

<p>(hh:mm) 10:00</p> <p><b>Practical Duration</b> (hh:mm) 38:00</p> <p><b>Corresponding NOS Code</b> SSC/N9003</p>	<ul style="list-style-type: none"> <li>The training organization's current health, safety and security policies and procedures</li> <li>A sample health and safety policy document</li> <li>Emergency broadcast system and mock emergency signage in the appropriate areas of the training institute</li> </ul>
<p><b>Total Duration</b></p> <p><b>Theory Duration</b> 100:00</p> <p><b>Practical Duration</b> 300:00</p>	<p><b>Unique Equipment Required:</b></p> <ul style="list-style-type: none"> <li>White Board, Markers and Eraser</li> <li>Projector with screen</li> <li>Flip chart with markers</li> <li>Faculty's PC/Laptop with latest configuration and internet connection</li> <li>Supporting software / applications for projecting audio, video, recording,</li> <li>Presentation Tools to support learning activities: <ul style="list-style-type: none"> <li>Intranet</li> <li>Email</li> <li>IMs</li> <li>Learning management system e.g. Moodle, Blackboard to enable blended learning</li> </ul> </li> <li>Microphone / voice system for lecture and class activities</li> <li>Handy Camera</li> <li>Stationery kit – Staples, Glue, Chart Paper, Sketch Pens, Paint Box, Scale, A4 Sheets</li> <li>For IT Lab sessions: Computer Lab with 1:1 PC : trainee ratio and having internet connection, MS Office / Open office, Browser, chat tools</li> <li>Assessment and Test Tools for day to day online Tests and Assessments</li> <li>For team discussions: Adequate seating arrangement in full / half circle format for one or more teams as per planned team composition.</li> <li>Reading Resources: Access to relevant sample documents and learning forums to enable self-study before and after each training session.</li> </ul>

Grand Total Course Duration: **400 Hours 0 Minutes**

*(This syllabus/ curriculum has been approved by SSC: IT-ITeS Sector Skills Council NASSCOM)*



## Trainer Prerequisites for Job role: “Domestic Data Entry Operator” mapped to Qualification Pack “SSC/Q2212 Version 1.0”

Sr. No.	Area	Details
1	<b>Job Description</b>	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “SSC/Q2212 Version 1.0”.
2	<b>Personal Attributes</b>	<p>The trainer should have thorough knowledge of various technology trends and processes as well as have updated knowledge about database management systems and IT initiatives.</p> <p>In addition, trainer should have an aptitude for conducting training, and pre/post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in this field.</p>
3	<b>Minimum Educational Qualifications</b>	Minimum 10 <sup>th</sup> Standard; Preferred Diploma in Computer Science/Technology
4a	<b>Domain Certification</b>	<p>Certified for job role “<u>Domestic Data Entry Operator</u>” mapped to Qualification Pack “<u>SSC/Q2212</u>” Version 1.0. Minimum accepted score is 80%</p> <p>Training in customer orientation, dealing with difficult customers, written communication etc.</p>
4b	<b>Platform Certification</b>	Recommended that the trainer is certified for the Job role “Trainer” mapped to the Qualification Pack “MEP/Q2601”. Minimum accepted score is 80% aggregate
5	<b>Experience</b>	<p>Field experience: Minimum 2 years’ experience in the same domain</p> <p>Training experience: 1 year preferred</p>

## Assessment Criteria

<b>Assessment Criteria</b>	
<b>Job Role</b>	<b>Domestic Data Entry Operator</b>
<b>Qualification Pack</b>	<b>SSC/Q2212 Version 1.0</b>
<b>Sector Skill Council</b>	<b>IT-ITeS</b>

<b>Sr. No.</b>	<b>Guidelines for Assessment</b>
1	Criteria for assessment for each Qualification Pack (QP) will be created by the Sector Skill Council (SSC). Each performance criteria (PC) will be assigned Theory and Skill/Practical marks proportional to its importance in NOS.
2	The assessment will be conducted online through assessment providers authorised by SSC.
3	Format of questions will include a variety of styles suitable to the PC being tested such as multiple choice questions, fill in the blanks, situational judgment test, simulation and programming test.
4	To pass a QP, a trainee should achieve 70% aggregate.
5	For latest details on the assessment criteria, please visit <a href="http://www.sscnasscom.com">www.sscnasscom.com</a> .

Assessment Outcomes	Assessment Criteria for Outcomes	Total Marks (200)	Out of	Marks Allocated	
				Theory	Skills Practical
<b>1. SSC/N3022 (Undertake data entry services)</b>	PC1. Obtain sufficient information from the customer /client to understand the need and perform initial task	<b>120</b>	12.5	0	12.5
	PC2. Assist the customer in providing right information to be entered		12.5	0	12.5
	PC3. Provide the customer with a reasonable estimate time of entering data		5	0	5
	PC4. Prioritize service requests according to organizational guidelines		2.5	0	2.5
	PC5. Refer the problem to a competent technical support team if it cannot be resolved by the operator		2.5	0	2.5
	PC6. Record and perform the service request accurately as per organizational processes and policies		2.5	0	2.5
	PC7. Transcribes, enters, and verifies data from a variety of source material including financial, personnel, police and other records or reports		10	0	10
	PC8. Receives source documents from various departments, public, agencies, etc. and verifies accuracy of material, prior to input		2.5	0	2.5
	PC9. Transcribes selected data into a computer and scans source documents in accordance with specific program instructions		10	0	10
	PC10. Compares transcribed data, as displayed on a visual screen, document and corrects any errors with the source		15	5	10
	PC11. Obtain help or advice from specialist if the problem is outside his/her area of competence or experience		5	0	5
	PC12. Determines the cause of error message while entering data and makes appropriate corrections		5	5	0
	PC13. Maintains files of source documents or other information relative to data entered;		5	5	0
	PC14. Performs various related functions to insure that the computer is maintained in a neat and orderly manner		10	10	0
	PC15. Assists in (or performs) the filing and storage of security and back up data files		10	10	0
	PC16. May perform various back-up or relief clerical duties as needed (i.e., switchboard, receptionist, fingerprinting, etc. )		5	0	5
	PC17. monitor the problem and keep the customer informed about progress or any delays in the process		5	0	5
	<b>Total</b>		<b>120</b>	<b>35</b>	<b>85</b>
<b>2.SSC/N9001 (Manage your</b>	PC1. Establish and agree your work requirements with appropriate people	<b>40</b>	10	5	5

work to meet requirements)	PC2. Keep your immediate work area clean and tidy		5	0	5
	PC3. Utilize your time effectively		5	5	0
	PC4. Use resources correctly and efficiently		5	2.5	2.5
	PC5. Treat confidential information correctly		5	0	5
	PC6. Work in line with your organization's policies and procedures		2.5	0	2.5
	PC7. Work within the limits of your job role		2.5	0	2.5
	PC8. Obtain guidance from appropriate people, where necessary		2.5	0	2.5
	PC9. Ensure your work meets the agreed requirements		2.5	0	2.5
	<b>Total</b>		<b>40</b>	<b>12.5</b>	<b>27.5</b>
3.SSC/N9003 (Maintain a healthy, safe and secure working environment)	PC1. Comply with your organization's current health, safety and security policies and procedures	40	10	5	5
	PC2. Report any identified breaches in health, safety, and security policies and procedures to the designated person		5	0	5
	PC3. Identify and correct any hazards that you can deal with safely, competently and within the limits of your authority		10	5	5
	PC4. Report any hazards that you are not competent to deal with to the relevant person in line with organizational procedures and warn other people who may be affected		5	0	5
	PC5. Follow your organization's emergency procedures promptly, calmly, and efficiently		5	0	5
	PC6. Identify and recommend opportunities for improving health, safety, and security to the designated person		2.5	0	2.5
	PC7. Complete any health and safety records legibly and accurately		2.5	0	2.5
	<b>Total</b>		<b>40</b>	<b>10</b>	<b>30</b>



# Model Curriculum

## Social Media Executive

**SECTOR:** Media and Entertainment  
**SUB-SECTOR:** Digital  
**OCCUPATION:** Marketing / Advertising Sales / Traffic  
**REF ID:** MES/Q0702, V 1.0  
**NSQF LEVEL:** 4



## Certificate

### CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

**Media and Entertainment Skill Council**

for the

### MODEL CURRICULUM

Complying to National Occupational Standards of  
Job Role/ Qualification Pack: '**Social Media Executive**' QP Ref. No.  
**'MES/Q0702, NSQF Level 4'**

Date of Issuance: March 11, 2019

Valid up to: March 10, 2022

\* Valid up to the next review date of the Qualification Pack



Authorized Signatory  
Media and Entertainment Skill Council

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# Social Media Executive

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Social Media Executive”, in the “Media and Entertainment” Sector / Industry and aims at building the following key competencies amongst the learner

Program Name	Social Media Executive		
Qualification Pack Name & Reference ID.	MES/Q0702, Version 1.0		
Version No.	1.0	Version Update Date	11 <sup>th</sup> March, 2019
Pre-requisites to Training	Class XII		
Training Outcomes	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• Create the process flow for the social media marketing activities that needs to be conducted</li> <li>• Organize the work related to social media marketing activities to achieve the set targets</li> <li>• Manage the available online tools to effectively perform the social media marketing activities</li> <li>• Design the content required to implement the social media marketing campaigns</li> <li>• Implement the defined social media marketing strategy based on the organization's goals</li> <li>• Maintain workplace health and safety</li> </ul>		

This course encompasses 6 out of 6 National Occupational Standards (NOS) of “Social Media Executive” Qualification Pack issued by “Media and Entertainment Skills Council”.

S. No	Module	Key Learning Outcomes	Equipments
1	<b>Introduction and Orientation to the job role</b>  <b>Theory Duration</b> (hh:mm) 05:00  <b>Practical Duration</b> (hh:mm) 15:00  <b>Corresponding NOS Code</b> Basic Module	<ul style="list-style-type: none"> <li>Describe opportunities in the media and entertainment industry</li> <li>Recognize the importance of social media marketing for organizations</li> <li>Identify the key benefits of different social media networks</li> <li>Recognize how people interact with various major social media networks</li> <li>Analyze which social media platform will be best for targeting the audience based on the company's offerings</li> </ul>	Computer system / laptop, diary, notebook, pen, marker
2	<b>Create Work Flow for Social Media</b>  <b>Theory Duration</b> (hh:mm) 35:00  <b>Practical Duration</b> (hh:mm) 15:00  <b>Corresponding NOS Code</b> MES/N0707	<ul style="list-style-type: none"> <li>Create daily social media activity plan for all the major social media networks</li> <li>Create the social media calendar for posting the updates on all the major social media networks</li> <li>Coordinate with the bloggers and influencers for the social media outreach campaigns</li> <li>Identify organization's branding theme to incorporate it in the marketing creatives and messaging</li> <li>Research target audience based on their demographics and interests</li> <li>Establish key performance metrics for the campaigns such as impressions, clicks, conversion rates, sales etc.</li> <li>Perform competitor research to identify their marketing process and target audience</li> </ul>	Computer system / laptop, diary, notebook, pen, marker
3	<b>Plan and organize work to meet expected outcomes</b>  <b>Theory Duration</b> (hh:mm) 25:00  <b>Practical Duration</b> (hh:mm) 15:00  <b>Corresponding NOS Code</b> MES/N0708	<ul style="list-style-type: none"> <li>Coordinate with the key stakeholders whenever necessary to get the guidance on project delivery</li> <li>Organize all the key social media marketing related documents such as creatives, reports etc. properly with regular backups</li> <li>Work within the defined Key Result Areas (KRAs) to meet the job objectives and goals</li> <li>Manage the available resources effectively and responsibly to meet the desired outcomes</li> <li>Set-up the campaign completion deadlines based on the available resources and priority</li> <li>Create budget allocation plan for different social media campaigns based on its objectives and goals</li> <li>Define Key Performance Indicator (KPI) to measure the success of each social media campaign</li> </ul>	Computer system / laptop, diary, notebook, pen, marker
4	<b>Manage online tools</b>	<ul style="list-style-type: none"> <li>Identify the requirement of social media tools to perform the marketing activities such as posting, scheduling etc. effectively</li> </ul>	Computer system / laptop, diary, notebook, pen, marker

	<b>Theory Duration</b> (hh:mm) 30:00  <b>Practical Duration</b> (hh:mm) 15:00  <b>Corresponding NOS Code</b> MES/N0709	<ul style="list-style-type: none"> <li>Identify the social media analytics tools to measure and track the performance of the campaigns on different social networks</li> <li>Evaluate the available online tools for social media marketing in terms of price, available features, customer support etc.</li> <li>Analyze and optimize social media campaigns by using the data provided by the online tools</li> <li>Prepare campaign performance reports using the online tools for the key stakeholders</li> <li>Track the engagement metrics and perform brand sentiment analysis using the online tools</li> </ul>	
5	<b>Design the content for the social media</b>  <b>Theory Duration</b> (hh:mm) 15:00  <b>Practical Duration</b> (hh:mm) 35:00  <b>Corresponding NOS Code</b> MES/N0710	<ul style="list-style-type: none"> <li>Analyze different types of content such as videos, creative, infographics etc. which gets the most social media engagement</li> <li>Identify the key theme on which the content needs to be designed which resonates with the target audience</li> <li>Prepare the content creation plan and calendar based on the campaign's objectives and goals</li> <li>Use the elements and key principles of design to create effective graphics for social media campaigns</li> <li>Coordinate with key stakeholders to get their feedback and incorporate it for the final output</li> <li>Work with other team members such as copywriters to ensure timely delivery of the social media creatives</li> </ul>	Computer system / laptop, diary, notebook, pen, marker
6	<b>Implement the social media strategy</b>  <b>Theory Duration</b> (hh:mm) 15:00  <b>Practical Duration</b> (hh:mm) 25:00  <b>Corresponding NOS Code</b> MES/N0711	<ul style="list-style-type: none"> <li>Identify organization's goals and objectives to align the social media marketing strategy with it</li> <li>Set-up specific, measurable and relevant goals to measure the success of social media marketing campaigns</li> <li>Observe competitor's marketing strategy on all major social media networks to incorporate their best practices</li> <li>Identify the social media networks to be primarily targeted based on the defined objectives and goals</li> <li>Create the social media budget plan by allocating the funds to different networks based on the objectives</li> <li>Create the profile of the ideal customer including their age, gender, location, interests etc. to be targeted on social media networks</li> </ul>	Computer system / laptop, diary, notebook, pen, marker
7	<b>Maintain workplace health and safety</b>  <b>Theory Duration</b> (hh:mm) 15:00  <b>Practical Duration</b> (hh:mm) 40:00  <b>Corresponding NOS Code</b>	<ul style="list-style-type: none"> <li>Maintain a healthy, safe and secure working environment by identifying the relevant people responsible for health and safety, identifying risks, following emergency procedures etc.</li> <li>Use first aid kit when needed and keep oneself informed on first aid procedures.</li> <li>Participate in organization health and safety knowledge sessions and drills.</li> <li>Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency.</li> <li>Identify security signals like fire alarms and places such as staircases, fire warden stations, first aid and medical rooms.</li> </ul>	Computer system / laptop, diary, notebook, pen, marker, Health and Safety Signs and policy etc.



	MES/N0104	<ul style="list-style-type: none"> <li>Identify aspects of your workplace that could cause potential risk to own and others health and safety.</li> <li>Ensure one's own personal health and safety, and that of others in the workplace by following precautionary measures.</li> <li>Identify and recommend opportunities for improving health, safety, and security to the designated person.</li> <li>Report hazards outside one's authority to the relevant person in line with organizational procedures and warn other people who may be affected by these hazards.</li> <li>Follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard.</li> <li>Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority.</li> </ul>	
	<b>Total Duration</b> 300:00  <b>Theory Duration</b> 140:00  <b>Practical Duration</b> 160:00	<b>Unique Equipment Required:</b>  Diary, notebook, pen, Computer System / laptop, white board, marker, projector, Health and Safety Signs and policy etc.	

Grand Total Course Duration: **300 Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by Media and Entertainment Skills Council)

## Trainer Prerequisites for Job role: “Social Media Executive” mapped to Qualification Pack: “MES/Q0702, version 1.0”

Sr. No.	Area	Details
1	<b>Job Description</b>	To deliver accredited training service, mapped to the curriculum detailed above, in accordance with Qualification Pack “ <u>MES/Q0702 Version 1.0</u> ” Individuals at this job handle all the social media activities for their company/ multiple clients in order to create a brand awareness. It comprises of ideating, coordinating, executing social media campaigns, promotions and advertisements. The individual is responsible for the regular posting, sharing and updating the social media activities on the channels like Instagram, LinkedIn, Facebook, Twitter, WhatsApp broadcast etc.
2	<b>Personal Attributes</b>	Rich command on the language, good communication skills both written & oral, creative and full of ideas, highly adaptable and tech savvy. He should be comfortable of taking pressure, adopt feedback and deliver within deadlines in the fast paced environment.
3	<b>Minimum Educational Qualifications</b>	Graduate
4a	<b>Domain Certification</b>	Certified for Job Role: “ <u>Social Media Executive</u> ” mapped to QP: “ <u>MES/Q0702</u> ”, version 1.0. Minimum accepted score as per SSC guidelines is 70%.
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: “ <u>Trainer</u> ”, mapped to the Qualification Pack: “ <u>MEP/Q0102</u> ” with scoring of minimum 80%.
5	<b>Experience</b>	Minimum 3 years of work experience in Digital Marketing. He should be able to communicate in English and local language. He should have knowledge of equipment, tools, material, Safety, Health & Hygiene.

## Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Social Media Executive
Qualification Pack	MES/Q0702, Version 1.0
Sector Skill Council	Media and Entertainment Skills Council

### Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS			Marks Allocation		
Total Marks : 600					
Assessment outcomes	Assessment criteria for outcomes	Total marks	Out Of	Theory	Skills Practical
1. MES/N0707 (Create work flow for social media)	PC1. make daily work plan as per social media strategy of the organization	100	10	5	5
	PC2. seed content into social networks		10	5	5
	PC3. Identify client branding (color scheme, logo, target audience etc.)		10	5	5
	PC4. manage blogger and other influencer outreach program		10	10	0
	PC5. manage graphic designers for generating online graphical posts / infographics		10	10	0
	PC6. create social media marketing goals		10	5	5
	PC7. research about social media audience		10	10	0

	PC8. establish most important metrics (reach, clicks, engagement, hashtag performance etc.)		10	5	5
	PC9. research about social competitive landscape		10	5	5
	PC10. track performance of the campaigns		10	5	5
	<b>Total</b>		<b>100</b>	<b>65</b>	<b>35</b>
<b>2.MES/N0708 (Plan and organize work to meet expected outcome)</b>	PC1. arrange all files and folders neatly in the computer		20	17	3
	PC2. keep immediate work area clean and tidy		5	5	0
	PC3. treat confidential information as per the organisation's guidelines		5	5	0
	PC4. work in line with organisation's policies and procedures		10	5	5
	PC5. work within the limits of job role		15	10	5
	PC6. obtain guidance from appropriate people, where necessary		5	5	0
	PC7. ensure work meets the agreed requirements		10	5	5
	PC8. establish and agree on work requirements with appropriate people		5	3	2
	PC9. manage time, materials and cost effectively		20	0	20
	PC10. use resources in a responsible manner		5	5	0
	<b>Total</b>	<b>100</b>	<b>100</b>	<b>60</b>	<b>40</b>
<b>3.MES/N 0709 (Manage online tools)</b>	PC1. select appropriate tools from the various social media tools available for posts, scheduling and reach.	100	20	15	5
	PC2. implement, analyze, and optimize organic and paid search engine marketing activities		20	10	10
	PC3. track and report metrics around social posts and fan engagement		20	10	10
	PC4. analyze and provide weekly & monthly social media metrics status reports to senior level management		10	5	5
	PC5. monitor trends in social media tools, applications, channels, design and strategy and		10	5	5

	quantifying it ensuring a sound and efficient website				
	PC6. monitor effective benchmarks for measuring the impact of social media programs		10	5	5
	PC7. analyze, review, and report on effectiveness of campaigns in an effort to maximize results		10	5	5
		<b>Total</b>	<b>100</b>	<b>55</b>	<b>45</b>
<b>4.MES/N0710 (Design the content for the social media)</b>	PC1. audit the current social media approach	100	10	5	5
	PC2. research about customer's/ company's base		10	5	5
	PC3. identify which audience is on what social media platform		20	5	15
	PC4. list the design concepts		20	5	15
	PC5. set measurable goals		10	5	5
	PC6. relate the concept with meaningful graphics/ videos/ clippings/ pictures		10	0	10
	PC7. present the idea, theme and concept to the peers		10	5	5
	PC8. monitor and adjust the creatives as per the requirements		10	5	5
		<b>Total</b>	<b>100</b>	<b>35</b>	<b>65</b>
<b>5.MES/N0711 (Implement the social media strategy)</b>	PC1 set S.M.A.R.T. goals (Specific, Measurable, Attainable, Relevant, Time-bond)	100	20	5	15
	PC2 identify everything about audience (create target audience ideal profile like age, gender, location, interests etc.)		20	5	15
	PC3 research about campaign of the competitors by conducting comparative analysis		10	5	5
	PC4 set up accounts and improve existing profiles		10	5	5
	PC5 ensure work meets the agreed requirements		10	5	5
	PC6 establish and agree on work requirements with appropriate people		10	5	5
	PC7 manage time, materials and cost effectively		5	5	0
	PC8 use resources in a responsible manner		5	5	0

		Total	100	42	58
<b>6. MES/N0104 (Maintain workplace health and safety)</b>	PC1. maintain one's posture and position to minimize fatigue and the risk of injury	100	10	5	5
	PC2. maintain first aid kit and keep oneself updated on the first aid procedures		10	5	5
	PC3. identify and document potential risks like sitting postures while using computer, eye fatigue and other hazards in the workplace		5	2	3
	PC4. accurately maintain accident reports		5	2	3
	PC5. report health and safety risks/ hazards to concerned personnel		10	5	5
	PC6. participate in organization health and safety knowledge sessions and drills		10	5	5
	PC7. identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency		10	5	5
	PC8. identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms		10	5	5
	PC9. identify aspects of workplace that could cause potential risk to own and others health and safety		5	2	3
	PC10. ensure own personal health and safety, and that of others in the workplace through precautionary measures		5	2	3
	PC11. identify and recommend opportunities for improving health, safety, and security to the designated person		5	2	3
	PC12. report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected		5	2	3
	PC13. follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard		5	2	3
	PC14. identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority		5	2	3
	<b>Total</b>		<b>100</b>	<b>46</b>	<b>54</b>



# Model Curriculum

## CRM Domestic Non-Voice

**SECTOR:** IT-ITeS  
**SUB-SECTOR:** BUSINESS PROCESS MANAGEMENT  
**OCCUPATION:** CUSTOMER RELATIONSHIP MANAGEMENT  
**REFERENCE ID:** SSC/Q2211, V1.0  
**NSQF LEVEL:** 4



## Certificate

### COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the  
**IT-ITes Sector Skills Council NASSCOM**

for  
**MODEL CURRICULUM**

Complying to the National occupation standards of  
Job Role / Qualification Pack: 'CRM Domestic Non-Voice' QP No.  
'SSC/Q2211, NSQF Level 4'

Date of Issuance: March 31, 2018

Valid Upto \*: March 31, 2019

\* Valid up to the next review date of the Qualification Pack



Authorised Signatory  
(IT-ITes Sector Skills Council NASSCOM)

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# CRM Domestic Non-Voice

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of “CRM Domestic Non-Voice” in the “IT-ITes” Sector/Industry and aims at building the following key competencies in the learner.

<b>Program Name</b>	<b>CRM Domestic Non-Voice</b>		
<b>Qualification Pack Name &amp; Reference ID.</b>	SSC/Q2211, Version 1.0		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	31/12/2015
<b>Pre-requisites to Training</b>	10 <sup>th</sup> Standard		
<b>Training Outcomes</b>	<b>After completing this programme, participants will be able to:</b> <ul style="list-style-type: none"> <li>• Deal remotely with customer queries in the domestic market.</li> <li>• Manage their work to meet requirements.</li> <li>• Maintain a healthy, safe and secure working environment.</li> </ul>		

The Course encompasses 3 of 3 National Occupational Standards (NOS) of “CRM-Domestic Non Voice SSC/Q2211” Qualification Pack issued by “IT-ITES Sector Skills Council NASSCOM.”

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<b>Deal remotely with customer queries</b>  <b>Theory Duration</b> (hh:mm) 60:00  <b>Practical Duration</b> (hh:mm) 192:00  <b>Corresponding NOS Code</b> SSC/N3021	<ul style="list-style-type: none"> <li>Greet customers and verify their details, following organization's procedures.</li> <li>Read carefully, summarize, and obtain customer confirmation of, your understanding of queries.</li> <li>Express concern for any difficulties caused and commit to resolving queries.</li> <li>Record and categorize queries accurately using their organization's query management tool.</li> <li>Refer queries outside their area of competence or authority promptly to appropriate people.</li> <li>Access organization's knowledge base for solutions to queries, where available.</li> <li>Resolve queries within their area of competence or authority in line with organizational guidelines and service level agreements (SLAs).</li> <li>Obtain advice and guidance from appropriate people, where necessary.</li> <li>Obtain confirmation from customers that queries have been resolved to their satisfaction.</li> <li>Record the resolution of queries accurately using their organization's query management tool.</li> <li>Comply with relevant standards, policies, procedures and guidelines when dealing remotely with customer queries.</li> </ul>	<ul style="list-style-type: none"> <li>Telephone, voice recorder, IVR and software / document formats for recording call / interactions.</li> <li>Computer Lab with 1:1 PC : trainee ratio and having internet connection, MS Office / Open office, Browser, Outlook / Any other Email Client and chat tools.</li> <li>Comfortable seats with adequate lighting, controlled temperature and acoustics for training and learning.</li> </ul>
2	<b>Manage work to meet requirements</b>  <b>Theory Duration</b> (hh:mm) 30:00  <b>Practical Duration</b> (hh:mm) 70:00  <b>Corresponding NOS Code</b> SSC/N9001	<ul style="list-style-type: none"> <li>Establish and agree to work requirements with appropriate people.</li> <li>Keep immediate work area clean and tidy.</li> <li>Utilize time effectively.</li> <li>Use resources correctly and efficiently.</li> <li>Treat confidential information correctly.</li> <li>Work in line with organization's policies and procedures.</li> <li>Work within the limits of job role.</li> <li>Obtain guidance from appropriate people, where necessary.</li> <li>Ensure work meets the agreed requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Comfortable seats with adequate lighting, controlled temperature and acoustics.</li> <li>Reading Resources: Access to relevant sample documents and learning forums to enable self-study before and after each training session.</li> <li>White Board, Markers and Eraser.</li> </ul>
3	<b>Maintain a healthy, safe and secure working environment</b>  <b>Theory Duration</b> (hh:mm) 10:00  <b>Practical Duration</b>	<ul style="list-style-type: none"> <li>Comply with organization's current health, safety and security policies and procedures.</li> <li>Report any identified breaches in health, safety, and security policies and procedures to the designated person.</li> <li>Identify and correct any hazards that can deal with safely, competently and within the limits of authority.</li> <li>Report any hazards that one is not competent to deal with to the relevant person in line with organizational procedures and warn other</li> </ul>	<ul style="list-style-type: none"> <li>Whiteboard and Markers.</li> <li>LCD Projector and Laptop for presentations.</li> <li>The training organization's current health, safety and security policies and procedures.</li> <li>A sample health and safety policy document.</li> </ul>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	(hh:mm) 38:00  <b>Corresponding NOS Code</b> SSC/N9003	people who may be affected. <ul style="list-style-type: none"> <li>Follow their organization's emergency procedures promptly, calmly, and efficiently.</li> <li>Identify and recommend opportunities for improving health, safety, and security to the designated person.</li> <li>Complete any health and safety records legibly and accurately.</li> </ul>	
<b>Total Duration:</b>  <b>Theory Duration</b> <b>100:00</b>  <b>Practical Duration</b> <b>300:00</b>		<b>Unique Equipment Required:</b> Training room should be fully furnished with the following equipment / tools / accessories. Additional / specific resources, wherever applicable (e.g. Hardware, software) are indicated in the main text corresponding to relevant learning outcome.  <b>NOS SSC/N3021 requirements:</b> <ul style="list-style-type: none"> <li>Internet messenger and Web based Chat tools</li> <li>Any CRM and ticketing tool</li> <li>Open Office or MS – Office (word, Excel, PPT, Outlook)</li> <li>Access to PC, LAN, search engine</li> </ul> <b>Common requirements</b> <ul style="list-style-type: none"> <li>Comfortable seats with adequate lighting, controlled temperature and acoustics for training and learning</li> <li>White Board, Markers and Eraser</li> <li>Projector with screen</li> <li>Flip chart with markers</li> <li>Faculty's PC/Laptop with latest configuration and internet connection</li> <li>Supporting software / applications for projecting audio, video, recording,</li> <li>Presentation Tools to support learning activities:</li> <li>Intranet</li> <li>Email</li> <li>IMs</li> <li>Learning management system e.g. Moodle, Blackboard to enable blended learning</li> <li>Microphone / voice system for lecture and class activities</li> <li>Handy Camera</li> <li>Stationery kit – Staples, Glue, Chart Paper, Sketch Pens, Paint Box, Scale, A4 Sheets</li> <li>For IT Lab sessions: Computer Lab with 1:1 PC:trainee ratio and having internet connection, MS Office / Open office, Browser, Outlook / Any other Email Client and chat tools, CRM and ticketing tool(s) such as Freshdesk</li> <li>Assessment and Test Tools for day to day online Tests and Assessments</li> <li>For team discussions: Adequate seating arrangement in full / half circle format for one or more teams as per planned team composition.</li> <li>Reading Resources: Access to relevant sample documents and learning forums to enable self-study before and after each training session.</li> </ul>	

**Grand Total Course Duration: 400 Hours, 0 Minutes**

*(This syllabus/ curriculum has been approved by SSC: IT-ITeS Sector Skills Council NASSCOM)*



## Trainer Prerequisites for Job role: “CRM Domestic Non-Voice” mapped to Qualification Pack: “SSC/Q2211, Version 1.0”

Sr. No.	Area	Details
1	<b>Job Description</b>	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “ <u>SSC/Q2211, Version 1.0</u> ”.
2	<b>Personal Attributes</b>	<p>Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training.</p> <p>Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in this field.</p>
3	<b>Minimum Educational Qualifications</b>	Minimum 10 <sup>th</sup> Standard; Preferred Master’s degree in any discipline
4a	<b>Domain Certification</b>	<p>Certified for Job Role “CRM Domestic Non-Voice” mapped to QP “<u>SSC/Q2211, Version 1.0</u>”. Minimum accepted score is 80% as per SSC guidelines.</p> <p>2 years of work/training experience with respect to QP/Occupation. Additional certification in customer orientation, dealing with difficult customers, written communication etc. will be an added advantage.</p>
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “ <u>MEP/Q0102</u> ”. Minimum accepted score for the trainer is 80% as per SSC guidelines.
5	<b>Experience</b>	<p>Field experience: Minimum 2 years’ experience in the same domain</p> <p>Training experience: 1 year preferred</p>

## Assessment Criteria

Assessment Criteria	
Job Role	<b>CRM Domestic Non-Voice</b>
Qualification Pack	<b>SSC/Q2211, V1.0</b>
Sector Skill Council	<b>IT-ITeS</b>

Sr. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack (QP) will be created by the Sector Skill Council (SSC). Each performance criteria (PC) will be assigned Theory and Skill/Practical marks proportional to its importance in NOS.
2	The assessment will be conducted online through assessment providers authorised by SSC.
3	Format of questions will include a variety of styles suitable to the PC being tested such as multiple choice questions, fill in the blanks, situational judgment test, simulation and programming test.
4	To pass a QP, a trainee should pass each individual NOS. Standard passing criteria for each NOS is 70%.
5	For latest details on the assessment criteria, please visit <a href="http://www.sscnasscom.com">www.sscnasscom.com</a> .

Assessment Outcome	Assessment Criteria for Outcomes	Marks Allocation			
		Total Marks	Out Of	Theory	Skills Practical
<b>1.SSC/N3021 (Deal remotely with customer queries - Domestic)</b>	PC1. Greet customers and verify their details, following your organization's procedures.	<b>120</b>	12.5	2.5	10
	PC2. Read carefully, summarize, and obtain customer confirmation of, your understanding of queries.		12.5	2.5	10
	PC3. Express your concern for any difficulties caused and your commitment to resolving queries.		15	0	15
	PC4. Record and categorize queries accurately using your organization's query management tool.		5	0	5
	PC5. Refer queries outside your area of competence or authority promptly to appropriate people.		2.5	0	2.5
	PC6. Access your organization's knowledge base for solutions to queries, where available.		2.5	0	2.5
	PC7. Resolve queries within your area of competence or authority in line with organizational guidelines and service level agreements (SLAs).		15	0	15
	PC8. Obtain advice and guidance from appropriate people, where necessary.		2.5	0	2.5
	PC9. Obtain confirmation from customers that queries have been resolved to their satisfaction.		10	0	10
	PC10. Record the resolution of queries accurately using your organization's query management tool.		35	15	20
	PC11. Comply with relevant standards, policies, procedures and guidelines when dealing remotely with customer queries.		7.5	0	7.5

		<b>Total</b>	<b>120</b>	<b>20</b>	<b>100</b>
<b>2.SSC/N9001 (Manage your work to meet requirements)</b>	PC1. Establish and agree your work requirements with appropriate people.	<b>40</b>	10	5	5
	PC2. Keep your immediate work area clean and tidy.		5	0	5
	PC3. Utilize your time effectively.		5	5	0
	PC4. Use resources correctly and efficiently.		5	2	3
	PC5. Treat confidential information correctly.		5	0	5
	PC6. Work in line with your organization's policies and procedures.		2.5	0	2.5
	PC7. Work within the limits of your job role.		2.5	0	2.5
	PC8. Obtain guidance from appropriate people, where necessary.		2.5	0	2.5
	PC9. Ensure your work meets the agreed requirements.		2.5	0	2.5
	<b>Total</b>		<b>40</b>	<b>12</b>	<b>28</b>
<b>3.SSC/N9003 (Maintain a healthy, safe and secure working environment)</b>	PC1. Comply with your organization's current health, safety and security policies and procedures.	<b>40</b>	10	5	5
	PC2. Report any identified breaches in health, safety, and security policies and procedures to the designated person.		5	0	5
	PC3. Identify and correct any hazards that you can deal with safely, competently and within the limits of your authority.		10	5	5
	PC4. Report any hazards that you are not competent to deal with to the relevant person in line with organizational procedures and warn other people who may be affected.		5	0	5
	PC5. Follow your organization's emergency procedures promptly, calmly, and efficiently.		5	0	5
	PC6. Identify and recommend opportunities for improving health, safety, and security to the designated person.		2.5	0	2.5
	PC7. Complete any health and safety records legibly and accurately.		2.5	0	2.5
	<b>Total</b>		<b>40</b>	<b>10</b>	<b>30</b>

# Model Curriculum

## 1. Street Food Vendor - Standalone

SECTOR: TOURISM AND HOSPITALITY  
SUB-SECTOR: Restaurant  
OCCUPATION: Roadside Eatery  
REF ID: THC/Q3007  
NSQF LEVEL: 4



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# Street Food Vendor - Standalone

## Curriculum / Syllabus

This program is aimed at training candidates for the job of a “Street Food Vendor - Standalone”, in the “Tourism and Hospitality” and aims at building the following key competencies amongst the learner

Program Name	Street Food Vendor – Standalone		
Qualification Pack Name & Reference ID. ID	Street Food Vendor – Standalone THC/Q3007		
Version No.	1.0	Version Update Date	5-10-19
Pre-requisites to Training	Not Applicable		
Training Outcomes	<b>After completing this programme, participants will be able to:</b> <ul style="list-style-type: none"> <li>• Cart the cooked or ready-to-eat food to location of sale</li> <li>• Conduct entrepreneurial activities required to run the food vending business</li> <li>• Understand customer profile</li> <li>• Cook and serve good quality food</li> <li>• Maintain customer- centric service orientation</li> <li>• Operate cash counter</li> <li>• Follow gender and age sensitive service practices</li> <li>• Understand statutory standards</li> <li>• Maintain health and hygiene in vending areas</li> <li>• Maintain safety while vending</li> </ul>		

This course encompasses 6 out of 6 National Occupational Standards (NOS) of “Street Food Vendor - Standalone”, Qualification Pack issued by “Tourism and Hospitality”.



Sr. No.	Topic / Module	Key Learning Outcomes	Equipment Required
1.	<b>Cleaning the cart daily</b>  <b>Theory Duration</b> (hh:mm) 05:00 <b>Practical Duration</b> (hh:mm) 05:00  <b>Corresponding NOS Code</b> THC/N3009	<ul style="list-style-type: none"> <li>Ensure that the cart is cleaned daily and thoroughly using water, duster, buffer, detergents and materials declared safe for vending food.</li> <li>Ensure that serving or cooking surfaces are cleaned and maintained in food safety compliant ways.</li> <li>Treat the cart with anti-fungal or other specific measures if there are any such deposits, keeping in mind the 'safe for food aspect'.</li> <li>Keep all the supplies and materials at the safe and clean place before loading.</li> </ul>	Cart Water dispenser Duster Buffer Detergents Anti-fungal chemical
2.	<b>Loading the cart</b>  <b>Theory Duration</b> (hh:mm) 05:00 <b>Practical Duration</b> (hh:mm) 05:00  <b>Corresponding NOS Code</b> THC/N3009	<ul style="list-style-type: none"> <li>Ensure daily that all utensils and cooking aids are clean as per required food safety standards.</li> <li>Ensure that the pre-cooked, semi-cooked food and condiments meet food safety standards and will withstand the day's weather conditions.</li> <li>Ensure that the ready-to-eat food has not expired its use by date.</li> <li>Load the cart with food, cooking furnace utensils, aids and condiments.</li> <li>Load the waste disposal unit and 'first-aid kit'</li> </ul>	Water dispenser Utensils Duster Aids Condiments Cooking furnace
3.	<b>Carting to location of vending</b>  <b>Theory Duration</b> (hh:mm) 5:00 <b>Practical Duration</b> (hh:mm) 05:00  <b>Corresponding NOS Code</b> THC/N3009	<ul style="list-style-type: none"> <li>Ensure that the loaded materials and equipment are placed in a stable condition before carting.</li> <li>Ensure that the cart is located at the vending place well before peak traffic starts.</li> <li>Follow traffic rules while carting or relocating art.</li> <li>Ensure safety of others in the traffic.</li> </ul>	Cart Broom

		<ul style="list-style-type: none"> <li>Avoid irresponsible behaviour on road such as causing traffic jams or accidents.</li> <li>Ensure that the cart is placed in a safe and clean area.</li> <li>Broom or clean the vending area before placing the cart, if necessary.</li> </ul>	
4.	<p><b>Understanding Customer profile</b></p> <p><b>Theory Duration</b> (hh:mm) 05:00</p> <p><b>Practical Duration</b> (hh:mm) 05:00</p> <p><b>Corresponding NOS Code</b> THC/N3010</p>	<ul style="list-style-type: none"> <li>Survey the area chosen for vending food to understand the profile of customer in terms of income levels, typical professions, work environment and food service at work place, competitive scenario, typical food and beverage preferences, majority ethnicity of population in the area, preferred time of customer, eating habits, and other customers expectations.</li> <li>Identify the most profitable location to set up the cart.</li> <li>Environment of food service such as climate conditions, weather patterns, cleanliness of the area, accessibility of customers to the vending area.</li> </ul>	<p>Survey register</p> <p>Stationery such as pen, pencil, book</p>
5.	<p><b>Maintaining the vending cart</b></p> <p><b>Theory Duration</b> (hh:mm) 10:00</p> <p><b>Practical Duration</b> (hh:mm) 10:00</p> <p><b>Corresponding NOS Code</b> THC/N3010</p>	<ul style="list-style-type: none"> <li>Ensure that the cart is painted or decorated with paint or items accepted as per standards laid out with respect to food safety and personal safety.</li> <li>Clean the cart regularly during the day in order to avoid accumulation of dirt, stains or pest.</li> <li>Regularly dust or clean during the day, the wok bench and cooking equipment such as fryer/wok, juicer, meat slicer, stove, refrigeration unit.</li> </ul>	<p>Dusters</p> <p>Cleaning agents</p> <p>Maintenance toolkit</p>
6.	<p><b>Displaying food and wares attractively</b></p> <p><b>Theory Duration</b> (hh:mm)</p>	<ul style="list-style-type: none"> <li>Use attractive banners or plated items to display foods on offer</li> <li>List the prices of items on offer along with applicable taxes and hang on the cart</li> </ul>	<p>Display wares</p>

	<p>10:00 <b>Practical Duration</b> (hh:mm) 10:00</p> <p><b>Corresponding NOS Code</b> THC/N3010</p>	<ul style="list-style-type: none"> <li>List the statutory food vending related rules and hang on the cart.</li> <li>Use other decorative items to make the cart attractive to tourists and customers.</li> <li>Avoid displaying illegal, temporarily or permanently prohibited or socially unacceptable message or items.</li> <li>Keep customer profile in mind while displaying e.g. families, individuals, office goers, tourists, factory workers.</li> <li>Avoid crowding of use surrounding areas of vending such as pathways, roads, or park area – for storing, stacking or displaying materials.</li> </ul>	
7.	<p><b>Cooking and serving good quality food</b></p> <p><b>Theory Duration</b> (hh:mm) 10:00 <b>Practical Duration</b> (hh:mm) 34:00</p> <p><b>Corresponding NOS Code</b> THC/N3010</p>	<ul style="list-style-type: none"> <li>Cook the food using hygienically cleaned utensils and equipment</li> <li>Take order from customer.</li> <li>Serve food that is fully cooked as required by consumer.</li> <li>Serve food that tastes good as per consumers standards and is of high quality in terms of ingredients and condiments used, e.g., fresh vegetables, meat, milk, spices.</li> <li>Serve food that does not lead to illeness of consumer in the short or long term.</li> <li>Use clean and hygienic plates, spoons, forks, tumblers, etc. To serve food.</li> <li>Avoid using dirty hands/fingers to serve foods.</li> <li>Use serving spoons or hygienic plus disposable gloves when serving loose foods requiring by-hand service.</li> <li>Ensure that the food served is fresh, not stale or expired.</li> <li>Ensure that consumers complaints regarding the quality of food or service are given importance.</li> </ul>	<p>Cooking utensils</p> <p>Knives</p> <p>Chopping boards</p> <p>Small kitchen equipment</p> <p>Ingredients</p>

		<ul style="list-style-type: none"> <li>Attract customers from all works of life because of the quality of food and service standards.</li> <li>Build a good reputation over time.</li> </ul>	
8.	<p><b>Operating cash counter for billing and maintaining accounts</b> <b>Theory Duration</b> (hh:mm) 10:00 <b>Practical Duration</b> (hh:mm) 10:00</p> <p><b>Corresponding NOS Code</b> THC/N3010</p>	<ul style="list-style-type: none"> <li>Must be able to generate printed bills.</li> <li>Must be able to take cash, count and return change or use machine for it.</li> <li>Maintain accounts for daily orders executed, use of consumables and energy, returned order or any unpaid but executed order.</li> <li>Must be able to account for daily wages to be paid to employees.</li> <li>Must be able to keep book for the day, week or month in order check profit margin regularly.</li> <li>Must be able to manage competitive pricing after reasonable profit.</li> </ul>	<p>Billing machine</p> <p>Bill format</p>
9.	<p><b>Complying with statutory standards</b></p> <p><b>Theory Duration</b> (hh:mm) 10:00 <b>Practical Duration</b> (hh:mm) 10:00</p> <p><b>Corresponding NOS Code</b> THC/N3010</p>	<ul style="list-style-type: none"> <li>Ensure compliance of norms related to vending at government designated areas and government approved food vendors.</li> <li>Ensure compliance of norms related to smoking in public places both for self and employees as well as customers visiting the vending area.</li> <li>Ensure compliance of workplace safety as stipulated by local bodies or authorities, e.g, for fire safety, terrorist attacks.</li> <li>Ensure compliance of norms related to food safety and hygiene as per local authorities, e.g waste management and disposal, avoiding waste water accumulation.</li> <li>Ensure compliance of rules related to payment of taxation and duties.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Ensure compliance of norms related to child labour prohibition.</li> <li>• Ensure norms related to payment of minimum wages and benefits to employees, as stipulated by the state government.</li> <li>• Ensure compliance of government's norms for treating tourists, e.g, 'Atihi Devo Bhava' by self, employees and co-vendors.</li> <li>• Ensure compliance of rules related to consumers protection, e.g., non-transparent retail pricing, fraudulent transaction, poor quality of food or service.</li> </ul>	
10.	<p><b>Developing healthy habits to maintain personal hygiene</b></p> <p><b>Theory Duration</b> (hh:mm) 04:00</p> <p><b>Practical Duration</b> (hh:mm) 10:00</p> <p><b>Corresponding NOS Code</b> THC/N3011</p>	<ul style="list-style-type: none"> <li>• Wash hands with clean water and soap in order to keep them clean at all times</li> <li>• Wear clean and washed clothes every day</li> <li>• Preferably use apron and cap while cooking and serving food.</li> <li>• Wash the apron daily before use.</li> <li>• Be presentable and well groomed to service customers of all types.</li> <li>• Wash daily, the cloths used for wiping/cleaning cooking chopping and serving utensils.</li> <li>• Keep the cleaning aids dry and clean.</li> <li>• Use disposable gloves or serving aids to serve loose foods.</li> <li>• Use separate and clean handkerchief/cloth for wiping off perspiration or dust.</li> <li>• Avoid sneezing or coughing into the food.</li> <li>• Preferably, avoid cooking or serving, if unwell.</li> <li>• Ensure that all employees follow similar standards of personal hygiene.</li> <li>• Follow recommended or stipulated FSSAI and other food safety standards.</li> </ul>	

