

**Metric: 1.2.1**

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**U.G. DEPARTMENT OF BUSINESS COMMUNICATION/ENGLISH**  
**Interview techniques and CV Preparation**  
**2017-18**

**COURSE STRUCTURE**

<b>Eligibility:</b>	<b>12<sup>th</sup> Pass</b>
<b>Duration Examination Pattern:</b>	<b>3 Months Theory – 40 marks</b> <b>Practical – 10 marks</b>
<b>Course-Coordinator:</b>	<b>Prof. Siddharth Apte</b>

**Co-ordinator**



**Principal**

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## DEPARTMENT OF BUSINESS COMMUNICATION/ENGLISH

### NOTICE

Date : 1<sup>st</sup> July, 2017

All T.Y.B.Com students are hereby informed that the Department of Business Communication is going to organize Skill Based Course on Interview Techniques from 17<sup>th</sup> July, 2017.

The last date to enrol your names for the course is 8<sup>th</sup> July, 2017.

Kindly give your names to Prof. Siddharth Apte.

Course Co-Ordinator



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## **ADD ON COURSE U.G. DEPARTMENT OF BUSINESS COMMUNICATION/ENGLISH**

### **Interview Techniques and CV Preparation 2017-18**

#### **Syllabus**

- |   |              |
|---|--------------|
| 1.)Modern Day Interview techniques          | - 8 lectures |
| 2.)Importance of Brainstorming in Interview | - 8 lectures |
| 3.)Difference between Biodata and CV        | - 8 lectures |
| 4.) Elements of a CV and its practicality   | - 8 lectures |

**Co-ordinator**



**Principal**

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**U.G. DEPARTMENT OF BUSINESS COMMUNICATION/ENGLISH**  
**Interview Techniques and C.V.Preparation**  
**2017-18**

**Time-Table**

Sr.No	Time	Day
1.	3:00 p.m. to 4:00 p.m.	Monday
2.	3:00 p.m. to 4:00 p.m.	Wednesday
3.	3:00 p.m. to 4:00 p.m.	Friday

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**Add on Course in 'Interview Techniques and C.V. Preparation  
Course Code- ITCV1718**

**Report**

Ladhidevi Ramdhar Maheshwari Night College of Commerce, Department of BUSINESS COMMUNICATION conducted short term course "Interview Techniques and C.V. Preparation" for the academic year 2017-18. In this course 86 students admitted for T.Y.B.Com. The course was conducted with the aims to make aware the students about various aspect of interview techniques and C.V. Preparation. This course was conducted smoothly for three-month as per time table. The certificate to the students were also distributed successfully.

**Coordinator**



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### **Add on Course in 'Basics of Ms.Excel'**

Accounts Department is looking forward to give latest updates to its Night College Students, by considering needs of the Night College; the department has started **Add on Course in 'Basics of Ms.Excel'**. The Commerce department has designed this course. Faculty members took the initiative and designed action plan in running this particular course.

The department started this particular course from the year 2017-18. After completion of this Course, department has conducted exams and issued certificates to the students.

Eligibility -	SYB.com
Duration of Course -	2 Months
Exam Pattern-	Practical - 40 Marks Theory – 10 Marks
Faculty -	Mr. Harun Shaikh
Co-ordinator -	Mrs. Shraddha Kokate



  
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**Notice**

Date – 7<sup>th</sup> August 2017

All the SYB.com students are hereby informed that, Mathematics and IT Department is conducting the “**Certificate Course in MS-Excel**” which is schedule from 10<sup>th</sup> August 2017. Interested student are requested to give their name to Mrs. Shraddha Kokate on or before 09<sup>th</sup> August 2017.

Co-ordinator



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**Add on Course in 'Basics of Ms.Excel'**

**2017-18**

**Course Code: BE - 1718**

**Syllabus**

<b>Module</b>	<b>Content</b>	<b>Hours</b>
<b>1 – Introduction to Excel</b>	Meaning, Excel environment, Tool Bars	<b>5 hrs.</b>
<b>2 – Creating Basics Workbook</b>	Creating, Saving, Closing, and Opening of workbooks, Entering Text and Numbers into Cells.	<b>8 hrs.</b>
<b>3 – Creating copying and Pasting of formulas</b>	Writing formulas, Auto formulas, Inserting function, Auto calculate, Cutting copying and pasting	<b>9 hrs.</b>
<b>4 – Ledger Accounts and Trial Balance</b>	Formatting cells – Moving between worksheets, Selecting, Inserting Renaming Colouring worksheets, Creating Graphical presentation	<b>10 hrs.</b>
	<b>Total</b>	<b>32 hours.</b>





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**DEPARTMENT OF MATHEMATICS AND IT**

**Time Table for Add on Course on Basics of Ms.Excel**

Time	MON.	TUE.	WED.	THU	FRI	SAT
03:00 pm to 04:30 pm	Mr.Harun Shaikh	-	Mr.Harun Shaikh	-	Mr.Harun Shaikh	-





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**Add on Course in 'Basics of Ms. Excel'**

The DEPARTMENT OF MATHEMATICS AND IT of our College conducted an Add Course in 'Basics of Ms. Excel' in 2017-18.

**Following are the details:**

1. Total no. of students admitted – 78
2. Total Number of Lectures Hours – 32 hrs.
3. Objective to acquire basic knowledge about MS-Excel, and data interpretation..
4. Observations :
  - (a) 100% lectures were successfully conducted
  - (b) For the exams 100% students were present
  - (c) Certificates were distributed to the successful students

Course Co-ordinator 

  
Principal  






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**ADD ON COURSE U.G. DEPARTMENT OF BUSINESS  
COMMUNICATION/ENGLISH  
Film Script Writing  
2017-18**

**COURSE STRUCTURE**

<b>Eligibility:</b>	<b>12<sup>th</sup> Pass</b>
<b>Duration Examination Pattern: marks</b>	<b>3 Months Theory – 40  Practical – 10 marks</b>
<b>Course-Coordinator:</b>	<b>Prof. Siddharth Apte</b>

**Co-ordinator**



**Principal**

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## DEPARTMENT OF BUSINESS COMMUNICATION/ENGLISH

### NOTICE

**Date : 2<sup>nd</sup> August, 2017**

All F.Y.B.Com students are hereby informed that the Department of Business Communication is going to organize Skill Based Course on Film Script Writing from 22<sup>nd</sup> August, 2017.

The last date to enrol your names for the course is 9<sup>th</sup> August, 2017.

Kindly give your names to Prof. Siddharth Apte.

**Course Co-Ordinator**

**Principal**



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## **ADD ON COURSE “U.G. DEPARTMENT OF BUSINESS COMMUNICATION/ENGLISH”**

### **Film Script Writing 2017-18**

#### **Course Syllabus**

Elements in Script Writing Auteur Theory, Mise en Scene, Script for Screen	- 8 lectures
Process of Script Writing:	- 8 lectures
Indian and global Scenario – Script Writing	- 8 lectures
Structure of Script Writing	-8 lectures

**Co-ordinator**



**Principal**

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## Department of Business Communication

### Add on Course : Film Script Writing

Course Code –FSW2017-18

#### Time table (2017-18)

Time	Tuesday	Thursday	Friday
3.00 to 4.00	SA	SA	SA

**Coordinator**

**Principal**



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**Add on Course in 'Film Script Writing'**

**Course Code- FSW201718**

**Report**

Ladhidevi Ramdhar Maheshwari Night College of Commerce, Department of BUSINESS COMMUNICATION conducted short term course "Film Script Writing" for the academic year 2017-18. In this course 86 students admitted for F.Y.B.Com. The course was conducted with the aims to make aware the students about various aspect of Script Writing. This course was conducted smoothly for three-month as per time table. The certificate to the students was also distributed successfully.

**Coordinator**



**Principal**  
**PRINCIPAL**

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## **Add on Course 2017-2018**

### **Course- Course- Introduction to Vedic Mathematics**

#### **Course Code- VM1718**

#### **Objective of the course**

- To enable the learners to explore the power of Vedic Math's.
- To make learners strong in numerical math's.
- To enable learner to recognize and understand simple techniques of arithmetic calculation.
- To train learners to use the ideas of Vedic Mathematics in daily calculation and make those calculation with accuracy and speed.

#### **Outcome of the course**

- To perform the simple calculation with speed and accuracy.
- Will be able to generate tables of any numbers
- Develop confidence in calculating square roots and cube roots of integers.
- To perform difficult calculation quickly.
- To perform the products of large number quickly.
- To face numerical aptitude part of any competitive examination confidently.

#### **Reference Book**

- Thirthaji S.B.K Agarwal V.S Vedic Mathematics
- Bhatiya Dhaval, Vedic Mathematics made easy, Jaico Publishing house.





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**Add on Courses -2017-2018**  
**“Introduction to Vedic Mathematics”**  
**Course Code- VM1718**

**Date: 15/12/2017**

**NOTICE**

All the students are hereby informed that Department of Mathematics going to organize a skill based course on **Introduction to Vedic Mathematics** has been scheduled for three months from 10/01/2018 to 10/03/2018. Kindly admit your names before 30/12/2017 for the course. All students should remain present in lecture hall.

**COORDINATOR**

**Mr. Chandrabhushan Yadav**



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**Add on Courses -2017-2018**

**Course- Introduction to Vedic Mathematics**

**Course Code- VM1718**

**Syllabus**

<b>Sr.No</b>	<b>Unit</b>	<b>Lecture</b>
1	History and evolution of Vedic Mathematics ,Introduction of basic Vedic Mathematics technique in multiplication,Tables,Comparision of standard methods with Vedic methods	06
2	Various techniques to carry out basic operations covering Addition, Subtraction,Multiplication,Division,complements and bases ,general multiplication (vertically cross-wise)	06
3	Factorization of simple quadratics and cubics, Highest, Common Factor,	06
4	Cubes ,cube roots ,Square root .General division ,Sum and Difference of Square	06
5	Partial fraction ,integration by partial fraction, Comparison of partial fraction with Pythagoras theorem	06
6	Simple equation ,Quadratic equation simultaneous equation	06

  
**COORDINATOR**

**Mr. Chandrabhushan Yadav**



  
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**Add on Course- Introduction to Vedic Mathematics**

**Course Code- VM1718**

**Time table (2017-18)**

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:40 to 8:40	Theory C.Y		Theory C.Y			Theory C.Y

**Teaching Faculty**

**C.Y : Mr. Chandrabhushan Yadav**

  
**COORDINATOR**

**Mr. Chandrabhushan Yadav**



  
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## **Add on Course in “Consumer Banking”**

The Department of Accountancy of the College conducted an Add on Course in “Consumer Banking” in 2017-2018.

### **Following are the details:**

1. Total no. of students admitted – 90
2. Objective to acquire basic knowledge about Consumer Banking.
3. Observations :
  - (a) 100% lectures were successfully conducted
  - (b) For the exams 100% students were present
  - (c) Certificates were distributed to the successful students



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## **Add on Course in 'Add on Course in 'Consumer Banking'**

Accountancy Department is looking forward to give latest updates to its Night College Students, by considering needs of the Night College; the department has started **Add on Course in 'Consumer Banking'**. The Commerce department has designed this course. Faculty members took the initiative and designed action plan in running this particular course.

