

Department of Hindi
Saral Hindi

Name of Student Enrolled

1. Sheikh Arseen Rahimuddin
2. Vinita Bhagwan Singh Rawat
3. Preeti Rampyare Saroj
4. Yadav Archana Baliram
5. Vishakha Prakesh Shirkar
6. Prachi Vijay Mohite
7. Aarti Kishan Jaiswal
8. Farhana Sheikh
9. Baig Ghazala Sajid
10. Syed Fiza
11. Qureshi Farhat Jahan Abdul
12. Shubhangi Sakharam Jangli
13. Sonam Jain
14. Akrita Mavji Devda
15. Mital Ambavani Raveria
16. Sheikh Rukhsar Usman
17. Vishwava Dushyant Vyas
18. Khan Sana Mahmood Ali
19. Khan Afrin Nihal
20. Balwar Hina Rahmatullah
21. Khan Nagma Naushad

MANIBEN NANAVATI WOMEN'S COLLEGE
INTERNAL QUALITY ASSURANCE CELL

Academic Year: 2015-16

- A. Name of the Department : Department of Hindi
B. Name of the Teacher In-charge : Dr. RavindraKatyayan
C. Stream : Arts
D. UG/PG : Undergraduate
E. Title of activity : Saral Hindi Course
F. Date : Aug 2015 to April 2016
G. Total Duration : 76 Hours
H. College/ Inter-college /Regional/ National /International level : College Level
I. Names and Designation of Resource Person : Dr. RavindraKatyayan
J. Budget allocated : Funded by Hindustani PracharSabha
K. Total expenses incurred : Funded by Hindustani PracharSabha
L. Target group : FYBA
M. No. of students benefited : 21 Students
N. Whether in collaboration : Hindustani PracharSabha, Mumbai
O. Objectives of the activity :
P. To linguistically empower the students in Hindi.
Q. To sharpen the communication skills in Hindi.
R. To prepare the students for taking various roles in Hindi.
S. Type of Learning : Books, Study Material
T. Use of ICT : No
U. Assignments / Projects/ Tests given after the activity : Assignment& Written Exam
V. Whether evaluated : Yes
W. Learning outcomes : The students were able to learn the linguistic skills used for communication, enhance their confidence and creative writing skills..
X. Feedback and analysis :
Y. Photographs with caption; Group photograph must attached : Attached

Signature of the Teacher :
Name of the Teacher :Dr. RavindraKatyayan
Date : 29-04-2016

Department of Hindi
Saral Hindi

Name of The Enrolled Students

1. Jyoti Gupta
2. Ruksana Sheikh
3. Siddhi Kamble
4. Afreen Khan
5. Tanaaz Sayyed
6. Sumaiya Sheikh
7. Ayesha Mistry
8. Agbanifirdaus
9. Sumaiya Pettiwalla
10. Sabha Singh
11. Bushra Khatri
12. Soiba Patni
13. Ayesha Shaikh
14. Farekina Khan

MANIBEN NANAVATI WOMEN'S COLLEGE
INTERNAL QUALITY ASSURANCE CELL

Academic Year: 2016-17

- A. Name of the Department : Department of Hindi
B. Name of the Teacher In-charge : Dr. RavindraKatyayan
C. Stream : Arts
D. UG/PG : Undergraduate
E. Title of activity : Saral Hindi Course
F. Date : Aug 2016 to April 2017
G. Total Duration : 76 Hours
H. College/ Inter-college /Regional/ National /International level : College Level
I. Names and Designation of Resource Person : Dr. RavindraKatyayan
J. Budget allocated : Funded by Hindustani PracharSabha
K. Total expenses incurred : Funded by Hindustani PracharSabha
L. Target group : FYBA
M. No. of students benefited : 14 Students
N. Whether in collaboration : Hindustani PracharSabha, Mumbai
O. Objectives of the activity :
P. To linguistically empower the students in Hindi.
Q. To sharpen the communication skills in Hindi.
R. To prepare the students for taking various roles in Hindi.
S. Type of Learning : Books, Study Material
T. Use of ICT : No
U. Assignments / Projects/ Tests given after the activity : Assignment & Written Exam
V. Whether evaluated : Yes
W. Learning outcomes : The students were able to learn the linguistic skills used for communication, enhance their confidence and creative writing skills..
X. Feedback and analysis :
Y. Photographs with caption; Group photograph must attached : Attached

