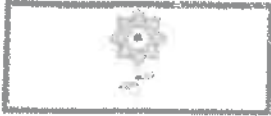


9/25/23, 11:32 AM

30 students enrolled for Soft Skills Training for 30 students.  
Mahatma Education Society Mail - Careeready Program in MNDC- Report.  
Antarang's Careeready Program  
Jan & Feb 2019 -> Reports till March 2019  
Lata Krishnan <lata@mes.ac.in>



**Careeready Program in MNDC- Report.**

2 messages

Saranga Kamble <saranga1527@gmail.com>  
To: Lata Krishnan College Chembur <lata@mes.ac.in>

Mon, Mar 4, 2019 at 4:25 PM

Dear Ma'am,  
Please find the attached copy of report on Careeready Program in Mahatma Night college attached herewith.

Best Regards,  
Saranga Kamble

Antarang Foundation's Careeready Program in MNDC, Chembur.docx  
9K

Saranga Kamble <saranga1527@gmail.com>  
To: Lata Krishnan College Chembur <lata@mes.ac.in>

Tue, Mar 5, 2019 at 9:28 PM

FYI  
[Quoted text hidden]

Antarang Foundation's Careeready Program in MNDC, Chembur.docx  
9K

*C. Kamble*  
**PRINCIPAL**  
Mahatma Education Society's  
Mahatma Night Degree College Of Arts & Commerce  
Chembur, Mumbai - 400 071.

Soft skills training for  
30 students

## **Antarang Foundation's CareeReady Program in MNDC, Chembur.**

**A Report submitted by the Trainer Ms. Saranga Kamble about the CareeReady Programme, Organization and modules completed with students of F.Y.B.Com and S.Y.B.Com of Mahatma Night Degree College of Arts and Commerce, Chembur**

### **Brief Introduction about the organization:**

- Antarang Foundation is an organization that bridges the gap between Education and Employability for youth. Through our structured programs, Antarang guides youth on Career choice trains them in core Employability Skills, connects them to Employment opportunities of their choice and continues to Mentor them through a network of mentors until they integrate well into careers of their choice.

Over the past 4 years, Antarang has worked with ~25000 young adults across ~ 60-night schools, ~ 25-day schools, through 19 community-based career service centers and 5 senior colleges across Mumbai in the core areas of Career Guidance and Work Readiness with youth.

We have been affiliated with and conducted several batches of our CareeReady Employability Skills Program at P.N. Doshi college - Ghatkopar, MMP Shah college - Matunga, MD college - Parel, Gurunanak college - GTB and MD Shah Mahila college - Malad, IY College - Jogeshwari and more other colleges.

### **Careeready Program:**

This program covers:

- 1) Self Awareness activities - this measure the students' Interests, Aptitude, Personality, Realities, Aspirations, Support Systems
- 2) Career Awareness - detailed information on 8-10 popular Career choices are given and students' Fitment is assessed
- 3) Work Skills and Work Ethics - grooming, personal presentation, communication, stress & anger management, interview readiness, and essential employability work ethics
- 4) Career Linkages - education (mainstream / vocational) and career linkages (part time / full time / Internships) are made
- 5) Mentor connect - connect with a Mentor (a corporate volunteer) who guides students as they take their first career steps

This 40 sessions of classroom intervention build skills of collaboration, communication, critical thinking, creativity, commercial skills, and computer literacy along with the all-important work-ethics help young adults acknowledge the value of reliability, integrity, and initiative.

CareeReady integrates plenty of industry exposure and results in building the ability to make informed medium career choices.

*Saranga Kamble*  
**PRINCIPAL**  
Mahatma Education Society's  
Mahatma Night Degree College Of Arts & Commerce  
Chembur, Mumbai - 400 071.

PFA a brief concept- note on the same. For detailed understanding of our Accreditations, Employment partners, Donors and Impact numbers; do peruse through our website - [www.antarangfoundation.org](http://www.antarangfoundation.org)

**What have we covered so far for Mahatma Night College (MNCM1) :**

1. Self- awareness activities- We have covered all the self -awareness activities for all the students of Mahatma night college
2. Career awareness- 11 career groups covered which in total led to around 30+ professions. Students then had a list of careers which match their self -awareness module. From that they picked up one career and we made a detailed career plan for the same. They are in the process of doing a project and presentation on their chosen career.
3. Work ethics and work skills- All work ethics and work skills covered. The average percentage of students following work ethics is around 80%. Students still have to work on their punctuality and regularity
4. Business English- They are encouraged to speak in English in class and we use Duo-lingo app for learning English along with sessions in class.
5. Placement, Alumni engagement and Mentor connect will be provided after their moc interviews. Mocs are scheduled on 15th March 2019

*Amrta*  
**PRINCIPAL**  
Mahatma Education Society's  
Mahatma Night Degree College Of Arts & Commerce  
Chembur, Mumbai - 400 071.

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[/tab] [tab title="January 2019"]

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**'CAREEREADY' PROGRAMME FOR S.Y.B.COM. STUDENTS OF MAHATMA NIGHT DEGREE COLLEGE – A MNDC PLACEMENT CELL INITIATIVE (JANUARY 2019)**

The Placement Cell of Mahatma Night Degree College of Arts and Commerce, Chembur spear headed by the Principal of the college Principal Dr. Padma Rangan have set the ball rolling for the 'CareeReady Programme' organized by Antarang Foundation 231-C, Tawripada, Dr. S.S. Rao Road, Lalbaug, Parel, Mumbai 400 012, for the S.Y.B.Com. students of Mahatma Night Degree College of Arts and Commerce. This programme will begin in January, 2019. Antarang Foundation works to bridge the Employability gap that exists amongst disadvantaged youth.

The second orientation programme for Antarang Foundation's 'CarreReady' was conducted on Thursday, 13th December, 2018 at 7.00 p.m. for the F.Y.B.Com. and S.Y.B.Com. students in room number 404. Mr. Nikhil Paul, faculty, Student Engagement & Operation, Antarang Foundation conducted the orientation programme. Placement Cell incharge Associate Professor Dr. Lata Krishnan coordinated the event.

  
**PRINCIPAL**  
Mahatma Education Society's  
Mahatma Night Degree College Of Arts & Commerce  
Chembur, Mumbai - 400 071.

The session was interactive with a slide show that kept the students engaged with graphics and statistics that opened their eyes to the reality of the Job environment in India. The details of the course CareeReady was explained and the students were assured hand holding till the age of 30 until they build their career. Mentoring by corporate guides, career counselling, training and job interviews all lined up to take the students forward. Mr. Nikhil Paul answered several questions and was successful in building the much needed excitement required to launch the CareeReady course.

Post this second round of counselling, interested students were invited to enrol for the training programme. 30 students of F.Y.B.Com. and S.Y.B.Com. enrolled for the programme scheduled to start in the first week of January, 2018. Two months of training in softskills, critical thinking, resume writing, decision making and grooming will be offered between 6.00 p.m. to 8.00 p.m. in the college premises. Once the course is completed the Antarang Foundation will send students for internships or training and those who wish will be give jobs of their choice. Mentoring and hand holding to help the students establish themselves in their careers is the objective of Antarang Foundation. MNDC is happy to collaborate with Antarang Foundation to help students succeed in their careers. We wish the program all success.

#### Antarang's

#### CareeReady

#### Program


The CareeReady program is a career readiness and employability skills training program for youth in the age group of 18 - 25 years. Through partner organisations who work on the ground, Team Antarang identify youth in vulnerable communities who are at risk, and spread awareness about the program and its benefits amongst them.

Once a student signs up to the CareeReady program, he/she undergoes a well-defined regiment of development and training. The course equips students with self-awareness, career awareness, work ethics and etiquettes, effective communications skills and basic computer literacy. At the end of the program, successful graduates are linked to relevant opportunities in their chosen careers. Antarang continues to mentor its students until they integrate well into the organised sector workforce. All Antarang graduates are confident young adults, who uphold our values of Regularity, Punctuality, Initiative and Stability.

