1.2.2 - Number of Add on/ Certificate programs offered during the year (10 M)

1.2.2.1- How many Add on / Certificate programs are added during the year: 4

Sr. No	Certificate Course	Document Name	Page No
1	Spoken English Certificate	Syllabus	2
		Attendance sheet	3
		Mark sheet	5
		Certificates	9
2	Tally with GST	Syllabus	10
		Attendance sheet	11
		Mark sheet	13
		Certificates	16
3	Talk in English	Syllabus	17
		Attendance sheet	19
		Certificates	21
4	Karate	Syllabus	22
		Attendance sheet	23
		Mark sheet	25
		Certificates	26

Spoken English : Syllabus



Shree Nagpur Gujarati Mandal's SUDHA SURESHBHAI MANIAR College of Computer & Management



Plot No. 'B', Khasara No. 103/1-2, Mouza Chikhali EIA Street, Kalamna Market Road, Nagpur - 440 035.

Phone: 0712-2684775 / 76 E-mail: maniarcollege@gmail.com Website: www.maniarcollege.ac.in

Adv. Chandrakant J. Thakar Chairman, Trustee Mandal Ph (0712) 2762541 (M) 9372681004 Shri Yogeshbhai H. Patel President Ph.(0712) 2682939 (M) 9422105149 Adv. Sanjay C. Thakar General Secretary Ph.(0712) 2762541 (M) 9823011182

Rel No: MC 22-23 1948

Date :

Report on the English Speaking Course Conducted for the Students of S.S. Maniar College

of Computer & Management, Nagpur

Duration: 30 Hours

No. of Sessions: 15 (2hrs./ Session)

Mode: Offline Topics Covered

- Tips and Techniques to Develop Proficiency in English
- Vocabulary Development
- · Functional English Grammar
- Speaking Practice with Immediate Feedback
- Typical English Expressions for the following common scenarios were shared with the students:
- English Expressions for Delivering Presentations
- English Expressions for Facing Job Interviews
- Story Telling Exercises were conducted regularly for English Speaking Practice.
- Responsive and Adaptable Style of Training:
- The lectures and curriculum moved in a very fluid and flexible manner, in direct response to the needs of the students.

Resource Person for this Course:

Dr. Shabbir Zakerya

Founder and Director

Learner's Academy for Skill Development, Nagpur

Vrushali Parkhi

Principal

Officiation Principal

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Official ng Principal

1. Spoken English: Students Attendance Sheet

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Official ng Principal
Sudha Sureshishai Menier College
Computer & Management
FIA Street, Katemna Mkt Rd Men

1. Spoken English: Students Mark sheet

1	As	ssessment Sheet: English	Speaking Certificat	e Course
2	Sr. No	Student Name	Class	Assessment (Out of 5)
3	*	▼	v.	▼.
4	1	Aayush S. Bagde	BSC (IT) First Year	Not Attempted
5	2	Achal B. Rathore	BSC (IT) First Year	Not Attempted
6	3	Akansha Pandey	BSC (IT)	Not Attempted
7	4	Ankit Dongare	BSC (IT)	Not Attempted
8	5	Bushra Parveen	BSC (IT)	3
9	6	Diksha V. Bisen	BSC (IT) First Year	3
10	7	Dipanshu Meshram	BSC (IT)	Not Attempted
11	8	Faizan Ansari	BSC (IT)	Not Attempted
L2	9	Kalyani Saratkar	BSC (IT) First Year	4
L3	10	Khushbu G. Shahu	BSC (IT)	4
L4	11	Khushi M. Khandait	BSC (IT) First Year	Not Attempted
15	12	Khushi R. Meshram	BSC (IT)	Not Attempted
16	13	Krushna Magare	BSC (IT) First Year	Not Attempted
۱7	14	Mahi P. Thakur	BSC (IT) First Year	Not Attempted
18	15	MD. Aman	BSC (IT)	Not Attempted