11.	<p><b>Cleaning surrounding area</b></p> <p><b>Theory Duration</b> (hh:mm) 05:00</p> <p><b>Practical Duration</b> (hh:mm) 10:00</p> <p><b>Corresponding NOS Code</b> THC/N3011</p>	<ul style="list-style-type: none"> <li>Sweep the surrounding area to create a tidy atmosphere.</li> <li>Remove all the blockages in the drainage of dirty water from vending area.</li> <li>Drain out or dry off any accumulation of stale water in the form of small pools, etc., which can be breeding ground for mosquitoes.</li> <li>Ensure that the area around the water source is dry and devoid of any dirt.</li> <li>Regularly remove accumulated food and non-food that may be strewn around the vending cart so that no pests are able to breed in the areas, such as rats, flies, maggots, mosquitoes.</li> <li>Use government approved disposal stations or appropriately large waste bins to store and dispose – off collected waste.</li> <li>Advise customers to throw waste at designated bins or waste areas.</li> <li>Actively prevent development of clan areas into unauthorised waste dump yards over time, in coordination with co-vendors.</li> <li>Conduct pest control regularly.</li> <li>Maintain clean environment so that customers from all walks of life visit the vending area.</li> </ul>	<p>Cleaning agents</p> <p>Cleaning equipment</p>
12.	<p><b>Disposing of waste safely</b></p> <p><b>Theory Duration</b> (hh:mm) 05:00</p> <p><b>Practical Duration</b> (hh:mm) 10:00</p> <p><b>Corresponding NOS Code</b> THC/N3011</p>	<ul style="list-style-type: none"> <li>Avoid locating the vending cart near heaps of dumped industrial or food waste with pests around.</li> <li>Ensure that all waste is collected and disposed-off safely at the end of the day at the nearest waste disposal station.</li> <li>Ensure that waste water is drained-off in closed drains or in a designated way.</li> </ul>	<p>Types of dustbin</p>

		<ul style="list-style-type: none"> <li>If necessary, educate others on the street, by example, not to litter and dump waste in an unauthorized manner area.</li> </ul>	
13.	<p><b>Taking precautionary measure to avoid work hazards.</b></p> <p><b>Theory Duration</b> (hh:mm) 05:00</p> <p><b>Practical Duration</b> (hh:mm) 10:00</p> <p><b>Corresponding NOS Code</b> THC/N3012</p>	<ul style="list-style-type: none"> <li>Assess the various work hazards.</li> <li>Take necessary steps to eliminate or minimize hazards.</li> <li>Suggest methods to improve the existing safety procedures at the workplace.</li> <li>Analyse the causes of accidents at the workplace.</li> <li>Suggest measures to prevent such accidents from taking place.</li> <li>Take preventive measures to avoid risk of burns and other injury due to contact with hot surfaces such as stoves, gas, fire, hot liquids, hot foods, hot oil etc.</li> </ul>	Sign boards
14.	<p><b>Following standards safety procedure</b></p> <p><b>Theory Duration</b> (hh:mm) 05:00</p> <p><b>Practical Duration</b> (hh:mm) 10:00</p> <p><b>Corresponding NOS Code</b> THC/N3012</p>	<ul style="list-style-type: none"> <li>Be aware of the locations of fire extinguishers, emergency exits etc.</li> <li>Practice correct emergency procedures.</li> <li>Check and review the storage areas frequently.</li> <li>Stack items in an organized way and use safe lifting techniques to reduce risk of injuries from handling procedures at the storage areas.</li> <li>Ensure to be safe while using handling materials, tools, acids, chemicals, detergent, etc.</li> <li>Store these chemicals and acids in a well ventilated and locked areas with warning signs not to touch.</li> <li>Ensure techniques while moving furniture and fixtures.</li> </ul>	Fire extinguishers

		<ul style="list-style-type: none"> <li>• Ensure to reduced risk of injury from use of mixtures, slicers, grinders, heaters, fridge, ironer and other electrical tools.</li> <li>• Read the manufacturers manual carefully before use of any equipments.</li> <li>• Unplug the electrical equipment before performing housekeeping, cleaning and maintenance to avoid injuries.</li> <li>• Keep the floors free from water and grease to avoid slippery surface.</li> <li>• Ensure to use non slip liquids and waxes to polish and treat floors.</li> <li>• Use rubber mats to the places where floors are constantly wet.</li> <li>• Ensure safety from injuries of cuts to loss to fingers, while handling sharp tools such as knives, needles, etc.</li> <li>• Use flat surfaces, secure holding and protective wear while using such sharp tools.</li> <li>• Use health and safety practices for storing, cleaning, and maintaining tools, equipments and supplies.</li> </ul>	
15.	<p><b>Using safety tools or personal protective equipment</b></p> <p><b>Theory Duration</b> (hh:mm) 02:00</p> <p><b>Practical Duration</b> (hh:mm) 03:00</p> <p><b>Corresponding NOS Code</b> THC/N3012</p>	<ul style="list-style-type: none"> <li>• Ensure all workers have access to first aid kit when needed.</li> <li>• Ensure all equipment and tools are stored and maintained properly and safe to use.</li> <li>• Ensure to use personal protective equipment and safe wear like gloves, mask, headwear footwear, glasses, goggles, etc. For specific tasks and work conditions where required.</li> <li>• Ensure to display safety signs at places where necessary for people to be cautious.</li> <li>• Take all electrical precautions like insulated clothing, adequate equipment insulation, dry work area, switch off the power supply when not required, etc.</li> </ul>	<p>Types of gloves</p> <p>Protective headwear and eyewear</p> <p>Types of aprons</p>



		<ul style="list-style-type: none"> <li>Ensure availability of general health and safety equipment such as fire extinguishers, first aid equipment, safety equipment, clothing, safety installations like fire exits, exhaust fans, etc. are available.</li> </ul>	
16.	<p><b>Achieving safety standards</b></p> <p><b>Theory Duration</b> (hh:mm) 02:00</p> <p><b>Practical Duration</b> (hh:mm) 03:00</p> <p><b>Corresponding NOS Code</b> THC/N3012</p>	<ul style="list-style-type: none"> <li>Document all the first aid treatments, inspections, etc. Conducted to keep track of the safety measures undertaken.</li> <li>Comply with the established safety procedures of the workplaces.</li> <li>Report to the supervisor on any problems and hazards identified.</li> <li>Ensure zero accident at workplace.</li> <li>Adhere to safety standards and ensure no material damage.</li> </ul>	
17.	<p><b>Engaging with customers for assessing service quality requirements.</b></p> <p><b>Theory Duration</b> (hh:mm) 05:00</p> <p><b>Practical Duration</b> (hh:mm) 05:00</p> <p><b>Corresponding NOS Code</b> THC/N9902</p>	<ul style="list-style-type: none"> <li>Keep in mind the profiles of expected customers.</li> <li>Understand the target customers and their needs as defined by the company/vendor.</li> <li>Organize regular customer events and feedback session frequently.</li> <li>Build a good rapport with the customers including the ones who complain.</li> <li>Have frequent discussions with regular customers on general likes and dislikes in the market, latest trends, customer expectations, etc.</li> <li>Receive regular feedbacks from the clients on current service, complaints, and improvement to be made, etc.</li> <li>Compulsively seek customer rating of service to help develop a set of regularly improved procedures.</li> <li>Ingrain customer oriented behaviour in service at all level.</li> </ul>	

		<ul style="list-style-type: none"> <li>Aim to gain their long lasting loyalty and satisfaction.</li> <li>Engage with customers on without intruding on privacy.</li> </ul>	
18.	<p><b>Achieving customer satisfaction</b></p> <p><b>Theory Duration</b> (hh:mm) 02:00</p> <p><b>Practical Duration</b> (hh:mm) 03:00</p> <p><b>Corresponding NOS Code</b> THC/N9902</p>	<ul style="list-style-type: none"> <li>Ensure clarity, honesty and transparency with the customers.</li> <li>Treat the customers fairly and with due respect.</li> <li>Focus on executing company's marketing strategies and product development</li> <li>Focus on enhancing brand value of company/vendor through customer satisfaction.</li> </ul>	
19.	<p><b>Fulfilling customer requirement</b></p> <p><b>Theory Duration</b> (hh:mm) 02:00</p> <p><b>Practical Duration</b> (hh:mm) 03:00</p> <p><b>Corresponding NOS Code</b> THC/N9902</p>	<ul style="list-style-type: none"> <li>Ensure that customer expectations are met.</li> <li>Learn to read customers needs and want.</li> <li>Willingly accept and implement new and innovative products and service that help improve customer satisfaction.</li> <li>Maintain close contact with the customers and focus groups.</li> <li>Offer promotions to improve product satisfaction level to the customers periodically.</li> <li>Weigh the cost of fulfilling unscheduled customer requests, and advice the customer on alternatives.</li> </ul>	
20.	<p><b>Educating customer on specific facilities and service available</b></p> <p><b>Theory Duration</b> (hh:mm) 05:00</p> <p><b>Practical Duration</b> (hh:mm)</p>	<ul style="list-style-type: none"> <li>Educate the tourists, employers and the colleagues at work place on women right and the respect that is to be given to them.</li> <li>Inform about company's/government's policies to prevent women from sexual harassment, both physical and verbal, and objectifications by other customers and staff.</li> </ul>	

	<p>05:00</p> <p><b>Corresponding NOS Code</b> THC/N9904</p>	<ul style="list-style-type: none"> <li>List all the facilities available with respect to transportation facilities, night trips and safeguards, reporting abuse, maternity related and other grievance.</li> <li>Inform about methods adopted to ensure safety, personal and baggage security of women, e.g., CCTV cameras, security guards, women's helpline.</li> <li>Provide the necessary comfort to the female traveller customers such as secure and safe environment, chain locks/latches, smoke detector, comfortable accommodation, etc.</li> <li>Maintain complaint behavioural etiquette while dealing with women customers such as asking permission before entering room and for cleaning, avoiding touch contact, avoiding use of abusive language or lewd gesture, etc.</li> <li>Ensure that the customer feels safe at all times without being over threatened by the security procedures and related environment.</li> <li>Ensure that in the event of terrorist attacks customers are calmly handled, led to safer places and instructed properly in order to achieve zero casualties.</li> </ul>	
21	<p><b>Services and facilities specific to age / gender / special needs</b></p> <p><b>Theory Duration</b> (hh:mm) 02:00 <b>Practical Duration</b> (hh:mm) 05:00</p> <p><b>Corresponding NOS Code</b> THC/N9902</p>	<ul style="list-style-type: none"> <li>Ensure that the customer feels safe</li> <li>Understand procedures to be followed during terrorist attacks</li> <li>Know the facilities and services specific to gender and age</li> <li>Co-ordinate with team to meet these needs</li> <li>Educate customers about entertainment programs for children, basic safeguard procedures for senior citizens</li> <li>Arrange for transport and equipment as required by senior citizens</li> <li>Understand availability of medical facilities/doctor</li> </ul>	

22	<p><b>How to behave with women at workplace</b></p> <p><b>Theory Duration</b> (hh:mm) 02:00</p> <p><b>Practical Duration</b> (hh:mm) 03:00</p> <p><b>Corresponding NOS Code</b> THC/N9904</p>	<ul style="list-style-type: none"> <li>Understand women rights and company's policies regarding them</li> <li>Know special facilities available for women colleagues and customers</li> <li>Inform about methods to ensure safety and security of women</li> <li>Provide comfortable and safe environment for female customers</li> <li>Maintain compliant behaviour etiquette while dealing with women</li> <li>Treat women equally and avoid discrimination</li> <li>Ensure safety and security of female colleagues and customers at all levels</li> </ul>	
	<p><b>Total Duration</b> <b>290 hours</b></p> <p><b>Theory Duration</b> <b>116:00</b></p> <p><b>Practical Duration</b> <b>174:00</b></p>	<p><b>Unique Equipment Required:</b> Laptop, white board, marker, projector, first aid kit</p>	

Grand Total Course Duration: **290Hours, 0 Minutes**

*(This syllabus/ curriculum has been approved by SSC: Tourism and Hospitality Council)*

## Trainer Prerequisites for Job role: “Street Food Vendor - Standalone” mapped to Qualification Pack: “THC/Q3007”

Sr. No.	Area	Details
1	<b>Description</b>	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “THC/Q3007”
2	<b>Personal Attributes</b>	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	<b>Minimum Educational Qualifications</b>	Preferable primary education
4a	<b>Domain Certification</b>	Certified for training for Job Role: “Street Food Vendor - Standalone” mapped to QP: “THC/Q3007” with minimum passing score 80%
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “THC/Q3007”. Minimum accepted score is 50%.
5	<b>Experience</b>	At least 5 years’ experience in food preparation with one year as supervisory capacity in a Restaurant. Experience as Departmental Trainer/ On the Job Trainer would be essential.

## Annexure: Assessment Criteria

<b>Assessment Criteria</b>	
<b>Job Role</b>	<b>Street Food Vendor - Standalone</b>
<b>Qualification Pack</b>	<b>THC/Q3007</b>
<b>Sector Skill Council</b>	<b>Tourism and Hospitality Skill Council</b>

<b>Sr. No.</b>	<b>Guidelines for Assessment</b>
1	Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for each PC.
2	Each NOS will assessed both for theoretical knowledge and practical which is being proportionately demonstrated in the table below.
3	The assessment for the theory part will be based on knowledge bank of questions created by the SSC
4	To pass the Qualification Pack, every trainee should score a minimum aggregate of 60%

	Performance Criteria	Total Marks (300)	Out of	Theor y	Skills Practical
<b>THC/N300 9 Cart the cooked or ready-to-eat food to location of sale</b>	PC1. ensure that the cart is cleaned daily and thoroughly using water, duster, buffer, detergents and materials declared safe for vending food	50	2.5	0.0	2.5
	PC2. ensure that serving or cooking surfaces are cleaned and maintained in food safety compliant ways		2.5	0.0	2.5
	PC3. treat the cart with anti-fungal or other specific measures if there are any such deposits, keeping in mind the 'safe for food aspect'		2.5	0.0	2.5
	PC4. keep all the supplies and materials at the safe and clean place before loading		2.5	0.0	2.5
	PC5. ensure daily that all utensils and cooking aids are clean as per required food safety standards		3.5	0.0	3.5
	PC6. ensure that the pre-cooked, semi-cooked food and condiments meet food safety standards and will withstand the day's weather conditions		3.5	0.0	3.5
	PC7. ensure that the ready-to-eat food has not expired its use by date		3.5	0.0	3.5
	PC8. load the cart with food, cooking furnace, utensils, aids and condiments		3.5	0.0	3.5
	PC9. load the waste disposal unit and 'first-aid kit'		3.5	0.0	3.5
	PC10. ensure that the loaded materials and equipment are placed in a stable condition before carting		3.5	0.0	3.5
	PC11. ensure that the cart is located at the vending place well before peak traffic starts		3.5	0.0	3.5
	PC12. follow traffic rules while carting or relocating cart		3.5	0.0	3.5
	PC13. ensure safety of others in the traffic		3.0	0.0	3.0
	PC14. avoid irresponsible behaviour on road such as causing traffic jams or accidents		3.0	0.0	3.0
	PC15. ensure that the cart is placed in a safe and clean area		3.0	0.0	3.0
	PC16. broom or clean the vending area before placing the cart, if necessary		3.0	0.0	3.0
	<b>POINTS</b>		50.0	0.0	50.0
	<b>TOTAL POINTS</b>		<b>50.0</b>		

	Performance Criteria	Total Marks (300)	Out of	Theor y	Skills Practical
<b>THC/N3010 Conduct entrepreneurial activities required to run the food vending business</b>	PC1. survey the area chosen for vending food to understand the profile of customer in terms of income levels, typical professions, work environment and food service at work place, competitive scenario, typical food and beverage preferences, majority ethnicity o population in the area, preferred time of customer, eating habits, and other customer expectations	50	1.0	0.0	1.0
	PC2. identify the most profitable location to set up the cart		1.0	0.0	1.0
	PC3. environment of food service such as climatic conditions, weather patterns, cleanliness of the area, accessibility of customers to the vending area		1.0	0.0	1.0
	PC4. any specific or prior incidents that may have modified customers' preferences		1.0	0.0	1.0
	PC5. ensure that the cart is painted or decorated with paint or items accepted as per standards laid out with respect to food safety and personal safety		1.0	0.0	1.0
	PC6. clean the cart regularly during the day in order to avoid accumulation of dirt, stains or pests		1.0	0.0	1.0
	PC7. regularly dust or clean during the day, the work bench and cooking equipment such as fryer/ wok, juicer, meat slicer, stove, refrigeration unit		1.0	0.0	1.0
	PC8. use attractive banners or plated items to display foods on offer		1.5	0.0	1.5
	PC9. list the prices of items on offer along with applicable taxes and hang on the cart		1.5	0.0	1.5
	PC10. list the statutory food vending related rules and hang on the cart		1.5	0.0	1.5
	PC11. use other decorative items to make the cart attractive to tourists and customers		1.5	0.0	1.5
	PC12. avoid displaying illegal, temporarily or permanently prohibited or socially unacceptable messages or items		1.5	0.0	1.5
	PC13. keep customer profile in mind while displaying, e.g., families, individuals, office goers, tourists, factory workers		1.5	0.0	1.5



	Performance Criteria	Total Marks (300)	Out of	Theor y	Skills Practical
	PC14. avoid crowding of use surrounding areas of vending such as pathways, roads or park area - for storing, stacking or displaying materials		1.5	0.0	1.5
	PC14. cook the food using hygienically cleaned utensils and equipment		1.5	0.0	1.5
	PC15. take order from customer		1.5	0.0	1.5
	PC16. serve food that is fully cooked as required by the consumer		1.5	0.0	1.5
	PC17. serve food that tastes good as per consumer's standards and is of high quality in terms of ingredients and condiments used, e.g., fresh vegetables, meat, milk, spices		1.5	0.0	1.5
	PC18. serve food that does not lead to illness of consumer in the short or long term		1.5	0.0	1.5
	PC19. use clean and hygienic plates, spoons, forks, tumblers, etc. to serve food		1.5	0.0	1.5
	PC20. avoid using dirty hands/ fingers to serve foods		1.5	0.0	1.5
	PC21. use serving spoons or hygienic plus disposable gloves when serving loose foods requiring by-hand service		1.5	0.0	1.5
	PC22. ensure that the food served is fresh, not stale or expired		1.5	0.0	1.5
	PC23. ensure that the consumer can see the standards of cleanliness and food standards at the time of service		1.0	0.0	1.0
	PC24. ensure that consumer's complaints regarding the quality of food or service are given importance		1.0	0.0	1.0
	PC25. attract customers from all walks of life because of the quality of food and service standards		1.0	0.0	1.0
	PC26. build a good reputation over time		1.0	0.0	1.0
	PC27. must be able to generate printed bills		1.0	0.0	1.0
	PC28. must be able to take cash, count and return change or use machine for it		1.0	0.0	1.0
	PC29. maintain accounts for daily orders executed, use of consumables and energy, returned order or any unpaid but executed order		1.0	0.0	1.0
	PC30. must be able to account for daily wages to be paid to employees		1.0	0.0	1.0

	Performance Criteria	Total Marks (300)	Out of	Theor y	Skills Practical
	PC31. must be able to keep book for the day, week or month in order check profit margin regularly		1.0	0.0	1.0
	PC32. must be able to manage competitive pricing after reasonable profit		1.0	0.0	1.0
	PC33. ensure compliance of norms related to vending at government designated areas and government approved food vendors		1.0	0.0	1.0
	PC34. ensure compliance of norms related to smoking in public places both for self and employees as well as customers visiting the vending area		1.0	0.0	1.0
	PC35. ensure compliance of workplace safety as stipulated by local bodies or authorities, e.g., for fire safety, terrorist attacks		1.0	0.0	1.0
	PC36. ensure compliance of norms related to food safety and hygiene as per local authorities, e.g., waste management and disposal, avoiding waste water accumulation		1.0	0.0	1.0
	PC37. ensure compliance of rules related to payment of taxation and duties		1.0	0.0	1.0
	PC38. ensure compliance of norms related to child labour prohibition		1.0	0.0	1.0
	PC39. ensure norms related to payment of minimum wages and benefits to employees, as stipulated by the State government		1.0	0.0	1.0
	PC40. ensure compliance of government's norms for treating tourists, e.g., 'Atihi Devo Bhava' by self, employees and co-vendors		1.0	0.0	1.0
	PC41. ensure compliance of rules related to consumer protection, e.g., non-transparent retail pricing, fraudulent transaction, poor quality of food or service		1.0	0.0	1.0
	<b>POINTS</b>		50	0.0	50.0
	<b>TOTAL POINTS</b>		<b>50</b>		

	Performance Criteria	Total Marks (300)	Out of	Theor y	Skills Practical
<b>THC/N301 1 Maintain health and hygiene in vending area</b>	PC1. wash hands with clean water and soap in order to keep them clean at all times	50	2.0	0.0	2.0
	PC2. wear clean and washed clothes every day		2.0	0.0	2.0
	PC3. preferably use apron and cap while cooking and serving food		2.0	0.0	2.0
	PC4. wash the apron daily before use		2.0	0.0	2.0
	PC5. be presentable and well groomed to service customers of all types		2.0	0.0	2.0
	PC6. wash daily, the cloths used for wiping/ cleaning cooking chopping and serving utensils		2.0	0.0	2.0
	PC7. keep the cleaning aids dry and clean		2.0	0.0	2.0
	PC8. use disposable gloves or serving aids to serve loose foods		2.0	0.0	2.0
	PC9. use separate and clean handkerchief/cloth for wiping off perspiration or dust		2.0	0.0	2.0
	PC10. avoid sneezing or coughing into the food		2.0	0.0	2.0
	PC11. preferably, avoid cooking or serving, if unwell		2.0	0.0	2.0
	PC12. ensure that all employees follow similar standards of personal hygiene		2.0	0.0	2.0
	PC13. sweep the surrounding area to create a tidy atmosphere		2.0	0.0	2.0
	PC14. remove all the blockages in the drainage of dirty water from vending area		2.0	0.0	2.0
	PC15. drain out or dry off any accumulation of stale water in the form of small pools, etc., which can be breeding ground for mosquitoes		2.0	0.0	2.0
	PC16. ensure that the area around the water source is dry and devoid of any dirt		2.0	0.0	2.0
	PC17. regularly remove accumulated food and non-food that may be strewn around the vending cart so that no pests are able to breed in the areas, such as rats, flies, maggots, mosquitoes		2.0	0.0	2.0
	PC18. use government approved disposal stations or appropriately large waste bins to store and dispose-off collected waste		2.0	0.0	2.0
	PC19. advise customers to throw waste at designated bins or waste areas		2.0	0.0	2.0

	Performance Criteria	Total Marks (300)	Out of	Theor y	Skills Practical
	PC20. actively prevent development of clean areas into unauthorised waste dump yards over time, in coordination with co-vendors		2.0	0.0	2.0
	PC21. maintain clean environment so that customers from all walks of life visit the vending area		2.0	0.0	2.0
	PC22. avoid locating the vending cart near heaps of dumped industrial or food waste with pests around		2.0	0.0	2.0
	PC23. ensure that all waste is collected and disposed-off safely at the end of the day at the nearest waste disposal station		2.0	0.0	2.0
	PC24. ensure that waste water is drained-off in closed drains or in a designated way		2.0	0.0	2.0
	PC25. if necessary, educate others on the street, by example, not to litter and dump waste in an unauthorized manner area		2.0	0.0	2.0
	<b>POINTS</b>		50	0.0	50.0
	<b>TOTAL POINTS</b>		<b>50</b>		

	Performance Criteria	Total Marks (300)	Out of	Theory	Skills Practical
<b>THC/N3012 Maintain safety while vending</b>	PC1. assess the various work hazards	50	1.0	0.0	1.0
	PC2. take necessary steps to eliminate or minimize hazards		1.0	0.0	1.0
	PC3. suggest methods to improve the existing safety procedures at the workplace		1.5	0.0	1.5
	PC4. analyze the causes of accidents at the workplace		1.5	0.0	1.5
	PC5. suggest measures to prevent such accidents from taking place		1.5	0.0	1.5
	PC6. take preventive measures to avoid risk of burns and other injury due to contact with hot surfaces such as stoves, gas, fire, hot liquids, hot foods, hot oil, etc.		1.5	0.0	1.5
	PC7. be aware of the locations of fire extinguishers, emergency exits, etc.		1.5	0.0	1.5
	PC8. practice correct emergency procedures		1.5	0.0	1.5
	PC9. check and review the storage areas frequently		1.5	0.0	1.5

	Performance Criteria	Total Marks (300)	Out of	Theory	Skills Practical
	PC10. stack items in an organized way and use safe lifting techniques to reduce risk of injuries from handling procedures at the storage areas		1.5	0.0	1.5
	PC11. ensure to be safe while using handling materials, tools, acids, chemicals, detergents, etc.		1.5	0.0	1.5
	PC12. store these chemicals and acids in a well-ventilated and locked areas with warning signs not to touch		1.5	0.0	1.5
	PC13. ensure safe techniques while moving furniture and fixtures		1.5	0.0	1.5
	PC14. ensure to reduce risk of injury from use of mixers, slicers, grinders, heaters, fridge, ironer and other electrical tools		1.5	0.0	1.5
	PC15. read the manufacturers manual carefully before use of any equipment		1.5	0.0	1.5
	PC16. unplug the electrical equipment before performing housekeeping, cleaning and maintenance to avoid injuries		1.5	0.0	1.5
	PC17. keep the floors free from water and grease to avoid slippery surface		1.5	0.0	1.5
	PC18. ensure to use non slip liquids and waxes to polish and treat floors		1.5	0.0	1.5
	PC19. use rubber mats to the places where floors are constantly wet		1.5	0.0	1.5
	PC20. ensure safety from injuries of cuts to loss of fingers, while handling sharp tools such as knives, needles, etc.		1.5	0.0	1.5
	PC21. use flat surfaces, secure holding and protective wear while using such sharp tools		1.5	0.0	1.5
	PC22. use health and safety practices for storing, cleaning, and maintaining tools, equipment, and supplies		1.5	0.0	1.5
	PC23. practice personal safety when lifting, bending, or moving equipment and supplies		1.5	0.0	1.5
	PC24. ensure the workers have access to first aid kit when needed		1.5	0.0	1.5
	PC25. ensure all equipment and tools are stored and maintained properly and safe to use		1.5	0.0	1.5
	PC26. ensure to use personal protective equipment and safe wear like gloves, mask, headwear, footwear, glasses,		1.5	0.0	1.5

	Performance Criteria	Total Marks (300)	Out of	Theory	Skills Practical
	goggles, etc. for specific tasks and work conditions where required				
	PC27. ensure to display safety signs at places where necessary for people to be cautious		1.5	0.0	1.5
	PC28. take all electrical precautions like insulated clothing, adequate equipment insulation, dry work area, switch off the power supply when not required, etc.		1.5	0.0	1.5
	PC29. ensure availability of general health and safety equipment such as fire extinguishers, first aid equipment, safety equipment, clothing, safety installations like fire exits, exhaust fans, etc. are available		1.5	0.0	1.5
	PC30. document all the first aid treatments, inspections, etc. conducted to keep track of the safety measures undertaken		1.5	0.0	1.5
	PC31. comply with the established safety procedures of the workplace		1.5	0.0	1.5
	PC32. report to the supervisor on any problems and hazards identified		1.5	0.0	1.5
	PC33. ensure zero accident at workplace		1.5	0.0	1.5
	PC34. adhere to safety standards and ensure no material damage		1.5	0.0	1.5
	<b>POINTS</b>		50	0.0	50.0
	<b>TOTAL POINTS</b>			<b>50</b>	

	Performance Criteria	Total Marks (300)	Out of	Theory	Skills Practical
<b>THC/N9902 : Maintain customer-centric service orientation</b>	PC1. keep in mind the profiles of expected customers	<b>50</b>	2.5	0.0	2.5
	PC2. understand the target customers and their needs as defined by the company		1.5	0.0	1.5
	PC3. organize regular customer events and feedback session frequently		2.5	0.0	2.5
	PC4. build a good rapport with the customers including the ones who complain		2.5	0.0	2.5
	PC5. have frequent discussions with regular customers on general likes and dislikes in the market, latest trends, customer expectations, etc.		2.5	0.0	2.5
	PC6. receive regular feedbacks from the clients on current service, complaints, and improvements to be made, etc.		2.5	0.0	2.5

	Performance Criteria	Total Marks (300)	Out of	Theory	Skills Practical
	PC7. compulsively seek customer rating of service to help develop a set of regularly improved procedures		2.5	0.0	2.5
	PC8. ingrain customer oriented behaviour in service at all level		2.5	0.0	2.5
	PC9. aim to gain their long lasting loyalty and satisfaction		2.5	0.0	2.5
	PC10. engage with customers without intruding on privacy		2.5	0.0	2.5
	PC11. ensure clarity, honesty and transparency with the customers		2.5	0.0	2.5
	PC12. treat the customers fairly and with due respect		2.5	0.0	2.5
	PC13. focus on executing company's marketing strategies and product development		2.5	0.0	2.5
	PC14. focus one enhancing brand value of company through customer satisfaction		2.5	0.0	2.5
	PC15. ensure that customer expectations are met		2.5	0.0	2.5
	PC16. learn to read customers' needs and wants		3.0	0.0	3.0
	PC17. willingly accept and Implement new and innovative products and services that help improve customer satisfaction		2.5	0.0	2.5
	PC18. communicate feedback of customer to senior, especially, the negative feedback		2.0	0.0	2.0
	PC19. maintain close contact with the customers and focus groups		2.0	0.0	2.0
	PC20. offer promotions to improve product satisfaction level to the customers periodically		2.0	0.0	2.0
	PC21. weigh the cost of fulfilling unscheduled customer requests, consult with senior and advise the customer on alternatives		2.5	0.0	2.0
	<b>POINTS</b>		50	0.0	50.0
	<b>TOTAL POINTS</b>				<b>50</b>

	Performance Criteria	Total Marks (300)	Out of	Theory	Skills Practical
<b>THC/N9904 : Follow gender and age sensitive service practices</b>	PC1. educate the tourists, employers and the colleagues at workplace on women rights and the respect that is to be given to them	50	1.5	0.0	1.5
	PC2. inform about company's policies to prevent women from sexual harassments, both physical and verbal, and objectifications by other customers and staff		1.5	0.0	1.5

	Performance Criteria	Total Marks (300)	Out of	Theor y	Skills Practical
	PC3. list all the facilities available with respect to transportation facilities, night trips and safeguards, reporting abuse, maternity related and other grievance		1.0	0.0	1.0
	PC4. inform about methods adopted to ensure safety and personal and baggage security of women, e.g., CCTV cameras, security guards, women's helpline		2.0	0.0	2.0
	PC5. provide the necessary comfort to the female traveller customers such as secure and safe environment, chain locks/latches, smoke detector, comfortable accommodation, etc.		2.0	0.0	2.0
	PC6. Maintain compliant behavioural etiquette while dealing with women customers such as asking permission before entering room and for cleaning, avoiding touch contact, using abusive language or gesture, etc.		2.0	0.0	2.0
	PC7. ensure that the customer feels safe at all times without being over threatened by the security procedures and related environment		2.0	0.0	2.0
	PC8. ensure that in the event of terrorist attacks customers are calmly handled, led to safer places and instructed properly in order to achieve zero casualties		2.0	0.0	2.0
	PC9. ensure the quality of facilities and services offered cater to the needs of every individual, be it man, woman, child, particularly the very young and the aged		2.0	0.0	2.0
	PC10. be aware of the customer unique needs and wants of each category of customer, e.g., for an infant, for a young woman, for an old person, others		3.0	0.0	3.0
	PC11. coordinate with team to meet these unique needs, also keeping in mind their diverse cultural backgrounds		3.0	0.0	3.0
	PC12. provide entertainment programs and events suited for the children tourists		2.0	0.0	2.0
	PC13. educate parents and attendants of senior citizens on basic safeguards and procedures for them in case of emergencies		2.0	0.0	2.0
	PC14. arrange for transport and equipment as required by senior citizens		2.0	0.0	2.0
	PC15. ensure availability of medical facilities and doctor		2.0	0.0	2.0
	PC16. treat women equally across both the horizontal as well as vertical segregation of roles in the workplace		2.0	0.0	2.0
	PC17. ensure a fair and equal pay to the women as men, more of formal training,		2.0	0.0	2.0



	Performance Criteria	Total Marks (300)	Out of	Theor y	Skills Practical
	advancement opportunities, better benefits, etc.				
	PC18. involve women in the decision making processes and management professions		2.0	0.0	2.0
	PC19. avoid specific discrimination and give women their due respect		2.0	0.0	2.0
	PC20. motivate the women in the work place towards utilizing their skills		2.0	0.0	2.0
	PC21. educate the tourists, employers and the colleagues at workplace on women rights and the respect that is to be given to them		2.0	0.0	2.0
	PC22. establish policies to protect the women from sexual harassments, both physical and verbal, and objectifications by customers and colleagues		2.0	0.0	2.0
	PC23. frame women friendly work practices such as flexible working hours, maternity leave, transportation facilities, night shift concessions, women grievance cell.		2.0	0.0	2.0
	PC24. ensure the safety and security of women in the workplace, particularly when their nature of job is to deal with night shifts, attend guest rooms, back end work, etc.		2.0	0.0	2.0
	PC25. ensure safety and security of women at all levels		2.0	0.0	2.0
	<b>POINTS</b>		50	0.0	50.0
	<b>TOTAL POINTS</b>			<b>50</b>	
	<b>GRAND TOTAL</b>	<b>300</b>		<b>0</b>	<b>300</b>

**B.M RUIA GIRLS' COLLEGE**  
**GAMDEVI**  
**MUMBAI 400007**

**ACADEMIC YEAR**  
**2022-2023**

**ASSESSMENT PROCEEDURE**

**GOVERNMENT SKILL COURSES**

- Domestic Data Entry Operator
- Customer Relationship Management
- Street Food Vendor
- Social Media Executive

**Assessment Examination and Certification Assessment:**

Exams under Government Skill Courses (Maharashtra State Skill Development Society) and (Sector Skill Council) are conducted offline, with government officials supervising the exams. It includes written tests and practical demonstrations for some courses, and viva is also conducted.

A State Trade Certificate is issued by the Government of Maharashtra, Skill Employment, Entrepreneurship and Innovation Department, Maharashtra State Board of Skill, Vocational Education and Training for students who complete the course and clear the exams.

**SKILL COURSE**  
**ADD- ON COURSE**  
**B.M RUIA GIRLS' COLLEGE**  
**ACADEMIC YEAR 2022-2023**  
**COURSE: STREET FOOD VENDOR**

<b>SR. No.</b>	<b>Students Name</b>
1	Shaikh Adina Zahuruddin Asma
2	Hingora Juveria Mohammed Altaf Sherbanu
3	Khan Zoya Imran Needa
4	Anubhavane Anjali Ravindra Kiran
5	Parghi Hiral Dinesh Meena
6	Khambe Tanvi Kalpesh Isha
7	Kale Maithili Vilas Sushma
8	Das Yashoda Naresh Munni
9	Jindam Uma Ambadas Sarla
10	Singh Prinsu SatishKumar Rinku
11	Jain Diksha Rajmal Meena
12	Tumma Prachi Sanjiv Sapna
13	Kanojia Kritika Ramesh Neena
14	Tandalekar Tanisha Nagesh Sneha
15	Shaikh Uzma Shamshuddin Shataj
16	Lakum Bhumika Jitendra Jayshree
17	Joseph Arockia Shanjana Francis Salonsal
18	Mulla Sana Riyaz Jabeen
19	Kanbi Sakshi Dinesh Pushpa

SR. No.	Students Name
20	Malim Isra Shamshuddin Rehana
21	Kahar Roshni Ramdhiraj Kismatadevi
22	Shaikh Fabeha Naaz Sajeed Nasreen
23	Mekala Anusha Venkati Suvarna
24	Chiluka Manisha Shreedhar Laya
25	Mansuri Mehvish Abdul Rasheed Ruksana
26	Parmar Isha Upendra Asha
27	Prajapati Simran Vinodkumar Rekha
28	Chintakindi Bhagyashree Babu Kalpana
29	Varal Sejal Kiran Pratima
30	Shaikh Maria Mohd Ayub Naziya Sadaf
31	Patel Ramilaben Trikamji Atriben
32	Dave Muskan Ghewarchand Sumitradevi
33	Shaikh Aaesha Kasim Kaleema
34	Jain Sakshi Gyanchandra Pavanidevi
35	Sahani Sandhya Dharmpal Reena
36	Prajapati Priyanka Ramsagar Urmila Devi
37	Kanaujiya Khushaboo Mahendra Kumar Gudiya
38	Sahani Neelam Tulsiram Indravati
39	Shaikh Nargis Parveen Abdul Mannan Saida Khan
40	Kanaujiya Khushboo Chhotelal Guddi Devi
41	Prajapati Ashuben Daraghabhai Gigiben
42	Rai Riya Manoj Shila

SR. No.	Students Name
43	Sharma Manju Ramachhaiber Jadawati
44	Prajapati Poonam Ramu Seeta
45	Mishra Aanchal Abhishek Sarita
46	Yadav Ritika Rajbali Sushila
47	Chaudhari Phool Kumari Parmeshwar Rukamani Devi
48	Jaiswar Reena Surendranath Shanti
49	Khan Faima Shabbir Shakrunnisa
50	Shaikh Aamna Md Islam Nazma
51	Mali Diksha Indramal Manjudevi
52	Mali Diya Indramal Manjudevi
53	Mali Defi Kumari Motiramji Shobhagdevi
54	Nirmal Anjali Dilip Kumar Reshma
55	Nirmal Aradhana Dhanesh Suneeta Devi
56	Patel Priyanka Velaram Mawanidevi
57	Yadav Pooja Rajendra Reeta
58	Jyoti Pal
59	Nirma Chaudhari
60	Rani Rawat



Name with sign of the Principal  
**PRINCIPAL**  
**B. M. Ruia Girls' College**  
 Grant Rd., MUMBAI-7.





**SKILL COURSE  
ADD- ON COURSE  
B.M RUIA GIRLS' COLLEGE  
ACADEMIC YEAR 2022-2023  
COURSE NAME : DATA ENTRY**

SR. No.	Students Name
1	ANUSHKA YADAV
2	BAGRETHA SWATI PRAKASH
3	BAIG SHIFA ASIF
4	BHOYER GAURI GAJANAN
5	CHAUDHARI POOJA MAGNARAM
6	CHAURASIA POOJA HARISCHANDRA
7	CHAURASIYA NIDHI RAKESH
8	CHAURASIYA VARSHA SHIVKUMAR
9	CHOUDHARY URMAKUMARI HIRARAM
10	DAHIYA HEENA CHENARAM
11	DALVI NIKITA NATHA
12	DEVASI RAMILA PRATAPARAM
13	DHOTRE ANUSHKA PRADIP
14	DURGAVALI SAKSHI SANTOSH
15	GANTELOR AARTI KESHAV
16	GEHLOT VARSHA LEHRARAM
17	GOHIL DIKSHIKA MUKESH
18	GUPTA KHUSHBU LALJI
19	JADHAV VAIDEHI SUNIL
20	JAIN KOMAL RAJKUMAR
21	JAIN SHRUTI DINESH
22	JAIWAR NANDINI SAHADEO
23	JAIWAR NEHA SAMARJIT
24	JOSHI SHRADDHA DEVI MOHAN
25	KATTA RAMIYA RAJESHWAR
26	KHEDEKAR SAKSHI KRISHNA
27	LATNEKAR SHREEYA BHARAT
28	MALLESHA KHUSHBOO DILIP
29	MARJIT ROMY SANJAY
30	MISHRA NIKITAKUMARI NANDESHWAR
31	PASI NANDINI RANJEET
32	PATEL SAYMA IMTIYAZ
33	POYREKAR GAURI RAJENDRA
34	PUROHIT NIRMA KUMARI GAVRARAM
35	QURESHI GULZAR SARMU
36	RAJPUROHIT TANISHA MANSILAL
37	SAGVEKAR TRUPTI PRAKASH
38	SALVI ASHWINI SANTOSH

SR. No.	Students Name
39	SAROJ SONAM SANJAY
40	SARVAIYA BHUMIKA GIRISH
41	SARWAYA SONAL ARJUN
42	SAWANT TEJAL VILAS
43	SHAH KHUSHI PRABHUDAYAL
44	SHAIKH NAAZ MOHAMMAD ASLAM
45	SIDDIQUI KHUSHBU ABDULALI
46	SINGH ANJALI RAMANPRASAD
47	SUTHAR DIPIKA RAMESH
48	THAKUR AMBIKAKUMARI UDAYNARAYAN
49	UDESHI PRAGATI SANJAY
50	VISHWAKARMA ANCHAL MITTUILAL
51	VRINSHALI CHAURASIYA DINESH
52	WALIKAR VAISHALI SHAM
53	Khan Sania Aslam
54	NIRMAL SONALI RAKESHKUMAR
55	DUDHAWADE ANUSHKA DEEPAK
56	PANDIRKR SANIYA SANTOSH
57	DEVASI PRIYANKA PRATAPARAM
58	PRAJAPATI SANTOSHI PRABHURAM
59	PARAB VAISHANVI DINESH



Name with sign of the Principal

**PRINCIPAL**

**B. M. Ruia Girls' College**

Grant Rd., MUMBAI-7.



**Skill Course  
Add- on Courses  
B.M Ruia Girls' College  
Academic Year 2022-23**

<b>Course Name:- Customer Relationship Management</b>	
<b>SR. No.</b>	<b>Students Name</b>
1	Mewara Vidhi Ganpat Dilkhush
2	Agarwal Priyanka Ramavatar Neelam
3	Upadhayay Ganga Omprakash Chhaya
4	Shukla Sonali Sanjay Pushpa
5	Giri Sejal Rajesh Abhilasha



**Name with sign of the Principal**

**PRINCIPAL**

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



**College Seal**



**SKILL COURSE  
ADD ON COURSE**

**B.M RUIA GIRLS' COLLEGE  
ACADEMIC YEAR 2022-2023**

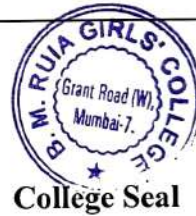
**Course Name:- (Social Media Executive)**

Sr. No.	Name
1	BARIA DISHITA DEEPAK
2	BORICHA MITALI MAHESH
3	CHARNIYA ISHITA RAKESH
4	JAGADIA SHWETA ASHOK
5	JAISWAR KHUSHBOO NARENDRAKUMAR
6	JHA ANSHUKUMARI JAYASHANKAR
7	KAJANIA SONAM PARATH
8	KANOJIA AASHITA ANIL
9	KAPADIA KHADIJA ABDUL RAZZAK
10	KHAN ERAM ZAHID
11	KHAN ZAINAB IMRAN
12	KHOJZADA MADIA MOHD AFZAL
13	KOLI KRISHITA DHIRAJ
14	LAKUM URVASHI AMRUT
15	MAKWANA ISHIKA NARESH
16	MIRZA ZOYA ZIQUL HAQUE
17	NAGARKAR SHRADDHA RAJAN
18	PARDESHI SWASTIKA GANESH
19	PATEL MAHENOOR ISMAIL
20	RATHOD KASHISH KALPESH
21	RUPAVATE ASHWINI MOHAN
22	SAWANT POOJA KISHOR
23	SAYED BINTE FATIMA KARMAAT ALI
24	SHAIKH MEHAKBANO RAHEMUDDIN
25	SHAIKH SHAHINDA MOHAMMED A.
26	KHAN MAHEK HUSSAIN
27	SINGH PAYAL VIJAYPAL
28	SOLANKI JASWANTI MANOJ
29	SOLANKI KRITIKA SACHIN
30	SOLANKI VRITTI MANOJ
31	THUBE ADITI ANKUSH
32	TIWARI ACHAL SAGAR
33	WAGH MITTAL NITIN
34	SHAIKH ZOYA KHALID
35	SHAIKH GOUSIA AKBAR ALI
36	SUTHAR NARANGI AMBARAM
37	MEHTA KHUSHI HARALAL
38	SAROJ PRIYA RAKESH

Sr. No.	Name
39	SAROJ NAYANA VIJAY
40	KOLI DINA DEVDAS
41	KANHERE ARCHANA ARUN
42	CHELANA KAVITA PEERABHAI
43	NIKITA JAWAHARLAL Purohit
44	SINGH KHUSHI DEVRATAN
45	SAROJ SNEHA RAKESH
46	LOKHANDE MITALI BALIRAM
47	PANDEY ANKITA ANIL
48	JAIN MANSHI MAHAVIR
49	DEWASI DIMPLE
50	MUSKAN SINGH RAGHVENDRA
51	NIKAM ACHAL RAHUL
52	Jain Diksha Rajmal Meena
53	SHELAR ISHA SUNIL
54	NIRMAL PALLAVI SARJU PRASAD SHANTI
55	SINGH SAKSHI HARISH MEENA
56	THAKUR NANDINI MUNNA REKHA
57	NUTIKA MANDAVKAR
58	SAKSHI SOLANKI
59	MANASI GAIKWAD
60	POOJA MAHIND

*[Handwritten Signature]*

Name with sign of the Principal  
**PRINCIPAL**  
**B. M. Ruia Girls' College**  
 Grant Rd., MUMBAI-7.