The department started this particular course from the year 2017-2018. After completion of this Course, department has conducted exams and issued certificates to the students.



**Principal**

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**Add on Course in 'Consumer Banking' Academic Year 2017-2018**

1. **Eligibility** : F.Y.B.COM. Passed
2. **Duration of the course** : 30 Hrs.
3. **Examination Pattern** : Theory – 40 Marks,  
Practical – 10Marks  
Total – 50Marks
4. **Faculty** : Dr.Nishit Dave & Prof. Suryabhushan M Mishra
5. **Co-ordinator** : Prof.Suryabhushan M Mishra

**Co-ordinator**

**Principal**

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## Add on Course in “Consumer Banking”

### Experts for the Course

<b>Name of Add-On Course</b>	<b>“Consumer Banking”</b>
<b>Eligibility</b>	<b>F.Y.B.COM. Passed</b>
<b>Duration</b>	<b>30 HRS.</b>
<b>Total Students</b>	<b>90</b>
<b>Faculties</b>	<b>1. Dr. Nishit K. Dave 2. Prof S. M.Mishra</b>



  
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## NOTICE

**Date: 12/01/2018**

All the S.Y. B.Com students are hereby inform that the accountancy department are going to organize an Add-on Course in **Consumer Banking** which is schedule from 15th January 2018. We are requested to remain present in Room No.610 feel free to resolve your queries from **Prof.Suryabhushan M Mishra**



  
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**Add on Course in “Consumer Banking”****Syllabus**

<b>Unit No</b>	<b>Unit name</b>	<b>Lecture Allotted</b>
1	<b>Consumer Banking</b>	4 Lectures
	A. Introduction	
2	<b>Banking Liabilities</b>	4 Lectures
	A. Deposit Accounts B. Opening of deposits Account C. Nomination	
3	<b>Banking Assets</b>	4 Lectures
	A. Consumer Loan B. Consumer Durable Loans C. Educational Loan D. Recovery Agents	
4	<b>Payments Systems</b>	4 Lectures
	A. Bank Drafts B. Pay Orders C. Traveller's Cheques	
5	<b>Payment Methods</b>	5 Lectures
	A. Standing Instructions B. Mail and Wire/Telegraphic Transfers. C. Money Transfer Service Scheme D. Real Time Gross Settlement	





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6	<b>Electronic and Other Banking Channels</b>	5 Lectures
	A. Electronic Banking B. Telephone Banking C. Mobile Banking D. Cards	
7	<b>Others Services</b>	4 Lectures
	A. Telemarketing B. Doorstep Banking C. Safe Deposit Lockers D. Safe Custody	
	TOTAL	30 Lectures



  
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## DEPARTMENT OF ACCOUNTANCY

**Add on Course in Consumer Banking 2017-2018**

### **Time Table**

<b>TIME</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
02:00 pm to 04:00 pm	Dr. Nishit K. Dave	Dr. Nishit K. Dave	Prof. S.M.Mishra	Prof. S.M.Mishra



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### **Add on Course in “Income Tax Filing”**

Accountancy Department is looking forward to give latest updates to its Night College Students, by considering needs of the Night College; the department has started **Add on Course in “Income Tax Filing”**. The Accountancy department has designed this course. Faculty members took the initiative and designed action plan in running this particular course.

The department started this particular course from the year 2017-2018. After completion of this Course, department has conducted exams and issued certificates to the students.



  
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### **Add on Course in 'Income Tax Filing'**

<b>Eligibility:</b>	S.Y.B.COM. Passed students
<b>Duration of Course:</b>	30 HRS.
<b>Examination Pattern:</b>	Theory Paper: 40 Marks Practical 10 Marks Total 50 marks
<b>Faculty:</b>	Prof. Suryabhushan M Mishra Prof.Sunny Mondal
<b>Coordinator:</b>	Prof. Suryabhushan M Mishra



  
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**Add on Course in "Income Tax Filing"**

**Experts for the Course**

<b>Name of Add-On Course</b>	<b>'Income Tax Filing'</b>
<b>Eligibility</b>	<b>S.Y.B.COM. Passed</b>
<b>Duration</b>	<b>30 HRS.</b>
<b>Total Students</b>	<b>83</b>
<b>Faculties</b>	<b>1. Prof.Suryabhushan M Mishra 2. Prof Sunny Mondal</b>



  
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## DEPARTMENT OF ACCOUNTANCY

### NOTICE

**Date : 12/01/2018**

All the T.Y. B.Com students are hereby inform that the accountancy department are going to organize an Add-on Course in **Income Tax Filing** which is schedule from 15th January 2018. We are requested to remain present in Room No.610 feel free to resolve your queries from **Prof.S.M. Mishra**.

  
**Coordinator**



  
**Principal**

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**Add on Course in “Income Tax Filing”**

**Syllabus**

<b>Unit No</b>	<b>Unit name</b>	<b>Lecture Allotted</b>
1	<b>UNIT 1 PREPARATION AND SUBMISSION OF ITR RETURN</b>	10 Lectures
	<ul style="list-style-type: none"><li>• Introduction</li><li>• Meaning of Income Tax Return(ITR)</li><li>• Important terms of ITR</li><li>• Understanding Form 26 AS</li><li>• Understanding Form 16</li><li>• Filling of Income Tax Return(ITR)</li></ul>	
2	<b>UNIT 2: E-VERIFICATION PROCESS</b>	10 Lectures
	Introduction Verification of Income Tax Return (ITR) Importance of ITR verification Methods of ITR verification <ul style="list-style-type: none"><li>• Offline verification of ITR</li><li>• E-verification of ITR</li></ul> Confirmation of ITR verification	
3	<b>UNIT 3: USE OF E-TAX CALCULATOR AND E-PAYMENT OF TAX</b>	10 Lectures
	<ul style="list-style-type: none"><li>• Introduction</li><li>• Meaning of e-tax Calculator</li><li>• Need and Importance of tax calculator</li><li>• Types of e-tax calculator</li><li>• E-payment of tax</li></ul>	
	<b>TOTAL</b>	<b>30 Lectures</b>



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## DEPARTMENT OF ACCOUNTANCY

### Add on Course in Income Tax Filing 2017-2018

TIME	MONDAY	TUESDAY	FRIDAY	SATURDAY
02:00 pm to 04:00 pm	Prof. S.M.Mishra	Prof. S.M.Mishra	Prof.Sunny Mondal	Prof.Sunny Mondal

  
**Coordinator**



  
**Principal**  
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## **Add on Course in 'Income Tax Filing'**

The Department of Accountancy conducted an Add Course In Income Tax Filing for the Year 2017-2018.

### **Following are the details:**

1. Total no. of students admitted – 83
2. Objective to acquire basic knowledge about International marketing along with the current international marketing situations.
3. Observations :
  - 100% lectures were successfully conducted
  - For the exams 100% students were present
  - Certificates were distributed to the successful students



  
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## **Add on Course in 'Add on Course in 'Consumer Banking'**

Accountancy Department is looking forward to give latest updates to its Night College Students, by considering needs of the Night College; the department has started **Add on Course in 'Consumer Banking'**. The Commerce department has designed this course. Faculty members took the initiative and designed action plan in running this particular course.

The department started this particular course from the year 2018-2019. After completion of this Course, department has conducted exams and issued certificates to the students.

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**Add on Course in Consumer Banking Academic Year 2018-2019**

1. **Eligibility** : F.Y.B.COM. Passed
2. **Duration of the course** : 30 Hrs.
3. **Examination Pattern** : Theory – 40 Marks,
  - i. Practical – 10Marks
  - ii. Total – 50Marks
4. **Faculty** : Dr.Nishit Dave & Prof.Suryabhushan M Mishra
5. **Co-ordinator** : Prof.Suryabhushan M Mishra


  
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## Add on Course in “Consumer Banking”

### Experts for the Course

<b>Name of Add-On Course</b>	<b>“Consumer Banking”</b>
<b>Eligibility</b>	<b>F.Y.B.COM. Passed</b>
<b>Duration</b>	<b>30 HRS.</b>
<b>Total Students</b>	<b>89</b>
<b>Faculties</b>	<b>1. Dr. Nishit K. Dave 2. Prof S. M.Mishra</b>



  
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**Add on Course in 'Add on Course in 'Consumer Banking'  
DEPARTMENT OF ACCOUNTANCY**

**NOTICE**

**Date: 12/01/2019**

All the S.Y. B.Com students are hereby inform that the accountancy department are going to organize an Add-on Course in **Consumer Banking** which is schedule from 07th January 2019. We are requested to remain present in Room No.610 feel free to resolve your queries from **Prof.Suryabhushan M Mishra**

**Principal**


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## Syllabus

Unit No	Unit name	Lecture Allotted
1	<b>Consumer Banking</b>	4 Lectures
	B. Introduction	
2	<b>Banking Liabilities</b>	4 Lectures
	D. Deposit Accounts E. Opening of deposits Account F. Nomination	
3	<b>Banking Assets</b>	4 Lectures
	E. Consumer Loan F. Consumer Durable Loans G. Educational Loan H. Recovery Agents	
4	<b>Payments Systems</b>	4 Lectures
	D. Bank Drafts E. Pay Orders F. Traveller's Cheques	
5	<b>Payment Methods</b>	5 Lectures
	E. Standing Instructions F. Mail and Wire/Telegraphic Transfers. G. Money Transfer Service Scheme H. Real Time Gross Settlement	

  
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6	<b>Electronic and Other Banking Channels</b>	5 Lectures
	A. Electronic Banking B. Telephone Banking C. Mobile Banking D. Cards	
7	<b>Others Services</b>	4 Lectures
	A. Telemarketing B. Doorstep Banking C. Safe Deposit Lockers D. Safe Custody	
	TOTAL	30 Lectures

  
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## **DEPARTMENT OF ACCOUNTANCY**

**Add on Course in Consumer Banking 2018-2019**

### **Time Table**

<b>TIME</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
02:00 pm to 04:00 pm	Prof. S.M.Mishra	Prof. S.M.Mishra	Dr. Nishit K. Dave	Dr. Nishit K. Dave

  
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## **DEPARTMENT OF ACCOUNTANCY**

### **Add on Course in “Consumer Banking”**

The Department of Accountancy of the College conducted an Add on Course in “Consumer Banking” in 2018-2019.

#### **Following are the details:**

1. Total no. of students admitted – 89
2. Objective to acquire basic knowledge about Consumer Banking.
3. Observations :
  - (a) 100% lectures were successfully conducted
  - (b) For the exams 100% students were present
  - (c) Certificates were distributed to the successful students



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### **Add on Course in 'Basics of Ms.Excel'**

Accounts Department is looking forward to give latest updates to its Night College Students, by considering needs of the Night College; the department has started **Add on Course in 'Basics of Ms.Excel'**. The Commerce department has designed this course. Faculty members took the initiative and designed action plan in running this particular course.

The department started this particular course from the year 2018-19. After completion of this Course, department has conducted exams and issued certificates to the students.