19	Nikhil Gabhane	BSC (IT)	Not Attempted
20	Pranay Sonwane	BSC (IT)	Not Attempted
21	Qoufiya Y. Sheikh	BSC (IT)	4
22	Rahul Borghate	BSC (IT)	Not Attempted
23	Roshani D. Parihar	BSC (IT) First Year	Not Attempted
24	Sagir Ali	BSC (IT) Final Year	4
25	Sahil Sahu	BSC (IT)	Not Attempted
26	Sejal Kature	BSC (IT)	Not Attempted
27	Sejal S. Pal	BSC (IT) First Year	Not Attempted
28	Shraddha Badalwar	BSC (IT) First Year	4
29	Suhani B. Shende	BSC (IT)	5
30	Yash B. Banjare	BSC (IT)	3
31	Alpesh Gedekar	BCA First Year	4
32	Anas Zaid	BCA First Year	3
33	Arsha Sheikh	BCA First Year	4
34	Ataur Khan	BCA First Year	4
35	Ayan Ali Saiyyad	BCA First Year	3
36	Danish Khan	BCA Final Year	4
37	Geeta Kumari R. Thakur	BCA First Year	2.5
38	Harshal A. Wankhede	BCA First Year	Not Attempted
39	Jitesh P. Gurnule	BCA First Year	3
40	Kamna Sinha	BCA First Year	3
41	Karan Pimpal Shende	BCA First Year	3
42	Karishma Mate	BCA First Year	Not Attempted
43	Kiran S. Patil	BCA First Year	Not Attempted
44	Komal M. Shahu	BCA First Year	4
45	Lucky Mundele	BCA First Year	Not Attempted
46	Madhuri T. Suryawanshi	BCA First Year	Not Attempted
47	Mayank Sharma	BCA First Year	2
48	Mayur Gharjade	BCA First Year	3

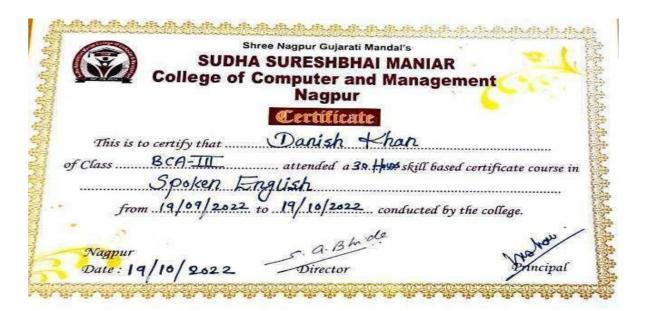


49	Minakshi M. Hirwani	BCA First Year	4.5
50	Munandar Singh	BCA First Year	1
51	Opali Rana	BCA First Year	3
52	Pawan Jenaga	BCA First Year	4
53	Prachi D. Gajbhiye	BCA First Year	Not Attempted
54	Prema Patil	BCA First Year	5
55	Priti Patle	BCA First Year	5
56	Rahina S. Sheikh	BCA First Year	3
57	Sakshi C. Rahandale	BCA First Year	3
58	Sakshi D.Bawne	BCA First Year	3
59	Sarvesh Vaishav	BCA First Year	4
60	Sejal R. Shende	BCA First Year	4
61	Suhani L. Burde	BCA First Year	Not Attempted
62	Umesh B. Sahu	BCA First Year	Not Attempted
63	Vaidehi G. Nakade	BCA First Year	4