College Seal



# DOMESTIC DATA ENTRY OPERATOR

2022-2023



	16	17	18	19	20	21	23	24	25	26	27	28	30	31	1	2	3	4	6	7	8	9	10	11	13	14	15	16	17	18	20	21	22	23	24	25	27	28	1	2	3	4	6	
1 Anushka Yadav	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
2 Bagretha Swati Prakash	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3 Baig Shifa Asif	P	P	P	P	Ab	P	P	P	Ab	P	P	P	P	P	Ab	P	P	P	P	P	Ab	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P
4 Bhojra Gauri Gajanan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
5 Chaudhari Pooja Magnaram	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
6 Chaurasia Pooja Hariachandra	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
7 Chaurasiya Nidhi Rakesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
8 Chaurasiya Varsha Shivkumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
9 Choudhary Urmakumari Hiraram	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
10 Dahiya Heena Chenaram	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	Ab	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	Ab	P	P	P	P	
11 Dalvi Nikita Natha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
12 Devasi Ramila Prataparam	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
13 Dhotre Anushka Pradip	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
14 Durgavale Sakshi Santosh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
15 Grantelov Aarti Keshav	P	P	Ab	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P	
16 Gehlot Varsha Lehraram	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
17 Gohil Dikshika Mukesh	P	P	P	P	Ab	P	P	P	Ab	P	P	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	Ab	P	P	P	P
18 Gupta Khushbu Lalji	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
19 Jadhav Vaidehi Sunil	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
20 Jain Komal Rajkumar	P	P	P	Ab	P	P	P	Ab	P	P	P	P	P	P	Ab	P	P	P	Ab	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P	P	Ab	P	P	P	P	P	P	P
21 Jain Shruti Dinesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
22 Jaiswar Nandini Sahadeo	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
23 Jaiswar Neha Samrajit	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
24 Joshi Shraddha Devi Mohan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
25 Katta Ramiya Rajeshwar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
26 Khedekar Sakshi Krishna	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
27 Latnekar Shreya Bharat	P	P	Ab	P	P	P	P	P	Ab	P	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	
28 Mallesha Khushboo 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	
29 Marjit Romy Sanjay	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
30 Mishra Nikitakumari Nandeshwar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
31 Pasi Nandini Ranjeet	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
32 Patel Sayma Imtiyaz	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
33 Poyrekar Gauri 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	
34 Purohit Nirma Kumari Gavaram	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
35 Qureshi Gulzar Sammu	P	P	P	Ab	P	P	P	Ab	P	P	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	
36 Rajpurohit Tanisha Mansilal	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
37 Sagvekar Trupti Prakash	P	P	Ab	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P	P
38 Salvi Ashwini Santosh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	



Jan - April 2023

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Jan - April 2023

[illegible]



Jan-April 2023

[illegible]



# STREET FOOD VENDOR

2021-2023



Jan - April 2023

[illegible]



Jan - April . 2023

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		6	7	8	9	10	11	13	14	15	16	17	18	20	21	22
39	1	Shaikh Adina Zahuruddin Asma	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40	2	Hingora Juveria Mohammedaltaf	P	P	P	P	P	P	P	P	P	P	P	P	P	P
41	3	Khan zoya Imran Needa	P	P	P	P	P	P	P	P	P	P	P	P	P	P
42	4	Anubhavane Anjali Ravindra	P	P	P	P	P	P	P	P	P	P	P	P	P	P
43	5	Parighi Hiral Dinesh Meena	P	P	P	P	P	P	P	P	P	P	P	P	P	P
44	6	Khambe Tanvi Kalpesh Isha	P	P	P	P	P	P	P	P	P	P	P	P	P	P
45	7	Kale Maithili Vilas Sushma	P	P	P	P	P	P	P	P	P	P	P	P	P	P
46	8	Das Yashoda Navesh Munni	P	P	P	P	P	P	P	P	P	P	P	P	P	P
47	9	Jindam Uma Ambadas Sarla	P	P	P	P	P	P	P	P	P	P	P	P	P	P
48	10	Singh Pritsu Satishkumar <sup>Rinku</sup>	A	P	P	P	P	P	P	P	P	P	P	P	P	P
49	11	Jain Diksha Rajmal Meena	P	P	P	P	P	P	P	P	P	P	P	P	P	P
50	12	Tumma Prachi Sanjiv Sapna	P	P	P	P	P	P	P	P	P	P	P	P	P	P
51	13	Kanjia Kritika Ramesh Neena	P	P	P	P	P	P	P	P	P	P	P	P	P	P
52	14	Tandalekar Tanisha Nagesh <sup>Sneha</sup>	P	P	P	P	P	P	P	P	P	P	P	P	P	P
53	15	Shaikh Uzma Shamshuddin <sup>Shafay</sup>	P	P	P	P	P	P	P	P	P	P	P	P	P	P
54	16	Lakum Bhumiika Jitendra Jayshree	P	P	P	P	P	P	P	P	P	P	P	P	P	P
55	17	Joseph Arockia Shanjana Francis	P	P	P	P	P	P	P	P	P	P	P	P	P	P
56	18	Mulla Sana Riyaz Tabeen	P	P	P	P	P	P	P	P	P	P	P	P	P	P
57	19	Kanbi Sakshi Dinesh Pushpa	A	P	P	P	P	P	P	P	P	P	P	P	P	P
58	20	Malim Isra Shamshuddin	P	P	P	P	P	P	P	P	P	P	P	P	P	P
59	21	Kahar Roshni Ramdhiraj	P	P	P	P	P	P	P	P	P	P	P	P	P	P
60	22	Shaikh Fabeha Naaz Sajeed	P	P	P	P	P	P	P	P	P	P	P	P	P	P
61	23	Mekala Anusha Venkati Suvama	P	P	P	P	P	P	P	P	P	P	P	P	P	P
62	24	Chiluka Manisha Shreedhar <sup>Shashed</sup>	P	P	P	P	P	P	P	P	P	P	P	P	P	P
63	25	Mansuri Mehvish Abdul	P	P	P	P	P	P	P	P	P	P	P	P	P	P
64	26	Parmar Isha Upendra Asha	P	P	P	P	P	P	P	P	P	P	P	P	P	P
65	27	Prajapati Simran Vinodkumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P
66	28	Chintakindi Bhagyashree Babu	P	P	P	P	P	P	P	P	P	P	P	P	P	P
67	29	Varal Sejal Kiran Pratima	P	P	P	P	P	P	P	P	P	P	P	P	P	P
68	30	Shaikh Masria Mohd Ayub Naziya	P	P	P	P	P	P	P	P	P	P	P	P	P	P
69	31	Patel Ramilaben Trikamji Atriben	P	P	P	P	P	P	P	P	P	P	P	P	P	P
70	32	Dave Muskan Ghewarchand	P	P	P	P	P	P	P	P	P	P	P	P	P	P
71	33	Shaikh Aaeesha Kasim Kaleema	P	P	P	P	P	P	P	P	P	P	P	P	P	P
72	34	Jain Sakshi Gyanchandra	P	P	P	P	P	P	P	P	P	P	P	P	P	P
73	35	Sahani Sandhya Dharmpal	P	P	P	P	P	P	P	P	P	P	P	P	P	P
74	36	Prajapati Priyanka Ramsagar	P	P	P	P	P	P	P	P	P	P	P	P	P	P
75	37	Kanaujiya Khushboo Mahendra	P	P	P	P	P	P	P	P	P	P	P	P	P	P
76	38	Sahani Neelam Tulsiram Indravati	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Jan - April 2023

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Jan - April 2023

	7	8	9	10	11	13	14	15	16	17	18	20	21	22	23	24	25	27	28	29	30	31	1	2	3	4	5	6	7	8	10	11	12	13	14	15
39 Shaikh Nargis Parveen Abdul	P	A	A	A	P	P	P	P	A	A	P	P	P	P	A	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	
40 Kanaujia Khushboo Chhotelal	P	P	P	P	A	A	A	P	P	P	P	A	A	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	
41 Prajapati Ashuben Daraghabhai	A	A	A	P	P	P	P	P	A	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	
42 Rai Riya Manoj Shila	P	P	P	A	P	P	A	P	P	A	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
43 Sharma Manju Ramachhaiber	P	P	A	A	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
44 Prajapati Poonam Ramu Seeta	P	P	P	A	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	
45 Mishra Aanchal Abhishek	A	P	P	P	A	P	P	A	P	A	P	P	P	P	A	P	P	A	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
46 Yadav Ritika Rajbali Sushila	P	A	P	P	P	A	A	P	P	P	P	P	A	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
47 Chaudhari Phool Kumari Parmeshwar	P	P	A	A	P	A	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
48 Jaiswar Reena Surendranath Shanti	A	A	P	P	P	P	P	A	P	A	P	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
49 Khan Fahima Shabbir Shakrunnisa	P	A	P	A	A	A	P	P	P	A	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
50 Shaikh Aamna Md Islam Nazma	P	A	P	P	P	A	A	P	A	P	A	P	A	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
51 Mali Diksha Indramal Manjudevi	A	A	A	P	A	P	P	P	P	A	P	A	A	A	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	
52 Mali Diya Indramal Manjudevi	P	P	A	A	A	P	P	P	A	P	A	P	P	A	P	P	A	P	P	A	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	
53 Nirmal Anjali Dilip Kumar	P	A	P	P	P	P	P	P	A	P	A	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
54 Nirmal Aradhana Dhonesh	P	P	P	P	A	P	P	P	P	A	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
55 Patel Priyanka Uelaram Mawarida	P	A	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	
56 Mali Defi Kumari Motiramji	A	P	P	P	P	A	P	A	A	A	P	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
57 Yadav Pooja Rajendra Reeta	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
58 Tyagi Pal	A	P	A	P	P	P	A	P	P	A	P	A	A	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
59 Nirma Chaudhari	P	P	P	A	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
60 Rani Rawat	P	P	P	A	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	



# SOCIAL MEDIA

2022-23



Jan 2023 - 15 April 2023

Feb

Jan

May

[illegible]



	Jan																Feb																	Mar																										
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31													
39	Saroj	Nayana	Vijay	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	P	P									
40	Koli	Dina	Devdas	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P							
41	Kanhere	Archana	Arun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						
42	Chelana	Kavita	Peerabhai	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
43	Nikita	Jawaharlal	Purohit	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
44	Singh	Khushi	Devratan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	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	Saroj	Sneha	Rakesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	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	Lokhande	Mitali	Baliram	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
47	Pandey	Ankita	Anil	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	P	P	P	P	P	P	P	P	P	P	
48	Jain	Manshi	Mahavir	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
49	Dewasi	Dimple		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	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	Muskan	Singh	Raghvendra	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	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	Nikam	Achal	Rahul	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	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	Jain	Diksha	Rajmal	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	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	Shelar	Isha	Sunil	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	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	Nirmal	Pallavi	Saraju	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	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	Singh	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	P	P	P	P	P	P	P	P	P	P	P
56	Thakur	Nandini	Munna	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	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	Nutika	Mandavkar		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	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	Sakshi	Solanki		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	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	Manasi	Gaikwad		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	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	Pooja	Mahind		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P



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# Customer Relationship Management-

2022-23



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		7	8	9	10	11	13	14	15	16	17	18	20	21	22	23
39	1. Mewara Vidhi Ganpat Dilkhush	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
40	2. Agarwal Priyanka Ramavatar Neelam	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
41	3. Upadhyay Ganga Omprakash Chhaya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
42	4. Shukla Sonali Sanjay Pushpa	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
43	5. Gini Sejal Rajesh Abhilasha	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
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MSBSVET: 2022-23



Sr. No. 20226029069/2023

Government of Maharashtra  
Skill, Employment, Entrepreneurship and Innovation Department  
**Maharashtra State Board of Skill, Vocational Education and Training**  
(Established by Govt. of Maharashtra resolution dated 23.01.1986 and Maharashtra Act No. IX of 2022, dated 20.01.2022)

## STATE TRADE CERTIFICATE

This is to certify that

**Ms Khushi Shah**

has successfully completed the prescribed course in

**Domestic Data Entry Operator**

**Course Code - SSC\_Q2212**

from **Saraswati Seva Pratishthan**

and has passed the requisite examination held on **18/10/2023** securing **89%** and  
has been awarded this **Certificate** on behalf of Government of Maharashtra.

Given this day of **03/11/2023**

In testimony whereof is set the seal and signature of the  
Director, Maharashtra State Board of Skill, Vocational Education and Training.



(Yogesh Suresh Patil)

Director





Government of Maharashtra  
Skill, Employment, Entrepreneurship and Innovation Department  
**Maharashtra State Board of Skill, Vocational Education and Training**  
(Established by Govt. of Maharashtra resolution dated 23.01.1986 and Maharashtra Act No. IX of 2022, dated 20.01.2022)

## STATE TRADE CERTIFICATE

This is to certify that

**Ms Priyanka Agarwal**

has successfully completed the prescribed course in

**Customer Care Executive-Domestic- Voice / Crm Domestic Voice**

**Course Code - SSC\_Q2210**

from **Saraswati Seva Pratishthan**

and has passed the requisite examination held on **18/10/2023** securing **84%** and  
has been awarded this **Certificate** on behalf of Government of Maharashtra.

Given this day of **03/11/2023**

In testimony whereof is set the seal and signature of the  
Director, Maharashtra State Board of Skill, Vocational Education and Training.



(Yogesh Suresh Patil)

Director



MSBSVET: 2023-24



Sr. No. 20240153592/2024

Government of Maharashtra  
Skill, Employment, Entrepreneurship and Innovation Department  
**Maharashtra State Board of Skill, Vocational Education and Training**  
(Established by Govt. of Maharashtra resolution dated 23.01.1986 and Maharashtra Act No. IX of 2022, dated 29.01.2022)

## STATE TRADE CERTIFICATE

This is to certify that

**MS SONAM KAJANIA**

has successfully completed the prescribed course in

**SOCIAL MEDIA EXECUTIVE**

**Course Code - MES/Q0702**

from **WHITEPAPER COMMUNICATIONS**

and has passed the requisite examination held on **19/04/2024** securing **76%** and  
has been awarded this **Certificate** on behalf of Government of Maharashtra.

Given this day of **01/07/2024**

In testimony whereof is set the seal and signature of the  
Director, Maharashtra State Board of Skill, Vocational Education and Training.



(Yogesh Suresh Patil)  
Director



MSBSVET: 2022-23



Sr. No. 20226027776/2023

Government of Maharashtra  
Skill, Employment, Entrepreneurship and Innovation Department  
**Maharashtra State Board of Skill, Vocational Education and Training**  
(Established by Govt. of Maharashtra resolution dated 23.01.1986 and Maharashtra Act No. IX of 2022, dated 20.01.2022)

## STATE TRADE CERTIFICATE

This is to certify that

**Ms Priyanka Patel**

has successfully completed the prescribed course in

**Street Food Vendor - Standalone**

**Course Code - THC\_Q3008**

from **Saraswati Seva Pratishthan**

and has passed the requisite examination held on **10/10/2023** securing **78%** and  
has been awarded this **Certificate** on behalf of Government of Maharashtra.

Given this day of **23/10/2023**

In testimony whereof is set the seal and signature of the  
Director, Maharashtra State Board of Skill, Vocational Education and Training.



(Yogesh Suresh Patil)  
Director



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Update Aadhar number

Beneficiary ( SSC\_Q2210\_B02616) Work order Document (https://s3.ap-south-1.amazonaws.com/kaushalya.mahaswayam.in/mssds/documents/approveddoc\_63f492e98e222.pdf) Batch admission full

o.	ID	Beneficiary Name	Result	Gender	Date of birth	Age	Qualification	Caste category	Distr
	2398696	Priyanka Agarwal	Pass	female	25-Apr-2002	22	Graduate	OPEN, Hindu	Murr
	2398703	Ganga Upadhayay	Absent	female	30-Nov-2000	23	Graduate	OPEN, Hindu	Murr
	2398710	Sonali Shukla	Pass	female	07-Aug-2001	22	Graduate	OPEN, Hindu	Murr
	2398714	Vidhi Mewara	Pass	female	07-Jan-2001	23	Graduate	OPEN, Hindu	Murr
	2398724	Sejal Giri	Pass	female	03-Mar-2002	22	Graduate	OPEN, Hindu	Murr
	2398728	Huma Balim	Absent	female	07-Feb-2004	20	HSC	OPEN, Muslim	Murr
	2398734	Vishwaditi Lohara	Pass	female	08-Oct-2001	22	HSC	OPEN, Hindu	Murr
	2398748	Pratiksha Kamble	Pass	female	18-Aug-2004	19	HSC	SC, Hindu	Murr
	2398755	Priyanka Purohit	Absent	female	01-Jun-2004	20	HSC	OPEN, Hindu	Murr
	2398760	Raine Gada	Absent	female	08-Dec-2004	19	HSC	OPEN, Hindu	Murr
	2398766	Nandini Shirsath	Pass	female	17-Oct-2004	19	HSC	SC, Hindu	Murr
	2398773	Nidhi Deokar	Pass	female	21-May-2004	20	HSC	OPEN, Hindu	Murr
	2398780	Sweta Tripathi	Pass	female	15-Jul-2002	21	HSC	OPEN, Hindu	Murr
	2398786	Hindavi Rane	Pass	female	09-Dec-2004	19	HSC	OPEN, Hindu	Murr
	2398790	Prachiti Talwatkar	Pass	female	06-Dec-2004	19	HSC	OPEN, Hindu	Murr
	2399062	Isha Chauhan	Pass	female	11-Jul-2004	19	HSC	OPEN, Hindu	Murr
	2399069	LAXMIBEN CHAUDHARI	Pass	female	23-Jan-2005	19	HSC	OPEN, Hindu	Murr

o.	ID	Beneficiary Name	Result	Gender	Date of birth	Age	Qualification	Caste category	Distr
	2399075	MANSI GAIKWAD	Pass	female	03-May-2005	19	HSC	OPEN, Hindu	Murr
	2399087	Shraddha Tripathi	Absent	female	06-Dec-2003	20	HSC	OPEN, Hindu	Murr
	2399088	DEVI MOOPANAR	Pass	female	25-Apr-2004	20	HSC	OPEN, Hindu	Murr
	2399090	Manasi Kadam	Pass	female	22-Jun-2004	20	HSC	OPEN, Hindu	Murr
	2399098	Ruqaiyah Khan	Pass	female	31-Mar-2005	19	HSC	OPEN, Muslim	Murr
	2399101	Pallavi Gudekar	Pass	female	25-Feb-2004	20	HSC	OPEN, Hindu	Murr
	2399102	Tashfin Loladiya	Pass	female	20-Oct-2004	19	HSC	OPEN, Muslim	Murr
	2399104	Sanika Nakadi	Pass	female	12-Dec-2004	19	HSC	OPEN, Hindu	Murr
	2399106	Mariya Najjar	Absent	female	17-Jun-2005	19	HSC	OBC, Muslim	Murr
	2399112	RESHMI HANKARE	Pass	female	25-May-1983	41	HSC	SC, Hindu	Murr
	2399113	Nargish Ansari	Fail	female	08-May-2005	19	HSC	OPEN, Muslim	Murr
	2399114	Sayali Salamwadkar	Pass	female	12-Oct-2003	20	HSC	OPEN, Hindu	Murr
	2399115	Vaidehee Dalavi	Pass	female	23-Mar-2005	19	HSC	OPEN, Hindu	Murr

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Sr. No.	ID	Beneficiary Name	Result	Gender	Date of birth	Age	Qualification	Caste category
1	2399116	Sanskruti Kamble	Pass	female	21-Nov-2004	19	HSC	SC, Hindu
2	2399118	Jasodha Rajpurohit	Pass	female	16-Aug-2004	19	HSC	OPEN, Hindu
3	2399119	Prachi Pawar	Pass	female	10-Feb-2002	22	HSC	OPEN, Hindu
4	2399120	Madiha Shaikh	Pass	female	26-Mar-2004	20	HSC	OPEN, Muslim
5	2399252	Bhoomi Paste	Fail	female	27-Feb-2005	19	HSC	OPEN, Hindu
6	2399264	Karina Bacche	Fail	female	26-Jan-2005	19	HSC	OPEN, Hindu
7	2399345	Farjana Mulani	Pass	female	19-Aug-2005	18	HSC	OPEN, Muslim
8	2399357	Runali Bapardekar	Pass	female	15-May-2001	23	HSC	OPEN, Hindu
9	2399373	Sejal Dighe	Pass	female	19-May-2004	20	HSC	OPEN, Hindu
10	2399759	Chaitanya Pawar	Absent	female	20-Dec-2004	19	HSC	OPEN, Hindu
11	2399766	Sriharsha Logishetty	Pass	female	29-Sep-2004	19	HSC	SBC, Hindu
12	2399770	Rutuja Khedekar	Pass	female	22-Feb-2000	24	HSC	NT-B, Hindu
13	2399784	HARSHALI KHEDEKAR	Pass	female	20-Jun-2004	20	HSC	NT-B, Hindu
14	2399786	Megha Jagtap	Awaiting	female	17-Dec-2000	23	HSC	OPEN, Hindu
15	2399793	Ishrat Shaikh	Fail	female	01-Apr-2004	20	HSC	OPEN, Muslim
16	2399797	Sonali Sharma	Fail	female	30-Sep-2003	20	HSC	OPEN, Hindu
17	2399798	Tejasvini Suvarna	Pass	female	03-Oct-2004	19	HSC	OPEN, Hindu

Sr. No.	ID	Beneficiary Name	Result	Gender	Date of birth	Age	Qualification	Caste category
18	2399840	Sakshi Mandal	Pass	female	12-Mar-2005	19	HSC	OPEN, Hindu
19	2399841	Rutuja Sabale	Absent	female	25-Apr-2005	19	HSC	OPEN, Hindu
20	2399842	Aachal Chaurasiya	Absent	female	22-May-2003	21	HSC	OPEN, Hindu
21	2399843	BEAUTY PANDEY	Pass	female	07-Jul-2004	19	HSC	OPEN, Hindu
22	2399844	Sharminbanu Ahmed	Pass	female	16-Oct-2003	20	HSC	OPEN, Muslim
23	2399845	Payal Nagda	Fail	female	20-May-2004	20	HSC	OPEN, Hindu
24	2399846	Mahak Tiwari	Pass	female	28-Aug-2004	19	HSC	OPEN, Hindu
25	2399847	Anupama Chaurasia	Fail	female	15-Dec-2003	20	HSC	OPEN, Hindu
26	2399848	Swara Kadam	Pass	female	23-Aug-2003	20	HSC	OPEN, Hindu
27	2399849	Aarthi Nair	Pass	female	02-Jun-2005	19	HSC	OPEN, Hindu
28	2399850	Jyotsna Mali	Absent	female	02-Apr-2004	20	HSC	OPEN, Hindu
29	2399851	Shriya Mane	Pass	female	10-Aug-2004	19	HSC	OPEN, Hindu
30	2399852	AFNAAZ MOMIN	Pass	female	19-Nov-2004	19	HSC	OPEN, Muslim

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Beneficiary ( SSC\_Q2212\_B08119) Work order Document (https://s3.ap-south-1.amazonaws.com/kaushalya.mahaswayam.in/mssds/documents/approveddoc\_63f494ed36073.pdf Batch admission full

Sr. No.	ID	Beneficiary Name	Result	Gender	Date of birth	Age	Qualification	Caste category
1	2399859	Bagreatha Prakash	Pass	female	24-Nov-2004	19	HSC	OPEN, Hindu
2	2399860	Shifa Baig	Awaiting	female	06-Oct-2004	19	HSC	OPEN, Muslim
3	2399861	Gauri Bhoier	Pass	female	20-Oct-2002	21	HSC	OPEN, Hindu
4	2399862	Pooja Chaudhari	Pass	female	24-Apr-2003	21	HSC	OPEN, Hindu
5	2399863	Pooja Chaurasia	Pass	female	01-Aug-2002	21	HSC	OPEN, Hindu
6	2399864	Nidhi Chaurasiya	Absent	female	27-Dec-2004	19	HSC	OPEN, Hindu
7	2399865	Varsha Chaurasiya	Pass	female	15-Apr-2005	19	HSC	OPEN, Hindu
8	2399866	Urmakumari Choudhari	Pass	female	02-May-2004	20	HSC	OPEN, Hindu
9	2399867	Heena Dahiya	Absent	female	21-Sep-2003	20	HSC	OPEN, Hindu
10	2399868	Nikita Dalvi	Pass	female	21-May-2005	19	HSC	OPEN, Hindu
11	2399943	Ramila Devasi	Pass	female	17-Feb-2003	21	HSC	OPEN, Hindu
12	2399963	Anushka Dhotre	Fail	female	07-Oct-2004	19	HSC	OPEN, Hindu
13	2399970	Sakshi Durgavale	Pass	female	09-Mar-2004	20	HSC	OPEN, Hindu
14	2399984	AARTI GANTELOR	Pass	female	28-Oct-2004	19	HSC	OPEN, Hindu
15	2399989	NIKITAKUMARI MISHRA	Pass	female	31-May-2005	19	HSC	OPEN, Hindu
16	2399994	Varsha Gehlot	Pass	female	23-Apr-2004	20	HSC	OPEN, Hindu
17	2400000	ROMY MARJIT	Pass	female	07-Jun-2003	21	HSC	OPEN, Hindu

Sr. No.	ID	Beneficiary Name	Result	Gender	Date of birth	Age	Qualification	Caste category
18	2400007	Dikshika Gohil	Absent	female	10-Jun-2004	20	HSC	OPEN, Hindu
19	2400015	Khushbu Gupta	Pass	female	11-Jun-2005	19	HSC	OPEN, Hindu
20	2400018	KHUSHBOO MALLESHA	Pass	female	04-Jul-2004	19	HSC	OPEN, Hindu
21	2400026	Vaidehi Jadhav	Pass	female	31-Oct-2004	19	HSC	OPEN, Hindu
22	2400032	Shruti Jain	Pass	female	14-Aug-2003	20	HSC	OPEN, Hindu
23	2400038	SHREEYA LATNEKAR	Absent	female	13-Nov-2004	19	HSC	OPEN, Hindu
24	2400042	Nandini Jaiswar	Absent	female	13-May-2005	19	HSC	OPEN, Hindu
25	2400053	Neha Jaiswar	Pass	female	12-Nov-2000	23	HSC	OPEN, Hindu
26	2400054	SAKSHI KHEDEKAR	Pass	female	31-May-2004	20	HSC	OPEN, Hindu
27	2400084	Sharaddhadevi Joshi	Pass	female	31-Aug-2004	19	HSC	OPEN, Hindu
28	2400091	Ramiya Katta	Pass	female	28-Jan-2005	19	HSC	OPEN, Hindu
29	2400097	NANDINI PASI	Pass	female	21-Aug-2005	18	HSC	OPEN, Hindu
30	2400100	Sayma Patel	Pass	female	05-Dec-2004	19	HSC	OPEN, Muslim

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Update Aadhar number

Beneficiary ( THC\_Q3008\_B00001) Work order Document (https://s3.ap-south-1.amazonaws.com/kaushalya.mahaswayam.in/mssds/documents/approveddoc\_63f4966d6d940.pdf Batch admission full

Sr. No.	ID	Beneficiary Name	Result	Gender	Date of birth	Age	Qualification	Caste category
1	2399853	Ramilaben Patel	Pass	female	01-Sep-2002	21	HSC	OPEN, Hindu
2	2399855	AAEESHA SHAIKH	Fail	female	19-Sep-2003	20	HSC	OPEN, Muslim
3	2399856	MUSKAN DAVE	Pass	female	27-Jan-2005	19	HSC	OPEN, Hindu
4	2399857	SAKSHI JAIN	Pass	female	21-Jan-2005	19	HSC	OPEN, Hindu
5	2399858	SANDHYA SAHANI	Pass	female	25-Apr-2004	20	HSC	OPEN, Hindu
6	2401006	Priyanka Prajapati	Pass	female	28-Feb-2003	21	HSC	OPEN, Hindu
7	2401012	Khushaboo Kanaujiya	Pass	female	01-Feb-2005	19	HSC	OPEN, Hindu
8	2401026	Neelam Sahani	Pass	female	12-Oct-2004	19	HSC	OPEN, Hindu
9	2401032	Nargis Shaikh	Pass	female	05-Jun-2005	19	HSC	OPEN, Muslim
10	2401038	Khushboo Kanaujiya	Pass	female	15-Jan-2004	20	HSC	OPEN, Hindu
11	2401671	Ashuben Prajapati	Pass	female	20-May-2001	23	HSC	OPEN, Hindu
12	2401738	Riya Rai	Pass	female	22-Dec-2002	21	HSC	OPEN, Hindu
13	2401744	Manju Sharma	Pass	female	05-Mar-2002	22	HSC	OPEN, Hindu
14	2401748	Poonam Prajapati	Pass	female	27-Aug-2003	20	HSC	OPEN, Hindu
15	2401753	Aanchal Mishra	Fail	female	20-Sep-2001	22	HSC	OPEN, Hindu
16	2401761	Ritika Yadav	Pass	female	10-Sep-2002	21	HSC	OPEN, Hindu
17	2401771	Phoolkumari Chaudhari	Pass	female	06-Sep-2002	21	HSC	OPEN, Hindu

Sr. No.	ID	Beneficiary Name	Result	Gender	Date of birth	Age	Qualification	Caste category
18	2401780	Reena Jaiswar	Pass	female	27-Jul-2004	19	HSC	OPEN, Hindu
19	2401783	Faima Khan	Pass	female	13-Oct-2000	23	HSC	OPEN, Hindu
20	2401789	Aamna Shaikh	Pass	female	02-Jan-2005	19	HSC	OPEN, Hindu
21	2401796	Diksha Mali	Pass	female	04-Jun-2003	21	HSC	OPEN, Hindu
22	2401802	Diya Mali	Pass	female	04-Jun-2003	21	HSC	OPEN, Hindu
23	2401807	Defikumari Mali	Pass	female	07-Aug-2005	18	HSC	OPEN, Hindu
24	2401811	Anjali Nirmal	Pass	female	08-Feb-2006	18	HSC	OPEN, Hindu
25	2401820	Aradhana Nirmal	Pass	female	15-Jan-2006	18	HSC	OPEN, Hindu
26	2401831	Priyanka Patel	Pass	female	15-Apr-2004	20	HSC	OPEN, Hindu
27	2401837	Pooja Yadav	Pass	female	06-Dec-2004	19	HSC	OPEN, Hindu
28	2405727	Jyoti Pal	Pass	female	12-Jul-2004	19	HSC	OPEN, Hindu
29	2405734	Nirma Chaudhari	Pass	female	27-Apr-2004	20	HSC	OPEN, Hindu
30	2405749	Rani Rawat	Pass	female	31-Aug-2002	21	HSC	OPEN, Hindu



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Update Aadhar number

Beneficiary ( SSC\_Q2210\_B02617) Work order Document (https://s3.ap-south-1.amazonaws.com/kaushalya.mahaswayam.in/mssds/documents/approveddoc\_63f493941a044.pdf, Batch admission full

Sr. No.	ID	Beneficiary Name	Result	Gender	Date of birth	Age	Qualification	Caste category
1	2399116	Sanskruti Kamble	Pass	female	21-Nov-2004	19	HSC	SC, Hindu
2	2399118	Jasodha Rajpurohit	Pass	female	16-Aug-2004	19	HSC	OPEN, Hindu
3	2399119	Prachi Pawar	Pass	female	10-Feb-2002	22	HSC	OPEN, Hindu
4	2399120	Madiha Shaikh	Pass	female	26-Mar-2004	20	HSC	OPEN, Muslim
5	2399252	Bhoomi Paste	Fail	female	27-Feb-2005	19	HSC	OPEN, Hindu
6	2399264	Karina Bacche	Fail	female	26-Jan-2005	19	HSC	OPEN, Hindu
7	2399345	Farjana Mulani	Pass	female	19-Aug-2005	18	HSC	OPEN, Muslim
8	2399357	Runali Bapardekar	Pass	female	15-May-2001	23	HSC	OPEN, Hindu
9	2399373	Sejal Dighe	Pass	female	19-May-2004	20	HSC	OPEN, Hindu
10	2399759	Chaitanya Pawar	Absent	female	20-Dec-2004	19	HSC	OPEN, Hindu
11	2399766	Sriharsha Logishetty	Pass	female	29-Sep-2004	19	HSC	SBC, Hindu
12	2399770	Rutuja Khedekar	Pass	female	22-Feb-2000	24	HSC	NT-B, Hindu
13	2399784	HARSHALI KHEDEKAR	Pass	female	20-Jun-2004	20	HSC	NT-B, Hindu
14	2399786	Megha Jagtap	Awaiting	female	17-Dec-2000	23	HSC	OPEN, Hindu
15	2399793	Ishrat Shaikh	Fail	female	01-Apr-2004	20	HSC	OPEN, Muslim
16	2399797	Sonali Sharma	Fail	female	30-Sep-2003	20	HSC	OPEN, Hindu
17	2399798	Tejasvini Suvarna	Pass	female	03-Oct-2004	19	HSC	OPEN, Hindu

Sr. No.	ID	Beneficiary Name	Result	Gender	Date of birth	Age	Qualification	Caste category
18	2399840	Sakshi Mandal	Pass	female	12-Mar-2005	19	HSC	OPEN, Hindu
19	2399841	Rutuja Sabale	Absent	female	25-Apr-2005	19	HSC	OPEN, Hindu
20	2399842	Aachal Chaurasiya	Absent	female	22-May-2003	21	HSC	OPEN, Hindu
21	2399843	BEAUTY PANDEY	Pass	female	07-Jul-2004	19	HSC	OPEN, Hindu
22	2399844	Sharminbanu Ahmed	Pass	female	16-Oct-2003	20	HSC	OPEN, Muslim
23	2399845	Payal Nagda	Fail	female	20-May-2004	20	HSC	OPEN, Hindu
24	2399846	Mahak Tiwari	Pass	female	28-Aug-2004	19	HSC	OPEN, Hindu
25	2399847	Anupama Chaurasia	Fail	female	15-Dec-2003	20	HSC	OPEN, Hindu
26	2399848	Swara Kadam	Pass	female	23-Aug-2003	20	HSC	OPEN, Hindu
27	2399849	Aarthi Nair	Pass	female	02-Jun-2005	19	HSC	OPEN, Hindu
28	2399850	Jyotsna Mali	Absent	female	02-Apr-2004	20	HSC	OPEN, Hindu
29	2399851	Shriya Mane	Pass	female	10-Aug-2004	19	HSC	OPEN, Hindu
30	2399852	AFNAAZ MOMIN	Pass	female	19-Nov-2004	19	HSC	OPEN, Muslim

Beneficiary ManagementView Beneficiary

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Update Aadhar number

Beneficiary ( SSC\_Q2212\_B08120) Work order Document (https://s3.ap-south-1.amazonaws.com/kaushalya.mahaswayam.in/mssds/documents/approveddoc\_63f4958a3c94c.pdf) Batch admission full

Sr. No.	ID	Beneficiary Name	Result	Gender	Date of birth	Age	Qualification	Caste category
1	2400113	Gauri Poyrekar	Pass	female	21-Sep-2004	19	HSC	OPEN, Hindu
2	2400123	Nirmakumari Purohit	Pass	female	23-Aug-2004	19	HSC	OPEN, Hindu
3	2400128	Gulzar Qureshi	Absent	female	02-Sep-2004	19	HSC	OPEN, Muslim
4	2400130	Tanisha Rajpurohit	Pass	female	24-Jul-2006	17	HSC	OPEN, Hindu
5	2400141	Trupti Sagvekar	Absent	female	19-Jul-1994	29	HSC	OPEN, Hindu
6	2400146	Ashwini Salvi	Pass	female	28-Oct-2004	19	HSC	OPEN, Hindu
7	2400153	Sonam Saroj	Pass	female	02-Feb-2005	19	HSC	OPEN, Hindu
8	2400164	Bhumika Sarvaiya	Pass	female	05-Sep-2003	20	HSC	OPEN, Hindu
9	2400169	Sonal Sarwaya	Pass	female	07-Oct-2004	19	HSC	OPEN, Hindu
10	2400176	Tejal Sawant	Pass	female	01-Aug-1998	25	HSC	OPEN, Hindu
11	2400209	Khushi Shah	Pass	female	10-May-2004	20	HSC	OPEN, Hindu
12	2400212	Naaz Shaikh	Pass	female	06-May-2003	21	HSC	OPEN, Hindu
13	2400232	Khushbu Siddiqui	Fail	female	20-May-2004	20	HSC	OPEN, Muslim
14	2400235	Anjali Singh	Pass	female	06-Jul-2005	18	HSC	OPEN, Hindu
15	2400241	Dipika Suthar	Absent	female	05-May-2005	19	HSC	OPEN, Hindu
16	2400259	Ambikakumari Thakur	Fail	female	19-Dec-2004	19	HSC	OPEN, Hindu
17	2400265	Pragati Udeshi	Absent	female	15-Sep-2004	19	HSC	OPEN, Hindu

Sr. No.	ID	Beneficiary Name	Result	Gender	Date of birth	Age	Qualification	Caste category
18	2400289	ANCHAL VISHWAKARMA	Pass	female	25-Jul-2004	19	HSC	OPEN, Hindu
19	2400302	Chaurasiya Vrinshali	Pass	female	25-Oct-2005	18	HSC	OPEN, Hindu
20	2400314	Vaishali Walikar	Absent	female	02-Nov-2004	19	HSC	OPEN, Hindu
21	2400356	Sania Khan	Pass	female	11-Jun-2004	20	HSC	OPEN, Muslim
22	2400359	Sonali Nirmal	Fail	female	30-Jun-2004	19	HSC	OPEN, Hindu
23	2400369	Anushka Dudhawade	Pass	female	20-Sep-2004	19	HSC	OPEN, Hindu
24	2400372	Saniya Pandirkr	Pass	female	18-Oct-2005	18	HSC	OPEN, Hindu
25	2400380	Priyanka Devasi	Pass	female	04-Jan-2005	19	HSC	OPEN, Hindu
26	2400387	Vaishanvi Parab	Pass	female	13-Apr-2005	19	HSC	OPEN, Hindu
27	2400401	Anushka Yadav	Pass	female	20-Nov-2004	19	HSC	OPEN, Hindu
28	2400414	Komal Jain	Pass	female	02-Nov-2004	19	HSC	OPEN, Hindu
29	2400974	Santoshi Prajapati	Fail	female	14-Nov-2004	19	HSC	OPEN, Hindu
30	2405532	Pooja Purohit	Fail	female	10-Jan-2005	19	HSC	OPEN, Hindu

## **CERTIFICATE COURSE - "MS-OFFICE AND TALLY PRIME"**

### **Report on Certificate Course on MS-Office and Tally Prime**

**Date of Commencement: December 26, 2022**

**Date of Completion: January 21, 2023**

**Duration: 35 Hours**

**No. of Students Enrolled and Completed the Course: 18**

A Certificate Course on MS-Office and Tally Prime was conducted in association with Institute of Computer Accountants (ICA), Dadar, which aimed to equip participants with essential skills and knowledge to efficiently use these applications in their professional and personal endeavors. The course was conducted with the primary goal of enhancing participants' productivity and proficiency in these widely-used software suites.

#### **Objectives:**

The key objectives of the Certificate Course were as follows:

##### **a. MS Office:**

Familiarize participants with the fundamental features of MS Office, including Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Outlook.

Enable participants to create, edit, and format documents, spreadsheets, and presentations efficiently.

Educate participants on the effective use of MS Outlook for email management and communication.

##### **b. Tally:**

Provide participants with a comprehensive understanding of Tally ERP 9, a popular accounting software.

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

Train participants to manage financial transactions, generate reports, and maintain accurate accounting records.

Empower participants with the ability to create invoices, handle inventory, and perform payroll management tasks using Tally software.

**Methodology:**

The Course utilized a combination of theoretical instruction and hands-on practical exercises to ensure participants gained a deep understanding of the software applications. The sessions were conducted in a classroom setting, allowing for real-time interactions and Q&A sessions.

**Course Contents:**

The Course curriculum included the following topics:

**a. MS Office:**

i. Microsoft Word:

- Introduction to Word Processing
- Document Creation and Formatting
- Page Layout and Styles
- Tables, Graphics, and SmartArt

ii. Microsoft Excel:

- Spreadsheet Basics
- Data Entry and Formatting
- Formulas and Functions
- Charts and Graphs

iii. Microsoft PowerPoint:

- Presentation Design and Structure
- Slide Formatting and Transitions
- Adding Media and Animations

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**Gamdevi, Mumbai**

iv. Microsoft Outlook:

- Email Management
- Calendar and Task Management
- Contact Organization

**b. Tally Prime:**

- i. Tally ERP 9 Overview
- ii. Company Creation and Configuration
- iii. Accounting Masters and Transactions
- iv. Inventory Management
- v. Generating Financial Reports
- vi. Payroll and Statutory Compliance

**Trainer Profiles:**

The sessions were conducted by experienced and certified instructors with expertise in MS Office and Tally Prime. They demonstrated in-depth knowledge of the applications and were proficient in imparting their knowledge effectively.

To assess the effectiveness of the course, participants were evaluated through periodic quizzes, practical assignments, and a final examination. Feedback forms were also distributed at the end of the course to gather insights on the overall experience.

The MS Office and Tally Prime Certificate Course proved to be highly beneficial, enabling students to acquire essential skills and knowledge to work efficiently with these applications. Students expressed satisfaction with the course content and found it to be relevant to their daily tasks and responsibilities.

The skills gained during the course are expected to enhance students' productivity, accuracy, and professionalism, ultimately contributing to the growth and success in their future endeavors. 18 students successfully completed the Certificate Course on MS-Office and Tally Prime.

# Jointly Filling the Gap To .... Empower tomorrow's workforce





August 2022

To,  
The Principal

Dear Sir,

At the outset, thank you so much for giving us an opportunity to provide a proposal where The Institute of Computer Accountants (ICA) and B.M Ruia Girls College of Commerce and Economics can work together on the skill building initiative for the students. I am sure that ICA can help your students to achieve their goals and meet career aspirations.

Our understanding of the business environment and experience in training students/professionals will enable us to deliver a program most suited to your college. This will help them perform more efficiently and effectively, once they step out in the industry.

The enclosed document sets out our unique proposition and demonstrates why ICA is best positioned to partner with you to provide the most contemporary and comprehensive training to your students enrolled in Commerce Courses.

We are excited by this opportunity and our team is ready to begin work. We look forward to discuss this proposal further.

Please feel free to contact me for any details that you may have at the details mentioned below.

Best Regards

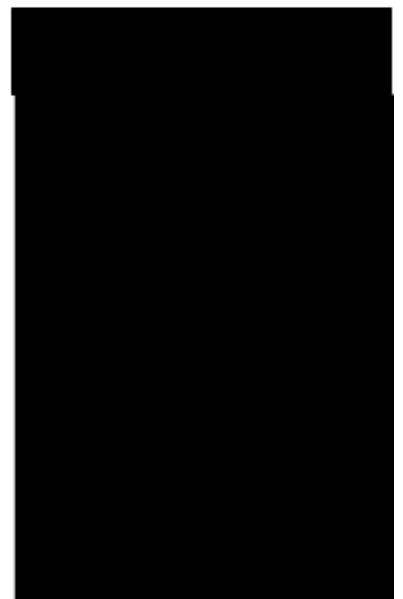
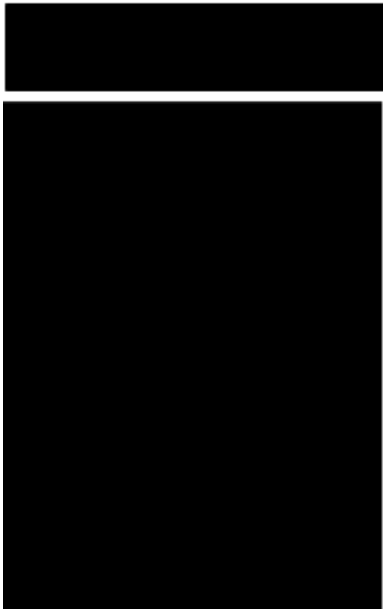
SANJEEVANI MORE  
ICA DADAR

# Our Understanding

In order to meet industry requirements, the students require the following:

1. Practical and detailed training
2. Sessions to allow participants to practice in a near live scenario to better understand the concepts learnt in class
3. Training aimed at ensuring that the participants are ready to hit the real world
4. Personal support during and after training

## Working with ICA





## **Our Offering**

### **For Commerce Students:**

- 1. We would like to take the small test of the students who are looking for job or are interested in higher education.**
- 2. We will give them Pre-Placement Activity.**
- 3. The selected students will be given the Job Assistance**

**Students will be trained for MS-Office and Tally Prime for 30+ hrs. for FREE**

### **Expectation from College**

- 01. Attendance of students should be made Compulsory.**
- 02. Institute should be allowed for 2 Seminars in College without charges and Job fair activity for students of Commerce during the academic year.**



At ICA we're investing heavily in new learning facilities. We can give your students important 'edge' in today's competitive environment and contribute to their growth. We are operating in 100+ cities with more than 50 Placement Offices across India.

