



Prof. Dr. T. J. SAWANT
B.E. (Elec.), PGDM, PhD
Founder Secretary

JAYAWANT SHIKSHAN PRASARAK MANDAL'S
JAYAWANTRAO SAWANT COMMERCE AND SCIENCE COLLEGE

Sr. No. 58, Handewadi Road, Satavnagar, Hadapsar, Pune-411028

Phone: 7722045403 / 9175954032

Email Id: principal@jspmjscocs.edu.in Website: www.jspmjscocs.edu.in

Approved by Govt. of Maharashtra & Affiliated to SPPU, Pune-07

College Code: PU/PN/CS/485/2018



Prof. Dr. V. R. Kulkarni
M Com, MBA, Ph.D.
Principal

1.2 Academic Flexibility

1.2.1: Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

HEI Input : 16

Supporting Documents as per S.O.P. :

Institutional programme notice for Certificate/Value added programs with course modules and outcomes



PRINCIPAL
JSPM's
Jayawantrao Sawant
Commerce & Science College
Hadapsar, Pune - 411 028.



JAYAWANT SHIKSHAN PRASARAK MANDAL'S

JAYAWANTRAO SAWANT COMMERCE AND SCIENCE COLLEGE

Sr. No. 58, Handewadi Road, Satavnagar, Hadapsar, Pune-411028

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Institutional programme notice for Certificate/Value added programs with course modules and outcomes

Sr NO	Name of Add on /Certificate /Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. programs offered	Course Code (if any)	Year of offering	Notice Digital Page No.	Course Module and Outcome Digital Page No.
1	"Yoga for Physical & Mental Health"	LSCC01	2022-23	5	27
2	"ICT/Computing skills".	ICTS02	2022-23	6	29
3	"Soft Skill & Personality Development"	SSPC03	2022-23	7	31
4	Spoken English Course	SECC04	2022-23	8	33
5	Computerised Accounting	CoACC06	2022-23	9	35
6	Soft Skill and Personality Development	SSPC03	2021-22	11	40
7	ICT/Computing skills	ICTS02	2021-22	12	43
8	Spoken English Course	SECC04	2021-22	13	45
9	Mobile and Laptop Repairing course	MLCC05	2021-22	14-15-16	47
10	Intellectual property rights	IPR 06	2021-22	17	49
11	"Spoken English Course"	SECC04	2019-20	19	52
12	"Yoga for Physical & Mental Health"	LSCC01	2019-20	20	54
13	Soft Skill & Personality Development	SSPC03	2019-20	21	56
14	ICT/Computing skills	ICTS02	2019-20	22	58
15	"Soft Skill & Personality Development"	SSPC03	2018-19	24	62
16	Spoken English Course	SECC04	2018-19	25	64



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**Institutional program notice for
Certificate/Value added courses offered**



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2022-23



JAYAWANT SHIKSHAI PRASARAK HANDBAL'S
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PROF. DR. T.J. SAWANT

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FOUNDER SECRETARY

PROF. DR. H.R. KULKARNI

M.Sc. Ph.D., PGDEM,

MBS, FAZI,

PRINCIPAL

Date 27/9/2022

Notice

All the students are hereby informed that the college is organizing 15 days value added course on “Yoga for Physical & Mental Health” from 1/10/2022 to 25/10/2022 daily for two hours.

Attendance is compulsory for all students.



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Jayawantrao Sawant College
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FOUNDER SECRETARY

PROF.DR.H.R. KULKARNI
M.Sc. Ph.D. PGDEM,
MBS. FAZI,
PRINCIPAL

Date: 1/9/2022

Notice

All Students of B.Com & B.Sc. are hereby informed that from 12/9/2022 to 28/9/2022 session will be conducted on "ICT/Computing skills". This course will be credit based value added course. Session will be daily for two hours. Attendance is compulsory for all students.




Principal
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PROF. DR. H.R. KULKARNI
M.Sc. Ph.D., PGDEM,
MBS, FAZI
PRINCIPAL

Date: 1/11/2022

Notice

All Students of B.Com & B.Sc. are hereby informed that from 9/11/2022 to 26/11/2022 session will be conducted on “**Soft Skill & Personality Development**”. This is a value added course. Session will be daily for two hours

Attendance is compulsory for all students.




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PROF.DR.H.R.KULKARNI
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MBS,Ph.D. FAZI
PRINCIPAL

Date 21/11/2022

Notice

All the students are hereby informed that the college is organizing value added course on **"Spoken English Course"** from 2/12/2022 to 19/12/2022. Session will be daily for two hours.

Attendance is compulsory for all students.



Principal
PRINCIPAL.

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PROF. DR. H.R. KULKARNI
M.Sc, Ph.D, PGDEM.
MBS. FAZI
PRINCIPAL

Notice

All the students of F.Y.B. Com are hereby informed to attend Add on Course on Computerised Accounting class will start from 17/4/2023 to 4/5/2023 at 12:30 PM to 2:30PM in your classroom.

All the students have to attend the subject matter courses. The attendance will be observed strictly.




Principal
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Principal

2021-22



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JAYAWANT SHIRISHAI PRASADAI FALDAS
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PROF. DR. H.R. KULKARNI
M.Sc., Ph.D., PGDEM,
MBS, FAZI.

PRINCIPAL

Date: 1/11/2021

Notice

All Students of B.Com & B.Sc. are hereby informed that from 8/11/2021 to 25/11/2021 session will be conducted on “**Soft Skill & Personality Development**”. This is a value added course. Session will be daily for two hours.

Attendance is compulsory for all students.



Shirishai

**Principal
PRINCIPAL**

Jayawantrao Sawant College
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PROF. DR. H.R. KUTKAVNI
M.Sc, Ph.D., PGDEM.
MBS, FAZI
PRINCIPAL

Date: 27/12/2021

Notice

All Students of B.Com & B.Sc. are hereby informed that from 03/01/2022 to 19/01/2022 session will be conducted on "ICT/Computing skills". Session will be daily for two hours. This course will be credit based value added course.