64			
	Vaishnavi R. Hedau	BCA First Year	3
65	Videsh Dongare	BCA First Year	3
66	Vinita R. Rajput	BCA First Year	5
67	Aarti Sahu	BBA-I	3
68	Sona Yadav	BBA-I	4
69	Harshita Shete	BBA-I	Not Attempted
70	Salman Khan	BBA-I	5
71	Nirjala Varma	BBA-I	2.5
72	Devika Amrute	BCCA-I	Not Attempted
73	Samiksha Gawate	BCCA-I	Not Attempted
74	Mahin Khan	BCCA-I	Not Attempted
75	Nilesh Yerpude	BCCA-III	4
76	Sanket Bawangade	BCCA-III	Not Attempted
77	Meenal Tiwari	BCCA-I	Not Attempted
78	Kajal Sahu	B.ComI	3
70	la		
79	Abhishek Lanjewar	BCA First Year	4
80	Suraj Pardhi	BCA First Year	3
81	Bhavesh Yadav	BCA First Year	_
	Dilavesii Tadav	BCA FIRST Year	5
82	Wasim Ansari	BSC (IT)-II Year	4
82	Wasim Ansari	BSC (IT)-II Year	4
82	Wasim Ansari Sufiyan Chishty	BSC (IT)-II Year B.ScII Year	3
82 83 84	Wasim Ansari Sufiyan Chishty Naved Ali	BSC (IT)-II Year B.ScII Year B.ScII Year	3 3
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82 83 84 85 86	Wasim Ansari Sufiyan Chishty Naved Ali Akash Neware Tanishsingh Bawangarh	BSC (IT)-II Year B.ScII Year B.ScII Year BSC (IT) First Year BSC (IT)	4 3 3 2 2
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82 83 84 85 86 87 88	Wasim Ansari Sufiyan Chishty Naved Ali Akash Neware Tanishsingh Bawangarh Tarjinder Singh Matharu Pooja Katre	BSC (IT)-II Year B.ScII Year B.ScII Year BSC (IT) First Year BSC (IT) BCA First Year BCA First Year	4 3 3 2 2 4 4
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This is to ce	CA-III	Certificate Danish Ki attended a 39.H	skill based certi	ficate course in
from!.	9/09/2022 to	9lish 19/10/2022 a		ollege.
Nagpur Date: 19/1		5. a. B. b. de		148/10

Official of Principal
Sudha Sureshishai Menier Colleg
Computer & Management
FIA Street, Katemna Mkt. Rt. V.

2. Tally with GS: Syllabus

Syllabus of Tally.ERP With GST For Add-On Course

- 1. Company Info Menu: Introduction to Tally.ERP 9- Basics of Accounting-Types of accounts-Golden rules of accounting -Accounting principles -Features of Tally- Opening Tally.ERP 9, Components of the Tally.ERP 9 Window, Creating a Company. Select Company Shut company Create company Alter company Security control Change tally vault Split company data Backup Restore Tally audit feature •
- 2. Accounting Information: •Accounting masters in Tally •Accounting Configuration & Features Group Creation• Multiple Group Creation• Ledger Creation• Multiple Ledger Creation• New Voucher Creation• Advance Ledger Creation•
- 3. Inventory Information: Inventory configuration• & features Inventory info. Menu• Stock groups• Stock categories• Stock item• Unit of measurement• Bills of materials• Locations / Godowns• Batches• & Expiry Inventory voucher types• HSN Code Updates
- 4. Voucher Entry: Accounting voucher• Inventory voucher• optional• & non-accounting voucher Order processing• Advanced voucher entry• Introducing Purchase Orders, Introducing a Sales Order
- 5. Advanced Accounting Features: Cost category• & cost centres Budgets• Interest calculations• Cheque printing• Credit limits• Scenario management• Reorder levels• & reorder quantity Price level• Bank Reconciliation
- 6. Quick setup Tally .net: Excise for manufactures• Excise for dealer• Value-Added Tax• Tax deducted at source• Tax collected at source•
- 7. Taxation: Excise for manufacture• Service tax• Tax deducted at• source(TDS)&TCS Value added tax(VAT)• Central state tax(CST)• Payroll features of Tally•
- 8. Data management & Administration: Backup• & Restore Split a company, export• & Import of data E-Capabilities (E-mail a• report from tally. E.R.P9) Uploading the reports• generated from tally.E.R.P9 Tally ODBC, Inward• connectivity Security controls• Tally Audit Feature• Tally Vault•
- 9. Reports: Display financial statements• (Display balance sheet, configuring the balance sheet, Integrate accounts with inventory, setting closing stock manually in the balance sheet with different stock valuation methods) Display profit• & loss A/c(configuring profit & loss A/c, income/expense statement instead of P&L) Display trial balance• (configuring in trial balance) Display registers• & ledgers (display sales register, purchase register, cash book, bank book, journal register, day book, statement of accounts Working with Day Book Report.
- 11. Introduction to GST: Concept of GST. Rate of GST. GST in other countries. Categories of GST. Other concepts.
- 12. GST (Goods & Services Tax):Start Using Tally, ERP9 For GST Compliance Activating GST For Your• Company Setting Up GST Rates• Updating Stock Items• and Stock Groups for GST Compliance Updating a Service• Ledger for GST Compliance Updating Sales and• Purchase Ledgers for GST Compliance Updating Party GSTIN• Creating GST Ledgers• Creating Income and• Expense Ledgers Recording Sales and• Printing Invoices Recording Purchases• Recording a Tax• Payment Transferring Tax Credits of VAT, excise and service tax to GST

