

SKILL DEVELOPMENT CERTIFICATE COURSE**Certificate Programme in Basic of Investment Portfolio Management (Level-I)**
(Credit Points : 4)**Course Co-ordinator : Ms. Pramila Yadav****Eligibility: XII Pass (Any Stream)****Duration of the Course : 60 Hours****Intake Capacity: 40 Students****About the Course:**

Portfolio management is the art of managing investment in a way to get high return at low risk level within stipulated period of time. It refers to handling individual's investment in the form of stocks, bonds, mutual funds, cash etc. Portfolio management means managing money of an individual under the expert guidance of portfolio managers. In layman language, the art of managing individual's investment is called as Portfolio management.

The course would help learners to distinguish between Capital market, Money market, Currency market and Commodity market. Apart from this they could take lead to advise best alternate options of investment to their clients.

Course Objectives:

1. To provide fundamental knowledge exposure to the concept of investment management.
2. To familiarize students with the component of market's investment avenues.

Cont.....

LEARNING OUTCOMES OF THE COURSE

- ✓The student would come to know the investment options available in the market.
- ✓Students will gain knowledge of financial education & selection of best investment options .
- ✓Enable students to take decision as regards the trading of investments.
- ✓Motivate students for further advanced courses related to investments.
- ✓The course will assist the students to opt career (self-employed) in the shares and securities market.

NAME OF THE TEACHING FACULTIES FOR THE COURSE**>Ms. Pramila Yadav - Course Co-ordinator****>Ms. Tejashree Gawde - Teaching Faculty****>Ms. Supriya Bhalerao - Teaching Faculty****SCHEDULE OF LECTURES****FRIDAY : 1:00 p.m. to 2:00 p.m.****SATURDAY : 1:00 p.m. to 3:00 p.m.**

Cont.....

CONTENT OF THE COURSE

SR. NO.	MODULES	NO. OF LECTURES
1.	A. Investment: Meaning , Features, Components, Types of Investments, Factors affecting selection of investment. B. Management: Meaning, Features, Importance.	03
2.	A. Portfolio: Meaning, Components, Types of Portfolio. B. Meaning of Investor, Types of Investors, Types of Investing , Factors affecting Investments.	03
3.	A. Portfolio Management :Definition, importance, and types of portfolio management. B. Essential elements of portfolio management and steps to build a complete investment portfolio	05
4.	SEBI and its structure and role of SEBI in safeguarding the interest of investors.	04
5.	Stock market: Features of Stock market ,Primary and Secondary market.	06
6.	Mutual Fund: Concept, Objectives, Regulatory framework of Mutual Funds, Different types of mutual fund schemes.	08
7.	Money Market: Introduction, Features, Role of RBI in regulating money market, Different instruments available in the money market.	07
8.	Commodity Market: Introduction, Regulatory framework of Commodity market and fundamental analysis.	05
9.	Currency Market: Introduction, Regulatory framework of Currency Market and fundamental analysis of Currency Market.	05
10.	Practical on how to purchase of equities	05
11.	Investment in life insurance plans	03
12.	Investment and tax planning	03
13.	Group PPT presentation of students on contents of this course.	03
	Total Lectures	60

MISCELLANEOUS RECEIPT / RECEIPT FROM STUDENT		
Date	Particulars	Student Name
7-10-2021	BASIC OF INVESTMENT	PRADNYA GAJANAN NARKHEDE
7-10-2021	BASIC OF INVESTMENT	SHRUSHTI ANIL GURUWARA
7-10-2021	BASIC OF INVESTMENT	RUCHA PRAKASH PAWAR
8-10-2021	BASIC OF INVESTMENT	DHRUV RAWAL
13-10-2021	BASIC OF INVESTMENT	NARPATLAL BABULAL KUMAWAT
16-10-2021	BASIC OF INVESTMENT	SANKALP SHELKE
17-10-2021	BASIC OF INVESTMENT	OMKAR SUDESH KADAM

Dombivli ShikshanPrasarak Mandal's
K. V. Pendharkar College of Arts, Science and Commerce
(Autonomous)

Proposal for Certificate Course

Category (Certificate course/ Diploma): Certificate Course

Title of the Course: GST Accounts / Assistance

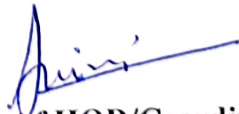
Name of the Course Coordinator: Premkumar Nair, M.com; NET

Department: Accounting and Finance

Name of the Head/Coordinator of Department: Mrs. Ashwini Bagkar



Signature of Course Coordinator



Signature of HOD/Coordinator

1. Technical Information:

A. Duration of the course (in hours): 30 hours

B. Duration of the Course (in months): 2 months

C. Number of Credits: 02

D. (i) **Learning Outcomes of the Course:**

Students will be aware of the procedure for filing of returns

Students will be self-reliant

(ii) **Evaluation Scheme:**

Maximum Marks – 100 (60 – 40 pattern)

Minimum marks – 40% separately in both 60 and 40

40 marks – Multiple choice question (20 questions of 2 marks each)

60 Marks – Practical

- 2 questions of 30 marks each
- Question can be subdivided for small questions
- Responses are expected by practically filing with written support

(iii) **Grading Pattern:**

Less than 40 – Failed / unsatisfactory

40 to 50 – E Grade

50 to 60 – D grade

60 to 70 – B grade

70 to 80 – A grade

80 to 90 – A+ grade

90 to 100 – O grade

Note: If 40% marks separately in both 60 and 40 not achieved will be considered
Fail

E. **Focus of the Course:** Job oriented & Self-employment

F. **Context of the Course:**

Initially it will be focusing on one discipline only namely Accounting and Finance, later it can be made inter-disciplinary