Eligibility -	SYB.com
Duration of Course -	2 Months
Exam Pattern-	Theory 40 Marks Practical – 10 Marks
Faculty -	Ms. Ruchi Pandey
Co-ordinator -	Mrs. Shraddha Kokate



  
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### Notice

Date – 16<sup>th</sup> July 2018

All the SYBcom students are hereby informed that, Mathematics and IT Department is conducting the “Certificate Course in MS-Excel” which is schedule from 20<sup>th</sup> July 2018. Interested student are requested to give their name to Mrs. Shraddha Kokate on or before 18<sup>th</sup> July 2018.

Co-ordinator



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**Add on Course in 'Basics of Ms.Excel'**

**2018-19**

**Course Code: BE - 1819**

**Syllabus**

<b>Module</b>	<b>Content</b>	<b>Hours</b>
<b>1 – Introduction to Excel</b>	Meaning, Excel environment, Tool Bars	<b>5 hrs.</b>
<b>2 – Creating Basics Workbook</b>	Creating, Saving, Closing, and Opening of workbooks, Entering Text and Numbers into Cells.	<b>8 hrs.</b>
<b>3 – Creating copying and Pasting of formulas</b>	Writing formulas, Auto formulas, Inserting function, Auto calculate, Cutting copying and pasting	<b>9 hrs.</b>
<b>4 – Ledger Accounts and Trial Balance</b>	Formatting cells – Moving between worksheets, Selecting, Inserting Renaming Colouring worksheets, Creating Graphical presentation	<b>10 hrs.</b>
	<b>Total</b>	<b>32 hours.</b>





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**DEPARTMENT OF MATHEMATICS AND IT**

**Time Table for Add on Course on Basics of Ms.Excel**

Time	MON.	TUE.	WED.	THU	FRI	SAT
03:00 pm to 04:30 pm	Ms. Ruchi Pandey	-	Ms. Ruchi Pandey	-	Ms. Ruchi Pandey	-





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**Add on Course in 'Basics of Ms.Excel'**

The DEPARTMENT OF MATHEMATICS AND IT of our College conducted an Add Course in 'Basics of Ms.Excel' in 2018-19.

**Following are the details:**

1. Total no. of students admitted – 79
2. Total Number of Lectures Hours - 32
3. Objective to acquire basic knowledge about MS-Excel, and data interpretation.
4. Observations :
  - (a) 100% lectures were successfully conducted
  - (b) For the exams 100% students were present

Certificates were distributed to the successful students

Course Co-ordinator

Principal





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**ADD ON COURSE U.G. DEPARTMENT OF BUSINESS  
COMMUNICATION/ENGLISH  
Film Script Writing  
2018-19**

**COURSE STRUCTURE**

<b>Eligibility:</b>	<b>12<sup>th</sup> Pass</b>
<b>Duration Examination Pattern: marks</b>	<b>3 Months Theory – 40 Practical – 10 marks</b>
<b>Course-Coordinator:</b>	<b>Prof. Siddharth Apte</b>

**Co-ordinator**



**Principal**

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## DEPARTMENT OF BUSINESS COMMUNICATION/ENGLISH

### NOTICE

**Date : 1<sup>st</sup> August, 2018**

All F.Y.B.Com students are hereby informed that the Department of Business Communication is going to organize Skill Based Course on Film Script Writing from 21<sup>st</sup> August, 2018.

The last date to enrol your names for the course is 8<sup>th</sup> August, 2017.

Kindly give your names to Prof. Siddharth Apte.

**Course Co-Ordinator**

**Principal**



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## **ADD ON COURSE “U.G. DEPARTMENT OF BUSINESS COMMUNICATION/ENGLISH”**

### **Film Script Writing 2018-19**

#### **Course Syllabus**

Elements in Script Writing Auteur Theory, Mise en Scene, Script for Screen	- 8 lectures
Process of Script Writing:	- 8 lectures
Indian and global Scenario – Script Writing	- 8 lectures
Structure of Script Writing	-8 lectures

**Co-ordinator**



**Principal**

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**Department of Business Communication**

**Add on Course : Film Script Writing**

**Course Code –FSW2018-19**

**Time table (2018-19)**

<b>Time</b>	<b>Tuesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>3.00 to 4.00</b>	<b>SA</b>	<b>SA</b>	<b>SA</b>

**Coordinator**

**Principal**



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**Add on Course in 'Film Script Writing'**  
**Course Code- FSW201819**

**Report**

Ladhidevi Ramdhar Maheshwari Night College of Commerce, Department of BUSINESS COMMUNICATION conducted short term course "Film Script Writing" for the academic year 2018-19. In this course 75 students admitted for F.Y.B.Com. The course was conducted with the aims to make aware the students about various aspect of Script Writing. This course was conducted smoothly for three-month as per time table. The certificate to the students was also distributed successfully.

**Coordinator**



**Principal**

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**U.G. DEPARTMENT OF BUSINESS COMMUNICATION/ENGLISH**  
**Interview techniques and CV Preparation**

**2018-19**

**COURSE STRUCTURE**

<b>Eligibility:</b>	<b>12<sup>th</sup> Pass</b>
<b>Duration Examination Pattern:</b>	<b>3 Months Theory – 40 marks Practical – 10 marks</b>
<b>Course-Coordinator:</b>	<b>Prof. Siddharth Apte</b>

**Co-ordinator**



**Principal**

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**DEPARTMENT OF BUSINESS COMMUNICATION/ENGLISH**  
**NOTICE**

**Date : 1<sup>st</sup> December, 2018**

All the students are hereby informed that the Theory Test and Practical for Interview Techniques and CV Writing will be conducted on 10<sup>th</sup> December, 2018.

**Course Co-Ordinator**

**Principal**

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## **ADD ON COURSE U.G. DEPARTMENT OF BUSINESS COMMUNICATION/ENGLISH**

### **Interview Techniques and CV Preparation 2018-19**

#### **Syllabus**

- |   |              |
|---|--------------|
| 1.)Modern Day Interview techniques          | - 8 lectures |
| 2.)Importance of Brainstorming in Interview | - 8 lectures |
| 3.)Difference between Biodata and CV        | - 8 lectures |
| 4.) Elements of a CV and its practicality   | - 8 lectures |

**Co-ordinator**

**Principal**

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## DEPARTMENT OF BUSINESS COMMUNICATION/ENGLISH

### NOTICE

**Date : 2<sup>nd</sup> July, 2018**

All T.Y.B.Com students are hereby informed that the Department of Business Communication is going to organize Skill Based Course on Interview Techniques and C.V. Writing from 23<sup>rd</sup> July, 2018.

The last date to enrol your names for the course is 9<sup>th</sup> July, 2018.

Kindly give your names to Prof. Siddharth Apte.

**Course Co-Ordinator**

**Principal**



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**U.G. DEPARTMENT OF BUSINESS COMMUNICATION/ENGLISH**  
**Interview Techniques and C.V.Preparation**  
**2018-19**

**Time-Table**

Sr.No	Time	Day
1.	3:00 p.m. to 4:00 p.m.	Monday
2.	3:00 p.m. to 4:00 p.m.	Wednesday
3.	3:00 p.m. to 4:00 p.m.	Friday

Co-ordinator



Principal

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**Add on Course in 'Interview Techniques and C.V. Preparation**  
**Course Code- ITCV1819**

**Report**

Ladhidevi Ramdhar Maheshwari Night College of Commerce, Department of BUSINESS COMMUNICATION conducted short term course “**Interview Techniques and C.V. Preparation**” for the academic year 2018-19. In this course **75** students admitted for T.Y.B.Com. The course was conducted with the aims to make aware the students about various aspect of interview techniques and C.V. Preparation. This course was conducted smoothly for three-month as per time table. The certificate to the students were also distributed successfully

**Coordinator**



  
**Principal**

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### **Add on Course in 'Basics of Accounting'**

Accounts Department is looking forward to give latest updates to its Night College Students, by considering needs of the Night College; the department has started **Add on Course in 'Basics of Accounting'**. The Commerce department has designed this course. Faculty members took the initiative and designed action plan in running this particular course.

The department started this particular course from the year 2018-19. After completion of this Course, department has conducted exams and issued certificates to the students.

Eligibility -	12 <sup>th</sup> Pass
Duration of Course -	3 Months
Exam Pattern-	Practical - 40 Marks Theory – 10 Marks
Faculty -	Mr. Sunny Mondal
Co-ordinator -	Mr. Suryabhushan Mishra



  
**Principal**

**PRINCIPAL**  
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Night College of Commerce  
Malad (W), Mumbai - 400 064



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night college of commerce**

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### Notice

Date – 2<sup>nd</sup> December 2018

All the FYBcom students are hereby informed that, Accounts Department is conducting the “Add-On course”, on “Basics of Accounting” which is schedule from 08<sup>th</sup> December 2018. Interested student are requested to give their name to Prof. Suryabhushan Mishra on or before 05<sup>th</sup> December 2018.

Quality Council Co-ordinator

Principal



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**Add on Course in 'Basics of Accounting'**

**Course Code: BA - 1819**

**Syllabus**

<b>Module</b>	<b>Content</b>	<b>Hours</b>
<b>1- Accounting History Origin</b>	Meaning, Definition and Objectives of Accounting, Debit/Credit, Classification of Accounting Heads.	<b>7 hrs.</b>
<b>2 – Principles of Accounting</b>	Rules of Accounting, Casting and Posting of Transactions	<b>5 hrs.</b>
<b>3 – Journal Entries</b>	Preparation of Journal Entries	<b>9 hrs.</b>
<b>4 – Ledger Accounts and Trial Balance</b>	Posting to Ledger and Trial Balance	<b>9hrs.</b>
	<b>Total</b>	<b>30 hours.</b>





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**DEPARTMENT OF ACCOUNTS**

**Time Table for Add on Course on Basics of Accounting**

Time	MON.	TUE.	WED.	THU	FRI	SAT
03:00 pm to 04:30 pm	Mr.Sunny Mondal	-	Mr.Sunny Mondal	-	Mr.Sunny Mondal	-



*SV*

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**Rajasthani Sammelan's**

**Ladhidevi Ramdhar Maheshwari Night College of Commerce**

**Add on Course in 'Basics of Accounting'**

The Department of Accounts of our College conducted an Add Course in 'Basics of Accounting' in 2018-19.

**Following are the details:**

9. Total no. of students admitted – 97
10. Total Number of Lectures Hours – 30 hrs.
11. Objective to acquire basic knowledge about accounting, journalising and posting.
12. Observations :
  - (g) 100% lectures were successfully conducted
  - (h) For the exams 100% students were present
  - (i) Certificates were distributed to the successful students

**Course Co-ordinator**



**Principal**



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## **Add on Course in “Income Tax Filing”**

Accountancy Department is looking forward to give latest updates to its Night College Students, by considering needs of the Night College; the department has started **Add on Course in “Income Tax Filing”**. The Accountancy department has designed this course. Faculty members took the initiative and designed action plan in running this particular course.

The department started this particular course from the year 2018-2019. After completion of this Course, department has conducted exams and issued certificates to the students.



