



JNAN VIKAS MANDAL'S

Mohanlal Raichand Mehta College of Commerce

Diwali Maa Degree College of Science

Amritlal Raichand Mehta Degree College of Arts

Padmashree (Dr.) R.T. Doshi Degree College of Computer Science

Plot no.9, Sector -19, Airoli Navi Mumbai

**Name of the activity – Certificate Course in E Content Development for TYBMS
(Departmental course)**

Members involved –

Dr. Leena Sarkar – Principal

Asst. Prof. Yogita Sawant – Coordinator- BMS Department

Organizing Committee :

Asst.Prof.Navaj Mulani

Asst.Prof.Onkar Mone

Asst.Prof.Divya Gautam

Asst.Prof..Riyu Haldankar





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Department of BMS

Notice

10th June, 2022

All the departmental members are hereby informed that the departmental meeting will be conducted with the Principal on Monday, 13th June 2022 at 11:00 AM. in the Principal's Office.

Agenda of the meeting will be as follows: -

1. Discussion regarding which certificate course to be conducted.
2. Discussion regarding online Platform, Duration and Time of the Orientation of Certificate course.
3. Discussion regarding Objectives of the Orientation of course.
4. Discussion regarding the duration of the course.


Asst. Prof. Yogita Sawant

Coordinator (BMS)


Dr. Leena Sarkar

**PRINCIPAL
 PRINCIPAL**

**JNAN VIKAS MANDAL'S
 M.R. MEHTA COLLEGE OF COMMERCE
 D.M. COLLEGE OF SCIENCE
 A.R. MEHTA COLLEGE OF ARTS
 Dr. R.T. DOSHI COLLEGE OF COMPUTER SCIENCE
 Plot No.9, SEC.- 19, AIROLI,
 NAVI MUMBAI-400 708**





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Plot no 9, Sector -19, Airoli, Navi Mumbai.

Minutes of The Meeting

The meeting was held with the Department of BMS for organizing Certificate courses for TYBMS 13th June 2022 Monday in the Principal's office at 11:00 AM. The meeting was presided over by the Chairperson - Principal Dr. Leena Sarkar and attended by Asst Prof. Yogita Sawant (Coordinator - BMS), Asst. Prof. Navaj Mulani, Asst. Prof. Onkar Mone, Asst. Prof. Divya Gautam and Asst. Prof. Riyu Haldankar. In the meeting following points were discussed and decisions were taken in order to discuss about the organization of orientation of Certificate course

Below are the minutes of the meeting:

- Date of Course Initiation – 20th June, 2022
- Duration of the Course 40 Hours.
- The Course Title for TYBMS finalized was 'E-Content Development
- Course Design was prepared for TYBMS which included objective, syllabus, assessment method, Pedagogy etc.

Work distribution and planning

- Certificate designing – Asst. Prof. Divya Gautam
- Questions to be prepared – Individual Faculty
- Quiz form creation – Asst. Prof. Onkar Mone
- Co-ordination with participants on whatsapp group – Asst. Prof. Divya Gautam
- WhatsApp group handling and query solving – Asst. Prof. Onkar Mone
- Technical problem – Asst. Prof. Onkar Mone



- 4
- Certificate allotment – Asst.Prof. Riyu Haldankar
 - Report/Data handling – Asst. Prof. Divya Gautam
 - Testing of registration cum Quiz forms to check technicalities and flaws if any
-Asst.Prof. Yogita Sawant

Dr.Leena Sarkar- Principal

Leena

Asst. Prof. Yogita Sawant - Coordinator (BMS)

Yogita

Asst. Prof. Navaj Mulani

Navaj

Asst. Prof. Onkar Mone

Onkar

Asst. Prof. Divya Gautam

Divya

Asst.Prof.Riyu Haldankar

Riyu






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Notice of Certificate Course

Date: 15th June, 2022

● All the students of TYBMS and SYBMS are hereby informed that the online certificate Course Organized by the department of BMS will be commencing from Monday, 20th June, 2022 at 7:00 AM . This course is Free of Cost and will be helpful for students to develop and sharpen their knowledge and skills that are essential to stand apart from the others with some add-ons. So all the Students are requested to be present and take advantage of the same.

● 
Asst. Prof. Yogita Sawant

Coordinator


Dr. Leena Sarkar

Principal

PRINCIPAL
JNAN VIKAS MANDAL'S
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Plot No.9, SEC.- 19, AIROLI,
NAVI MUMBAI-400 708.



FEEDBACK FORM IMAGES

CERTIFICATE x TYBMS CER x 4-20th-30th x Report of B... x Report of B... x 3-20th-30th x 12-22nd Sep x Activity List x +

docs.google.com/forms/d/1QOYSlaq7qUAb0gxeDjCkuoLlZeCjL_EtmVMMEt8RQ/edit

TYBMS CERTIFICATE COURSE EXAM 2022 ☆

Questions Responses 1 Settings Total points: 50

TYBMS CERTIFICATE COURSE FEEDBACK FORM

Description (optional)

HOW WOULD YOU LIKE TO RATE THE COURSE RESOURCE PERSON YOGITA SAWANT? *

1 2 3 4 5

POOR EXCELLENT

HOW WOULD YOU LIKE TO RATE THE COURSE RESOURCE PERSON NAVAJ MULANI ? *

1 2 3 4 5

POOR EXCELLENT

CERTIFICATE x TYBMS CER x 4-20th-30th x Report of B... x Report of B... x 3-20th-30th x 12-22nd Sep x Activity List x +

docs.google.com/forms/d/1QOYSlaq7qUAb0gxeDjCkuoLlZeCjL_EtmVMMEt8RQ/edit

TYBMS CERTIFICATE COURSE EXAM 2022 ☆

Questions Responses 1 Settings Total points: 50

HOW WOULD YOU LIKE TO RATE THE COURSE RESOURCE PERSON ONKAR MONE? *

1 2 3 4 5

POOR EXCELLENT

HOW WOULD YOU LIKE TO RATE THE COURSE RESOURCE PERSON DIVYA GAUTAM ? *

1 2 3 4 5

POOR EXCELLENT

HOW WOULD YOU LIKE TO RATE THE COURSE RESOURCE PERSON RIVU HALDANKAR ? *

1 2 3 4 5

POOR EXCELLENT



CERTIFICATE x TYBMS CER x 4-20th-30th x Report of Br... x Report of Br... x 3-20th-30th x 12-22nd Sep... x Activity List... x