G. **Name of the modules under the Syllabus with number of lectures per module:**

Topics	Approx. hours
Chapter 1 Registration & Quarterly Return and monthly payments scheme	5 hours
Chapter 2 E- invoicing, E-way bill & Types of GSTR	5 hours
Chapter 3 Filing of GSTRs	15 hours
Chapter 4 Briefing of Other GSTR and amendments	5 hours

2. Target Group Information

A. **Eligibility for Admission:** Third year Students of Accounting and Finance

B. **Batch size & Potential number of students:**

Batch Size: 30

Potential Number of Students: 50

3. Financial Information

A. **Budget for three years**

Particluars	1st year	2nd year	3rd year
Fees per student	1200	1200	1200
No. of students expected	50	50	50
Total Revenue	60000	60000	60000
Non-Recurring Expenses	Nil	Nil	Nil
<u>Recurring expences</u>			
Fixed			
1. Remuneration to Course Co-ordinator	2000	2000	2000
2. Remuneration to Faculty (350 per hour)	21000	21000	21000
3. Question paper setting	1000	1000	1000
4. Computer Lab expenses (Electricity & Maintenance)	10000	10000	10000
5. Reference books	3000	3000	3000
Variable	2500	2500	2500
1. Notes (Rs.50 per student)	1250	1250	1250
2. Question paper and asnwer sheet (Rs.25 per student)	1500	1500	1500
3. Marksheet and certificate (Rs.30 per student)	500	500	500
4. Remuneration to examiner (Rs.10 per student)	4000	4200	4410
5. Contingency cost (increasing at 5%)			
	46750	46950	47160
Total cost			
	13250	13050	12840
Net Revenue	28.3422	27.79553	27.2265
% Margin / Profit			

4. Operational Information

A. Time-table:

- Course will be conducted in the month of November, December & January (2nd term)
- Every week 2 lectures on Friday and Saturday
- Classroom – Computer Lab (Jr)
- Timing – After Regular Lectures (From 12.00 p.m. to 02.00 p.m.)

B. Details of the teaching staff:

Sr. No.	Name	Expertise
1.	Premkumar Nair	Taxation

C. Do you need any faculty from other department:

No

D. Do you need any external resource person:

No

Annexure I- Detailed module wise syllabus of the course

Topics	Approx. hours
Chapter 1 Registration & Quarterly Return and monthly payments scheme <i>(Conditions & Procedure for registration for various dealers, Form to Change Profile from/into QRMP Scheme, Furnishing Documents in Invoice Furnishing Facility (IFF) under QRMP Scheme, Filing Form GSTR-1 - Details of Outward Supplies of Goods or Services by Normal Taxpayer under QRMP Scheme Filing Form GSTR-3B - Monthly/Quarterly Return by Normal Taxpayer under QRMP Scheme)</i>	5 hours
Chapter 2 E- invoicing, E-way bill & Types of GSTR <i>(understanding and generating e-invoice and e-way bill, Type of GSTRs used for various dealers)</i>	5 hours
Chapter 3 Filing of GSTR <i>(Filing Form GSTR-1 - Details of Outward Supplies of Goods or Services by Normal Taxpayer, Familiarizing with Different Sections of GSTR-1, Adding Invoices to GSTR-1, Filing Nil Form GSTR-1 through SMS by Normal Taxpayer, Importing e-Way Bill Data in Form GSTR-1 by Normal Taxpayer, Viewing and filing Form GSTR 2A, GSTR 2B, GSTR 3A, GSTR 3B, GSTR 4 and GSTR 4A)</i>	15 hours
Chapter 4 Briefing of Other GSTR and amendments <i>(Brief explanation of remaining GSTRs (no practical) and related amendments made by the board from time to time)</i>	5 hours

Annexure II- Time- Table as per the guidelines

Month	Days	Batches	Timings
November, December 2021 & January 2022	Fridays and Saturdays	Batch 1	12.00 p.m. to 02.00 p.m.
November, December 2021 & January 2022	Wednesdays and Thursdays	Batch 2	

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(AUTONOMOUS), DOMBIVLI

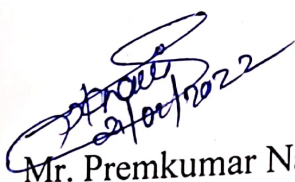
DEPARTMENT OF ACCOUNTING & FINANCE

NOTICE


21.02.2022

The Department of Accounting and Finance have started a certificate course 'GST - Accounts assistant' which primarily focusses on E- filing of GST return. Interested students may contact Mr. Premkumar Nair. Other Details are as follows

- | | | |
|---------------------|---|---|
| Date of Admission | — | 25th February.2022 to 5 th March 2022. |
| Mode of lectures | — | Offline (Physical) lectures. |
| Minimum eligibility | — | Pursuing Graduation with basic knowledge of Goods and Service tax Act |
| Contact | — | Mr. Premkumar Nair (8830226088) |


21/02/2022

Mr. Premkumar Nair
Head of Department
Department of Accounting & Finance


Dr. V. S. Lasune
Principal

PRINCIPAL
K. V. PENDHARKAR COLLEGE OF
ARTS, SCIENCE & COMMERCE
DOMBIVLI (EAST)



D.S.P.M.'S
K.V.PENDHARKAR COLLEGE OF ARTS, SCIENCE & COMMERCE
(AUTONOMOUS), DOMBIVLI

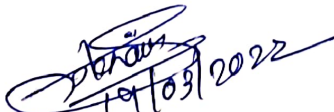
DEPARTMENT OF ACCOUNTING & FINANCE

NOTICE

19.03.2022

The Department of Accounting and Finance have started a certificate course '**GST – Accounts assistant**' which primarily focusses on E- filing of GST return.

