

**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**

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# 1. Employability Skills: Photo



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## 1. Employability Skills: Syllabus

Sr. No.	Session Title
1	I am Unique
2	Body Language and Professional Grooming
3	English Language for Career
4	Job Opportunity
5	Interview Preparation 1
6	Group Discussion
7	Professional Ethics
8	Interview Preparation 2
9	Effective Speaking

  
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# 1. Employability Skills: Students Attendance Sheet

Session 2023-24

Resource Person: Mr. Anurag Patankar

Attendance Sheet : Certificate Course : Personality Development and Interview techniques

Sr. No	Student Name	Class	07-02-24	08-02-24	09-02-24	10-02-24	11-02-24	12-02-24
1	Nitu N. Paralit	B.com III	Nitu	Nitu	Nitu	Nitu	-	Nitu
2	Dipa L. Himmatkare	B.com III	Dipa	Dipa	Dipa	Dipa	S	Dipa
3	Shradha B. Hadwar	B.com III	Shradha	Shradha	Shradha	Shradha	U	Shradha
4	Shanishtha N. Shit	BCA III	Shit	Shit	Shit	Shit	N	Shit
5	Kirti K. Baniapatnie	BSC (IT) III	Kirti	Kirti	Kirti	Kirti		Kirti
6	Kavita A. Nizamalkar	M.com II	Kavita	Kavita	Kavita	Kavita		Kavita
7	Leena B. Mamulkar	B.SC (IT) III	Leena	Leena	Leena	Leena	D	Leena
8	Sheetal M. Nigmal	BCA III	Sheetal	Sheetal	Sheetal	Sheetal	A	Sheetal
9	Sonam S. Mishra	B.com III	S.S. Mishra	S.S. Mishra	S.S. Mishra	S.S. Mishra	Y	S.S. Mishra
10	Dipali C. Shrivastava	B.com III	Shrivastava	Shrivastava	Shrivastava	Shrivastava	-	Shrivastava
11	Kavita K. Ghosh	B.com III	Ghosh	Ghosh	Ghosh	Ghosh	=	Ghosh
12	Dolly R. Rout	B.sc (IT) III	Dolly	Dolly	Dolly	Dolly	:	
13	Pranali S. Dhejre	B.com III	Pranali	Pranali	Pranali	Pranali		Pranali
14	Pritya R. Bampale	m.com II	Pritya	Pritya	Pritya	Pritya		Pritya
15	Sejal P. Meshram	m.com I	Sejal	Sejal	Sejal	Sejal		Sejal
16	Apeksha B. Sharma	B.com III	Apeksha	Apeksha	Apeksha	Apeksha		Apeksha
17	Jyoti R. Noham	B.com III	Jyoti	Jyoti	Jyoti	Jyoti		Jyoti
18	Yogita I. Palle	B.com III	Yogita	Yogita	Yogita	Yogita		Yogita
19	Pranali R. Gajbhiye	BSCA III	Pranali	Pranali	Pranali	Pranali		Pranali
20	Dhanendra Sauravkar	BCA III	Dms	Dms	Dms	Dms		Dms
21	Sweeti G. Kholole	B.com III	Shkholole	Shkholole	Shkholole	Shkholole		Shkholole
22	Apurva G. Sane	B.com III	Shane	Shane	Shane	Shane		Shane

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Attendance Sheet : Certificate Course : Personality Development and Interview techniques

Sr. No	Student Name	Class	07-02-24	08-02-24	09-02-24	10-02-24	11-02-24	12-02-24
23	Priyanka G. Thakre	M.com II	Priyanka	Priyanka	Priyanka	Priyanka		Priyanka
24	Shweta N. Soni	B.com-III	S. Soni	S. Soni	S. Soni	S. Soni	S	S. Soni
25	Aliya H. Sheikh	B.com III	Aliya	Aliya	Aliya	Aliya		Aliya
26	Vaishnavi Chaturvedi	B.com III	Vishnavi	Vishnavi	Vishnavi	Vishnavi	U	Vishnavi
27	Roshani Sah	BCA III	Roshani	Roshani	Roshani	Roshani		Roshani
28	Malti Nishad	B.com III	Malti	Malti	Malti	Malti	N	Malti
29	Pranali Dhole	BCA III	Pranali	Pranali	Pranali	Pranali		Pranali
30	Sapna R. Bisen	M.com III	Sapna	Sapna	Sapna	Sapna	D	Sapna
31	Neha D. Namje	B.com III	Neha	Neha	Neha	Neha		Neha
32	Shivani Hinge	B.com III	Shivani	Shivani	Shivani	Shivani	A	Shivani
33	chetna parkute	B.com III	chetna	chetna	chetna	chetna		chetna
34	Simran Dashore	BCA III	Simran	Simran	Simran	Simran	Y	Simran
35	Mahak Tambhure	B.com III	Mahak	Mahak	Mahak	Mahak		Mahak
36	Nikita munmode	B.com III	Nikita	Nikita	Nikita	Nikita		Nikita
37	Aarti tete	B.com III	Aarti	Aarti	Aarti	Aarti		Aarti
38	Deemini shekhu	B.com III	Deemini	Deemini	Deemini	Deemini		Aarti
39	Gunjan P. brachg	M.com II	Gunjan	Gunjan	Gunjan	Gunjan		Deemini
40	Payal. N. Ghanmode	BSC. II	Payal	Payal	Payal	Payal		Payal
41	Deemini. D. Shahu	B.com III						
42	Sushmita S. Sharma	BCCA III	Sushmita	Sushmita	Sushmita	Sushmita		S. Sharma
43	Neha S. Nirmalkar	BCA III	Neha	Neha	Neha	Neha		Neha
44	Triveni R. Wankhede	BCA III		Triveni	Triveni	Triveni		Triveni

  
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**Attendance Sheet : Certificate Course : Personality Development and Interview techniques**

Sr. No	Student Name	Class	07-02-24	08-02-24	09-02-24	10-02-24	11-02-24	12-02-24
45	Roshani Parihar	BSC(II) <sup>rd</sup>	Roshani	Roshani	Roshani	Roshani		Roshani
46	Vaishnavi Meshram	BCA III <sup>rd</sup>	Vaishnavi	Vaishnavi	Vaishnavi	Vaishnavi		
47	Shital K. Bhimale	BscA III <sup>rd</sup>	Bhimale	Bhimale	Bhimale	Bhimale		Bhimale
48	Pranali S. Dhole	BCA III <sup>rd</sup>	Pranali	Pranali				
49	Sapna R. Bisen	M.Com II <sup>nd</sup>	Sapna					
50	Prachi B. Balar	BSC IT 3 <sup>rd</sup>	Prachi	Prachi	Prachi	Prachi		
51	Sonam S. Mishra	B.com II	S.S. Mishra	S.S. Mishra				
52	Shraddha Tembrate	Bse IT-III	Shraddha	Shraddha	Shraddha	Shraddha		Shraddha
53	Sheetal V. Patil	B.A III	Sheetal	Sheetal				
54	Priya L. Vinchurkar	B.com I <sup>st</sup>	Priya	Priya	Priya	Priya		
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## 1. Employability Skills: Students Mark sheet