Attendance is compulsory for all students.




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MBS,Ph.D. FAZI
PRINCIPAL

Date 17/01/2022

Notice

All the students are hereby informed that the college is organizing value added course on “**Spoken English Course**” from 31/1/2022 to 16/2/2022. Session will be conducted daily for two hours.

Attendance is compulsory for all students.




Principal
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PROF.DR.H.R.KULKARNI

M.Sc. Ph.D. PGDBM,
MBS, FAZI
PRINCIPAL

Ref: JSPM/JSCOCs/Admin/LA/2021-22/26A

Date- 8-12-2021

Letter of Collaboration
FOR EDUCATIONAL COOPERATION
BETWEEN

JSPM's Jayawantrao Sawant College of Commerce and Science, Hadapsar, Pune.

AND

Success Institute of Technology, Nigadi-Pradhikaran, Pune

A) Parties :

The parties to this Letter of Collaboration are

i) Prof. Altaf Isuf Fakir

Head, Department of Physics,

JSPM's Jayawantrao Sawant College of Commerce and Science, Hadapsar, Pune.

ii) Success Institute of Technology, Nigadi-Pradhikaran, Pune.

B) Purpose:

I) The broad objectives of this Letter of Collaboration are to promote cultural, educational and scholarly exchange; collaboration and technical interchange between the parties involved as educational partners.



II) Upon the mutual consent of the parties, including the relevant academic management within the college; subject to the availability of funds, collaboration may be carried out in, but not necessarily limited to, the following activities:

- a) Visits between universities by academic, technical and administrative staff.
- b) Exchange of materials in education and research, mutual utilization of experimental/ research facilities available in either institutes (prior to availability of time space) publications and academic information.
- c) Facilitate and conclude the Articulation of courses at or between the two institutes.
- d) Collaborative research and publication.
- e) Joint organization of conferences, seminars or other academic meetings.
- f) Joint organization of technical training or administrative programs.
- g) Joint development and delivery of courses and programs.

III) Addenda to this document may identify specific projects, which will be undertaken within this overall Letter of Collaboration, and the details of their management/staff. Further Memorandum of Understanding (MOUs) shall be developed for specific agreements based on the mutually agreed upon objectives and outcomes, at any time, but require the signatures of both Principal/ Director (or expressly designated delegates). If the management from any one side changes during the effective tenure of this agreement, then there will not be any effect on its implementation

IV) The purpose of this Letter of Collaboration is to outline an academic and management framework between the two parties, designed to promote nationalization at both institutions. The parties do not intend to be legally bound to each other, and this Letter of Collaboration does not impose legal obligations on either party.

C) Publicity and Advertising:

The parties agree that each may publish or advertise the existence and nature of activity under this Letter of Collaboration. Nothing in this agreement shall be construed as confidential.

D) Duration of Letter of Collaboration:

i) This Letter of Collaboration will be effective upon signature by each Institute Principal/Director (or an expressly designated delegate) for a period of five years (April-2021 to March-2026), at which time it will be reviewed for possible renewal for another five-year period.

ii) The joint person Prof. Altaf Isuf Fakir may propose a mutually agreed upon modification to activities or arrangements under this Letter of Collaboration. However all modifications are subject to express written ratification by each Principal/Director (or an expressly designated delegate) prior to the implementation of the modification.



iii) Either party may, with six months written notice, terminate the Letter of Collaboration in advance of its normal expiration or request the renegotiation of its conditions. Under such circumstances, staff or students shall be allowed to complete the activity under old conditions that have commenced an activity under the letter of Collaboration.

iv) Addenda to this document are an indispensable part of this letter of Collaboration is made in English; addenda not made in English have the same validity.

E) Other Terms:

i) Activities commenced under this letter shall be construed and take effect in accordance with the domestic laws of the State of Maharashtra. Any legal action or proceedings arising out of or in connection with activities commenced under this letter of Collaboration shall be resolved in the jurisdiction of the courts of the Maharashtra only.

ii) Each party shall co-indemnify and hold each party harmless for any and all costs or expenses associated with damages or claims arising out of activities commenced under this letter of Collaboration, or any act or omission of the party, its employees or others acting on its behalf while undertaking any aspect of these cooperative activities.

iii) This Letter of Collaboration is in quadruplicate, and both parties shall hold two original copies.

Signed for and on behalf of:



I) Prof. Altaf Isuf Fakir

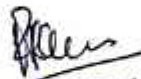
Head, Department of Physics,

JSPM's Jayawantrao Sawant College of Commerce and Science, Hadapsar, Pune.



DIRECTOR
Success Institute of Technology
Nigdi, Pune - 411 044

ii) Success Institute of Technology, Nigadi-Pradhikaran, Pune



PRINCIPAL

Jayawantrao Sawant College
of Commerce & Science, Pune

iii) The Principal,

JSPM's Jayawantrao Sawant College of Commerce and Science, Hadapsar, Pune.

Date: 8/11/2021

Place: Pune





PROF. DR. T.L.SAWANT
B.E. (Elect.), PGDM, Ph.D.
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PROF. DR. H.R. RUTKARSI
M.Sc., Ph.D., PGDEM,
M.B.A., FAZI,
PRINCIPAL

Date: 10/05/2022

Notice

All the students of F.Y.B. Com are hereby informed to attend Add on Course on Intellectual Property Rights session will start from 13th May 2022 to 30th May 2022 at 12:30 PM to 2:30PM in your classroom.

All the students have to attend the subject matter courses. The attendance will be observed strictly



H.R. Rutkarsi

Principal

PRINCIPAL

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Hadapsar Pune - 411 028



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2019-20



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PROF.DR.H.R.KULKARNI
M.Sc. Ph.D. PGDBM,
MBS,Ph.D FAZI
PRINCIPAL

Date: 19/08/2019

Notice

All the students are hereby informed that the college is organizing value added course on "Spoken English Course" from 3/9/2019 to 23/9/2019 daily for two hours.