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TYBMS CERTIFICATE COURSE EXAM 2022 ☆

Questions Responses 11 Settings Total points: 50

HOW WERE THE CONTENTS COVERED IN THE COURSE RESOURCE PERSON YOGITA SAWANT ? *

1 2 3 4 5

POOR EXCELLENT

HOW WERE THE CONTENTS COVERED IN THE COURSE RESOURCE PERSON NAVAJ MULANI ? *

1 2 3 4 5

POOR EXCELLENT

HOW WERE THE CONTENTS COVERED IN THE COURSE RESOURCE PERSON ONKAR MONE ? *

3-20th-30th June...pdf 3-20th-30th June...pdf Report of Bridge C...pdf Report of Bridge C...pdf Show all x

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CERTIFICATE x TYBMS CER x 4-20th-30th x Report of Br... x Report of Br... x 3-20th-30th x 12-22nd Sep... x Activity List... x

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TYBMS CERTIFICATE COURSE EXAM 2022 ☆

Questions Responses 11 Settings Total points: 50

HOW WERE THE CONTENTS COVERED IN THE COURSE RESOURCE PERSON DIVYA GAUTAM ? *

1 2 3 4 5

POOR EXCELLENT

HOW WERE THE CONTENTS COVERED IN THE COURSE RESOURCE PERSON RIYU HALDANKAR ? *

1 2 3 4 5

POOR EXCELLENT

DID THE COURSE MEET YOUR EXPECTATIONS ? *

1 2 3 4 5

3-20th-30th June...pdf 3-20th-30th June...pdf Report of Bridge C...pdf Report of Bridge C...pdf Show all x

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DID THE COURSE MEET YOUR EXPECTATIONS ? *

	1	2	3	4	5	
POOR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	EXCELLENT

HOW WELL THE COURSE WAS ORGANISED ? *

	1	2	3	4	5	
POOR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	EXCELLENT

HOW DID YOU FIND THE CONTENT OF THE COURSE ? *

	1	2	3	4	5	
POOR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	EXCELLENT



CERTIFICATE x TYBMS CER x 4-20th-30th x Report of Br... x Report of Br... x 3-20th-30th x 12-22nd Sep... x Activity List... x

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TYBMS CERTIFICATE COURSE EXAM 2022 ☆

Questions Responses 11 Settings Total points 50

WHAT ASPECTS OF THE COURSE WAS MOST USEFUL OR VALUABLE ? *

Long answer text

PLEASE RATE YOUR OVERALL KNOWLEDGE LEVEL ABOUT THE TOPICS COVERED BEFORE ATTENDING THE COURSE ? *

- EXCELLENT
- GOOD
- FAIR
- Poor

PLEASE RATE YOUR OVERALL KNOWLEDGE LEVEL ABOUT THE TOPICS COVERED AFTER ATTENDING THE COURSE ? *

3-20th-30th June...pdf Report of Bridge C...pdf

CERTIFICATE x TYBMS CER x 4-20th-30th x Report of Br... x Report of Br... x 3-20th-30th x 12-22nd Sep... x Activity List... x

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TYBMS CERTIFICATE COURSE EXAM 2022 ☆

Questions Responses 11 Settings Total points 50

GOOD

FAIR

Poor

PLEASE RATE YOUR OVERALL KNOWLEDGE LEVEL ABOUT THE TOPICS COVERED AFTER ATTENDING THE COURSE ? *

- EXCELLENT
- Good
- Fair
- Poor

3-20th-30th June...pdf Report of Bridge C...pdf

Keena



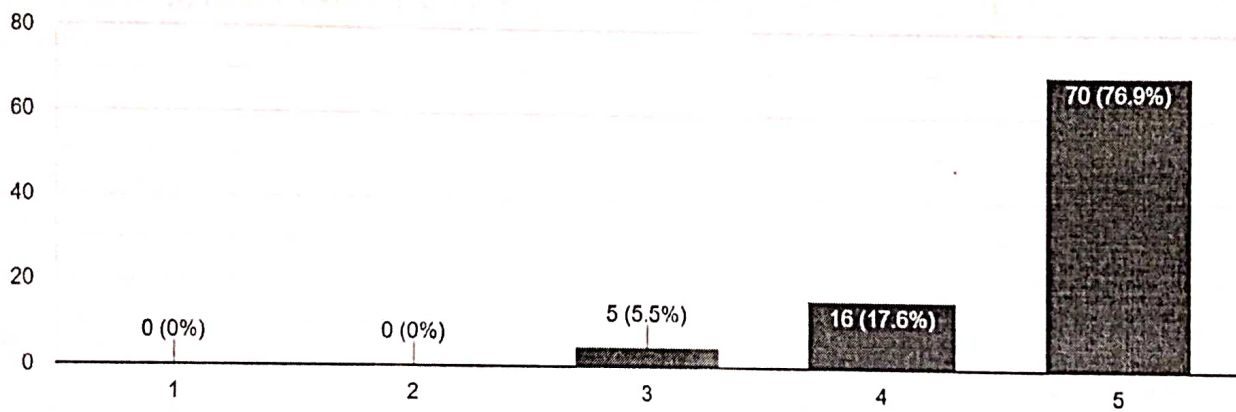
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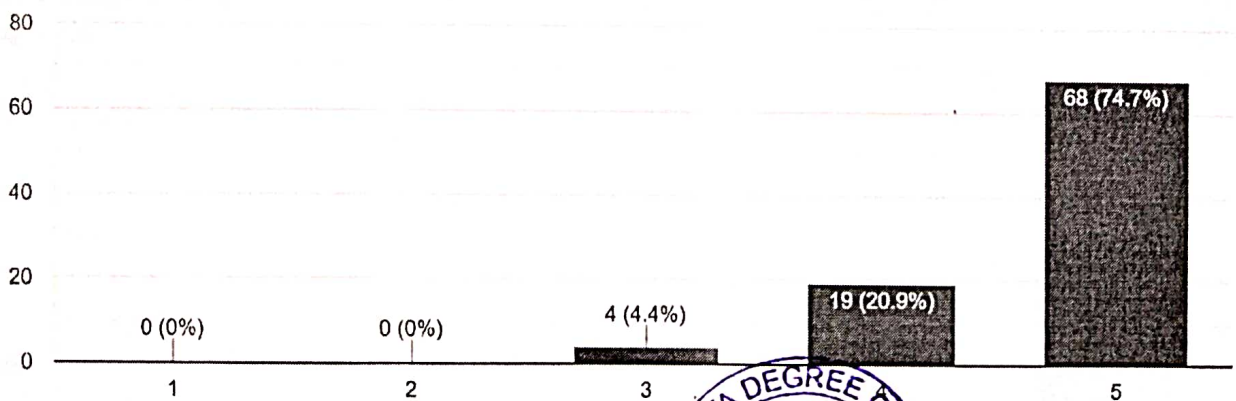
HOW WOULD YOU LIKE TO RATE THE COURSE RESOURCE PERSON YOGITA SAWANT.?