We understand that training must be both practical and motivational, which is why we tailor our courses to meet your needs and strive to train in an engaging fashion.

Training from ICA is designed to ensure that people receive good practical information, understand how to use it as well as the personal and professional benefit applying it.

*“Good training is a game of two halves - content and delivery;  
and we work really hard to ensure we get both right.”*





## हिन्दुस्तानी प्रचार सभा ہندوستانی پرچار سبھا

### HINDUSTANI PRACHAR SABHA

Mahatma Gandhi Memorial Building, 7 Netaji Subhash Marg, Near Charni Road Station (W), Mumbai - 400 002

डॉ. संतोष कौल-काक

दिनांक : 27 अक्टूबर, 2022

प्राचार्य

बी. एम. रूइया महाविद्यालय

मुंबई.

विषय : सरल हिन्दी प्रशिक्षण पाठ्यक्रम.

महोदय,

हम इसके साथ आपके महाविद्यालय के विद्यार्थियों के लिए सरल हिन्दी प्रशिक्षण पाठ्यक्रम के 35 फार्म्स भेज रहे हैं। आपसे अनुरोध है कि विद्यार्थियों से फार्म्स विधिवत् भरवाकर 300/- रु. प्रति विद्यार्थी शुल्क (200/- रुपये ट्यूशन फीस + 100/- रुपये पुस्तकें) के साथ इस कार्यालय को यथाशीघ्र भिजवा दें। यह पाठ्यक्रम 38 लैक्चर्स में पूर्ण करना है। फार्म्स और ट्यूशन फीस मिलने के बाद आपको पुस्तकें तथा उपस्थिति रजिस्टर भेज दिए जाएंगे।

हिन्दुस्तानी प्रचार सभा द्वारा संचालित सरल हिन्दी पाठ्यक्रम (सहयोग - केन्द्रीय हिन्दी निदेशालय, मानव संसाधन विकास मंत्रालय, भारत सरकार) परीक्षा में उत्तीर्ण विद्यार्थियों को अंक पत्रक (मार्क शीट) और प्रमाण-पत्र तथा प्रथम 3 विद्यार्थियों को स्मृति चिन्ह प्रदान किया जाता है।

इस वर्ष भी सरल हिन्दी प्रशिक्षण पाठ्यक्रम कई महाविद्यालयों में जारी रखने का प्रबंध किया गया है। नियमानुसार आपके शिक्षा संस्थान में पाठ्यक्रम का संचालन किसी एक ही शिक्षक द्वारा संचालित किया जायेगा। कृपया सरल हिन्दी कक्षा में उन विद्यार्थियों को प्राथमिकता दें, जो अहिन्दी भाषी हैं तथा कला, विज्ञान और वाणिज्य संकाय या अन्य व्यावसायिक पाठ्यक्रमों में शिक्षा ग्रहण कर रहे हैं तथा जिनका मुख्य विषय हिन्दी नहीं है।

पाठ्यक्रम से संबंधित नियम एवं मार्गनिर्देश आपकी जानकारी के लिए इसके साथ संलग्न हैं।

अनुलग्नक : यथोपरि।

B. M. Rula Girls' College  
Gamdevi, Mumbai-7.

award No.: 252

Date: 07-11-2022

File Name: All Hindi Prog. file

Principal's Sign: \_\_\_\_\_

डॉ. रीता कुमार  
विशेष कार्य अधिकारी



### सरल हिन्दी पाठ्यक्रम - अध्यापन विधि (शिक्षक सहायक मार्गनिर्देश)

इस पाठ्यक्रम का उद्देश्य रोचक तरीके से पढ़ाते हुए विद्यार्थियों में हिन्दी के प्रति लगाव पैदा करना है तथा हिन्दी बोलने, लिखने और समझने के स्तर पर उनका आत्मविश्वास बढ़ाना है।

इसके लिए कुछ सहायक निर्देश यहाँ दिए जा रहे हैं। ये निर्देश एक परामर्श की तरह से हैं।

पुस्तक – बोलचाल की हिन्दी – मूल्य 60/-  
हिन्दी सरोज (गद्य एवं पद्य) – मूल्य 40/-

मार्गनिर्देश –

1. कहानी या कविता विद्यार्थियों से कक्षा में पढ़वाएँ, उनका अर्थ बताएँ, अगर उच्चारण में गलती हो तो उसे ठीक करवाएँ। उस कहानी या कविता के बारे में उनके विचार पूछें। इसका उद्देश्य है कि विद्यार्थियों को कविता या कहानी को खुद समझने तथा वर्णन करने का अभ्यास मिले।
2. कक्षा में पाठ के पीछे दिए गए प्रश्नों को पाठ की सहायता लेते हुए हल करने को दें। उन्हें प्रश्नों के उत्तर खुद तलाशने और लिखने दें।
3. जिस पाठ में संभव हो, कुछ विद्यार्थियों के साथ अभिनय भी करवाया जा सकता है, जैसे कि एकांकी में।
4. व्यावहारिक कार्य के रूप में पाठ्यक्रम के दरमियान जो पर्व, मौसम, सांस्कृतिक या खेल गतिविधि हो, उन पर किसी कक्षा में लिखित तथा मौखिक चर्चा भी हो सकती है।
5. समय-समय पर हिन्दी व्याकरण का अभ्यास भी कराया जा सकता है।
6. अतिरिक्त दक्षता के लिए प्रत्येक मास निम्नलिखित में से कोई एक गतिविधि कक्षा में करवाई जा सकती है:-

क) किसी ज्वलंत विषय पर वाद-विवाद।

ख) कुछ विषय उसी समय देकर आशुभाषण अभ्यास।

ग) पहले से विषय देकर वक्तृत्व अभ्यास।

घ) एकांकी अथवा किसी अन्य पाठ पर अभिनय।

च) विद्यार्थियों द्वारा मनपसंद कविता अथवा स्वरचित कविता का पाठ।

छ) किसी विषय पर कक्षा में निबंध लेखन अभ्यास। विषय उसी समय दिया जाए, ताकि विद्यार्थी को खुद सोचकर लिखने का अभ्यास हो।

ज) किसी विषय पर पत्र लेखन का अभ्यास।

इसमें भाग लेनेवाले विद्यार्थियों का रिकॉर्ड रखा जा सकता है। प्रत्येक कक्षा की इन गतिविधियों में सबसे श्रेष्ठ प्रदर्शन करने वाले तीन विद्यार्थियों को सभा द्वारा सत्र के अंत में पुरस्कृत किया जाएगा।

## नियमावली

1. विद्यार्थियों के प्रवेशपत्र एवं शुल्क (चेक/नकद/ऑनलाइन) 25 जुलाई, 2022 तक सभा कार्यालय में जमा करें। प्रवेश हेतु विद्यार्थियों से रु. 300/- लेने होंगे।  
(प्रवेश शुल्क रु. 200/- तथा रु. 100/- पुस्तकों के लिए।)
2. आपके महाविद्यालय की सरल हिन्दी कक्षाएँ 01 अगस्त 2022 से ली जा सकेंगी।
3. सरल हिन्दी कक्षा के व्याख्यानों की कुल संख्या 38 निर्धारित की गई है।
4. सभा द्वारा प्रत्येक कक्षा के लिए रु.500/- की दर से कुल रु. 19,000/- मानदेय देय होगा।
5. सभा द्वारा कॉलेज/शिक्षण संस्थान को किसी भी प्रकार का भुगतान नहीं किया जायेगा।
6. किसी भी केन्द्र में विद्यार्थियों की संख्या न्यूनतम 30 होनी चाहिए।
7. अपने व्याख्यान 01 अगस्त 2022 से 15 जनवरी 2023 तक अवश्य पूरा कर लें।
8. संभाषण तथा प्रकल्प परीक्षा केन्द्र संचालक द्वारा दिसंबर के अंतिम सप्ताह तक ली जा सकेंगी। परीक्षा के उपरांत दिये गये अंक सभा कार्यालय में एक सप्ताह के भीतर जमा करवाना होगा।
9. सरल हिन्दी की लिखित परीक्षा जनवरी के अंतिम सप्ताह में ली जा सकेंगी।
10. यदि किसी भी केन्द्र पर सरल हिन्दी कक्षा के संचालन में किसी भी प्रकार की अनियमितता पायी जाती है तो उक्त केन्द्र को निरस्त कर दिया जाएगा।

प्रश्नपत्र की रूपरेखा निम्नलिखित होगी –

- प्रथम प्रश्नपत्र में गद्य-पद्य पर आधारित प्रश्न 100 अंकों के होंगे।
- द्वितीय प्रश्नपत्र में संभाषण के लिए 50 अंक और 2 प्रकल्प के लिए (25-25) अंक निर्धारित हैं।
- अभिव्यक्ति क्षमता और प्रकल्प के लिए भाषा की शुद्धता को देखते हुए विद्यार्थियों को अंक दिए जायेंगे।
- संभाषण परीक्षक/संचालक को ही लेना होगा।
- प्रकल्प परीक्षा के उपरांत सभी प्रकल्प सभा कार्यालय में भिजवाना आवश्यक है। प्रकल्प जाँचकर उसे योग्य नंबर देना शिक्षक का कार्य होगा।



Date:- 09-11-2022

## B. M. RUIA GIRLS' COLLEGE

Gamdevi Mumbai – 400 007

### NOTICE

As per the instructions received from SNDT Women's University regarding implementation of short term add on multidisciplinary courses to students of PG/UG degree course under NEP for the academic year 2022-23, it was mandatory to conduct courses of 2 credits in each semester or courses of 2+2 or 4 credits in Second semester.

Hindi department of our college is starting a Certificate course of 2 credits on 'सरल हिंदी प्रशिक्षण पाठ्यक्रम' in collaboration with हिंदुस्तानी प्रचार संभा (सहयोग - केंद्रीय हिंदी निदेशालय, मानव संसाधन विकास मंत्रालय, भारत सरकार).

Fees is Rs.350 (Three Hundred and Fifty only) which includes books and study materials.




Duration of the Certificate Course is 38 hours.

Interested students are requested to give their names to Mrs. Sharmila Sharma and fill the form in College Office latest by 14<sup>th</sup> Nov. 2022. Students can pay the Fees by 17<sup>th</sup> Nov. 2022.




(Dr. Santosh Kaul Kak)  
Principal

AS/SS/RP/SKK



B.Com I   
B.Com II   
B.Com III 

B.A. I  
B.A. II   
B.A. III 

B.M.S. I  
B.M.S. II  
B.M.S. III

BAMM I  
BAMM II }   
BAMM III }

BCA I  
BCA II }   
BCA III }

M.A. II   
M.Com. I }   
M.Com. II }



हिन्दुस्तानी प्रचार सभा  
ہندوستانی پرچار سبھا  
HINDUSTANI PRACHAR SABHA

Mahatma Gandhi Memorial Building, 7 Netaji Subhash Marg, Near Charni Road Station (W), Mumbai - 400 002

**To whomsoever it may concern**

This is to certify that Dr./Mr. / Mrs. ....Sanjay Kaul Kak..... ,  
from B.M. Ruia Girls' College, Gamdevi, Mumbai is member  
of Saral Hindi Syllabus review Committee. He/She was invited for the  
meeting held on 22 December, 2022 and 21 February, 2023.

*Patch*

Feroze Patch  
Trustee & Hon. Secretary  
21/02/2023

Name	class	Sign
Annu Mishra	T.Y.B.A	<u>Annu</u>
Nisha Bagretha.	T.Y.B.A	<u>Nisha</u> ...
Kajal Singh	T.Y.B.A	<u>Kajal</u>
Divya Salunkhe	TYBA	<u>Divya</u>
Pinky Kumawat	T.Y.BA	<del>Pinky</del>
Nikita . Solanki	T.Y.B.A.	<u>Nikita</u>
Kavita . Purohit	T.Y.B.A	<u>Kavita</u>
Kusum . Chavan,	T.Y.B.A	<u>Kusum</u>
Prachi Singh	T.Y.BA	<u>Prachi</u>
Rajshree B. Ram	T.Y.B.A	<u>Rajshree</u>
Shobha R. Kanodia	T.Y.B.A	<u>Shobha</u>
Rushpa V. Kanodia	T.Y.B.A	<u>Rushpa</u>
Kusum Saroj	T.Y.B.A	<u>Kusum</u>
Neetam Rajbhar.	F.Y.B.A.	<u>Neetam.R</u>
Swati Prajapati	T.Y.B.A.	<u>Swati</u>



Anjali Normal	S.Y.B.A	<u>Anjali</u>
Aanchal Mishra	S.Y.B.A	<u>Amisha</u>
Priyanka Prajapati	SYBA	<u>Priyanka</u>
Rupam Singh	T.Y.BA	<u>Rupam Singh</u>
Aanchal Kanojiya	T.Y.B.A	<u>Aanchal</u>
Jyoti Pal	T.Y.B.A	<u>Jyoti</u>
Manisha Babulal	T.Y.B.A	<u>Manisha</u>
Nirma Choudhary	T.Y.B.A	<u>Nirma</u>

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# हिन्दी सरोज



हिन्दुस्तानी प्रचार सभा



# हिन्दी सरोज

अनुपूरक पुस्तक



हिन्दुस्तानी प्रचार सभा



सरल हिंदी कोर्स  
शैक्षणिक वर्ष: 2022-2023

अ.क्र.	आसन क्र.	छात्रा का नाम	प्राप्तांक %	ABC ID
01	5861	पिंकी कुमावत	80.5%	139-719-887-313
02	5862	निकिता पी. सोलंकी	80%	395-532-443-270
03	5863	स्वाति जितेंद्र प्रजापति	86.5%	208-046-294-965
04	5864	मिताली रावल	52.5%	186-304-598-161
05	5865	साबरीन खुर्शीद आलम शेख	.....	989-144-831-500
06	5866	शहरीन ज़फर अंसारी	69.5%	
07	5867	दिव्या सालुंखे	48%	772-706-101-026
08	5868	नीतम राजभर	70.5%	922-341-267-206
09	5869	काजल सुनील कुमार सिंह	65.5%	963-616-350-170
10	5870	प्रियंका रामसागर प्रजापति	82%	603-733-489-428
11	5871	निरमा चौधरी	76.5%	453-997-693-322
12	5872	निशा सुनील बगरेठा	72%	472-851-681-561
13	5873	नीलम तुलसीराम सहानी	69.5%	113-512-700-453
14	5874	ज्योति पाल	74%	618-640-308-152
15	5875	राजश्री बी. राम	82.5%	117-988-267-131
16	5876	डिंपल बी. सेन	78%	803-214-874-406
17	5877	आंचल विनोद कनौजिया	71.5%	286-807-911-015
18	5878	आईशा नासिमअली शेख	64.5%	897-350-006-806
19	5879	कुसुम सरोज	73%	485-567-897-220
20	5980	संध्या धरमपाल सहानी	76%	984-378-447-141
21	5881	प्रजापति पूनम आर.	83%	175-469-722-311
22	5882	अन्नू श्याममुरारी मिश्रा	56.5%	662-413-340-799
23	5883	रूपमकुमारी धनंजय कुमार सिंह	78%	111-777-259-912



24	5884	निर्मल अंजली दलीप	78%	927-641-174-520
25	5885	आंचल मिश्रा	70%	665-599-049-195
26	5886	साक्षी सिंह	81.5%	796-664-487-775
27	5887	नरगिस परवीन शेख	80%	
28	5888	मनीषा बाबूलाल	66.5%	678-430-050-734
29	5889	रिया मनोज राय	54.50%	
30	5890	प्राची वीरेन्द्र सिंह	81.50%	665-662-279-466
31	5891	अराधना निर्मल	70.50%	909-907-241-408
32	5892	खुशबू छोटेलाल कनौजिया	60%	729-335-268-337
33	5993	प्रजापति आसूबेन	74%	435-079-019-646
34	5994	शोभा राजकुमार कनौजिया	85.50%	188-401-716-403
35	5895	कविता पुरोहित	80%	728-859-974-058
36	5896	आयुषी शर्मा	81%	666-238-394-501
37	5897	पूजा कनौजिया	58%	784-021-318-910
38	5898	पुष्पा कनौजिया	79%	567-648-933-060
39	5899	पटेल रमीला	84%	131-586-910-051

40	5900	मंजू शर्मा	57%	535-424-963-676
41	5770	कुसुम चव्हाण	67.50%	970-405-805-455



2022-2023<sub>time</sub>

[illegible]



[illegible]



सरल हिंदी कोर्स (2022-23)  
मूल्यांकन पद्धति

आंतरिक परीक्षा → 100 नम्बर की ली जाती है जिसमें 50 नम्बर का प्रकल्प दिया जाता है, 25 नम्बर का मौखिक परीक्षा एवं 25 नम्बर का प्रेजेंटेशन (प्रस्तुति) लिया जाता है।

कुल नम्बर = 100 नं.  
प्रकल्प = 50 नं.  
मौखिक परीक्षा = 25 नं.  
प्रस्तुतिकरण (प्रेजेंटेशन) = 25 नं.

बाह्य परीक्षा → 100 नम्बर की लिखित परीक्षा ली जाती है जिसका प्रश्न-पत्र हिंदुस्तानी प्रचार सभा द्वारा ~~दिए~~ महाविद्यालय को भेजा जाता है और परीक्षा के उपरान्त उत्तर-पुस्तिकाएँ सीलबंद करके हिंदुस्तानी प्रचार सभा को जाँचने के लिए भेज दी जाती हैं। ये उत्तर-पुस्तिकाएँ अन्य महाविद्यालय के परीक्षकों द्वारा जाँची जाती हैं।





# हिन्दुस्तानी प्रचार सभा, मुंबई

(महात्मा गाँधी द्वारा सन् 1942 में स्थापित)



महात्मा गाँधी मेमोरियल बिल्डिंग, 7, नेताजी सुभाष रोड, चर्नीरोड, मुंबई - 400 002

## प्रमाण - पत्र

### सरल हिन्दी पाठ्यक्रम

मूल्यवर्धित पाठ्यक्रम-2 श्रेयांक (वैल्यू एडेड कोर्स-2 क्रेडिट)

प्रमाणित किया जाता है कि श्री/सुश्री पुष्पा विजय कलौजिया  
(केन्द्र : सी. प्रम. रुइया महिला महाविद्यालय मुंबई.....) ने हिन्दुस्तानी प्रचार सभा द्वारा संचालित  
सरल हिन्दी पाठ्यक्रम की परीक्षा प्रथम विशेष घोषणा  
श्रेणी में उत्तीर्ण की।

Bawl  
प्राचार्य

दिनांक : 25 अप्रैल, 2023



पिपरोज पेंच

ट्रस्टी व मानद सचिव

सहयोग : केन्द्रीय हिन्दी निदेशालय, मानव संसाधन विकास मंत्रालय, भारत सरकार





# हिन्दुस्तानी प्रचार सभा, मुंबई

(महात्मा गाँधी द्वारा सन् 1942 में स्थापित)



महात्मा गाँधी मेमोरियल बिल्डिंग, 7, नेताजी सुभाष रोड, चर्नीरोड, मुंबई - 400 002

## प्रमाण - पत्र

### सरल हिन्दी पाठ्यक्रम

मूल्यवर्धित पाठ्यक्रम-2 श्रेयांक (वैल्यू एडेड कोर्स-2 क्रेडिट)

प्रमाणित किया जाता है कि श्री/सुश्री काविता जबाराभ पुरोहित  
(केन्द्र : बी.एम. रुद्रा महिला महाविद्यालय मुंबई) ने हिन्दुस्तानी प्रचार सभा द्वारा संचालित  
सरल हिन्दी पाठ्यक्रम की परीक्षा प्रथम विशेष श्रेणी  
श्रेणी में उत्तीर्ण की।

Gaul  
प्राचार्य

दिनांक : .....  
**25 अप्रैल, 2023**



प्रबोध पंच

ट्रस्टी व मानद सचिव

सहयोग : केन्द्रीय हिन्दी निदेशालय, मानव संसाधन विकास मंत्रालय, भारत सरकार





## हिन्दुस्तानी प्रचार सभा

महात्मा गाँधी मेमोरियल बिल्डिंग 7, नेताजी सुभाष रोड, मुंबई - 400 002

### सरल हिन्दी परीक्षा प्राप्तांक तालिका

रोल नं.: 5867

वार्षिक परीक्षा : मार्च, 2023

श्री/सुश्री ..... दिव्या सालुंखे ..... को ..  
..... बी. एम. रूइया महिला महाविद्यालय, मुंबई ..... केन्द्र से सरल हिन्दी  
परीक्षा में निम्नलिखित अंक प्राप्त हुए।

प्रश्नपत्र	पूर्णांक	प्राप्तांक	विशेष
गद्य व पद्य	100	58	
संभाषण	50	18	
प्रकल्प	50	20	
कुल योग	200	96	
परिणाम	उत्तीर्ण	अनुत्तीर्ण	48 %
श्रेणी	प्रथम	द्वितीय	तृतीय

सूचना : परीक्षा में उत्तीर्ण होने के लिए प्रत्येक प्रश्नपत्र में 35 प्रतिशत और औसत 40 प्रतिशत अंक प्राप्त करना आवश्यक है।



दिनांक : 25 अप्रैल, 2023

  
(डॉ. रीता कुमार)  
विशेष कार्य अधिकारी





## हिन्दुस्तानी प्रचार सभा

महात्मा गाँधी मेमोरियल बिल्डिंग 7, नेताजी सुभाष रोड, मुंबई - 400 002

### सरल हिन्दी परीक्षा

प्राप्तांक तालिका

रोल नं.: 5899

वार्षिक परीक्षा : मार्च, 2023


श्री/सुश्री ..... पटेल रमिला त्रिकमजी ..... को  
..... बी. एम. रूइया महिला महाविद्यालय, मुंबई ..... केन्द्र से सरल हिन्दी  
परीक्षा में निम्नलिखित अंक प्राप्त हुए।

प्रश्नपत्र	पूर्णांक	प्राप्तांक	विशेष
गद्य व पद्य	100	89	
संभाषण	50	40	
प्रकल्प	50	39	
कुल योग	200	168	
परिणाम	उत्तीर्ण	अनुत्तीर्ण	84 %
श्रेणी	प्रथम (विशेष योग्यता)	द्वितीय	तृतीय

सूचना : परीक्षा में उत्तीर्ण होने के लिए प्रत्येक प्रश्नपत्र में 35 प्रतिशत और औसत 40 प्रतिशत अंक प्राप्त करना आवश्यक है।

दिनांक : 25 अप्रैल, 2023



  
(डॉ. रीता कुमार)  
विशेष कार्य अधिकारी





## हिन्दुस्तानी प्रचार सभा

महात्मा गाँधी मेमोरियल बिल्डिंग 7, नेताजी सुभाष रोड, मुंबई - 400 002

### सरल हिन्दी परीक्षा

#### प्राप्तांक तालिका

रोल नं.: 5893

वार्षिक परीक्षा : मार्च, 2023

श्री/सुश्री ..... प्रजापति आशु दर्घभाई ..... को  
..... बी. एम. रूइया महिला महाविद्यालय, मुंबई ..... केन्द्र से सरल हिन्दी  
परीक्षा में निम्नलिखित अंक प्राप्त हुए।

प्रश्नपत्र	पूर्णांक	प्राप्तांक	विशेष
गद्य व पद्य	100	84	
संभाषण	50	33	
प्रकल्प	50	31	
कुल योग	200	148	
परिणाम	उत्तीर्ण	अनुत्तीर्ण	74 %
श्रेणी	प्रथम (विशेष योग्यता)	द्वितीय	तृतीय

सूचना : परीक्षा में उत्तीर्ण होने के लिए प्रत्येक प्रश्नपत्र में 35 प्रतिशत और औसत 40 प्रतिशत अंक प्राप्त करना आवश्यक है।



दिनांक : 25 अप्रैल, 2023

(डॉ. रीता कुमार)  
विशेष कार्य अधिकारी





## हिन्दुस्तानी प्रचार सभा

महात्मा गाँधी मेमोरियल बिल्डिंग 7, नेताजी सुभाष रोड, मुंबई - 400 002

### सरल हिन्दी परीक्षा प्राप्तांक तालिका

रोल नं.: 5883

वार्षिक परीक्षा : मार्च, 2023

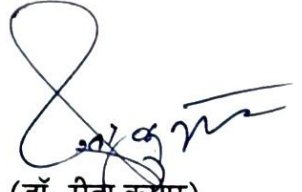
श्री/सुश्री ..... रूपमकुमारी धनंजयकुमार सिंह ..... को  
..... बी. एम. रूइया महिला महाविद्यालय, मुंबई ..... केन्द्र से सरल हिन्दी  
परीक्षा में निम्नलिखित अंक प्राप्त हुए।

प्रश्नपत्र	पूर्णांक	प्राप्तांक	विशेष
गद्य व पद्य	100	81	
संभाषण	50	38	
प्रकल्प	50	37	
कुल योग	200	156	
परिणाम	उत्तीर्ण	अनुत्तीर्ण	78 %
श्रेणी	प्रथम (विशेष योग्यता)	द्वितीय	तृतीय

सूचना : परीक्षा में उत्तीर्ण होने के लिए प्रत्येक प्रश्नपत्र में 35 प्रतिशत और औसत 40 प्रतिशत अंक प्राप्त करना आवश्यक है।

दिनांक : 25 अप्रैल, 2023



  
(डॉ. रीता कुमार)  
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## हिन्दुस्तानी प्रचार सभा

महात्मा गाँधी मेमोरियल बिल्डिंग 7, नेताजी सुभाष रोड, मुंबई - 400 002

### सरल हिन्दी परीक्षा

#### प्राप्तांक तालिका

रोल नं.: 5882

वार्षिक परीक्षा : मार्च, 2023

श्री/सुश्री ..... अन्नु श्याममुरारी मिश्रा ..... को  
..... बी. एम. रूइया महिला महाविद्यालय, मुंबई ..... केन्द्र से सरल हिन्दी  
परीक्षा में निम्नलिखित अंक प्राप्त हुए।

प्रश्नपत्र	पूर्णांक	प्राप्तांक	विशेष
गद्य व पद्य	100	69	
संभाषण	50	17	
प्रकल्प	50	27	
कुल योग	200	113	
परिणाम	उत्तीर्ण	अनुत्तीर्ण	56.5 %
श्रेणी	प्रथम	द्वितीय	तृतीय

सूचना : परीक्षा में उत्तीर्ण होने के लिए प्रत्येक प्रश्नपत्र में 35 प्रतिशत और औसत 40 प्रतिशत अंक प्राप्त करना आवश्यक है।



दिनांक : 25 अप्रैल, 2023

(डॉ. रीता कुमार)  
विशेष कार्य अधिकारी





## हिन्दुस्तानी प्रचार सभा

महात्मा गाँधी मेमोरियल बिल्डिंग 7, नेताजी सुभाष रोड, मुंबई - 400 002

### सरल हिन्दी परीक्षा

प्राप्तांक तालिका

रोल नं.: 5880

वार्षिक परीक्षा : मार्च, 2023


श्री/सुश्री ..... संध्या धरमपाल सहानी ..... को  
..... बी. एम. रूइया महिला महाविद्यालय, मुंबई ..... केन्द्र से सरल हिन्दी  
परीक्षा में निम्नलिखित अंक प्राप्त हुए।

प्रश्नपत्र	पूर्णांक	प्राप्तांक	विशेष
गद्य व पद्य	100	84	
संभाषण	50	35	
प्रकल्प	50	33	
कुल योग	200	152	
परिणाम	उत्तीर्ण	अनुत्तीर्ण	76 %
श्रेणी	प्रथम (विशेष योग्यता)	द्वितीय	तृतीय

सूचना : परीक्षा में उत्तीर्ण होने के लिए प्रत्येक प्रश्नपत्र में 35 प्रतिशत और औसत 40 प्रतिशत अंक प्राप्त करना आवश्यक है।



दिनांक : 25 अप्रैल, 2023

  
(डॉ. रीता कुमार)

विशेष कार्य अधिकारी





## हिन्दुस्तानी प्रचार सभा

महात्मा गाँधी मेमोरियल बिल्डिंग 7, नेताजी सुभाष रोड, मुंबई - 400 002

### सरल हिन्दी परीक्षा

#### प्राप्तांक तालिका

रोल नं.: 5876

वार्षिक परीक्षा : मार्च, 2023


श्री/सुश्री ..... डिंपल बी. सेन ..... को  
... बी. एम. रूइया महिला महाविद्यालय, मुंबई ..... केन्द्र से सरल हिन्दी  
परीक्षा में निम्नलिखित अंक प्राप्त हुए।

प्रश्नपत्र	पूर्णांक	प्राप्तांक	विशेष
गद्य व पद्य	100	79	
संभाषण	50	40	
प्रकल्प	50	37	
कुल योग	200	156	
परिणाम	उत्तीर्ण	अनुत्तीर्ण	78 %
श्रेणी	प्रथम (विशेष योग्यता)	द्वितीय	तृतीय

सूचना : परीक्षा में उत्तीर्ण होने के लिए प्रत्येक प्रश्नपत्र में 35 प्रतिशत और औसत 40 प्रतिशत अंक प्राप्त करना आवश्यक है।



दिनांक : 25 अप्रैल, 2023

  
(डॉ. रीता कुमार)  
विशेष कार्य अधिकारी





## हिन्दुस्तानी प्रचार सभा

महात्मा गाँधी मेमोरियल बिल्डिंग 7, नेताजी सुभाष रोड, मुंबई - 400 002

### सरल हिन्दी परीक्षा प्राप्तांक तालिका

रोल नं.: 5873

वार्षिक परीक्षा : मार्च, 2023

श्री/सुश्री ..... नीलम तुलशीराम सहानी ..... को  
..... बी. एम. रूइया महिला महाविद्यालय, मुंबई ..... केन्द्र से सरल हिन्दी  
परीक्षा में निम्नलिखित अंक प्राप्त हुए।

प्रश्नपत्र	पूर्णांक	प्राप्तांक	विशेष
गद्य व पद्य	100	71	
संभाषण	50	34	
प्रकल्प	50	34	
कुल योग	200	139	
परिणाम	उत्तीर्ण	अनुत्तीर्ण	69.5 %
श्रेणी	प्रथम	द्वितीय	तृतीय

सूचना : परीक्षा में उत्तीर्ण होने के लिए प्रत्येक प्रश्नपत्र में 35 प्रतिशत और औसत 40 प्रतिशत अंक प्राप्त करना आवश्यक है।



दिनांक : 25 अप्रैल, 2023

(डॉ. रीता कुमार)  
विशेष कार्य अधिकारी





## हिन्दुस्तानी प्रचार सभा

महात्मा गाँधी मेमोरियल बिल्डिंग 7, नेताजी सुभाष रोड, मुंबई - 400 002

### सरल हिन्दी परीक्षा

#### प्राप्तांक तालिका

रोल नं.: 5872

वार्षिक परीक्षा : मार्च, 2023

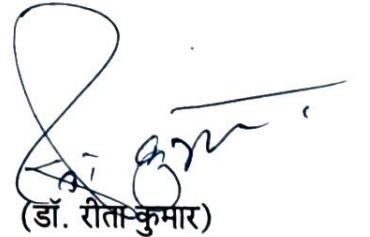
श्री/सुश्री ..... निशा सुनिल बागरेथा ..... को  
..... बी. एम. रूइया महिला महाविद्यालय, मुंबई ..... केन्द्र से सरल हिन्दी  
परीक्षा में निम्नलिखित अंक प्राप्त हुए।

प्रश्नपत्र	पूर्णांक	प्राप्तांक	विशेष
गद्य व पद्य	100	77	
संभाषण	50	31	
प्रकल्प	50	36	
कुल योग	200	144	
परिणाम	उत्तीर्ण	अनुत्तीर्ण	72 %
श्रेणी	प्रथम (विशेष योग्यता)	द्वितीय	तृतीय

सूचना : परीक्षा में उत्तीर्ण होने के लिए प्रत्येक प्रश्नपत्र में 35 प्रतिशत और औसत 40 प्रतिशत अंक प्राप्त करना आवश्यक है।



दिनांक : 25 अप्रैल, 2023

  
(डॉ. रीता कुमार)

विशेष कार्य अधिकारी





## हिन्दुस्तानी प्रचार सभा

महात्मा गाँधी मेमोरियल बिल्डिंग 7, नेताजी सुभाष रोड, मुंबई - 400 002

### सरल हिन्दी परीक्षा प्राप्तांक तालिका

रोल नं.: 5871

वार्षिक परीक्षा : मार्च, 2023

श्री/सुश्री ..... निरमा चौधरी ..... को  
..... बी. एम. रूइया महिला महाविद्यालय, मुंबई ..... केन्द्र से सरल हिन्दी  
परीक्षा में निम्नलिखित अंक प्राप्त हुए।

प्रश्नपत्र	पूर्णांक	प्राप्तांक	विशेष
गद्य व पद्य	100	76	
संभाषण	50	37	
प्रकल्प	50	40	
कुल योग	200	153	
परिणाम	उत्तीर्ण	अनुत्तीर्ण	76.5 %
श्रेणी	प्रथम (विशेष योग्यता)	द्वितीय	तृतीय

सूचना : परीक्षा में उत्तीर्ण होने के लिए प्रत्येक प्रश्नपत्र में 35 प्रतिशत और औसत 40 प्रतिशत अंक प्राप्त करना आवश्यक है।



दिनांक : 25 अप्रैल, 2023

  
(डॉ. रीता कुमार)

विशेष कार्य अधिकारी







**B. M. RUIA GIRLS' COLLEGE**  
&  
**Sitaram Deora Institute of Management Studies**

**Notice**

We would like to inform you that as per the circular received from SNDT Women's University regarding implementation of "Add-on courses" under NEP 2020, for UG program, the Department of English in association with the Internal Quality Assurance Cell of B. M. Ruia Girls' College is conducting A **2 Credits, 34 hours, Add-on Course 'English for Career Advancement'**. Interested students are requested to collect the registration form from the college office and submit the same along with **course fee 150/-** to the office on or before 9th February, 2023.

The course will commence from **Friday, 10th February, 2023 onwards**. The course will be conducted exclusively for B.A I and B.Com I students.

The students will be provided certificates only after completing the course successfully and the credits will reflect in the final marksheets.

The following faculty of our college will conduct the course:

Dr. Kavita Patil,  
Assistant Professor of English,  
B. M. Ruia Girls' College,  
Gamdevi, Mumbai - 400007.

The interested students are requested to register for the course.

  
(Dr. Mrs. Santosh Kaul Kak)  
Principal

AS/KP/SKK

B.Com - I

B.A. - I



## Course Planning in Blended Learning Mode - 'English for Career Advancement'

<b>Faculty/Instructor: (Your Name)</b>	<b>Dr. Kavita Patil, Assistant Professor of English.</b>
<b>Institute (Dept/College/Institute):</b>	<b>B. M. Ruia Girls' College, Mumbai- 400007.</b>
<b>Programme:</b>	<b>B.A and B.Com</b>
<b>Course Topic:</b>	<b>English for Career Advancement</b>
<b>Intended participants' size per batch:</b>	<b>40</b>
<b>Duration:</b>	<b>34 hours</b> (34 hours for learning from resources, live sessions, active participation in individual and group activities, assignments, etc. in both in-class and out-of-class settings)

### Learning Outcomes (LO):

#### After completing this course, participants will be able to:

1. To follow the steps in the job search process.
2. To describe themselves and their experiences in a resume.
3. To write a clear cover letter that tells employers why they are the right person for the job.
4. To use job-seekers' language to meet new people, make small talk, and describe themselves.
5. To build their job-related vocabulary and develop interview skills.



### Course Structure

		<b>Modules and sub-topics</b>	<b>Hours</b>	<b>Weightage (%)</b>
		<b>Module 1: Entering the Job Market</b>	7	20%
1.	1.1	Introduction to Career Development	1	
2.	1.2	Identifying Your Interests and Skills	1	
3.	1.3	Basic and Advanced: What you offer the world	2	
4.	1.4	Language Focus: vocabulary, word forms, verb tenses, phrases	1	
5.	1.5	Understanding Job Descriptions: Reading a Job Advertisement	1	
6.	1.6	Using the Internet and Social Media to Search for a Job	1	
		<b>Module 2: Resumes</b>	7	20%
7.	2.1	Parts of a Resume	1	
8.	2.2	Writing a Resume, Part 1: Name and Contact Information	1	
9.	2.3	Using Keywords Effectively	1	
10.	2.4	Writing a Resume, Part 2: Headline and Summary	1	
11.	2.5	Writing a Resume, Part 3: Work Experience	1	



12.	2.6	Writing a Resume, Part 4: Education	1	
13.	2.7	Writing a Resume, Part 5: Complete your Resume	1	
		<b>Module 3: Writing a Cover Letter</b>	7	20%
14.	3.1	What is a Cover Letter?	1	
15.	3.2	Sample Cover Letters	1	
16.	3.3	Parts of the Cover Letter	1	
17.	3.4	Cover Letter Paragraph 1- Introducing Yourself	1	
18.	3.5	Cover Letter Paragraph 2- Highlighting Your Skills in the Cover letter	1	
19.	3.6	Cover Letter Paragraph 3- Closing	1	
20.	3.7	Language Focus: Present Perfect Vs. Past Tense	1	
		<b>Module 4: Networking</b>	6	20%
21.	4.1	What is Networking?	1	
22.	4.2	Making Small Talk	2	
23.	4.3	Networking Elevator speech- What to Say When Networking	1	
24.	4.4	Language Focus: Networking Elevator Speech- Deliver	1	



25.	4.5	Preparing a Networking Elevator Speech	1	
		<b>Module 5: Interviewing for a Job</b>	7	20%
26.	5.1	Overview of the Job Interview	1	
27.	5.2	Basic and Advanced: Interview Tips	2	
28.	5.3	Language Focus: Asking for Clarification in an Interview	1	
29.	5.4	Sample Interview: Do's and Dont's Part I	1	
30.	5.5	Sample Interview: Do's and Dont's Part II	1	
31.	5.6	Responding to an Interview Question	1	



## Course Plan

**(2 credits: 34 hours including reading, viewing hours, and activities)**

\* Copyrighted with permission (CP),      \* Instructor Made: (IM)      \* Discussion Forum: (DF)      \*OER: Open Educational Resource

Sr. No. of Module	Number of related LO	Week/Dates	Out-of-class Mode		ICT Tool/ Platform/ LMS	In-class Mode		Duration in Min.
			<b>Resources (Digital/Non-digital) Books/ articles/ pdf/ URL/ OER*/ CP*/ IM*)</b>	<b>*Activity (Field work/ project/ collaboration on DF* etc./ Creative products, etc.)</b>		<b>Resources (digital/non-digital resources to be provided in the class for group-work)</b>	<b>*Activity (CLS group-work/ instructor-led methods such as lecturettes, demo/ Concept-mapping/ Quiz/ Games, etc.</b>	
<b>1.1</b> Introduction to the Career Development Process	<b>1</b>	<b>Week 1</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/1Gi1Z9kKUbuFYHivSWd57ozXO2HOKuMjj/view?usp=share_link">https://drive.google.com/file/d/1Gi1Z9kKUbuFYHivSWd57ozXO2HOKuMjj/view?usp=share_link</a>	<b>Quiz:</b> <a href="https://quizizz.com/admin/quiz/58da6d59fed1bc635b93b825/quiz-3-career-development?ctaSource=main-header&amp;fromPage=admin-quizType-id-slug">https://quizizz.com/admin/quiz/58da6d59fed1bc635b93b825/quiz-3-career-development?ctaSource=main-header&amp;fromPage=admin-quizType-id-slug</a>	<b>Google Classroom</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/1LHzjJKYel2y7ka16NcWvV3Qf6-N4o92m/view?usp=share_link">https://drive.google.com/file/d/1LHzjJKYel2y7ka16NcWvV3Qf6-N4o92m/view?usp=share_link</a>	<b>Lecture</b>	<b>60 minutes</b>
<b>1.2</b> Identifying Your Interests and Skills	<b>1</b>	<b>Week 1</b>	<b>Video:</b> <a href="https://youtu.be/bt9VdqvYDSc">https://youtu.be/bt9VdqvYDSc</a>	<b>Discussion Forum:</b> Make a list of your interests and post on google classroom.	<b>Google Classroom</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/1XOma-smA5sbJsRQga0yhsxOjfnXOsNr_/">https://drive.google.com/file/d/1XOma-smA5sbJsRQga0yhsxOjfnXOsNr_/</a>	<b>Lecture</b>	<b>60 minutes</b>



						<a href="#">view?usp=share_link</a>		
<b>1.3</b> Basic and Advanced: What you offer the world	<b>1</b>	<b>Week 1</b>	<b>Reading:</b> <a href="https://docs.google.com/document/d/13yb0nVDIaMVGyRHgZayqwMlt2yLs_IwjnAlIuQIz9nk/edit?usp=share_link">https://docs.google.com/document/d/13yb0nVDIaMVGyRHgZayqwMlt2yLs_IwjnAlIuQIz9nk/edit?usp=share_link</a>	<b>Quiz:</b> <a href="https://do2learn.com/JobTIPS/DeterminingInterests/InterestsQuiz/Quiz.php">https://do2learn.com/JobTIPS/DeterminingInterests/InterestsQuiz/Quiz.php</a>	<b>Google Classroom</b>	<b>Reading:</b> <a href="https://docs.google.com/document/d/13rG1NTBmJBZymrw-c-AZFpab2SetnZqj_Ju342txvy2s/edit?usp=share_link">https://docs.google.com/document/d/13rG1NTBmJBZymrw-c-AZFpab2SetnZqj_Ju342txvy2s/edit?usp=share_link</a>	<b>Lecture</b>	<b>120 minutes</b>
<b>1.4</b> Language Focus: vocabulary, word forms, verb tenses, phrases	<b>1</b>	<b>Week 1</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/1vdP_UfULdC683v66tkSQn0ubfsea9T10/view?usp=share_link">https://drive.google.com/file/d/1vdP_UfULdC683v66tkSQn0ubfsea9T10/view?usp=share_link</a>	<b>Quiz:</b> <a href="https://www.english.com/learnenglish/lessons/word-forms-quiz">https://www.english.com/learnenglish/lessons/word-forms-quiz</a>	<b>Google Classroom</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/1FCZkyhndXS8vA9LyhRfawBi119PKCrHk/view?usp=share_link">https://drive.google.com/file/d/1FCZkyhndXS8vA9LyhRfawBi119PKCrHk/view?usp=share_link</a>	<b>Lecture and Quiz:</b> <a href="https://www.englishclub.com/esl-quiz/grammar-5-tenses-2.php">https://www.englishclub.com/esl-quiz/grammar-5-tenses-2.php</a>	<b>60 minutes</b>
<b>1.5</b> Understanding Job Descriptions: Reading a Job Advertisement	<b>1</b>	<b>Week 1</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/1LLV4C_fWIJFzki0EanBGyXsE2SM0NuGh/view?usp=share_link">https://drive.google.com/file/d/1LLV4C_fWIJFzki0EanBGyXsE2SM0NuGh/view?usp=share_link</a>	<b>Quiz:</b> <a href="https://quizizz.com/admin/quiz/5d09f05532bcb001a9d0d34/reading-advertisement">https://quizizz.com/admin/quiz/5d09f05532bcb001a9d0d34/reading-advertisement</a>	<b>Google Classroom</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/129x6Ttq-4y4wVvvideWqRfiMpQiHNQto/view?usp=share_link">https://drive.google.com/file/d/129x6Ttq-4y4wVvvideWqRfiMpQiHNQto/view?usp=share_link</a>	<b>Lecture</b>	<b>60 minutes</b>



<b>1.6</b> Using the Internet and Social Media to Search for a Job	<b>1</b>	<b>Week 1</b>	<b>Reading:</b> <a href="https://docs.google.com/document/d/1GUYCAn-9ho7n4zpXDHBxlqpyWPEGmH_3Fb6qq3ZwD4/edit?usp=share_link">https://docs.google.com/document/d/1GUYCAn-9ho7n4zpXDHBxlqpyWPEGmH_3Fb6qq3ZwD4/edit?usp=share_link</a>	<b>Field Work:</b> Like and make a list of the pages on Facebook which update about jobs for freshers in India.	<b>Google Classroom</b>	<b>Reading:</b> <a href="https://docs.google.com/document/d/1soevPNH6vCr6UGmz4AFkeDIQs4J6Uyh--Sd28ELgtq8/edit?usp=share_link">https://docs.google.com/document/d/1soevPNH6vCr6UGmz4AFkeDIQs4J6Uyh--Sd28ELgtq8/edit?usp=share_link</a>	<b>Lecture and Demo</b>	<b>60 minutes</b>
		<b>Week 1 Written Assignment (10 marks)</b>  Using the information from the readings and lectures, write about the similarities and differences in the job search process in your country and the United States. Write 5-8 complete sentences and use 2-3 phrases for compare/contrast.						