Session Speaker : Dr. Sandip Gawate

Attendance is compulsory for all students.



Principal

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PROF. DR. H.R. KULKARNI
M.Sc. Ph.D, PGDEM,
MBS, FAZI,
PRINCIPAL

Date :1/07/2019

Notice

All the students are hereby informed that the college is organizing 15 days value added course on “Yoga for Physical & Mental Health” from 29/07/2019 to 16/8/2019 at 8:30 AM - 10:30 AM.

Session Speaker: Mr.Namdev Banne

Attendance is compulsory for all students.

Physical Director

Principal

PRINCIPAL

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PROF. DR. H.R. KULKARNI
M.Sc. Ph.D., PGDEM,
MBS, FAZI,
PRINCIPAL

Date: 26/12/2019

Notice

All Students of B.Com & B.Sc. are hereby informed that from 01/01/2020 to 17/01/2020 session will be conducted on “Soft Skill & Personality Development”. This is a value added course. Session will be daily for two hour. Attendance is compulsory for all students.




Principal
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Hadapsar Pune - 411 028



JAYAWANTSHIESHAIPRASARAE HANBAL'S
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FOUNDER SECRETARY

PROF. DR. H.R. KULKARNI
M.Sc. Ph.D., PGDEM,
MBS, FAZI

Date 27/01/2020

Notice

All Students of B.Com & B.Sc. are hereby informed that from 1/02/2020 to 18/02/2020 session will be conducted on "ICT/Computing Skills" Course for daily two hours.

Session Speaker : Dr. P.V.Deshmukh.

Attendance is compulsory for all students.




Principal

PRINCIPAL
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Principal

2018-19



JAYAWANTRAO SAWANT COLLEGE OF COMMERCE AND SCIENCE

S.No. 5B, Handewadi Road, Satavnagar, Hadapsar, Pune-411020.

Phone-020-26970006, Tel/Fax-020-22933424

Email Id- principal@scsccs@gmail.com

Website: www.jspmjcsccs.edu.in

Approved by Govt. of Maharashtra and

Affiliated to Savitribai Phule Pune University, Pune.



PROF. DR. H. H. KULKARNI

M.Sc., Ph.D., PGDISE,

MES, FAZI,

PUNE-411004

PROF. DR. T. J. SAWANT
B.E. (Elect.), PGDM, Ph.D.,
FOUNDER SECRETARY

Date 7/1/2019

Notice

All Students of B.Com & B.Sc are hereby informed that from 14/01/2019 to 31/01/2019 lectures will be conducted on "Soft Skill & Personality Development".

Session Speaker: Dr. Sandip Gawate

Attendance is compulsory for all students.



Principal
PRINCIPAL

Jayawantrao Sawant College
of Commerce & Science
Hadapsar Pune - 411 028



JAYAWANT SHIKSHAN PRASARAK MANDAL'S
JAYAWANTRAO SAWANT COLLEGE OF COMMERCE AND SCIENCE

S.No.58 Handewadi Road, Satavnagar, Hadapsar, Pune-411028.

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College Code: PU/PN/CS/485/2018



PROF. DR. T. J. SAWANT
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Founder Secretary

PROF.DR.H.R.KULKARNI
M.Sc. Ph.D. PGDBM,
MBS,Ph.D. FAZI
PRINCIPAL

Date :24/08/2018

Notice

All the students are hereby informed that the college is organizing value added course on "Spoken English Course" from 1/09/2018 to 24/09/2018

Session Speaker : Dr. Sandip Gawate.

Attendance is compulsory for all students.




Principal

PRINCIPAL
Jayawant Education Prasarak Mandal
of Commerce & Science
Hadapsar Pune - 411 028



Prof. Dr. T. J. SAWANT
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Prof. Dr. V. R. Kulkarni
M Com, MBA, Ph.D.
Principal

2022-23



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	JSPM's Jayawantrao Sawant College of Commerce & Science Handewadi Road, Satavnagar, Hadapsar, Pune-411028.	
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Syllabus for Yoga Course for Physical and Mental Health

Sr No	Topic	Description
Theory		
1	Foundation of Yoga	History of Yoga Meaning and definitions of 'Yoga' Aim and objectives Contribution of Swami Vivekananda and other yoga thinkers in the field of Yoga education
2	Yoga and Mental Health	Concept of mental afflictions in Bhagavad Geeta, assessment of mental disorders, practices for maintaining mental health Various Yogic practices to promote good mental health Preventive and Curative aspects of Yoga for Common Psychological Disorders Characteristics of common psychological disorders Yogic management of Frustration and Stress Yogic management of Anxiety, Depression and Aggression Yogic management of Insomnia and Eating Disorder
Practical		
3	Basic Understanding of Yogic Practices	Practice of Asanas: Asanas in Standing Position: Tadasana, Vrikshasana, Padahasthasana, Katichakrasana, Trikonasana, Parshvakonasana, Utkatasana, Sankatasana Asanas in Sitting Position: Sukhasana, Swastikasana, Padmasana, Vajrasana, Siddhasana, Muktasana, Veerasana, Guptasana, Gorakshasana, Garudasana, Vrushasana, Ushtrasana, Yogasana Janushirasana, Paschimottanasana, Bhadrasana, Mandukasana, Shashankasana, Vakrasana, Ushtrasana, Naukasana, Merudandasana Asanas in Supine Position: Uttanapadasana, Ardhalasana, Viparita karani, Sarvangasana, Pavanamuktasana, Setubandhasana, Shavasana Asanas in Prone Position:



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		Shalabhasana, Bhujangasana, Dhanurasana, Breath Meditation, Omkara Chanting
4	Practice of Meditation	