**About the Antarang Foundation: Building self-reliance in youth**  
Close to 1 million youngsters turn 18 every month, of whom an overwhelming 50% do not complete high school. Over time, this has resulted in millions of young adults who can neither afford higher education nor secure decent employment.

What then happens to these young minds? Some indulge in delinquent behaviour, while others are forced to work in exploitative conditions. Underage girls are married off and become pregnant. And a staggering 55,000 youth give into substance addiction every day. All this, when roughly 1,17,000 new jobs are created every single quarter and an acute shortage of skills has been reported across all sectors to fulfil these jobs.

This is where we come in. Antarang Foundation envisions a world where every young person is passionately, productively and positively engaged in a career of their choice. Through two career focused programs, CareerAware and CareeReady, the foundation works to bridge the Employability gap that exists amongst disadvantaged youth. The

  
PRINCIPAL  
Mahatma Education Society's  
Mahatma Night Degree College Of Arts & Commerce  
Chembur, Mumbai - 400 071.

programs deliver career guidance, develop core employability skills, and finally link students with career opportunities.

Sources: DISE 2013-2014, CII^Ministry of Labour 2014, UNPF, ILO report

[/tab] [tab title="November 2018"]

**'CAREEREADY' PROGRAMME FOR S.Y.B.COM. STUDENTS OF MAHATMA  
NIGHT DEGREE COLLEGE – A MNDC PLACEMENT CELL INITIATIVE  
(NOVEMBER 2018)**

The Placement Cell of Mahatma Night Degree College of Arts and Commerce, Chembur spear headed by the Principal of the college Principal Dr. Padma Rangan have set the ball rolling for the 'CareeReady Programme' organized by Antarang Foundation 231-C, Tawripada, Dr. S. S. Rao Road, Lalbaug, Parel, Mumbai 400 012, for the S.Y.B.Com. students of Mahatma Night Degree College of Arts and Commerce. This programme will begin in November 2018. Antarang Foundation works to bridge the Employability gap that exists amongst disadvantaged youth.

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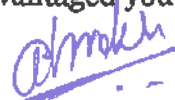
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**PRINCIPAL**  
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Mahatma Night Degree College Of Arts & Commerce  
Chambur, Mumbai - 400 071.

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The first orientation programme for Antarang Foundation's 'CarreReady' was conducted on the 27th September, 2018 at 7.00 p.m. for the S.Y.B.Com. students in Room Number 404. Mr. Nikhil Paul, faculty, Student Engagement & Operation, Antarang Foundation conducted the orientation programme. Principal Dr. Padma Rangan graced the occasion. Placement Cell incharge Associate Professor Dr. Lata Krishnan coordinated the event.


The session was interactive with a slide show that kept the students engaged with graphics and statistics that opened their eyes to the reality of the Job environment in India. The details of the course CareeReady was explained and the students were assured hand holding till the age of 30 until they build their career. Mentoring by corporate guides, career counselling, training and job interviews all lined up to take the students forward.

The second round of orientation with the students of S.Y.B.Com. and their parents was announced and is scheduled to be conducted after the Diwali Vacation.

A cohort comprising of 30 students will be identified for the CareeReady Course that will be offered to the S.Y.B.Com. students in Semester IV. The follow through will be in Semester V and placement activity at the end of Semester VI. This plan of action was shared with all present at the orientation programme.

Mr. Nikhil Paul answered several questions and was successful in building the much needed excitement required to launch the CareeReady course. The programme ended with a vote of thanks delivered by a student, Ms. Kirti of S.Y.B.Com. B Division.

[/tab] [/tabs]

  
PRINCIPAL  
Mahatma Education Society's  
Mahatma Night Degree College Of Arts & Commerce  
Chembur, Mumbai - 400 071.

**ANTARANG FOUNDATION'S CAREEREADY PROGRAM IN MNDC, CHEMBUR  
(MARCH 2019)**

Report submitted by the Trainer Ms. Saranga Kamble about the CareeReady Programme, Organization and modules completed with students of F.Y.B.Com. and S.Y.B.Com. of Mahatma Night Degree College of Arts and Commerce, Chembur

**Brief introduction about the organization:**  
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**Careeready**

This program covers:

**Program:**

1. Self Awareness activities – this measure the students' Interests, Aptitude, Personality, Realities, Aspirations, Support Systems
2. Career Awareness – detailed information on 8-10 popular Career choices are given and students' Fitment is assessed
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This 40 sessions of classroom intervention build skills of collaboration, communication, critical thinking, creativity, commercial skills, and computer literacy along with the all-important work-ethics help young adults acknowledge the value of reliability, integrity, and initiative.

  
**PRINCIPAL**

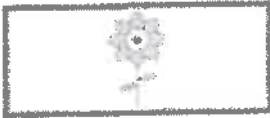
**Mahatma Education Society's  
Mahatma Night Degree College Of Arts & Commerce  
Chembur, Mumbai - 400 071.**



9/25/23, 11:34 AM

Mahatma Education Society Mail - 22 students placed by Technoserve 2018-19

30 students trained for soft skills



Lata Krishnan <lata@mes.ac.in>

## 22 students placed by Technoserve 2018-19

1 message

Lata Krishnan <lata@mes.ac.in>  
To: Padma Rangan <padmarangan@mes.ac.in>

Thu, Aug 1, 2019 at 1:08 PM

----- Forwarded message -----

From: Disha Mishra <dmishra@tns.org>  
Date: Thu, 1 Aug 2019 at 11:44 AM  
Subject: Re: Technoserve placement Report, 2019  
To: <padmarangan@mes.ac.in>  
Cc: Lata Krishnan <lata@mes.ac.in>

Hello Ma'am,

As discussed, PFA the details of all the placed students from your college through Technoserve to mobilize the present TY's towards the Technoserve orientation scheduled for tomorrow i.e. the 2nd of August at 7pm.

Thanks and Regards

**Disha Mishra**

Senior Program Specialist - TechnoServe India

Landline: +91 22 6128 3200 | Hand Phone: +91 9163075073

Address: B1-201 Centre Point | Opposite Bawla Masjid | 243-A N M Joshi Marg | Lower Parel (E) | Mumbai 400 013 | India

BUSINESS SOLUTIONS TO POVERTY

On Sun, Mar 17, 2019 at 8:23 PM Disha Mishra <dmishra@tns.org> wrote:

Dear Principal and College Coordinators,

Please find the attachment containing the Placement Report of Mahatma Night Degree College. Our efforts are still ongoing to place the remaining unplaced and shortlisted students and would request your encouragement and cooperation for the same. Please do share your feedback when possible.

Best Regards

**Disha Mishra**

Senior Specialist (Skills training and Counseling) - TechnoServe India

Landline: +91 22 6128 3200 | Hand Phone: +91 9163075073

Address: B1-201 Centre Point | Opposite Bawla Masjid | 243-A N M Joshi Marg | Lower Parel (E) | Mumbai 400 013 | India

Sent from Gmail Mobile

MN College\_placed students.docx  
58K

**PRINCIPAL**  
Mahatma Education Society's  
Mahatma Night Degree College Of Arts & Commerce  
Chembur, Mumbai - 400 071.