<b>2.1</b> Parts of a Resume	<b>2</b>	<b>Week 2</b>	<b>Reading:</b> <a href="https://docs.google.com/document/d/1dGHKrY5hOdlwPsvpPiaNkFtLlgIDkBjjZ1dupuSiYQw/edit?usp=share_link">https://docs.google.com/document/d/1dGHKrY5hOdlwPsvpPiaNkFtLlgIDkBjjZ1dupuSiYQw/edit?usp=share_link</a>	<b>Quiz:</b> <a href="https://www.englishclub.com/business-english/resumes-cv-quiz.php">https://www.englishclub.com/business-english/resumes-cv-quiz.php</a>	<b>Google Classroom</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/1Y4O6N9sw4vcG9DC2VuKkjeC0cB-R1oHZ/view?usp=share_link">https://drive.google.com/file/d/1Y4O6N9sw4vcG9DC2VuKkjeC0cB-R1oHZ/view?usp=share_link</a>	<b>Lecture</b>	<b>60 minutes</b>
<b>2.2</b> Writing a Resume, Part 1: Name and Contact Information	<b>2</b>	<b>Week 2</b>	<b>Reading:</b> <a href="https://docs.google.com/document/d/1wFxEDE33kFYpZqJAR0qsdQpB5WyKlyuRIFhgBkmF7CI/edit?usp=share_link">https://docs.google.com/document/d/1wFxEDE33kFYpZqJAR0qsdQpB5WyKlyuRIFhgBkmF7CI/edit?usp=share_link</a>	Preparing the first part of personal resume.	<b>Google Classroom</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/1b8hgpqteSVi_FpqzF0m4bOVSRNqqPPSP/view?usp=share_link">https://drive.google.com/file/d/1b8hgpqteSVi_FpqzF0m4bOVSRNqqPPSP/view?usp=share_link</a>	<b>Lecture</b>	<b>60 minutes</b>
<b>2.3</b> Using Keywords Effectively	<b>2</b>	<b>Week 2</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/1O6Bp4hTQ7JHF1nX4Cy8UNAtCi938PRNv/view?usp=share_link">https://drive.google.com/file/d/1O6Bp4hTQ7JHF1nX4Cy8UNAtCi938PRNv/view?usp=share_link</a>	Preparing a list of keywords used in resumes.	<b>Google Classroom</b>	<b>Reading:</b> <a href="https://docs.google.com/document/d/11fNWA4h2vAWbCQjAWZ6KiO38Seju4eAsO3NRfbspM5A/edit?usp=share_link">https://docs.google.com/document/d/11fNWA4h2vAWbCQjAWZ6KiO38Seju4eAsO3NRfbspM5A/edit?usp=share_link</a>	<b>Lecture</b>	<b>60 minutes</b>
<b>2.4</b> Writing a Resume, Part 2: Headline and Summary	<b>2</b>	<b>Week 2</b>	<b>Reading:</b> <a href="https://docs.google.com/document/d/1RY66wDw_owLqSZY9kRzyFUG3zjNYzB3CEfGYFyZhoVA/edit?usp=share_link">https://docs.google.com/document/d/1RY66wDw_owLqSZY9kRzyFUG3zjNYzB3CEfGYFyZhoVA/edit?usp=share_link</a>	Preparing the second part of personal resume.	<b>Google Classroom</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/1fdQu6isWC5BfMmZflsw79eYCVIgx09l/view?usp=share_link">https://drive.google.com/file/d/1fdQu6isWC5BfMmZflsw79eYCVIgx09l/view?usp=share_link</a>	<b>Lecture</b>	<b>60 minutes</b>
<b>2.5</b> Writing a Resume, Part	<b>2</b>	<b>Week 2</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/">https://drive.google.com/file/d/</a>	Preparing the third part of	<b>Google Classroom</b>	<b>Video:</b> <a href="https://drive.google.com/file/">https://drive.google.com/file/</a>	<b>Lecture</b>	<b>60 minutes</b>



3: Work Experience			<a href="https://docs.google.com/document/d/1SFCoalmGwCK9TOf-O6wGuT9DAsePNms9/view?usp=share_link">1SFCoalmGwCK9TOf-O6wGuT9DAsePNms9/view?usp=share_link</a>	personal resume.		<a href="https://drive.google.com/file/d/1CiyYhrFk1a0MtfI81qOnPOyPy9oDNgGa/view?usp=share_link">d/1CiyYhrFk1a0MtfI81qOnPOyPy9oDNgGa/view?usp=share_link</a>		
<b>2.6</b> Writing a Resume, Part 4: Education	<b>2</b>	<b>Week 2</b>	<b>Reading:</b> <a href="https://docs.google.com/document/d/1iZqsxkyNfTaUGASmKPIFtmDvhfFm1--bXoSI6R5HFEQ/edit?usp=share_link">https://docs.google.com/document/d/1iZqsxkyNfTaUGASmKPIFtmDvhfFm1--bXoSI6R5HFEQ/edit?usp=share_link</a>	Preparing the fourth part of personal resume.	<b>Google Classroom</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/1U965oC2vJ81bK8wiwaavQ-LltzVF5hgV/view?usp=share_link">https://drive.google.com/file/d/1U965oC2vJ81bK8wiwaavQ-LltzVF5hgV/view?usp=share_link</a>	<b>Lecture</b>	<b>60 minutes</b>
<b>2.7</b> Writing a Resume, Part 5: Complete your Resume	<b>2</b>	<b>Week 2</b>	<b>Reading:</b> <a href="https://docs.google.com/document/d/1GVbJ9RseDGe8liCNTk8Iu9O3JwzAszY-oviJUYgFSLQ/edit?usp=share_link">https://docs.google.com/document/d/1GVbJ9RseDGe8liCNTk8Iu9O3JwzAszY-oviJUYgFSLQ/edit?usp=share_link</a>	<b>Quiz:</b> <a href="https://quizizz.com/admin/quiz/5c0833681134b5001a3f89eb/parts-of-a-resume">https://quizizz.com/admin/quiz/5c0833681134b5001a3f89eb/parts-of-a-resume</a>	<b>Google Classroom</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/1DxmftPn3KtsQ-V5SoYUPXiMVmGexzrTK/view?usp=share_link">https://drive.google.com/file/d/1DxmftPn3KtsQ-V5SoYUPXiMVmGexzrTK/view?usp=share_link</a>	<b>Lecture</b>	<b>60 minutes</b>
		<b>Week 2 Written Assignment (10 marks)</b>  Write your one-page resume following the examples and guidelines in the unit.						



<b>3.1</b> What is a Cover Letter?	<b>3</b>	<b>Week 3</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/1i5ZDY7JVYJxfd eZN6wDNO3O urMampe4u/view?usp=share_link">https://drive.google.com/file/d/1i5ZDY7JVYJxfd eZN6wDNO3O urMampe4u/view?usp=share_link</a>	<b>Game:</b> <a href="https://edu.gcf.global.org/en/cover-letters-cover-letters-quiz/1/">https://edu.gcf.global.org/en/cover-letters-cover-letters-quiz/1/</a>	<b>Google Classroom</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/1_g9WHXEp97-jGN64obSSgEFgE41TOtOf/view?usp=share_link">https://drive.google.com/file/d/1_g9WHXEp97-jGN64obSSgEFgE41TOtOf/view?usp=share_link</a>	<b>Lecture</b>	<b>60 minutes</b>
<b>3.2</b> Sample Cover Letters	<b>3</b>	<b>Week 3</b>	<b>Reading:</b> <a href="https://novoresume.com/career-blog/cover-letter-examples">https://novoresume.com/career-blog/cover-letter-examples</a>	<b>Quiz:</b> <a href="https://www.englishclub.com/business-english/resumes-letter-quiz.php">https://www.englishclub.com/business-english/resumes-letter-quiz.php</a>	<b>Google Classroom</b>	<b>Reading:</b> <a href="https://drive.google.com/file/d/1iwDqBFH1Ni0RW5cnk0inMmrtQLJ7HZSM/view?usp=share_link">https://drive.google.com/file/d/1iwDqBFH1Ni0RW5cnk0inMmrtQLJ7HZSM/view?usp=share_link</a>	<b>Lecture</b>	<b>60 minutes</b>
<b>3.3</b> Parts of the Cover Letter	<b>3</b>	<b>Week 3</b>	<b>Reading:</b> <a href="https://docs.google.com/document/d/1JXpuFBdJU5D2OLVHfbH3u88DZN5W4Of4JshNmjm5g7Q/edit?usp=share_link">https://docs.google.com/document/d/1JXpuFBdJU5D2OLVHfbH3u88DZN5W4Of4JshNmjm5g7Q/edit?usp=share_link</a>	<b>Quiz:</b> <a href="https://quizizz.com/admin/quiz/5703f5001be4ef814b52a6f5/cover-letter">https://quizizz.com/admin/quiz/5703f5001be4ef814b52a6f5/cover-letter</a>	<b>Google Classroom</b>	<b>Reading:</b> <a href="https://docs.google.com/document/d/1NiSPWmrS8wDkliVL3Wzarw4U6XrxuhesKKszbzNcBZE/edit?usp=share_link">https://docs.google.com/document/d/1NiSPWmrS8wDkliVL3Wzarw4U6XrxuhesKKszbzNcBZE/edit?usp=share_link</a>	<b>Lecture</b>	<b>60 minutes</b>
<b>3.4</b> Cover Letter Paragraph 1- Introducing Yourself	<b>3</b>	<b>Week 3</b>	<b>Reading:</b> <a href="https://www.livcareer.com/resources/cover-letters/how-to/write/how-to-write-the-first-paragraph-of-your-cover-letter">https://www.livcareer.com/resources/cover-letters/how-to/write/how-to-write-the-first-paragraph-of-your-cover-letter</a>	<b>Quiz:</b> <a href="https://www.proprofs.com/quiz-school/quizshow.php?title=cover-letter-resume&amp;q=1">https://www.proprofs.com/quiz-school/quizshow.php?title=cover-letter-resume&amp;q=1</a>	<b>Google Classroom</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/18LVXcJcnR0s85bcnv97iydY_eZy48XBA/view?usp=share_link">https://drive.google.com/file/d/18LVXcJcnR0s85bcnv97iydY_eZy48XBA/view?usp=share_link</a>	<b>Lecture</b>	<b>60 minutes</b>
<b>3.5</b> Cover Letter Paragraph 2- Highlighting Your Skills	<b>3</b>	<b>Week 3</b>	<b>Reading:</b> <a href="https://in.indeed.com/career-advice/resumes-cover-letters/how-to-write-a-paragraph-for-your-cover-letter">https://in.indeed.com/career-advice/resumes-cover-letters/how-to-write-a-paragraph-for-your-cover-letter</a>	<b>Quiz:</b> <a href="https://quizizz.com/admin/quiz/5e3ae43e53be52001d8d6e">https://quizizz.com/admin/quiz/5e3ae43e53be52001d8d6e</a>	<b>Google Classroom</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/1rtJOfwWyBP_uRNJv5IIMXQ">https://drive.google.com/file/d/1rtJOfwWyBP_uRNJv5IIMXQ</a>	<b>Lecture</b>	<b>60 minutes</b>



in the Cover letter			<a href="#">w-to-format-a-cover-letter-example</a>	<a href="#">1b/cover-letters</a>		<a href="#">Qnwf6tKzdP/view?usp=share_link</a>		
<b>3.6</b> Cover Letter Paragraph 3-Closing	<b>3</b>	<b>Week 3</b>	<b>Reading:</b> <a href="https://www.thebalancemoney.com/what-to-include-in-the-body-section-of-a-cover-letter-2060306">https://www.thebalancemoney.com/what-to-include-in-the-body-section-of-a-cover-letter-2060306</a>	<b>G-Quiz IM OER</b> <a href="https://docs.google.com/forms/d/1kKV2P_5WLI6XQ1Sgxgnsr-rBrSeCT5TqtC0t6v_Z4Y/edit">https://docs.google.com/forms/d/1kKV2P_5WLI6XQ1Sgxgnsr-rBrSeCT5TqtC0t6v_Z4Y/edit</a>	<b>Google Classroom</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/1_qaK-zipsMhJr_5hXuaLk27sBsyVnaCS/view?usp=share_link">https://drive.google.com/file/d/1_qaK-zipsMhJr_5hXuaLk27sBsyVnaCS/view?usp=share_link</a>	<b>Lecture</b>	<b>60 minutes</b>
<b>3.7</b> Language Focus: Present Perfect Vs. Past Tense	<b>3</b>	<b>Week 3</b>	<b>Reading:</b> <a href="https://www.englishwithlove.com/blog/present-perfect-and-past-perfect">https://www.englishwithlove.com/blog/present-perfect-and-past-perfect</a>	<b>Quiz:</b> <a href="https://www.englishclub.com/grammar/verb-tenses/present-perfect-quiz.htm">https://www.englishclub.com/grammar/verb-tenses/present-perfect-quiz.htm</a>	<b>Google Classroom</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/1my-Sfp8cmZKoIoX-Rywi09KNNDZ-gbF8/view?usp=share_link">https://drive.google.com/file/d/1my-Sfp8cmZKoIoX-Rywi09KNNDZ-gbF8/view?usp=share_link</a>	<b>Quiz: and Lecture</b> <a href="https://www.englishclub.com/grammar/verb-tenses/past-perfect-quiz.htm">https://www.englishclub.com/grammar/verb-tenses/past-perfect-quiz.htm</a>	<b>60 minutes</b>
		<b>Week 3 Written Assignment (10 marks)</b>  Write a cover letter for the following job advertisement  “You are Chetana Sharma, a commerce graduate						



		<p>from Delhi University.</p> <p>You are seeking a suitable job.</p> <p>You came across an advertisement in The Times of India, inviting young and dynamic fresh graduates as sales assistants in a reputed company.</p> <p>Apply for the said job to Box No. 8365, C/o The Times of India, New Delhi."</p>						
<b>4.1</b> What is Networking?	<b>4</b>	<b>Week 4</b>	<b>Reading:</b> <a href="https://docs.google.com/document/d/1ILrb6s">https://docs.google.com/document/d/1ILrb6s</a>	<b>Quiz:</b> <a href="https://edu.gcf.global.org/en/jobsearchandne">https://edu.gcf.global.org/en/jobsearchandne</a>	<b>Google Classroom</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/192adtr7w28">https://drive.google.com/file/d/192adtr7w28</a>	<b>Lecture</b>	<b>60 minutes</b>



			<a href="https://docs.google.com/document/d/1uyT9A5ReTPH8XT3uXHjYIV_73f3gV86RyHpr_b0aWNk/edit?usp=share_link">44NIropNbsRQWoSpcvORRF0vrjrwQNDaSnCUE/edit?usp=share_link</a>	<a href="https://www.google.com/search?q=networking+quiz&amp;rlz=1C1GCEwZCZ0fUPKLXZ7o2CLNyubwyd/view?usp=share_link">tworking/job-search-and-net-working-quiz/1/</a>		<a href="https://drive.google.com/file/d/1C_kQecrFhZOC0fUPKLXZ7o2CLNyubwyd/view?usp=share_link">22nQGLOYU7GtWKs858ILRj/view?usp=share_link</a>		
<b>4.2</b> Making Small Talk	<b>4</b>	<b>Week 4</b>	<b>Reading:</b> <a href="https://docs.google.com/document/d/1uyT9A5ReTPH8XT3uXHjYIV_73f3gV86RyHpr_b0aWNk/edit?usp=share_link">https://docs.google.com/document/d/1uyT9A5ReTPH8XT3uXHjYIV_73f3gV86RyHpr_b0aWNk/edit?usp=share_link</a>	<b>Project:</b> Make a small talk introducing oneself and one's skills. Record your 3 minutes video and upload a link to the video on Google classroom.	<b>Google Classroom</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/1C_kQecrFhZOC0fUPKLXZ7o2CLNyubwyd/view?usp=share_link">https://drive.google.com/file/d/1C_kQecrFhZOC0fUPKLXZ7o2CLNyubwyd/view?usp=share_link</a>	<b>Lecture</b>	<b>120 minutes</b>
<b>4.3</b> Networking Elevator speech-What to Say When Networking	<b>4</b>	<b>Week 4</b>	<b>Reading:</b> <a href="https://docs.google.com/document/d/1dsDekv1kcxQ-LNi0yAz5m51TgyW2UKfO3qdnto9DZVY/edit?usp=share_link">https://docs.google.com/document/d/1dsDekv1kcxQ-LNi0yAz5m51TgyW2UKfO3qdnto9DZVY/edit?usp=share_link</a>	<b>Discussion Forum:</b> Make a list of do's and don'ts of Networking Elevator Speech on Google Classroom.	<b>Google Classroom</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/1V12yKGa-zXjMNXzW2oalmvCPom_3I5tp/view?usp=share_link">https://drive.google.com/file/d/1V12yKGa-zXjMNXzW2oalmvCPom_3I5tp/view?usp=share_link</a>	<b>Lecture</b>	<b>60 minutes</b>
<b>4.4</b> Language Focus: Networking Elevator Speech-Deliver	<b>4</b>	<b>Week 4</b>	<b>Reading:</b> <a href="https://docs.google.com/document/d/1FpMMqe-VDhKYIW6XEhiTk_Q5HBcb6rhd8JdC-0UfX1I/edit?usp=share_link">https://docs.google.com/document/d/1FpMMqe-VDhKYIW6XEhiTk_Q5HBcb6rhd8JdC-0UfX1I/edit?usp=share_link</a>	<b>Quiz:</b> <a href="https://quizizz.com/admin/quiz/60985791713608001bb7a71d/the-elevator-pitch">https://quizizz.com/admin/quiz/60985791713608001bb7a71d/the-elevator-pitch</a>	<b>Google Classroom</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/1ZHOg2P0avepetkuwa8IIARr2njXchRMF/view?usp=share_link">https://drive.google.com/file/d/1ZHOg2P0avepetkuwa8IIARr2njXchRMF/view?usp=share_link</a>	<b>Lecture</b>	<b>60 minutes</b>
<b>4.5</b> Preparing a Networking	<b>4</b>	<b>Week 4</b>	<b>Reading:</b> <a href="https://in.indeed.com/career-a">https://in.indeed.com/career-a</a>	<b>Project:</b> Make a list of tips for	<b>Google Classroom</b>	<b>Video:</b> <a href="https://drive.google.com/file/">https://drive.google.com/file/</a>	<b>Lecture</b>	<b>60 minutes</b>



Elevator Speech			<a href="#">dvice/interviewing/how-to-give-an-elevator-pitch-examples</a>	perfecting elevator speech.		<a href="#">d/1_abrFme-tkHcX0OumQH_iLiyJYaINLxw/view?usp=share_link</a>		
		<b>Week 4 Written Assignment (10 marks)</b>  Write a Networking Elevator Speech. Introduce yourself with a networking elevator speech.						
<b>5.1</b> Overview of the Job Interview	<b>5</b>	<b>Week 5</b>	<b>Reading:</b> <a href="https://docs.google.com/document/d/18Cx2-bBQHp7KHT78Jp96gpR1CVZrWo-2FVviW62eARc/edit?usp=share_link">https://docs.google.com/document/d/18Cx2-bBQHp7KHT78Jp96gpR1CVZrWo-2FVviW62eARc/edit?usp=share_link</a>	<b>Quiz:</b> <a href="https://quizizz.com/admin/quiz/5739b0692286ee0becb16b02/job-interviews">https://quizizz.com/admin/quiz/5739b0692286ee0becb16b02/job-interviews</a>	<b>Google Classroom</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/11kMIFewJoPCLqKM0MHRHUbD81_Or4YAp/view?usp=share_link">https://drive.google.com/file/d/11kMIFewJoPCLqKM0MHRHUbD81_Or4YAp/view?usp=share_link</a>	<b>Lecture</b>	<b>60 minutes</b>
<b>5.2</b> Basic and Advanced: Interview Tips	<b>5</b>	<b>Week 5</b>	<b>Reading:</b> <a href="https://docs.google.com/document/d/1MPDHs4HCCT9Ay-zwqMw6HoimTZJHfbOJcwGLCYCOJGM/edit?usp=share_link">https://docs.google.com/document/d/1MPDHs4HCCT9Ay-zwqMw6HoimTZJHfbOJcwGLCYCOJGM/edit?usp=share_link</a>	<b>Quiz:</b> <a href="https://researchautism.org/quiz-test-your-interview-skills/">https://researchautism.org/quiz-test-your-interview-skills/</a>	<b>Google Classroom</b>	<b>Reading:</b> <a href="https://docs.google.com/document/d/1dj6SUMQWj6UpQXCxW9UCOZLZW0PpsxcIqN0TZZ020tY/edit?usp=share_link">https://docs.google.com/document/d/1dj6SUMQWj6UpQXCxW9UCOZLZW0PpsxcIqN0TZZ020tY/edit?usp=share_link</a>	<b>Lecture</b>	<b>120 minutes</b>

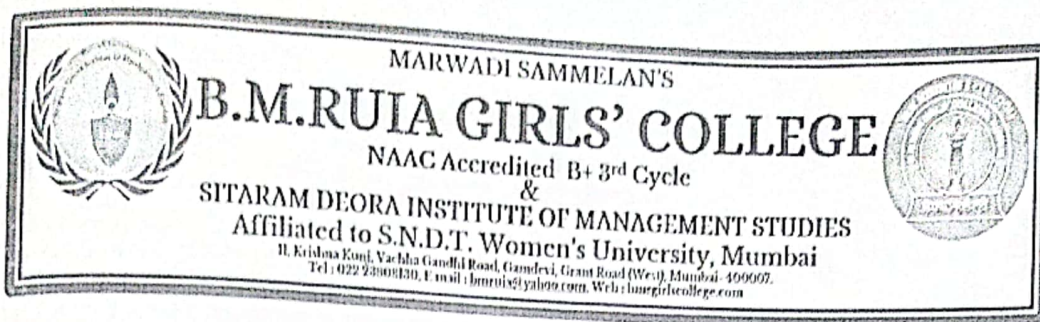


<b>5.3</b> Language Focus: Asking for Clarification in an Interview	<b>5</b>	<b>Week 5</b>	<b>Reading:</b> <a href="https://docs.google.com/document/d/1PgKC3WVdfaknDxKV1zjW8Zi9KZ-xPu8T3koZIYsHoSE/edit?usp=share_link">https://docs.google.com/document/d/1PgKC3WVdfaknDxKV1zjW8Zi9KZ-xPu8T3koZIYsHoSE/edit?usp=share_link</a>	Write a few sentences about how do you ask a clarification to your teachers in class.	<b>Google Classroom</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/1wbHbYrSHKXSEbnw9KSduPCiL2_baBH8G/view?usp=share_link">https://drive.google.com/file/d/1wbHbYrSHKXSEbnw9KSduPCiL2_baBH8G/view?usp=share_link</a>	<b>Lecture</b>	<b>60 minutes</b>
<b>5.4</b> Sample Interview: Do's and Dont's Part I	<b>5</b>	<b>Week 5</b>	<b>Reading:</b> <a href="https://www.robertwalters.com.au/career-advice/cv-and-interview-tips/top-five-interview-dos-and-donts.html">https://www.robertwalters.com.au/career-advice/cv-and-interview-tips/top-five-interview-dos-and-donts.html</a>	<b>Quiz:</b> <a href="https://quizizz.com/admin/quiz/5a2eee975cf73710002ae7f2/interview-dos-and-donts">https://quizizz.com/admin/quiz/5a2eee975cf73710002ae7f2/interview-dos-and-donts</a>	<b>Google Classroom</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/1DQ55yXnTe2ARXTS00xOQCQqIg24NQUZO/view?usp=share_link">https://drive.google.com/file/d/1DQ55yXnTe2ARXTS00xOQCQqIg24NQUZO/view?usp=share_link</a>	<b>Lecture</b>	<b>60 minutes</b>
<b>5.5</b> Sample Interview: Do's and Dont's Part II	<b>5</b>	<b>Week 5</b>	<b>Reading:</b> <a href="https://career.vt.edu/job-search/presenting_yourself/interviewing/do-dont.html">https://career.vt.edu/job-search/presenting_yourself/interviewing/do-dont.html</a>	<b>Quiz:</b> <a href="https://quizizz.com/admin/quiz/5e7f6985c5e281001e30d907/job-interview-dos-donts">https://quizizz.com/admin/quiz/5e7f6985c5e281001e30d907/job-interview-dos-donts</a>	<b>Google Classroom</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/1RAOr2PIDAnkmY54iKLD-LYv_JJTZAQEp/view?usp=share_link">https://drive.google.com/file/d/1RAOr2PIDAnkmY54iKLD-LYv_JJTZAQEp/view?usp=share_link</a>	<b>Lecture</b>	<b>60 minutes</b>
<b>5.6</b> Responding to an Interview Question	<b>5</b>	<b>Week 5</b>	<b>Reading:</b> <a href="https://www.thebalancemoney.com/top-interview-questions-and-best-answers-2061225#:~:text=Be%20prepared%20to%20talk%20about,">https://www.thebalancemoney.com/top-interview-questions-and-best-answers-2061225#:~:text=Be%20prepared%20to%20talk%20about,</a>	<b>Quiz:</b> <a href="https://www.livcareer.com/resources/interviews/prep/job-interviewing-quiz">https://www.livcareer.com/resources/interviews/prep/job-interviewing-quiz</a>	<b>Google Classroom</b>	<b>Video:</b> <a href="https://drive.google.com/file/d/1Qb3NhnSBPyhqbRTsqjubv54v27fp235/view?usp=share_link">https://drive.google.com/file/d/1Qb3NhnSBPyhqbRTsqjubv54v27fp235/view?usp=share_link</a>	<b>Lecture</b>	<b>60 minutes</b>



			or%20too%20li ttle%2C%20per sonal%20infor mation.					
		<b>Week 5 Written Assignment (10 marks)</b>  Read and respond to an interview question. “Describe a time when you faced a difficulty and what did you do to overcome that challenge.”						
							<b>Total</b>	<b>2040 minutes = 34 hours</b>





## Department of English

Add-on Certificate Course

2 Credits, 34 Hours

Academic Year 2022-23

### English for Career Advancement

#### List of Enrolled Students


Roll no.	Name	Class	Fees Paid
1.	SHELAR ISHA SUNIL	B.COM I	150/- Received Isha
2.	BARIA DISHITA DEEPAK	B.COM I	150/- Received Dishita
3.	SUTHAR NARANGI AMBARAM	B.COM I	150/- Received Narangi
4.	PATEL PRIYANKA VELARAM	B.A I	150/- Received Priyanka
5.	MARJIT ROMY SANJAY	B.COM I	150/- Received Romy
6.	MALLESHA KHUSHBOO DILIP	B.COM I	150/- Received Khushboo
7.	SALVI ASHWINI SANTOSH	B.COM I	150/- Received Asalvi
8.	JADHAV VAIDEHI SUNIL	B.COM I	150/- Received VS Jadhav



Roll no.	Name	Class	Fees Paid
9.	DEWASI DIMPLE NIMBARAM	B.COM I	150/- Received Dimple
10.	MISHRA NIKITA NANDESHWAR	B.COM I	150/- Received Nikita
11.	SIDDHIQUI KHUSHBU ABDUL ALI	B.COM I	150/- Received Khushbu
12.	WALIKAR VAISHALI SHYAM	B.COM I	150/- Received Vaishali
13.	SINGH ANJALI RAMANPRASAD	B.COM I	150/- Received Anjali
14.	JAISWAR NANDINI SAHDEO	B.COM I	150/- Received Nandini
15.	UDESHI PRAGATI SANJAYBHAI	B.COM I	150/- Received Pragati
16.	SUTHAR DIPIKA RAMESH	B.COM I	150/- Received Dipika
17.	LATNEKAR SHREYA BHARAT	B.COM I	150/- Received S.B.L
18.	DEESHIKA MUKESH GOHIL	B.COM I	150/- Received Deeshika
19.	SHAH KHUSHI PRABHUDAYAL	B.COM I	150/- Received Khushi
20.	VISHWAKARMA ANCHAL MITTUILAL	B.COM I	150/- Received Anchal
21.	KANHERE ARCHANA ARUN	B.COM I	150/- Received Archana
22.	SARVAIYA BHUMIKA GIRISH	B.COM I	150/- Received Bhumika
23.	PUROHIT NIRMA GAVRARAM	B.COM I	150/- Received Nirma
24.	GUPTA LALJI KHUSHBU	B.COM I	150/- Received Gupta
25.	KATTA RAMYA RAJESHWAR	B.COM I	150/- Received Ramya



Roll no.	Name	Class	Fees Paid
26.	BAGRETHA SWATI PRAKASH	B.COM I	150/- Received <u>Bagretha</u>
27.	PASI NANDINI RANJIT	B.COM I	150/- Received <u>Pasi</u>
28.	DALVI NIKITA NATHA	B.COM I	150/- Received <u>Dalvi</u>
29.	YADAV ANUSHKA RAJENDRA	B.COM I	150/- Received <u>Yadav</u>
30.	SAGWEKAR TRUPTI PRAKASH	B.COM I	150/- Received <u>Sagwekar</u>
31.	POYREKAR GAURI RAJENDRA	B.COM I	150/- Received <u>Poyrekar</u>
32.	PANDIRKAR <del>SANDEEP</del> SANTOSH	B.COM I	150/- Received <u>Pandirkar</u>
33.	SAROJ PRIYA RAKESH	B.COM I	150/- Received <u>Saroj</u>
34.	KHEDEKAR SAKSHI KRISHNA	B.COM I	150/- Received <u>Khedekar</u>
35.	PARAB VAISHNAVI DINESH	B.COM I	150/- Received <u>Vaishnavi</u>
36.	SAROJ SONAM SANJAY	B.COM I	150/- Received <u>Saroj</u>
37.	CHAURASIA POOJA HARISHCHANDRA	B.COM I	150/- Received <u>Chaurasia</u>
38.	CHAURASIA VRINSHALI DINESH	B.COM I	150/- Received <u>Vrinshali</u>
39.	SAWANT TEJAL VILAS	B.COM I	150/- Received <u>Tejal</u>
40.	JAISWAR NEHA SAMARJIT	B.COM I	150/- Received <u>Neha</u>

  
 Faculty: Dr. Kavita Patil,  
 Assistant Professor of English,  
 B. M. Ruia Girls' College,  
 Gamdevi, Mumbai- 400007.



Gamdevi, Mumbai- 400 007.

## 'English for Career Advancement'

**Academic Year : 2022-2023**

[illegible]



28	DALVI NIKITA NATHA	B.COM I	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
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# Add-On Certificate Course

## "English for Career Advancement"

A 34 Hours, 2 Credits Course

### Attendance (Offline lectures)

Hour - 1

Date - 15<sup>th</sup> February, 2023

Present - 32

Absent - 08

Roll No.	Name	Class	Sign
1.	Shelar Ishu Sunil	B.Com I	<u>Absent</u>
2.	Baria Disha Deepak	B.Com I	<u>Absent</u>
3.	Suthar Nazangi Ambaram	B.Com I	<u>Absent</u>
4.	Patel Dnyesha Velazam	B.A-T	Priyanka
5.	Mezhi Romy Sanjay	B.Com I	<del>Romy</del>
6.	Mallesha Khushbu Dilip	B.Com I	Khushboo
7.	Salvi Ashwini Santosh	B.Com I	Asalvi
8.	Jadhav Vaidehi Sunil	B.Com I	Vsadhav
9.	Derasi Dimple Nimbaram	B.Com I	<u>Absent</u>
10.	Misheer Nikita Nandeshwar	B.Com I	Nikita M
11.	Siddhiqui Khushbu Abdul Ali	B.Com I	<del>Khushbu</del>
12.	Walikar Vaishali Syam	B.Com I	<del>Vaishali</del>
13.	Singh Anjali Ramprasad	B.Com I	Anjali
14.	Jaiswar Nandini Sahdeo	B.Com I	<del>Nandini</del>
15.	Udeshi Pragati Sanjaybhai	B.Com I	<del>Pragati</del>
16.	Sutar Dipika Ramesh	B.Com I	Dipika
17.	Lathekar Sheena Bharat	B.Com I	S.B.L
18.	Deeshika Mukesh Gohil	B.Com I	Deeshika
19.	Shah Khushi Prabhudayaal	B.Com I	Khushi
20.	Vishwakarma Anchal Mittulal	B.Com I	Anchal
21.	Kanhere Archana Arun	B.Com I	Archane
22.	Saewang Bhumiqa Geish	B.Com I	Bhumiqa
23.	Purohit Nimra Gavaram	B.Com I	Nirna
24.	Gupta Khushbu Lalji	B.Com I	Preeta
25.	Katta Ramya Rajeshwar	B.Com I	Ramya K
26.	Baghelha Swali Prakash	B.Com I	<del>Swali</del>



Sr. No. Roll	Name	Class	Sign
27.	Pasi Nandini Ranjit	B.Com I	[Nandini]
28.	Delvi Nikita Nalha	B.Com I	[Nikita]
29.	Yadav Anushka Rajendra	B.Com I	[Anushka]
30.	Sagvelkar Jyoti Prakash	B.Com I	[Jyoti]
31.	Poysekar Gauri Rajendra	B.Com I	[Gauri]
32.	Panditkar Sania Santosh	B.Com I	[Sania]
33.	Saraj Priya Rakesh	B.Com I	[Priya]
34.	Khedekar Sakeshi Krishna	B.Com I	[Sakeshi]
35.	Parab Vaishnavi Dinesh	B.Com I	[Vaishnavi]
36.	Saraj Sonam Sanjay	B.Com I	Absent
37.	Chauzasia Pooja Harishchandra	B.Com I	Absent
38.	Chauzasia Vinshali Dinesh	B.Com I	Absent
39.	Sawant Tejal Vilas	B.Com I	Absent
40.	Taiswar Neha Samrajit	B.Com I	Absent

House-23 Date - 18<sup>th</sup> March, 2023 Present - 23  
Absent - 17

Sr. No.	Name	Class	Sign
1.	Shelar Jsha Sunil	B.Com I	[Jsha]
2.	Baria Dishita Deepak	B.Com I	Absent
3.	Bathel Narangi Ambaram	B.Com I	[Narangi]
4.	Patel Priyanka Velaram	B.A.I	[Priyanka]
5.	Mazait Romy Sanjay	B.Com I	[Romy]
6.	Mallisha Khushboo Dilip	B.Com I	[Khushboo]
7.	Salvi Ashwini Santosh	B.Com I	[Ashwini]
8.	Tadhar Vaidehi Sunil	B.Com I	[Vaidehi]
9.	Devani Dimple Nimbaram	B.Com I	[Dimple]
10.	Mishra Nikita Nandeshwar	B.Com I	[Nikita-M]
11.	Biddhiqui Khushbu Abdul Ali	B.Com I	Absent
12.	Nalikal Vaishali Shyam	B.Com I	[Vaishali]
13.	Singh Anjali Ramon Prasad	B.Com I	Absent
14.	Taiswar Nandini Sahdeo	B.Com I	[Taiswar]
15.	Udeshi Pragati Sanjaybhai	B.Com I	Absent
16.	Butar Dipika Ramesh	B.Com I	Absent
17.	Katekar Shreya Bharat	B.Com I	Sibul



Roll No.	Name	Class	Sign
18.	Gohil Deeshika Mukesh	B.Com I	<u>Absent</u>
19.	Shah Khushi Prabhudyal	B.Com I	<u>18/10/20</u>
20.	Vishwakarma Anchal	B.Com I	<u>Anchal</u>
21.	Kanhere Archana Arun	B.Com I	<u>Absent</u>
22.	Sarvaiya Bhumiya Girish	B.Com I	<u>Bhumiya</u>
23.	Purohit Nirma Javararam	B.Com I	<u>Nirma</u>
24.	Gupta Khushi Lalji	B.Com I	<u>Gupta</u>
25.	Katta Ramya Rajeshwar	B.Com I	<u>Ramya K</u>
26.	Bagretha Swati Prakash	B.Com I	<u>Bagretha</u>
27.	Pasi Nandini Ranjit	B.Com I	<u>Nandini</u>
28.	Dalvi Nikita Natha	B.Com I	<u>Present</u>
29.	Yadav Anushka Rajendra	B.Com I	<u>Present</u>
30.	Sagwekar Trupti Prakash	B.Com I	<u>Sagwekar</u>
31.	Poysekar Jyoti Rajendra	B.Com I	<u>Absent</u>
32.	Pandirkar Sania Santosh	B.Com I	<u>Absent</u>
33.	Seraj Priya Rakesh	B.Com I	<u>Absent</u>
34.	Khedekar Sakshi Krishna	B.Com I	<u>Absent</u>
35.	Parale Vaishnavi Dinesh	B.Com I	<u>Absent</u>
36.	Seraj Sonam Sargay	B.Com I	<u>Absent</u>
37.	Chaurasia Pooja Harishchandra	B.Com I	<u>Absent</u>
38.	Chaurasia Veershali Dinesh	B.Com I	<u>Absent</u>
39.	Sarant Tejpal Vilas	B.Com I	<u>Absent</u>
40.	Taiswar Neha Samrajit	B.Com I	<u>Absent</u>
41.	Nikita Natha Dalvi	B.Com I	<u>Nikita</u>
42.	Anushka R. Yadav	B.Com I	<u>Anushka</u>



House - 28

Date - 25.03.2023

present - 30

Absent - 10

Roll No.	Name	class	Sign
1.	Shelae Jsha Sumil	B.ComT	<u>Ab</u>
2.	Baeja Disha Deepak	B.ComT	<u>Deeja</u>
3.	Sutar Narangi Ambaram	B.ComT	<u>Narangi</u>
4.	Patel Priyanka Velazom	B.A.I	<u>Priyanka</u>
5.	Mazit Romy Sanjay	B.ComT	<u>Romy</u>
6.	Mallesha Khushboo Odij	B.ComT	<u>Khushboo</u>
7.	Sabri Ashwini Santosh	B.ComI	<u>Ashwini</u>
8.	Padhan Vaideshi Sumil	B.ComT	<u>Vaideshi</u>
9.	Devani Dimple Nimbaram	B.ComT	<u>Dimple</u>
10.	Mishra Nikita Nandeshwar	B.ComI	<u>Nikita.M</u>
11.	Siddiqui Khushbu Abdul Ali	B.ComI	<u>Khushbu</u>
12.	Walikar Vishali Syam	B.ComI	<u>Vishali</u>
13.	Singh Anjali Ramaprasad	B.ComI	<u>Anjali</u>
14.	Tamsar Nandini Sahdeo	B.ComT	<u>Nandini</u>
15.	Udeshi Pragati Sanjaybhaji	B.ComT	<u>Ab</u>
16.	Sutkar Dipika Ramesh	B.ComT	<u>Ab</u>
17.	Lalrekar Shreya Bharat	B.ComI	<u>S.B.L</u>
18.	Deeshika Gohil	B.ComT	<u>Deeshika</u>
19.	Shah Khushi Prabhudyal	B.ComT	<u>Ab</u>
20.	Vishwakarma Anchal	B.ComT	<u>Anchal</u>
21.	Kantore Archana Arun	B.ComT	<u>Archana</u>
22.	Sarvaja Bhumnika Girish	B.ComT	<u>BHUMIKA</u>
23.	Purohit Nirma Goveeram	B.ComI	<u>Nirma</u>
24.	Gupta Khushbu Hafji	B.ComT	<u>Khushbu</u>
25.	Katta Ramya Rajeshwar	B.ComI	<u>Ramya.k</u>
26.	Bagrekar Smriti Prakash	B.ComI	<u>Smriti</u>
27.	Pari Nandini Ranjit	B.ComI	<u>Nandini</u>
28.	Dabri Nikita Nalla	B.ComT	<u>Nikita</u>
29.	Yadav Anushka Rajendra	B.ComI	<u>Anushka</u>
30.	Sagmekar Jyoti Prakash	B.ComI	<u>Jyoti</u>
31.	Poyrekar Gauri Rajendra	B.ComI	<u>Gauri</u>
32.	Pandikar Sanjay Santosh	B.ComT	<u>Ab</u>
33.	Saroj Priya Rakesh	B.ComT	<u>Ab</u>



Roll No.	Name	class	Sign
34.	Khedekar Sakshikrishna	B.Com I	Ab
35.	Pasab Vaishnavi Dinesh	B.Com I	Vaishnavi
36.	Saroj Sonam Sanjay	B.Com I	Ab
37.	Chaurasia Pooja Harishchandra	B.Com I	Chaurasia
38.	Chaurasia Vinshali Dinesh	B.Com I	Ab
39.	Sawant Jejal Vids	B.Com I	Ab
40.	Tainwar Neha Samrajit	B.Com I	Neha



Hour - 33

Date - 1.4.2023

Present - 25

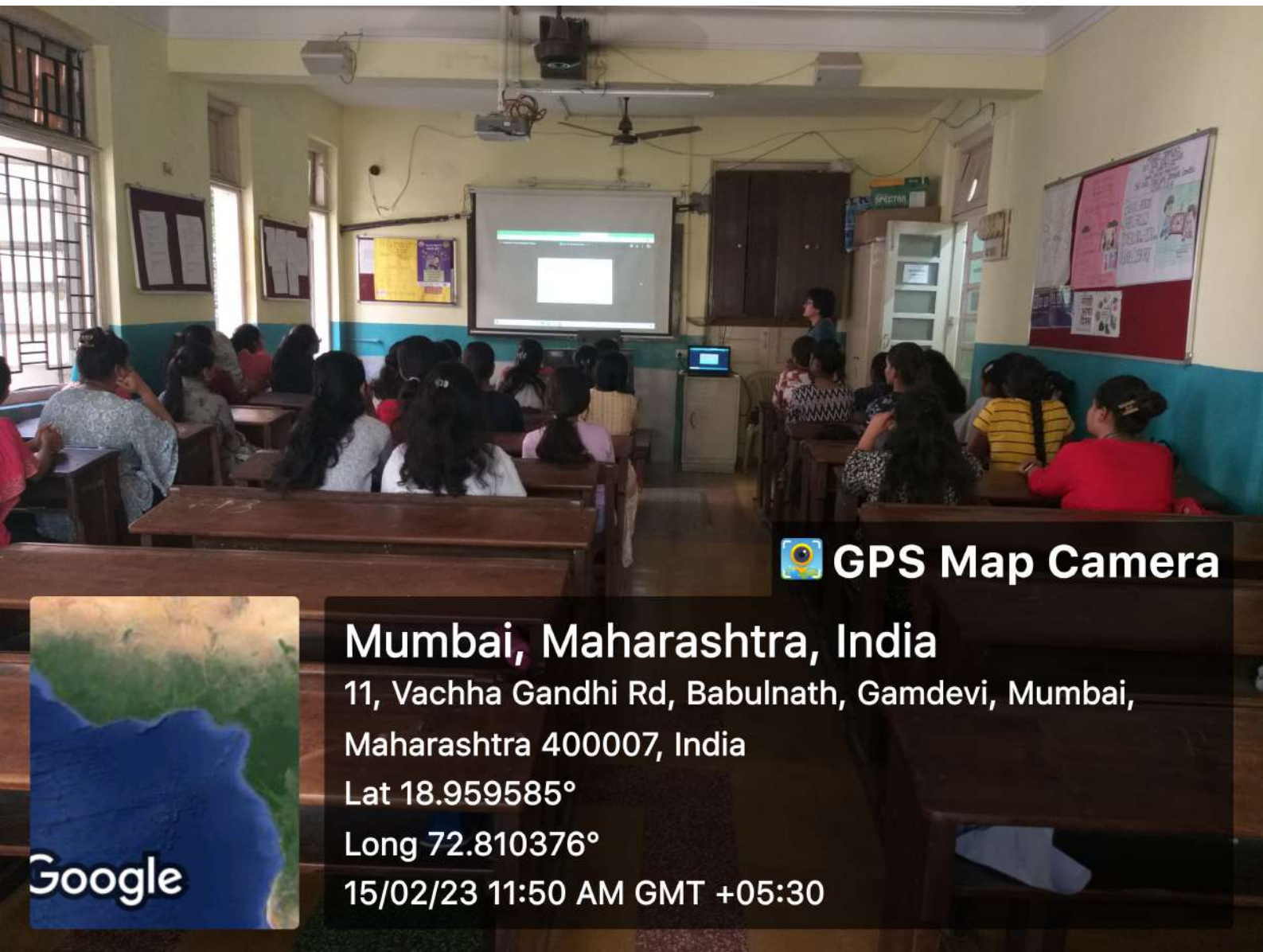
Absent - 15

Roll No.	Name	Class	Sign
1.	Shelar Jsha Sunil	B.Com +	Absent
2.	Baria Dishita Deepak	B.Com T	Absent
3.	Sutal Narangji Ambaram	B.Com I	Absent
4.	Patel Priyanka Velasam	B.A.T	Priyanka
5.	Marjit Romy Sanjay	B.Com I	Romy
6.	Mallika Khushboo Dilyi	B.Com I	Khushboo
7.	Salvi Ashwini Santosh	B.Com I	Salvi
8.	Jadhav Vaidehi Sunil	B.Com I	V.Jadhav
9.	Dewasi Dimple Nimbaram	B.Com I	Absent
10.	Mishra Nikita Nandeshwar	B.Com I	Nikita M
11.	Siddhiqui Khushbu Abdul Ali	B.Com I	Khushbu
12.	Welikar Vaishali Shyam	B.Com I	Vaishali
13.	Singh Anjali Ramachandras	B.Com T	Anjali
14.	Taimar Nandini Sahdeo	B.Com T	Nandini
15.	Udeshi Pragati Sanjaykhai	B.Com I	Pragati
16.	Sulhas Deepika Ramesh	B.Com I	Deepika
17.	Latnekar Shreya Bharat	B.Com I	S.B.L
18.	Deeshika Gohit	B.Com T	Deeshika
19.	Shah Khushi Prabhudayal	B.Com I	Khushi
20.	Vishwakarma Anchal	B.Com T	Anchal
21.	Kanhere Archana Abun	B.Com I	Absent
22.	Saravaya Bhoomika Girish	B.Com I	Absent
23.	Purehit Nirma Jeyasaram	B.Com I	Nirma
24.	Gupta Khushi Lalji	B.Com I	Khushi
25.	Katta Romya Rajeshwar	B.Com I	Romya K
26.	Bagrelha Swati Prakash	B.Com T	Swati
27.	Davi Nandini Ranjit	B.Com I	Nandini
28.	Dalvi Nikita Nisha	B.Com T	Nikita
29.	Yadav Anusha Rajendra	B.Com I	Absent
30.	Sagrelkar Trupti Prakash	B.Com I	Trupti
31.	Poyrekar Gauri Rajendra	B.Com T	Absent
32.	Pondisakar Sania Santosh	B.Com I	Absent



Roll No.	Name	class	Sign
33.	Saroj Priya Rakesh	B.Com I	<u>Absent</u>
34.	Khadekar Sakshi Krishnej	B.Com I	<u>Absent</u>
35.	Pazale Vaishnavi Dinesh	B.Com I	<u>Absent</u>
36.	Saroj Sonam Sonjay	B.Com I	<u>Absent</u>
37.	Chaurasia Pooja Harishchandra	B.Com I	<u>Chaurasia</u>
38.	Chaurasia Vinshali Dinesh	B.Com I	<u>Absent</u>
39.	Sonant Zejal Vidas	B.Com I	<u>Absent</u>
40.	Taiswar, Neha Samarjit	B.Com I	<u>Neha</u>





**GPS Map Camera**

**Mumbai, Maharashtra, India**

11, Vachha Gandhi Rd, Babulnath, Gamdevi, Mumbai,  
Maharashtra 400007, India

Lat 18.959585°

Long 72.810376°

15/02/23 11:50 AM GMT +05:30



**Google**





Dr. Kavita Patil  
3 Apr

#### Out-class Activity

Dear students,  
Kindly find the link to the article 'Top 10 Job Interview Questions and Best Answers'.  
You are expected to read and make notes....