Last Date of Admission	–	24 th March, 2022.
Venue for Admission	–	Fees Counter (Supriya Madam)
Lectures starting from	–	25 th March, 2022
Frequency	–	Daily
Mode of lectures	–	Offline (Physical) lectures.
Venue	–	Junior.IT lab
Time	–	11.00 a.m. to 01.00 p.m.
Contact	–	Mr. Premkumar Nair (8830226088)


19/03/2022

Mr. Premkumar Nair
Head of Department
Department of Accounting & Finance



Dr. S. V. Lasune
Principal

DOMBIVLI SHIKSHAN PRASARAK MANDAL'S

K.V. PENDHARKAR COLLEGE OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS), DOMBIVLI (E)

CERTIFICATE COURSE: GST ACCOUNTS ASSISTANT

NAME OF THE FACULTY: MR. PREMKUMAR NAIR

ATTENDANCE SHEET

R. No.	NAME OF THE STUDENT	05/04	07/04	08/04	09/04	25/04	26/04	27/04
1	Harsh Prashant Parab	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh
2	Sanskar Diwakar Mayekar	Sanskar	Sanskar	Sanskar	Sanskar	Sanskar	Sanskar	Sanskar
3	Soham Harsh Bhagat	Soham	Soham	Soham	Soham	Soham	Soham	Soham
4	Kirti Anant Kamat	Kirti	Kirti	Kirti	A	A	A	A
5	Sakshi Santosh Chavan	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi
6	Samruddhi Yashwant Fanade	Samruddhi	Samruddhi	Samruddhi	Samruddhi	Samruddhi	Samruddhi	Samruddhi
7	Jinal Dilip Parmar	Jinal	Jinal	Jinal	A	A	A	A
8	Prasad Pranav Dange	Prasad	Prasad	Prasad	Prasad	Prasad	Prasad	Prasad
9	Sahil Sharad Kadam	Sahil	Sahil	Sahil	A	A	A	A
10	Smita Santosh Lohar	Smita	A	A	S.S.Lohar	S.S.Lohar	A	S.S.Lohar
11	Shreyash Sanjay Balkawade	Shreyash	Shreyash	Shreyash	Shreyash	Shreyash	Shreyash	Shreyash
12	Valekar Avishkar Rajendra	Avi	Avi	Avi	Avi	Avi	Avi	Avi
13	Nandini Chandrashekhar Kahar	Nandini	Nandini	Nandini	Nandini	Nandini	Nandini	Nandini
14	Shubham Padmakar Nimje	Shubham	Shubham	Shubham	Shubham	Shubham	Shubham	Shubham
15	Kalpesh Suryaprakash Repal	Kalpesh	Kalpesh	Kalpesh	Kalpesh	Kalpesh	Kalpesh	Kalpesh
16	Vaibhav Ganesh Kale	Vaibhav	Vaibhav	Vaibhav	Vaibhav	Vaibhav	Vaibhav	Vaibhav
17	Payal Sharad Gore	Payal	Payal	Payal	Payal	Payal	Payal	Payal
18	Shraddha Ravindra Patil	Shraddha	Shraddha	Shraddha	Shraddha	Shraddha	Shraddha	Shraddha
19	Ramanuj Vikrant Kanajiya	Ramanuj	Ramanuj	Ramanuj	Ramanuj	Ramanuj	Ramanuj	Ramanuj
20	Shweta Ashok Gaikwad	Shweta	Shweta	Shweta	Shweta	A	A	A
21	Sarvesh Sadanand Jadhav	Sarvesh	Sarvesh	A	Sarvesh	Sarvesh	Sarvesh	Sarvesh
22	Suraj Vasant Balgude	Suraj	Suraj	Suraj	Suraj	Suraj	Suraj	Suraj
23	Shruti Sayaji Zaware	Shruti	Shruti	Shruti	Shruti	A	A	A
24	Mandar Pandharinath Ingle	Mandar	Mandar	Mandar	Mandar	Mandar	Mandar	Mandar
25	Dhanashree Prakash Jadhav	Dhanashree	Dhanashree	Dhanashree	Dhanashree	A	A	A
26	Atmaram Krishna Kadam	Atmaram	Atmaram	Atmaram	Atmaram	Atmaram	Atmaram	Atmaram
27	Sahil Rajendra Tambe	S.N.Lad	S.N.Lad	S.N.Lad	S.N.Lad	S.N.Lad	S.N.Lad	S.N.Lad
28	Shruti Neelkanth Lad	Archana	Archana	Archana	Archana	Archana	Archana	Archana
29	Archana Samarjeet Yadav	Jiza	Jiza	Jiza	Jiza	Jiza	Jiza	Jiza
30	Fiza Muhammad Kaleem Miyan	Anurupa	Anurupa	Anurupa	Anurupa	Anurupa	Anurupa	Anurupa
31	Archana Binesh Gupta	Khushboo	Khushboo	Khushboo	Khushboo	Khushboo	Khushboo	Khushboo
32	Khushboo Santosh Prajapati	Khushboo	Khushboo	Khushboo	Khushboo	Khushboo	Khushboo	Khushboo
33	Nayana Ravindra Panigrahi	Gaganit	Gaganit	Gaganit	Gaganit	Gaganit	Gaganit	Gaganit
34	Kaliswari Mookandi Thevar	Sailee	Sailee	Sailee	Sailee	Sailee	Sailee	Sailee
35	Sailee Abhay Ghadigaonkar	Pratik	Pratik	Pratik	Pratik	A	A	A
36	Pratik Anar Rathod	Pratik	Pratik	Pratik	Pratik	A	A	A
37	Aniruddha Prabhakar Kambli	Shantanu	Shantanu	Shantanu	Shantanu	Shantanu	Shantanu	Shantanu
38	Shankar Nabakumar Mandal	Shankar	Shankar	Shankar	Shankar	Shankar	Shankar	Shankar
39	Sushmita Dilip Savale	Sushmita	Sushmita	Sushmita	Sushmita	Sushmita	Sushmita	Sushmita
40	Megha Arvind Bhavsar	V.G.walk	V.G.walk	V.G.walk	V.G.walk	V.G.walk	V.G.walk	V.G.walk
41	Vaibhavi Gurunath Naik	(Vijay)	(Vijay)	(Vijay)	(Vijay)	A	(Vijay)	(Vijay)
42	Dhulipala Venkatnagajayalaxmi							