**TECHNOSERVE**  
BUSINESS SOLUTIONS TO POVERTY

**Mahatma Night Degree College- Placement Report**

*22 Students Placed.*

Total Placed students through TechnoServe as on date:

UID	Trainer	Name of Student	College	Batch	Company 1
YEP003028	Disha M	Deepak Undriwal	Mahatma Night degree College	TNS_MN College_B1	Equitas Bank
YEP003046	Disha M	Nirmal Perumadan	Mahatma Night degree College	TNS_MN College_B1	ICICI Bank
YEP003055	Disha M	Shah Wajid Ali	Mahatma Night degree College	TNS_MN College_B1	Equitas Bank
YEP003023	Disha M	Abdul Latif Shaikh	Mahatma Night degree College	TNS_MN College_B1	Jana Bank
YEP003026	Disha M	Bhagchand Daliya	Mahatma Night degree College	TNS_MN College_B1	Reliance Jio
YEP003029	Disha M	Deepak Kurdiya	Mahatma Night degree College	TNS_MN College_B1	Jana Bank
YEP003030	Disha M	Dhanashree Jalgaonkar	Mahatma Night degree College	TNS_MN College_B1	Connect Business Solutions
YEP003035	Disha M	Imran Ali	Mahatma Night degree College	TNS_MN College_B1	Policy boss
YEP003041	Disha M	Mahendra Balotiya	Mahatma Night degree College	TNS_MN College_B1	Equitas Bank
YEP003043	Disha M	Manohar Singadia	Mahatma Night degree College	TNS_MN College_B1	Equitas Bank
YEP003049	Disha M	Rishikesh Bhalerao	Mahatma Night degree College	TNS_MN College_B1	Reliance Jio
YEP003045	Disha M	Nilesh Kamble	Mahatma Night degree College	TNS_MN College_B1	Reliance Jio
YEP003050	Disha M	Rakesh Morya	Mahatma Night degree College	TNS_MN College_B1	Equitas Bank
YEP003056	Disha M	Tejas Chande	Mahatma Night degree College	TNS_MN College_B1	Jana Bank
YEP003051	Disha M	Sanjukta Epilf	Mahatma Night degree College	TNS_MN College_B1	ICICI Bank
YEP003057	Disha M	Tikam Fulwariya	Mahatma Night degree College	TNS_MN College_B1	Connect Business Solutions
YEP00305	Disha M	Sharda Singh	Mahatma Night degree College	TNS_MN College_B1	Connect Business Solutions
YEP003031	Disha M	Farhan Khan	Mahatma Night degree College	TNS_MN College_B1	Connect Business Solutions
YEP003035	Disha M	Imran Ali	Mahatma Night degree College	TNS_MN College_B1	Policy Boss
YEP003027	Disha M	Chaudhary Irfan	Mahatma Night degree College	TNS_MN College_B1	Policy Boss
YEP003040	Disha M	Md Ali Patel	Mahatma Night degree College	TNS_MN College_B1	Policy Boss
YEP003047	Disha M	Pramod Shesiya	Mahatma Night degree College	TNS_MN College_B1	Policy Boss


*Chander*  
**PRINCIPAL**  
Mahatma Education Society's  
Mahatma Night Degree College Of Arts & Commerce  
Chembur, Mumbai - 400 071.

TechnoServe, through the Building Youth Excellence through Employability Services and Technology Program (BEST), provides a transformative workforce readiness skills training for youth to make better career choices and build a strong career path. The program also provides placement support through corporate linkages with large and small firms. Our goal is to tackle the increasing need felt by fresh graduates - to sharpen and improve interview preparedness and make informed career choices after their graduation. It was indeed a great experience collaborating with Mahatma Night Degree College, Chembur from 11<sup>th</sup> of January to 1<sup>st</sup> of March 2018, providing among 32 hardworking and enthusiastic students under this program.

To empower fresh college graduates with the skills and attitude to enter competitive workforce, TechnoServe BEST program has offered the following in this college -

#### Employability Training and Youth Empowerment

- **Personal and Professional Effectiveness** - bringing out the inner confidence, goals and passions of student participants, while introducing them to key concepts in goal setting, financial planning and interpersonal skill development.
- **Communication Readiness** - introducing students to the basics in professional communication, communication dos' and don'ts' as well as a conclusive guide to giving interviews and group discussion.
- **Career Readiness** - explores career opportunities relevant to students from commerce background and gives them the realities of the job markets. It provides students with an in depth knowledge about different job domains as well as skill sets required to get the job, showcasing the career growth path for each role and domain.
- **Work Readiness** - focused on addressing the gap students' face while transitioning from campus to corporate as well as inculcating a sense of professionalism in them.
- **Career Counseling** - focused on guiding students both individually and in group settings towards career choices that will intersect between their aptitude and interest.
- **Online Learning Platform (OLP)** - focused on guiding students, reviewing the concepts they have learnt in training.

  
PRINCIPAL  
Mahatma Education Society's  
Mahatma Night Degree College Of Arts & Commerce  
Chembur, Mumbai - 400 071.

- **Employment Linkages** - we have worked with your students to provide direct support for placement opportunities during and after the training program.
- **Helpline for placed students (1 year)** - telephonic counselling services and handling queries on placements and other concern areas for trained students of the program.
- **Alumni engagement** – we plan to engage via social media and college meet ups for students trained by the program to share learnings with peers.

#### **Takeaways for Students and College:**


- Personally effective young professionals
- Relevant career knowledge and better decision making abilities
- Credit worthy Skill Training Certification from BEST, TechnoServe (International Brand Name)
- Assistance to face and crack the interviews
- Employment assistance through placement opportunities in various companies in Banking, Finance, Retail and Telecom sectors.
- A mentor to ensure the smooth journey from campus to corporate

#### **About TechnoServe**

TechnoServe ( [www.technoserve.org](http://www.technoserve.org) ) is a leader in harnessing the power of the private sector to help enterprising men and women in the developing world to build competitive careers, farms, businesses and industries. By linking people to information, capital and markets, we have helped millions to create lasting prosperity for their families and communities. With nearly 50 years of proven results, TechnoServe believes in the power of private enterprise to transform lives. TechnoServe in India for more than 8 years is now executing large-scale, multi-year programs.

#### **Impact of Youth Employability Program**

1. 2500+ students trained
2. 1000+ students placed
3. 30+ reputed corporate recruiters
4. 20 college partners including - Rizvi College (Bandra), Western College (Sanpada), SPN Doshi College (Ghatkopar), Joshi Bedekar College (Thane).
5. 50-100% increase in household income due to placements provided (in year 1)

  
**PRINCIPAL**  
 Mahatma Education Society's  
 Mahatma Night Degree College Of Arts & Commerce  
 Chembur, Mumbai - 400 071.

30+ corporates have been engaged for recruitment from student cohorts including - 3i InfoTech, Accenture, Reliance, JIO, Bajaj, Andromeda, AU Financiers India Ltd, Axis Bank, Angel Broking, Conneqt, Datamatics, HDB, HDFC Securities, Here Solutions, Hexaware, HGS, ICICI Bank, ICICI Lombard, ICICI Prudential, Jana Bank, Equitas Bank, Au small finance bank, Edelweiss Tokio Life Insurance, Conneqt Tata Business Solution, Here Solution, Kotak Education Foundation, Kotak Mahindra Bank, Mahindra Finance, Mumbai international Airport, NJ Wealth, Paramount Healthcare Management, Prodata, Reliance Nippon, Ross Warner HR Solutions, Star Union Daichi, Sterling Backcheck, Sutherland Healthcare, Truefit, Wipro, WNS.




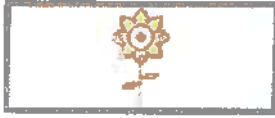
**PRINCIPAL**  
Mahatma Education Society's  
Mahatma Night Degree College Of Arts & Commerce  
Chembur, Mumbai - 400 071.