MARK-SHEET			
Sr. No	Student Name	Class	Grade
1	Nitu N. Pandit	B.Com III	A
2	Dipa L. Hirmalkar	B.Com III	A
3	Sheraddha B Hedwar	B.Com III	A
4	Ghanishtha N. Ahir	BCA III	A
5	Kirti. K. Barapatre	BSC (IT) III	A
6	Kavita A. Nirmalkar	M.Com II	B
7	Leena B. Mamulkar	B.SC(IT) III	A
8	Sheetal M. Nirmal	BCAIII	A
9	Sonam. S. Mishra	B.Com III	A
10	Dipali C. Shrirame	B.Com III	A
11	Kavita K. Shahu	B.Com III	A
12	Dolly R Rout	B.Sc(IT)III	A
13	Pranali S. Dhenge	B.Com III	A
14	Priya R. Banpelel	M.com II	A
15	Sejal P. Meshram	M.com II	A
16	Apeksha. B. Sharma	B.com III	A
17	Jyoti R Netam	B.com III	A
18	Yogita L. Pattle	B.com III	A
19	Pranali R. Gajbhiye	BSC(II) III	C

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20	Dhanwantari Sawaukar	BCA III	A
21	Swati G. Khalode	B.com III	A
22	Anurva G Sarve	B.com II	A
23	Priyanka G. Thakre	M.com II	A
24	Shweta N. Soni	B.com III	A
25	Aliya H. Seikh	B.com III	A
26	Vaishanavi chaturvedi	B.com III	B
27	Roshani Sah	BCA III	A
28	Malti Nishad	B.com III	A
29	Pranali Dhoble	BCA III	A
30	Sapna R. Bisen	M.com II	A
31	Neha Nimje	B.com III	A
32	Shivani Hinge	B.com III	A
33	Chetna Porkute	B.com III	A
34	Simran Dashore	BCA III	A
35	Mahek Tembhekar	B.com III	A
36	Nikita manmode	B.com III	A
37	Aarti Tete	B.com III	A
38	Damini Shahu	B.com III	A
39	Gunjan D. Gadia	M.com II	A
40	Payal. M. Ghanmode	BSC(IT) III	A
41	Prachi Borkan	BSC IT III	B
42	Sushmita.s. sharma	BCCA III	A

  
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43	Neha S. Nirmaker	BCA III	A
44	Triveni K. Wankhede	BCA III	A
45	Roshani Parihar	BSC(II) III	A
46	Vaishnavi Meshram	BCA III	A
47	Shital K. Bhimate	BCCA III	A
48	Shraddha Tembhare	BSC IT-III	A
49	Priti L. Vinchurkar	B.com III	B

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## 1. Employability Skills: Certificates



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## 2.Tally GST: Photo



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## 2.Tally GST: Syllabus

### SYLLABUS OF TALLY.ERP WITH GST FOR CERTIFICATE COURE-23-24

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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## 2.Tally GST: Students Attendance Sheet

CERTIFICATE COURSE IN TALLY-GST									
SESSOIN- 2023-24									
ATTENDANCE-SHEET									
S.No	Student Name	Class	M.No.	08-02-24	09-02-24	10-02-24	12-02-24	13-02-24	
1	Ashwini Petkar	B.Com.2	9699683744	Ash	Ash	Ash	Ash	Ash	
2	Laxmi Masram	B.Com.2	9075135235	Lax	Lax	Lax	Lax	Lax	
3	Neha Petkar	B.Com.2	7020814750	Neha	Neha	Neha	Neha	Neha	
4	Yash Patle	B.Com.2	9370008414	Y.Patle	Y.Patle	Y.Patle	Y.Patle	Y.Patle	
5	Shruti Khandale	B.Com.2	9689483460	Shruti	Shruti	Shruti	Shruti	Shruti	
6	Yogesh Hatile	B.Com.2	9860372301	Yogesh	Yogesh	Yogesh	Yogesh	Yogesh	
7	Hema Raut	B.Com.-1	8767530752	Hema	Hema	Hema	Hema	Hema	
8	Jayshree Verma	B.Com.-1	9158858399	Jayshree	Jayshree	Jayshree	Jayshree	Jayshree	
9	Khemlata Sinha	B.Com.-1	9307574315	Khemlata	Khemlata	Khemlata	Khemlata	Khemlata	
10	Snehal Belkhode	B.Com.-1	9545198067	Snehal	Snehal	Snehal	Snehal	Snehal	
11	Dikeshwari Sahu	B.Com.-1	9630299683	Dikeshwari	Dikeshwari	Dikeshwari	Dikeshwari	Dikeshwari	
12	Chetna Likhare	B.Com.-1	9022866835	Chetna	Chetna	Chetna	Chetna	Chetna	
13	Shubhangi Sonwane	B.Com.-1	7038349733	Shubhangi	Shubhangi	Shubhangi	Shubhangi	Shubhangi	
14	Abhishek Khare	B.Com.-1	7721948542	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek	
15	Arsh Tamboli	B.Com.-1	8695495591	Arsh	Arsh	Arsh	Arsh	Arsh	
16	Ankit Pagare	B.Com.-1	9158888533	Ankit	Ankit	Ankit	Ankit	Ankit	
17	Yash Gurve	B.Com.-1	7517935954	Yash	Yash	Yash	Yash	Yash	
18	Rishabh Rathor	B.Com.-1	7028012188	Rishabh	Rishabh	Rishabh	Rishabh	Rishabh	
19	Nikku Verma	B.Com.-1	8177993099	Nikku	Nikku	Nikku	Nikku	Nikku	
20	Mohammad S.Shafi	B.Com.-1	9309851397	Mohammad	Mohammad	Mohammad	Mohammad	Mohammad	
21	Hariketani Sahu	B.Com.-1	7972203831	Hariketani	Hariketani	Hariketani	Hariketani	Hariketani	
22	Pinki Shahu	B.Com.-1	7620318417	Pinki	Pinki	Pinki	Pinki	Pinki	
23	Komal Hargude	B.Com.-1	7972963491	Komal	Komal	Komal	Komal	Komal	
24	Saurabh Rajawat	B.Com.-1	9171841925	Saurabh	Saurabh	Saurabh	Saurabh	Saurabh	
25	Bhushan Sahu	B.Com.-1	9370574035	Bhushan	Bhushan	Bhushan	Bhushan	Bhushan	
26	Aditya Manmode	B.Com.-1	9322029451	Aditya	Aditya	Aditya	Aditya	Aditya	
27	Aman Bhagat	B.Com.-1	9009531598	Aman	Aman	Aman	Aman	Aman	
28	Nagesh Baghel	B.Com.-1	9579653388	Nagesh	Nagesh	Nagesh	Nagesh	Nagesh	
29	Poonam Malghati	B.Com.-1	9764501678	Poonam	Poonam	Poonam	Poonam	Poonam	
30	Yogesh Ambadkar	B.Com.-1	9699637849	Yogesh	Yogesh	Yogesh	Yogesh	Yogesh	
31	Trupti Billore	B.Com.-1	9156953229	Trupti	Trupti	Trupti	Trupti	Trupti	
32	Prerna Damahe	B.Com.-1	8421806755	Prerna	Prerna	Prerna	Prerna	Prerna	
33	Roshni Sahu	B.Com.-1	7744075946	Roshni	Roshni	Roshni	Roshni	Roshni	
Student Name	Class	M.No.	08-02-24	09-02-24	10-02-24	12-02-24	13-02-24		
34	Abhishek Raut	BCCA-1	878867299	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek	
35	Mahendra Verma	BCCA-1	8055812689	Mahendra	Mahendra	Mahendra	Mahendra	Mahendra	
36	Amit Idpache	BCCA-1	8872112867	Amit	Amit	Amit	Amit	Amit	
37	Gunjan Verma	BCCA-1	8080529804	Gunjan	Gunjan	Gunjan	Gunjan	Gunjan	
38	Bharti Panse	BCCA-1	9307073687	Bharti	Bharti	Bharti	Bharti	Bharti	
39	Shital Tijare	BCCA-1	7823055948	Shital	Shital	Shital	Shital	Shital	
40	Neha Vaidya	BCCA-1	9699365864	Neha	Neha	Neha	Neha	Neha	
41	Gomti Sahu	BCCA-1	9921526040	Gomti	Gomti	Gomti	Gomti	Gomti	
42	Maya Yadav	BCCA-1	8459932265	Maya	Maya	Maya	Maya	Maya	
43	Aditya Gupta	BBA-1		Aditya	Aditya	Aditya	Aditya	Aditya	
44	Sachin Mirche	BBA-1	9860192798	Sachin	Sachin	Sachin	Sachin	Sachin	
45	Gangotri Sarwa	BCCA-1		Gangotri	Gangotri	Gangotri	Gangotri	Gangotri	
46	Yuvraj Sahu	B.Com.-1	7218752430	Yuvraj	Yuvraj	Yuvraj	Yuvraj	Yuvraj	
47	Om Barsagade	B.Com.-1		Om	Om	Om	Om	Om	
48	Sourabh Bondre	B.Com.-1		Sourabh	Sourabh	Sourabh	Sourabh	Sourabh	