1 attachment

Add class comment



Dr. Kavita Patil  
3 Apr

#### In-class Activity

Dear students,  
Kindly find the link to the video 'Sample Interview: Responding to an Interview Question' which you watched and discussed in my lecture today....

1 attachment

Add class comment

Add class comment



Dr. Kavita Patil  
22 Mar (Edited 22 Mar)

#### Out-class Activity

Dear students,  
Kindly find the link to the quiz based on 'The Elevator Pitch'.  
You are expected to attempt the quiz and write y...

1 attachment

10 class comments



Dr. Kavita Patil  
22 Mar

#### In-class Activity

Dear students,  
Kindly find the link to the video 'Language Focus: Networking Elevator Speech Delivery' which you watched and discussed in my lecture today....

1 attachment

Add class comment



Dr. Kavita Patil  
21 Mar

#### In-class Activity

Dear students,  
Kindly find the link to the video 'Networking Elevator Speech: What to Say when Networking' which you watched and discussed in my lecture today.  
Thank you.

#### Attachments



Networking Elevator Speech: What to say ...

Save all files offline



Dr. Kavita Patil  
22 Mar

#### Out-class Activity

Dear students,  
Kindly find the link to the article 'Advanced: Networking doesn't happen overnight'.  
You are expected to read and make notes.  
Thank you.

#### Attachments



ADVANCED:  
Networking doesn't ha...

Save all files offline

Due 7 Apr, 11:59 pm

### Week 5 Written Assignment (10 marks)

10 points

Dear students,

Read and respond to an interview question.  
"Describe a time when you faced difficulty and what did you do to overcome that challenge."  
Thank you.

#### Class comments



Khushboo Mallesha 3 Apr

I was working on a project where I had to deliver a presentation. It was challenging because I get nervous and my body starts shivering when speaking in front of groups of people. However, I overcame this challenge by practicing my presentation several times. As a result, I was able to deliver the presentation



Dr. Kavita Patil  
10 Apr

Dear Students,

Kindly find the link to the Course End Online MCQ Examination.  
This examination is of 50 marks consisting of 25 questions.  
Each question carries 2 marks.  
There is no negative marking.  
The examination link will be open only till 7.00 pm today.  
Please read the instructions carefully before you start the exam.

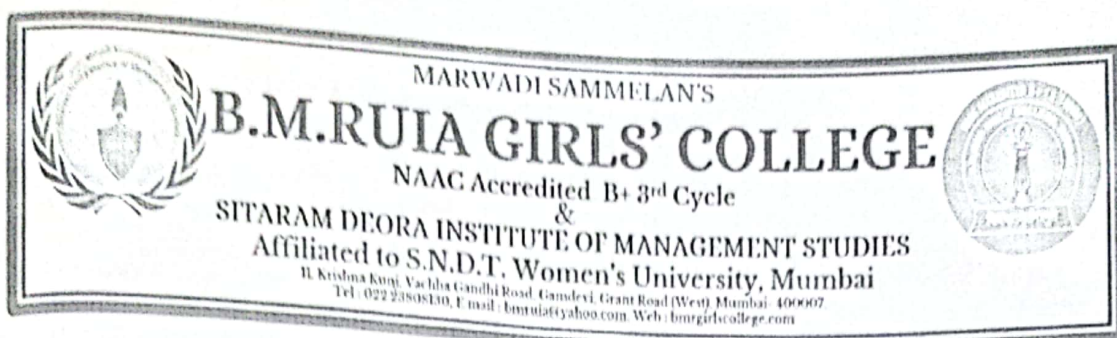
Thank you.

#### Attachments



Add on Certificate Course Online Examin...





## Department of English

Add-on Certificate Course

2 Credits, 34 Hours

Academic Year 2022-23

From February 15 to April 3, 2023

## English for Career Advancement

### Marksheet

Roll no.	Name	Module 1 (10)	Module 2 (10)	Module 3 (10)	Module 4 (10)	Module 5 (10)	Final Exam (50)	Total (100)
1.	SHELAR ISHA SUNIL	07	06	07	07	06	30	63
2.	BARIA DISHITA DEEPAK	06	07	07	07	05	24	57
3.	SUTHAR NARANGI AMBARAM	05	06	07	05	05	32	60
4.	PATEL PRIYANKA VELARAM	08	09	08	09	09	50	93
5.	MARJIT ROMY SANJAY	09	09	09	08	09	50	94
6.	MALLESHA KHUSHBOO DILIP	07	08	08	06	08	46	83



Roll no.	Name	Module 1 (10)	Module 2 (10)	Module 3 (10)	Module 4 (10)	Module 5 (10)	Final Exam (50)	Total (100)
7.	SALVI ASHWINI SANTOSH	07	07	08	09	08	50	89
8.	JADHAV VAIDEHI SUNIL	07	07	08	07	07	42	78
9.	DEWASI DIMPLE NIMBARAM	06	05	06	07	08	34	66
10.	MISHRA NIKITA NANDESHWAR	09	09	09	08	09	50	94
11.	SIDDHIQUI KHUSHBU ABDUL ALI	08	07	06	06	08	50	85
12.	WALIKAR VAISHALI SHYAM	08	07	07	06	05	50	83
13.	SINGH ANJALI RAMANPRASAD	07	08	07	06	05	50	83
14.	JAISWAR NANDINI SAHDEO	06	07	06	07	09	28	63
15.	UDESHI PRAGATI SANJAYBHAI	07	08	06	08	09	34	72
16.	SUTHAR DIPIKA RAMESH	08	08	06	08	05	36	71
17.	LATNEKAR SHREEYA BHARAT	07	07	06	07	05	34	66
18.	DEESHIKA MUKESH GOHIL	08	07	07	08	05	50	85
19.	SHAH KHUSHI PRABHU DAYAL	08	07	07	07	07	48	84



Roll No.	Name	Module 1 (10)	Module 2 (10)	Module 3 (10)	Module 4 (10)	Module 5 (10)	Final Exam (50)	Total (100)
20.	VISHWAKARMA ANCHAL MITTILAL	06	07	06	06	05	48	78
21.	KANHERE ARCHANA ARUN	07	06	07	06	08	48	82
22.	SARVAIYA BHUMIKA GIRISH	08	09	08	07	06	50	88
23.	PUROHIT NIRMA GAVRARAM	06	06	08	06	05	34	65
24.	GUPTA KHUSHBU LALJI	07	08	07	06	05	46	79
25.	KATTA RAMYA RAJESHWAR	08	08	07	07	08	44	82
26.	BAGRETHA SWATI PRAKASH	08	07	07	08	06	46	76
27.	PASI NANDINI RANJIT	08	09	06	06	07	48	84
28.	DALVI NIKITA NATHA	06	06	06	06	05	40	69
29.	YADAV ANUSHKA RAJENDRA	07	07	06	06	05	48	79
30.	SAGWEKAR TRUPTI PRAKASH	07	08	08	08	05	50	86
31.	POYREKAR GAURI RAJENDRA	07	07	08	06	05	38	71
32.	PANDIRKAR SANIYA SANTOSH	06	07	06	06	05	48	78



Roll no.	Name	Module 1 (10)	Module 2 (10)	Module 3 (10)	Module 4 (10)	Module 5 (10)	Final Exam (50)	Total (100)
33.	SAROJ PRIYA RAKESH	Ab	Ab	Ab	Ab	Ab	Ab	Ab
34.	KHEDEKAR SAKSHI KRISHNA	06	07	06	06	05	40	70
35.	PARAB VAISHNAVI DINESH	07	08	07	06	08	46	82
36.	SAROJ SONAM SANJAY	08	07	06	08	09	46	84
37.	CHAURASIA POOJA HARISHCHANDRA	07	08	08	07	05	48	83
38.	CHAURASIA VRINSHALI DINESH	06	07	06	07	05	36	67
39.	SAWANT TEJAL VILAS	07	07	06	07	05	50	82
40.	JAISWAR NEHA SAMARJIT	08	07	07	07	05	46	80

*Patil*  
15.4.2023

Dr. Kavita Patil,  
Assistant Professor of English,  
B. M. Ruia Girls' College,  
Gamdevi, Mumbai- 400007.





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

NAAC Accredited B+ 3<sup>rd</sup> 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 : bmruiia@yahoo.com, Web : bmrirlscollege.com



## ADD-ON COURSE CERTIFICATE

This is to acknowledge that Mishea Nikita Nandeshwar, from B.A I/B.Com I has successfully completed a 2 Credits, 34 Hours, Add-on Certificate Course titled "English for Career Advancement" in Blended Mode under NEP 2020 conducted by the Interdisciplinary Course - C.C. English in association with Internal Quality Assurance Cell (IQAC) of B. M. Ruia Girls' College from February 15 to April 3, 2023 for B.A and B.Com students.

  
**Dr. Kavita Patil**  
Course Coordinator

  
**Dr. Nooruzia Qazi**  
IQAC Coordinator

  
**Dr. Santosh Kaul Kak**  
Principal





MARWADI SAMMELAN'S

# B. M. RUIA GIRLS' COLLEGE

NAAC Accredited B+ 3<sup>rd</sup> 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 : [bmrui@yahoo.com](mailto:bmrui@yahoo.com), Web : [bmrui.org](http://bmrui.org)



## ADD-ON COURSE CERTIFICATE

This is to acknowledge that Walikae Vaishali Shyam from B.A I/B.Com I has successfully completed a 2 Credits, 34 Hours, Add-on Certificate Course titled "English for Career Advancement" in Blended Mode under NEP 2020 conducted by the Interdisciplinary Course - C.C. English in association with Internal Quality Assurance Cell (IQAC) of B. M. Ruia Girls' College from February 15 to April 3, 2023 for B.A and B.Com students.

Dr. Kavita Patil  
Course Coordinator

Dr. Nooruzia Qazi  
IQAC Coordinator



Dr. Santosh Kaul Kak  
Principal





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Tel : 022 23808130, E mail : bmruiagirls@yahoo.com, Web : bmruiagirlscollege.com



## ADD-ON COURSE CERTIFICATE

This is to acknowledge that Vishwakarma Anchal Mittuwal from B.A I/B.Com I has successfully completed a 2 Credits, 34 Hours, Add-on Certificate Course titled "English for Career Advancement" in Blended Mode under NEP 2020 conducted by the Interdisciplinary Course - C.C. English in association with Internal Quality Assurance Cell (IQAC) of B. M. Ruia Girls' College from February 15 to April 3, 2023 for B.A and B.Com students.

**Dr. Kavita Patil**  
Course Coordinator

**Dr. Nooruzia Qazi**  
IQAC Coordinator



**Dr. Santosh Kaul Kak**  
Principal





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11, Krishna Kunj, Vachha Gandhi Road, Gamdevi, Grant Road (West), Mumbai- 400007.  
Tel : 022 23808130, E mail : [bmruia@yahoo.com](mailto:bmruia@yahoo.com), Web : [bmrgirlscollege.com](http://bmrgirlscollege.com)



## ADD-ON COURSE CERTIFICATE

This is to acknowledge that Salvi Ashwini Santosh from B.A I/B.Com I has successfully completed a 2 Credits, 34 Hours, Add-on Certificate Course titled "English for Career Advancement" in Blended Mode under NEP 2020 conducted by the Interdisciplinary Course - C.C. English in association with Internal Quality Assurance Cell (IQAC) of B. M. Ruia Girls' College from February 15 to April 3, 2023 for B.A and B.Com students.

**Dr. Kavita Patil**  
Course Coordinator

**Dr. Nooruzia Qazi**  
IQAC Coordinator

**Dr. Santosh Kaul Kak**  
Principal





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Tel : 022 23808130, E mail : [bmruia@yahoo.com](mailto:bmruia@yahoo.com), Web : [bmrgirlscollege.com](http://bmrgirlscollege.com)



## ADD-ON COURSE CERTIFICATE

This is to acknowledge that Mallesha Khushbu Dilip from B.A I/B.Com I has successfully completed a 2 Credits, 34 Hours, Add-on Certificate Course titled "English for Career Advancement" in Blended Mode under NEP 2020 conducted by the Interdisciplinary Course - C.C. English in association with Internal Quality Assurance Cell (IQAC) of B. M. Ruia Girls' College from February 15 to April 3, 2023 for B.A and B.Com students.

**Dr. Kavita Patil**  
Course Coordinator

**Dr. Nooruzia Qazi**  
IQAC Coordinator



**Dr. Santosh Kaul Kak**  
Principal



**B.M. Ruia Girls' College**

Gamdevi, Mumbai - 7

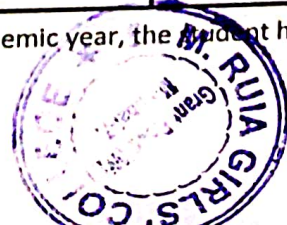
Name: Rajpurohit Tanisha Mansilal Date : 23.6.2022

Class : F.Y.B.Com.

Receipt No. FYBCom./22-23/025

Sr.	Fees Discription	Amount
1	ADMISSION FEE	250
2	TUITION FEE	800
3	CAUTION MONEY DEPOSIT	100
4	LIBRARY FEE	1000
5	LIBRARY DEPOSIT	500
6	MAGAZINE FEE	100
7	MISCELLANEOUS FEE	250
8	ID-CARD FEE	50
9	GYMKHANA FEE	700
10	MEDICAL FEE	100
11	INSURANCE FEE	25
12	COMPUTER 100 HRS COURSE FEE	500
13	DEVELOPMENT FEE	850
14	PLACEMENT FEE	0
15	CO-CURRICULAR ACTIVITY FEES	100
16	E-SUVIDHA FEES	100
17	COLLEGE DIARY	50
18	POOR STUDENT FUND	10
19	LIBRARY CARD FEE	20
20	MIS. FEE (FORM FEE)	0
21	STUDENTS WELFARE FEE	100
22	ASHVAMEDH SPORT FEE	30
23	EXAMINATION FEE	1300
24	DISASTER MANAGEMENT FEE	10
25	STUDENT SPORTS FEE	150
26	SNDT ENROLLMENT FEES	300
27	SNDT ELIGIBILITY FEES	0
28	LIBRARY DATA FEE	100
29	SNDT CONVOCATION	0
30	SNDT PASSING CERTIFICATE	0
31	ALUMNI FEE	0
32	SUBJECT ASSOCIATION	200
33	COLLEGE DEVELOPMENT FEE	400
Total Fees :-		8095

Note : In case University increases the fees during this academic year, the student has to pay the remaining fees amount.





**B.M. Ruia Girls' College**

Gamdevi, Mumbai - 7

Name:	Tandalekar Tanisha Nagesh	Date : 8.7.2022
Class :	F.Y.B.M.S.	(Online)

Receipt No. FYBMS/22-23/015

Sr.	Fees Discription	Amount
1	ADMISSION FEE	550
2	TUITION FEE	15000
3	CAUTION MONEY DEPOSIT	100
4	LIBRARY FEE	1000
5	LIBRARY DEPOSIT	500
6	MAGAZINE FEE	100
7	MISCELLANEOUS FEE	250
8	ID-CARD FEE	50
9	GYMKHANA FEE	700
10	MEDICAL FEE	100
11	INSURANCE FEE	25
12	COMPUTER 100 HRS COURSE FEE	500
13	DEVELOPMENT FEE	3300
14	PLACEMENT FEE	0
15	PROJECT FEE	0
16	CO-CURRICULAR ACTIVITY FEES	100
17	ALUMNI FEE	0
18	E-SUVIDHA FEES	100
19	COLLEGE DIARY	50
20	POOR STUDENT FUND	10
21	LIBRARY CARD FEE	20
22	MIS. FEE (FORM FEE)	0
23	STUDENTS WELFARE FEE	100
24	ASHVAMEDH SPORT FEE	30
25	EXAMINATION FEE	2000
26	DISASTER MANAGEMENT FEE	10
27	STUDENT SPORTS FEE	150
28	SNDT ENROLLMENT FEES	300
29	LIBRARY DATA FEE	100
30	SNDT CONVOCATION	0
31	SNDT PASSING CERTIFICATE	0
32	SUBJECT ASSOCIATION	200
<b>Total Fees :-</b>		<b>25345</b>

Note : In case University increases the fees during this academic year, the student has to pay the remaining fees amount.



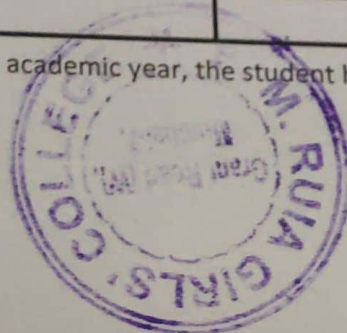


# B.M. Ruia Girls' College

Gamdevi, Mumbai - 7

Name:	Vishnoi Gayatri Dhimaram	Date :- 25.6.22
Class :	TYBA.- 2022-2023	(Online)
Receipt No.	TYBA/22-23/004	
1	ADMISSION FEE	
2	TUITION FEE	0
3	CAUTION MONEY DEPOSIT	1000
4	LIBRARY FEE	0
5	LIBRARY DEPOSIT	1000
6	MAGAZINE FEE	0
7	MISCELLANEOUS FEE	100
8	ID-CARD FEE	250
9	GYMKHANA FEE	50
10	MEDICAL FEE	700
11	INSURANCE FEE	100
12	COMPUTER 100 HRS COURSE FEE	25
13	DEVELOPMENT FEE	500
14	PLACEMENT FEE	300
15	COLLEGE DIARY	50
16	POOR STUDENT FUND	50
17	LIBRARY CARD FEE	10
18	MIS. FEE (FORM FEE)	20
19	STUDENTS WELFARE FEE	100
20	ASHVAMEDH SPORT FEE	100
21	EXAMINATION FEE	30
22	DISASTER MANAGEMENT FEE	1300
23	STUDENT SPORTS FEE	10
24	SNDT ENROLLMENT FEES	150
25	E-SUVIDHA FEES	0
26	LIBRARY DATA FEE	100
27	SNDT CONVOCATION	100
28	SNDT PASSING CERTIFICATE	500
29	ALUMNI FEE	200
30	SUBJECT ASSOCIATION	200
31	DEVELOPMENT FEE	200
Total Fees :-		7545

Note : In case University increases the fees during this academic year, the student has to pay the remaining fees amount.





Student Name	Students Signature
BHAGCHANDANI SIMRAN JAGDISH	<u>Satel.</u>
DINDIGALA DEEKSHITHA RAJU	<u>DR</u>
GAWADE ASMI ANAND	<u>Amwade.</u>
JADHAV ARTI SHANKAR	<u>Arti</u>
JADHAV SHIDDHI SANDEEP	<u>Shiddhi</u>
JAGTAP SHREYA JITENDRA	<u>Shreyaj</u>
MOULVI ANAM BENAZIR ASAD	<u>Benaver</u>
PATIL SANIKA VIJAY	<u>Sanika</u>
RABERU PRACHI BIMAL	<u>Prachi</u>
RAJGOR PRACHI HITESH	<u>Prachi</u>
SAYED RUHIN SAJID	<u>Sayed</u>
SINGAM PRAPTI EKAMBARAM	<u>Prapti</u>
SINGH MOUSMI SURAJ	<u>ABS</u>
SINGH PRACHI SHERBAHADUR	<u>Psingh</u>
WADKAR MANSI NAMDEV	<u>Mansadkar</u>



Student Name	Sign
MISHRA ANNU SHYAMMURARI	Ann4
SHAIKH SHABREEN KHATUN KHURSHID AALAM	
CHAUDHARI NIRMA KUMARI KASTURARAM	
KANOJIYA AANCHAL VINOD	Aanchal
PAL JYOTI HARISHYAM	Jyoti
X MANISHA BABULAL	Manisha
PANDEY LAXMI MAHANARAYAN	
CHAURASIYA ANTIMA RAMSAVARE	Antima
ROHELE APEKSHA KHAJANCHI	
NISHAD JYOTI RAMJATAN	Jyoti NS
TIWARI NIDHI SARVESH	Nidhi Tiwari
RAWAL MITALI SANJAY SANTOSH	Mitali Rawal
BAGRETHA KUMARI NISHA SUNIL	Nisha
PRAJAPATI SWATI JITENDRA	Swati
SALUNKHE DIVYA NITIN	Divya
SINGH KAJAL SUNILKUMAR	Kajal Singh
SINGH RUPAMKUMARI DHANANJAYKUMAR	Rupam Singh
PARDESHI ASHWINI PAPPU	
RAWAT RANI SUNIL	Rani
KHAN NAGAMABANO INSAFALI	
MHETRE VAISHNAVI SHARAD	Vishnavi
JAISWAL JYOTI SURYAMANI	Jyoti
RAJPUROHIT NIKITA GANPATSINGH	Nikita
SAHANI VANDANA RAM	Vandana
SHARMA KAVITA TEJPRAKASH	S. Kavita.
SHARMA KHUSHI TEJPRAKASH	Khushi.S
X MANISHA KUMARI BINEET SINGH	Manisha
KHARATE PRANJAL MANGESH	Pranjal
SHAHU POOJA RAJESH	
SHAIKH SOFIA ALTAF	
SOLANKI AARTI DILIP	
X ANITA VELARAM	Anita



Student Name	Sign
MISHRA AANCHAL ABHISHEK	
NIRMAL PALLAVI SARJU PRASAD	
SHAIKH AAEESHA KASIM	Aaeesha
JAIN SAKSHI GYANCHANDRA	Sakshi
KANAUJIYA KHUSHABOO MAHENDRA KUMAR	
KANAUJIYA KHUSHBOO CHHOTELAL	Khushboo
PATEL RAMILABEN TRIKAMJI	Ramil
PRAJAPATI ASHUBEN DARAGHABHAI	Aashu
RAI RIYA MANOJ	
SAHANI NEELAM TULSIRAM	
SAHANI SANDHYA DHARMPAL	Sandhya
SHAIKH NARGIS PARVEEN ABDUL MANNAN	
MALI DEFI KUMARI MOTIRAMJI	
MALI DIKSHA INDRAMAL	Diksha
MALI DIYA INDRAMAL	Diya
PATEL PRIYANKA VELARAM	Priyanka
SINGH SAKSHI HARISH	
DAVE MUSKAN GHEWARCHAND	
PRAJAPATI POONAM RAMU	
PRAJAPATI PRIYANKA RAMSAGAR	
RAJBHAR NEETAM RATILAL	
SHARMA MANJU RAMACHHAIBER	manju
AAMNA SHAIKH MD ISLAM	Aamna
JAISWAR REENA SURENDRANATH	
KHAN FAIMA SHABBIR	Faima
YADAV RITIKA RAJBALI	Ritika
NANDINI THAKUR MUNNA	Nandini
YADAV POOJA RAJENDRA	
NIRMAL ANJALI DILIP KUMAR	Anjali
NIRMAL ARADHANA DHANESH	Aradhana



Student Name	Sign
PUROHIT KAVITA JABRARAM	Kavita
SAROJ KUSUM CHHANGULAL	Saroj
SINGH PRACHI VEERENDRA	Prachi
PAL PRIYA RAJBAHADUR	
CHAUHAN ROSHANI KISHAN	Roshani
CHOUDHARY REKHA CHUNNILAL	Rekha
ANSARI SHAHRIN ZAFAR	
CHAUHAN KUSUM BABU	
KANNOJIA POOJA LOLARAKH	
KANOJIYA PUSHPAKUMARI VIJAY	Puspa
KANOJIYA SHOBHA KUMARI RAJKUMAR	Shobha
KUMAVAT PINKIKUMARI GALBARAM	Pinku
PAWAR SHUBHANGI VIDYADHAR	
RAM RAJASHREE BRAHMADEV	Rajashree
SEN DIMPLE BHANVRARAM	Anita
SHARMA AYUSHI ANUJ KUMAR	Ayushi
SOLANKI NIKITA PHULCHAND	
KANNOJIYA AANCHAL VIJAYLAL	Aanchal
KOHALI POOJABEN RAMESH	Pooja
MALLAH NISHA RAMPRATAP	
PENDHARI SUSHANTI SUBHASH	Sushanti
PRAJAPAT KAVITA KUMARI CHAMPALAL	Kavita
PUROHIT VAIDEHI GAURISHANKAR	Vaidehi
VISHNOI GAYATRI DHIMARAM	Gayatri
CHAURASIYA KAJAL BANWARILAL	
CHOUDHARI JYOTI UMAKANT	
KANNOJIYA ANJALI VIJAYLAL	Anjali
MENA KALPANA MOHANLAL	Kalpana
PASWAN BABLI SURENDRA	Babli
X KAVITADEVI AMRUTLAL	Kavita



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**

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

**Plan II**

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

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



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

#### **Photoshop**

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

10  
Lectures

#### **Page Maker**

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

10  
Lectures



### REFERENCE BOOKS :

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

Year III  
( 30 Hrs )

Paper Name : Tally and Web Designing

**Tally**

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

10  
Lectures

**Html**

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

10  
Lectures

*Phoolke Harkashan*



### Frontpage

10  
Lectures

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

### REFERENCE BOOKS :

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

Prepared by:

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

For Academic Council, SNDTU

9820875656



[illegible]



100 Hrs. Computer Training Course (33 Hrs. per Year)

		100 Hrs. Computer Training Course (33 Hrs. per Year)																																		
		January 2023														Feb.							March 2023													
		3	5	7	10	12	14	17	19	21	24	28	31	2	4	7	9	11	14	16	21	23	25	28	2	4	7	9	11	14	16	18	21	23	25	28
27	Tandalekar Tanisha Nagesh Sneha	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
28	Tumma Prachi Sanjiv Sapna	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29	Chintakindi Bhagyashree Babu Kalpana	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	P	P	P
30	Varal Sejal Kiran Pratima	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
31	Shaikh Maria Mohd Ayub Naziya Sadaf	P	P	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

*(Vaishali Aroskar)*



*(Kaul)*  
PRINCIPAL  
B. M. Ruia Girls' College  
Grant Rd., MUMBAI-7.



B.A II		100 Hrs. Computer Training Course (33 Hrs. Per Year) + practice session																																			
		July 2022										Aug. 2022-2023										September 2022															
		2	5	7	9	12	14	16	19	21	23	26	28	30	2	4	6	9	13	16	18	20	23	25	27	30	6	8	10	13	15	17	20	22	24	27	
1	PAL JYOTI HARISHYAM ANARADEVI	A	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	A	
2	PRAJAPATI SWATI JITENDRA ASHA DEVI	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	A	P	P	P	P	P	P	
3	SINGH RUPAMKUMARI DHANANJAYKUMAR ANJUDEV	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	
4	SINGH KAJAL SUNILKUMAR REETA	A	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	
5	RAWAL MITALI SANJAY SANTOSH	A	A	P	A	P	P	P	P	A	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
6	CHAUDHARI NIRMA KUMARI KASTURARAM MANJUDEV	A	P	A	P	P	P	A	P	A	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	A	
7	SHAIKH SHABREEN KHATUN KHURSHID AALAM RAHMATIKHATUN	A	P	P	A	P	P	A	A	A	P	A	P	P	P	P	P	A	P	P	A	P	P	A	P	P	P	P	A	P	P	P	P	P	P	A	
8	MISHRA ANNU SHYAMMURARI PINKY	A	P	P	A	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	A	P	P	P	P	P	A	P	A	A	P	P	A	P	
9	SALUNKHE DIVYA NITIN NISHA	A	P	P	P	P	A	P	A	P	P	P	P	P	A	P	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	
10	KANOJIYA AANCHAL VINOD REKHA	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	
11	BAGRETHA KUMARI NISHA SUNIL NIRMALA	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	
12	X MANISHA BABULAL RAJESHWARIDEVI	P	P	P	P	P	P	P	A	P	A	A	P	A	P	A	P	A	A	P	P	P	P	P	A	P	P	A	P	P	A	P	P	P	P	A	
13	MHETRE VAISHNAVI SHARAD SUREKHA	P	P	P	P	P	P	P	P	A	P	A	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
14	KHAN NAGAMABANO INSAFALI SALMABANO	A	P	P	A	A	P	P	P	P	A	P	A	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	A	P
15	RAWAT RANI SUNIL SHEELADEVI	P	P	P	P	A	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	A	P	A	A	P	P	P	P	P	P	P	P	A
16	PARDESHI ASHWINI PAPPU LAXMI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	A	A	P	A	P	P	P	P	P	P	P	P	P	A	P
17	PANDEY LAXMI MAHANARAYAN INDRAVATI	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	A	A	P	P	
18	TIWARI NIDHI SARVESH PREMVAI	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	A	P	P	A	P	P	A	P	P	P	P	P	P	P	P	
19	CHAURASIYA ANTIMA RAMSAVARE GEETA	P	P	P	P	A	A	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	
20	X MANISHA KUMARI BINEET SINGH SARITA DEVI	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	
21	NISHAD JYOTI RAMJATAN BADAMADEVI	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	A	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	



B.A II		100 Hrs. Computer Training Course (33 Hrs. Per Year) + Practice Session																																		
		July 2022										Aug. 2022-2023										September 2022														
		2	5	7	9	12	14	16	19	21	23	26	28	30	2	4	6	9	13	16	18	20	23	25	27	30	6	8	10	13	15	17	20	22	24	27
22	SHARMA KAVITA TEJPRAKASH JYOTI	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	SHARMA KHUSHI TEJPRAKASH JYOTI	P	P	P	P	P	A	P	A	A	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P
24	RAJPUROHIT NIKITA GANPATSINGH PREM KUWAR	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	JAISWAL JYOTI SURYAMANI REENA	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	A	P	A	P	P	A	P	A	P	A	P	P	P	P	P	P	P	P
26	x ANITA VELARAM MOHINIDEVI	A	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	A	P	P	A	P	P	P	P	P	P	P
27	SOLANKI AARTI DILIP AASHA	A	P	A	P	A	P	P	P	P	P	A	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
28	ROHELE APEKSHA KHAJANCHI KAMLESH	P	A	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P
29	SAHANI VANDANA RAM SUNDARA	P	P	P	P	P	P	P	P	P	P	A	P	P	A	A	A	P	P	P	A	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P
30	KHARATE PRANJAL MANGESH VAISHALI	P	P	P	P	P	A	P	P	P	P	P	A	P	A	P	P	P	P	A	P	P	A	P	P	A	P	P	P	A	A	P	A	A	P	P
31	SHAIKH SOFIA ALTAF FATHIMA	A	P	P	A	P	P	A	P	P	P	A	P	P	P	A	P	P	A	A	P	P	P	A	P	A	P	P	P	P	P	P	P	P	A	P
32	SHAHU POOJA RAJESH RAJNI	P	P	P	A	A	A	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P

*Vaishali Aroskar*  
(Vaishali Aroskar)



*Principal*  
PRINCIPAL  
B. M. Ruia Girls' College  
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	BCOM III	July 2022													Aug. 2022-2023													September 2022												
		1	4	6	8	11	13	15	18	20	22	25	27	29	1	3	5	10	12	17	22	24	26	29	5	7	12	14	16	19	21	23	26	28	30	3				
	ANKAM KRUTHIKA RAMESH	P	A	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	A					
	BANE SHRADDHA RAJESH	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P					
	BHOLE VANCHITA VIVEK	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P					
	CHAUHAN TARUNA KISHAN	P	P	P	A	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P					
5	CHAURASIYA AACHAL BANWARILAL	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P					
6	DARADE SONALI PATLUBA	A	P	P	P	P	A	P	P	A	P	P	P	A	P	P	A	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P					
7	DOSHI MAHEK SANJAYKUMAR	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P					
8	GAIKWAD MANSI RAMESH	P	P	P	A	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P					
9	GANDHI PRIYANKA CHANDRAKANT	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P					
10	GIRI SUJATA ANIL	P	A	P	P	P	P	P	P	P	A	P	A	P	A	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P					
11	GUPTA ANJALI PAPU	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P					
12	GUPTA SANJANA SAIVAN	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P					
13	GUPTA SHRUTI JOGENDRA	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P					
14	HAFSHA GAZIYANI AHMED	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	A	P	P	P	P	A	A	P	A	P	P	P	P	P					
15	JADHAV DIKSHI BALKRISHNA	P	P	P	P	A	P	P	A	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P					
16	JADHAV SUSHMITA SANTOSH	P	P	P	P	P	A	P	A	P	A	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
17	JAIN BHAVIKA RAMESHKUMAR	P	P	P	A	P	P	A	P	A	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
18	JAIN ISHA INDRA KUMAR	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
19	JAIN NISHA MAGANLAL	P	P	P	A	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
20	JAISWAR ANJALI SANJAY	A	P	A	P	P	P	P	A	P	P	P	P	A	P	A	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P					
21	JAISWAR SANJANA LALLANPRASAD	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	A	P	P	P	P	P	A					
22	KAMBLE PRANJAL SANTOSH	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A					
23	KANAUJIYA ANCHAL MANSHA	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P					
24	KANAUJIYA NISHA LALAI	P	P	P	P	A	P	A	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P					
25	KANCHAN SUSHMA NAVINCHANDRA	A	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P					
26	KANDU ROSHNI TARACHAND	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P					
27	KHARAT SONU PARSHURAM	P	P	P	P	A	P	P	A	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P					
28	LALPARIA AYESHA SALIM	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A					
29	LOREKAR TANISHKA SHRIKANTH	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	A	P	A	P	P	P					
30	MAHIND POOJA SANJAY	P	P	P	P	A	P	P	P	P	A	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
31	MANDAVKAR NUTEKA GAJANAN	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
32	MANKAR KUNIKA RAJENDRA	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	A	A	P	P	P	P	P	A					
33	MANSURI SUWAIBAH SARFARAZ	A	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P					
34	MEHTA SIMI HITESHKUMAR	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	A	P	P	P	P	P	P	P	P					
35	MISHRA ALKA MANOJ	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P					
36	PADMA NANDINI NARSIMA	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A					
37	PAINLA LIKITA SHEKHAR	P	P	A	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A					
38	PANDEY ANKITA AVDESHKUMAR	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	A	P	P	P	P	A					
39	PARDESHI NANDINI SURESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
40	PARDESHI SHEETAL PRAKASH	A	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P					
41	PARIHAR SONAL RIDMAL	P	P	P	A	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
42	PARMAR HEENAL DINESH	P	P	A	P	P	P	A	P	P	P	A	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	A	A	P	P	P	P	P	P					
43	PASI DOLY JAGIVAN	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	A	P	P	P	P	P	A					
44	PAYAL DEVENDRA SEENIWASAN	P	P	P	P	P	A	P	P	A	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					
45	PUROHIT POONAM MAHENDRA	P	P	P	A	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	A					
46	PUROHIT PRIYANKA KHIAMARAM	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A					
47	PUROHIT SUREKHA BHAWARLAL	A	P	P	P	A	P	P	A	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	A					



100 Hrs. Computer Training Course (33 Hrs. per Year)

BCOM III	July 2022														August 2022-2023														September														Oct.					
	1	4	6	8	11	13	15	18	20	22	25	27	29	1	3	5	10	12	17	22	24	26	29	5	7	12	14	16	19	21	23	26	28	30	3													
RINGE MADHURI MARUTI	P	P	A	P	P	A	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
SAHANI KAJAL LALDAS	P	P	P	A	P	A	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P		
SAKPAL SIDDHI RAJENDRA	A	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
SEBTA KAVITAKUNWAR VIJAYSINGH	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	A	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		
SHAH DIVYA DILIP	P	P	P	P	A	P	P	P	P	A	P	P	P	A	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	
SHAH VIRANSHI HASMUKH	A	P	P	A	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
SHAIKH SHAMIMA KHATOON BARKAT ALI	P	P	P	P	P	P	P	P	P	P	P	P	A	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	
SHAIKH SIMRAN BANO MD KALAM	P	A	P	P	P	A	P	P	P	P	P	A	P	P	P	A	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	
SHEIKH AAYESHA ABDUL MAZID	A	P	A	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
SHELAR RUPALI SURESH	P	P	P	A	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SINGH KUSHAL KANVAR PARBAT	P	A	P	P	P	P	P	A	P	P	A	P	P	P	A	P	A	P	P	A	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SINGH SWEETY DHARAMVEER	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
SOLANKI SAKSHI HARISH	P	P	A	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
SONAWANE TANISHKA DEEPAK	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
TAKKEKAR SONIYA SHIVAJI	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
VARALU NAINA NARSANNA	A	P	P	P	P	P	P	A	P	P	P	A	P	A	A	P	A	A	P	P	A	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	
VARMA RADHIKA MANI	P	P	P	P	A	A	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	P	P	P	P	P	P	P
VISHNOI BHAVNA KUMARI NENARAM	A	P	P	A	A	P	P	P	A	P	P	A	P	P	P	P	P	A	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

*Bud*  
(Vaishali Arunkar)



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## **100 Hours of Computer Training (First Year)**

### **Assessment sheet**

<b>Topic</b>	<b>Theory (25 Marks)</b>	<b>Practical (Hands on skill) (25 Marks)</b>	<b>Total Marks</b>
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
			<b>50 Marks</b>



## **100 Hours of Computer Training (Second Year)**

### **Assessment sheet**

<b>Topic</b>	<b>Theory (25 Marks)</b>	<b>Practical (Hands on skill) (25 Marks)</b>	<b>Total Marks</b>
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
			<b>50 Marks</b>



## **100 Hours of Computer Training (Third Year)**

### **Assessment sheet**

<b>Topic</b>	<b>Theory (25 Marks)</b>	<b>Practical (Hands on skill) (25 Marks)</b>	<b>Total Marks</b>
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 <img> 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
			<b>50 Marks</b>



MARWADI SAMMELAN'S

# B.M.RULA GIRLS' COLLEGE

NAAC Accredited B+ 3<sup>rd</sup> Cycle

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

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



## Certificate

This is to certify that MS. SHRADDHA BANE has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2020-21, 2021-22, & 2022-23. 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. VAIDEHI PUROHIT has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2020-21, 2021-22, & 2022-23. 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. REKHA CHAUDHARY has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2020-21, 2021-22, & 2022-23. 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. MAMTA PUROHIT has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2020-21, 2021-22, & 2022-23. 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. KAVITA PRAJAPATI has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2020-21, 2021-22, & 2022-23. 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. KUSUM CHAUHAN has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2020-21, 2021-22, & 2022-23. 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. SUSHMITA JADHAV has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2020-21, 2021-22, & 2022-23. 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. PRIYAL KADAM has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2020-21, 2021-22, & 2022-23. 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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11, Krishna Kunj, Vachha Gandhi Road, Gamdevi, Grant Road (West), Mumbai- 400007

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



## Certificate

This is to certify that MS. DIMPLE SEN has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2020-21, 2021-22, & 2022-23. 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. SAKSHI VICHARE has successfully completed the 100 hours Computer Training Course, under Plan I: 33+ hours per year, conducted during the academic years; 2020-21, 2021-22, & 2022-23. 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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Gamdevi, Mumbai  
**SWAYAM Course – Human Resource Management**

**FYBCOM Sem II Commerce**

**Academic Year 2022-23**

**FYBCOM students registered for SWAYAM Course on Human Resource Management**

No. of students enrolled: 73

No. of students completed: 62

Duration: January 23, 2023 to March 25, 2023

Faculty Coordinator: Dr. Nooruzia Qazi

**The College conducted the evaluation and grading for the Course, since the Exam dates were delayed by Swayam**

**Email correspondence regarding Course commencement and Exam dates**

**From:** onlinecourses@swayam2.ac.in

**Date:** 23 January 2023 at 10:15:34 PM IST

**To:** bmruiianq@gmail.com

**Subject: Welcome to the course : Human Resource Management**

Dear Learners,

Welcome to the Course- Human Resource Management

Course Credit- 3

Duration in Weeks-10

Instruction Language- English

**Schedule-** The Course content shall be released on weekly basis- 3Modules per week, along with Text Materials, Self Assessments and Weekly Assignments /Assessment

**Internal Assessment-** Each week will have one/two graded Assignments/Assessments.

**\* Best 5 Assessment/Assignment marks will be considered for Internal Marks and will carry 30 percent for overall Result.**

**End Term Exam-** will have 100 questions (Objective Type) and will carry 70 percent of overall Result.

**\*All students, who obtain 40% marks in internal assessment and 40% marks in end-term proctored exam separately, will be eligible for certificate and credit transfer.**

Time to time announcements shall be made to keep you updated.

Thank you



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Fwd: Exam Schedule released: please apply for the same and prepare for exams

From: Nootuzia Qazi (bnuriazq@gmail.com)

To: nooruzia@yahoo.com

Date: Monday 30 December 2024 at 11:27 pm GMT+5:30

Sent from my iPhone

Begin forwarded message:

From: onlinecourses@cec2.swayam2.ac.in

Date: 1 September 2023 at 6:52:31 PM IST

To: cec23-mg02-announce@cec2.swayam2.ac.in

Subject: Exam Schedule released: please apply for the same and prepare for exams

Dear learners please follow the schedule given below for completing your exam on Human Resource Management course

**The Schedule of Examination activities is as follows:**

Online Submission of Application Form	31 August 2023 to 20 September 2023
Last date of Successful transaction of fee through Credit/Debit Card/Net Banking/UPI	21 September 2023 (upto 11:50 PM)
Correction of Particulars of Application Form on the website only	23 September to 25 September 2023
Downloading of Admit Card from NTA Website	Will be announced later NTA website
Date of Examination	19,20,21 October 2023
Duration	180 Minutes (03:00 Hours)
Timing of Examination	Shift-I (09:00 A.M. to 12:00 Noon) Shift-II (03:00 P.M. to 6:00 P.M)
Medium of the question paper	English, except language courses where the Question Paper will be in the respective language only.
Website(s)	<a href="https://swayam.nta.ac.in/">https://swayam.nta.ac.in/</a> , <a href="http://swayam.ntaonline.in/">www.nta.ac.in</a> , <a href="http://swayam.ntaonline.in/">http://swayam.ntaonline.in/</a>

You received this message because you are subscribed to the Google Groups "Announcement list for Human Resource Management" group.  
To unsubscribe from this group and stop receiving emails from it, send an email to [cec23-mg02-announce-unsubscribe@cec2.swayam2.ac.in](mailto:cec23-mg02-announce-unsubscribe@cec2.swayam2.ac.in).

## Screenshots of students Names and email addresses registered

Member List

groups.google.com/u/1/a/cec2.swayam2.ac.in/g/cec23-mg02-announce/members

Members

Search members

☆ Announcement list for Human Resource Management 5417 members 24 of 55

Member	Email	Role	Join Date
romyma...	romymarjit10@gmail.com	Member	Jan 23, 2023
dipikas...	dipikasauthar486@gmail.com	Member	Jan 23, 2023
sakshidur...	sakshidurgavale142@gmail.com	Member	Jan 23, 2023
gaurb...	gaurbhoyers@gmail.com	Member	Jan 23, 2023
urmachou...	urmachoudhary444@gmail.com	Member	Jan 23, 2023
snehas...	snehasaraj087@gmail.com	Member	Jan 23, 2023
nikitani...	nikitamishra3105@gmail.com	Member	Jan 23, 2023
saniyas...	saniyashaidh477@gmail.com	Member	Jan 23, 2023
shelar...	shelarisha96@gmail.com	Member	Jan 23, 2023
nidhicha...	nidhichauresia027@gmail.com	Member	Jan 23, 2023
baigsa...	baigsaifa73@gmail.com	Member	Jan 23, 2023

Privacy - Terms

Type here to search

21422 06-04-2023



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Gamdevi, Mumbai  
**SWAYAM Course – Human Resource Management**

This screenshot shows the member list for the Google Group 'Announcement list for Human Resource Management'. The group has 5417 members. The interface includes a sidebar with navigation options like 'New conversation', 'My groups', 'Recent groups', 'Favorite groups', 'Starred conversations', 'Announcement list for Human Resource Management', 'Conversations', 'Members' (selected), 'About', and 'My membership settings'. The main content area displays a table of members with columns for Member, Email, Role, and Join Date. The table lists 15 members, all of whom joined on Jan 23, 2023.