# 17 Students Placed by TechaServe

SELECTED CANDIDATES									
Sl. No.	Roll No.	Name of Student	Gender	Stream	Roll No. (Datta)	Institution	Company	Position	Remarks
1	YEP19002207	Ashwin Waghmare	M	B.Com	9920544817	Mahatma Degree College, Disha M. B1	KOCL Bank	Selected	
2	YEP19002206	Akhilshikha Joshi	M	B.Com	7447385215	Mahatma Degree College, Disha M. B1	HDB Financial Services (Field Sales)	Selected	
3	YEP19002208	Aniket Vijay Olvekar	M	B.Com	8698414798	Mahatma Degree College, Disha M. B1	Axis Bank	Selected	
4	YEP19002209	Anjali B Sahani	F	B.Com	9220591321	Mahatma Degree College, Disha M. B1	BFL	Selected	
5	YEP19002210	Ashish K Shinde	M	B.Com	9917211430	Mahatma Degree College, Disha M. B1	Andromeda	Selected	
6	YEP19002212	Hema S Desai	F	B.Com	8427354837	Mahatma Degree College, Disha M. B3	WFL	Selected	
7	YEP19002215	Ninaj Duttaram Deyte	F	B.Com	7066944209	Mahatma Degree College, Disha M. B3	KOCL Bank	Selected	
8	YEP19002216	Nikhi G Kamble	F	B.Com	7045992803	Mahatma Degree College, Disha M. B3	HDB Financial Services (Field Sales)	Selected	
9	YEP19002217	Nishu Dubey	M	B.Com	6286504288	Mahatma Degree College, Disha M. B1	BFL	Selected	
10	YEP19002218	Pooja Jadhav	F	B.Com	9967800493	Mahatma Degree College, Disha M. B1	HDB Financial Services (Field Sales)	Selected	Andromeda
11	YEP19002219	Rajesh M Ambedkar	M	B.Com	8498034998	Mahatma Degree College, Disha M. B1	KOCL Bank	Selected	
12	YEP19002221	Renek Bevak	M	B.Com	7738531617	Mahatma Degree College, Disha M. B1	BFL	Selected	
13	YEP19002222	Sagar J Patil	M	B.Com	8319501845	Mahatma Degree College, Disha M. B1	HDB Financial Services (Field Sales)	Selected	
14	YEP19002224	Sakshith S Jadhav	M	B.Com	8291519906	Mahatma Degree College, Disha M. B3	Axis Bank	Selected	
15	YEP19002225	Savita B Lendhe	F	B.Com	8286887969	Mahatma Degree College, Disha M. B3	Axis Bank	Selected	
16	YEP19002226	Tanmay A. Rokade	M	B.Com	8850825113	Mahatma Degree College, Disha M. B1	Axis Bank	Selected	

SHORTLISTED CANDIDATE									
Sl. No.	Roll No.	Name of Student	Gender	Stream	Roll No. (Datta)	Institution	Company	Position	Remarks
1	YEP19002215	Itandra B Salia	M	B.Com	7208814789	Mahatma Degree College, Disha M. B1	Andromeda	Shortlisted	

  
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Lata Krishnan &lt;lata@mes.ac.in&gt;

*Soft Skills Training for 8 students*  
*BEST Training*  
*TechnoServe India*

**TechnoServe Batch Update**

3 messages

Sumati Bagharatta <sbagharatta@tns.org>  
 To: lata@mes.ac.in

Mon, Feb 21, 2022 at 4:26 PM

Good Afternoon Ma'am,

Hope you're doing well.

Following are the topics that I have covered in the ongoing batch of MN College Sanpada:

**Employability Training and Youth Empowerment**

- **Module -1 Personal and Professional Effectiveness**

1. Program Introduction
2. Self-Awareness & Learning Environment
3. Social Thinking
4. Setting SMART Goals
5. Communication and Interpersonal Skills
6. Effective Decision Making
7. Financial Awareness
8. Employment and Employability
9. Guide to LinkedIn
10. Documentation

- Students did their research on companies and submitted their assignment to me

- **Module- 2 Communication Readiness** - introducing students to the basics in professional communication, communication dos' and don'ts' as well as a comprehensive guide to giving interviews and group discussion.

1. Primer to English Communication
2. Complete Guide to Group Discussions
3. Complete Guide to Personal Interviews
4. Aptitude Tests
5. Vocabulary List for Entry-Level Employees

Have Done Mock GDs with Students

- **Career Readiness** - explores career opportunities relevant to students from commerce background and gives them the realities of the job markets.

**P.S. Students are giving presentations for each topic below and I supported them with the content.**

 **Finance B2.mp4**

*Chmku*  
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 HR B2.mp4

- 1. Introduction to Industry and Career
  - 2. Understanding Career in Sales
  - 3. Understanding Career in Customer Support
  - 4. Understanding Career in Human Resources
  - 5. Understanding Career in Finance and Accounts
  - 6. Understanding Career in Administration and Operations
  - 7. Understanding Stock Market
- In Parent's Engagement Session : Sunil and Komal had come with their Guardians.  
Students in Green have been consistent in the sessions with good Attendance.  
Students in Red are the ones who haven't been present and most of them told me to include them in the next morning batch which we didn't have this time.

Aditya Arjun Bhuwad	1
Akash Balu Kamble	
Aniket Chandrakant Kurave	2
Indira Pukhraj Bokoliya	
Kashyap Hitesh Pathak	
Komal Ramchandra Suvasiya	3
Lekha Raju Nargalya	4
Nikhil Rakesh Gupta	
Nikita Subhash Shingare	5
Raj Ramkaran Sharma	
Harshita Ashok Waghmare	
Narsingha Gunjalappa Vaddar	
Sonali Ramesh Kharatmol	
Sunil Kumar Kamleshankar Patel	6
Vijay Rajesh Gupta	7
Vijay Shivprasad Prajapati	
Ambika Dashrath Nikam	
Aijaz Shaikh	
Pathan Neha Mohd Ilyas	8

- Aditya, Sunil, Komal Have been very consistent in terms of participating

Please let me know if there is anything more I can provide you with.

Regards,  
Sumati Bagharatta

Program Specialist - Training | TechnoServe India  
sbagharatta@tns.org

Address: B1-201, Centre Point |Opp. Bawla Masjid | 243-A, N M Joshi Marg| Lower Pare| Mumbai 400 013 | India

**BUSINESS SOLUTIONS TO POVERTY**

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**Lata Krishnan** <lata@mes.ac.in>  
To: Sumati Bagharatta <sbagharatta@tns.org>

Mon, Feb 21, 2022 at 5:47 PM

Thank you  
[Quoted text hidden]  
--  
Sent from Gmail Mobile

**Lata Krishnan** <lata@mes.ac.in>  
To: Eknath Zhrekar <eknathzhrekar@mes.ac.in>

Mon, Feb 21, 2022 at 5:48 PM

[Quoted text hidden]  
--  
Sent from Gmail Mobile

*Chmken*  
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**Mahatma Night Degree College of Arts and Commerce**


Opposite Fire Brigade, Chembur Naka

Chembur Mumbai- 400 071

(NAAC Re-Accredited)

**5.1.2 QnM.**

**Capacity building and skills  
enhancement initiatives taken by  
the institution**

  
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**2. Language & Communication  
Skills**

2. Language & Communication Skill,  
Tutorials for Business Communication

AC- 19-3-2012

Item No. 4.35

**UNIVERSITY OF MUMBAI**



**Revised Syllabus for the F.Y.B.Com**

**Programme : B.Com**

**Course : Business Communication**

**Semester I & II**

(As per Credit Based Semester and Grading System with effect  
from the academic year 2012–2013)

*Ahmed*  
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**University of Mumbai  
Revised Syllabus for F Y B Com  
Program: B.Com.**

**Course: Business Communication**

(Credit Based Semester and Grading System with effect from the academic year  
2012-13)

  
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**Chembur, Mumbai - 400 071.**