  
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## 2.Tally GST: Mark sheet

### S.S. Maniar College of Computer & Management

Certificate Courses 2023-24

Course: Tally-GST

Exam Valuation Sheet

Expert Teacher: Mr. Atul H. Nistane

Sr.no	Name of student	Class	Internal Marks Max	Theory Marks Max	Total
1	Ashwini Petkar	B.Com.2	42	44	86
2	Laxmi Masram	B.Com.2	40	48	88
3	Neha Petkar	B.Com.2	42	42	84
4	Yash Patle	B.Com.2	40	44	84
5	Shruti Khandale	B.Com.2	50	44	94
6	Yogesh Hatile	B.Com.2	50	42	92
7	Hema Raut	B.Com.-I	50	40	90
8	Jayshree Verma	B.Com.-I	50	42	92
9	Khemlata Sinha	B.Com.-I	50	48	98
10	Snehal Belkhode	B.Com.-I	50	44	94
11	Dikeshwari Sahu	B.Com.-I	50	46	96
12	Chetna Likhare	B.Com.-I	50	48	98
13	Shubhangi Sonwane	B.Com.-I	50	50	100
14	Abhishek Khare	B.Com.-I	50	50	100
15	Arsh Tamboli	B.Com.-I	50	44	94
16	Ankit Pagare	B.Com.-I	50	46	96

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# S.S. Maniar College of Computer & Management

Certificate Courses 2023-24

Course: Tally-GST

Exam Valuation Sheet

Expert Teacher: Mr. Atul H. Nistane

Sr.no	Name of student	Class	Internal Marks Max	Theory Marks Max	Total
17	Yash Gurve	B.Com.-I	50	44	94
18	Rishabh Rathor	B.Com.-I	50	48	98
19	Nikku Verma	B.Com.-I	50	50	100
20	Mohammad S.Shafi	B.Com.-I	50	44	94
21	Hariketan Sahu	B.Com.-I	50	50	100
22	Pinki Shahu	B.Com.-I	50	50	100
23	Komal Hargude	B.Com.-I	50	42	92
24	Saurabh Rajawat	B.Com.-I	50	50	100
25	Bhushan Sahu	B.Com.-I	50	44	94
26	Aditya Manmode	B.Com.-I	50	50	100
27	Aman Bhagat	B.Com.-I	50	50	100
28	Nagesh Baghel	B.Com.-I	50	44	94
29	Poonam Malghati	B.Com.-I	50	48	98
30	Yogesh Ambadkar	B.Com.-I	50	50	100
31	Trupti Billore	B.Com.-I	50	42	92
32	Prerna Damahe	B.Com.-I	50	46	96

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# S.S. Maniar College of Computer & Management

Certificate Courses 2023-24

Course: Tally-GST

Exam Valuation Sheet

Expert Teacher: Mr. Atul H. Nistane

Sr.no	Name of student	Class	Internal Marks Max	Theory Marks Max	Total
33	Roshni Sahu	B.Com.-I	50	44	94
34	Abhishek Raut	BCCA-1	50	46	96
35	Mahendra Verma	BCCA-1	50	40	90
36	Amit Idpache	BCCA-1	50	48	98
37	Gunjan Verma	BCCA-1	50	48	98
38	Bharti Pansé	BCCA-1	50	50	100
39	Shital Tijare	BCCA-1	50	50	100
40	Neha Vaidya	BCCA-1	50	46	96
41	Gomti Sahu	BCCA-1	50	44	94
42	Maya Yadav	BCCA-1	50	50	100
43	Aditya Gupta	BBA-I	50	50	100
44	Sachin Mirche	BBA-I	50	42	92
45	Gangotri Sarwa	BCCA-1	50	44	94
46	Yuvraj Sahu	B.Com.-I	50	46	96
47	Om Barsagade	B.Com.-I	50	50	100
48	Sourabh Bondre	B.Com.-I	50	40	90
49	Kiran Sarva	B.Com.-I	50	44	94

*M. Nistane*  
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## 2.Tally GST:Certificates

 Shree Nagpur Gujarati Mandal's  
**SUDHA SURESHBHAJ MANIAR**  
**College of Computer and Management**  
**Nagpur**  
**Certificate**

This is to certify that Mr. Saurabh Rajadot  
of Class B. Com - I attended 20 hrs skill based certificate course in  
Tally - GST  
from 8/02/2024 to 13/02/2024 conducted by the college.

Nagpur  
Date: \_\_\_\_\_

S. A B hinde  
Director

M. K. Chauhan  
Principal

 Shree Nagpur Gujarati Mandal's  
**SUDHA SURESHBHAJ MANIAR**  
**College of Computer and Management**  
**Nagpur**  
**Certificate**

This is to certify that Mr. Yogesh Hatil  
of Class B. Com - II attended 30 hrs skill based certificate course in  
Tally - GST  
from 8/02/2024 to 13/02/2024 conducted by the college.

Nagpur  
Date: \_\_\_\_\_

S. A B hinde  
Director

M. K. Chauhan  
Principal

M. K. Chauhan  
Officiating Principal  
Sudha Sureshbhai Maniar College  
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### 3. Communication Skills and Interview Techniques: Photo



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## 2. Communication Skills and Interview Techniques: Syllabus

Resource Person : Mrs. Prajakta Dhote  
Communication Skills and Interview Techniques.

Workshop Title: Mastering Communication and Interview Skills

Session : 2023-24

Workshop Overview:

This six-day workshop is designed to equip participants with essential communication and interview skills to succeed in both professional and personal settings. Through interactive sessions, practical exercises, and mock interviews, participants will develop confidence, clarity, and effectiveness in their communication, as well as learn strategies to excel in job interviews.