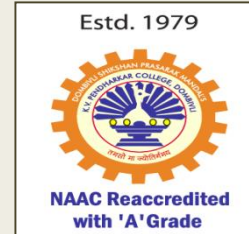
K.V. PENDHARKAR COLLEGE OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS), DOMBIVLI (E)

NAME OF THE FACULTY: MR. PREMKUMAR NAIR

ATTENDANCE SHEET

SR. No.	NAME OF THE STUDENT
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	29/04	30/04	01/05	02/05	03/05	04/05	05/05	06/05	07/05	08/05	09/05
1 Harsh Prashant Parab	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh
2 Sanskar Diwakar Mayekar	Sanskar	Sanskar	Sanskar	Sanskar	Sanskar	Sanskar	Sanskar	Sanskar	Sanskar	Sanskar	Sanskar
3 Soham Harsh Bhagat	Soham	Soham	Soham	Soham	Soham	Soham	Soham	Soham	Soham	Soham	Soham
4 Kirti Anant Kamat	Kirti	Kirti	Kirti	Kirti	Kirti	Kirti	Kirti	Kirti	Kirti	Kirti	Kirti
5 Sakshi Santosh Chavan	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi
6 Samruddhi Yashwant Fanade	Samruddhi	Samruddhi	Samruddhi	Samruddhi	Samruddhi	Samruddhi	Samruddhi	Samruddhi	Samruddhi	Samruddhi	Samruddhi
7 Jinal Dilip Parmar	Jinal	Jinal	Jinal	Jinal	Jinal	Jinal	Jinal	Jinal	Jinal	Jinal	Jinal
8 Prasad Pranav Dange	Prasad	Prasad	Prasad	Prasad	Prasad	Prasad	Prasad	Prasad	Prasad	Prasad	Prasad
9 Sahil Sharad Kadam	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil
10 Smita Santosh Lohar	Smita	Smita	Smita	Smita	Smita	Smita	Smita	Smita	Smita	Smita	Smita
11 Shreyash Sanjay Balkawade	Shreyash	Shreyash	Shreyash	Shreyash	Shreyash	Shreyash	Shreyash	Shreyash	Shreyash	Shreyash	Shreyash
12 Valekar Avishkar Rajendra	Valekar	Valekar	Valekar	Valekar	Valekar	Valekar	Valekar	Valekar	Valekar	Valekar	Valekar
13 Nandini Chandrashekhar Kahar	Nandini	Nandini	Nandini	Nandini	Nandini	Nandini	Nandini	Nandini	Nandini	Nandini	Nandini
14 Shubham Padmakar Nimje	Shubham	Shubham	Shubham	Shubham	Shubham	Shubham	Shubham	Shubham	Shubham	Shubham	Shubham
15 Kalpesh Suryaprakash Repal	Kalpesh	Kalpesh	Kalpesh	Kalpesh	Kalpesh	Kalpesh	Kalpesh	Kalpesh	Kalpesh	Kalpesh	Kalpesh
16 Vaibhav Ganesh Kale	Vaibhav	Vaibhav	Vaibhav	Vaibhav	Vaibhav	Vaibhav	Vaibhav	Vaibhav	Vaibhav	Vaibhav	Vaibhav
17 Payal Sharad Gore	Payal	Payal	Payal	Payal	Payal	Payal	Payal	Payal	Payal	Payal	Payal
18 Shraddha Ravindra Patil	Shraddha	Shraddha	Shraddha	Shraddha	Shraddha	Shraddha	Shraddha	Shraddha	Shraddha	Shraddha	Shraddha
19 Ramanuj Vikrant Kanojiya	Ramanuj	Ramanuj	Ramanuj	Ramanuj	Ramanuj	Ramanuj	Ramanuj	Ramanuj	Ramanuj	Ramanuj	Ramanuj
20 Shweta Ashok Gaikwad	Shweta	Shweta	Shweta	Shweta	Shweta	Shweta	Shweta	Shweta	Shweta	Shweta	Shweta
21 Sarvesh Sadanand Jadhav	Sarvesh	Sarvesh	Sarvesh	Sarvesh	Sarvesh	Sarvesh	Sarvesh	Sarvesh	Sarvesh	Sarvesh	Sarvesh
22 Suraj Vasant Balgude	Suraj	Suraj	Suraj	Suraj	Suraj	Suraj	Suraj	Suraj	Suraj	Suraj	Suraj
23 Shruti Sayaji Zaware	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti
24 Mandar Pandharinath Ingle	Mandar	Mandar	Mandar	Mandar	Mandar	Mandar	Mandar	Mandar	Mandar	Mandar	Mandar
25 Dhanashree Prakash Jadhav	Dhanashree	Dhanashree	Dhanashree	Dhanashree	Dhanashree	Dhanashree	Dhanashree	Dhanashree	Dhanashree	Dhanashree	Dhanashree
26 Atmaram Krishna Kadam	Atmaram	Atmaram	Atmaram	Atmaram	Atmaram	Atmaram	Atmaram	Atmaram	Atmaram	Atmaram	Atmaram
27 Sahil Rajendra Tambe	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil
28 Shruti Neelkanth Lad	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti
29 Archana Samarjeet Yadav	Archana	Archana	Archana	Archana	Archana	Archana	Archana	Archana	Archana	Archana	Archana
30 Fiza Muhammad Kaleem Miyan	Fiza	Fiza	Fiza	Fiza	Fiza	Fiza	Fiza	Fiza	Fiza	Fiza	Fiza
31 Archana Binesh Gupta	Archana	Archana	Archana	Archana	Archana	Archana	Archana	Archana	Archana	Archana	Archana
32 Khushboo Santosh Prajapati	Khushboo	Khushboo	Khushboo	Khushboo	Khushboo	Khushboo	Khushboo	Khushboo	Khushboo	Khushboo	Khushboo
33 Nayana Ravindra Panigrahi	Nayana	Nayana	Nayana	Nayana	Nayana	Nayana	Nayana	Nayana	Nayana	Nayana	Nayana
34 Kaliswari Mookandi Thevar	Kaliswari	Kaliswari	Kaliswari	Kaliswari	Kaliswari	Kaliswari	Kaliswari	Kaliswari	Kaliswari	Kaliswari	Kaliswari
35 Sailee Abhay Ghadigaonkar	Sailee	Sailee	Sailee	Sailee	Sailee	Sailee	Sailee	Sailee	Sailee	Sailee	Sailee
36 Pratik Anar Rathod	Pratik	Pratik	Pratik	Pratik	Pratik	Pratik	Pratik	Pratik	Pratik	Pratik	Pratik
37 Aniruddha Prabhakar Kambli	Aniruddha	Aniruddha	Aniruddha	Aniruddha	Aniruddha	Aniruddha	Aniruddha	Aniruddha	Aniruddha	Aniruddha	Aniruddha
38 Shankar Nabakumar Mandal	Shankar	Shankar	Shankar	Shankar	Shankar	Shankar	Shankar	Shankar	Shankar	Shankar	Shankar
39 Sushmita Dilip Savale	Sushmita	Sushmita	Sushmita	Sushmita	Sushmita	Sushmita	Sushmita	Sushmita	Sushmita	Sushmita	Sushmita
40 Megha Arvind Bhavsar	Megha	Megha	Megha	Megha	Megha	Megha	Megha	Megha	Megha	Megha	Megha
41 Vaibhavi Gurunath Naik	Vaibhavi	Vaibhavi	Vaibhavi	Vaibhavi	Vaibhavi	Vaibhavi	Vaibhavi	Vaibhavi	Vaibhavi	Vaibhavi	Vaibhavi
42 Dhulipala Venkatnagajalaxmi	Dhulipala	Dhulipala	Dhulipala	Dhulipala	Dhulipala	Dhulipala	Dhulipala	Dhulipala	Dhulipala	Dhulipala	Dhulipala