91 responses



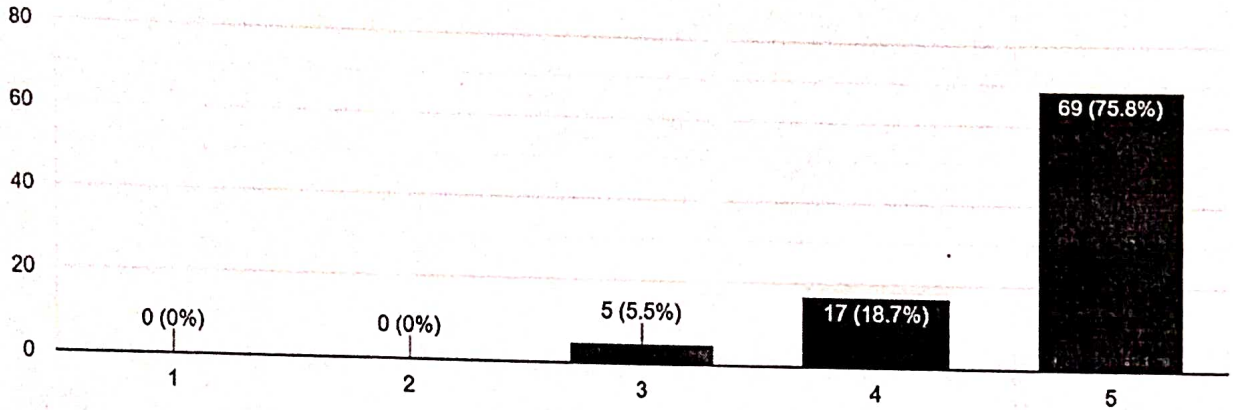
HOW WOULD YOU LIKE TO RATE THE COURSE RESOURCE PERSON NAVAJ MULANI.?

91 responses



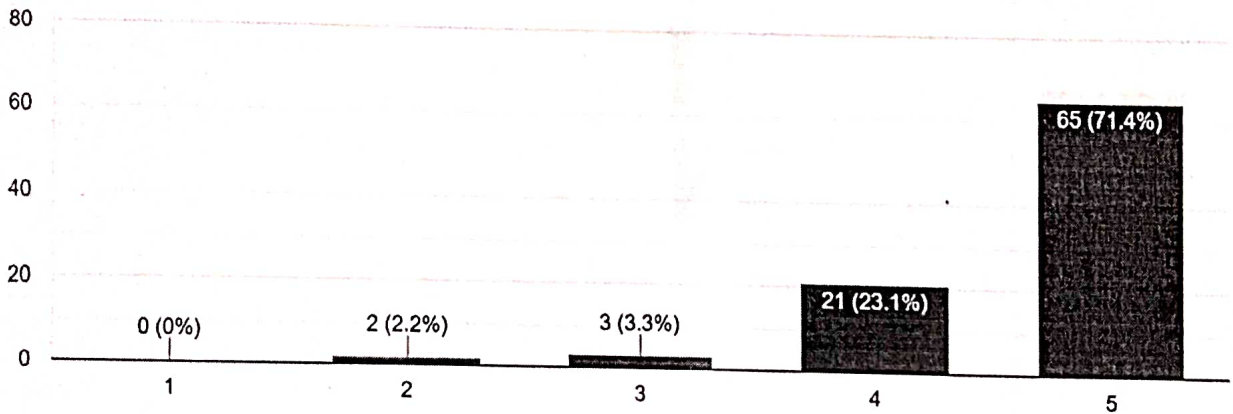
HOW WOULD YOU LIKE TO RATE THE COURSE RESOURCE PERSON ONKAR MONE.?