Day 1: Foundations of Effective Communication

- Understanding the Importance of Communication Skills
- Verbal vs. Nonverbal Communication
- Active Listening Techniques
- Assertiveness Training

Day 2: Building Strong Interpersonal Relationships

- Effective Communication in Relationships
- Empathy and Emotional Intelligence
- Conflict Resolution Skills
- Role-Playing Exercises: Handling Difficult Conversations

Day 3: Mastering Written Communication

- Principles of Effective Writing
- Business Correspondence: Emails, Memos, and Reports
- Professional Social Media Communication
- Editing and Proofreading Techniques

Day 4: Interview Preparation Part 1: Resume Writing and Self-Presentation

- Crafting an Impressive Resume/CV
- Personal Branding and Elevator Pitch
- Dressing for Success: Professional Appearance
- Mock Interview: Introduction and Icebreaker

Day 5: Interview Preparation Part 2:  
Interview Techniques

- Types of Interviews: Behavioral, Situational, and Case-Based
- Answering Common Interview Questions
- Body Language and Confidence Building
- Mock Interview: Behavioral and Situational Questions

Day 6: Advanced Interview Skills and Closing

- Handling Curveball Questions
- Negotiation Techniques and Salary Discussion
- Follow-Up Strategies: Thank-You Notes and Post-Interview Etiquette
- Final Mock Interview and Feedback Session

Workshop Benefits:

- Develops essential communication skills for personal and professional success
- Provides practical strategies and techniques for effective interviewing
- Enhances confidence, clarity, and professionalism in communication
- Offers hands-on practice through interactive exercises and mock interviews

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- Facilitated by experienced trainers with expertise in communication and interviewing

**Participant Requirements:**

- Active participation in all sessions
- Completion of assigned exercises and tasks
- Willingness to engage in role-playing and mock interviews
- Openness to feedback and constructive criticism

This comprehensive workshop will empower participants to communicate with clarity, confidence, and impact, while also preparing them to excel in job interviews and professional interactions

  
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### 3. Communication Skills and Interview Techniques: Students Attendance

S. NO.	STUDENT NAME	CLASS	SIGNATURE				
			07-02-2024	08-02-2024	09-02-2024	10-02-2024	12-02-2024
32)	Kanina V. Sahu	BSc IT <sup>2</sup>	<i>Kanina</i>	<i>Kanina</i>	<i>Kanina</i>		
33)	Khushbu G. Shahu	B.Sc IT <sup>2</sup>	<i>Khushbu Shahu</i>	<i>Khushbu Shahu</i>	<i>Khushbu Shahu</i>	<i>Khushbu Shahu</i>	
34)	Arund - J. Lomdey	BCCA 2 <sup>nd</sup>	<i>Arund</i>				
35)	Ankita G. Gandhake	BCCA 2 <sup>nd</sup>	<i>Ankita</i>				
35)	Khushi M. Khandait	BSC(IT) <sup>2</sup>	<i>Khushi</i>	<i>Khushi</i>	<i>Khushi</i>	<i>Khushi</i>	
36)	Mahi P. Thakur	BSC(IT) <sup>2</sup>	<i>Mahi</i>	<i>Mahi</i>	<i>Mahi</i>	<i>Mahi</i>	
37)	Khushi R. Meshram	BSC(IT) <sup>2</sup>	<i>Khushi</i>	<i>Khushi</i>	<i>Khushi</i>	<i>Khushi</i>	
38)	Qaafiq Sheikh	BSC(IT) <sup>2</sup>	<i>Qaafiq</i>				
39)	Nandini Sharma	BCCA 4 <sup>th</sup>	<i>Nandini</i>				
40)	Anshu Sahu	BCCA 2 <sup>nd</sup>	<i>Anshu</i>				
41)	Aakash K. Gauravanshi	BCCA 2 <sup>nd</sup>	<i>Aakash</i>				
42)	Saurabh Gudewad	BCCA 2 <sup>nd</sup>	<i>Saurabh</i>				
43)	Vicky Sinha	BCCA 2 <sup>nd</sup>	<i>Vicky</i>				
44)	Jayen P. Mate	BCCA 2 <sup>nd</sup>	<i>Jayen</i>				
45)	Pindolaj R. Jankar	ABA IT <sup>2</sup>	<i>Pindolaj</i>	<i>Pindolaj</i>	<i>Pindolaj</i>	<i>Pindolaj</i>	<i>Pindolaj</i>
46)	Nikhil B. Mahajikar	BCCA II	<i>Nikhil</i>	<i>Nikhil</i>	<i>Nikhil</i>	<i>Nikhil</i>	
47)	Nishal V. Walokar	BCCA II	<i>Nishal</i>				
48)	Yash B. Banjare	BSC IT <sup>2</sup>	<i>Yash B.</i>	<i>Yash B.</i>	<i>Yash B.</i>	<i>Yash B.</i>	<i>Yash B.</i>
49)	Laxmi B. Pandey	BSC IT <sup>2</sup>	<i>Laxmi</i>	<i>Laxmi</i>	<i>Laxmi</i>		
50)	Sonika V. Marathe	BCCA II <sup>nd</sup>	<i>Sonika</i>				
51)	Sonali M. Bopche	BCCA II <sup>nd</sup>	<i>Sonali</i>	<i>Sonali</i>	<i>Sonali</i>	<i>Sonali</i>	
52)	Rajal H. Parit	B.Com	<i>Rajal</i>	<i>Rajal</i>	<i>Rajal</i>	<i>Rajal</i>	<i>Rajal</i>
53)	Karan M. Pimpalkende	BCA II	<i>Karan</i>	<i>Karan</i>	<i>Karan</i>	<i>Karan</i>	
54)	Janvi S. Kalaskar	BSC IT <sup>2</sup>	<i>Janvi</i>				
55)	Sneha S. Chahande	BSC IT <sup>2</sup>	<i>Sneha</i>				
56)	Mansi Tarone	BSC IT <sup>1st</sup>	<i>Mansi</i>				
57)	Gunjan Mate	BSC IT <sup>1st</sup>	<i>Gunjan</i>				
58)	Naim Shah	BCA 2 <sup>nd</sup>	<i>Naim</i>				
59)	Auf Ahmad Ansari	BSC IT <sup>1st</sup>	<i>Auf</i>				
60)	Tufail Adnan	BSC IT <sup>1st</sup>	<i>Tufail</i>				
61)	Umesh R. Jadhav	BSC IT <sup>1st</sup>	<i>Umesh</i>	<i>Umesh</i>	<i>Umesh</i>		
62)	Abhimanyu Marathe	BSC IT <sup>1st</sup>	<i>Abhimanyu</i>	<i>Abhimanyu</i>	<i>Abhimanyu</i>		
63)	Varsh Somkuwar	BSC IT <sup>1st</sup>	<i>Varsh</i>	<i>Varsh</i>	<i>Varsh</i>		
64)	Nishal Bhalsare	BCA I <sup>st</sup>	<i>Nishal</i>	<i>Nishal</i>			
65)	Akash P. Bhandari	BCA 2 <sup>nd</sup>	<i>Akash</i>	<i>Akash</i>			
66)	Mahesh Anjum Sheikh	BCA	<i>Mahesh</i>	<i>Mahesh</i>	<i>Mahesh</i>	<i>Mahesh</i>	<i>Mahesh</i>
67)	Shalini Mustafa Ansari	BSC IT <sup>1st</sup>	<i>Shalini</i>	<i>Shalini</i>	<i>Shalini</i>	<i>Shalini</i>	<i>Shalini</i>