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Sucha Surealishai Menier College
Computer & Macagement
FIA Street, Kalemna Mkt Rd Ma

2. Tally with GST: Students Attendance Sheet

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				m Name			_				
				Session-	2022-23	001	_	-		_	1
			Expert To	eacher: N	r. Atul H	. Nistano			_	-	-
Sr.N		Class	19-09-22	20-09-22	21-09-22		23-09-22	24-09-22	26-09-2	2 27-09	.22
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Computer & Menagement
FIA Street, Katemna Mkt Rd Men

2. Tally with GST: Mark sheet

11)-		niar college of Compu Certificate and Skill Based (Courses 2022-23			1
		Course: Tally			7	-
_		Exam Valuation	Sheet			
		Expert Teacher: Mr. A	tul II. Nistane			
Sr.no	Name of student	Class	Internal Marks Max	Theory Marks Max		
1	Rishi Bisen	B.com1 year	50		Total	
2	0.10000000	B.com1 year	50	64	94	1
3	Priya Sanodiya	8 comt year	460	48	98	4
4	Payal Mule	B.com1 year	50	42	92	4
5	Rekha Pandit	B.com1 year	50	AA.	54	-
6	Neba Gupta	The state of the s	50	44	94	1
7	Laxmi Masram	B.com1 year	50	42	92	_
8	Mansi Sahare	B.com1 year	50	50	100	_
9	Purnima Hirwani	B.com1 year	50	50	100	
10	Sakshi Gupta	B.com1 year	50	44	94	85
27	Yogesh Hatile	B.com1 year	50	50	\	00
11	USTNOCATIONS	B.com1 year	50	50	1	100
12	Knjal Sahu	B.com1 year	30	48		58
13	Laxmi Pandey	8.com1 year	50	50		-
14	Shweta Satibawane	B.com1 year				100
15	Neha Agre	le i mazane	50	50		100
16	Neha Petkar	B.com1 year	50	44		- 9
17	Prajwal Thakur	B.com1 year	50	5	0	_1

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Officia 1989
Sudha Surceilishai Menier College
Computer & Management
FIA Street, Katemna Mkt Rd