DOMBIVLI SHIKSHAN PRASARAK MANDAL'S
K. V. PENDHARKAR COLLEGE OF ARTS, SCIENCE & COMMERCE,
DOMBIVLI

DEPARTMENT OF BIOTECHNOLOGY

CERTIFICATE COURSE
IN
SEWAGE TREATMENT PLANT PROCESS

COURSE OBJECTIVES

To provide basic knowledge to students about:

- Impact of untreated sewage on the environment.
- Treatment stages involved in a Sewage treatment plant.
- Significance of setting up a Sewage Treatment Plant



LEARNING OUTCOMES

- Process units involved in sewage water treatment technologies.
- Designing of Sewage Treatment Plant.
- Bioremediation techniques of sewage treatment.
- Find solution to create green and clean environment.
- **Practical:** Laboratory testing of microbial load and physicochemical parameter analysis of treated sewage.

ON COMPLETION OF THE CERTIFICATE COURSE

Student can apply as a technician/supervisor for STP plant.

ELIGIBILITY:

Students enrolled in the Degree course at Undergraduate level of Life Sciences (Biotechnology, Botany, Zoology) and Chemistry.

- Course Duration: 30 hours
- Credits: 2
- FEE Structure: Rs. 1200/-
- Students will receive ***Certificate of Completion*** after successful completion of the course.

Email address	Student Full Name	Mobile No.: (Own & WhatsApp No.)	Mobile No.: (Parent)	Gender	Class (Mark only one)	Program
kavadiac@gmail.com	Chirag shankarlal kavadia	9372993689	9892957331	Male	FY C	Commerce
samantsunil773@gmail.com	Lavisha Sunil Samant	7506698048	8433976456	Female	FY B	Commerce
jayeshsonawane150@gmail.com	Jayesh Sonawane	9321579185	7039870087	Male	FY A	Commerce
ydhuri13@gmail.com	Yash Manish Dhuri	9967746993	9967746993	Male	FY A	Commerce
laxmimandal03707@gmail.com	Laxmi Arvind Mandal	9082797938	9930531670	Female	FY A	Commerce
surveshreya5@gmail.com	Shreya rajendra surve	8879415480	9324749448	Female	FY A	Commerce
ukuskulkarni9@gmail.com	Pratik Mangesh Shinde	8928716224	8108420307	Male	FY A	Commerce
aj400303@gmail.com	* Ankita shyam jaiswal	9372771322	8976351984	Female	Other	Commerce

Date of admission

12/10/2021

13/10/2021

14/10/2021

13/10/2021

Annexure I- Detailed module wise syllabus of the course

Module	Lectures
1. Introduction to Business & Start up Concept, Features, Functions & Importance of business, Business Environment (SWOT analysis), Business Planning process, Concept & Characteristics of Entrepreneurship, Qualities of successful entrepreneur, Project Report, Feasibility analysis, Concept of Start –up, Government Support under Start up schemes, Sources of funding for Startup, Concept of Incubation & Facilities under incubation Leading incubation centers in India. Statutory requirements for promoting new business	12
2. HTML5: Introduction, Why HTML5? Formatting text by using tags, using lists and backgrounds, Creating hyperlinks and anchors. HTML5 Page layout and navigation: Creating navigational aids: planning site organization, creating text Based navigation bar, creating graphicbased navigation bar, creating Graphical navigation bar, creating image map, redirecting to another URL, creating division based layouts: HTML5 semantic tags, creating Divisions, creating HTML5 semantic layout, positioning and formatting Divisions. HTML5 Tables, Forms and Media: Creating tables: creating simple table, specifying the size of the table, Specifying the width of the column, merging table cells, using tables for Page layout, formatting tables: applying table borders, applying Background and foreground fills, changing cell padding, spacing and Alignment, creating user forms: creating basic form, using check boxes And option buttons, creating lists, additional input types in HTML5, Incorporating sound and video: audio and video in HTML5,	15

HTML
Multimedia basics, embedding video clips, incorporating audio on web Page.