  
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S. NO.	STUDENT NAME	CLASS	SIGNATURE				
			07-02-2024	08-02-2024	09-02-2024	10-02-2024	12-02-2024
66	Lakshya Natani	BCA 2 <sup>nd</sup>	<i>Lakshya</i>				
67	Anshika Jalonde	BCA 1 <sup>st</sup>	<i>Anshika</i>				
68	Kirti Phommre	BCA 1 <sup>st</sup>	<i>Kirti</i>				
69	Pranjakta D. Rangari	BCA 1 <sup>st</sup>	<i>Pranjakta</i>				
70	Jaravi N. Natiye	BCA 1 <sup>st</sup>	<i>J.N. Natiye</i>				
71	Yash A.D. Kady	BCA 1 <sup>st</sup>	<i>Yash</i>				
72	Jitesh P. Gurnule	BCA 2 <sup>nd</sup>	<i>J.P.</i>		<i>J.P.</i>		
73	Krish S. Satpaise	BSC IT 1 <sup>st</sup>	<i>Krish</i>	<i>Krish</i>	<i>Krish</i>		
74	Ashwin V. Karamore	BSC IT 1 <sup>st</sup>	<i>Ashwin</i>	<i>Ashwin</i>	<i>Ashwin</i>		
75	Vansh T. Thakre	BSC IT 1 <sup>st</sup>	<i>Vansh</i>				
76	Pranav D. Sureshwar	BSC IT 1 <sup>st</sup>	<i>Pranav</i>				
77	Avushi Z. Waghbiye	BSC IT 1 <sup>st</sup>	<i>Avushi</i>				
78	Pranav M. Dke	BSC IT 1 <sup>st</sup>	<i>Pranav</i>				
79	Payal A. Patel	BCA 1 <sup>st</sup>	<i>Payal</i>	<i>Payal</i>	<i>Payal</i>		
80	Priyanka A. Patel	BCA 1 <sup>st</sup>	<i>Priyanka</i>	<i>Priyanka</i>	<i>Priyanka</i>		
81	Pooja B. Bante	BCA 1 <sup>st</sup>	<i>Pooja</i>				
82	Manali V. Sahare	BCA 1 <sup>st</sup>	<i>Manali</i>	<i>Manali</i>	<i>Manali</i>		
83	Sujata S. Mahurani	BCA 1 <sup>st</sup>	<i>Sujata</i>	<i>Sujata</i>	<i>Sujata</i>	<i>Sujata</i>	<i>Sujata</i>
84	Pranjakta R. Tupude	BCA 1 <sup>st</sup>	<i>Pranjakta</i>	<i>Pranjakta</i>	<i>Pranjakta</i>	<i>Pranjakta</i>	<i>Pranjakta</i>
85	Palak G. Tembhare	BSC IT 1 <sup>st</sup>	<i>Palak</i>	<i>Palak</i>	<i>Palak</i>	<i>Palak</i>	<i>Palak</i>
86	Chhaya D. Dergade	BSC IT 1 <sup>st</sup>	<i>Chhaya</i>	<i>Chhaya</i>	<i>Chhaya</i>	<i>Chhaya</i>	<i>Chhaya</i>
87	Padmini D. Bangade	BCA 1 <sup>st</sup>	<i>Padmini</i>	<i>Padmini</i>	<i>Padmini</i>	<i>Padmini</i>	<i>Padmini</i>
88	Anchal C. Chaudhary	BCA 1 <sup>st</sup>	<i>Anchal</i>	<i>Anchal</i>	<i>Anchal</i>	<i>Anchal</i>	<i>Anchal</i>
89	Karishma R. Jaiswal	BCA 1 <sup>st</sup>	<i>Karishma</i>	<i>Karishma</i>	<i>Karishma</i>	<i>Karishma</i>	<i>Karishma</i>
90	Vaishnavi K. Bhagat	BCA 1 <sup>st</sup>	<i>Vaishnavi</i>	<i>Vaishnavi</i>	<i>Vaishnavi</i>	<i>Vaishnavi</i>	<i>Vaishnavi</i>
91	Bhumika M. Umkude	BCA 1 <sup>st</sup>	<i>Bhumika</i>	<i>Bhumika</i>	<i>Bhumika</i>		
92	Diksha Bisen	BSC IT 1 <sup>st</sup>	<i>Diksha</i>	<i>Diksha</i>	<i>Diksha</i>		
93	Vaishnavi Hedare	BCA 2 <sup>nd</sup>	<i>Vaishnavi</i>	<i>Vaishnavi</i>	<i>Vaishnavi</i>		
94	Anushka manmode	BSC IT 1 <sup>st</sup>	<i>Anushka</i>				
95	Rushika Jankhede	BSC IT 1 <sup>st</sup>	<i>Rushika</i>				
96	Gyatri G. Somnath	BSC IT 1 <sup>st</sup>	<i>Gyatri</i>				
97	Prithi V. Yelav	BSC IT 1 <sup>st</sup>	<i>Prithi</i>	<i>Prithi</i>	<i>Prithi</i>		
98	Payal O. Sahare	BSC IT 1 <sup>st</sup>	<i>Payal</i>	<i>Payal</i>	<i>Payal</i>		
99	Triveni P. Talekar	BSC IT 1 <sup>st</sup>	<i>Triveni</i>	<i>Triveni</i>	<i>Triveni</i>	<i>Triveni</i>	<i>Triveni</i>
100	Aarti V. Chauhan	BSC IT 1 <sup>st</sup>	<i>Aarti</i>	<i>Aarti</i>	<i>Aarti</i>	<i>Aarti</i>	<i>Aarti</i>
	Sheefa A. Khan	BCA-I	<i>Sheefa</i>	<i>Sheefa</i>	<i>Sheefa</i>	<i>Sheefa</i>	<i>Sheefa</i>
	Sita N. Rajbhos	KH-S	<i>Sita</i>	<i>Sita</i>	<i>Sita</i>	<i>Sita</i>	<i>Sita</i>

  
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S. NO.	STUDENT NAME	CLASS	SIGNATURE				
			07-02-2024	08-02-2024	09-02-2024	10-02-2024	12-02-2024
101	Khushi L. Bhajbhujic	BSCIT 1 <sup>st</sup>	Khushi				
102	Aayush S. Bagale	B.S CIT 2 <sup>nd</sup>	Aayush				
103	Dharmendra Sahu	B.Com 1 <sup>st</sup>	D.S.				
104	Krishnakumar S. Dumbhare	BCA-1 <sup>st</sup>	K.Dumbhare	K.Dumbhare	K.Dumbhare		
105	POOJA. O. KATRE	BCA-1 <sup>st</sup>	P.Katre	P.Katre	P.Katre	P.Katre	
106	Prili Padke	BBA 1 <sup>st</sup>	P.Padke				
107	Shweta A. Chandrakant	BCCA 1 <sup>st</sup>	Shweta	Shweta			
108	Lilleshwari Sahu	BCCA 1 <sup>st</sup>	L.Sahu	L.Sahu			
109	Shushka P. Goutam	BCCA 1 <sup>st</sup>	Goutam	Goutam			
110	Preeti S. Karkare	BCCA 1 <sup>st</sup>	Preeti	Preeti			
111	POOJA O. KATRE	BCA II	P.Katre	P.Katre	P.Katre	P.Katre	
112	Vineet M. Daz	BBA II	Vineet	Vineet	Vineet	Vineet	Vineet
113	Neha D. Vishwakarma	BCCA II	Neha	Neha			
114	Ritu D. Gorekar	BCCA II	Ritu	Ritu			
115	Aachal G. Chaudhary	BCA 1 <sup>st</sup>	Aachal				
115	Sheef A. Khan	BCA-I	Sheef	Sheef	Sheef	Sheef	
116	Yugraj B. Sahu	B.Com I	Yugraj	Yugraj			
117	Lakesh S. Sahu	BCCA-I	Lakesh	Lakesh			
118	Laxmi B. Pandey	B.Com I	Laxmi	Laxmi			
118	Saniya Ghale	BCCA 1 <sup>st</sup>	Saniya	Saniya			
119	Sonali H. Yadav	BBA 1 <sup>st</sup>	Sonali	Sonali	Sonali	Sonali	Sonali
120	Sonam Gupta	BBA 1 <sup>st</sup>	Sonam	Sonam	Sonam	Sonam	Sonam
121	Santoshi Nishad	BBA 1 <sup>st</sup>	Santoshi	Santoshi	Santoshi	Santoshi	Santoshi
122	Suraj Pardi	BCA 2 <sup>nd</sup>	Suraj	Suraj			
123	Krishnakumar S. Dumbhare	BCA					
124	Lucky V. Mundale	BCA II	Lucky	Lucky	Lucky	Lucky	
125	Sujal N. Athar	BCA III	Sujal	Sujal	Sujal	Sujal	
126	Harshad Jibhakar	BCA III	Harshad	Harshad	Harshad	Harshad	
127	Anushka D. Sawar	BSc II <sup>nd</sup>	Anushka	Anushka	Anushka	Anushka	
128	Suhani Shende	BSCIT 2 <sup>nd</sup>	Suhani	Suhani	Suhani	Suhani	Suhani
129	Tulsi Varma	BCCA 1 <sup>st</sup>	Tulsi	Tulsi			
130	Nandini Yadav	BBA 1 <sup>st</sup>	Nandini	Nandini	Nandini	Nandini	Nandini
131	Susijon Chikhy	BSCIT 1 <sup>st</sup>	Susijon	Susijon	Susijon	Susijon	
132	Naveed Ali	BSCIT 2 <sup>nd</sup>	Naveed	Naveed	Naveed	Naveed	
133	Bhumika Wankude	BCA 2 <sup>nd</sup>	Bhumika	Bhumika	Bhumika	Bhumika	
134	Sakshi Wankude	BBA 1 <sup>st</sup>	Sakshi	Sakshi	Sakshi	Sakshi	
135	Geeta P. Thakur	BCA 2 <sup>nd</sup> year	Geeta	Geeta	Geeta	Geeta	