1. Syllabus as per Credit Based Semester and Grading System:

- i) Name of the Programme : F.Y. B.Com  
ii) Course Code :  
iii) Course Title : Business Communication  
Papers I & II
- iv) Semester wise Course Contents : Enclosed the copy of syllabus  
v) References and Additional References: Enclosed in the Syllabus  
vi) Credit Structure : No. of Credits per Semester – 04  
vii) No. of lectures per Unit : --  
viii) No. of lectures per week : 04
2. Scheme of Examination : 4 Questions of 15 marks each  
3. Special notes , if any : No  
4. Eligibility , if any : No  
5. Fee Structure : As per University Structure  
6. Special Ordinances / Resolutions if any : No

*almeku*  
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**Revised Syllabus for Business Communication: F.Y. B. Com**


- Course Objectives:**
1. To develop awareness of the complexity of the communication process
  2. To develop effective listening skills in students so as to enable them to comprehend instructions and become a critical listener
  3. To develop effective oral skills so as to enable students to speak confidently interpersonally as well as in large groups
  4. To develop effective writing skills so as enable students to write in a clear, concise, persuasive and audience centered manner
  5. To develop ability to communicate effectively with the help of electronic media

**Semester I – Business Communication Paper I**

Course Code- \_\_\_\_\_ 4 Credits

**Unit 1: Theory of Communication**

- |  |          |
|--|----------|
| <b>1. Concept of Communication --</b>  | <b>3</b> |
| Meaning, Definition, Process, Need, Feedback   |          |
| Emergence of Communication as a key concept in the Corporate and Global world  |          |
| Impact of technological advancements on Communication  |          |
| <b>2. Channels and Objectives of Communication --</b>  | <b>2</b> |
| <b>Channels--</b>  |          |
| Formal and Informal—Vertical, Horizontal, Diagonal, Grapevine  |          |
| <b>Objectives of Communication --</b>  | <b>2</b> |
| Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees |          |
| (A brief introduction to these objectives to be given)   |          |
| <b>3. Methods and Modes of Communication --</b>  | <b>3</b> |
| <b>Methods: Verbal and Nonverbal</b>   |          |
| Characteristics of Verbal Communication  |          |
| Characteristics of Non-verbal Communication  |          |
| Business Etiquette   |          |
| <b>Modes: Telephone and SMS Communication</b>  | <b>3</b> |
| (General introduction to Telegram to be given)   |          |
| Facsimile Communication (Fax)  |          |
| Computers and E- communication   |          |
| Video and Satellite Conferencing   |          |
| <b>4. Problems in Communication /Barriers to Communication --</b>  | <b>3</b> |
| Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers  |          |
| Ways to Overcome these Barriers  |          |
| <b>5. Listening --</b>   | <b>2</b> |
| Importance of Listening Skills   |          |
| Cultivating good Listening Skills  |          |

  
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## 6. Introduction to Business Ethics

2

- ❖ Concept and Interpretation
- ❖ Importance of Business Ethics
- ❖ Personal Integrity at the workplace
- ❖ Business Ethics and media
- ❖ Computer Ethics
- ❖ Corporate Social Responsibility

Teachers can adopt a case study approach and address issues such as the following so as to orient and sensitize the student community to actual business practices:

- Surrogate Advertising
- Patents and Intellectual Property Rights
- Dumping of Medical/E-waste
- Human Rights Violations and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace
- Piracy
- Insurance
- Child Labour

### Unit 2: Business Correspondence

1. Theory of Business Letter Writing – 2  
Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block  
Principles of Effective Letter Writing  
Principles of effective Email Writing
2. Personnel Correspondence – 10  
Statement of Purpose  
Job Application Letter and Resume  
Letter of Acceptance of Job Offer, Letter of Resignation  
[Letter of Appointment, Promotion and Termination, Letter of Recommendation (to be taught but not to be tested in the examination)]

### Unit 3: Language and Writing Skills

1. Commercial Terms used in Business Communication
2. Paragraph Writing – 8  
Developing an idea, using appropriate linking devices, etc  
Cohesion and Coherence, self-editing, etc [Interpretation of technical data, Composition on a given situation, a short informal report etc.]

#### Activities

1. Listening Comprehension
2. Remedial Teaching
3. Speaking Skills: Presenting a News Item, Dialogue and Speeches
4. Paragraph Writing: Preparation of the first draft, Revision and Self – Editing, Rules of spelling.
5. Reading Comprehension: Analysis of texts from the fields of Commerce and Management

4

*Ohmela*  
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## Second Term

<u>Unit 1: Presentation Skills</u>	
1. Presentations –	(to be tested in tutorials only) 4 Principles of Effective Presentation Effective use of OHP Effective use of Transparencies How to make a Power-Point Presentation
<u>Unit 2: Group Communication</u>	
1. Interviews –	5 Group Discussion Preparing for an Interview Types of Interviews – Selection, Appraisal, Grievance, Exit
2. Meetings –	4 Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants Drafting of Notice, Agenda and Resolutions
3. Conference –	3 Meaning and importance of Conference Organizing a Conference Modern Methods: Video and Tele – Conferencing
4. Public Relations –	3 Meaning Functions of PR Department External and Internal Measures of PR
<u>Unit 3: Business Correspondence</u>	
1. Trade Letters –	10 Order, Credit and Status Enquiry, Collection (just a brief introduction to be given)
Only following to be taught in detail:- Letters of Inquiry Letters of Complaints, Claims, Adjustments Sales Letters, promotional leaflets and fliers Consumer Grievance Letters Letters under Right to Information (RTI) Act [Teachers must provide the students with theoretical constructs wherever necessary in order to create awareness. However students should not be tested on the theory.]	
<u>Unit 4: Language and Writing Skills</u>	
1. Reports –	4 Parts, Types Feasibility Reports, Investigative Reports
2. Summarisation –	4 Identification of main and supporting/sub points Presenting these in a cohesive manner



## 2. Language & Communication Skills

### Tutorial Activities:

1. Presentations
2. Group Discussion
3. Mock Interviews
4. Mock Meetings / Conferences
5. Book Reviews/Summarization
6. Reading Comprehension: Analysis of texts from the field of Literature

[Suggested Books for Book Reviews: Books from the fields of Management, Finance, and Literature  
Like – Sun Tzu :The Art of War, Elyahu M. Goldratt : The Goal , Elyahu M. Goldratt: It's Not Luck ,  
Spencer Johnson: Who Moved My Cheese, Stephen Lundin, Ph.D, Harry Paul, John Christen: Fish,  
Chetan Bhagat One Night At A Call Center, Chetan Bhagat My Three Mistakes , Arindam Choudhary:  
Count Your Chickens Before They Hatch ,Stephen Covey :Seven Habits of Successful People, George  
Orwell: Animal Farm, Dr. Abdul Kalam: Wings of Fire ]  
[N.B.: The above list is only indicative and not prescriptive.]

