



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

Notice of the Meeting

Date: 17th April, 2023

All the teachers of commerce department are hereby informed that the meeting will be conducted on 18th April 2023 at 11:00 AM

Agenda of the meeting will be as follows: -

- Finalizing Course
- Syllabus of the course
- Duration
- Distribution of Work


Mrs. Ujwala Pawar
HOD Commerce


Dr. B.R. Deshpande
Vice Principal


Dr. (Mrs.) 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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Minutes of the Meeting

20th April, 2023

For planning the certificate course for S.Y.B.Com & T.Y.B.Com students a meeting was held with Principal Madam on 18th April, 2023 in the Conference Room at 11:00 AM. The meeting was presided by Principal Dr. Leena Sarkar. In the meeting following points were discussed and decisions were taken:.

Title of the course : The title was finalised as " knowledge enhancement Competitive examination". And It was decided to have two different levels. Level 1 Introductory to the S.Y.B.COM class and advanced level 2 for T.Y.B.COM class.

Duration: It was decided that the duration of the certificate course will be for 30 hrs each.

b: the syllabus is divided in three parts Numerical ability, communicative English and general awareness.

Distribution of Work: The distribution of work was done amongst the teachers.

As there was no matter to discuss further, meeting ended with vote of thanks by the chair person.

1. Dr. Leena Sarkar [Principal] *Leena*
2. Dr. B.R Deshpande [Vice Principal] *B.R.*
3. Ujwala Pawar *Ujwala*
4. Kavita Manoj *Kavita*
5. Prema Bardhan *Prema*
6. N.K Patil *N.K.*
7. Dr. Surekha Verma *Surekha*
8. Dr. Kanika Pahwa *Kanika*
9. Swati Choudhari *Swati*
10. Manohar Dhotre *Manohar*





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Syllabus for certificate course

Knowledge Enhancement for Competitive Examination


Name of Faculty	Level 1[S.Y.B.COM]	Level 2 [T.Y.B.COM]
Mr. N.K. Patil Topic: Numerical Ability	1] Coding: - [Alphabetical & Numerical]. 2] Directions: - [Distance] 3] Analogy: - Simple Problems. 4] Logical Reasoning: - [Series]. 5] Problems on Time & Distance. 6] Current Affairs	1] Coding: -[Alpha - Numerical]. 2] Directions: - [Distance & Directions] 3] Nonverbal Analogy [Complex Problems]. 4] Logical Reasoning: - [Complex Series] 5] Problems on Time, Distance, Age & Calendar 6] Current Affairs
Mrs. Shubhangi Deotale Topic: Numerical Ability	1) Number series, Linear Equation, Quadratic Equation, Simplification 2) Decimal Fractions 3) Ratio and proportion 4) Average 5) Simple Interest 6) Permutation	1) Number series, Linear Equation, Quadratic Equation, Simplification and approximation 2) Square roots 3) Ratio, Proportion, Percentage and Partnership 4) Profit and Loss 5) Simple Interest and Compound Interest 6) Permutation and Combination
Dr. Surekha Verma Topic: communicative English	Beyond Communication Purpose of communication- Personal & Professional Biodata Interview etiquette- preparation, on-the spot interview, online interview Personal energy enhancement & update for s positive, effective communication	Know Your Client Types of client Steps to convince your client- RAPP analysis & NICE analysis 5 most popular reasons for your sales/ deal to not close off



Dr. Kanika Pahwa Topic: General Awareness	<ol style="list-style-type: none"> 1. Majestic Animals 2. Interesting Shortcuts in Computers 3. Vaccine Technology 4. Wildlife Conservation 	<ol style="list-style-type: none"> 1. Animal World 2. Science behind COVID-19 3. Tips & Tricks to use Computers 4. Environmental Concerns
Ujwala Pawar & Kavita Manoj	Motivational Theories <ul style="list-style-type: none"> • Need Hierarchy theory • Pink theory • Expectancy theory EQ and SQ	Leadership Styles <ul style="list-style-type: none"> • Autocratic style • Consultative style • Participative style • Situational style Evolution of management
Dr. B.R.Deshpande Swati Chaodhari & Manohar Dhotre	Financial Management <ul style="list-style-type: none"> • Cash management • Credit management • Working capital management 	Corporate Finance <ul style="list-style-type: none"> • Ratio analysis • Capital Budgeting
Bhagyshreee	Fundamentals of Computer system	Introduction to Microsoft office
Prema Bardhan	Micro Finance	Macro Finance


Mrs. Ujwala Pawar
HOD Commerce


Dr. B.R. Deshpande
Vice Principal


Dr. (Mrs.) Leena Sarkar
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Certificate Course
Knowledge Enhancement for Competitive Examination
20th June to 26th June 2023
Time Table