  
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### **Add on Course in 'Income Tax Filing'**

<b>Eligibility:</b>	S.Y.B.COM. Passed students
<b>Duration of Course:</b>	30 HRS.
<b>Examination Pattern:</b>	Theory Paper: 40 Marks Practical 10 Marks Total 50 marks
<b>Faculty:</b>	Prof. Suryabhushan M Mishra Prof. Shweta Chawda
<b>Coordinator:</b>	Prof Suryabhushan M Mishra



  
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## Add on Course in "Income Tax Filing"

### Experts for the Course

<b>Name of Add-On Course</b>	<b>'Income Tax Filing'</b>
<b>Eligibility</b>	<b>S.Y.B.COM. Passed</b>
<b>Duration</b>	<b>30 HRS.</b>
<b>Total Students</b>	<b>76</b>
<b>Faculties</b>	<b>1. Prof.Suryabhushan M Mishra 2. Prof Shweta Chawda</b>



  
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## **DEPARTMENT OF ACCOUNTANCY**

### **NOTICE**

**Date : 20/12/2018**

All the T.Y. B.Com students are hereby inform that the accountancy department are going to organize an Add-on Course in **Income Tax Filing** which is schedule from 7th January 2019. We are requested to remain present in Room No.610 feel free to resolve your queries from **Prof. Suryabhushan Mishra**

**Co-ordinator**



**Principal**

**PRINCIPAL**

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Night College of Commerce  
Malad (W), Mumbai - 400 064



## Syllabus

Unit No	Unit name	Lecture Allotted
1	<b>UNIT 1 PREPARATION AND SUBMISSION OF ITR RETURN</b>	10 Lectures
	<ul style="list-style-type: none"><li>• Introduction</li><li>• Meaning of Income Tax Return(ITR)</li><li>• Important terms of ITR</li><li>• Understanding Form 26 AS</li><li>• Understanding Form 16</li><li>• Filing of Income Tax Return(ITR)</li></ul>	
2	<b>UNIT 2: E-VERIFICATION PROCESS</b>	10 Lectures
	<ul style="list-style-type: none"><li>• Introduction</li><li>• Verification of Income Tax Return (ITR)</li><li>• Importance of ITR verification</li><li>• Methods of ITR verification<ul style="list-style-type: none"><li>○ Offline verification of ITR</li><li>○ E-verification of ITR</li></ul></li><li>• Confirmation of ITR verification</li></ul>	
3	<b>UNIT 3: USE OF E-TAX CALCULATOR AND E-PAYMENT OF TAX</b>	10 Lectures
	<ul style="list-style-type: none"><li>• Introduction</li><li>• Meaning of e-tax Calculator</li><li>• Need and Importance of tax calculator</li><li>• Types of e-tax calculator</li><li>• E-payment of tax</li></ul>	
	<b>TOTAL</b>	<b>30 Lectures</b>






## DEPARTMENT OF ACCOUNTANCY

### Add on Course in “Income Tax Filing” 2018-2019

#### Time Table

TIME	MONDAY	TUESDAY	FRIDAY	SATURDAY
02:00 pm to 04:00 pm	Prof. S.M.Mishra	Prof. S.M.Mishra	Prof.Shweta K.Chawda	Prof.Shweta K.Chawda



  
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**DEPARTMENT OF ACCOUNTANCY  
ADD ON COURSE "Income Tax Filing"**

The Department of Accountancy conducted an Add Course in Income Tax Filing for the Year 2018-2019.

Following are the details:

1. Total no. of students admitted – 76
2. Objective to acquire basic knowledge about Income Tax Filing.
3. Observations :
  - 100% lectures were successfully conducted
  - For the exams 100% students were present
  - Certificates were distributed to the successful students



  
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**U.G. DEPARTMENT OF BUSINESS COMMUNICATION/ENGLISH**  
**Interview techniques and CV Preparation**  
**2019-20**

**COURSE STRUCTURE**

<b>Eligibility:</b>	<b>12<sup>th</sup> Pass</b>
<b>Duration Examination Pattern:</b>	<b>3 Months Theory – 40 marks</b> <b>Practical – 10 marks</b>
<b>Course-Coordinator:</b>	<b>Prof. Siddharth Apte</b>

**Co-ordinator**

**Principal**





## DEPARTMENT OF BUSINESS COMMUNICATION/ENGLISH

### NOTICE

**Date : 1<sup>st</sup> July, 2019**

All T.Y.B.Com students are hereby informed that the Department of Business Communication is going to organize Skill Based Course on Interview Techniques and C.V.Writing from 22<sup>nd</sup> July, 2019.

The last date to enrol your names for the course is 8<sup>th</sup> July, 2019.

Kindly give your names to Prof. Siddharth Apte.

**Course Co-Ordinator**



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**Principal**

**PRINCIPAL**  
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Night College of Commerce  
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**Add on Course in Interview techniques and CV Preparation  
2019-20  
Syllabus**

<b>Unit No</b>	<b>Unit Name</b>	<b>Lecture Allowed</b>
1.	Modern Day Interview techniques	8 Lectures
2	Importance of Brainstorming in Interview	8 Lectures
3	Difference between Biodata and CV	8 Lectures
4	Elements of a CV and its Practicality	8 Lectures
<b>Total</b>		<b>32 Lectures</b>

Coordinator



Principal

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**U.G. DEPARTMENT OF BUSINESS COMMUNICATION/ENGLISH**  
**Interview Techniques and C.V.Preparation**  
**2019-20**

**Time-Table**

<b>Sr.No</b>	<b>Time</b>	<b>Day</b>
1.	3:00 p.m. to 4:00 p.m.	Monday
2.	3:00 p.m. to 4:00 p.m.	Wednesday
3.	3:00 p.m. to 4:00 p.m.	Friday

Co-ordinator



Principal

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**Add on Course in 'Interview Techniques and C.V. Preparation**  
**Course Code- ITCV1920**  
**Report**

Ladhidevi Ramdhar Maheshwari Night College of Commerce, Department of BUSINESS COMMUNICATION conducted short term course "Interview Techniques and C.V. Preparation" for the academic year 2019-20. In this course 95 students admitted for T.Y.B.Com. The course was conducted with the aims to make aware the students about various aspect of interview techniques and C.V. Preparation. This course was conducted smoothly for three-month as per time table. The certificate to the students were also distributed successfully

**Coordinator**



**Principal**

**PRINCIPAL**

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**Night College of Commerce**  
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### **Add on Course in 'Basics of Ms.Excel'**

Accounts Department is looking forward to give latest updates to its Night College Students, by considering needs of the Night College; the department has started **Add on Course in 'Basics of Ms.Excel'**. The Commerce department has designed this course. Faculty members took the initiative and designed action plan in running this particular course.

The department started this particular course from the year 2019-20. After completion of this Course, department has conducted exams and issued certificates to the students.

Eligibility -	SYB.COM
Duration of Course -	2 Months
Exam Pattern-	Practical - 40 Marks Theory – 10 Marks
Faculty -	Ms. Ruchi Pandey
Co-ordinator -	Mrs. Shraddha Kokate

  
**Principal**



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### Notice

Date – 22<sup>nd</sup> July 2019

All the SYBcom students are hereby informed that, Mathematics and IT Department is conducting the “**Certificate Course in MS-Excel**” which is schedule from 26<sup>th</sup> July 2019. Interested student are requested to give their name to Mrs. Shraddha Kokate on or before 25<sup>th</sup> July 2019.

Co-ordinator

Principal



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**Add on Course in 'Basics of Ms.Excel'**

**2019-20**

**Course Code: BE 1920**

**Syllabus**

<b>Module</b>	<b>Content</b>	<b>Hours</b>
<b>1 – Introduction to Excel</b>	Meaning, Excel environment, Tool Bars	<b>5 hrs.</b>
<b>2 – Creating Basics Workbook</b>	Creating, Saving, Closing, and Opening of workbooks, Entering Text and Numbers into Cells.	<b>8 hrs.</b>
<b>3 – Creating copying and Pasting of formulas</b>	Writing formulas, Auto formulas, Inserting function, Auto calculate, Cutting copying and pasting	<b>9 hrs.</b>
<b>4 – Ledger Accounts and Trial Balance</b>	Formatting cells – Moving between worksheets, Selecting, Inserting Renaming Colouring worksheets, Creating Graphical presentation	<b>10 hrs.</b>
	<b>Total</b>	<b>32 hours.</b>



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**DEPARTMENT OF MATHEMATICS AND IT**

**Time Table for Add on Course on Basics of Ms.Excel**

<b>Time</b>	<b>MON.</b>	<b>TUE.</b>	<b>WED.</b>	<b>THU</b>	<b>FRI</b>	<b>SAT</b>
<b>03:00 pm to 04:30 pm</b>	Ms. Ruchi Pandey	-	Ms. Ruchi Pandey	-	Ms. Ruchi Pandey	-



**Rajasthani Sammelan's**  
**Ladhidevi Ramdhar Maheshwari Night Collge of Commerce**  
**Add on Course in 'Basics of Ms.Excel'**

The DEPARTMENT OF MATHEMATICS AND IT of our College conducted an Add Course in 'Basics of Ms. Excel' in 2019-20.

**Following are the details:**

1. Total no. of students admitted – 95
2. Total Number of Lectures Hours – 32 hrs.
3. Objective to acquire basic knowledge about MS-Excel, and data interpretation.
4. Observations :
  - (a) 100% lectures were successfully conducted
  - (c) For the exams 100% students were present

Certificates were distributed to the successful students

Course Co-ordinator 



  
Principal



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**ADD ON COURSE U.G. DEPARTMENT OF BUSINESS  
COMMUNICATION/ENGLISH  
Film Script Writing  
2019-20**

**COURSE STRUCTURE**

<b>Eligibility:</b>	<b>12<sup>th</sup> Pass</b>
<b>Duration Examination Pattern: marks</b>	<b>3 Months Theory – 40 Practical – 10 marks</b>
<b>Course-Coordinator:</b>	<b>Prof. Siddharth Apte</b>

**Co-ordinator**



**Principal**

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## DEPARTMENT OF BUSINESS COMMUNICATION/ENGLISH

### NOTICE

**Date : 5<sup>th</sup> August, 2019**

All F.Y.B.Com students are hereby informed that the Department of Business Communication is going to organize Skill Based Course on Film Script Writing from 27<sup>th</sup> August, 2019.

The last date to enrol your names for the course is 14<sup>th</sup> August, 2019.

Kindly give your names to Prof. Siddharth Apte.