Certificate and Skill Based Courses 2022-23

Course: Tally-GST

Exam Valuation Sheet

Expert Teacher: Mr. Atul II. Nistane

Sr.no	Name of student	Class	Internal Marks Max	Theory Marks Max	Total		
18	Supriya Banbole	B.com1 year	50	50	100		
19	Trupti Dawle	B.com1 year	50	50	100		
20	Ashmin Shah	B.com1 year	50	44	94		
21	Shivani Shahu	B.com1 year	50	50	100		
22	Simran Shahu	B.com1 year	50	50	100		
23	Nikita Dhote	8.com1 year	50	42	92		
24 Ragini Gupta		B.com1 year	50	50	100		
25	Sumedha Rokade	B.com1 year	50	44	94		
26	Pooja Rajak	B.com1 year	50	50	100		
27	Divyansh Pal	B.com1 year	50	50	100		
28	Vaishali Nirmalkar	B.com1 year	50	44	94		
29	Khushboo Yadav	8.com1 year	50	48	98		
30	Gulshan Pandit	8.com1 year	50	50	100		
31 Raj Sahu		B.com1 year	50	42	92		
32	Kavita Malekar	8.com1 year	50	50	100		
33	Karan Patel	B.com1 year	50	50	100		
34	Kushal Tripathi	B.com1 year	50	50	100		

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Computer & Menegement

		Course: Tall	-GST		
		Exam Valuation	20030011		
7/25		Expert Teacher: Mr. A	tul H. Nistane		
Sr.n	o Name of student	Class	Internal Marks Max	Theory Marks Max	Total
35	Yash Patle	B.com1 year	50	40	90
36	Megha Chakole	B.com1 year	50	50	100
37	Mahek Varma	8.com1 year	50	48	98
38	Rani Damahe	B.com1 year	50	50	100
39	Kamendra Sihare	B.com1 year	50	50	100
40	Doman Sinha	B.com1 year	50	46	96
41	Divyani Satimeshram	B.com1 year	50	44	94
42	Madhuri Shahu	B.com1 year	50	50	100
43	Renuka Sahu	B.com1 year	50	50	100
44	Dharmendra Shahu	B.com1 year	so	42	92
45	Gourav Hedau	B.com1 year	50	50	100
46	Shreya Gupta	B.com1 year	50	50	100
47	Shruti Khandale	8.com1 year	50	50	100
48	Alfiya Sheikh	B.com1 year	50	50	100
19	Shahina Sheikh	B.com1 year	50	44	94
0	Shabana Sheikh	B.com1 year	50	48	98
1	Vaishali Sahu	B.com1 year	50	48	9

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Computer & Management



Shree Nagpur Gujarati Mandal's

SUDHA SURESHBHAI MANIAR College of Computer and Management Nagpur

Certificate

•	This is to certify that Rishi Bisan
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	from .!999-2022. to .21192022 conducted by the college.
	· ·

Nagpur Date:

Director

Officing Principal
Sudha Sureshtha Manur Code a of
Compute
EIA Street Kalamna Mks Rd Nannur



Official ng Principal
Sucha Sureshibna Menier College
Computer & Management

3. Talk In English: Syllabus



Shri Nagpur Gujarati Mandat's SUDHA SURESHBHAI MANIAR COLLEGE OF COMPUTER AND

MANAGEMENT

(Formerly known as 'College of Computer and Management Studies and Research')
Plot No. B, Khasra No. 103/1-2, Mouza Chikhali, EIA Street, Kalarnna Mkt.Rd., Nagpur

Website: www.maniarcollege.ac.in Email ID: maniarcollege@gmail.com College Code: 200 Office No: 2684775/76

Everyday English Certificate Course

Syllabus

Mobile app contents: English Speaking:

1. Trips & vacations

(7 categories) (20 conversations)

2. Easting related topics

(5 categories)

3. Family and friends

(14 conversations)

(8 categories) (24 conversations)

4. Talking about kids

(7 categories)

(21 conversations)

5. Daily life

(7 categories) (21 conversations)

6. Sports, music and events

(5 categories)

(18 conversations)

7. Holidays

(5 categories)

(15 conversations)

8. Nature

(5 categories)

(15 conversations)

9. School

(8 categories)

(24 conversations)

10. Shopping

(8 categories)

(24 conversations)

11. Special days

(4 categories)

(12 conversations)

12. Work related

(4 categories)