91 responses



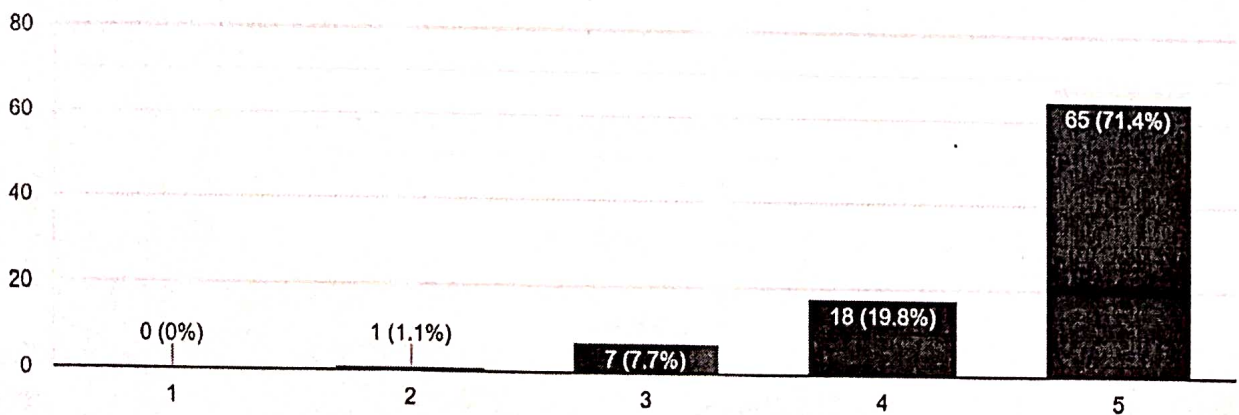
HOW WOULD YOU LIKE TO RATE THE COURSE RESOURCE PERSON DIVYA GAUTAM.?

91 responses



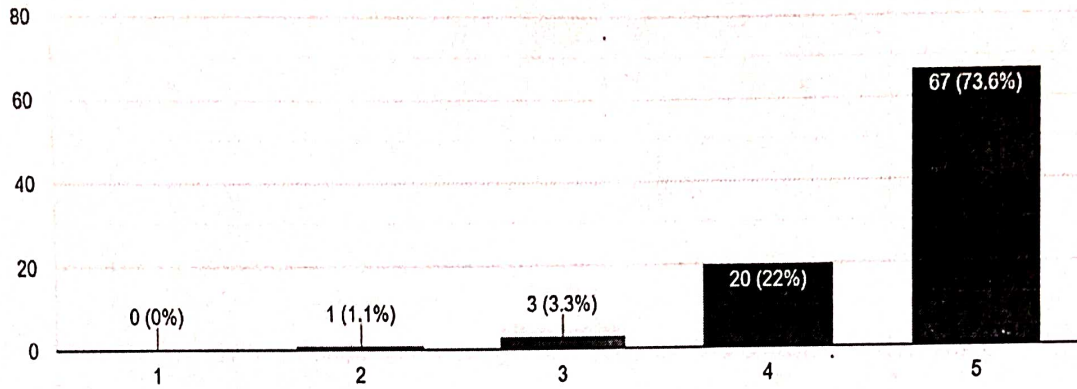
HOW WOULD YOU LIKE TO RATE THE COURSE RESOURCE PERSON RIYU HALDANKAR.?

91 responses



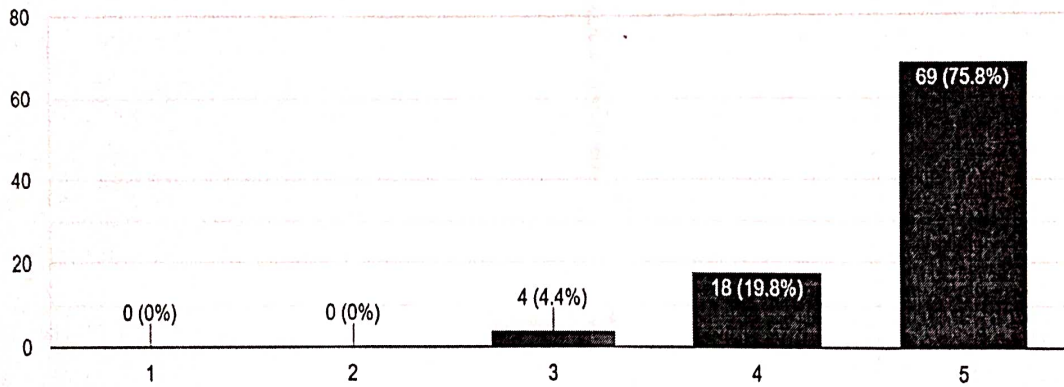
HOW WERE THE CONTENTS COVERED IN THE COURSE RESOURCE PERSON YOGITA SAWANT.?

91 responses



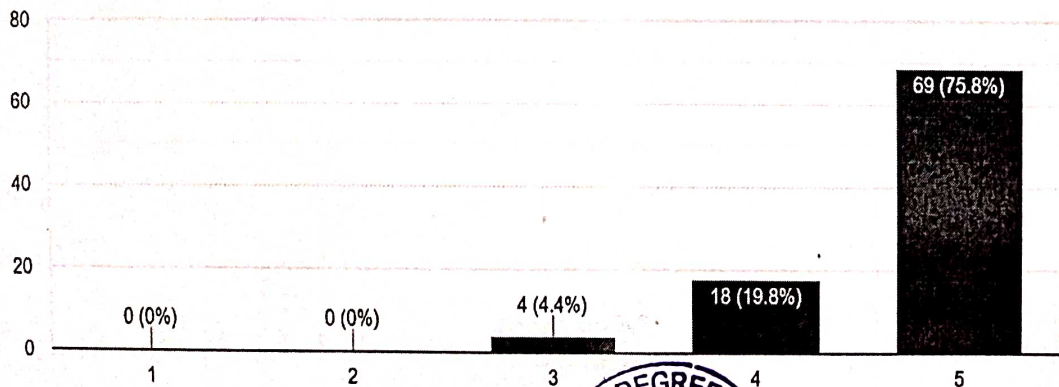
HOW WERE THE CONTENTS COVERED IN THE COURSE RESOURCE PERSON NAVAJ MULANI.?