3. Java Script

Introduction to Client Side Scripting, Introduction to Java Script, Javascript Types, Variables in JS, Operators in JS, Conditions Statements, Java Script Loops, JS Popup Boxes, JS Events, JS Arrays, Working with Arrays, JS Objects, JS Functions, Using Java Script in Real-time

CSS

Introduction to Cascading Style Sheets, Types of CSS, CSS Selectors, Universal Selector, ID Selector, Tag Selector, Class Selector, Sub Selector, Child Combinatory Selector, Adjacent Sibling Selector, Attribute Selector, Group selector, First-line and First-letter selector, Before and After Selector, CSS Properties, Type Properties, Background Properties, Block Properties, Box Properties, List Properties, Border Properties, Positioning Properties, Realtime Implementation, Conversion of Table to CSS Layout o CSS Menu Design (Horizontal, Vertical)

Web Hosting

Web Hosting Basics, Types of Hosting Packages, Registering domains, Defining Name Servers, Using Control Panel, Creating Emails in Control panel, Using FTP Client, Maintaining a Website

15

4. Introduction to Digital marketing& Cyber Law:

Concept to Digital Marketing, Fundamental principles of Digital marketing, Digital Marketing Process, Benefits of Digital Marketing automation, Tools of Digital Marketing, Introduction to Cyber security & Cyber Law under information Technology Act, 2000

08

5. Digital Marketing Strategies:

Digital policies, Market Research and Competitor Analysis, Digital Marketing Strategy development- steps, Digital, lead generation techniques, Keyword Planner tools, Search Engine Optimization, Whatsapp Marketing, Instagrams, SMS Marketing, Facebook Adds, Affiliate Marketing, Email Marketing, App Promotion, YouTube Video AddsVisitors Engagement: Meaning,

12

FOUNDATION COURSE IN DIGITAL START-UP

Certificate Course

Duration of the Course: 6 Months

Intake Capacity: 50 Students

Eligibility: 12th Pass (Any Stream)

About the Course:

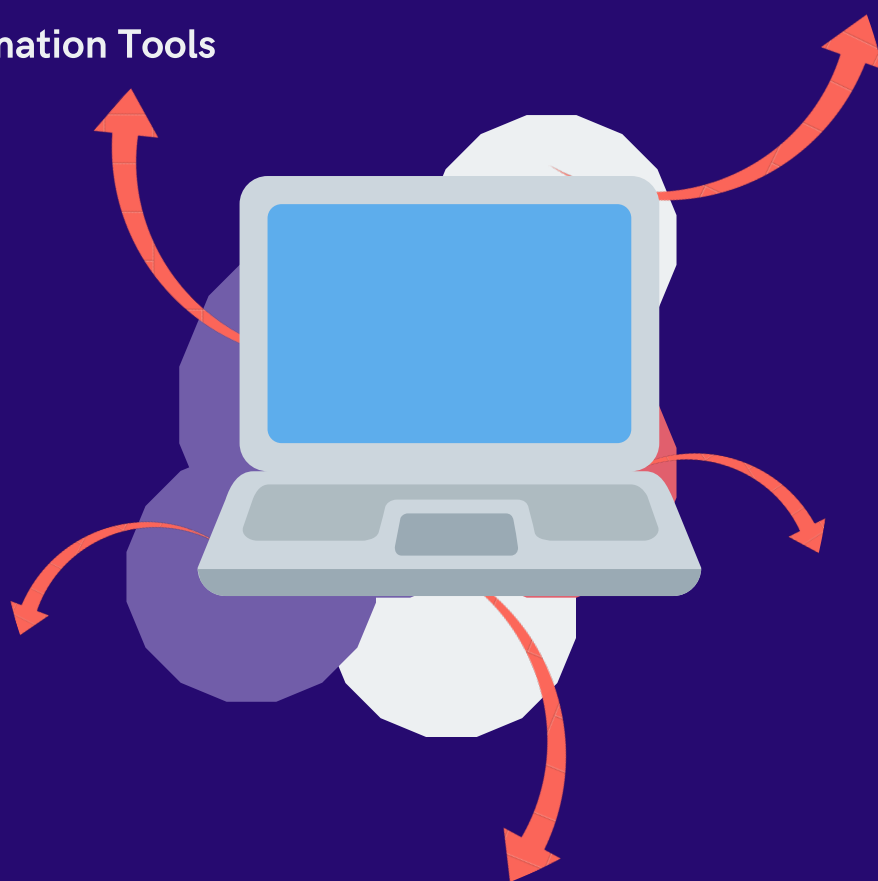
Online business has become a buzzword recently. Comprehensive digital knowledge of marketing and fundamentals of start-ups has evolved drastically with time. Keeping in mind the growing demand of digital business and entrepreneurial skills. K.V. Pendharkar college (Autonomous) of Arts, Science & Commerce Dombivli is offering you an opportunity to create your own digital start-up and Be Your Own Boss through its "FOUNDATION COURSE IN DIGITAL START-UP". The course aims to make you a "Self - Sufficient Digital Entrepreneur".