  
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### 3. Communication Skills and Interview Techniques: Students Marksheet

MARK-SHEET			
S. NO	STUDENT NAME	CLASS	Grade
1	Shurvari Hulmare	BBA II	A
2	Sumedh Bansad	BBA II	A
3	Harsh D. Ashtankar	BBA II	B
4	Shekar Dadmal	BBA II	C
5	Nihal Kadarlikar	BBA II	A
6	Rupesh D. Choudhari	B. C. A II	A
7	AjaySingh v. Patel	B. C. A II	B
8	Sangam Meshshram	B. Sc IT II	B
9	Hrithik Bhingare	B. Sc IT II	A
10	Nikhil pardhi	B. Sc IT II	A
11	Ankit Dongre	B. Sc IT II	B
12	Bhupendra Sambore	BBA III	A
13	Jatin waghe	B. Sc IT III	A
14	Shuruti. S. Nanhe	BCCA II	B
15	Shobba. H. patle	B. Com II	A
16	Shradha Badalwar	B. Sc IT II	A
17	Priti A. Patle	BCA II	B
18	Minakshi Hivwani	BCA II	B
19	Vaidehi Nakade	BCA II	A
20	Haushita Shete	BCA II	A
21	Karina Y. Sahu	B. Sc IT II	B
22	Ankit G.Gandhare	BCCA II	A
23	Khushi M. khandait	B. Sc IT II	A
24	Mahi P. Thakur	B. Sc IT II	A
25	Khushi R. Meshram	B. Sc IT II	A
26	Jayam R.male	BCCA II	A
27	Dindayl R. Andan	BBA II	A
28	Nikhil B. Modikar	BCCA II	B
29	Yash B. Banjare	B. Sc IT II	C
30	Iaxmi. B. Pandey	B. Com II	A
31	Sonali M Bopche	BCCA II	A
32	Kajal H. Pandit	B. Com II	B
33	Karan M. Pimpakhende	BCA II	B
34	Umesh M yadav	B. Sc IT I	A
35	Abhimanyu Marya	B. Sc IT I	A
36	Vansh Somkuwar	B. Sc IT I	B
37	Shaheen Mustafa Ansari	B. Sc IT I	A
38	Jitesh P. Gurnule	B. C. A II	A
39	krish S satpaise	B. Sc IT I	B
40	Ashwin V karemare	B. Sc IT I	A

  
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41	Mrunali V. Sahare	B. C. A I	A
42	Sujata S. Maharana	B. C. A I	B
43	Prajakta R. Tupade	B. C. A I	B
44	Palak G. Tembhare	B. Sc IT I	A
45	chhaya D. Devgade	B. Sc IT I	A
46	Padmini D. Bangade	B. C. A I	B
47	Aachal C. choudhary	B. C. A I	A
48	Karishma R. Jaiswal	B. C. A I	A
49	Vaishnavi K. Bhagat	B. C. A I	A
50	Bhumika M. Urkude	B. C. A II	A
51	Diksh Bisen	B. S. C. IT 2nd	A
52	Vaishnavi Hedau	B. C. A 2nd	A
53	Priti V. Yadav	B. S. C. IT 1st	B
54	Triveni P. Talekar	B. S. C. IT 1st	C
55	Aarti V. chavhan	B. S. C. IT 1st	A
56	Sheefa A. khan	B. C. A 1st	A
57	Situ N. pajhhar	B. C. A 1st	B
58	Krishma Kumar S. Numbhare	B. C. A 2nd	B
59	Pooja O. Katre	B. C. A 2nd	A
60	Vivek. M Dar	BBA II	A
61	Neha D. Vishwakarma	BCCA 2nd	B
62	Ritu D. Gonekar	BCCA 2nd	A
63	sheef A. khan	B. C. A 1st	A
64	yuvraj B. Sahu	B. COM	B
65	Lokesh S. sahu	BCCA I	A
66	Saniya Ghasle	BCCA I	A
67	Sone G. Yadav	BBA II	B
68	Sonam Gupta	BBA I	B
69	Sujal N. Atkar	BCA 3rd	A
70	Harshal Jibhakate	BCA 3rd	A
71	Anushka D. Sahare	B. Sc IT II	B
72	Suhani Shende	B. Sc IT II	A
73	Nandini Yadav	BBA II	A
74	Sufiyan Chitey	B. Sc IT II	A
75	Naved Ali	B. Sc IT II	A
76	Bhumika Urkude	BCA II	A
77	Sakshi Harshik	B. Sc IT II	B
78	Geeta R. Thakur	BCA II	B

  
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### 3. Communication Skills and Interview Techniques: Certificates



Shree Nagpur Gujarati Mandal's  
**SUDHA SURESHBHAJ MANIAR**  
**College of Computer and Management**  
**Nagpur**

**Certificate**

This is to certify that *Pratiksha Ponde*  
of Class *B.CCA - I* attended a *30 Hrs* skill based certificate course in  
*Communication Skills & Interview Techniques*  
from *7/02/2024* to *12/02/2024* conducted by the college.

Nagpur  
Date: *12/02/2024*

*S. A. Bhole*  
Director

*M. S. Jaisankar*  
Principal



Shree Nagpur Gujarati Mandal's  
**SUDHA SURESHBHAJ MANIAR**  
**College of Computer and Management**  
**Nagpur**

**Certificate**

This is to certify that *Vaishnavi H. Chauhan*  
of Class *BCA - II* attended a *30 Hrs* skill based certificate course in  
*Communication Skills & Interview Techniques*  
from *7/02/2024* to *12/02/2024* conducted by the college.

Nagpur  
Date: *12/02/2024*

*S. A. Bhole*  
Director

*M. S. Jaisankar*  
Principal

*M. S. Jaisankar*  
Officialing Principal  
Sudha Sureshbhai Maniar College  
Computer & Management  
FIA Street, Kalemna Mkt Rd, Nagpur



#### 4. MAHAJYOTI Entrepreneurship Development Program: Photo



Shree Nagpur Gujrati Mandal's  
**S. S. MANIAR COLLEGE OF COMPUTER & MANAGEMENT**  
NAGPUR

   

Management & Entrepreneurship  
and Professional Skills Council

Government of Maharashtra  
Other Backward and Bahujan Welfare Department  
Mantralay, Mumbai

महाज्योती  
— ज्ञानदीप संस्था —

MAHATMA JYOTIBA PHULE RESEARCH & TRAINING INSTITUTE (MAHAJYOTI), MAHARASHTRA STATE  
AND  
MANAGEMENT ENTREPRENEURSHIP PROFESSIONAL SKILL COUNCIL, NEW DELHI  
SKILL DEVELOPMENT TRAINING  
IN ASSOCIATION WITH



**ENTREPRENEURSHIP DEVELOPMENT PROGRAMME**  
SKILL TRAINING IN GENERIC SKILLS FOR EMPLOYABILITY AND OFFICE MANAGEMENT FOR GRADUATES AND UNDERGRADUATES STUDENTS.