(12 conversations)

Computer software contents:

- 1. English basics (90 lessons)
- 2 Regular English lessons.
- i. Greetings
- II. Bored
- III. Present tense vl. Weather

- lv. Future tense vII. Small talk
 - v. Past tense vIII. Movies
 - II. Late or no show
- III. Computer related

- I. Office basics iv. Business email
- v. Presentations
- vi. Meeting

ix. Friends

- vii. Business phone calls
- 4. Interview English lessons:

3 Business English lessons:

- I. Basic Interview
- II. School related
- III. Work Interview

- 5. Travel English lessons:
- i. Airport
- II. Car rental
- III. Hotel

- iv. Restaurant
- v. Directions
- vl. Store and more

- vii. Talking to strangers
- 6. English listening lessons:
- I. Basic listening
- ii. Intermediate listening
- iii. Advanced listening
- 7. Pronunciation lessons:
- i. Pronouncing letters B and P ii. Pronouncing letters D and T iii. Pronouncing letters G and K iv. Pronouncing letters CH and J
- v. Pronouncing letter H
- vi. Pronouncing the letters F and V
- English grammar lessons:
- i. Singular and plural nouns
- ii. Count nouns vs. non-count nouns
- iii. Possessive nouns
- iv. Pronouns v. 'Be' verbs vi. Action verbs

vii. Adjectives

- 9. Idioms (10 lessons)
- 10. English vocabulary:
- i. Top 2000 English vocabulary words
- ii. Used in speaking (2265) iii. Top 1500 nouns (1524) iv. Top 1000 verbs (1010) v. Top 500 adjectives (528) vi. Top 250 adverbs (252)
- vii. Top 60 pronouns (58) viii. Top 50 preposition (46)

2. Talk In English: Students Attendance

	Attend	ance She	et : Cert	tificate Co	ourse : E	nglish Sp	eaking	(Everyo	lay Pryli	5h)	_	_	_	_	_	
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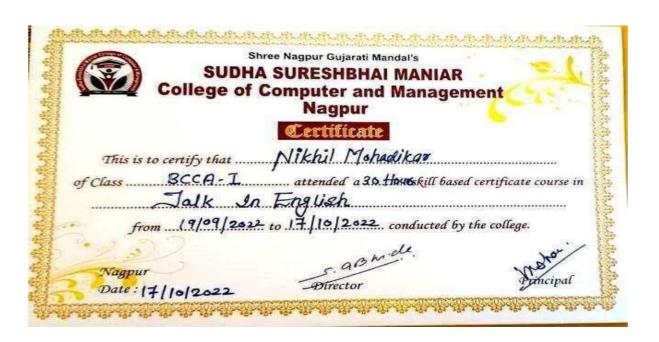
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Computer & Management

6	Student Name	Class	23/9/2	r+1912	22/1/2	24/9/22	26/9/2	27/9/2	28 3 22	24/9/22	1/10	3/60	4160	6/10	Ŧ/10	8/60	10/10
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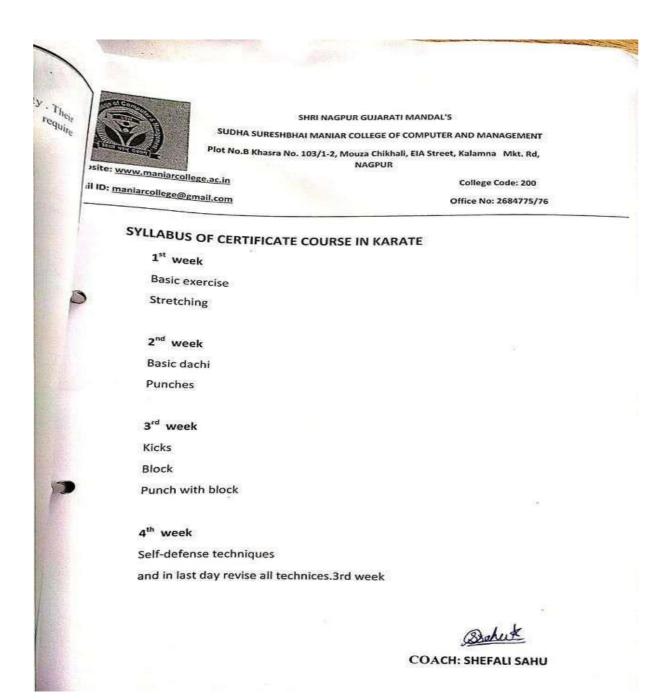
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3. Karate : Syllabus