91 responses



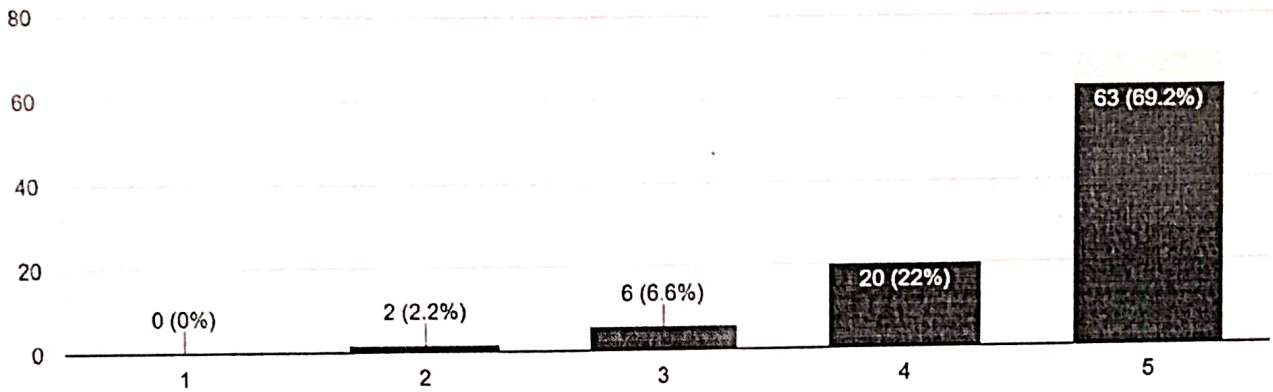
HOW WERE THE CONTENTS COVERED IN THE COURSE RESOURCE PERSON ONKAR MONE.?

91 responses



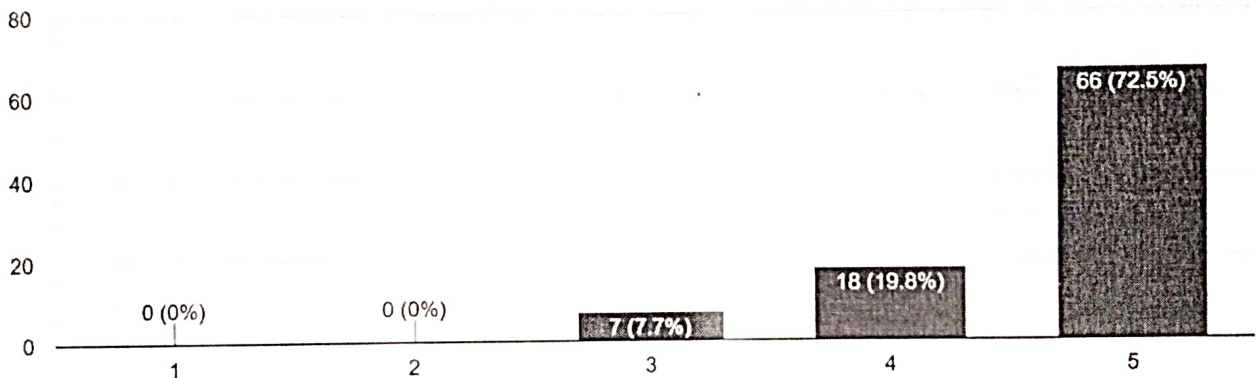
HOW WERE THE CONTENTS COVERED IN THE COURSE RESOURCE PERSON DIVYA GAUTAM.?

91 responses



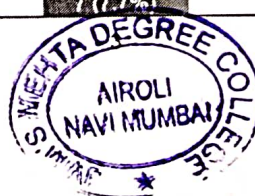
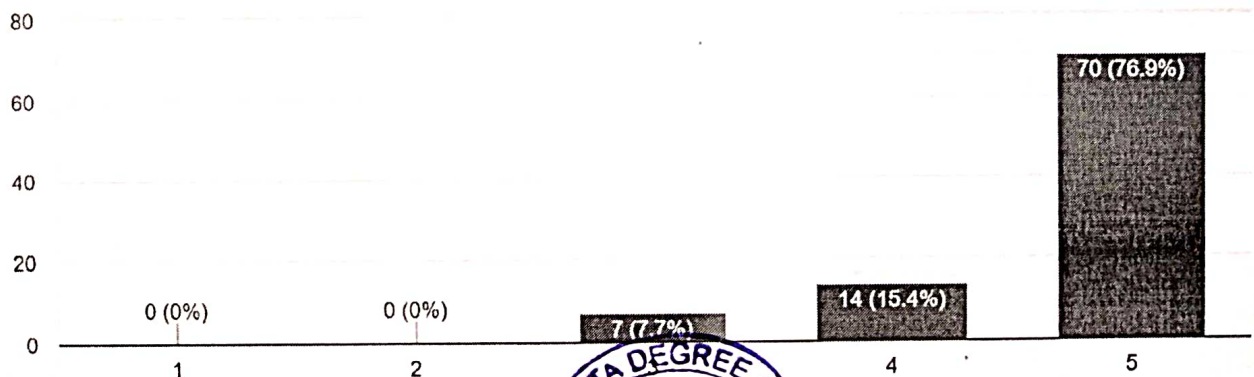
HOW WERE THE CONTENTS COVERED IN THE COURSE RESOURCE PERSON RIYU HALDANKAR?