**Course Co-Ordinator**

**Principal**



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**ADD ON COURSE “U.G. DEPARTMENT OF BUSINESS  
COMMUNICATION/ENGLISH”**

**Film Script Writing  
2019-20**

**Course Syllabus**

Elements in Script Writing Auteur Theory, Mise en Scene, Script for Screen	- 8 lectures
Process of Script Writing:	- 8 lectures
Indian and global Scenario – Script Writing	- 8 lectures
Structure of Script Writing	-8 lectures



**Co-ordinator**



**Principal**

**PRINCIPAL**

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**Department of Business Communication**

**Add on Course : Film Script Writing**

**Course Code –FSW2019-20**

**Time table (2019-20)**

<b>Time</b>	<b>Tuesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>3.00 to 4.00</b>	<b>SA</b>	<b>SA</b>	<b>SA</b>

**Coordinator**

**Principal**



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**Malad (W), Mumbai - 400 064**



**Rajasthani Sammelan's**  
**Ladhidevi Ramdhar Maheshwari Night Collge of Commerc**  
**Add on Course in 'Film Script Writing'**  
**Course Code- FSW2019-20**  
**Report**

Ladhidevi Ramdhar Maheshwari Night College of Commerce, Department of BUSINESS COMMUNICATION conducted short term course "Film Script Writing" for the academic year 2019-20. In this course 95 students admitted for F.Y.B.Com. The course was conducted with the aims to make aware the students about various aspect of Script Writing. This course was conducted smoothly for three-month as per time table. The certificate to the students were also distributed successfully.

**Coordinator**



**Principal**  
**PRINCIPAL**

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Ladhidevi Ramdhar Maheshwari  
Night College of Commerce  
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## COURSE DETAILS

### **Add on Course in Introduction to International Marketing**

Commerce Department is looking forward to give latest updates to its Night College Students, by considering needs of the Night College; the department has started **Add on Course in 'Introduction to International Marketing'**. The Commerce department has designed this course. Faculty members took the initiative and designed action plan in running this particular course.

The department started this particular course from the year 2019-20. After completion of this Course, department has conducted exams and issued certificates to the students.



  
**Principal**

## NOTICE

### **Add on Course in Introduction to International Marketing**

**Eligibility:** 12<sup>th</sup> passed students

**Duration of Course:** 15 days

**Examination Pattern:** Theory Paper: 40 Marks  
Practical 10 Marks  
Total 50 marks

**Faculty:** Prof Jitendra Gupta  
Prof Chetan Bose

**Coordinator:** Principal Dr Kulkarni  
Ladhidevi Ramdhar Maheshwari Night College



  
Principal



**NOTICE – Contd.**

**Add on Course in 'Introduction to International Marketing'**

**Experts for the Course**

<b>Name of Add-On Course</b>	<b>'Introduction to International Marketing'</b>
<b>Eligibility</b>	<b>12<sup>th</sup> Passed</b>
<b>Duration</b>	<b>15 days</b>
<b>Total Students</b>	<b>110</b>
<b>Faculties</b>	<b>1. Prof Jitendra Gupta</b> <b>2. Prof Chetan Bose</b>

**Principal**



**NOTICE**

**Add on Course in Introduction to International Marketing**

**Date: 03/01/2020**

All students are hereby informed that the Department of Commerce has scheduled **Add on Course in 'Introduction to International Marketing'** from 8<sup>th</sup> January 2020 to 27<sup>th</sup> January 2020. Kindly observe the timetable and assemble in room number 205 for regular lectures. For detailed information, please contact Prof. Jitendra Gupta.

  
Co-ordinator

  
Principal



**Add on Course in ‘Introduction to International Marketing’**

**Syllabus**

<b>Unit No</b>	<b>Unit name</b>	<b>Lectures Alloted</b>
<b>1</b>	<b>Introduction to International Marketing</b>	<b>4 Lectures</b>
<b>2</b>	<b>Present Scenario of International Marketing</b>	<b>4 Lectures</b>
<b>3</b>	<b>Elements of International Marketing</b>	<b>4 Lectures</b>
<b>4</b>	<b>WTO Rule Functions &amp; Agreement</b>	<b>6 Lectures</b>
<b>5</b>	<b>IMF Organization &amp; Function</b>	<b>4 Lectures</b>
<b>6</b>	<b>World Bank Organization &amp; Function</b>	<b>4 Lectures</b>
<b>7</b>	<b>Basics in Foreign Exchange Market</b>	<b>4 Lectures</b>
<b>TOTAL</b>		<b>30 Lectures</b>

  
**Principal**





**Add on Course in 'Introduction to International Marketing'**

**Time-table**

<b>Time</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THURS</b>	<b>FRI</b>	<b>SAT</b>
<b>3 PM to 5 PM</b>	<b>Prof Jitendra Gupta</b>	<b>Prof Jitendra Gupta</b>	<b>Prof Jitendra Gupta</b>	<b>Prof Chetan Bose</b>	<b>Prof Chetan Bose</b>	<b>Prof Chetan Bose</b>

  
**Coordinator**

  
**Principal**





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## Report

### Add on Course in 'Introduction to International Marketing'

The Department of Commerce of the College conducted an Add Course in Documentations and Procedures in Foreign Trade' in 2021-22.

#### Following are the details:

1. Total no. of students admitted – 110
2. Objective to acquire basic knowledge about Documentations and Procedures in Foreign Trade.
3. Observations :
  - (a) 100% lectures were successfully conducted
  - (b) For the exams 100% students were present
  - (c) Certificates were distributed to the successful students



  
Principal

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## **Add on Course in 'Business Cycle and Economic Fluctuations'**

### **NOTICE**

**Date: 21/12/2019**

All students are hereby informed that the Department of Commerce has scheduled **Add-On Course in 'Business Cycle and Economics Fluctuations'** from 4th January 2020. Kindly observe the timetable and assemble in room number 205 for regular lectures. For detailed information, please contact Prof. Anil Kumar Chaubey.

**Coordinator**

**Principal**

**PRINCIPAL**

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## Add on Course in 'Business Cycle and Economics Fluctuation'

### Syllabus

Unit No	Unit name	Lectures allotted
1	Introduction of Economic Fluctuations	2 lectures
2	Introduction of Business Cycle	2 lectures
3	Difference between Business Cycle and Economics Fluctuation	6 lectures
4	Fluctuation and its effects in the Economy	6 lectures
5	Stages of Economic Fluctuations	4 lectures
6	Inflation, Recession, Depression Cycle	4 lectures
7	Revision, Test and Practical	4+1+1=6 lectures
8	<b>Total Lectures</b>	<b>30</b>

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## **Add on Course in 'Business Cycle and Economic Fluctuations'**

### **Syllabus**

<b>Unit No</b>	<b>Unit name</b>	<b>Lectures allotted</b>
1	Introduction of Economic Fluctuations	2 lectures
2	Introduction of Business Cycle	2 lectures
3	Difference between Business Cycle and Economic Fluctuation	6 lectures
4	Fluctuation and its effects in the Economy	6 lectures
5	Stages of Economic Fluctuations	4 lectures
6	Inflation, Recession, Depression Cycle	4 lectures
7	Revision, Test and Practical	4+1+1=6 lectures
8	<b>Total Lectures</b>	<b>30</b>



  
**Principal**

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**Add on Course in 'Business Cycle and Economic Fluctuations'**

**Time-table**

<b>Time</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THURS</b>
<b>3 PM to 4 PM</b>	Prof. Anil Kumar Chaubey	Prof. Anil Kumar Chaubey	Prof. Anil Kumar Chaubey	Prof. Anil Kumar Chaubey

**Coordinator**

*Anil Chau*

**Principal**

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## Report

### Add on Course in “Business Cycle and economics Fluctuation”

#### ADD ON COURSE

1. The Department of Economics has conducted an Add Course in **Business Cycle and economics Fluctuation** in 2019-20.

#### Following are the details:

2. Total no. of students admitted – 100
3. Objective to acquire basic knowledge about **Business Cycle and Economics Fluctuation**

#### 4. Observations:

- (b) 100% lectures were successfully conducted

For the exams 100% students were present

Certificates were distributed to the successful students



  
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## **Add on Course in 'Add on Course in "Income Tax Filing"**

Accountancy Department is looking forward to give latest updates to its Night College Students, by considering needs of the Night College; the department has started **Add on Course in "Income Tax Filing"**. The Accountancy department has designed this course. Faculty members took the initiative and designed action plan in running this particular course.

The department started this particular course from the year 2019-2020. After completion of this Course, department has conducted exams and issued certificates to the students.



  
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## **DEPARTMENT OF ACCOUNTANCY**

### **NOTICE**

**Date : 23/12/2019**

All the T.Y. B.Com students are hereby inform that the accountancy department are going to organize an Add-on Course in **Income Tax Filing** which is schedule from 10th January 2020. We are requested to remain present in Room No.610 feel free to resolve your queries from **Suryabhushan Mishra**

**Co-ordinator**



**Principal**

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## Syllabus

Unit No	Unit name	Lecture Allotted
1	<b>UNIT 1 PREPARATION AND SUBMISSION OF IT RETURN</b>	10 Lectures
	<ul style="list-style-type: none"><li>• Introduction</li><li>• Meaning of Income Tax Return(ITR)</li><li>• Important terms of ITR</li><li>• Understanding Form 26 AS</li><li>• Understanding Form 16</li><li>• Filling of Income Tax Return(ITR)</li></ul>	
2	<b>UNIT 2: E-VERIFICATION PROCESS</b>	10 Lectures
	<ul style="list-style-type: none"><li>• Introduction</li><li>• Verification of Income Tax Return (ITR)</li><li>• Importance of ITR verification</li><li>• Methods of ITR verification<ul style="list-style-type: none"><li>○ Offline verification of ITR</li><li>○ E-verification of ITR</li></ul></li><li>• Confirmation of ITR verification</li></ul>	
3	<b>UNIT 3: USE OF E-TAX CALCULATOR AND E-PAYMENT OF TAX</b>	10 Lectures
	<ul style="list-style-type: none"><li>• Introduction</li><li>• Meaning of e-tax Calculator</li><li>• Need and Importance of tax calculator</li><li>• Types of e-tax calculator</li><li>• E-payment of tax</li></ul>	
	<b>TOTAL</b>	<b>30 Lectures</b>



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## **DEPARTMENT OF ACCOUNTANCY**

### **Add on Course in Income Tax Filing 2019-2020**

<b>TIME</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
02:00 pm to 04:00 pm	Prof. Shweta Chawda	Prof. Shweta Chawda	Prof. S.M.Mishra	Prof. S.M.Mishra



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**DEPARTMENT OF ACCOUNTANCY  
ADD ON COURSE “Income Tax Filing”**

The Department of Accountancy conducted an Add Course in Income Tax Filing for the Year 2019-2020.

Following are the details:

1. Total no. of students admitted – 111
2. Objective to acquire basic knowledge about Income Tax Filing.
3. Observations :
  - 100% lectures were successfully conducted
  - For the exams 100% students were present
  - Certificates were distributed to the successful students



  
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## Department of Economics

### Add on Course in "Business Cycle"

As Economics Department always strives for its best, by considering needs of the Night college students. The department has started Add on Course in "Business Cycle" The department has designed this course. Faculty members took initiative and designed action plan in running this particular course.

The department started this particular course from the year 2020-21. The present faculty including Principal will teach this course. In addition to this, department has conducted exams and issued certificates to the students.