Course Objectives

1	To understand the foundation of Yoga
2	To know the history of Yoga
3	To understand the aims and objectives of Yoga
4	To know the techniques and importance of Asanas

Course Outcomes: Students will be able to,

1	Understand the fundamental knowledge of Yoga
2	Develop the interest about cultural aspects
3	Know the difference between yogic exercises and other exercises
4	Understand the higher principles of yoga through practice
5	Know the effects of yogic practices on different systems



Syllabus for ICT/Computing skills

Sr No	Topic	Description
1	Microsoft Excel	Microsoft Excel Fundamentals, Entering and Editing Text and Formulas, Basic Excel Functions, Adding and Modifying Data on an Excel Chart, Inserting and Deleting Rows and Columns Changing the Width and Height of Cells Renaming an Excel Worksheet Moving and Copying Data in an Excel Worksheet, Modifying Excel Sheet, Formatting Data, Inserting Images, Inserting Excel Shapes, Formatting Excel Shapes, Creating an Excel Column Chart
2	HTML	Fundamentals/ Basic HTML, Text formatting on Web Pages, Incorporate images, Creating hyperlinks, complex image maps, Inserting web page, Validating HTML
3	Web Designing	Page Design Design Fundamentals Rules of web design The Script Language
4	Java Programming for Complete Beginners	Introduction, Language Syntax, Variable declaration, Operators, Error handling, Understanding arrays, Control statements, Working with cookies
5	SQL & MySQL	Introduction to SQL & MySQL & its Versions, Administration & Query Browser, Creating Databases & Tables, Using keys, Types of Table in MySQL, Data Types, Deleting databases and tables, Inserting, Retrieving, Updating & Deleting data, User Accounts, Access Control & documentation

Course Objectives

1	Introduction to Internet
2	Application of basic coding in HTML and Java
3	Understanding Microsoft Excel



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4	Database Management, Web Publishing, Web Design, and Web Programming.
5	SQL and My SQL Learning

Course Outcomes: On completion of the course, student will be able to–	
1	Learn the abilities needed to become web developers.
2	Learn the complexities of a website look simpler and making a website function smoothly.
3	Learn coding
4	Know web application
5	Master Microsoft Excel from Beginner, Build a solid understanding on the Basics of Microsoft Excel Learn the most common Excel functions used in the Office Maintain large sets of Excel data in a list or table
6	Learn basic HTML skills
7	Database Management, SQL queries



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Syllabus for Spoken English Course

Topic	Description	
Basic Level	<ul style="list-style-type: none"> • Introduction, Parts of Speech • Noun- Types • Pronouns- Types, Activity • Be form, Have form, Do form 	
	<ul style="list-style-type: none"> • Adjectives and Verbs • Simple Present Tense, Activity Simple Past Tense, Past experience sharing • Simple Future Tense, Activity 	
	<ul style="list-style-type: none"> • Present Continuous Tense, Past Continuous Tense • Future Continuous Tense, Activity 	
	<ul style="list-style-type: none"> • Adverbs- Types Prepositions • Conjunctions, interjections 	
	<ul style="list-style-type: none"> • Conditional sentences, Activity Present Perfect Tense Past Perfect Tense • Future Perfect Tense 	
	<ul style="list-style-type: none"> • Present Perfect Continuous Tense • Past Perfect Continuous Tense 	
	<ul style="list-style-type: none"> • Articles • Modal Auxiliary Verbs • Active and Passive Voice, exercises 	
	Intermediate Level	<ul style="list-style-type: none"> • Group Discussion • Debate
		<ul style="list-style-type: none"> • Role plays • Presentation
		<ul style="list-style-type: none"> • Ex-tempore • Body language (Gestures, posture, eye contact, Facial Expressions)
<ul style="list-style-type: none"> • Proverbs, Idioms and Phrases 		
<ul style="list-style-type: none"> • SWOT Analysis • General Etiquettes 		
Advanced Level	<ul style="list-style-type: none"> • Time Management • Interview Skills (Before, During, After Interview) 	



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	<ul style="list-style-type: none">• Email Writing• Resume writing
	<ul style="list-style-type: none">• Telephone etiquettes, Role plays• Phrasal Verbs• Presentations• Mock Interviews

Course Objectives:

1	Develop strong interpersonal skills.
2	Dialogue, soft skills, presentation techniques, and business English in order to meet the needs of today's demanding world.
3	Comprehensive lessons on grammar, pronunciation, vocabulary building, and conversational skills that are essential for mastering the language.
4	Communicate effectively with people from all over the world.
5	Improve the fluency and confidence of the student when speaking English.

Course Outcomes:

1	Better English reading skills.
2	English writing skills will show improvement as well.
3	Listening skills will also get higher with the improvement in spoken English
4	Speaking skills would show a tremendous improvement with spoken English
5	Enhance soft skills for faster growth



Syllabus for Soft Skill & Personality Development

Sr No	Topic	Description
1	Soft skills	Introduction, What are soft skills, Need for soft skills
2	Personality development	What is personality, Types of personality, Personality development, Elements of personality development, SWOT analysis, Goal setting, Creativity, Human values
3	Communication skills	Introduction, Meaning, Purpose of communication, Process of communication, Key elements of communication, Characteristics of effective communication, Tools of communication, Verbal communication, Listening skills, Speaking skills, Non-verbal communication, Dealing with conflict, Barriers to communication, Overcoming barriers
4	Interpersonal relationships	Introduction, Importance of interpersonal relationship skills, Types of interpersonal relationships, Uses of interpersonal relationship skills, Factors affecting interpersonal relationships, How to accommodate different styles, Consequences of interpersonal relationships
5	Basic Grammars	Tenses, Prepositions, Pronunciation, Letter Writing
6	Teambuilding	Introduction, Importance of human relations, What is a team, Understanding behavior, Comfort zones, Stepping stones to assertiveness, Getting to win/win Assertiveness building blocks, Characteristics of high performance teams, Self-questionnaire
7	Leadership	Introduction, Meaning of leadership, Importance of leadership, Leadership relationship, Approaches to leadership Task, team and individual functions, Functions and responsibilities of leadership, Styles of leadership
8	Time management	Introduction, How do you manage time?
9	Presentation skills	Introduction, Process, Examples of presentation language
10	Managing stress	Introduction, What is stress, Recognizing stress, Acknowledging stress, Common signs of stress, Tackling the problem
11	Thinking skills	Introduction, Core thinking skills Categories of thinking
12	Problem solving	Introduction, Need for problem solving, Skills for problem