### Paper Pattern for Examinations F. Y. B. Com

Semester I Examination		Marks 60
Question 1	Short Notes (based on Chs. 1,2 and 3 from Unit 1) [3 out of 5]	15
Question 2	Essay Type / Detailed Answer Q (based on Chs. 4,5 and 6 from Unit 1) [2 out of 3]	15
Question 3	A) Job Application Letter and Resume B) Personnel Letters (2 out of 3) (Statement of Purpose Letter of Acceptance of Job Offer Letter of Resignation)	8 7
Question 4	A) Writing a paragraph (on 1 out of 2 topics) B) Editing a given paragraph (for better organization) C) Remedial Grammar	5 5 5
Semester II Examination:		Marks 60
Question 1	Short Notes (based on Chs. 1 & 2 from Unit 2) [3 out of 5]	15
Question 2	Essay Type (based on Chs. 3 & 4 from Unit 2) [2 out of 3]	15 7
Question 3	Letters [3 out of 5]  (i) Letter of Inquiry (ii) Complaint/Claims/Adjustment Letter (iii) Sales Letter (iv) Consumer Grievance Letter	15


(v) RTI Letter

Question 4	(A) Drafting of Reports	[1 out of 2]	7
	(B) Drafting of Notice, Agenda and 2 Resolutions		4
	(C) Summarisation		4

**Suggested Reading:**

1. Agarwal, Anju D(1989) A Practical Handbook for Consumers, IBH.
2. Alien, R.K.(1970) Organisational Management through Communication.
3. Ashley,A(1992) A Handbook Of Commercial Correspondence, Oxford University Press.
4. Aswalthapa, K (1991)Organisational Behaviour, Himalayan Publication, Mumbai.
5. Atreya N and Guha (1994) Effective Credit Management, MMC School of Management, Mumbai.
6. Bahl,J.C. and Nagamia,S.M. (1974) Modern Business Correspondence and Minute Writing.
7. Balan,K.R. and Rayudu C.S. (1996) Effective Communication, Beacon New Delhi.
8. Bangh, LSue, Fryar,Maridell and Thomas David A. (1996) How to Write First Class Business Correspondence, N.T.C. Publishing Group USA.
9. Banerjee, Bani P (2005) Foundation of Ethics in Mangement Excel Books
10. Businessworld Special Collector's Issue: Ethics and the Manager
11. Barkar, Alan(1993) Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi.
12. Basu,C.R.(1998) Business Organisation and Management, T.M.H.New Delhi.
13. Benjamin, James (1993) Business and Professional Communication Concepts and Practices, Harper Collins College Publishers, New York.
14. Bhargava and Bhargava(1971) Company Notices, Meetings and Regulations
15. Black, Sam (1972) Practical Public Relations, E.L.B.S. London.
16. Bovee Courtland,L and Thrill, John V(1989) Business Communication, Today McGraw Hill, New York, Taxmen Publication.
17. Burton, G and Thakur, (1995) Management Today- Principles and Practices. T.M.H.,New Delhi.
18. Darrow, Richard, Forstal, Dan and Coolman, Aubrey (1967) Public Relations Handbook, The Dartwell Co., Chicago.
19. Dayal, Ishwar(1981) Managing Large Organizations: A Comparative Study.
20. Drucher,P.F.(1970) Technology, Management and Society, Pan Books London.
21. Drucher,P.F.(1974)Management Responsibilities Practices, Heinemann, London.
22. Eyre, E.C. (1985) Effective Communication Made Simple, Rupa and Co.Calcutta.
23. Ecouse Barry, (1999), Competitive Communication: A Rhetoric for Modern Business, OUP.
24. Fisher Dalmar, (1999), Communication in Organisation, Jalco Pub House, Mumbai, Delhi.
25. Frailley, L.E. (1982) Handbook of Business Letters, Revised Edn. Prentice Hall Inc.
26. French, Astrid (1993) Interpersonal Skills. Sterling Publishers, New delhi.
27. Fritzsche, David J (2005) Business Ethics: A Global and Managerial Perspective McGraw Hill
28. Garside, L.E. (1980) Modern Business Correspondence, McDonald and Evans Ltd. Plymouth.
29. Ghanekar,A(1996) Communication Skills for Effective Management, Everest Publishing House, Pune.
30. Graves, Harold F. (1965) Report Writing, Prentice Hall, New Jersey.


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31. Gupta, Anand Das (2010) Ethics, Business and Society: Managing Responsibly, Response Books
32. Gupta, Dipankar (2006) Ethics Incorporated: Top Priority and Bottom Line, Response Books
33. Krevolin, Nathan (1983) Communication Systems and Procedures for Modern Office, Prentice Hall, New Jersey.
34. Lesikar, Raymond V and Petit, John D. (1994) Business Communication: Theory and Application, Richard D. Irwin Inc. Illinois.
35. Ludlow, Ron. (1995) The Essence of Effective Communication, Prentice, New Delhi.
36. M. Ashraf, Rizvi (2006) Effective Technical Communication Tata McGraw Hill
37. Martson, John E. 1963) The Nature of Public Relations, McGraw Hill, New Delhi.
38. Majumdar, P.K. (1992) Commentary on the Consumer protection Act, Prentice, New Delhi.
39. McQuail, Denis (1975), Communication, Longman.
40. Merrihue, William (1960) Managing by Communication, McGraw Hill, New York.
41. Mishra Rajiv K (2006) Code of Conduct for Managers, Rupa Company
42. Monippalli, M.M. (1997), The Craft of Business Letter Writing, T.M.H. New Delhi.
43. Montagu, A and Matson, Floyd (1979) The Human Connection, McGraw Hill, New York.
44. Murphy, Herta and Hilde Brandt, Herbert W (1984) Effective Business Communication, McGraw Hill, New York.
45. Parry, John (1968) The Psychology of Human Communication.
46. Parson, C.J. and Hughes (1970) Written Communication for Business Students, Great Britain.
47. Peterson, Robert A and Ferrell, O.C (2005) Business Ethics: New Challenges for Business Schools and Corporate Leaders, Prentice Hall of India Pvt., Ltd
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49. Ross, Robert D. (1977) The Management of Public Relations, John Wiley and Sons, U.S.A.
50. Sadri Sorab, Sinha Arun and Bonnerjee Peter (1998) Business Ethics: Concepts and Cases, Tata McGraw Hill Public Company Limited
51. Shekhar, R.C (1997) Ethical Choices in Business, Response Books
52. Stephenson, James (1988) Principles and Practice of Commercial Correspondence, Pitman and Sons Ltd. London.
53. Shurter, Robert L. (1971) Written Communication In Business, McGraw Hill, Tokyo.

**This syllabus was put together by following professors:**

- Dr. Marie Fernandes , Convener**
- Dr. Hemangi Bhagwat**
- Dr. Kamala Gopalan**
- Prof. Beena Pant**
- Prof. Susan Lobo**

  
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**Revised Syllabus of Courses of B.Com. Programme at Semester V  
with effect from the Academic Year 2018-2019**

**Elective Courses (EC)**

**2. Ability Enhancement Courses (AEC)**

**2. Computer Systems and Applications Paper - I**

**Modules at a Glance**

Sr. No.	Modules	No. of Lectures
1	Data Communication, Networking and Internet	18
2	Database and MySQL	09
3	Database and MySQL	09
4	Spread Sheet	09
<b>Total</b>		<b>45</b>