Sr. No	Years	No. of Beneficiary students
<b>Add on Course in "Business Cycle"</b>		
01	2020 - 21	105



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## **Add on Course in 'Business Cycle'**

### **NOTICE**

**Date: 21/12/2020**

All students are hereby informed that the Department of Commerce has scheduled **Add-On Course in 'Business Cycle'** from 04th January 2021. Kindly observe the timetable and assemble in room number 205 for regular lectures. For detailed information, please contact Prof. Anil Chaubey



  
**Principal**

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## Notice

### **Add on Course in 'Business Cycle'**

<b>Eligibility:</b>	12 <sup>th</sup> passed students
<b>Duration of Course:</b>	03 months
<b>Examination Pattern:</b>	Theory Paper: 40 Marks Practical 10 Marks Total 50 marks
<b>Faculty:</b>	Prof. Anil Chaubey
<b>Coordinator:</b>	Prof. Anil Chaubey
<b>College Name:</b>	Ladhidevi Ramdhar Maheshwari Night College



  
**Principal**



## Add on Course in 'Business Cycle'

### Syllabus

Unit No	Unit name	Lectures allotted
1	Introduction of Business Cycle	2 lectures
2	5 phases of Business Cycle	8 lectures
3	Importance of Business Cycle	4 lectures
4	Theory of Business Cycle	6 lectures
5	Business Cycle and its measurement	4 lectures
6	Revision, Test and Practical	4+1+1=6 lectures
7	<b>Total Lectures</b>	<b>30</b>



**Principal**

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**Add on Course in 'Business Cycle'**  
**Time-table**

<b>Time</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THURS</b>	<b>FRI</b>
3 PM to 4 PM	Prof. Anil Chaubey	Prof. Anil Chaubey	Prof. Anil Chaubey	Prof. Anil Chaubey	Prof. Anil Chaubey

  
**Principal**



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## Report

### Add on Course in 'Business Cycle'

#### ADD ON COURSE

The Department of Economics has conducted an Add Course in **Business Cycle** in 2020-21.

Following are the details:

1. Total no. of students admitted – 105
2. Objective to acquire basic knowledge about **Business Cycle**
3. **Total Hours: 30hrs - Prof. Anil Chaubey has taken 25 lectures & Prof. Neelam Maurya has taken 5 lectures (New Appointment)**
4. **Observations:**
  - (a) 100% lectures were successfully conductedFor the exams 100% students were present  
Certificates were distributed to the successful students



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### **Add on Course in 'Basics of Ms.Excel'**

Accounts Department is looking forward to give latest updates to its Night College Students, by considering needs of the Night College; the department has started **Add on Course in 'Basics of Ms.Excel'**. The Commerce department has designed this course. Faculty members took the initiative and designed action plan in running this particular course.

The department started this particular course from the year 2020-21. After completion of this Course, department has conducted exams and issued certificates to the students.

Eligibility -	12 <sup>th</sup> Pass
Duration of Course -	2 Months
Exam Pattern-	Practical - 40 Marks Theory – 10 Marks
Faculty -	Mr. Kartavya Gupta
Co-ordinator -	Mrs. Shraddha Kokate

  
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**Notice**

Date – 10<sup>th</sup> August 2020

All the SYBcom students are hereby informed that, Mathematics and IT Department is conducting the “**Certificate Course in MS-Excel**” which is schedule from 14<sup>th</sup> August 2020. Interested student are requested to give their name to Mrs. Shraddha Kokate on or before 13<sup>th</sup> August 2020.

Co-ordinator

**Principal**

**Add on Course in 'Basics of Ms.Excel'****2020-21****Course Code: BE - 2021****Syllabus**

<b>Module</b>	<b>Content</b>	<b>Hours</b>
<b>1 – Introduction to Excel</b>	Meaning, Excel environment, Tool Bars	<b>5 hrs.</b>
<b>2 – Creating Basics Workbook</b>	Creating, Saving, Closing, and Opening of workbooks, Entering Text and Numbers into Cells.	<b>8 hrs.</b>
<b>3 – Creating copying and Pasting of formulas</b>	Writing formulas, Auto formulas, Inserting function, Auto calculate, Cutting copying and pasting	<b>9 hrs.</b>
<b>4 – Ledger Accounts and Trial Balance</b>	Formatting cells – Moving between worksheets, Selecting, Inserting Renaming Colouring worksheets, Creating Graphical presentation	<b>10 hrs.</b>
	<b>Total</b>	<b>32 hours.</b>



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**DEPARTMENT OF MATHEMATICS AND IT**

**Time Table for Add on Course on Basics of Ms.Excel**

<b>Time</b>	<b>MON.</b>	<b>TUE.</b>	<b>WED.</b>	<b>THU</b>	<b>FRI</b>	<b>SAT</b>
<b>03:00 pm to 04:30 pm</b>	Mr. Kartavya Gupta	-	Mr. Kartavya Gupta	-	Mr. Kartavya Gupta	-



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**Add on Course in 'Basics of Ms.Excel'**

The DEPARTMENT OF MATHEMATICS AND IT of our College conducted an Add Course in 'Basics of Ms. Excel' in 2020-21.

**Following are the details:**

1. Total no. of students admitted – 101
2. Total Number of Lectures Hours – 32 hrs.
3. Objective to acquire basic knowledge about MS-Excel, and data interpretation..
4. Observations :
  - (a) 100% lectures were successfully conducted
  - (b) For the exams 100% students were present
  - (c) Certificates were distributed to the successful students

**Course Co-ordinator**



**Principal**



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### **Add on Course in 'Add on Course in 'GST Filing'**

The Accounts Department is looking forward to give latest updates to its Night College Students, by considering the needs of the Night College; the department has started an Add-on Course in 'GST Filing'. The accountancy department has designed this course. Faculty members took the initiative and designed an action plan in running this particular course.

The department started this particular course from the year 2020-21. After completion of this Course, the department has conducted exams and issued certificates to the students.

**I/C Principal**

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### **Add on Course in 'GST Filing'**

#### **Experts for the Course**

<b>Name of Add-On Course</b>	<b>'GST Filing'</b>
<b>Eligibility</b>	TYB.com Students
<b>Duration</b>	15 days
<b>Total Students</b>	113
<b>Faculties</b>	Dr.Nishit Dave Mr.Suryabhushan M Mishra

  
Principal

**Add on Course in 'GST Filing'****Syllabus**

<b>Unit No</b>	<b>Unit name</b>	<b>Lecture Allotted</b>
1	<b>Overview of GST Law</b>	4 Lectures
2	<b>Scope of supply goods and services</b>	4 Lectures
	A. Intra-state and inter state supply B. Briefing on SGIST,(GST,IGST,UTGST)	
3	<b>Composition Scheme</b>	4 Lectures
	I. Composition levy scheme in GST -Features,Merits,Demerits II. Persons eligible to register under composition levy scheme	
4	<b>GST Registration</b>	4 Lectures
	Legal provision application for GST Registration	
5	<b>GST Amendment Process</b>	5 Lectures
	New Registration process and Documentation requirement	
6	<b>Supply concept an in depth analysis</b>	5 Lectures
	A. Place,time and value of supply of goods and services B. Tax rate applicable	
7	<b>Input tax credit (ITC) and its utilization</b>	5 Lectures
	1. GST input on capital goods 2. input tax credit mechanism in GST -explained with practical example	





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### **Add on Course in 'GST Filing'**

#### **Time-table**

<b>Time</b>	<b>MON.</b>	<b>TUE.</b>	<b>WED</b>	<b>THURS</b>	<b>FRI</b>	<b>SAT</b>
<b>2 PM to 4 PM</b>	Dr.Nishit Dave	Dr.Nishit Dave	Dr.Nishit Dave	Mr.S.M. Mishra	Mr.S.M. Mishra	Mr.S.M. Mishra

**Coordinator**

*[Handwritten Signature]*



*[Handwritten Signature]*  
**I/C Principal**

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## **Add on Course in 'GST Filing'**

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### **ADD ON COURSE**

The Department of Commerce of the College conducted an Add Course in Documentations and Procedures in Foreign Trade' in 2021-22.

#### **Following are the details:**

1. Total no. of students admitted – 107
2. Objective to acquire basic knowledge about Documentations and Procedures in Foreign Trade.
3. Observations :
  - (a) 100% lectures were successfully conducted
  - (b) For the exams 100% students were present
  - (c) Certificates were distributed to the successful students

**ADD ON COURSE U.G. DEPARTMENT OF BUSINESS  
COMMUNICATION/ENGLISH  
Film Script Writing  
2020-21**

**COURSE STRUCTURE**

<b>Eligibility:</b>	<b>12<sup>th</sup> Pass</b>
<b>Duration Examination Pattern: marks</b>	<b>3 Months Theory – 40 Practical – 10 marks</b>
<b>Course-Coordinator:</b>	<b>Prof. Siddharth Apte</b>

  
**Co-ordinator**



  
**Principal**

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## DEPARTMENT OF BUSINESS COMMUNICATION/ENGLISH

### NOTICE

Date : 3<sup>rd</sup> August, 2020

All F.Y.B.Com students are hereby informed that the Department of Business Communication is going to organize Skill Based Course on Film Script Writing from 18<sup>th</sup> August, 2020.

The last date to enrol your names for the course is 10<sup>th</sup> August, 2020.

Kindly give your names to Prof. Siddharth Apte.

**Course Co-Ordinator**

**Principal**



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## **ADD ON COURSE “U.G. DEPARTMENT OF BUSINESS COMMUNICATION/ENGLISH”**

### **Film Script Writing 2020-21**

#### **Course Syllabus**

Elements in Script Writing Auteur Theory, Mise en Scene, Script for Screen	- 8 lectures
Process of Script Writing:	- 8 lectures
Indian and global Scenario – Script Writing	- 8 lectures
Structure of Script Writing	-8 lectures

  
**Co-ordinator**



  
**Principal**

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**Department of Business Communication**

**Add on Course : Film Script Writing**

**Course Code –FSW2020-21**

**Time table (2020-21)**

<b>Time</b>	<b>Tuesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>3.00 to 4.00</b>	<b>SA</b>	<b>SA</b>	<b>SA</b>

**Coordinator**



**Principal**

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**Rajasthani Sammelan's**  
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**Add on Course in ' Film Script Writing'**  
**Course Code- FSW2021**

**Report**

Ladhidevi Ramdhar Maheshwari Night College of Commerce, Department of BUSINESS COMMUNICATION conducted short term course "Film Script Writing" for the academic year 2020-21. In this course 110 students admitted for F.Y.B.Com. The course was conducted with the aims to make aware the students about various aspect of Script Writing. This course was conducted smoothly for three-month as per time table. The certificate to the students were also distributed successfully.

  
**Coordinator**



  
**Principal**  
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### **Add on Course in 'Institute of Banking Personnel Selection (IBPS)'**

Accounts Department is looking forward to give latest updates to its Night College Students, by considering needs of the Night College; the department has started **Add on Course in 'Institute of Banking Personnel Selection (IBPS)'**. The Commerce department has designed this course. Faculty members took the initiative and designed action plan in running this particular course.

The department started this particular course from the year 2020-21. After completion of this Course, department has conducted exams and issued certificates to the students.