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		solving, Process of problem solving, Stages of problem solving, Methods of problem solving
13	Decision making	Introduction, Features, Scope, Purpose, Types, Process
14	Employment communication	Introduction, Writing CV(curriculum vitae), Interview
15	Workplace etiquette	Introductions, Behavior at work, Personal etiquette, Using office utilities and resources, Travel etiquette

Course Objectives

1	To do the all-round development of students by focusing on soft skills.
2	To make the engineering students aware of the importance, the role and the content of soft skills through instruction, knowledge acquisition, demonstration and practice.
3	To develop and nurture the soft skills of the students through individual and group activities.
4	To expose students to right attitudinal and behavioral aspects and to build the same through activities

Course Outcomes: On completion of the course, student will be able to–

1	Effectively communicate through verbal/oral communication and improve the listening skills
2	Write precise briefs or reports and technical documents.
3	Actively participate in group discussion / meetings / interviews and prepare & deliver presentations.
4	Become more effective individual through goal/target setting, self-motivation and practicing creative thinking.
5	Function effectively in multi-disciplinary and heterogeneous teams through the knowledge of team work, Inter-personal relationships, conflict management and leadership quality.

JSPM's
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Tally Course Syllabus

Besant's Tally course syllabus is framed by Tally certified experts which will help you to understand how to perform Accounting, Inventory and Basic Taxation (GST, TDS) from the basic to advanced level. This Tally.ERP9 syllabus makes you expert in Accounting and Finance domain from the scratch.

BASIC OF ACCOUNTING

- Introduction
- Types of Accounts
- Accounting Principles or concepts
- Mode of Accounting
- Rules of Accounting
- Double-entry system of bookkeeping
- Creation / setting up of Company in Tally.ERP9

FUNDAMENTALS OF TALLY.ERP 9

- Company Features
- Configuration
- Getting functions with Tally.ERP9
- Creation / setting up of Company in Tally.ERP9

ACCOUNTING MASTERS IN TALLY.ERP 9

- Chart of Groups
- Groups
- Multiple Groups
- Ledgers
- Multiple Ledgers

INVENTORY MASTERS IN TALLY.ERP9

- Stock Groups
- Multiple Stock Groups
- Stock Categories
- Multiple Stock Categories
- Units of Measure
- Stock Items

VOUCHERS ENTRIES IN TALLY.ERP9

- Introduction
- Types of Vouchers
- Chart of Vouchers
- Accounting Voucher
- Inventory Voucher
- Invoicing

ADVANCE ACCOUNTING IN TALLY.ERP9

- Bill-wise details
- Cost centers and Cost Categories
- Multiple currencies
- Interest calculations
- Budget and controls
- Scenario management
- Bank Reconciliation
-

TAXES IN TALLY.ERP9

- TDS
- TDS Reports
- TDS Returns filing
- 26 AS Reconciliation

PAYROLL ACCOUNTING IN TALLY.ERP9

- Employee Creation
- Salary Define
- Employee Attendance Register
- Pay Heads Creation
- Salary Report

GENERATING REPORTS IN TALLY.ERP9

- Financial Statements
- Trading Account
- Profit & Loss Account
- Balance Sheet
- Accounts Books and Reports
- Inventory Books and Reports
- Exception Reports
- Statutory Reports
- Payroll Reports
- Trail balance
- Day Book
- List of Accounts
- Stock Summary
- Outstanding Statement



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7	Leadership	Introduction, Meaning of leadership, Importance of leadership, Leadership relationship, Approaches to leadership Task, team and individual functions, Functions and responsibilities of



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		leadership, Styles of leadership
8	Time management	Introduction, How do you manage time?
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4	To expose students to right attitudinal and behavioral aspects and to build the same through activities

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1	Effectively communicate through verbal/oral communication and improve the listening skills
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Syllabus for ICT/Computing skills

Sr No	Topic	Description
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2	HTML	Fundamentals/ Basic HTML, Text formatting on Web Pages, Incorporate images, Creating hyperlinks, complex image maps, Inserting web page, Validating HTML
3	Web Designing	Page Design Design Fundamentals Rules of web design The Script Language
4	Java Programming for Complete Beginners	Introduction, Language Syntax, Variable declaration, Operators, Error handling, Understanding arrays, Control statements, Working with cookies
5	SQL & MySQL	Introduction to SQL & MySQL & its Versions, Administration & Query Browser, Creating Databases & Tables, Using keys, Types of Table in MySQL, Data Types, Deleting databases and tables, Inserting, Retrieving, Updating & Deleting data, User Accounts, Access Control & documentation

Course Objectives

1	Introduction to Internet
2	Application of basic coding in HTML and Java
3	Understanding Microsoft Excel



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4	Database Management, Web Publishing, Web Design, and Web Programming.
5	SQL and My SQL Learning

Course Outcomes: On completion of the course, student will be able to–	
1	Learn the abilities needed to become web developers.
2	Learn the complexities of a website look simpler and making a website function smoothly.
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5	Master Microsoft Excel from Beginner, Build a solid understanding on the Basics of Microsoft Excel Learn the most common Excel functions used in the Office Maintain large sets of Excel data in a list or table
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Syllabus for Spoken English Course