*Chandra*

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Sr. No.	Modules / Units
1	<p><b>Data Communication, Networking and Internet</b></p> <p>a) Data Communication Component, Data representation, Distributed processing. (Concepts only)</p> <p>b) Network Basics and Infrastructure</p> <ul style="list-style-type: none"> <li>• Definition, Types (LAN, MAN, WAN) Advantages.</li> <li>• Network Structures – Server Based, Client server, Peer to Peer.</li> <li>• Topologies – Star, Bus, Ring.</li> <li>• Network Media, Wired – Twisted Pair, Co-axial, Fiber Optic and Wireless – Radio and Infrared.</li> <li>• Network Hardware: Hubs, Bridges, Switches, Routers.</li> <li>• Network Protocols – TCP/IP, OSI Model.</li> </ul> <p>c) Internet</p> <ul style="list-style-type: none"> <li>• Definition, Types of connections, sharing internet connection, Hot Spots.</li> <li>• Services on net- WWW, Email-Blogs.</li> <li>• IP addresses, Domain names, URLs, Hyperlinks, Web Browsers</li> <li>• Searching Directories, Search engines, Boolean search (AND, OR, NOT), Advanced search, Meta Search Engines.</li> <li>• Email – POP/SMTP accounts in Email, Different parts of an Email address. Receiving and sending emails with attachments by scanning attachments for viruses.</li> <li>• Cyber Crime, Hacking, Sniffing, Spoofing</li> </ul>
2	<p><b>Database and MySQL</b></p> <p>a) <b>Introduction</b> :To Databases, Relational and Non-relational database system MySQL as a Non-procedural Language. View of data.</p> <p>b) <b>MySQL Basics</b> :Statements (Schema Statements, Data statements, Transaction statements), names (table &amp; column names), data types (Char, Varchar, Text, Mediumtext, Longtext, Smallint, Bigint, Boolean, Decimal, Float, Double, Date, Date Time, Timestamp, Year, Time), Creating Database, inserting data, Updating data, Deleting data, expressions, built-in-functions – lower, upper, reverse length, ltrim, rtrim, trim, left, right, mid, concat, now, time, date, curdate, day, month, year, dayname, monthname, abs, pow, mod, round, sqrt missing data(NULL and NOT NULL DEFAULT values) CREATE,USE, ALTER (Add, Remove, Change columns), RENAME, SHOW, DESCRIBE (CREATE TABLE, COLUMNS, STATUS and DATABASES only) and DROP (TABLE, COLUMN, DATABASES statements), PRIMARY KEY FOREIGN KEY (One and more columns) Simple Validity checking using CONSTRAINTS.</p>
3	<p><b>Database and MySQL</b></p> <p>a) <b>MySQL Simple queries</b> : TheSELECT statement (From, Where, Group By, Having, Order By, Distinct, Filtering Data by using conditions. Simple and complex conditions using logical, arithmetic and relational operators (=, !=, &lt;, &gt;, &lt;&gt;, AND, OR, NOT, LIKE) Aggregate Functions – count, sum, avg, max, min.</p> <p>b) <b>Multi-table queries</b>:Simple joins (INNER JOIN), SQL considerations for multi table queries(table aliases, qualified column names,all column selections self joins).</p> <p>c) <b>Nested Queries (Only up to two levels)</b> :Using sub queries, sub query search conditions, sub queries &amp; joins, nested sub queries, correlated sub queries, sub queries in the HAVING clause.</p> <p>Simple Transaction illustrating START, COMMIT, and ROLLBACK.</p>

Sr. No.	Modules / Units
4	<b>Spread Sheet</b>
	<p><b>a) Creating and Navigating worksheets and adding information to worksheets</b></p> <ul style="list-style-type: none"> <li>• Types of data, entering different types of data such as texts, numbers, dates, functions.</li> <li>• Quick way to add data Auto complete, Autocorrect, Auto fill, Auto fit. Undo and Redo.</li> <li>• Moving data, contiguous and non contiguous selections, Selecting with keyboard. Cut-Copy, Paste. Adding and moving columns or rows. Inserting columns and rows.</li> <li>• Find and replace values. Spell check.</li> <li>• Formatting cells, Numbers, Date, Times, Font, Colors, Borders, Fills.</li> </ul> <p><b>b) Multiple Spreadsheets</b></p> <ul style="list-style-type: none"> <li>• Adding, removing, hiding and renaming worksheets.</li> <li>• Add headers/Footers to a Workbook. Page breaks, preview.</li> <li>• Creating formulas, inserting functions, cell references, Absolute, Relative (within a worksheet, other worksheets and other workbooks).</li> </ul> <p><b>c) Functions</b></p> <ul style="list-style-type: none"> <li>• Financial functions: FV, PV, PMT, PPMT, IPMT, NPER, RATE</li> <li>• Mathematical and statistical functions. ROUND, ROUNDDOWN, ROUNDUP, CEILING, FLOOR, INT, MAX, MIN, MOD, SQRT, ABS, SUM, COUNT, AVERAGE</li> </ul> <p><b>d) Data Analysis</b></p> <ul style="list-style-type: none"> <li>• Sorting, Subtotal.</li> <li>• Pivot Tables- Building Pivot Tables, Pivot Table regions, Rearranging Pivot Table.</li> </ul>

**Note :**

- Theory 03 lectures per week.*
- Practical batch size 20-25, 01 practical = 03 theory lectures per week.*
- 10 Practical's are to be completed in each semester.*

**Semester V**

Topic	Number of Practical's
Word processing	01
Spread sheet	03
MySQL	06

Minimum 6 practical's are to be recorded in the journal in the Semester V  
[Minimum 4 on SQL, 2 on MS-Excel]

*Chokke*  
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❖ Scheme of Examination

Type	Marks	Duration
Theory	75	2 ½ hours
Practical	20	1 hour per batch of 10
Active Participation and Class conduct	05	---

• Practical Examination Pattern- Semester V

Sr. No.	Topic	Marks
01	MySQL	07
02	Spread Sheet	03
03	Journal	05
04	Viva	05

- Practical examination to be conducted 2 to 3 weeks before the theory examination. Marks out of 25 to be submitted to the University before commencement of theory examination.
- Software Requirement :  
MS-Excel 2010, VB 6.0
- Hardware  
For a batch of 120 students minimum 10 computers with appropriate hardware and software installed on each computer. During practical hours maximum two student may share one computer.
- For in house computing facility fee of rupees 750/- be charged for each student per Semester in the existing fee structure against head of computer fee/computer practical.

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**Revised Syllabus of Courses of B.Com. Programme at Semester VI  
with effect from the Academic Year 2018-2019**


**Elective Courses (EC)**

**2. Ability Enhancement Courses (AEC)**

**2. Computer Systems and Applications Paper - II**

**Modules at a Glance**

Sr. No.	Modules	No. of Lectures
1	E – Commerce	18
2	Advanced Spread Sheet	09
3	Advanced Spread Sheet	09
4	Visual Basic	09
<b>Total</b>		<b>45</b>

  
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Sr. No.	Modules / Units
1	<b>E – Commerce</b>
	<ul style="list-style-type: none"> <li>a) Definition of E-commerce</li> <li>b) Features of E-commerce</li> <li>c) Types of E-commerce (B2C, B2B, C2C, P2P)</li> <li>d) Business Models in E-commerce (Advertising, Subscription, Transaction Fee, Sales Revenue, Affiliate Revenue)</li> <li>e) Major B2C models (Portal, E-tailer, Content Provider, Transaction Broker, Market Creator, Service Provider, Community Provider).</li> <li>f) E-Commerce Security: Integrity, Non repudiation, Authenticity, Confidentiality, Privacy Availability.</li> <li>g) Encryption: Definition, Digital Signatures, SSL.</li> <li>h) Payment Systems: Digital Cash, Online stored value, Digital accumulating balance payment, Digital credit accounts, digital checking.</li> <li>i) How an Online credit card transaction works. SET protocol.</li> <li>j) Limitation of E-commerce.</li> <li>k) M-commerce (Definition and Features).</li> </ul>
2	<b>Advanced Spread Sheet</b>
	<ul style="list-style-type: none"> <li><b>a) Multiple Spread sheets</b> <ul style="list-style-type: none"> <li>• Creating and using templates, Using predefined templates, Adding protection option.</li> <li>• Creating and Linking Multiple Spreadsheets.</li> <li>• Using formulas and logical operators.</li> <li>• Creating and using named ranges.</li> <li>• Creating Formulas that use reference to cells in different worksheets.</li> </ul> </li> <li><b>b) Functions</b> <ul style="list-style-type: none"> <li>• Database Functions LOOKUP, VLOOKUP, HLOOKUP</li> <li>• Conditional Logic functions IF, Nested IF, COUNTIF, SUMIF, AVERAGEIF</li> <li>• String functions LEFT, RIGHT, MID, LEN, UPPER, LOWER, PROPER, TRIM, FIXED</li> </ul> </li> </ul>
3	<b>Advanced Spread Sheet</b>
	<ul style="list-style-type: none"> <li><b>a) Functions</b> <ul style="list-style-type: none"> <li>• Date functions TODAY, NOW, DATE, TIME, DAY, MONTH, YEAR, WEEKDAY, DAYS360</li> <li>• Statistical Functions COUNTA, COUNTBLANK, CORREL, LARGE, SMALL</li> </ul> </li> <li><b>b) Data Analysis</b> <ul style="list-style-type: none"> <li>• Filter with customized condition.</li> <li>• The Graphical representation of data Column, Line, Pie and Bar charts.</li> <li>• Using Scenarios, creating and managing a scenario.</li> <li>• Using Goal Seek</li> <li>• Using Solver</li> <li>• Understanding Macros, Creating, Recording and Running Simple Macros, Editing a Macro(concept only)</li> </ul> </li> </ul>