*Sudha Suresh*  
Officialing Principal  
Sudha Suresh Maniar College  
Computer & Management  
FIA Street, Kalemna Mkt Rd, Nagpur



*M. K. Kulkarni*  
**Officiating Principal**  
Sudha Sureshchandra Menkar College  
Computer & Management  
FIA Street, Kalemna Mkt Rd, Nagpur

## 4. MAHAJYOTI Entrepreneurship Development Program: Syllabus

### Employability Skills (90 Hours)

#### Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

#### Scope

The scope covers the following :

- Managing routine Office related works using Computers
- Employability Skills
- Constitutional values - Citizenship
- Basic English Skills
- Career Development & Goal
- Communication Skills
- Problem Solving
- Self Management and Team Management
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

#### Elements and Performance Criteria

##### *Introduction to Employability Skills*

To be competent, the user/individual on the job must be able to:

- PC1.** understand the significance of employability skills in meeting the current job market requirement and future of work
- PC2.** identify and explore learning and employability relevant portals
- PC3.** research about the different industries, job market trends, latest skills required and the available opportunities

##### *Constitutional values – Citizenship*

To be competent, the user/individual on the job must be able to:

- PC4.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC5.** follow environmentally sustainable practices

##### *Becoming a Professional in the 21st Century*

To be competent, the user/individual on the job must be able to:

- PC6.** recognize the significance of 21st Century Skills for employment

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**PC7.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

**PC8.** adopt a continuous learning mindset for personal and professional development

*Basic English Skills*

To be competent, the user/individual on the job must be able to:

**PC9.** use basic English for everyday conversation in different contexts, in person and over the telephone

**PC10.** read and understand routine information, notes, instructions, mails, letters etc. written in English

**PC11.** write short messages, notes, letters, e-mails etc. in English

*Career Development & Goal Setting*

To be competent, the user/individual on the job must be able to:

**PC12.** identify career goals based on the skills, interests, knowledge, and personal attributes

**PC13.** prepare a career development plan with short- and long-term goals

*Communication Skills*

To be competent, the user/individual on the job must be able to:

**PC14.** follow verbal and non-verbal communication etiquette while communicating in professional and public settings

**PC15.** use active listening techniques for effective communication

**PC16.** communicate in writing using appropriate style and format based on formal or informal requirements

**PC17.** work collaboratively with others in a team

*Diversity & Inclusion*

To be competent, the user/individual on the job must be able to:

**PC18.** communicate and behave appropriately with all genders and PwD

**PC19.** escalate any issues related to sexual harassment at workplace according to POS Act

*Financial and Legal Literacy*

To be competent, the user/individual on the job must be able to:

**PC20.** identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.

**PC21.** carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook

**PC22.** identify common components of salary and compute income, expenses, taxes, investments etc

**PC23.** identify relevant rights and laws and use legal aids to fight against legal exploitat

*Essential Digital Skills*

To be competent, the user/individual on the job must be able to:

**PC24.** operate digital devices and use their features and applications securely and safel

**PC25.** carry out basic internet operations by connecting to the internet safely and

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securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.

**PC26.** display responsible online behaviour while using various social media platforms

**PC27.** create a personal email account, send and process received messages as per requirement

**PC28.** carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications

**PC29.** utilize virtual collaboration tools to work effectively

#### *Entrepreneurship*

To be competent, the user/individual on the job must be able to:

**PC30.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research

**PC31.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion

**PC32.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

#### *Customer Service*

To be competent, the user/individual on the job must be able to:

**PC33.** identify different types of customers and ways to communicate with them

**PC34.** identify and respond to customer requests and needs in a professional manner

**PC35.** use appropriate tools to collect customer feedback

**PC36.** follow appropriate hygiene and grooming standards

#### *Getting ready for apprenticeship & Jobs*

To be competent, the user/individual on the job must be able to:

**PC37.** create a professional Curriculum vitae (Résumé)

**PC38.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

**PC39.** apply to identified job openings using offline /online methods as per requirement

**PC40.** answer questions politely, with clarity and confidence, during recruitment and selection

**PC41.** identify apprenticeship opportunities and register for it as per guidelines and requirements

#### 4. MAHAJYOTI Entrepreneurship Development Program: Mark Sheet

Sr. No.	Student Name	Class	Marks %
1	Shital Munneshwar Patle	B.COM-III	50.00
2	Shraddha Bhojraj Hatwar	B.COM-III	87.17
3	Shweta Narendra Soni	B.COM-III	57.50
4	Chaitanya Laxman Harinkhede	B.COM-III	60.17
5	Kirti Ishwar Nandanwar	BCCA-II	70.17
6	Poornima Shankar Nikhare	BCCA-II	Absent
7	Ritu Keshav Raut	BCCA-II	Absent
8	Pratima Gautam Verma	BCCA-II	Absent
9	Sanjay Shrawan Ankar	B.COM-III	Absent
10	Mansi Jwalaprasad Rana	B.COM-III	56.00
11	Vaishnavi Bhojraj Pande	B.COM-III	50.00
12	Kalyani Chanduji Pikalmunde	M.COM-II	50.00
13	Abhay Ashok Sharanagat	B.COM-III	50.00
14	Shivani Suryakant Paunekar	M.COM-II	50.33
15	Dipti Gajan Khade	B.COM-III	57.67
16	Divya Humraj Harinkhede	B.COM-III	Absent
17	Kiran Rambhau Nirmalkar	M.COM-II	52.50
18	Anamika Dnyaneshwar Katre	BCCA-II	Absent
19	Kavita Kirtan Sahu	BBA-III	Absent
20	Pavankumar Ramlallu	BBA-III	50.00

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	Vishwakarma		
21	Mayur Ramesh Gaurav	BBA-III	55.50
22	Aliya Anjum Sheikh	B.COM-III	50.00
23	Priti Lahanuji Vinchurkar	B.COM-III	76.50
24	Ragini Avinash Chandekar	BCCA-II	Absent
25	Dipti Baban Thavakar	BCCA-II	50.00
26	Nikhil Bhaurao Mohadikar	BCCA-II	50.00
27	Ankit Giridhar Gandhare	BCCA-II	Absent
28	Simaran Suresh Sahu	B.COM-II	56.17
29	Gunjan Dharmendra Godiya	M.COM-II	78.50
30	Tejaswini Prashant Shirame	M.COM-II	76.17
31	Mohammad Moiz Akmal	B.SC(IT)-I	50.00
32	Karina Yashwant Sahu	B.SC(IT)-II	58.83
33	Nanchi Dinsh Sahu	B.SC(IT)-II	84.33
34	Kirti Krishnarao Barapatre	B.SC(IT)-III	63.83
35	Roshni Duryodhan Parihar	B.SC(IT)-III	54.00
36	Payal Manohar Ghonmade	B.SC(IT)-III	77.50
37	Dhanwantri Mahendra Sawarkar	BCA-III	74.00
38	Suraj Rameshwar Pardhi	BCA-II	50.00
39	Sejal Santilal Pal	B.SC(IT)-II	Absent
40	Suhani Bhivraj Shende	B.SC(IT)-II	56.17
41	Dipanshu Devanand Wadhai	B.SC(IT)-II	Absent