Eligibility -	TYB.com
Duration of Course -	2 Months
Exam Pattern-	Practical - 40 Marks Interview – 10 Marks
Faculty -	Ms. Shweta Chawda
Co-ordinator -	Mr. Suryabhushan Mishra



  
Principal

**PRINCIPAL**  
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Ladhidevi Ramdhar Maheshwari  
Night College of Commerce  
Malad (W), Mumbai - 400 064



Rajasthani Sammelan's

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night college of commerce**

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### Notice

Date – 06<sup>th</sup> January 2021

All the TYBcom students are hereby informed that, Department of Accounting is conducting the “Short Term Certificate course on IBPS” which is schedule from 10<sup>th</sup> January 2021. Interested student are requested to give their name to Mr. Suryabhushan Mishra on or before 09<sup>th</sup> January 2021.

Co-ordinator



Principal

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**Add on Course in 'Institute of Banking Personnel Selection (IBPS)'**

**2020-21**

**Course Code: IBPS20-21**

<b>Module</b>	<b>Content</b>	<b>Hours</b>
<b>Module 1 – Reasoning Ability</b>	Seating Arrangements, Puzzles inequalities, Syllogism, Input – Output, Data Sufficiency, Blood Relations, Order and Ranking, Alpha numeric series, Distance and Direction, Verbal Reasoning.	<b>10 hrs.</b>
<b>Module 2 – English Language</b>	Reading Comprehension, Spotting Errors, Sentence Improvement, Sentence Correction, Para Jumbles, Para Sentence completion.	<b>10 hrs.</b>
<b>Module 3 – Quantitative Aptitude</b>	Number Series, Data Interpretation, Simplification, Quadratic equation, Data sufficiency Average, and Profit and loss, Ratio and Proportion, Work, time, Distance and Energy, Probability, Simple and Compound Interest and Permutation and Combination.	<b>10 hrs.</b>
<b>Module 4 – Banking Awareness.</b>	Banking Awareness.	<b>10 hrs.</b>
	<b>Total</b>	<b>40 hours.</b>



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**Add on Course in 'Institute of Banking Personnel Selection (IBPS)'**

The DEPARTMENT OF ACCOUNTANCY of our College conducted an Add Course in 'Institute of Banking Personnel Selection (IBPS)' in 2020-21.

**Following are the details:**

5. Total no. of students admitted – 106.
6. Total Number of Lectures Hours – 40 hrs.
7. Objective to acquire basic knowledge about logical reasoning, G.K, Maths and Language.
8. Observations :
  - (d) 100% lectures were successfully conducted.
  - (e) For the exams 100% students were present.
  - (f) Certificates were distributed to the successful students.

**Course Co-ordinator**



**Principal**





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**DEPARTMENT OF MATHEMATICS AND IT**

**Time Table for Add on Course on Institute of Banking Personnel Selection (IBPS)**

Time	MON.	TUE.	WED.	THU	FRI	SAT
02:00 pm to 04:00 pm	Ms. Shweta Chawda	-	Ms. Shweta Chawda	-	Ms. Shweta Chawda	-



## **Department of Economics**

### **Add on Course in Sustainable Development 2020-21**

As Economics Department always strives for its best, by considering needs of the Night college students. The department has started **Add on Course in ‘Sustainable Development’**. The department has designed this course. Faculty members took initiative and designed action plan in running this particular course.

The department started this particular course from the year 2020-21. The present faculty including Principal will teach this course. In addition to this, department has conducted exams and issued certificates to the students.

Sr.No	Year	No. of Beneficiary students
<b>Add on Course in Sustainable Development</b>		
1	2020 - 21	105

  
**I/C Principal**

## Department of Economics

### Add on Course in Sustainable Development 2020-21

Eligibility: 12<sup>th</sup> Pass Students

Duration of course: 2 Months

Examination Pattern: Theory Paper – 40 Marks  
Viva – 10 Marks  
Total – 50 Marks

Faculty: Prof. Neelam Maurya  
Prof Nirav Tawadia

Co-ordinator: Prof. Neelam Maurya

**I/C Principal**





**Department of Economics**  
**Add on Course in Sustainable Development 2020-21**

**Notice**

**5/02/2021**

All the students of FYB.Com (Economics) are hereby informed that the Department of Economics going to organize your Add on Course on “Sustainable Development” has been scheduled from 8/02/2021. **Add-On Course in ‘Sustainable Development** from 8<sup>th</sup> February, 2021. Kindly observe the timetable and attend the lecture Online for regular lectures. For detail information please contacts

Prof. Neelam Maurya.

Coordinator



I/C Principal

**Department of Economics**  
**Add on Course in Sustainable Development 2020-21**  
**Syllabus**

Unit No	Unit Name	Lecture Allowed
1.	Introduction and History of Sustainable Development: nature and scope	4 Lectures
2	Brudland report and Rio Summit	3 Lectures
3	SDGs and its Objectives , importance and global goals of SDGs.	4 Lectures
4	Poverty and inequality	3 Lectures
5	Climate change :impact of climate change in Agriculture sector	4 Lectures
6	Biodiversity conservation	4 Lectures
7	Green Economy/ Current situation o SDGs	4 Lectures
8	Revision, Test and Practical	4 Lectures
<b>Total</b>		<b>30 Lectures</b>

  
Coordinator



  
I/C Principal



**Department of Economics**  
**Add on Course in Sustainable Development 2020-21**

**Time Table**

<b>Time</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thur</b>
2PM to 4PM	Prof. Neelam Maurya	Prof Nirav Tawadia	Prof. Neelam Maurya	Prof. Nirav Tawadia

  
Coordinator



  
I/C Principal

## Department of Economics

### Add on Course in Sustainable Development 2020-21

#### Report

Department of Economics conducted Add on course in Sustainable Development for the year 2020-21. In this course 105 students were admitted for this year. Students will get the knowledge about the sustainable development was the prime objective to conduct this add on course. Students got the Current knowledge of sustainable Development. This course was conducted successfully in which 90% lectures were conducted as per the timetable. The examination was conducted where 100 % students were present. The certificates were distributed to the successful students.

  
Coordinator



  
I/C Principal



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### COURSE DETAILS

#### **Add on Course in 'Documentations and Procedures in Foreign Trade'**

As Commerce Department always strives for its best, by considering needs of the Night college students. The department has started **Add on Course in 'Documentations and Procedures in Foreign Trade'**. The department has designed this course. Faculty members took initiative and designed action plan in running this particular course.

The department started this particular course from the year 2021-22. The present faculty including Principal will teach this course. In addition to this, department has conducted exams and issued certificates to the students.



  
**Principal**

**PRINCIPAL**

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## **Add on Course in 'Documentations and Procedures in Foreign Trade'**

### **NOTICE FOR REGULAR LECTURES**

**Date: 21/06/2021**

All students are hereby informed that the Department of Commerce has scheduled **Add-On Course in 'Documentations and Procedures in Foreign Trade'** from 15<sup>th</sup> July 2021. Kindly observe the timetable and assemble in room number 205 for regular lectures. For detailed information, please contact Prof. Sandhya Srivastav.

*S. Srivastav*  
**Coordinator**



*S. Srivastav*  
**Principal**  
**PRINCIPAL**  
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## Add on Course in 'Documentations and Procedures in Foreign Trade'

### Syllabus

Unit No	Unit name	Lectures allotted
1	Introduction of Foreign Trade Documents	4 lectures
2	Shipping Documents	4 lectures
3	Banking Documents	4 lectures
4	Basic Procedures	4 lectures
5	Pre-shipment and Post-shipment procedures	4 lectures
6	Customs Procedure and Central Excise Clearance	4 lectures
7	Revision, Test and Practical	4+1+1=6 lectures
	<b>Total Lectures</b>	<b>30</b>



  
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### **Add on Course in 'Documentations and Procedures in Foreign Trade'**

#### **Time-table**

<b>Time</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THURS</b>
<b>3 PM to 4 PM</b>	Dr S Joshi	Dr S Joshi	Prof Sandhya Srivastav	Prof Sandhya Srivastav

S. Shrivastav  
**Coordinator**

  
**Principal**  
**PRINCIPAL**  
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## REPORT


### **Add on Course in 'Documentations and Procedures in Foreign Trade'**

The Department of Commerce of the College conducted an Add Course in Documentations and Procedures in Foreign Trade' in 2021-22.

#### **Following are the details:**

1. Total no. of students admitted – 110
2. Objective to acquire basic knowledge about Documentations and Procedures in Foreign Trade.
3. Observations :
  - (a) 100% lectures were successfully conducted
  - (b) For the exams 100% students were present
  - (c) Certificates were distributed to the successful students



  
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### **Add on Course in 'GST Filing'**

The Accounts Department is looking forward to give latest updates to its Night College Students, by considering the needs of the Night College; the department has started an Add-on Course in 'GST Filing'. The Commerce department has designed this course. Faculty members took the initiative and designed an action plan in running this particular course.

The department started this particular course from the year 2021-22. After completion of this Course, the department has conducted exams and issued certificates to the students.



  
**Principal**



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## **Add on Course in 'GST Filing'**

### **NOTICE**

**Date: 02/09/2021**

All students are hereby informed that the Department of accountancy has scheduled an **Add on Course in 'GST Filing'** from 10<sup>th</sup> September 2021 to 26<sup>th</sup> September 2021. Kindly observe the timetable and assemble in room number 605 for regular lectures. For detailed information, please contact Mr. Suryabhushan Mishra.

**Coordinator**

**Principal**

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**Add on Course in 'GST Filing'****Syllabus**

<b>Unit No</b>	<b>Unit name</b>	<b>Lecture Allotted</b>
1	<b>Overview of GST Law</b>	4 Lectures
2	<b>Scope of supply goods and services</b>	4 Lectures
	A. Intra-state and inter state supply B. Briefing on SGIST,(GST,IGST,UTGST) C. Exempted and Zero -Rated supply	
3	<b>Composition Scheme</b>	4 Lectures
	A. Composition levy scheme in GST -Features,Merits,Demerits B. Persons eligible to register under composition levy scheme	
4	<b>GST Registration</b>	4 Lectures
	Legal provision application for GST Registration	
5	<b>GST Amendment Process</b>	5 Lectures
	New Registration process and Documentation requirement	
6	<b>Supply concept an in depth analysis</b>	5 Lectures
	A. Place,time and value of supply of goods and services B. Tax rate applicable and resources to find the tax rate applicable for the goods and services	
7	<b>Input tax credit (ITC) and its utilization</b>	5 Lectures
	A. GST input on capital goods B. GST set off rules -ITC Utilization with example C. input tax credit mechanism in GST -explained with practical example	





### Add on Course in 'GST Filing'

#### Time-table

Time	MON.	TUE.	WED.	THU.	FRI.	SAT.
2 PM to 4 PM	Ms.Shweta chawda	Ms.Shweta chawda	Ms.Shweta chawda	Dr.S.M.Mish ra	Dr.S.M.Mishra	Dr.S.M.M ishra

  
**Coordinator**

  
**Principal**



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## **Add on Course in 'GST Filing'**

**Rajasthani Sammelan's**

**Ladhidevi Ramdhar Maheshwari Night College of Commerce**

### **ADD ON COURSE**

The Department of Commerce of the College conducted an Add Course in Documentations and Procedures in Foreign Trade' in 2021-22.