Topic	Description	
Basic Level	<ul style="list-style-type: none"> • Introduction, Parts of Speech • Noun- Types • Pronouns- Types, Activity • Be form, Have form, Do form 	
	<ul style="list-style-type: none"> • Adjectives and Verbs • Simple Present Tense, Activity Simple Past Tense, Past experience sharing • Simple Future Tense, Activity 	
	<ul style="list-style-type: none"> • Present Continuous Tense, Past Continuous Tense • Future Continuous Tense, Activity 	
	<ul style="list-style-type: none"> • Adverbs- Types Prepositions • Conjunctions, interjections 	
	<ul style="list-style-type: none"> • Conditional sentences, Activity Present Perfect Tense Past Perfect Tense • Future Perfect Tense 	
	<ul style="list-style-type: none"> • Present Perfect Continuous Tense • Past Perfect Continuous Tense 	
	<ul style="list-style-type: none"> • Articles • Modal Auxiliary Verbs 	
	<ul style="list-style-type: none"> • Active and Passive Voice, exercises 	
	Intermediate Level	<ul style="list-style-type: none"> • Group Discussion • Debate
		<ul style="list-style-type: none"> • Role plays • Presentation
<ul style="list-style-type: none"> • Ex-tempore • Body language (Gestures, posture, eye contact, Facial Expressions) 		
<ul style="list-style-type: none"> • Proverbs, Idioms and Phrases 		
<ul style="list-style-type: none"> • SWOT Analysis • General Etiquettes 		
Advanced Level	<ul style="list-style-type: none"> • Time Management • Interview Skills (Before, During, After Interview) 	



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	<ul style="list-style-type: none">• Email Writing• Resume writing
	<ul style="list-style-type: none">• Telephone etiquettes, Role plays• Phrasal Verbs• Presentations• Mock Interviews

Course Objectives:	
1	Develop strong interpersonal skills.
2	Dialogue, soft skills, presentation techniques, and business English in order to meet the needs of today's demanding world.
3	Comprehensive lessons on grammar, pronunciation, vocabulary building, and conversational skills that are essential for mastering the language.
4	Communicate effectively with people from all over the world.
5	Improve the fluency and confidence of the student when speaking English.
Course Outcomes:	
1	Better English reading skills.
2	English writing skills will show improvement as well.
3	Listening skills will also get higher with the improvement in spoken English
4	Speaking skills would show a tremendous improvement with spoken English
5	Enhance soft skills for faster growth

Principal
(Dr. H. R. Kulkarni)

Syllabus

Laptops:

1. Hardware Repairs:
2. Battery Replacement: Installing a new battery when the old one fails.
3. Hard Drive Replacement: Upgrading to SSDs or replacing faulty drives.
4. Cleaning: Removing dust from internal components to prevent overheating.
5. Screen Replacement: Installing a new screen if the old one is damaged.
6. Keyboard Replacement: Fixing or replacing faulty keyboards.
7. Software Repairs:
8. OS Reinstallation: Fresh installation of the operating system.
9. Virus Removal: Using antivirus tools to clean the system.
10. Driver Updates: Installing the latest drivers for all hardware components.

Mobiles:

1. Hardware Repairs:
2. Battery Replacement: Swapping out faulty batteries with new ones.
3. Screen Replacement: Installing a new screen.
4. Water Damage Treatment: Cleaning and drying the internal components.
5. Button Replacement: Fixing or replacing malfunctioning buttons.
6. Software Repairs:
7. Factory Reset: Restoring the phone to its original settings.
8. Firmware Update: Installing the latest software updates.
9. App Reinstallation: Removing and reinstalling problematic apps.

Tools Required

Laptops:

1. Screwdrivers: Various types for different screws.

2. Pry Tools: For opening cases without damaging them.
3. Multimeter: For testing electrical components.
4. Thermal Paste: For reapplying on CPUs and GPUs.
5. Antistatic Wrist Straps: To prevent static damage to components.
6. Cleaning Tools: Compressed air, brushes for dust removal.

Mobiles:

1. Screwdrivers: Precision screwdrivers for small screws.
2. Pry Tools and Suction Cups: For safely opening cases.
3. Heat Gun: For loosening adhesive on screens and backs.
4. Multimeter: For checking electrical connections.
5. Tweezers: For handling small components.

Magnifying Glass: For detailed inspection of small parts

INTELLECTUAL PROPERTY RIGHTS

Course Objective:

1. The main objective of the IPR is to make the students aware of their rights for the protection of their invention done in their project work.
2. To get registration in our country and foreign countries of their invention, designs and thesis or theory written by the students during their project work and for this they must have knowledge of patents, copy right, trademarks, designs and information Technology Act.
3. Further teacher will have to demonstrate with products and ask he student to identify the different types of IPR's.

Units	Syllabus Content	Hours
1.	INTRODUCTION TO IPR: Meaning of property, Origin, Nature, Meaning of Intellectual Property Rights Introduction to TRIPS and WTO. Kinds of Intellectual property rights- Copy Right, Patent, Trade Mark, Trade Secret and trade dress, Design, Layout Design, Geographical Indication, Plant Varieties and Traditional Knowledge.	08
2.	PATENT RIGHTS AND COPY RIGHTS - Origin, Meaning of Patent, Types, Inventions which are not patentable, Registration Procedure, Rights and Duties of Patentee, Assignment and licence Restoration of lapsed Patents, Surrender and Revocation of Patents, Infringement, Remedies & Penalties. COPY RIGHT - Origin, Definition &Types of Copy Right, Registration procedure, Assignment & licence, Terms of Copy Right, Piracy, Infringement, Remedies, Copy rights with special reference to software.	10
3.	TRADE MARKS- Origin, Meaning & Nature of Trade Marks, Types, Registration of Trade Marks, Infringement & Remedies, Offences relating to Trade Marks, Passing Off, Penalties.	04
4.	DESIGN- Meaning, Definition, Object, Registration of Design, Cancellation of Registration, International convention on design, functions of Design. Semiconductor Integrated circuits and layout design Act-2000.	05
5.	BASIC TENENTS OF INFORMATION TECHNOLOGY ACT-2000 — IT Act - Introduction E-Commerce and legal provisions E- Governance and legal provisions Digital signature and Electronic Signature. Cybercrimes,	03
Total		30Hrs.