Member	Email	Role	Join Date
sec22...@sairamtp.edu.in	sec22mb160@sairamtp.edu.in	Member	Jan 23, 2023
sayedbin...@gmail.com	sayedbinfefatima@gmail.com	Member	Jan 23, 2023
nehaksh...@gmail.com	nehakshak0610@gmail.com	Member	Jan 23, 2023
walika...@gmail.com	walikaisha1761@gmail.com	Member	Jan 23, 2023
nehajai...@gmail.com	nehajaiswar530@gmail.com	Member	Jan 23, 2023
khushb...@gmail.com	khushbusiddiqui427@gmail.com	Member	Jan 23, 2023
desaitr...@gmail.com	desaitruti811@gmail.com	Member	Jan 23, 2023
vinshai...@gmail.com	vinshaiachaurasiya@gmail.com	Member	Jan 23, 2023
payalsi...@gmail.com	payalsingmuskian@gmail.com	Member	Jan 23, 2023
anchar...@gmail.com	anchar5224@gmail.com	Member	Jan 23, 2023
kattara...@gmail.com	kattaramya113@gmail.com	Member	Jan 23, 2023
sangoda...@gmail.com	sangoda1975neeta@gmail.com	Member	Jan 23, 2023

This screenshot continues the member list from the previous one. It shows the same Google Groups interface with the 'Members' tab selected. The table lists 15 more members, all of whom joined on Jan 23, 2023.

Member	Email	Role	Join Date
snehami...@gmail.com	snehamishra7301@gmail.com	Member	Jan 23, 2023
gokul...@gmail.com	gokulnatra@gmail.com	Member	Jan 23, 2023
shaktha...@gmail.com	shakthant246108@gmail.com	Member	Jan 23, 2023
thasabd...@gmail.com	thasabdurrahman@gmail.com	Member	Jan 23, 2023
akileva...@gmail.com	akilevathi8611@gmail.com	Member	Jan 23, 2023
renuma...@gmail.com	renumarudran@gmail.com	Member	Jan 23, 2023
aryarajan.e...@gmail.com	aryarajan.earthu000111@gmail.com	Member	Jan 23, 2023
twaila...@gmail.com	twailachal855@gmail.com	Member	Jan 23, 2023
shakth...@gmail.com	shakthnazz156@gmail.com	Member	Jan 23, 2023
adriel...@gmail.com	adrielmorgan5@gmail.com	Member	Jan 23, 2023
dsharut...@gmail.com	dsharuthika2001@gmail.com	Member	Jan 23, 2023
jee...@amjaincollege.edu.in	jeeva.m@amjaincollege.edu.in	Member	Jan 23, 2023



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Gamdevi, Mumbai  
**SWAYAM Course – Human Resource Management**

The screenshot displays a Google Groups interface for a group titled "Announcement list for Human Resource Management" with 5417 members. The page shows a list of members with columns for Member, Email, Role, and Join Date. The list is paginated, showing 25 of 55 members on this page. The members listed are:

Member	Email	Role	Join Date
moon...	moonats02@gmail.com	Member	Jan 23, 2023
jambhulker...	jambhulkeradhe000@gmail.com	Member	Jan 23, 2023
kpisho...	kpishorpatil52@gmail.com	Member	Jan 23, 2023
shay...	shayasv10@gmail.com	Member	Jan 23, 2023
shive...	shivanib4@gmail.com	Member	Jan 23, 2023
karthi...	karthikraja@student.tce.edu	Member	Jan 23, 2023
suttat...	suttatilsavita5@gmail.com	Member	Jan 23, 2023
ighat...	ighatole63@gmail.com	Member	Jan 23, 2023
pushtk...	pushtkansara05@gmail.com	Member	Jan 23, 2023
sec22...	sec22mb093@sairamtap.edu.in	Member	Jan 23, 2023
ramyar...	ramyarammu111@gmail.com	Member	Jan 23, 2023
sec22...	sec22mb046@sairamtap.edu.in	Member	Jan 23, 2023

The interface includes a sidebar with navigation options like "New conversation", "My groups", "Recent groups", "Favorite groups", "Starred conversations", "Announcement list for Human Resource Management", "Conversations", "Members", "About", and "My membership settings". The bottom of the page shows a Windows taskbar with various application icons and system tray information.



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The screenshot displays a Google Groups interface for a group titled "Announcement list for Human Resource Management" with 5,417 members. The page shows a list of members with columns for Member, Email, Role, and Join Date. The members listed are all from the domain @sairamtap.edu.in, except for a few from @gmail.com. The interface includes a sidebar with navigation options like "My groups", "Recent groups", and "Favorite groups". The bottom of the page shows a Windows taskbar with various application icons and a system clock indicating 21:24 on 06-04-2023.

Member	Email	Role	Join Date
sec22...@sairamtap.edu.in	sec22mb110@sairamtap.edu.in	Member	Jan 23, 2023
sec22...@sairamtap.edu.in	sec22mb118@sairamtap.edu.in	Member	Jan 23, 2023
sec22...@sairamtap.edu.in	sec22mb144@sairamtap.edu.in	Member	Jan 23, 2023
sec22...@sairamtap.edu.in	sec22mb034@sairamtap.edu.in	Member	Jan 23, 2023
avinash...@gmail.com	avinash903kumar@gmail.com	Member	Jan 23, 2023
dheerad...@gmail.com	dheeradeepa1994@gmail.com	Member	Jan 23, 2023
poorvi...@gmail.com	poorvi.gautam05@gmail.com	Member	Jan 23, 2023
sec22...@sairamtap.edu.in	sec22mb170@sairamtap.edu.in	Member	Jan 23, 2023
nikitapu...@gmail.com	nikitapurohit961@gmail.com	Member	Jan 23, 2023
vaishnav...@gmail.com	vaishnavparab763@gmail.com	Member	Jan 23, 2023
sssar...@gmail.com	sssarj222@gmail.com	Member	Jan 23, 2023
kamalka...@gmail.com	kamalkamalesh89@gmail.com	Member	Jan 23, 2023

Member	Email	Role	Join Date
anthofc...@gmail.com	anthofcmmesaz@gmail.com	Member	Jan 23, 2023
anjaliu...@gmail.com	anjaliushweh109@gmail.com	Member	Jan 23, 2023
eveli...@gmail.com	evelinrosev@gmail.com	Member	Jan 23, 2023
kunk...@gmail.com	kunkelcb@gmail.com	Member	Jan 23, 2023
bezal...@gmail.com	bezalatsyog@gmail.com	Member	Jan 23, 2023
pakshay...@gmail.com	pakshayachu1234@gmail.com	Member	Jan 23, 2023
mahaveer...@gmail.com	mahaveerkumar.cs@gmail.com	Member	Jan 23, 2023
wadatar...@gmail.com	wadatkamronali04@gmail.com	Member	Jan 23, 2023
ramj...@gmail.com	ramjey21@gmail.com	Member	Jan 23, 2023
aditya...@gmail.com	adityaupali@gmail.com	Member	Jan 23, 2023
sec22...@sairamtap.edu.in	sec22mb074@sairamtap.edu.in	Member	Jan 23, 2023
katrol...@gmail.com	katrolas.sk@gmail.com	Member	Jan 23, 2023



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The image shows a screenshot of a Google Groups members list for the group "Announcement list for Human Resource Management". The group has 5417 members. The interface includes a sidebar with navigation options like "New conversation", "My groups", "Recent groups", "Favorite groups", "Starred conversations", "Announcement list for Human Resource Management", "Conversations", "Members" (selected), "About", and "My membership settings". The main content area displays a table of members with columns for Member, Email, Role, and Join Date. The table is paginated, showing 25 of 55 members on the current page. The bottom of the image shows a Windows taskbar with the search bar and various application icons.

Member	Email	Role	Join Date
min29_@gmail.com	min2986697@gmail.com	Member	Jan 23, 2023
marapured_@gmail.com	marapuredysushmitha@gmail.com	Member	Jan 23, 2023
dranand_@gmail.com	dranandjha503@gmail.com	Member	Jan 23, 2023
ananyav_@gmail.com	ananyavarma561@gmail.com	Member	Jan 23, 2023
ishash_@gmail.com	ishashelars@gmail.com	Member	Jan 23, 2023
sumi_@gmail.com	sumit9992@gmail.com	Member	Jan 23, 2023
mvamsik_@gmail.com	mvamsikumar102@gmail.com	Member	Jan 23, 2023
ambreas_@yahoo.in	ambreshashpandit@yahoo.in	Member	Jan 23, 2023
telangn_@gmail.com	telangnagesh23@gmail.com	Member	Jan 23, 2023
NQ	bmruihanq@gmail.com	Member	Jan 23, 2023
rajnish_@gmail.com	rajnishrocky18@gmail.com	Member	Jan 23, 2023
mahalakshmi_@gmail.com	mahalakshmiujay1201@gmail.com	Member	Jan 23, 2023

Member	Email	Role	Join Date
nanorjun_@gmail.com	nanorjunarender3@gmail.com	Member	Jan 23, 2023
aksh_@gmail.com	akshah032@gmail.com	Member	Jan 23, 2023
raulika_@gmail.com	raulikaraskash@gmail.com	Member	Jan 23, 2023
pamarr_@gmail.com	pamarrrohitshih@gmail.com	Member	Jan 23, 2023
prabhupadm_@gmail.com	prabhupadmanabhan2412@gmail.com	Member	Jan 23, 2023
tushark_@gmail.com	tusharkuntalbt@gmail.com	Member	Jan 24, 2023
sunil_@gmail.com	sunily952@gmail.com	Member	Jan 24, 2023
paritosh_@gmail.com	paritosh04bhandari@gmail.com	Member	Jan 24, 2023
saberil_@gmail.com	sabanillogesh11@gmail.com	Member	Jan 24, 2023
mital_@gmail.com	mitalithakur098@gmail.com	Member	Jan 24, 2023
naseeha_@gmail.com	naseehasalim20@gmail.com	Member	Jan 24, 2023
amisha_@gmail.com	amishakolhe73@gmail.com	Member	Jan 24, 2023



Name :- Pooja Chaurasia

Class:- F.Y.B.Com

Roll no :- 10

Topic :- Human Resource  
Management

Subject:- Commerce (Swayam)



# WEEK 1

## Weekly Quiz1

The due date for submitting this assignment has passed.  
**Due on 2023-03-02, 23:00 IST.**

### Assignment submitted on 2023-02-28, 09:38 IST

1) The goal of HRM is to maximize employees' contributions in order to achieve optimal **1 point**

- ☒ Productivity and effectiveness
- ☐ Revenue and margin
- ☐ Workhours and downtime
- ☐ Diversity and inclusion

**Yes, the answer is correct.**  
Score: 1

**Accepted Answers:**  
*Productivity and effectiveness*

2) Which of the following is a not a feature of HRM? **1 point**

- ☐ Indirect communication
- ☐ Mutuality of interests
- ☒ Performance Management
- ☐ Promoting Team work

**Yes, the answer is correct.**  
Score: 1

**Accepted Answers:**  
*Performance Management*

3) Which among the following role involves- the capacity to identify business opportunities in the broader business environment ? **1 point**

- ☐ Business Partner
- ☐ Innovator
- ☒ None of these
- ☐ Strategist

**No, the answer is incorrect.**  
Score: 0

**Accepted Answers:**  
*Business Partner*

4) HRM provides services like recruitment, health & safety and rewards etc to **1 point**

- ☐ All of these
- ☐ Employees
- ☒ Team leaders
- ☐ Top management

**No, the answer is incorrect.**  
Score: 0

**Accepted Answers:**  
*All of these*

5) Which among the following justifies Career Development? **1 point**

- ☐ Growth of an employee in all aspects
- ☐ Career oriented in nature
- ☐ Long term perspective
- ☒ All of these

**Yes, the answer is correct.**  
Score: 1

**Accepted Answers:**  
*All of these*



# *Assignment*

answers

1a) This is because everyone needs some time to exist to new role but internals, hires are quicker than and broad then external hires .

2A) selection called and negative process in business as more candidates who applying the employments are rejected than employed that it's way selection is called negative process.

company is use to gauge a candidate response to stress .



# Week 2.

## Weekly Quiz 2

The due date for submitting this assignment has passed.  
**Due on 2023-03-06, 23:59 IST.**

Assignment submitted on  
2023-02-28, 17:41 IST

1) Which among the following is the highly possessed HR competency as per studies? **1 point**

- ☐ Credible activist
- ☐ Expert practitioner
- ☐ Strategic architect
- ☒ Workforce designer

**No, the answer is incorrect.**  
**Score: 0**

**Accepted Answers:**  
*Credible activist*

2) According to CII NHRD XLRI model Change Orientation is what competency **1 point**

- ☐ Functional Behavioural HR
- ☐ Functional Technical
- ☐ Generic Behavioural
- ☒ Generic Technical

**No, the answer is incorrect.**  
**Score: 0**

**Accepted Answers:**  
*Generic Behavioural*

3) Recruitment and training are transactional activities while alignment of HR activities with organizational goals is **1 point**

- ☐ Both Transformational and strategic
- ☐ Neither Transformational nor strategic
- ☐ Strategic
- ☒ Transformational

**Yes, the answer is correct.**  
**Score: 1**

**Accepted Answers:**  
*Transformational*

4) Strategic human resource management is the process of linking the human resource function with **1 point**

- ☐ Upcoming technologies
- ☐ Overall cost incurred by the business
- ☐ Productivity of the organization
- ☒ Strategic goals of the organization

**Yes, the answer is correct.**  
**Score: 1**

**Accepted Answers:**  
*Strategic goals of the organization*

5) Contracting outside the organisation to have work done that formerly was done by internal employees is called **1 point**

- ☒ Downsizing
- ☐ Insourcing
- ☐ Offshoring
- ☐ Outsourcing

**No, the answer is incorrect.**  
**Score: 0**

**Accepted Answers:**  
*Outsourcing*



# *Assignment*

## **Ans**

1A) HR play key role in developing ,reinforcing and chang the cultur of an organization.

2A) the critically of getting corporate restructuring right to hi hard to overstate , when an organization to not in the best financa health.

3A) Aligning HR with business strategy can boost employees satisfaction and performance ensure team are aligned ro help in the business achivement.



# WEEK 3

## Weekly Quiz 3

The due date for submitting this assignment has passed.  
**Due on 2023-03-07, 23:59 IST.**

Assignment submitted on  
2023-03-07, 20:27 IST

1) Which forecasting technique uses the historic data for future manpower requirements? **1 point**

- ☒ Delphi technique
- ☐ Managerial judgement
- ☐ Ratio trend analysis
- ☐ Regression analysis

**No, the answer is incorrect.**  
**Score: 0**

**Accepted Answers:**  
*Ratio trend analysis*

2) Human resource planning is done based on the **1 point**

- ☐ External environment
- ☐ Financial condition
- ☐ Market condition
- ☒ Organizational plan

**Yes, the answer is correct.**  
**Score: 1**

**Accepted Answers:**  
*Organizational plan*

3) Which of the following terms is not associated with job analysis? **1 point**

- ☐ Competitor
- ☒ Duty
- ☐ Position
- ☐ Task

4) . Job analysis is a process of gathering information about the **1 point**

- ☐ Holder
- ☐ Job
- ☐ Management
- ☒ Organization

**No, the answer is incorrect.**  
**Score: 0**

**Accepted Answers:**  
*Holder*

5) Which among the following are components of job description? **1 point**

- ☐ Tools and Machine
- ☐ Job Title
- ☐ Physical Location
- ☒ All of these

**No, the answer is incorrect.**  
**Score: 0**

**Accepted Answers:**  
*Tools and Machine*

6) What helps in screening the resumes during recruitment process? **1 point**

- ☐ Job Description
- ☐ Job Specification
- ☐ Job Evaluation
- ☒ Both Job Specification and Job Description

**Yes, the answer is correct.**  
**Score: 1**

**Accepted Answers:**  
*Both Job Specification and Job Description*



# *Assignment*

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## **Ans**

1B) There are four general steps in dhrup process identifying the current supply of employees, determining the future of work force balancing between labour supply and demand, and developing place that support the company goal.

---

2A) The process of getting the number of qualified employees and sick to place the right employees in the right jobs at the right time so the organization can meet its objective.

3C) The procedure through which the determine the duties and nature of the jobs and the kinds of people who should be hired for the goal .

# WEEK 4

## Weekly Quiz 4

The due date for submitting this assignment has passed.  
**Due on 2023-03-09, 23:59 IST.**

Assignment submitted on  
2023-03-06, 09:47 IST

1) Which of the following is the most serious problem that might arise due to excessive reliance on internal recruitment? **1 point**

- ☐ High labour turnover
- ☐ Internal resistance
- ☐ Lack of motivation
- ☒ Reduced job performance

**No, the answer is incorrect.**  
**Score: 0**

**Accepted Answers:**  
Internal resistance

2) Which among the following is not a source of external recruitment? **1 point**

- ☒ Facebook
- ☐ Naukari
- ☐ Promotion
- ☐ Walk in interview

**No, the answer is incorrect.**  
**Score: 0**

**Accepted Answers:**  
Promotion

3) Integrity test is conducted in order to analyze **1 point**

- ☐ Behavior of the candidate
- ☐ Competency of the candidate
- ☒ Creativity of the candidate
- ☐ Ethics of the candidate

4) Arrange the steps of selection in correct sequence **1 point**

1. Medical Examination
2. Screening Application
3. Interview
4. Hiring

- ☐ 4,2,3,1
- ☒ 2,3,1,4
- ☐ 1,2,3,4
- ☐ 4,3,2,1

**Yes, the answer is correct.**  
**Score: 1**

**Accepted Answers:**  
2,3,1,4

5) Which among the following interview technique involves interrupting provoking and challenging the interviewee? **1 point**

- ☐ Stress interview
- ☐ Behavioral interview
- ☐ Case interview
- ☒ All of these

**No, the answer is incorrect.**  
**Score: 0**

**Accepted Answers:**  
Stress interview

6) Which of the following option is a problem associated with interview? **1 point**

- ☐ Interviewer fatigue
- ☐ Bias
- ☐ Inconsistency
- ☒ All of these

**Yes, the answer is correct.**  
**Score: 1**

**Accepted Answers:**  
All of these



# Assignment

## Ans

1A). There are many different ways to recruit internally. Some types of internal recruitment work better depending on the size of your company or your industry. These types can include promotions, transfers, employee referrals, along with simply advertising the job opening within the workplace. While this can largely depend, most companies see internal recruitment as a symbol of success. It means that your business is nurturing your employees to be the best they can be. Internal

recruitment is also less expensive, and research shows that internal hires are more successful than external hires. In terms of recruiting for jobs, the nature of recruitment has always remained the same, but the methods of recruitment have changed so much over the years. Chances are, you've probably heard of either the halo effect or the horn effect at some point in your career. Almost all of us are guilty of making snap judgements, particularly in the workplace. Hopefully, over time you will gain a

more accurate, well-rounded opinion of your peers. But if these judgements remain unaddressed, they can be a detriment to workplace culture and productivity, as well as leading to biased hiring decisions. Halo effect: A positive first impression that leads us to treat someone more favourably. Horn effect: A negative first impression that leads us to treat someone less favourably. The halo and horn effect in recruitment is all about first impressions, whether they're made on paper or when meeting face-to-face in an interview setting. As many of you know, first

impressions can be incredibly deceiving and can hinder your objectivity when evaluating a candidate. An instance that can be used as an example of the halo effect includes how a well-groomed, tall and outwardly confident candidate is more likely to be perceived as intelligent and trustworthy. This elevates that candidate in the mind of the interviewer over the likes of someone who may appear introverted with a less commanding presence, but ultimately is a better fit for the position. It is important to review your

recruitment practices ever so often. This article is going to be taking a look at internal and external recruitment process, including some of the advantages and disadvantages of both. Internal recruiting is when a business or organisation intends to fill a vacancy from within its existing workforce. External recruitment on the other hand is when an organisation looks to fill vacancies from applicants outside the company.

2B). Emotional intelligence (E) forms the Juncture at which cognition and emotion meet, it facilitates our capacity for resilience, motivation, empathy, reasoning, stress management, communication, and our ability to read and navigate a plethora of social situations and conflicts. Ei matters and if cultivated affords one the opportunity to realize a more fulfilled and happy life. Before you read on, we thought you might like to download our three Emotional Intelligence Exercises for free. These


cultivated affords one the opportunity to realize a more fulfilled and happy life. Before you read on, we thought you might like to download our three Emotional Intelligence Exercises for free. These science-based exercises will not only enhance your ability to understand and work with your emotions but will also give you the tools to foster the emotional intelligence of your clients, students or employees.

3C). Chances are, you've probably heard of either the halo effect or the horn effect at some point in your career. Almost all of us are guilty of making snap judgements, particularly in the workplace. Hopefully, over time you will gain a more accurate, well-rounded opinion of your peers. But if these judgements remain unaddressed, they can be a detriment to workplace culture and productivity, as well as leading to biased hiring decisions. Halo effect: A positive



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impressions can be incredibly deceiving and can hinder your objectivity when evaluating a candidate. An instance that can be used as an example of the halo effect includes how a well-groomed, tall and outwardly confident candidate is more likely to be perceived as intelligent and trustworthy. This elevates that candidate in the mind of the interviewer over the likes of someone who may appear introverted with a less commanding presence, but ultimately is a better fit for the position.



# WEEK 5

## Weekly Quiz 5

4) The benefits of induction are **1 point**

- ☐ Reduce anxiety and stress of the employee
- ☒ Decrease in employee turnover
- ☐ Introducing employee to colleagues
- ☐ All of these

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
All of these

5) Which of these is a part of formal orientation programme? **1 point**

- ☐ Employee is overloaded with forms to complete
- ☐ Highlighting the employee's mistakes
- ☒ Introduction to the department and the job
- ☐ Testing the competencies of the employees

Yes, the answer is correct.  
Score: 1

Accepted Answers:  
Introduction to the department and the job  
Open ended questions

2) Which type of questions helps the interviewer to understand and clarify what the candidate have told putting it in statement form asking him whether he agrees to it or not **1 point**

- ☐ Behavioral question
- ☒ Career question
- ☐ Continuity question
- ☐ Play back question

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
Play back question

3) The questions which helps in better understanding of candidates skills and competencies in previous job is **1 point**

- ☒ Behavior questions
- ☐ Career questions
- ☐ Open questions
- ☐ Play back question

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
Career questions



4) The benefits of induction are

1 point

- ☐ Reduce anxiety and stress of the employee
- ☒ Decrease in employee turnover
- ☐ Introducing employee to colleagues
- ☐ All of these

No, the answer is incorrect.

Score: 0

Accepted Answers:

All of these

5) Which of these is a part of formal orientation programme?

1 point

- ☐ Employee is overloaded with forms to complete
- ☐ Highlighting the employee's mistakes
- ☒ Introduction to the department and the job
- ☐ Testing the competencies of the employees

Yes, the answer is correct.

Score: 1

Accepted Answers:

Introduction to the department and the job

6) Which of the following is/are covered in a training evaluation? 1 point

- ☒ Results
- ☐ Behaviour
- ☐ Reaction
- ☐ All of these

No, the answer is incorrect.

Score: 0

Accepted Answers:

All of these

# WEEK 6



VoLTE LTE 50% 8:45 pm

## Weekly Quiz 6

Your last recorded Due date: 2023-03-14, 23:59 IST.  
submission was on 2023-03-13, 08:12 IST

1) The following training aims to provide **1 point**  
broad training to enable the trainee to take up a wide  
variety of tasks within his field of specialisation

- ☐ On the job training
- ☒ Apprenticeship
- ☐ Demonstration
- ☐ All of these

2) The following is are the benefit of training **1 point**

- ☐ Reduced supervision
- ☐ Increased productivity
- ☒ Reduced accidents
- ☐ All of these

3) Rearrange the steps of executive **1 point**  
development training programs

1. Evaluation
2. Deliver the training
3. Analyze the need
4. Planning individual development programs

☒ 4 3 2 1



VoLTE LTE 50% 8:46 pm

4, 1, 3, 2

☐ 3, 4, 2, 1

4) Which of the executive training method **1 point**  
include written documents

- ☒ Case study
- ☐ Case study & Selective reading
- ☐ Selective reading
- ☐ None of these

5) Which of these is the main purpose of **1 point**  
employee assessment?

- ☒ Establish job expectations
- ☐ Making correct decisions
- ☐ To effect promotions based on competence  
and performance
- ☐ None of these

6) How performance appraisal can **1 point**  
contribute to a firm's competitive advantage?

- ☐ Minimizing job dissatisfaction and turnover
- ☒ Ensures legal compliances
- ☐ Improves performance
- ☐ All of these

You may submit any number of times before the  
date. The final submission will be considered for





# *Assignment*

---

1B.) Coaching is a method in which an individual is supervised by a superior person to improve his competencies and capabilities. Mentoring is an advisory process to which a fresher gets support and guidance from a senior person.

2B) to identify and evaluate potential of

the employee to assume higher position and responsibility in the organisation hierarchy.

3B) A FMCG is a measurable value that helps to monitor the accomplishment of predefined organisation goals.

# WEEK 8

## Weekly Quiz 8

Your last recorded **Due date: 2023-03-21, 23:59 IST.**  
submission was on **2023-03-14, 18:26 IST**

1) Which of the following determines the compensation of an employee **1 point**

- ☐ Ability of an organization to pay
- ☒ Labor market
- ☐ Government
- ☐ All of these

2) What exists when employee feels that he is given fair wages in comparison with the rest of the people working in same position in the same industry **1 point**

- ☐ Compensation Equity
- ☐ External equity
- ☐ Individual Equity
- ☒ Internal equity



VoLTE LTE 44% 9:32 pm

3) The amount of medical bonus received under maternity benefit is **1 point**

- ☐ 2000
- ☐ 25
- ☐ 2500
- ☒ 3500

4) The maximum gratuity payable under law is **1 point**

- ☐ 15 lakhs
- ☒ 20 lakhs
- ☐ 25 lakhs
- ☐ 30 lakhs

5) Sequence of doing job evaluation process **1 point**

1. External evaluation
2. Identifying compensable factors
3. Internal evaluation
4. Assigning money value

- ☐ 4,2,3,1
- ☐ 3,1,2,4
- ☒ 2,3,1,4
- ☐ 1,2,3,4





6) Which of the following is not counted as **1 point** compensable factor in Job Evaluation

- ☒ Competencies
- ☐ Complexity of Jobs
- ☐ Education
- ☐ Experience

You may submit any number of times before the due date. The final submission will be considered for grading.

**Submit Answers**

# *Assignment*

1A) A compensation survey is a popular technique that an organization can utilize to ensure employees are given fair wages and benefit packages. The result of the survey should provide key insights into jobs roles and salaries, that will assist employers .

2.A job holders are rated through performance appraisal. Job evaluation assumes normal performance of the job by a worker .thus, the process ignores individual abilities of job holder.

3.c an ESOP is an employee benefit plan that enables employees to own



3.c an ESOP is an employee benefit plan that enables employees to own part or all the company they work for.ESAP describes the assesment procedures for different types and across the lifecycle from country programming to post completion.



**Name : Anushka yadav.**

**Roll no: 102**

**Class : F.Y.B.com**

**Subject : commerce HRM  
swayam online course.**

**Sem II**



# Week 1

## Important Features of Human Resource Management.

- ▶ 1. People Oriented.
- ▶ 2.comprehensive Function.
- ▶ 3. Individual Oriented.
- ▶ 4. Continuous Function.
- ▶ 5. A Staff Function.
- ▶ 6. Pervasive Function.
- ▶ 7. Challenging Function.
- ▶ 8. Development Orientation.

# Role of Human Resource Management

- ▶ **1. Advisory Role:** HRM advises management on the solutions to any problems affecting people, personnel policies and procedures.
- ▶ **(a) Personnel Policies:** Organization Structure, Social Responsibility, Employment Terms & Conditions, Compensation, Career & Promotion, Training & Development and Industrial Relations.
- ▶ **2. Functional Role:** The personnel function formulates personnel policies in accordance with the company's doctrine and management guidelines. It provides guidance to managers to help them ensure that agreed policies are implemented.
- ▶ **3. Service Role:** Personnel function provides personnel services. These services constitute the main activities carried out by personnel department, like payroll, disciplinary actions, etc, and involve the implementation of the policies and procedures described above.



# Fuctions of HRM

- ▶ 1.Job design and job analysis
- ▶ 2.Employee hiring and selection
- ▶ 3.Employee training & development
- ▶ 4 Compensation and Benefits
- ▶ 5.Employee performance management
- ▶ 6.Managerial relations
- ▶ 7.Labour relations
- ▶ 8.Employee engagement & communication
- ▶ 9.Health and safety regulations
- ▶ 10.Personal support for employees
- ▶ 11.Succession Planning
- ▶ 12.Industrial Relations

# Week 2

## Competencies of HR Manager.

- ▶ 1. Communication skills
- ▶ 2. Time management.
- ▶ 3. Negotiation skills.
- ▶ 4. HR fundamentals
- ▶ 5. Leadership and people management



# Changing context of HRM

- ▶ 1. Work force Diversity
- ▶ 2. Economic and technological change.
- ▶ 3. Globalization.
- ▶ 4. organisational restructuring
- ▶ 5. Changing nature of work

# Strategic HRM

- ▶ Strategic human resource management (strategic HRM) provides a framework linking people management and development practices to long-term business goals and outcomes.
- ▶ It focuses on longer-term resourcing issues within the context of an organisation's goals and the evolving nature of work. It also informs other HR strategies, such as reward or performance, determining how they are integrated into the overall business strategy.
- ▶ This factsheet looks at how thinking on strategic HRM has developed since the early 1990s and describes strategic HRM in relation to business strategy, human capital management and business performance.



# Week 3

## Human resource planning

- ▶ Human resource planning (HRP) is the continuous process of systematic planning to achieve optimum use of an organization's most valuable asset—quality employees. Human resources planning ensures the best fit between employees and jobs while avoiding manpower shortages or surpluses.

# Job analysis

- ▶ Job analysis is the process of gathering and analyzing information about the content and the human requirements of jobs, as well as, the context in which jobs are performed. This process is used to determine placement of jobs. Under NU Values the decision-making in this area is shared by units and Human Resources.



# Job description & job Specification

- ▶ **Job description :**

Human Resource Managers are professionals who plan for new staff, interview and hire them accordingly to cultivate a healthy work environment where everyone can thrive. They also consult executives on strategic decisions affecting all management levels to create sustainable change within their business or company.

- ▶ **Job specification :**

The job specification is a brief version of the job description and will help you narrow the focus of your interview team questions and priorities when you are hiring an employee to fill this role. It is also useful for job postings because it helps you zero in on the really critical components of the job.

# Week 4

## Recruitment

- ▶ Recruitment in HRM is a systematic process for Hiring Talent. It start from identifying, attracting, screening, short listing interviewing, selecting and finally hiring the most potential candidate for filling up the vacant job vacancies in an organization.
- ▶ In any business organization, employees are always considered to be their biggest asset and People Management is the most important function managed by their HRM Department.



# Employee selection

- ▶ Employee Selection is the process of putting right men on right job. It is a procedure of matching organizational requirements with the skills and qualifications of people. Effective selection can be done only when there is effective matching.

# Selection interviews

- ▶ A selection interview is a free-flowing and open-ended process used to determine if you are suitable for a specific job opening. Although it is generally less structured than an Oral Exam, they are often more similar than different. A selection interview can be distinguished by five clear criteria.



# Week 5

## Interview technic

- ▶ 1. The STAR Method
- ▶ 2 Be on time
- ▶ 3. Be prepared for common questions.
- ▶ 4. Be confident, but not arrogant.
- ▶ 5. Ask questions.

# Induction & boarding

- ▶ Induction and 'onboarding' are the processes that should happen when someone first starts a new job.
- ▶ These processes are largely the responsibility of the line manager of the new recruit, and ensure that new starters are able to settle in quickly and become productive in their job.



# Training & Development

- ▶ Training and development refers to educational activities within a company created to enhance the knowledge and skills of employees while providing information and instruction on how to better perform specific tasks.
- ▶ Training is a short-term reactive process meant for operatives and process while development is designed continuous pro-active process meant for executives. In training employees' aim is to develop additional skills and in development, it is to develop a total personality.
- ▶ In training, the initiative is taken by the management with the objective of meeting the present need of an employee. In development, initiative is taken by the individual with the objective to meet the future need of an employee.

# Week 6

## Types of training

- ▶ 1. New Employee Orientation
- ▶ 2. On-boarding.
- ▶ 3. Team training
- ▶ 4. leadership training.
- ▶ 5. Senior executive training



# Executive development

- ▶ Executive development is a way to help develop performance and skills in executive employees. Another name for it is management development. Typically, an executive development program will focus on developing leadership skills specifically.

# Performance management

- ▶ Performance management is a corporate management tool that helps managers monitor and evaluate employees' work. Performance management's goal is to create an environment where people can perform to the best of their abilities and produce the highest-quality work most efficiently and effectively.



# Week 7

## Methods of performance appraisal

- ▶ Ranking Method
- ▶ Essay Appraisal
- ▶ Paired Comparison
- ▶ Checklist Method
- ▶ Critical Incidents Method

# Employee counselling.

- ▶ It is a means of learning about your employee's problems and helping solve them. Such problems are generally caused by one's work, emotional stance, mental health, etc. Employee Counseling is the answer to combat stress, mental health, etc.



# Performance Coaching

- ▶ Performance coaching is an ongoing process which helps build and maintain effective employee and supervisory relationships. Performance coaching can help identify an employee's growth, as well as help plan and develop new skills.

# Week 8

## Compensation management

- ▶ **Compensation management is the discipline for determining employees' appropriate pay and benefits. A critical element in talent management and employee retention, it uses financial and nonmonetary benefits to attract recruits, reduce turnover, spur performance and boost employee engagement.**



# Job evaluation

- ▶ A job evaluation is a systematic way of determining the value/worth of a job in relation to other jobs in an organization. It tries to make a systematic comparison between jobs to assess their relative worth for the purpose of establishing a rational pay structure. Job evaluation needs to be differentiated from job analysis.

# Employee benefits

- ▶ Employee benefits, also known as perks or fringe benefits, are provided to employees over and above salaries and wages. These employee benefit packages may include overtime, medical insurance, vacation, profit sharing and retirement benefits, to name just a few.



# Week 9

## Career Management

- ▶ Career Management is a life-long process of investing resources to accomplish your future career goals. It is a continuing process that allows you to adapt to the changing demands of our dynamic economy.

# Succession planning

- ▶ Succession planning is the process of identifying the critical positions within your organization and developing action plans for individuals to assume those positions.



# Employee health and Wellness

- ▶ There is a positive connection between employee wellness and the performance of a business. A good employee wellness program should cater to the employees' emotional, physical, mental, and financial wellness. Generally, the benefits of implementing comprehensive employee wellness programs surpass the costs.

# Weekly Quiz1

Due date: 2023-03-02, 23:00 IST.

Assignment  
submitted on 2023-01-30,  
09:07 IST

1) The goal of HRM is to maximize employees' contributions in order to achieve optimal 1 point

- ☒ Productivity and effectiveness
- ☐ Revenue and margin
- ☐ Workhours and downtime
- ☐ Diversity and inclusion

2) Which of the following is a not a feature of HRM? 1 point

- ☐ Indirect communication
- ☐ Mutuality of interests
- ☒ Performance Management
- ☐ Promoting Team work

3) Which among the following role involves- the capacity to identify business opportunities in the broader business environment ? 1 point

- ☐ Business Partner
- ☐ Innovator
- ☐ None of these
- ☒ Strategist





☐ Promoting Team work

3) Which among the following role involves- the capacity to identify business opportunities in the broader business environment ? 1 point

- ☐ Business Partner
- ☐ Innovator
- ☐ None of these
- ☒ Strategist

4) HRM provides services like recruitment, health & safety and rewards etc to 1 point

- ☐ All of these
- ☐ Employees
- ☐ Team leaders
- ☒ Top management

5) Which among the following justifies Career Development? 1 point

- ☐ Growth of an employee in all aspects
- ☐ Career oriented in nature
- ☐ Long term perspective
- ☒ All of these

You were allowed to submit this assignment only once.

# Weekly Quiz 2

Due date: 2023-03-06, 23:59 IST.

## Assignment submitted on 2023-02-03, 16:20 IST

1) Which among the following is the highly possessed HR competency as per studies? 1 point

- ☐ Credible activist
- ☐ Expert practitioner
- ☒ Strategic architect
- ☐ Workforce designer

2) According to CII NHRD XLRI model Change Orientation is what competency 1 point

- ☐ Functional Behavioural HR
- ☒ Functional Technical
- ☐ Generic Behavioural
- ☐ Generic Technical

3) Recruitment and training are transactional activities while alignment of HR activities with organizational goals is 1 point

- ☒ Both Transformational and strategic
- ☐ Neither Transformational nor strategic



English

Hindi





☒ Generic Behavioral

☐ Generic Technical

3) Recruitment and training are 1 point  
transactional activities while alignment of HR  
activities with organizational goals is

- ☒ Both Transformational and strategic
- ☐ Neither Transformational nor strategic
- ☐ Strategic
- ☐ Transformational

4) Strategic human resource 1 point  
management is the process of linking the  
human resource function with

- ☐ Upcoming technologies
- ☐ Overall cost incurred by the business
- ☐ Productivity of the organization
- ☒ Strategic goals of the organization

5) Contracting outside the organisation 1 point  
to have work done that formerly was done by  
internal employees is called

- ☒ Downsizing
- ☐ Insourcing
- ☐ Offshoring
- ☐ Outsourcing

You were allowed to submit this assignment  
only once.



# Weekly Quiz 3

**Your last recorded** Due date: 2023-03-07, 23:59 IST.  
**submission was on 2023-02-28, 08:38 IST**

1) Which forecasting technique uses the historic data for future manpower requirements? *1 point*

- ☒ Delphi technique
- ☐ Managerial judgement
- ☐ Ratio trend analysis
- ☐ Regression analysis

2) Human resource planning is done based on the *1 point*

- ☐ External environment
- ☐ Financial condition
- ☐ Market condition
- ☒ Organizational plan

3) Which of the following terms is not associated with job analysis? *1 point*

- ☒ Competitor
- ☐ Duty
- ☐ Position
- ☐ Task

4) . Job analysis is a process of gathering information about the *1 point*

- ☐ Holder
- ☒ Job





3) Which of the following terms is not associated with job analysis? 1 point

- ☒ Competitor
- ☐ Duty
- ☐ Position
- ☐ Task

4) . Job analysis is a process of gathering information about the 1 point

- ☐ Holder
- ☒ Job
- ☐ Management
- ☐ Organization

5) Which among the following are components of job description? 1 point

- ☐ Tools and Machine
- ☒ Job Title
- ☐ Physical Location
- ☐ All of these

6) What helps in screening the resumes during recruitment process? 1 point

- ☐ Job Description
- ☒ Job Specification
- ☐ Job Evaluation
- ☐ Both Job Specification and Job Description

You may submit any number of times before due date. The final submission will be



# Weekly Quiz 4

Your last recorded **Due date: 2023-03-09, 23:59 IST.**  
submission was on **2023-02-28, 08:55 IST**

1) Which of the following is the most serious problem that might arise due to excessive reliance on internal recruitment? **1 point**

- ☐ High labour turnover
- ☒ Internal resistance
- ☐ Lack of motivation
- ☐ Reduced job performance

2) Which among the following is not a source of external recruitment? **1 point**

- ☐ Facebook
- ☐ Naukari
- ☐ Promotion
- ☒ Walk in interview

3) Integrity test is conducted in order to analyze **1 point**

- ☒ Behavior of the candidate
- ☐ Competency of the candidate
- ☐ Creativity of the candidate
- ☐ Ethics of the candidate

4) Arrange the steps of selection in correct sequence

1. Medical Examination





4) Arrange the steps of selection in correct sequence 1 point

1. Medical Examination
2. Screening Application
3. Interview
4. Hiring

- ☐ 4,2,3,1
- ☒ 2,3,1,4
- ☐ 1,2,3,4
- ☐ 4,3,2,1

5) Which among the following interview technique involves interrupting provoking and challenging the interviewee? 1 point

- ☒ Stress interview
- ☐ Behavioral interview
- ☐ Case interview
- ☐ All of these

6) Which of the following option is a problem associated with interview? 1 point

- ☐ Interviewer fatigue
- ☐ Bias
- ☒ Inconsistency
- ☐ All of these

You may submit any number of times before the due date. The final submission will be considered for grading.

**Submit Answers**



Discuss the functions of Human Resource Management in an organization

As an HR what are the elements that you'll prioritize in being an Employee Champion

Talent Acquisition and Talent Engagement are two sides of the same coin". Comment

1A) HRM include job design, job analysis, recruitment and selection, training and development and so on.

2A) HR leader prioritize change management, employees experience, recruiting and future of work.

3A) Yes, talent Acquisition mean to choose future leader of a company and talent engagement



English

Hindi





1A) this is because everyone needs sometime to exist to a new role, but internal hires are quicker than on board than external hires.

2A) selection is called a negative process in business as more candidates who applying the employment are rejected then employed. that it's why selection is called negative process.

3B) a stress interview is an interviewing style that company is used to gauge a candidate response to stress.

. How Artificial Intelligence and Machine Learning contribute towards organizational restructuring

. Explain the rationale for linking the human resource function with the strategic goals of the organization

1A) HR play a key role in developing, reinforcing and change the culture of an organization.

2A) the critically of getting corporate restructuring right to is hard to overstate, when an organization to not in the best financial health,

A3) Aligning HR with business strategy can boost employees satisfaction and Proformanc ensure team are aligned to help the business



English

Hindi





Why Business Acumen is important aspect of the HR Function?

- . How Artificial Intelligence and Machine Learning contribute towards organizational restructuring

- . Explain the rationale for linking the human resource function with the strategic goals of the organization

1A) HR play a key role in developing, reinforcing and change the culture of an organization.

2A) the critically of getting corporate restructuring right to is hard to overstate, when an organization to not in the best financial health,

A3) Aligning HR with business strategy can boost employees satisfaction and Proformance

1B) there are four general steps in dhrp process identifying the current supply of employees ,determining the future of work force balancing between labour supply and demand ,and developing place that supports the company goal.

2A) the process of getting the number of qualified employees and sick to place the right employees in the right jobs at the right time so the organisation can meet its objectives.

3c) the procedure through which the determine the duties and nature of the jobs and the kinds of people who should be hired for the goal .



Name : Urma Choudhary

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Class: F.Y.BCOM

Subject: Commerce

Topic : HUMAN RESOURCE  
MANAGEMENT

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# Week 1 QUIZ

1) The goal of HRM is to maximize employees' contributions in order to achieve optimal **1 point**

- ☒ Productivity and effectiveness
- ☐ Revenue and margin
- ☐ Workhours and downtime
- ☐ Diversity and inclusion

Yes, the answer is correct.  
Score: 1

Accepted Answers:  
*Productivity and effectiveness*

2) Which of the following is a not a feature of HRM? **1 point**

- ☒ Indirect communication
- ☐ Mutuality of interests
- ☐ Performance Management
- ☐ Promoting Team work

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
*Performance Management*

3) Which among the following role involves- the capacity to identify business opportunities in the broader business environment ? **1 point**

- ☐ Business Partner
- ☐ Innovator
- ☒ None of these
- ☐ Strategist

4) HRM provides services like recruitment, health & safety and rewards etc to **1 point**

- ☐ All of these
- ☒ Employees
- ☐ Team leaders
- ☐ Top management

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
*All of these*

5) Which among the following justifies Career Development? **1 point**

- ☐ Growth of an employee in all aspects
- ☐ Career oriented in nature
- ☐ Long term perspective
- ☒ All of these



# Week 1 ASSIGNMENT

## 1) Recruitment and hiring :

One of the most well-known functions of human resource management is recruitment and hiring. To remain competitive in the industry, businesses need to attract and retain top talent.

Once a company hires employees, it's vital to properly onboard and train them so they have the tools to excel in their roles.

## 3) Managing employee and employer relationships:-

A company's success relies on its people, so human resource management must focus on fostering healthy relationships among all levels of employees.

## 4) Creating a rewarding company culture:-

One of the most overlooked functions of human resource management is developing an engaging company culture.

2B . The employee champion HR role or the change champion in HR is a person or team responsible for evaluating the employee morale in the workplace. Apart from the morale, the employee champion also determine the level of satisfaction that the employee have. This is vital information that is then processed later to improve workplace efficiency or to make the company a more attractive place to work at.

For example, during initial tests, let's assume that the employee champion finds a common problem in the layout of the workplace which hampers productivity and decreases work morale. This information can now be used to bring in the much needed change that will ultimately contribute to improving the workplace, thereby making it even more attractive for current as well as future employees.

## 3B. Managerial function:-

The human resource manager is a part of the organisational management.

Planning: To get things done through the subordinate, a manager must plan ahead.

Organising: Once the human resource manager has established objectives and developed plans and

## OPERATIVE FUNCTION:-

Employment: The first operative function of the human resource of personnel department is the employment.

Development: Training and development of personnel is a follow up of the employment function .