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Sr. No.	Modules / Units
4	<b>Visual Basic</b>
	<p>a) Introduction to Visual Basic, Introduction Graphical User Interface (GUI). Programming Language (Procedural, Object Oriented, Event Driven), Writing VB Projects. The Visual Basic Environment</p> <p>b) Introduction to VB Controls Text boxes, Frames, Check boxes, Option button, Designing the User Interface, Default &amp; Cancel property, tab order, Coding for controls using Text, Caption, Value property and Set Focus method</p> <p>c) Variables, Constants, and Calculations Variable and Constant, Data Type (String, Integer, Currency, Single, Double, Date), Naming rules/conventions, Constants (Named &amp; Intrinsic), Declaring variables, Val Function, Arithmetic Operations, Formatting Data.</p> <p>d) Decision and Condition Condition, Comparing numeric variables and constants, Comparing Strings, Comparing Text Property of text box, Compound Conditions (And, Or, Not). If Statement, if then-else Statement, LCase and Ucase function, Using If statements with Option Buttons &amp; Check Boxes. MsgBox (Message box) statement Input Validation : Is Numeric function.</p> <p>e) Sub-procedures and Sub-functions, Using common dialog box, Creating a new sub-procedure, Writing a Function procedure. Simple loops using For Next statements and Do while statement and display output using MsgBox Statement.</p>

**Note :**

- Theory 03 lectures per week.
- Practical batch size 20-25, 01 practical = 03 theory lectures per week.
- 10 Practical's are to be completed in each semester.

**Semester VI**

Topic	Number of Practical's
Presentation skills	01
Advanced Spread Sheet	06
Introduction to Visual Basic	03

Minimum 6 practical's are to be recorded in the journal in the Semester VI  
[Minimum 4 on VB, 2 on Advanced Spread Sheet]

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❖ **Suggested list of Practical's for Semester VI**

- Preparing a PowerPoint presentation on an E-Commerce website.
- Calculation of DA, HRA, PF, Gross Salary and Net Salary using Spread Sheet
- Calculation of Income Tax using Spread Sheet
- Filtering data and Graphical representation of data using Spread Sheet
- Using VLOOKUP and HLOOKUP using Spread Sheet.
- Creating and managing a scenario using Spread Sheet
- Use of Goal Seek and Solver using Spread Sheet

8. Write a project in VB to design a suitable form to add two numbers and display their sum.
9. Write a project in VB to design a suitable form to enter sales and calculate and display the bonus which is 10% of sales.
10. Write a project in VB to design a suitable form to enter salary and calculate and display the DA which is 90% of salary.

❖ **Scheme of Examination**

Type	Marks	Duration
Theory	75	2½ hours
Practical	20	1 hour per batch of 10
Active Participation and Class conduct	05	---

• **Theory Examination Pattern**

All questions are compulsory

Question No.	Unit No.	Marks	Marks with Internal Option
Q. 1.	Objective type based on I, (II,III) and IV	11+2+2	23
Q. 2.	I	15	30
Q. 3.	II	15	30
Q. 4.	III	15	30
Q. 5.	IV	15	30

• **Practical Examination Pattern- Semester VI**

Sr. No.	Topic	Marks
01	Advanced Spread sheet	07
02	Introduction to VB Programing	03
03	Journal	05
04	Viva	05

- Practical examination to be conducted 2 to 3 weeks before the theory examination. Marks out of 25 to be submitted to the University before commencement of theory examination.
- Software Requirement :  
Spread Sheet 2010, VB 6.0
- Hardware  
For a batch of 120 students minimum 10 computers with appropriate hardware and software installed on each computer. During practical hours maximum two student may share one computer.
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## Reference Books

### 2. Computer Systems and Applications Paper I

- *Data Communication and Networking* -Behrouz A Forouzan
- *Introduction to Computers – Peter Norton, Tata McGraw Hill*
- *Fundamentals of Database Systems - Elmasri Navathe, Somayajulu, Gupta*
- *Database Systems and Concepts - Henry F. Korth, Silberschatz, Sudarshan McGraw Hill*
- *DBMS - Date*
- *The complete reference SQL - Vikram Vaswani TMH*
- *The complete reference SQL - James R. Groff & Paul N. Weinberg TMG*
- *Learning SQL - Alan Beaulieu O'REILLY.*
- *Learning MySQL - Seyed M. M. and Hugh Williams, O'REILLY.*
- *SQL a complete reference - Alexis Leon & Mathews Leon TMG*

### 3. Export Marketing Paper I

- *Export Policy Procedures& Documentation– M. I. Mahajan, Snow White Publications Pvt. Ltd, 26th Edition,*
- *International Business, K. Aswathappa, McGraw-Hill Education (India) Pvt. Ltd., 6th Edition*
- *Export Import Procedures - Documentation and Logistics, C. Rama Gopal, New Age International Publishers, 2006 / Reprint Jan 2016*
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### 4. Marketing Research Paper I

- *Marketing Research Text and Cases, Rajendra Nargundkar, McGraw Hill, 2nd edition*
- *Marketing Research (Text with Cases), Suja Nair, Himalaya Publishing House, Maharashtra, 2014*
- *Marketing Research, John Boyce, Tata McGraw Hill Publishing Co. Ltd., Maharashtra, 2011*
- *Encyclopaedia of Marketing Research Series, S.D. Singh, Anmol Publications Pvt. Ltd., New Delhi, 2012*
- *Marketing Research: A Global Outlook, V. Kumar, Sage Publications, New Delhi, 2015*
- *Marketing Research, G. C. Beri, McGraw Hill, New Delhi, 2007*
- *Fundamentals of Marketing Research, M.K. Gawande, Chandralok Prakashan, Kanpur, 2012*
- *Marketing Research: The impact of internet, Gates, Roger et al, John Wiley & sons, Great Britain, 2002*

## Reference Books

### Ability Enhancement Courses (AEC)

#### 1. Trade Unionism and Industrial Relations Paper II

- Myers C.A. & Kannappan S. (1970), 'Industrial Relation in India', Asia publishing House, India.
- Singh, J.K. (1988), 'Labour Economics. Principles Problem and Practices', Deep and Deep Publication Pvt. Ltd. New Delhi.
- Jackson, M.P., Strikes
- Karnik V.B. (1974), 'Indian labour, Problems and prospects', Minewal Associations.
- Joshi C.K (1967), ' Unionism in Developing Economy', Asia Publication House, Bombay.
- Mamoria C.B. & Mamoria S. (1992), 'Dynamics of Industrial Relation in India', Himalaya Publishing House.
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- Memoria & Memoria- 'Ind. Relations' Himalaya Pub. House, Mumbai.
- A.M. Sharma- 'Ind. Relations' - Himalaya Pub. House, Mumbai.
- G.Ramanugan- The Honey bee to words a new culture in Ind, Relations- Sterling Pub. Pvt. Ltd.

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- Frontiers of Electronic Commerce - Kalakota & Whinston
- E- Commerce - Rajaraman
- E- Commerce - Whitley
- E- Commerce concepts and cases - Rao and Deshpande.
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- Visual Basic 6.0 Programming - Content Development Group, TMH
- The Complete Reference to Visual Basic 6 - Noel Jerke, TMH
- Visual Basic 6 Programming Black Book - Steven Holzner, Dreamtech Press

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