Course outcomes:

- The students once they complete their academic projects, they get awareness of acquiring the patent
- They also learn to have copyright for their innovative works.
- They also get the knowledge of plagiarism in their innovations which can be questioned legally.



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Syllabus for Yoga Course for Physical and Mental Health

Sr No	Topic	Description
Theory		
1	Foundation of Yoga	History of Yoga Meaning and definitions of 'Yoga' Aim and objectives Contribution of Swami Vivekananda and other yoga thinkers in the field of Yoga education
2	Yoga and Mental Health	Concept of mental afflictions in Bhagavad Geeta, assessment of mental disorders, practices for maintaining mental health Various Yogic practices to promote good mental health Preventive and Curative aspects of Yoga for Common Psychological Disorders Characteristics of common psychological disorders Yogic management of Frustration and Stress Yogic management of Anxiety, Depression and Aggression Yogic management of Insomnia and Eating Disorder
Practical		
3	Basic Understanding of Yogic Practices	Practice of Asanas: Asanas in Standing Position: Tadasana, Vrikshasana, Padahasthasana, Katichakrasana, Trikonasana, Parshvakonasana, Utkatasana, Sankatasana Asanas in Sitting Position: Sukhasana, Swastikasana, Padmasana, Vajrasana, Siddhasana, Muktasana, Veerasana, Guptasana, Gorakshasana, Garudasana, Vrushasana, Ushtrasana, Yogasana Janushirasana, Paschimottanasana, Bhadrasana, Mandukasana, Shashankasana, Vakrasana, Ushtrasana, Naukasana, Merudandasana Asanas in Supine Position: Uttanapadasana, Ardhalasana, Viparita karani, Sarvangasana, Pavanamuktasana, Setubandhasana, Shavasana Asanas in Prone Position:



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		Shalabhasana, Bhujangasana, Dhanurasana, Breath Meditation, Omkara Chanting
4	Practice of Meditation	

Course Objectives

1	To understand the foundation of Yoga
2	To know the history of Yoga
3	To understand the aims and objectives of Yoga
4	To know the techniques and importance of Asanas

Course Outcomes: Students will be able to,

1	Understand the fundamental knowledge of Yoga
2	Develop the interest about cultural aspects
3	Know the difference between yogic exercises and other exercises
4	Understand the higher principles of yoga through practice
5	Know the effects of yogic practices on different systems

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Syllabus for Soft Skill & Personality Development

Sr No	Topic	Description
1	Soft skills	Introduction, What are soft skills, Need for soft skills
2	Personality development	What is personality, Types of personality, Personality development, Elements of personality development, SWOT analysis, Goal setting, Creativity, Human values
3	Communication skills	Introduction, Meaning, Purpose of communication, Process of communication, Key elements of communication, Characteristics of effective communication, Tools of communication, Verbal communication, Listening skills, Speaking skills, Non-verbal communication, Dealing with conflict, Barriers to communication, Overcoming barriers
4	Interpersonal relationships	Introduction, Importance of interpersonal relationship skills, Types of interpersonal relationships, Uses of interpersonal relationship skills, Factors affecting interpersonal relationships, How to accommodate different styles, Consequences of interpersonal relationships
5	Basic Grammars	Tenses, Prepositions, Pronunciation, Letter Writing
6	Teambuilding	Introduction, Importance of human relations, What is a team, Understanding behavior, Comfort zones, Stepping stones to assertiveness, Getting to win/win Assertiveness building blocks, Characteristics of high performance teams, Self-questionnaire
7	Leadership	Introduction, Meaning of leadership, Importance of leadership, Leadership relationship, Approaches to leadership Task, team and individual functions, Functions and responsibilities of



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		leadership, Styles of leadership
8	Time management	Introduction, How do you manage time?
9	Presentation skills	Introduction, Process, Examples of presentation language
10	Managing stress	Introduction, What is stress, Recognizing stress, Acknowledging stress, Common signs of stress, Tackling the problem
11	Thinking skills	Introduction, Core thinking skills Categories of thinking
12	Problem solving	Introduction, Need for problem solving, Skills for problem solving, Process of problem solving, Stages of problem solving, Methods of problem solving
13	Decision making	Introduction, Features, Scope, Purpose, Types, Process
14	Employment communication	Introduction, Writing CV(curriculum vitae), Interview
15	Workplace etiquette	Introductions, Behavior at work, Personal etiquette, Using office utilities and resources, Travel etiquette

Course Objectives

1	To do the all-round development of students by focusing on soft skills.
2	To make the engineering students aware of the importance, the role and the content of soft skills through instruction, knowledge acquisition, demonstration and practice.
3	To develop and nurture the soft skills of the students through individual and group activities.
4	To expose students to right attitudinal and behavioral aspects and to build the same through activities

Course Outcomes: On completion of the course, student will be able to–

1	Effectively communicate through verbal/oral communication and improve the listening skills
2	Write precise briefs or reports and technical documents.
3	Actively participate in group discussion / meetings / interviews and prepare & deliver presentations.
4	Become more effective individual through goal/target setting, self-motivation and practicing creative thinking.
5	Function effectively in multi-disciplinary and heterogeneous teams through the knowledge of team work, Inter-personal relationships, conflict management and leadership quality.