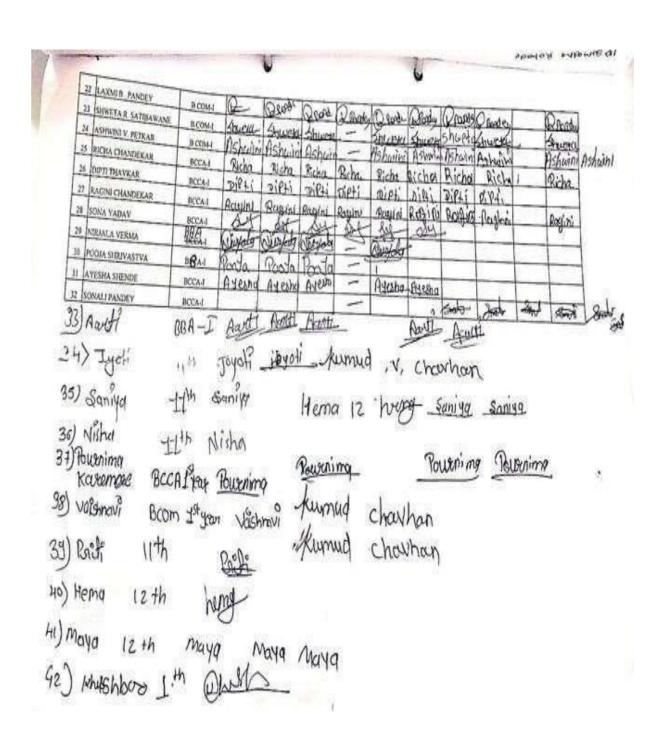


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4. Karate: Students Attendance Sheet

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4. Karate: Students Mark sheet



SHRI NAGPUR GUJARATI MANDAL'S

SUDHA SURESHBHAI MANIAR COLLEGE OF COMPUTER AND MANAGEMENT Plot No. B Khasra No. 103/1-2, Mouza Chikhali, EIA Street, Kalamna Mkt. Rd,

College Code: 200

Office No; 2684775/76

ite: www.maniarcollege.ac.in

ID: maniarcollege@gmail.com

Karate Certificate Course

GRADE LIST

	010-	Terice	GRADE
SR NO	NAME OF STUDENT	BCCA - I	A
01	DIPTI THAKARE	B.COM- I	В
02	KAJAL PANDIT	B.COM- I	В
03	KAJAL GUPTA	B.COM-I	В
04	KAJAL SHAHU	B.COM- I	В
05	POOJA RAJAK	BCCA - I	В
06	PORNIMA KAREMORE		A
07	SHARVARI MESHRAM	B.COM- I	
	SHIVANI SAHU	B.COM- I	A
08	NEHA AGRE	B.COM- I	B
10	RICHA CHANDELKAR	BCCA - I	В
11	RAGINI CHANDELKAR	BCCA - I	
12	ASHWINI PEDKARKAR	B.COM- I	В
12	AYSHA SHENDE	BCCA - I	В
13	RISHI BISEN	B.COM- I	В
15	SHAKSHI GUPTA	B.COM- I	В
16	SONALI PANDEY	BCCA - I	В
17	TRUPTI DAWALE	B.COM- I	В

COACH: SHEFALI SAHU





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