Content in Brief

- ✦ Fundamentals of Start-Up
- ✦ Fundamentals of Online Business
- ✦ Social Media Marketing
- ✦ Digital Marketing Strategies
- ✦ Digital Marketing & Cyber Laws
- ✦ Automation Tools

Key Features

- ✦ Industry Insights
- ✦ Web development and Programming Skills
- ✦ Certification



Learning Outcomes

- ✦ The students will gain a complete understanding of digital start-ups
- ✦ The students will be able to start and run online business
- ✦ Become a self-sufficient online job creator
- ✦ Students will acquire new skills & expand knowledge

FOR FURTHER INFORMATION CONTACT



+91 91676 07356 / +91 88568 79679



COMMDEPTDIGITAL@GMAIL.COM

COLLEGE WEBSITE: [HTTPS://WWW.KVPENDHARKARCOLLEGE.ORG](https://www.kvpendharkarcollege.org)

Dombivli Shikshan Prasarak Mandali
K. V. Pendharkar College of Arts, Science and Commerce
(Autonomous)
Dombivli

Certificate course

Title of the Course: Certificate course in Travel and Tourism

Course code: PCAHI21-01

Name of the Course Coordinator: Prof. Yuvraj Morgha

Department: History

Name of the Head of the Department: Prof. P. B. Kusmude

Technical Information

A. **Duration of the Course (In hours) :** 60

B. **Duration of the course in months:** 06

C. **Number of the credits:** 03

D. **Learning outcomes of the course:**

The students will learn..

How to explore the Tourism and Travel management

The trend and analysis of the trend in the tourism industry

They will be empowered with skills and leadership qualities in the tourism industry

E. **Focus of the course:** They can be Self employed by arranging tours or work in tourist agencies

F. **Context of the Course:** Interdisciplinary

G. **Name of the modules under the syllabus with number of lecture per module**

Module 1- Communication Skills-20

Module 2-Culture and civilization -20

Module 3-Tourism Management-20

2. Target Group information

A. **Eligibility for admission:** HSC passed students in any discipline

B. **Batch size and potential number of students:** Students 30 per Batch

3. Financial Information

A. **Budget for three years as per guidelines**

Attached at the end of the document

Classroom- Room no 125

4. Operational Information

Syllabus

Module 1- Communication Skills

- Communication Skills in Marathi, English and Hindi
- Tourism media in Languages
- Tourism in Maharashtra and India
- Practical

Module 2-Culture and civilization

- Tourism Principles: Maharashtra
- Culture and Civilization
- Travel Geography
- Practical

Module 3-Tourism Management

- Introduction to Hospitality
- Human Resource Management
- Travel Agency and Tour Operation Management
- Practical

Years	2021-22		2022-23		2023-24	
Particulars	Amount (Rs.)	Amount (Rs.)	Amount (Rs.)	Amount (Rs.)	Amount (Rs.)	Amount (Rs.)
Fixed Cost:						
Remuneration to Course Co-ordinator	2,000		2,000		2,000	
Remuneration to Teaching Faculty (60hours x Rs.350)	21,000		21,000		21,000	
Question Paper Setting	400		400		400	
Books and Magazines	2,000		2,000		2,000	
Total Fixed Cost		25,400		25,400		25,400
Printing & Stationery Notes (30 students x Rs.60)	1800		1800		1800	
	Page 2 of 5					
Question Paper & Answer	1200		1200		1200	

Sheets(30 x Rs.40)					
Mark-Sheet/Certificate (30 students x Rs.50)	1500		1500		1500
Remuneration to Examiner (30 papers x Rs.16)	480		480		480
Total Variable Cost		4,980		4,980	4,980
Add: Contingencies		30,380		30,380	30,380
Total Cost		3,000		3,000	3,000
Add: Surplus		33,380		33,380	33,380
Course Cost		41,620		41,620	41,620
Fee Chargeable per student = 75,000/30		2,500		2,500	2,500

Duration: Six months (60 hours)

Total Lecture Hours- 48 (2 hours 24 Lecture)

Total Practical Hours 12 (2 hours 06 practical)

Fee- 2500*30= 75,000

A. Timetable- attached

B. Details of the teaching staff:

Sr. No.	Name	Department
1.	Mr. Yuvraj Morgha	History
2.	Dr. Ajaykumar Lokhande	History
3.	Mr. Akash Gangawane	History
4.	Ms. Prachi Joshi	Visiting faculty
5.	Mr. Arun Singh	Visiting faculty