#### **Following are the details:**

4. Total no. of students admitted – 113
5. Objective to acquire basic knowledge about Documentations and Procedures in Foreign Trade.
6. Observations :
  - (d) 100% lectures were successfully conducted
  - (e) For the exams 100% students were present
  - (f) Certificates were distributed to the successful students

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**ADD ON COURSE U.G. DEPARTMENT OF BUSINESS  
COMMUNICATION/ENGLISH  
Film Script Writing  
2021-22**

**COURSE STRUCTURE**

<b>Eligibility:</b>	<b>12<sup>th</sup> Pass</b>
<b>Duration Examination Pattern: marks</b>	<b>3 Months Theory – 40  Practical – 10 marks</b>
<b>Course-Coordinator:</b>	<b>Prof. Siddharth Apte</b>

*SSApte*

**Co-ordinator**



*SV*

**Principal**

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## DEPARTMENT OF BUSINESS COMMUNICATION/ENGLISH

### NOTICE

Date : 20<sup>th</sup> September, 2021

All F.Y.B.Com students are hereby informed that the Department of Business Communication is going to organize Skill Based Course on Film Script Writing from, 30<sup>th</sup> September, 2021.

The last date to enrol your names for the course is 27<sup>th</sup> September, 2021.

Kindly give your names to Prof. Siddharth Apte.

**Course Co-Ordinator**

**Principal**



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A Rajasthani Sammelan  
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## ADD ON COURSE “U.G. DEPARTMENT OF BUSINESS COMMUNICATION/ENGLISH”

### Film Script Writing

2021-22

### Course Syllabus

Elements in Script Writing Auteur Theory, Mise en Scene, Script for Screen	- 8 lectures
Process of Script Writing:	- 8 lectures
Indian and global Scenario – Script Writing	- 8 lectures
Structure of Script Writing	-8 lectures

**Co-ordinator**



**Principal**

**PRINCIPAL**

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**Rajasthani Sammelan's**

**Ladhidevi Ramdhar Maheshwari Night Collge of Commerce**


**Add on Course in ' Film Script Writing'**

**Course Code- FSW2122**

**Report**

Ladhidevi Ramdhar Maheshwari Night College of Commerce, Department of BUSINESS COMMUNICATION conducted short term course "Film Script Writing" for the academic year 2021-22. In this course 115 students admitted for F.Y.B.Com. The course was conducted with the aims to make aware the students about various aspect of Script Writing. This course was conducted smoothly for three-month as per time table. The certificate to the students was also distributed successfully.

  
**Coordinator**

  
**Principal**  
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## **Add on Course “Introduction to Travel and Tourism”**

**Course Code- TT2122**

### **Notice**

**Date: 16/11/2021**


All the students are hereby informed that Department of Environmental Studies going to organize a short term course: **Introduction to Travel and Tourism**, has been scheduled for three months, from 02/12/2021 to 28/02/2022.

Kindly admit your names before 30/11/2021 for the course.

  
Coordinator

**Mr. Jitendra Gupta**



  
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**Add on Course: Introduction to Travel and Tourism**

**Course Code- TT2122**

<b>Sr. No</b>	<b>Module</b>	<b>Content</b>	<b>No. of Lectures</b>
1	Introduction to Tourism	<ul style="list-style-type: none"><li>• Concepts, Types and Significance of Tourism</li><li>• Scope and Motives of Tourism, Risk in Tourism</li><li>• Tourism development in India- Evolution, Growth of tourism in India</li></ul>	06
2	Determinants of Tourism	<ul style="list-style-type: none"><li>• Natural, Cultural, recreational, built infrastructure, services, governance, Educational and Political Factors</li></ul>	06
3	Impact of tourism	<ul style="list-style-type: none"><li>• Environmental and Socio-Cultural Impacts</li><li>• Economic and Other Impacts</li></ul>	06
4	Tourism Development	<ul style="list-style-type: none"><li>• Role of Government and tourism organization (MTDC, IATA, PATA, WTO, ITDC)</li><li>• Need, type, and role in promoting tourism development at regional and national level</li></ul>	06
5	Sustainable Tourism	<ul style="list-style-type: none"><li>• Concept, significance and goal</li><li>• Need and measures adopted for sustainable tourism in India and at global level</li></ul>	06

  
**Coordinator**



  
**PRINCIPAL**  
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## Add on Course “Introduction to Travel and Tourism”

Course Code- TT2122


### Time table (2021-22)

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3.30 to 4.30	J.G	—	C.P	—	—	C.P

### Teaching Faculty

J.G : Mr. Jitendra Gupta

C.P : Mr. Chandrabhan Prajapati



**Coordinator**

**Mr. Jitendra Gupta**



**Principal**  
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## **Add on Course: "Introduction to Travel and Tourism"**

**Course Code- TT2122**

### **Report**

Ladhidevi Ramdhar Maheshwari Night College of Commerce, Department of Environmental Studies conducted short term course "Introduction to Travel and Tourism" for the academic year 2021-22. In this course 113 students admitted for FYB.com Semester II. The course was conducted with the aims to make aware the students about various aspect of travel and tourism. This course was conducted smoothly for three-month as per time table. The examination was conducted where 113 students were present. The certificate to the students were also distributed successfully.

**COORDINATOR**

**Mr. Jitendra Gupta**

**PRINCIPAL**

**Rajasthani Sammelan's  
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Night College of Commerce  
Malad (W), Mumbai - 400 064**



## Course Details

### Add on Course in Yoga and Mindfulness 2021-22

As the college always strives for the best, taking into consideration the need of the students. The Commerce department has started Add on course in “Yoga and Mindfulness”. The department has designed this course. The faculty took active participation in running the said course.

The Commerce department has started “Yoga and Mindfulness” from the year 2021-22. In addition to it the exam and practical was conducted the certificates are issued to the student.

Sr. No.	Year	No. of Beneficiary Students
<b>Add on Course in “Yoga and Mindfulness”</b>		
1	2021-22	117

  
Coordinator

Asst. Prof. Jitendra D Gupta

  
Principal

Dr. Shripad H Joshi

**PRINCIPAL**  
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## Notice

### Add on Course in Yoga and Mindfulness 2021-22

All the students are hereby informed that the college is going to organize Add on Course on “Yoga and Mindfulness” has been scheduled from 6<sup>th</sup> December, 2021.

Kindly remain present at prescribed time in lecture hall. For detail information please contacts Asst. Prof. Jitendra D Gupta.



Coordinator  
Asst. Prof. Jitendra D Gupta



Principal  
Dr. Shripad H Joshi  
**PRINCIPAL**  
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**TIME TABLE**  
**Add on Course in Yoga and Mindfulness 2021-22**

TIME	MON.	TUE.	WED.	THU.	FRI.	SAT.
3 PM to 5 PM	Smt. Aditi Patwardhan	Smt. Aditi Patwardhan	Smt. Aditi Patwardhan	Smt. Aditi Patwardhan	Smt. Aditi Patwardhan	Smt. Aditi Patwardhan



Coordinator

**Asst. Prof. Jitendra D Gupta**



Principal

**Dr. Shripad H Joshi**

**PRINCIPAL**

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## Report

### Add on Course in Yoga and Mindfulness 2021-22

Our college had conducted Add on course in “Yoga and Mindfulness” for the year 2021-22. In this course 117 students were admitted for this year, Students must have received the knowledge about the Yoga, various Aasanas, Pranayam and Tratak, to keep our mind peaceful alongwith immunity building was the main objective.

Students got the knowledge about Yoga, various Asana, Pranayam and Tratak and also they were practiced and learned how to perform and do various Aasanas and Pranayam.

This course was conducted successfully in which 100% lectures were conducted as per the timetable. The examination was conducted where 100% students were present. The certificates were distributed to all successful students.

  
Coordinator

Asst. Prof. Jitendra D Gupta

  
Principal

Dr. Shripad H Joshi  
**PRINCIPAL**  
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### Notice

Date – 04<sup>th</sup> January 2021

All the TYBcom students are hereby informed that, Department of Accounting is conducting the “**Short Term Certificate course on IBPS**” which is schedule from 08<sup>th</sup> January 2021. Interested student are requested to give their name to Mr. Suryabhushan Mishra on or before 07<sup>th</sup> January 2021.

Co-ordinator



Principal

**PRINCIPAL**

Rajasthani sammelan's  
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Night College of Commerce  
Malad (W), Mumbai - 400 064



**Add on Course in ‘Institute of Banking Personnel Selection (IBPS)’**

**2021-22**

**Course Code: IBPS-2122**

<b>Module</b>	<b>Content</b>	<b>Hours</b>
<b>Module 1 – Reasoning Ability</b>	Seating Arrangements, Puzzles inequalities, Syllogism, Input – Output, Data Sufficiency, Blood Relations, Order and Ranking, Alpha numeric series, Distance and Direction, Verbal Reasoning.	<b>10 hrs.</b>
<b>Module 2 – English Language</b>	Reading Comprehension, Spotting Errors, Sentence Improvement, Sentence Correction, Para Jumbles, Para Sentence completion.	<b>10 hrs.</b>
<b>Module 3 – Quantitative Aptitude</b>	Number Series, Data Interpretation, Simplification, Quadratic equation, Data sufficiency Average, and Profit and loss, Ratio and Proportion, Work, time, Distance and Energy, Probability, Simple and Compound Interest and Permutation and Combination.	<b>10 hrs.</b>
<b>Module 4 – Banking Awareness.</b>	Banking Awareness.	<b>10 hrs.</b>
	<b>Total</b>	<b>40 hours.</b>





Rajasthani Sammelan's

**Ladhidevi Ramdhar Maheshwari  
night college of commerce**

RSET Campus, S. V. Road,  
Malad (W), Mumbai – 400064.  
Tel No. : +91 22 4520 7788  
Ext. No.: 2227 / 2233  
www.lrmc.org.in  
info@lrmc.org.in

**DEPARTMENT OF MATHEMATICS AND IT**

**Time Table for Add on Course on Institute of Banking Personnel Selection (IBPS)**

Time	MON.	TUE.	WED.	THU	FRI	SAT
03:00 pm to 04:00 pm	Ms. Shweta Chawda	-	Ms. Shweta Chawda	-	Ms. Shweta Chawda	-



**Rajasthani Sammelan's**

**Ladhidevi Ramdhar Maheshwari Night College of Commerce**

**Add on Course in 'Institute of Banking Personnel Selection (IBPS)'**

The DEPARTMENT OF ACOOUNTANCY of our College conducted an Add Course in 'Institute of Banking Personnel Selection (IBPS)' in 2021-22.

**Following are the details:**

1. Total no. of students admitted – 130
2. Total Number of Lectures Hours – 40 hrs.
3. Objective to acquire basic knowledge about logical reasoning, G.K, Maths and Language.
4. Observations :
  - (a) 100% lectures were successfully conducted
  - (b) For the exams 100% students were present
  - (c) Certificates were distributed to the successful students

**Co-Cordinator**



**Principal**