91 responses



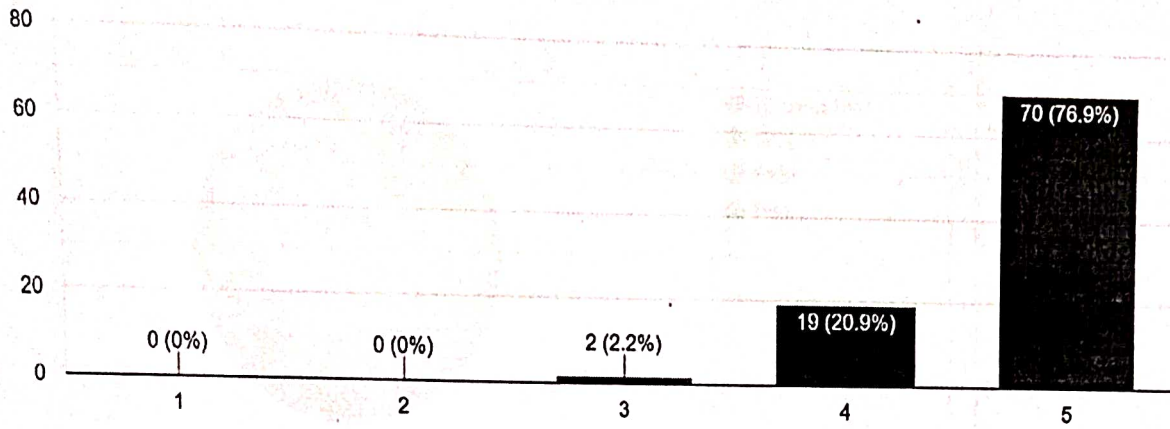
DID THE COURSE MEET YOUR EXPECTATIONS.?

91 responses



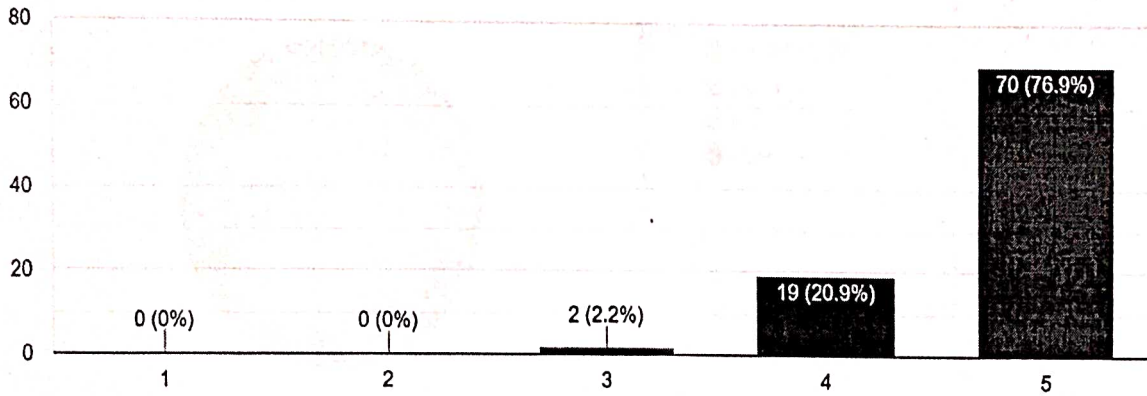
HOW WELL THE COURSE WAS ORGANISED.?

91 responses



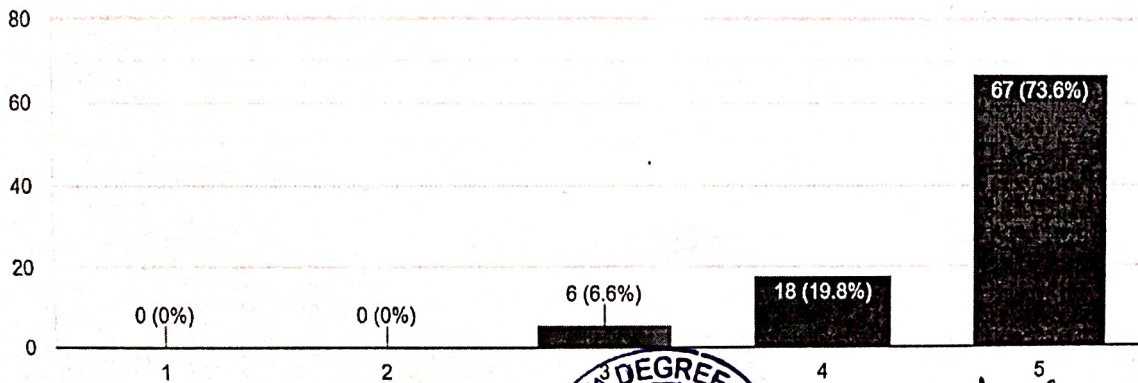
HOW WELL THE COURSE WAS ORGANISED.?

91 responses



HOW DID YOU FIND THE CONTENT OF THE COURSE.?

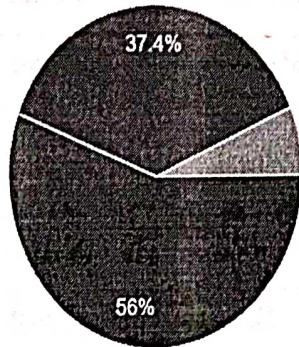
91 responses



Keena

PLEASE RATE YOUR OVERALL KNOWLEDGE LEVEL ABOUT THE TOPICS COVERED BEFORE ATTENDING THE COURSE.?

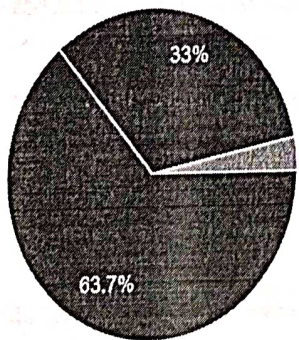
91 responses



- EXCELLENT
- GOOD
- FAIR
- Poor

PLEASE RATE YOUR OVERALL KNOWLEDGE LEVEL ABOUT THE TOPICS COVERED AFTER ATTENDING THE COURSE.?