C. Do you need any faculty from other department: Yes/No : Yes

Name of faculty member: Dr. Santosh Mishra, Dr. B. S. Lahor

Name of Department: English and Marathi

No. of Lectures: 20

D. Do you need any external resource person: yes

Mrs. Arti Patange- Proprietor of Palshona Travel agency

No. of Lectures: 10

Timetable of the course

Month & Year	Days	Date	Timing
September 2021 (9 Hours)	Friday	03/09/2021	1:00-2:00 p.m.
	Saturday	04/09/2021	1:00-3:00 p.m.
	Friday	17/09/2021	1:00-2:00 p.m.
	Saturday	18/09/2021	1:00-3:00 p.m.
	Friday	24/09/2021	1:00-2:00 p.m.
	Saturday	25/09/2021	1:00-3:00 p.m.
October 2021 (8 Hours)	Friday	01/10/2021	1:00-3:00 p.m.
	Friday	08/10/2021	1:00-3:00 p.m.
	Saturday	09/10/2021	1:00-3:00 p.m.
	Saturday	16/10/2021	1:00-3:00 p.m.
November 2021 (8 Hours)	Friday	12/11/2021	1:00-2:00 p.m.
	Saturday	13/11/2021	1:00-3:00 p.m.
	Saturday	20/11/2021	1:00-3:00 p.m.
	Friday	26/11/2021	1:00-2:00 p.m.
	Saturday	27/11/2021	1:00-3:00 p.m.
December 2021 (11 Hours)	Friday	03/12/2021	1:00-2:00 p.m.
	Saturday	04/12/2021	1:00-3:00 p.m.
	Friday	10/12/2021	1:00-2:00 p.m.
	Saturday	11/12/2021	1:00-3:00 p.m.
	Friday	17/12/2021	1:00-2:00 p.m.
	Saturday	18/12/2021	1:00-3:00 p.m.
	Friday	24/12/2021	1:00-2:00 p.m.
	Friday	31/12/2021	1:00-2:00 p.m.
January 2022 (14 Hours)	Saturday	01/01/2022	1:00-3:00 p.m.
	Friday	07/01/2022	1:00-2:00 p.m.
	Saturday	08/01/2022	1:00-3:00 p.m.
	Friday	14/01/2022	1:00-2:00 p.m.
	Saturday	15/01/2022	1:00-3:00 p.m.
	Friday	21/01/2022	1:00-2:00 p.m.
	Saturday	22/01/2022	1:00-3:00 p.m.
	Friday	28/01/2022	1:00-2:00 p.m.
	Saturday	29/01/2022	1:00-3:00 p.m.
February, 2022 (10 Hours)	Friday	04/02/2022	1:00-2:00 p.m.
	Saturday	05/02/2022	1:00-3:00 p.m.
	Friday	11/02/2022	1:00-2:00 p.m.
	Saturday	12/02/2022	1:00-3:00 p.m.
	Friday	18/02/2022	1:00-2:00 p.m.
	Friday	25/02/2022	1:00-3:00 p.m.
	Saturday	26/02/2022	1:00-2:00 p.m.

Examination Pattern:

A) Internal Assessment – 25%

: 25 marks.

Sr. No	Evaluation type	Marks
1	One Assignment/Project : Written / PPT and presentation	25

B) External examination - 75 %

Theory Assessment: 75 marks

- Duration - These examinations shall be of **2.30 hours** duration.
- Paper Pattern:
 - There shall be **1** question on each unit. Total 3 questions of 25 marks each.
 - All questions shall be compulsory with internal choice within the questions.

Questions	Options	Marks	Questions on
Q.1)	A OR B	25	Module I
Q.2)	A OR B	25	Module II
Q.3)	A OR B	25	Module III

Machine Learning With Python

Course Duration : 3 Months

Total No. of lectures : 60

[Per week 3 theory lectures and 1 Practical Session]

Course Structure:

Module 1: Why Machine Learning? (10 lectures)

This module describes the core idea of teaching a computer to learn concepts using data—without being explicitly programmed.

- Understanding the basics of Machine Learning.
- Applications of Machine Learning
- Understanding the Machine Learning methods: Supervised Learning and Unsupervised Learning
- The CRISP-DM Process Model
- Building Machine Learning Intelligence: Machine Learning Pipeline

Module 2: Supervised Learning Algorithm (10 lectures)

This module describes Supervised learning methods

- Classification and Regression
- Regression analysis
 - Linear Regression
 - Logistic Regression
 - Non-linear Regression (Polynomial Regression)
- Classification analysis
 - Support Vector Machine (SVM)
 - Naïve-Bayes
 - Decision Trees
 - Random Decision Forest
 - K- Nearest Neighbours (KNN)

Module 3: Unsupervised Learning Algorithm (10 lectures)

This module describes Unsupervised learning method

- Clustering and Dimensionality reduction
- Clustering Analysis
 - K- means

- Hierarchical clustering
- Partition based clustering
- Density based clustering
- Dimensionality Reduction
 - Principal Component Analysis (PCA)
 - Feature Extraction

Practical's on Machine learning by using Python (30 lectures)

1. **Practical based on :** Python as an Introduction covering
 - Strengths and pitfalls
 - Setting up Python Environment
 - Why Python for Machine Learning
- Introducing
 - Jupyter Notebook
 - Numpy
 - Pandas
 - Scikit-learn
 - Statmodels
2. Practical based on Processing, wrangling and Visualization of data
3. Practical based on Simple Linear Regression
4. Practical based on Multiple Linear Regression
5. Practical based on Polynomial Regression
6. Practical based on Logistic Regression
7. Practical based on K-Nearest Neighbour
8. Practical based on Decision Trees
9. Practical based on Support Vector Machines
10. Practical based on K-Means Clustering
11. Practical based on Hierarchical Clustering

Evaluation System :

Theory Paper: 60 marks

Practical : 40 marks

DSPM'S K. V. Pendharkar College of Art, Science and
Commerce (Autonomous)

Department of Information Technology

Introduces Certificate Course in



Machine Learning can be an incredibly beneficial tool to uncover hidden insights and predict future trends.

What you'll learn

- The difference between the two main types of machine learning methods: supervised and unsupervised
- Supervised learning algorithms, including classification and regression
- Unsupervised learning algorithms, including Clustering and Dimensionality Reduction
- How statistical modelling relates to machine learning and how to compare them
- Real-life examples of the different ways machine learning affects society

Eligibility for Admission:

Students with knowledge of Statistics and Python (IT, CS Students)

Fee Structure: Rs. 6000

Duration: 4 months

Course Start from 03/01/2022

[https://docs.google.com/forms/d/e/1FAIpQLSee4h6Dd_P4IlivvqkzvDIEIQ6eEqRY81Kf0oVYS1wT_N_SQ/viewform?usp=sf link](https://docs.google.com/forms/d/e/1FAIpQLSee4h6Dd_P4IlivvqkzvDIEIQ6eEqRY81Kf0oVYS1wT_N_SQ/viewform?usp=sf_link)