# Week 2 QUIZ

1) Which among the following is the highly possessed HR competency as per studies?

**1 point**

- ☒ Credible activist
- ☐ Expert practitioner
- ☐ Strategic architect
- ☐ Workforce designer

2) According to CII NHRD XLRI model Change Orientation is what competency

**1 point**

- ☒ Functional Behavioural HR
- ☐ Functional Technical
- ☐ Generic Behavioural
- ☐ Generic Technical

3) Recruitment and training are transactional activities while alignment of HR activities with organizational goals is

**1 point**

- ☐ Both Transformational and strategic
- ☐ Neither Transformational nor strategic
- ☒ Strategic
- ☐ Transformational

4) Strategic human resource management is the process of linking the human resource function with

**1 point**

- ☐ Upcoming technologies
- ☐ Overall cost incurred by the business
- ☐ Productivity of the organization
- ☒ Strategic goals of the organization

5) Contracting outside the organisation to have work done that formerly was done by internal employees is called

**1 point**

- ☐ Downsizing
- ☐ Insourcing
- ☐ Offshoring
- ☒ Outsourcing



# Week 2 ASSIGNMENT

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1.B .Define the personal credibility of HR and describe the importance it has in business performance.

Ans:- 1) Personal credibility is about trust, respect, and being believable. A leader's credibility is typically defined in terms of the degree of employee confidence, belief, and acceptance towards the leader.

2) Establishing credibility helps us strengthen our leadership potential, achieve professional goals that are important to us, and be recognised and compensated for our skills and competence.

3) Together this leads to upward spirals of success and fulfillment that helps us rise to our highest potential.

2.A. How artificial intelligence and Machine Learning contribute towards organisational restructuring.

Ans:- 1). AI completely eliminates human error and impulse-driven decision-making from cash flow management and records .

2) It offers convenience, accessibility, automation and efficiency all directly related to achieving more productivity and enhancing user experience.

3) AI allows businesses to reach a larger audience and establish long-term customer relationships.

3.C Discuss the diverse perspectives of SHRM .

Ans :- 1) Fit perspective. Integration between HR and strategic plans of the organisation.

2). Functional perspective. Maximising the unique contribution of functional departments like HRM to organisational performance.

3) Economic perspective. Acknowledging the competitive advantage of human resources within an organisation.

4) Typological perspective. Differentiating the three types of HR strategies in the heads of inducement, investment and involvement.

# Week 3 QUIZ

1) Which forecasting technique uses the historic data for future manpower requirements? **1 point**

- ☐ Delphi technique
- ☐ Managerial judgement
- ☒ Ratio trend analysis
- ☐ Regression analysis

2) Human resource planning is done based on the **1 point**

- ☐ External environment
- ☐ Financial condition
- ☐ Market condition
- ☒ Organizational plan

3) Which of the following terms is not associated with job analysis? **1 point**

- ☒ Competitor
- ☐ Duty
- ☐ Position
- ☐ Task

4) . Job analysis is a process of gathering information about the **1 point**

- ☐ Holder
- ☒ Job
- ☐ Management
- ☐ Organization

5) Which among the following are components of job description? **1 point**

- ☐ Tools and Machine
- ☐ Job Title
- ☐ Physical Location
- ☒ All of these

6) What helps in screening the resumes during recruitment process? **1 point**

- ☒ Job Description
- ☐ Job Specification
- ☐ Job Evaluation
- ☐ Both Job Specification and Job Description



# Week 3 ASSIGNMENT

1.B Describe the process of human resource planning with the steps involved.

Ans:- 1) The process of human resource planning is one of the most crucial, complex and continuing managerial functions.

2) It facilitates many other activities like organisational development, management development and career planning.

3) It explains two major activities : first is stock taking of the existing human resource of organization.

4) Determine the objective of human resource planning, Analysing the current human resource inventory, Demand forecasting, Action plan.

2A. Briefly explain the process of job analysis with an example in the HR world.

Ans:- 1) Decide on the information needs to be collected.

2) Collect background information about the job.

3) select representative position.

4) Collect data from various sources.

- observation, word diaries, critical incidents.

5) Verify the information with job holder and manager

6) Develop job description and specification

3A. Differentiate between job description and job specification.

Ans:- 1) Job description is an informative document containing scope, duties and responsibilities, working condition, work relationship, location, tools, machines and equipment that used in job.

2) Components of a job description:

Job title, job location, reporting, salary and benefits, overall purpose of job, tasks and responsibilities.

3) A job specification describes the desired knowledge, skills and abilities of a candidate to perform the given job in organisation.

4) Components of a job specification:

Educational qualification, technical competencies, experience, skills and knowledge, personality trait and characteristics, physical ability.

# Week 4 QUIZ

1) Which of the following is the most serious problem that might arise due to excessive reliance on internal recruitment? **1 point**

- ☐ High labour turnover
- ☒ Internal resistance
- ☐ Lack of motivation
- ☐ Reduced job performance

2) Which among the following is not a source of external recruitment? **1 point**

- ☐ Facebook
- ☐ Naukari
- ☒ Promotion
- ☐ Walk in interview

3) Integrity test is conducted in order to analyze **1 point**

- ☒ Behavior of the candidate
- ☐ Competency of the candidate
- ☐ Creativity of the candidate
- ☐ Ethics of the candidate

4) Arrange the steps of selection in correct sequence **1 point**

1. Medical Examination
2. Screening Application
3. Interview
4. Hiring

- ☐ 4,2,3,1
- ☒ 2,3,1,4
- ☐ 1,2,3,4
- ☐ 4,3,2,1

5) Which among the following interview technique involves interrupting provoking and challenging the interviewee? **1 point**

- ☒ Stress interview
- ☐ Behavioral interview
- ☐ Case interview
- ☐ All of these

6) Which of the following option is a problem associated with interview? **1 point**

- ☐ Interviewer fatigue
- ☐ Bias
- ☒ Inconsistency
- ☐ All of these



# Week 4 ASSIGNMENT

1.A .Internal recruitment is better than external recruitment in the post -pandemic scenario.Do you agree? Why?

Ans:- 1) Internal recruitment also improves employee productivity.They also tend to work harder if they believe that the company believes in promoting from within.

costs, more stability, and safer transitions.

3) External recruitment strategies,on the other hand,offer a wide selection pool.

4). Also, you get to choose from more innovative and experienced workers who will freshen up your business.

2.B. Explain the importance of Emotional intelligence in selecting an individual in an organisation.

Ans:- 1) Emotional intelligence refers to how well a person understand others feelings and problems as well as one's own.

2) These skills are very important in jobs which require frequent interpersonal relationships.

3) E.g. If you want to be good mentor,you have a better emotional maturity, rather than you also are over reacting to the feeling and emotions of others.

3.B. Write short on the different techniques used by the interviewer during a stress interview.

Ans :- 1) This method of interview is rare and involves the interviewer tempting the interviewee to see his/her response.

2) The aim is to highlight one's weakness and see how candidate's reaction under pressure.

3) Tactics can vary from constant interruptions and odd silences to provoking and challenging interrogation-type questions used to push the candidate to their limits.

4) At times some stress interviewers are dare to ask the candidate's do you want to work for an organisation.

# Week 5 QUIZ

1) Which type of Questions are based on imaginary situations?

1 point

- ☐ Behavioral questions
- ☐ Continuity questions
- ☒ Hypothetical questions
- ☐ Play back questions

2) Which type of questions helps the interviewer to understand and clarify what the candidate have told putting it in statement form asking him whether he agrees to it or not

1 point

- ☐ Behavioral question
- ☐ Career question
- ☐ Continuity question
- ☒ Play back question

3) The questions which helps in better understanding of candidates skills and competencies in previous job is

1 point

- ☒ Behavior questions
- ☐ Career questions
- ☐ Open questions
- ☐ Play back question

4) Which of the executive training method include written documents

1 point

- ☒ Case study
- ☐ Case study & Selective reading
- ☐ Selective reading
- ☐ None of these

5) Which of these is the main purpose of employee assessment?

1 point

- ☐ Establish job expectations
- ☐ Making correct decisions
- ☐ To effect promotions based on competence and performance
- ☒ None of these

6) How performance appraisal can contribute to a firm's competitive advantage?

1 point

- ☐ Minimizing job dissatisfaction and turnover
- ☐ Ensures legal compliances
- ☐ Improves performance
- ☒ All of these



# Week 5 ASSIGNMENT

1C . Explain the use of Hypothetical questions during an interview process. How does it impact the interview and how it can provide insights to the interviewer.

Ans:- 1) Hypothetical questions are used in critical behaviour incident or situational interviews to put forward a future situation to the candidate's to know how they would behave in those situations.

2) Hypothetical interviews are the types of interviews in which the interviewer puts the candidate in an imaginary and experimental situation and assess how they handle the situation.

3) These types of questions help the employer to evaluate your analytical skills, problem-solving skills, interpersonal relationships, leadership skills etc.

2B. Enlist the impact of onboarding and how it augments the employee life cycle.

Ans:- 1) Productivity & learning: Doing business with minimum input and maximum output helps a business to stay ahead of its competition.

2) Goal congruence:- By going through the most important policies and how they apply at specific departments in the beginning, new hires can apply them to their new roles.

3) Proper communication:- An effective onboarding plan initiates proper conversation between the entry-level hire and management.

4) Performance:- Proper Onboarding increases the performance of the new employees.

3A. Explain the need for training and development in an organisation.

Ans:- 1) Environment changes: Automation, artificial intelligence, robotics, mechanisation, and computerisation have changed the dynamics of the world.

2) Organisational complexity: Because of modern inventions, technological upgradation and diversification of business, organizations have become very complex.

3) Human relations: Training and development activities are conducted in order to improve the human relations in the organisation.

4) Development needs: Nowadays, people do not merely work for money, they are concerned with development opportunities through self-awareness.

# Week 6 QUIZ

1) The following training aims to provide broad training to enable the trainee to take up a wide variety of tasks within his field of specialisation **1 point**

- ☒ On the job training
- ☐ Apprenticeship
- ☐ Demonstration
- ☐ All of these

2) The following is are the benefit of training **1 point**

- ☐ Reduced supervision
- ☐ Increased productivity
- ☐ Reduced accidents
- ☒ All of these

3) Rearrange the steps of executive development training programs **1 point**

1. Evaluation
2. Deliver the training
3. Analyze the need
4. Planning individual development programs

- ☐ 4,3,2,1
- ☐ 1,2,3,4
- ☐ 2,1,4,3
- ☒ 3,4,2,1

4) Which of the executive training method include written documents **1 point**

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- ☐ Selective reading
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6) How performance appraisal can contribute to a firm's competitive advantage? **1 point**

- ☐ Minimizing job dissatisfaction and turnover
- ☐ Ensures legal compliances
- ☐ Improves performance
- ☒ All of these



# Week 6 ASSIGNMENT

1A. Discuss the advantages of vestibule training. How can it improve overall productivity and quality of work?

Ans:- 1) This is a special type of simulation training which occurs in specific facilities that replicate the equipment and work demands of jobs.

2) In vestibule training, the workers are trained in a prototype environment on specific jobs in a special part of the plant.

3) In a way this can be treated as near the job training.

4) The advantage is that the trainees can learn under realistic conditions but be away from the pressures of the production schedule.

2C. Explain the importance of Management games in executive development.

Ans:- 1) In this exercise the trainee is required to Analyse a situation and decide the best course of action based on the given data.

2) Some are computer- interactive games in which individuals or teams Develop a set of plans for the organisation.

3) For example, a marketing plan for an organisation can be developed by including factors such as the amount for advertising, product design.

4) The participants make a variety of decisions, and then the computer tells them how well they did in relation to competing individuals or teams.

3C. Briefly explain the concept of Performance Based Pay.

Ans:- 1) Clear planning and objectives: Planning is a crucial part of performance management.

2) Ongoing Communication: Ongoing Communication is a major component of successful performance management system.

3) Proper Assessment: The managers give their reviews about the performance of their subordinates.

4) Recognising good performance: Good performance must be recognised and rewarded, then only the performers will be motivated to maintain their performance in the subsequent quarters.

# Week 7 QUIZ

1) Which of the following best describes a behaviorally anchored rating scale?

1 point

- ☐ Chart of paired subordinates ranked in order of performance
- ☐ Combination of narrative critical incidents and quantified performance scales
- ☐ Diary of positive and negative examples of a subordinate's work performance
- ☐ Predetermined percentages of subordinates in various performance categories

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
*Combination of narrative critical incidents and quantified performance scales*

2) Activities are organized for employees by their managers in order to analyze the work related skill knowledge and ability in which of the following?

1 point

- ☐ Assessment center
- ☐ Learning and development centers
- ☐ Work stations
- ☐ None of these

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
*Assessment center*

3) Identify the benefits of performance counselling 1 point

- ☐ Reduces the turnover
- ☐ Helps to meet employee and organizational skills
- ☐ Improves the productivity of employees
- ☐ All of these

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
*All of these*

4) An employee who has desire to perform but lacks skills for the same falls in which quadrant in PAQ 1 point

- ☐ Environment
- ☐ Motivation
- ☐ Selection
- ☐ Training

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
*Training*





# Week 7 ASSIGNMENT

1.B Explain the concept of paired comparison in performance Appraisal with an ideal example.

Ans:- 1) Paired comparison involves pairwise comparison. Comparing attributes in pairs to judge which is preferable or over others.

2) For every trait the manager rate and compare every employee with other employees.

3) Then the better employee pair for each trait is identified.

4) The employee who is better in a greater number of traits will be the best.

5) However, it can be used in organisation with large number of employees as it is difficult to compare too many employees.

2.C List out the main objectives of performance counselling.

Ans:- 1) Not able to perform in an expected manner: Though the employee convinced about the performance targets and objectives.

2) Poor confidence in competencies: Sometimes the employee find it difficult to reach the performance goals because of poor skills related to the job.

3) Disobeying seniors and organisational norms : This happens when the employee is not able to follow the organisational rules and norms.

4) Inability to meet deadlines: Some people find it difficult to meet the deadline.

3B.What is the role of HR in coaching.

Ans:- 1) Providing direction: A coach have to be well versed in department's goals and values.

2) Facilitating Performance Improvement: The coach should be able to create an environment which facilitates learning and development and employees are supported and their achievement are rewarded.

3) Opening up possibilities: One of the important functions of the coach is to develop capabilities for the employees to overcome their problems.

4) Providing Feedback: A coach often act as a counsellor also. In this role he is expected to offer realistic feedback.

# Week 8 QUIZ

1) Which of the following determines the compensation of an employee

1 point

- ☒ Ability of an organization to pay
- ☐ Labor market
- ☐ Government
- ☐ All of these

2) What exists when employee feels that he is given fair wages in comparison with the rest of the people working in same position in the same industry

1 point

- ☐ Compensation Equity
- ☒ External equity
- ☐ Individual Equity
- ☐ Internal equity

3) The amount of medical bonus received under maternity benefit is

1 point

- ☐ 2000
- ☐ 25
- ☒ 2500
- ☐ 3500

4) The maximum gratuity payable under law is

1 point

- ☐ 15 lakhs
- ☒ 20 lakhs
- ☐ 25 lakhs
- ☐ 30 lakhs

4) The maximum gratuity payable under law is

1 point

- ☐ 15 lakhs
- ☒ 20 lakhs
- ☐ 25 lakhs
- ☐ 30 lakhs

5) Sequence of doing job evaluation process

1 point

1. External evaluation
2. Identifying compensable factors
3. Internal evaluation
4. Assigning money value

- ☐ 4,2,3,1
- ☐ 3,1,2,4
- ☒ 2,3,1,4
- ☐ 1,2,3,4

6) Which of the following is not counted as compensable factor in Job Evaluation

1 point

- ☒ Competencies
- ☐ Complexity of Jobs
- ☐ Education
- ☐ Experience



# Week 8 ASSIGNMENT

1A. What is compensation survey? Explain the need for such a survey to determine the compensation structure in an organisation.

Ans:- 1) This is to be done to determine the prevailing salary rates in other organisations.

---

2) Information on specific wage structure for specific jobs have to be collected in this process.

3) There are options to make use of survey information available through commercial or government compensation surveys.

4) The results of the survey should provide key insights into job roles and salaries, that

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2B. What are the advantages of job evaluation.

Ans: - 1) Promotes transparency around pay decisions. Job evaluation minimises subjectivity and enables rational, consistent and transparent decisions to be made about roles.

2) Ensures pay levels are externally competitive.

3) supports equal pay.

4) supports recruitment, career development and succession planning.

3A. Explain how voluntary benefits are more appealing to the multi-generational workforce.

Ans: 1) Profit sharing: Many organizations share a part of the profit with the employee.

2) Health-care benefits: Health care benefit is one of the expensive employee benefit programs.

3) Leave enhancement: Employees can avail various leaves such as sickness leave, casual leave, privilege leave etc.

4) Education allowance to children: Employees are provided annually a certain amount to meet the education requirement of their children.

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## Week - 1

### Module 1 : Fundamentals of HRM

- Human resource management
- Industrial relations
- Paternalism
- Strategic management
- Training

### Module 2 : Role of HR Manager

- Administrative expert
- Change Agent
- Employee champions
- Guidance
- Innovator

## Module 3 : Functions of HRM

- Career planning
- Compensation management
- Employee relations
- Performance management
- Talent acquisition



# Week - 2

Module 1: Competencies of HR manager

- Behaviour Communication
- Consultation Leadership Relationship Management

Module 2: Changing context of HRM

- Diversity Management
- Market pressure
- Organizational Restructuring
- Outsourcing
- Six Sigma

## Module 3: Strategic HRM

- Career Ladder  
Competitive Advantage
- Competitive Environment.  
Horizontal Integration
- Strategic Fit



## Week – 3

### Module 1: Human Resource Planning

- Computerized forecast
- Demand forecasting
- Employee Retention Ratio Analysis
- Trend Analysis

### Module 2: Job Analysis

- Interview
- Job Analysis
- Job Description.
- Job Specification.
- Key Qualifications

## Module 3: Job description and Job specification

- Job Analysis
- Written description  
Responsibilities & duties
- Employee characteristics
- Examining and Interpreting data



# Week - 4

## Module 1 : - Recruitment

- Initial Application
- Screening one-way video interview
- Strategy development
- Evaluation and control
- Process of hiring

## Module 2 :- Selection

- Application blank
- Aptitude test
- Employment test
- Interview
- Onboarding

## Module 3 :- Selection interviews

- Interview fatigue
- Stress interview
- Structured interview
- Telephone interview
- Panel interview



# Week – 5

## Module 1: Interview techniques

- Behavioural Questions
- Closed Questions
- Hypothetical Questions
- Open ended Questions
- Probing questions

## Module 2: Induction and Onboarding

- Employee induction
- Goal congruence
- Job offer letter
- Joining formalities
- Productivity

## Module 3: Training and Development

- Development
- Human Relations
- Performance Analysis
- Task Analysis
- Training Evaluation
- Training



# Week – 6

## Module 1: Types of Training

- Coaching
- Mentoring
- Off the job Training
- On the job training
- Training and development

## Module 2 : Executive development

- Executive development
- Management Games
- Role play
- Case study
- Synthetic Method

## Module 3: Performance management

- Improving employee job
- Periodic review & evaluation
- Rewards
  - Performance Goals
  - Short-term objectives



# Week -7

## Module 1: Methods of performance appraisals

- Critical incident
- Field review
- Paired comparison
- Checklist method
- Management by objectives

## Module 2: Employee counselling

- Active listening
- Counselling
- Fatigue
- Performance counselling
- Rapport

## Module 3: Performance coaching

- Trains a trainee
- Senior manager
- Build effective employees
- Supervisory relationships
- Action planning of another



# Week - 8

## Module 1: Compensation management

- Process of managing
- Direct compensation
- External and internal equity
- Job evaluation
- Pay grade

## Module 2: Job Evaluation

- Banding
- Compensable factor
- Job enlargement
- Systematic process of determining
- Increase the scope of

## Module 3: Employee Benefits

- Financial and Non-financial payments
- Statutory benefits
- Voluntary benefits
- Social security; unemployment
- Incentive Plans





(<https://swayam.gov.in/>)



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## Introduction to Banking and Financial Markets

By P C Narayan | Indian Institute of Management Bangalore (IIMB)

Learners enrolled: 13887

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Welcome to the course "**Introduction to Banking and Financial Markets**"

Centuries ago, 'Barter' was the only mode of exchange for goods and services. Then came 'commodity money' (gold) followed by 'fiat money' (currency) and the M1-M2-M3 measure of money. Rapid industrialization and the exponential increase in business and trade resulted in the need for businesses and governments to raise more capital (money) to sustain their growth. Simultaneously, the increase in international trade (exports and imports) between countries meant increased cross-border flow of goods and services and hence the need for cross-currency transactions and 'exchange rates' between currencies.

Banks and Financial Markets evolved in this 'eco-system' primarily to channelize money from those who have it (savers/investors) to those who need it (borrowers) and to facilitate cross-border flow of funds through exchange of currencies. That eco-system of banks and financial markets (including Central Banks) has deepened in size, sophistication and complexity over the years. Consequently, the benefits of a robust eco-system of banking and financial markets facilitated and overseen by a strong Central Bank, are real and visible in most countries. However, they have also been the subject of abuse, failures and economic distress in several countries, with a 'contagion effect' on the rest of the World!

In this course you will learn about:

The theory and concepts underlying Banking and Financial Markets

The products and instruments that are offered by Banks and Financial Markets to meet the financial needs of individuals, businesses and governments

The underlying market mechanism of financial instruments are traded (i.e. bought and sold) (https://swayam.gov.in/)



(https://swayam.gov.in/nc\_details/IIMB)

## Summary

About Swayam (https://swayam.gov.in/about) | All Courses | ()

Course Status :	Completed
Course Type :	Core
Language for course content :	English
Duration :	6 weeks
Category :	<ul style="list-style-type: none"><li>Management Studies</li></ul>
Credit Points :	2
Level :	Postgraduate
Start Date :	31 Jan 2023
End Date :	30 Apr 2023
Enrollment Ends :	15 Mar 2023
Exam Date :	

(/facebook) (/#x) (/#microsoft\_teams) (/#linkedin) (/#whatsapp)

(https://www.addtoany.com/share?url=https%3A%2F%2Fonlinecourses.swayam2.ac.in%2Fimb23\_mg14%2Fpreview&title=Introduction%20to%20Banking%20and%20Financial%20Markets%20-%20Course)

## Course layout

### Week 1: Overview of the Financial System

- Role of Banking and Financial Markets in any Economy
- How and Why are Banks Different From Manufacturing Companies?
- How and Why are Financial Markets Different From Product Markets?
- 'Market for Lemons' and it's Relevance for Banking and Financial Markets

### Week 2: Theory and Structure of Interest Rates

- Determinants of Interest Rates
- Term Structure of Interest Rates
- Recap of Time Value of Money
- Yield, Yield-to-Maturity and Bond Pricing
- Bond Valuation

### Week 3: Short Term Financial Markets

- Financial Markets: An Overview
- Call Money Market
- Treasury Bills Market
- REPO Market
- CBLO Market
- Commercial Paper Market



- Market for Certificate of Deposit
- Bankers' Acceptance
- Pricing Money Market Instruments



(<https://swayam.gov.in/>)



([https://swayam.gov.in/nc\\_details/IIMB](https://swayam.gov.in/nc_details/IIMB))

#### Week 4: Long Term Financial Markets

- Bond Market
- Equity Stock Market
- Private Equity Market

#### Week 5: Other Important Financial Markets

- Foreign Exchange Market
- Derivatives Market
- Mortgages Market

## Instructor bio



**P C Narayan**

Indian Institute Of Management Bangalore (IIMB)

**P C Narayan** is a faculty member in the Finance & Accounting Area at the Indian Institute of Management Bangalore (IIMB), where he has been teaching since 2003. His areas of research interest and expertise include risk management, banking and financial markets, international finance, regulation and monetary policy and technology related to banking and financial markets. His PhD thesis won the 'Outstanding Doctoral Research Award' of the European Foundation for Management Education and Emerald Publishing in 2013. He won the 'Teaching Innovator Award-2016' from the Ministry of Human Resources Development, Government of India for his innovative and effective use of technology in the graduate class-room. He was a member of the Advisory Group of the Unique Identification Authority of India (UIDAI) set up by the Government of India in 2009. He consults for and trains managers in several organizations in India and abroad in the banking, manufacturing and information technology sectors. Prior to joining IIMB, he was based overseas for several years with a multinational bank and subsequently as the President of a bank in India. Having spent many years in industry as well as in academia and having travelled to over 40 countries and having worked in 20 different countries, he brings a breadth of global experience and a unique cross-cultural perspective in his teaching and research.

## Course certificate

### Grading Policy:

There will be (a) **one Mid-term Internal Assessment** and (b) **one Final Exam**.

### **Weightage:**

- Mid-term Internal Assessment: This will carry 25% weightage. This mid term will have questions from first three weeks.
- Final Exam: This will carry 75% weightage. This final exam will have questions from all the weeks.



### **Passing Marks:**

- You will be eligible for a certificate only if you score **minimum 40%** in Mid-term Internal Assessment and **minimum 40%** in Final Exam.

### **Badge on Certificate:**

- If you score 90% or more overall, your certificate will include "badge (gold)" printed.

### Final Examination:

- **Type of exam:** Computer base
- **Exam Center:** You will have to  [\(https://swayam.gov.in/\)](https://swayam.gov.in/)  [IIMB \(https://swayam.gov.in/nc\\_details/IIMB\)](https://swayam.gov.in/nc_details/IIMB) red exam centre and take the exam in-person. (You can find the final allotted exam centre details in the admit card (hall ticket)).
- **Admit Card:** You can download the Admit card (Hall ticket) around one week before the exam. [About Swayam \(https://swayam.gov.in/about\)](https://swayam.gov.in/about) | [All Courses](#) | [\(\)](#)
- **QP Pattern:** The type of questions may include multiple choice questions, fill in the blanks, essay type (subjective) type, etc. But generally MCQs are most common type.



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Initiative by : Ministry of Education (Govt of India)





Instructions

Student work

# SWAYAM COURSE - Introduction to Banking and Financial Markets



Nooruzia Qazi • 2 Feb 2023 (Edited 7 Mar 2023)

10 points

Due 15 Mar 2023, 10:00

SWAYAM COURSE - Introduction to Banking and Financial Markets

click on the following link and Join the Course -

[https://onlinecourses.swayam2.ac.in/imb23\\_mg14/preview](https://onlinecourses.swayam2.ac.in/imb23_mg14/preview)

Make each Week Report on videos watched and prepare PPT of summary of the Course.  
Submission and Presentation date is 7 March, 2023.



Class comments



Add class comment...





Instructions

Student work

# Swayam Quiz Submission



Nooruzia Qazi • 25 Feb 2023 (Edited 25 Feb 2023)

5 points

Due 28 Feb 2023, 08:00

Dear students,

Hope you all have enrolled for the SWAYAM Course on 'Introduction to Banking and Financial Markets'.

After watching the lecture videos of Week 1, 2 and 3, all have to complete and submit the Quiz by 27th February, 2023. Make a pdf of the selected answers of the Quiz and upload it on Google Classroom in this Assignment Section.



Class comments



Add class comment...







Stream

Classwork

People

Marks



SWAYAM



## SWAYAM



Nooruzia Qazi posted a new assignment: Swayam Quiz Submi... Due 28 Feb 2023, 08:00



Posted 25 Feb 2023 (Edited 25 Feb 2023)

Dear students,

Hope you all have enrolled for the SWAYAM Course on 'Introduction to Banking and Financial Markets'.

48

Handed in

14

Assigned

After watching the lecture videos of Week 1, 2 and 3, all have to complete and submit the Quiz by 27th February, 2023. Make a pdf of the selected answers of the Quiz and upload it on Google Classroom in this Assignment Section.



Add class comment...



**NAME:- NUTEEKA**

**MANDAVKAR**

***CLASS:- TYBCOM***

***ROLL NO:- ACC-12***

***SUBJECT:- COMMERCE***





ourses.swayam2.ac.in



• Mid Term Quiz: Information

• Quiz: Mid Term Quiz

Week 4: Long Term Financial Markets

**Thank you for taking  
the Mid Term Quiz.**

## Mid Term Quiz

Your last recorded

Due date: 2023-04-28, 23:59 IST.

submission was on 2023-02-27, 21:23 IST

1) Mark-to-market' loss on investments in bonds means the current price is \_\_\_\_\_ than the price at which the bonds were purchased. 1 point

- ☒ Lower
- ☐ Higher
- ☐ Equal
- ☐ Not related

2) Which of the following are two main triggers for insolvency in a financial asset company? 1 point

- ☐ Plant and Machinery that cannot be liquidated

3) The role of financial \_\_\_\_\_ is to intermediate funds from \_\_\_\_\_ to \_\_\_\_\_. 1 point

- ☐ Savers.....Borrowers.....Intermediaries
- ☐ Intermediaries.....Borrowers.....Savers
- ☐ Intermediaries.....Savers.....Borrowers
- ☒ Markets.....Savers.....Borrowers

4) Which of the following fear \_\_\_\_\_ prevents financial intermediaries from lending or investing in firms? 1 point

- ☒ Unforeseen Loss
- ☐ Moral Hazard
- ☐ Adverse Selection
- ☐ Information Asymmetry

5) In perfect financial markets, \_\_\_\_\_ 'Lemons' will go to the \_\_\_\_\_ and 'Peaches' will go to \_\_\_\_\_. 1 point

- ☐ Banks...Banks
- ☐ Banks...Financial Markets
- ☐ Financial Markets...Financial Markets
- ☒ Financial Markets...Banks

6) Using the unabridged Fisher equation, determine the nominal interest rate if expected inflation is 4.25% and the real interest rate is 1.75%. (Please submit your answer rounded off to two decimal places i.e. \_\_\_\_\_) 1 point





6) Using the unabridged Fisher equation, determine the nominal interest rate if expected inflation is 4.25% and the real interest rate is 1.75%. (Please submit your answer rounded off to two decimal places, i.e., if your answer is 5.789% or equivalently 0.05789, then you should submit an answer of 5.79) 1 point

- ☒ 6.07
- ☐ 6.70
- ☐ 5.55
- ☐ 7.70

7) If the yield curve is flat and expectation (as per pure expectation theory) is that yields will fall going forward, the yield curve will \_\_\_\_\_ 1 point

- ☐ slope downwards
- ☐ slope upwards
- ☒ shift in parallel

8) Liquidity premium theory suggests that the yield curve should always be \_\_\_\_\_. 1 point

- ☐ upward sloping
- ☐ downward sloping
- ☒ flat
- ☐ hockey stick

9) If a person wishes to receive 1000 CCU at the end of fifteen years at \_\_\_\_\_



9) If a person wishes to receive 1000 CCU at the end of fifteen years at a return of 6.0% per annum compounded, he will have to save \_\_\_\_\_ CCU today. 1 point

- ☒ 410.35
- ☐ 412.72
- ☐ 417.26
- ☐ 427.17

10) Banks participate in the call money market to square off the mismatches in their \_\_\_\_\_. 1 point

- ☒ Long term liabilities
- ☐ Quarterly cash flows
- ☐ Quarterly cash flows
- ☐ Daily cash positions

11) Which of the following would explain the reason for the dissimilarity between yields on commercial paper and treasury bills? 1 point

- ☐ Short term nature of the instruments
- ☐ Discounted nature of the instruments
- ☒ Credit risk of the issuers
- ☐ Interest rate differential

12) Traders in the secondary markets could trade and book a profit or book a loss during the tenor of \_\_\_\_\_





☐ It is better to invest in a scheme that pays 10% annual compound interest

☒ Both of the above provide the same return

14) The concept that value of a rupee to be received in future is less than the value of a rupee on hand today is known as: 1 point

☐ Recovery factor concept

☒ Time value of money

☐ Compounding factor concept

☐ None of these

15) What is the maximum period for which money is lent under call money? 1 point

☐ 1 day

☐ 7 days

☒ 14 days

☐ 1 year

You may submit any number of times before the due date.  
The final submission will be considered for grading.

**Submit Answers**



# Mid Term Quiz

Your last recorded **Due date: 2023-04-28, 23:59 IST.**  
submission was on 2023-02-27, 23:37 IST

1) Mark-to-market' loss on 1 point  
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current price is \_\_\_\_\_ than  
the price at which the bonds were  
purchased.

- ☒ Lower
- ☐ Higher
- ☐ Equal
- ☐ Not related

2) Which of the following are 1 point  
two main triggers for insolvency in  
a financial asset company?

- ☐ Plant and Machinery that cannot be liquidated
- ☐ Land and building that cannot be liquidated
- ☒ Bad loans, i.e. loans that are not repaid by the borrowers
- ☐ Assets that can be turned into cash readily
- ☒ Investments that have a 'mark-to-market' loss





3) The role of financial \_\_\_\_\_ is to intermediate funds from \_\_\_\_\_ to \_\_\_\_\_.

1 point

- ☐ Savers.....Borrowers.....Intermediari
- ☐ Intermediaries.....Borrowers.....Save
- ☒ Intermediaries.....Savers.....Borrowe
- ☐ Markets.....Savers.....Borrowers

4) Which of the following fear 1 point prevents financial intermediaries from lending or investing in firms?

- ☐ Unforeseen Loss
- ☐ Moral Hazard
- ☒ Adverse Selection
- ☐ Information Asymmetry

5) In perfect financial markets, 'Lemons' will go to the \_\_\_\_\_ and 'Peaches' will go to \_\_\_\_\_.

1 point

- ☐ Banks...Banks
- ☒ Banks...Financial Markets
- ☐ Financial Markets...Finan
- Markets



5) In perfect financial markets, 'Lemons' will go to the \_\_\_\_\_ and 'Peaches' will go to \_\_\_\_\_. 1 point

- ☐ Banks...Banks
- ☒ Banks...Financial Markets
- ☐ Financial Markets...Financial Markets
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6) Using the unabridged Fisher equation, determine the nominal interest rate if expected inflation is 4.25% and the real interest rate is 1.75%. (Please submit your answer rounded off to two decimal places, i.e., if your answer is 5.789% or equivalently 0.05789, then you should submit an answer of 5.79) 1 point

- ☒ 6.07
- ☐ 6.70
- ☐ 5.55
- ☐ 7.70

7) If the yield curve is flat and expectation (as per pure expectation theory) is that yield will fall going forward, the yield curve will 1 point





7) If the yield curve is flat and *1 point* expectation (as per pure expectation theory) is that yields will fall going forward, the yield curve will\_\_\_\_\_

- ☐ slope downwards
- ☐ slope upwards
- ☒ shift in parallel

8) Liquidity premium theory *1 point* suggests that the yield curve should always be\_\_\_\_\_.

- ☒ upward sloping
- ☐ downward sloping
- ☐ flat
- ☐ hockey stick

9) If a person wishes to *1 point* receive 1000 CCU at the end of fifteen years at a return of 6.0% per annum compounded, he will have to save \_\_\_\_\_ CCU today.

- ☐ 410.35
- ☐ 412.72
- ☒ 417.26
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10) Banks participate in the call money market to square off the mismatches in their \_\_\_\_\_. 1 point

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- ☒ Short term nature of the instruments
- ☐ Discounted nature of the instruments
- ☐ Credit risk of the issuers
- ☐ Interest rate differential

12) Traders in the secondary markets could trade and book a profit or book a loss during the tenor of \_\_\_\_\_ CDs, based on \_\_\_\_\_ movements. 1 point

- ☒ negotiable...exchange rate
- ☐ negotiable...interest rate





12) Traders in the secondary 1 point  
markets could trade and book a  
profit or book a loss during the  
tenor of \_\_\_\_\_ CDs, based on  
\_\_\_\_\_ movements.

- ☒ negotiable...exchange rate
- ☐ negotiable...interest rate
- ☐ retail...exchange rate
- ☐ retail.... interest rates

13) Given an investment of 1 point  
15,000 CCU to be invested for one  
year :

- ☐ It is better to invest in a  
scheme that pays 10% simple  
interest
- ☐ It is better to invest in a  
scheme that pays 10% annual  
compound interest
- ☒ Both of the above provide the  
same return

14)The concept that value of a *1 point* rupee to be received in future is less than the value of a rupee on hand today is known as:

- ☐ Recovery factor concept
- ☒ Time value of money
- ☐ Compounding factor concept
- ☐ None of these

15)What is the maximum *1 point* period for which money is lent under call money?

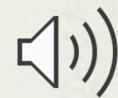
- ☒ 1 day
- ☐ 7 days
- ☐ 14 days
- ☐ 1 year

You may submit any number of times before the due date. The final submission will be considered for grading.

**Submit Answers**







**Name:- Dikshi Balkrishna Jadhav**

**Subject:-Commerce - Financial Markets**

**Topic :- Introduction to Banking and  
Financial Markets (Weeks Summary)**

**Academic Year:- 2022-2023**

**Class: T.Y.B.Com**

**Roll No:- Accounts / 06**

**Semester:- VI**

**B. M. Ruia Girls' College**





# **Summary 1:- Week 1 – Overview of the Financial System**



Very short video is what is banking, what are financial markets and what the inter-relationships between banking and financial markets. If look carefully we Our own experience with will find that at Saver and at Some and therefore some our money points you're you're an other points you're at We investor a borrower. The Same way companies borrow and companies. Also invest their surplus. Most biggest government borrowers cash governments. In the world in the country are and the as and when they have surplus cash they would invest it in the financial System.





## **Summary 2:- Week 2 – Theory and Structure of Interest Rates**

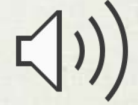


**“Interest rate” is perhaps the most important and widely pursued tracked. Macro economic factors in any country since decision by individual businesses and governments to borrow. Invest in primarily driven by anticipated. Movement in interest rates. Or in that country. Forecasting interest rate. Movements, therefore becomes needs to very rates and contribute to critical Hence the imperative understand the the theory of interest Soveral factors that movement in interest rates, Forward rate refers to the markets’s. Expectation of future interest rates.**





## **Summary 3 : - Week 3 – Short term Financial Markets.**



Financial markets are both real and virtual markets where financial instruments. Of varying maturities. Markets are are traded. Financial highly competitive and facilitate price discovery. A broad and traditional classification of financial market is. Money markets and capital markets. There are sub section – Develop and indentify. Develop an understanding of financial market. And their classification. Identify the instrument traded in the financial market. Investor desire the best possible return on their investments. And hence always search for investment opportunities that would help them achieve that goal.



## **Summary 4 :-Week 4 – Long Term Financial Markets**



**We will look at the long-term market as they're also referred to where some maturities as capital markets instruments traded have long of up to 30 years and other instruments like equity shares that have no pre specified maturity date in finance parlance call we these instruments perpetuats in the video to follow we will focus on the long term markets. Which is the bond market a bond by definition. Represents a specific amount of debt which the issuer of the the bond namely the borrower is obligated to repay to the investor in the bond namely the lender or the bond holder on the maturity date of the debt.**





## **Summary 5:- Week 5 – Other Financial Markets**



Currency is bought and sold in foreign exchange markets. This market provides the institutional, physical, and technological infrastructure to carry out foreign exchange transactions. In this summary, we will discuss the nature, size, and distribution of the foreign exchange markets in subsequent sessions, the types of transactions (spot, forward, swap, etc.) that are traded in the foreign exchange markets, why exchange rates are important, how exchange rates are quoted, the profile of the participants and the nature of their participation in foreign exchange markets around the globe, the macroeconomic theories that underpin fluctuations in exchange rates.





**Thank you**







# Introduction to Banking and Financial Markets

SWAYAM course

Name : Pooja Sanjay Mahind

Class : T. Y. BCOM

Roll no. : AC-11

Subject : Commerce



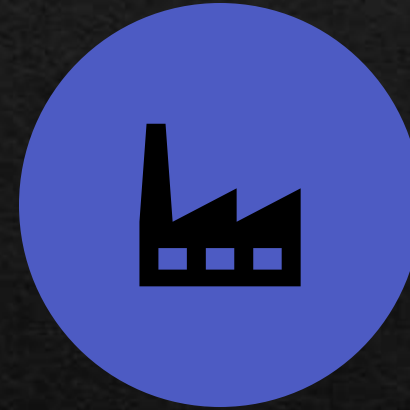
# Week : 1 Overview of the financial system



## BANKS DEALS IN FINANCIAL ASSETS

Equity and commodities are  
bought and sold

It is form of factor market

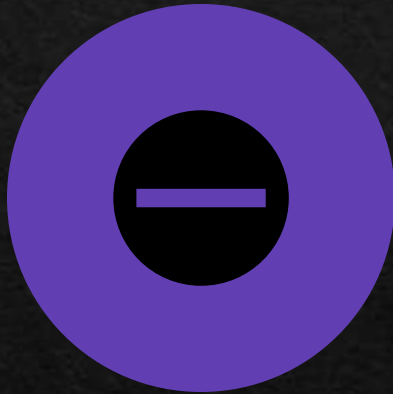


## MANUFACTURING COMPANIES DEALS IN REAL ASSETS

Sell and buy goods and services

Cost is reality

# Week : 2 Theory and structure of interest rate



YIELD – INTEREST RATE



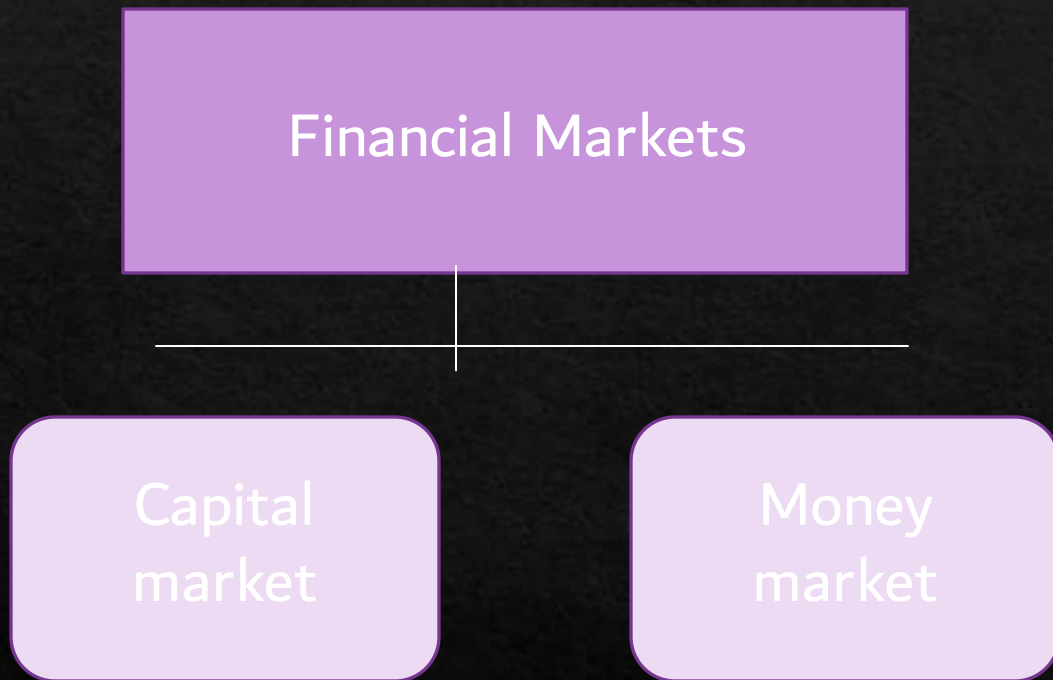
SHORTER THE TENOR, LOWER  
THE INTEREST RATE



HIGHER THE TENOR, HIGHER  
THE INTEREST RATE



# Week : 3 Short term financial markets



Call money market is essentially an overnight market where financial institutions borrow and lend overnight.

# Week : 4 Long term financial markets

Capital Market



```
graph TD; A[Capital Market] --> B[Bond Market]; B --> C[On maturity date bonds are redeemed at]; C --> D[Original par value]; D --> E[Inflation adjusted principle];
```

Bond Market

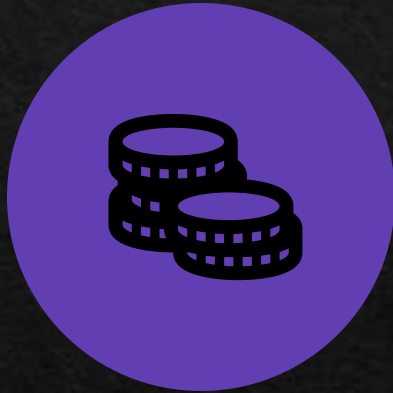
On maturity date bonds are redeemed at

Original par value

Inflation adjusted principle



# Week : 5 Other financial markets



1. FOREIGN EXCHANGE  
MARKET



2. DERIVATIVES



3. INTEREST RATE SWAP

# Mortgage



Graduated Payment Mortgage (GPMs)



Growing Equity Mortgage (GEMs)



Second Mortgage (SMs)



Reverse Annuity Mortgage (RAMs)



Shared Appreciation Mortgage (SAMs)





- ◆ Introduction to banking and financial markets this course provided by SWAYAM, is knowledgeable and helpful for academic study and career point of view.
- ◆ Every aspects of financial markets are explain with examples, it clarify our understanding



THANK YOU





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Student work

Handed in



**A** Aachal Chaurasiya



Aachal Chaurasiya co...  
Handed in

**A** Aayesha Sheikh



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**A** Alka Mishra



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**A** ANJALI GUPTA



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**A** Ayesha Memon



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**B** Bhavika Jain



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**D** Dikshi Jadhav



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**D** Diu Shah



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**D** Doly Pasi



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