91 responses



- EXCELLENT
- Good
- Fair
- Poor

Neena



LIST OF THE PARTICIPANTS

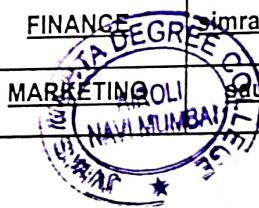
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56	<u>Rutik koli</u>	<u>8108290509</u>	<u>MARKETING</u>	<u>ruthikkoli@gmail.com</u>
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CERTIFICATE



JNAN VIKAS MANDAL'S DEGREE COLLEGE, AIROLI

Plot no.9, Sector-19, Airoli, Navi Mumbai-400708
 NAAC Re-Accredited Grade 'A' (CGPA 3.33) (2nd Cycle)
 (Affiliated to University of Mumbai)

CERTIFICATE OF PARTICIPATION

This Certificate is Awarded to

<<NAME>>

for completing 40 hours of "Certificate Course in E-Content Development" organised by Department of Bachelor of Management Studies (BMS) of Jnan Vikas Mandal's Degree College, Airoli, Navi Mumbai from 20th June, 2022 – 30th June, 2022.

Yogita Sawant
 Asst. Prof. Yogita Sawant
 BMS COORDINATOR

Leena
 Dr. Mrs. Leena Sarkar
 PRINCIPAL



Leena



JNAN VIKAS MANDAL'S

**Mohanlal Raichand Mehta College of Commerce
Diwali Maa Degree College of Science
Amritlal Raichand Mehta Degree College of Arts
Padmashree (Dr.) R.T. Doshi Degree College of Computer Science
Plot no.9, Sector -19, Airoli, Navi Mumbai**

BMS Department

Certificate Course in E Content Development (TYBMS 2022-2023)

Course Overview:

With the advent of Internet and World Wide Web (www), the access to information has become very easy and the entire world is moving towards digitization. They are more inclined to find information by accessing the Internet through mobile phones and computers, or chatting with friends on a social networking site. The advancements in technology and the plethora of powerful and innovative digital devices and tools have a great potential to improve educational outcomes. Educators must understand that the use of digital content and devices will improve teaching and learning and thus enhance educational opportunities and benefit the Millennial. This course on E-content development is meant to understand the meaning and standards of E-content, learning objects, designing and development of digital resources.

Objectives of the Course:

- The course is about gaining knowledge about various e-learning development tools. Content development deals with the creation and presentation of content, which is necessary for any business.
- The training will guide you as to how to create content effectively with the help of custom animations to create a powerful impression in the minds of viewers.
- You will learn how to develop content in various forms and kinds such as tutorials, simulations, games, assessments, videos, podcasts, troubleshooting guides and so on.
- This course is crafted to help the students develop and sharpen knowledge and skills that are essential in designing and managing organizations to get the best out of their human resources.



Course Outcome:

The course is strategically designed to cover all aspects of content development. Through this training, you will learn about creating, editing and maintaining the contents to provide factual information to the users. The course will provide you training about the creation of digital learning content. The result of the course will be calculated on the basis of test (MCQ type) taken by the faculties at the end of the course. Students scoring more than 40% in the test will be awarded with the certificate.

Course Duration:

32 + 08 = 40 lectures of one hour each

Pedagogy:

The subject is based on the classroom teaching and assignments. Active participation by the student is important as they are going to involve in practical learning as case study, team projects and quiz are main pedagogy instruments.

Assessment:

- QUIZ: The most important part of assessment is QUIZ which will be conducted at the end of the certificate course through which students can check their IQ related to the subject.
- Attendance: This will help students to maintain flow in their learning concepts.
- Active Participation: This will improve students' communication and alertness and will learn the practical things related to the topic

Earn a Certificate:

When you finish every course and complete the hands-on project, you'll earn a Certificate that you can share with prospective employers and your professional network.



CORE SYLLABUS

Duration: 08 Hours

Allocation of total hours for each topic

YOGITA SAWANT (6 Lectures)

SR. NO.	TOPICS	THEORY HOURS
1	POWER POINT PRESENTATION BASIC	01
2	POWER POINT CERTIFICATE MAKING	02
3	POWER POINT IN GOOGLE SLIDES	02
4	GOOGLE SHEETS	01

SYLLABUS OUTLINE:

1. POWER POINT PRESENTATION BASIC –how to make simple slides
2. POWER POINT CERTIFICATE MAKING – how to prepare certificate
3. POWER POINT IN GOOGLE SLIDES – how google slides can be used for innovative slide creation and sharing of slide with link.
4. GOOGLE SHEETS – how to use google sheets

Duration: 06 Hours

Allocation of total hours for each topic

NAVAJ MULANI (6 Lectures)

SR. NO.	TOPICS	DURATION
1	GOOGLE DOCS	02
2	CREATING & SHARING A HYPER LINK OF WORD DOCUMENT	02
3	GOOGLE FORM - 1	01
4	GOOGLE FORM -2	01
5	CREATION OF WORD FILE FROM GOOGLE FORM	02

SYLLABUS OUTLINE:

1. GOOGLE DOCS – use of google docs



CORE SYLLABUS

Duration: 08 Hours

Allocation of total hours for each topic

YOGITA SAWANT (6 Lectures)

SR. NO.	TOPICS	THEORY HOURS
1	POWER POINT PRESENTATION BASIC	01
2	POWER POINT CERTIFICATE MAKING	02
3	POWER POINT IN GOOGLE SLIDES	02
4	GOOGLE SHEETS	01

SYLLABUS OUTLINE:

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SR. NO.	TOPICS	DURATION
1	GOOGLE DOCS	02
2	CREATING & SHARING A HYPER LINK OF WORD DOCUMENT	02
3	GOOGLE FORM - 1	01
4	GOOGLE FORM -2	01
5	CREATION OF WORD FILE FROM GOOGLE FORM	02

SYLLABUS OUTLINE:

1. GOOGLE DOCS – use of google docs



- 2. CREATING & SHARING A HYPER LINK OF WORD DOCUMENT – use of hyper link in sharing lengthy file
- 3. GOOGLE FORM – GENERAL
- 4. GOOGLE FORM – QUIZ, FILE UPLOAD ETC....
- 5. CREATION OF WORD FILE FROM GOOGLE FORM – how responses form data can be copied to google docs and word file can be created.