  
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42	Khushi Mukesh Khandait	B.SC(IT)-II	50.00
43	Payal Omprakash Sahare	B.SC(IT)-II	55.00
44	Roshan Tarachand Kuhikar	B.SC(IT)-II	51.67
45	Mahi Pralhadsing Thakur	B.SC(IT)-II	50.00
46	Chhaya Duliram Devgade	B.SC(IT)-I	59.17
47	Sahil Chandrabhan Shahu	B.SC(IT)-II	50.00
48	Qoufiya Yunus Sheikh	B.SC(IT)-II	53.67
49	Diksha Vishnu Bisen	B.SC(IT)-II	52.50
50	Leena Bhujangrao Mamulkar	B.SC(IT)-III	52.00
51	Karan Maroti Pimpalshende	BCA-II	77.50
52	Rupesh Dhanraj Choudhari	BCA-II	63.50
53	Krishnakumar Sureshji Dumbhare	BCA-II	88.17
54	Kashish Devrao Paunikar	BSC(IT)-II	Absent
55	Priti Astaram Patle	BCA-II	53.00
56	Ram Atul Dudhe	BSC(IT)-I	86.00
57	Pooja Omkar Katre	BCA-II	Absent
58	Vaishnavi Kishor Bhagat	BCA-I	Absent
59	Mohammad Shoeb Mahmmod Ahmad	Bsc(IT)-I	50.00
60	Shahzad Parvez Imteyaz Ahmad	Bsc(IT)-I	52.83

  
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## 4. MAHAJYOTI Entrepreneurship Development Program: Certificates

	<p>प्रबंधन एवं उद्यमिता और व्यावसायिक कौशल परिषद  <b>Management &amp; Entrepreneurship and Professional Skills Council</b>                  राष्ट्रीय व्यावसायिक शिक्षा एवं प्रशिक्षण परिषद द्वारा मान्यता प्राप्त  <b>Recognised by NCVET</b>                  राष्ट्रीय व्यावसायिक मानक प्रमाणपत्र  <b>Certificate for National Occupational Standards</b></p>	<div style="border: 1px solid black; width: 50px; height: 50px; margin: 0 auto;"></div> <p style="font-size: 8px;">Candidate Photo</p>
		<p>प्रमाणपत्र संख्या  <b>Certificate No:</b>                  ACMHA002504117-015611</p>
<p>प्रमाणित किया जाता है कि श्री/सुश्री/एयरएस                  This is to certify that <b>Mr./Ms./Mx</b></p>		
<p><b>PAYAL MANOHAR GHONMADE</b></p>		
<p>सुपुत्र / सुपुत्री / प्रतिपालित                  Son/Daughter/Ward of</p>	<p>मानोहार गोपाल ग्घोन्मादे                  MANOHAR GOPAL GHONMADE</p>	<p>जन्म तिथि                  Date of Birth</p> <p>03-Aug-2004</p>
		<p>अनुक्रमणक संख्या                  Enrolment No</p> <p>MJKVY2_2698</p>
<p>ने जोब पेन / अर्सेन बा आकालन सम्बन्धित                  has successfully cleared the assessment of National Occupational Standards</p>		
		<p>MEP-N0204 &amp; DGT-VSQ-N0103</p>
<p>अवधि                  of Duration</p>	<p>90 Hrs</p>	<p>अर्जित किया                  having Earned</p> <p>3</p>
		<p>क्रेडिट                  Credits at *NCF/NSQF Level</p> <p>3</p>
<p>प्रशिक्षण केंद्र                  at Training Centre</p>	<p>मानियर कॉलेज, नागपुर                  MANIAR COLLEGE, NAGPUR</p>	<p>जिला                  District</p> <p>नागपुर                  NAGPUR</p>
		<p>राज्य                  State</p> <p>महाराष्ट्र                  MAHARASHTRA</p>
<p>प्रतिशत / श्रेणी के साथ उत्तीर्ण किया।                  with</p>	<p>77.50 %/Grade.</p>	
<p>जारी करने की जगह                  Place of issue:</p>	<p>Delhi</p>	
<p>जारी करने की तिथि                  Date of issue:</p>	<p>31-Dec-2023</p>	
 <p>e-Verification link</p>	<p>*NCF - National Credit Framework                  NSQF - National Skills Qualification Framework</p>	 <p>MEPSC                  Management &amp; Entrepreneurship                  and Professional Skills Council</p>
		<p>महाज्योती                  - ज्ञान ही उन्नति -</p>
		<p>नाम Name: R Mukundan                  पद Designation: Chairman                  हस्ताक्षर Signature:</p>
<p>Certificate digitally generated</p>		

	<p>प्रबंधन एवं उद्यमिता और व्यावसायिक कौशल परिषद  <b>Management &amp; Entrepreneurship and Professional Skills Council</b>                  राष्ट्रीय व्यावसायिक शिक्षा एवं प्रशिक्षण परिषद द्वारा मान्यता प्राप्त  <b>Recognised by NCVET</b>                  राष्ट्रीय व्यावसायिक मानक प्रमाणपत्र  <b>Certificate for National Occupational Standards</b></p>	<div style="border: 1px solid black; width: 50px; height: 50px; margin: 0 auto;"></div> <p style="font-size: 8px;">Candidate Photo</p>
		<p>प्रमाणपत्र संख्या  <b>Certificate No:</b>                  ACMHA002504117-015628</p>
<p>प्रमाणित किया जाता है कि श्री/सुश्री/एयरएस                  This is to certify that <b>Mr./Ms./Mx</b></p>		
<p><b>RAM ATUL DUDHE</b></p>		
<p>सुपुत्र / सुपुत्री / प्रतिपालित                  Son/Daughter/Ward of</p>	<p>अतुल मणिक्राओ दुधे                  ATUL MANIKRAO DUDHE</p>	<p>जन्म तिथि                  Date of Birth</p> <p>15-Apr-2002</p>
		<p>अनुक्रमणक संख्या                  Enrolment No</p> <p>MJKVY2_2737</p>
<p>ने जोब पेन / अर्सेन बा आकालन सम्बन्धित                  has successfully cleared the assessment of National Occupational Standards</p>		
		<p>MEP-N0204 &amp; DGT-VSQ-N0103</p>
<p>अवधि                  of Duration</p>	<p>90 Hrs</p>	<p>अर्जित किया                  having Earned</p> <p>3</p>
		<p>क्रेडिट                  Credits at *NCF/NSQF Level</p> <p>3</p>
<p>प्रशिक्षण केंद्र                  at Training Centre</p>	<p>मानियर कॉलेज, नागपुर                  MANIAR COLLEGE, NAGPUR</p>	<p>जिला                  District</p> <p>नागपुर                  NAGPUR</p>
		<p>राज्य                  State</p> <p>महाराष्ट्र                  MAHARASHTRA</p>
<p>प्रतिशत / श्रेणी के साथ उत्तीर्ण किया।                  with</p>	<p>86.00 %/Grade.</p>	
<p>जारी करने की जगह                  Place of issue:</p>	<p>Delhi</p>	
<p>जारी करने की तिथि                  Date of issue:</p>	<p>31-Dec-2023</p>	
 <p>e-Verification link</p>	<p>*NCF - National Credit Framework                  NSQF - National Skills Qualification Framework</p>	 <p>MEPSC                  Management &amp; Entrepreneurship                  and Professional Skills Council</p>
		<p>महाज्योती                  - ज्ञान ही उन्नति -</p>
		<p>नाम Name: R Mukundan                  पद Designation: Chairman                  हस्ताक्षर Signature:</p>
<p>Certificate digitally generated</p>		

  
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 Computer & Management  
 FIA Street, Kalemna Mkt Rd, Nagpur