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Syllabus for ICT/Computing skills

Sr No	Topic	Description
1	Microsoft Excel	Microsoft Excel Fundamentals, Entering and Editing Text and Formulas, Basic Excel Functions, Adding and Modifying Data on an Excel Chart, Inserting and Deleting Rows and Columns Changing the Width and Height of Cells Renaming an Excel Worksheet Moving and Copying Data in an Excel Worksheet, Modifying Excel Sheet, Formatting Data, Inserting Images, Inserting Excel Shapes, Formatting Excel Shapes, Creating an Excel Column Chart
2	HTML	Fundamentals/ Basic HTML, Text formatting on Web Pages, Incorporate images, Creating hyperlinks, complex image maps, Inserting web page, Validating HTML
3	Web Designing	Page Design Design Fundamentals Rules of web design The Script Language
4	Java Programming for Complete Beginners	Introduction, Language Syntax, Variable declaration, Operators, Error handling, Understanding arrays, Control statements, Working with cookies
5	SQL & MySQL	Introduction to SQL & MySQL & its Versions, Administration & Query Browser, Creating Databases & Tables, Using keys, Types of Table in MySQL, Data Types, Deleting databases and tables, Inserting, Retrieving, Updating & Deleting data, User Accounts, Access Control & documentation

Course Objectives

1	Introduction to Internet
2	Application of basic coding in HTML and Java
3	Understanding Microsoft Excel



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4	Database Management, Web Publishing, Web Design, and Web Programming.
5	SQL and My SQL Learning

Course Outcomes: On completion of the course, student will be able to–	
1	Learn the abilities needed to become web developers.
2	Learn the complexities of a website look simpler and making a website function smoothly.
3	Learn coding
4	Know web application
5	Master Microsoft Excel from Beginner, Build a solid understanding on the Basics of Microsoft Excel Learn the most common Excel functions used in the Office Maintain large sets of Excel data in a list or table
6	Learn basic HTML skills
7	Database Management, SQL queries

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	<ul style="list-style-type: none">• Email Writing• Resume writing
	<ul style="list-style-type: none">• Telephone etiquettes, Role plays• Phrasal Verbs• Presentations• Mock Interviews

Course Objectives:	
1	Develop strong interpersonal skills.
2	Dialogue, soft skills, presentation techniques, and business English in order to meet the needs of today's demanding world.
3	Comprehensive lessons on grammar, pronunciation, vocabulary building, and conversational skills that are essential for mastering the language.
4	Communicate effectively with people from all over the world.
5	Improve the fluency and confidence of the student when speaking English.
Course Outcomes:	
1	Better English reading skills.
2	English writing skills will show improvement as well.
3	Listening skills will also get higher with the improvement in spoken English
4	Speaking skills would show a tremendous improvement with spoken English
5	Enhance soft skills for faster growth

Principal
(Dr. H. R. Kulkarni)



Syllabus for Soft Skill & Personality Development

Sr No	Topic	Description
1	Soft skills	Introduction, What are soft skills, Need for soft skills
2	Personality development	What is personality, Types of personality, Personality development, Elements of personality development, SWOT analysis, Goal setting, Creativity, Human values
3	Communication skills	Introduction, Meaning, Purpose of communication, Process of communication, Key elements of communication, Characteristics of effective communication, Tools of communication, Verbal communication, Listening skills, Speaking skills, Non-verbal communication, Dealing with conflict, Barriers to communication, Overcoming barriers
4	Interpersonal relationships	Introduction, Importance of interpersonal relationship skills, Types of interpersonal relationships, Uses of interpersonal relationship skills, Factors affecting interpersonal relationships, How to accommodate different styles, Consequences of interpersonal relationships
5	Basic Grammars	Tenses, Prepositions, Pronunciation, Letter Writing
6	Teambuilding	Introduction, Importance of human relations, What is a team, Understanding behavior, Comfort zones, Stepping stones to assertiveness, Getting to win/win Assertiveness building blocks, Characteristics of high performance teams, Self-questionnaire
7	Leadership	Introduction, Meaning of leadership, Importance of leadership, Leadership relationship, Approaches to leadership Task, team and individual functions, Functions and responsibilities of leadership, Styles of leadership
8	Time management	Introduction, How do you manage time?
9	Presentation skills	Introduction, Process, Examples of presentation language
10	Managing stress	Introduction, What is stress, Recognizing stress, Acknowledging stress, Common signs of stress, Tackling the problem
11	Thinking skills	Introduction, Core thinking skills Categories of thinking
12	Problem solving	Introduction, Need for problem solving, Skills for problem

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Approved by Govt. of Maharashtra and

Affiliated to Savitribai Phule Pune University, Pune.

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FOUNDER SECRETARY**PROF. DR. H.R. KULKARNI**
M.Sc. Ph.D, PGDEM,
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PRINCIPAL

		solving, Process of problem solving, Stages of problem solving, Methods of problem solving
13	Decision making	Introduction, Features, Scope, Purpose, Types, Process
14	Employment communication	Introduction, Writing CV(curriculum vitae), Interview
15	Workplace etiquette	Introductions, Behavior at work, Personal etiquette, Using office utilities and resources, Travel etiquette

Course Objectives

1	To do the all-round development of students by focusing on soft skills.
2	To make the engineering students aware of the importance, the role and the content of soft skills through instruction, knowledge acquisition, demonstration and practice.
3	To develop and nurture the soft skills of the students through individual and group activities.
4	To expose students to right attitudinal and behavioral aspects and to build the same through activities

Course Outcomes: On completion of the course, student will be able to–

1	Effectively communicate through verbal/oral communication and improve the listening skills
2	Write precise briefs or reports and technical documents.
3	Actively participate in group discussion / meetings / interviews and prepare & deliver presentations.
4	Become more effective individual through goal/target setting, self-motivation and practicing creative thinking.
5	Function effectively in multi-disciplinary and heterogeneous teams through the knowledge of team work, Inter-personal relationships, conflict management and leadership quality.

Principal
(Dr. H. R. Kulkarni)