Duration: 06 Hours

Allocation of total hours for each topic

ONKAR MONE (8 Lectures)

SR. NO.	TOPICS	THEORY HOURS
1	CYBER LAW	04
2	E – COMMERCE & ITS LEGAL ISSUES	04

SYLLABUS OUTLINE:

- 1. CYBER LAW – What is Cyber law; Need for Cyber law.
- 2. E – COMMERCE & ITS LEGAL ISSUES – E-commerce uses and legal issues.

Duration: 08 Hours

Allocation of total hours for each topic

DIVYA GAUTAM (8 Lectures)

SR. NO.	TOPICS	DURATION
1	BASIC EXCEL	02
2	EXCEL FUNCTION	02
3	EXCEL GRAPH	02
4	USE OF CREATIVE TEMPLATES FOR RESUME WRITING	02

SYLLABUS OUTLINE:

- 1. BASIC EXCEL – Use of Microsoft Excel
- 2. EXCEL FUNCTION – Use of Maths and extra functions
- 3. EXCEL GRAPH – how to create different type of graphs



4. USE OF CREATIVE TEMPLATES FOR RESUME WRITING – Attractive and formal Resume writing

Riyu Mam (08 Lectures)

SR. NO.	TOPICS	DURATION
1	E-CONFERENCING PLATFORMS	02
2	PROMINENT PLATFORMS	03
3	BLOGS & VLOGS	03

SYLLABUS OUTLINE:

- 1. E-CONFERENCING PLATFORMS
- 2. DIGITAL COMMUNICATION – Need & Importance
- 3. BLOGS & VLOGS– Creation and uses

Neena





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Plot no 9, Sector -19, Airoli, Navi Mumbai.

DEPARTMENT OF BMS
TYBMS TIME TABLE OF CERTIFICATE COURSE 2022-23 - TERM I

DATE & DAY	TIME & SUBJECT				
	7:00 to 7:45	7:45 to 8:30	8:30 to 9:15	9:15 to 10:00	10:20 to 11:05
20/6/2022 Monday	Navaj Sir	Yogita mam	Riyu Mam	Divya Mam	Practical
21/6/2022 Tuesday	Navaj Sir	Divya Mam	Riyu Mam	Yogita mam	Test
22/6/2022 Wednesday	Navaj Sir	Yogita mam	Divya Mam	Riyu Mam	Practical
23/6/2022 Thursday	Yogita mam	Navaj Sir	Riyu Mam	Onkar Sir	Test
24/6/2022 Friday	Navaj Sir	Onkar Sir	Riyu Mam	Yogita mam	Practical
25/6/2022 Saturday	Yogita mam	Onkar Sir	Navaj Sir	Riyu Mam	Test
27/6/2022 Monday	Navaj Sir	Yogita mam	Riyu Mam	Divya Mam	Practical
28/6/2022 Tuesday	Navaj Sir	Divya Mam	Riyu Mam	Yogita mam	Test
29/6/2022 Wednesday	Navaj Sir	Yogita mam	Divya Mam	Riyu Mam	Practical
30/6/2022 Thursday	Yogita mam	Navaj Sir	Riyu Mam	Onkar Sir	Test

Asst. Prof. Yogita Sawant

Coordinator



Leena

Dr. Leena Sarkar

PRINCIPAL
Principal
JNAN VIKAS MANDAL'S
M.R. MEHTA COLLEGE OF COMMERCE
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22/6/2022 Wednesday	Navaj Sir	Yogita mam	Divya Mam	Riyu Mam	Practical
23/6/2022 Thursday	Yogita mam	Navaj Sir	Riyu Mam	Onkar Sir	Test
24/6/2022 Friday	Navaj Sir	Onkar Sir	Riyu Mam	Yogita mam	Practical
25/6/2022 Saturday	Yogita mam	Onkar Sir	Navaj Sir	Riyu Mam	Test
27/6/2022 Monday	Navaj Sir	Yogita mam	Riyu Mam	Divya Mam	Practical
28/6/2022 Tuesday	Navaj Sir	Divya Mam	Riyu Mam	Yogita mam	Test
29/6/2022 Wednesday	Navaj Sir	Yogita mam	Divya Mam	Riyu Mam	Practical
30/6/2022 Thursday	Yogita mam	Navaj Sir	Riyu Mam	Onkar Sir	Test

Asst. Prof. Yogita Sawant

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Plot No.9, SEC.- 19, AIROLI
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ASSESSMENT REPORT

Department of BMS

Certificate Course in Personality Development (TYBMS)

20th June 2022 to 30th June 2022

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ASSESSMENT REPORT

Department of BMS			
Certificate Course in Personality Development (TYBMS)			
20th June 2022 to 30th June 2022			
NAME OF THE STUDENT	MOBILE NUMBER	Email address	Score
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Report on Certificate Course in E-Content development -(TYBMS)

Date:- 30th June, 2022

BMS department had organized a Certificate Course in E-Content development - 40 Hrs., for TYBMS students from 15th June 2021 to 23rd June 2021. The course was crafted to help the students develop and sharpen knowledge and skills that are essential to designing and managing organizations to elicit the best out of their human resources. The expected outcome of the course is the addition to the knowledge of the students regarding all current aspects of E- Content Development which will help them to enter the job market with more confidence and attitude. The result of the course was calculated on the basis of test (MCQ type) taken by the faculties at the end of the course. Students scoring more than 40% in the test were awarded with the certificate

Report prepared by - Asst. Prof. Divya Gautam

Report verified by - Asst. Prof. Yogita Sawant (BMS Coordinator)

Report approved by - Dr. Leena Sarkar – Principal

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