DAY	TIME	T.Y.B.COM [A]	T.Y.B.COM [B]	S.Y.B.COM [A]	S.Y.B.COM [B]	S.Y.B.COM [C]
Monday	7a.m. to 7.50 a.m.	Swati	Ujwala	kavita	Manohar	Prema
	7.50 a.m. to 8.40 a.m.	BRD	Swati	Prema	Ujwala	Manohar
	8.40 a.m. to 9.30 a.m.	NKP	Bhagyashree	Surekha	Kanika	Shubhangi
	9.30 a.m. to 9.50 a.m.					
	9.50 a.m. to 10.40 a.m.	Bhagyashree	Shubhangi	Kanika	Surekha	Manohar
	10.40 a.m to 11.30 a.m.	Prema	Ujwala	Manohar	NKP	Bhagyashree
Tuesday	7a.m. to 7.50 a.m.	Swati	Ujwala	Prema	Manohar	Kavita
	7.50 a.m. to 8.40 a.m.	BRD	Swati	Manohar	Kavita	Ujwala
	8.40 a.m. to 9.30 a.m.	Bhagyashree	NKP	Shubhangi	Kanika	Surekha
	9.30 a.m. to 9.50 a.m.					
	9.50 a.m. to 10.40 a.m.	Shubhangi	Kanika	Surekha	Manohar	Bhagyashree
	10.40 a.m to 11.30 a.m.	Manohar	Kavita	Ujwala	Bhagyashree	NKP
Wednesday	7a.m. to 7.50 a.m.	Kavita	Prema	Ujwala	Swati	Manohar
	7.50 a.m. to 8.40 a.m.	Prema	BRD	Swati	Manohar	Kavita
	8.40 a.m. to 9.30 a.m.	Kanika	Shubhangi	NKP	Bhagyashree	Surekha
	9.30 a.m. to 9.50 a.m.					
	9.50 a.m. to 10.40 a.m.	Shubhangi	Surekha	Prema	Kanika	Bhagyashree
	10.40 a.m to 11.30 a.m.	NKP	Prema	BRD	Swati	Kanika



Thursday	7a.m. to 7.50 a.m.	Kavita	Prema	Swati	Manohar	Ujwala
	7.50 a.m. to 8.40 a.m.	Prema	BRD	Manohar	Kavita	Swati
	8.40 a.m. to 9.30 a.m.	Surekha	Kanika	Shubhangi	NKP	Bhagyashree
	9.30 a.m. to 9.50 a.m.					
	9.50 a.m. to 10.40 a.m.	Prema	Surekha	Kanika	Bhagyashree	Shubhangi
	10.40 a.m. to 11.30 a.m.	Shubhangi	NKP	Bhagyashree	Surekha	Kanika
Friday	7a.m. to 7.50 a.m.	Ujwala	Kavita	Manohar	Swati	Prema
	7.50 a.m. to 8.40 a.m.	Kavita(E)	BRD	Ujwala	Prema	Swati
	8.40 a.m. to 9.30 a.m.	Shubhangi	Surekha	Bhagyashree	Kanika	NKP
	9.30 a.m. to 9.50 a.m.					
	9.50 a.m. to 10.40 a.m.	Bhagyashree	Swati	Kanika	Shubhangi	Surekha
	10.40 a.m. to 11.30 a.m.	Ujwala	Prema	Swati	Bhagyashree	Swati
Saturday	7a.m. to 7.50 a.m.	Ujwala	Kavita	Manohar	Prema	Swati
	7.50 a.m. to 8.40 a.m.	BRD	Prema	Kavita	Ujwala	Manohar
	8.40 a.m. to 9.30 a.m.	Prema	Surekha	NKP	Shubhangi	Kanika
	9.30 a.m. to 9.50 a.m.					
	9.50 a.m. to 10.40 a.m.	Bhagyashree	Ujwala	Kanika	Surekha	Shubhangi
	10.40 a.m. to 11.30 a.m.	NKP	Shubhangi	Kanika	Prema	Surekha

Ujwala Pawar
Mrs. Ujwala Pawar
HOD Commerce

B.R. Deshpande
Dr. B.R. Deshpande
Vice Principal

Leena Sarkar
Dr. (Mrs.) Leena Sarkar
Principal

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MUMBAI-400 708



Certificate Design:

	JNAN VIKAS MANDAL'S DEGREE COLLEGE	
	NAAC RE-ACCREDITED 'A' GRADE (CGPA 3.33)	
	Plot No. 9, Sector-19, Airoli Navi Mumbai	
	<i>Certificate</i>	
	This certificate is awarded to	
	<<NAME>>	
	of <<Class>> who has Successfully Completed 30 hours Online Certificate Course in	
	<i>'Knowledge Enhancement for competitive examination-I'</i>	
	organised by Department of Commerce.	
Mrs. Ujwala Pawar HOD Commerce	DR. B.R. Deshpande Vice Principal	 DR.(Mrs.) Leena Sarkar Principal





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Certificate Course

Knowledge Enhancement for Competitive Examination

Participant's List: [Level 1 S.Y.B.COM]

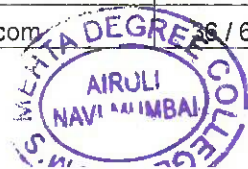
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