Signature of the Teacher :
Name of the Teacher :Dr. RavindraKatyayan
Date : 28-04-2017

Department of Commerce (UG) & BMS
Retail Management

Name of student enrolled

1. Shayna Thayani
2. Nehal Vadsariya
3. Rutuja Kadam
4. Deepali Gawade
5. Nishi Shah
6. Mayuri Pashte
7. Karishma Gupta
8. Pooja Kshirsagar
9. Shakuntla Maurya
10. Shilpa Rathod
11. Meghna Bhaliya
12. Palak Kejriwal
13. Riya Thakkar
14. Heena Kava
15. Vibha Bora
16. Disha Patole
17. Tanuja Lodhi
18. Anjali Singh
19. Siddhi Kadam
20. Shraddha Singh
21. Krishnaveni Gowda
22. Huma Khan
23. Rucha Khedekaer
24. Krupa Patel
25. Vriti Raja
26. Shabnam Mardhani

MANIBEN NANAVATI WOMEN'S COLLEGE
INTERNAL QUALITY ASSURANCE CELL

Academic Year: 2017-18

- A. Name of the Department : Department of Management Studies & Bachelor of Commerce
- B. Name of the Teacher In-charge : Ms. Pranaya Revandkar & Ms. Snehal Obhan
- C. Stream : Management & Commerce
- D. UG/PG : Undergraduate
- E. Title of activity : Retail Management
- F. Date : 15th Jan 2018- 19th Jan 2021
- G. Total Duration : 30 Hours
- H. College/ Inter-college /Regional/ National /International level : College Level
- I. Names and Designation of Resource Person : Ms. Snehal Obhan and Ms. Pradnya Sawant
- J. Budget allocated :
- K. Total expenses incurred :
- L. Target group : TY BMS & B.Com
- M. No. of students benefited : 26 Students
- N. Whether in collaboration : MSME, Government of India
- O. Objectives of the activity :
- To Create awareness with types of Retail.
 - To impart the skills required to be an Entrepreneur.
 - To educate the various marketing strategies required for retail Management.
- P. Type of Learning : Presentation, group discussion, Study Material
- Q. Use of ICT : Yes
- R. Assignments / Projects/ Tests given after the activity : Assignment
- S. Whether evaluated :
- T. Learning outcomes : The students were able to learn the types of retail systems, process and Marketing of Retail systems.
- U. Feedback and analysis :
- V. Photographs with caption; Group photograph must attached : Attached

Signature of the Teacher :

Name of the Teacher : Ms.Snehal Obhan

Date : 19-01-2018

Maniben Nanavati Women's College
Department of Management Studies
With Department of Commerce
Organises Skill Development Course on
Retail Management
Supported by MSME, Mumbai

Syllabus

Topics
Retail Planning
Classification of Retail formats
Retail Channels of Marketing
Retailing Mix
Factors Influencing Retail Pricing
Retail Merchandising
Comparative Analysis(Product versus Service Retailing)
Retail Marketing
Signage- Meaning & its Role in Retail Industry
Factors Affecting Buying Decision of the Customers at the Store
Social and Significance of Retailing



MSME Programme on "Retail Management"



R. P. Trivedi
Dr. (Mrs). Rajshree P. Trivedi
Principal
 Maniben Nanavati Women's College,
 Vile Parle (West), Mumbai - 400 056.



Department of B.COM (AFI) & B.A. in Economics
MSME Tally

Name of student enrolled

1. Aarti Nirmal
2. Arvindra Koundar
3. AArti Chitroda
4. Asmita Gupta
5. Chandani Jobanputra
6. Diksha Chauhan
7. Divya Chourasiya
8. Jyoti Jagta
9. Jayshree Choudhary
10. Laxmi Gupta
11. Megha Panchal
12. Priya Singh
13. Pinky Singh
14. Ranjhana Chaurasiya
15. Riya Sharma
16. Siddhi Malkar
17. Sunita Pramanik
18. Sophia Coutinho
19. Shweta Gauda
20. Semreen Shaikh
21. Sachita Bilare
22. Shilpa Yadav
23. Umera Kazi
24. Zuveria Solanki
25. Bhumika Garala
26. Kanchan Solanki
27. Deepali Kumbhar
28. Rinkal Patel
29. Pooja Jhadav
30. Radha Chaurasiya

MANIBEN NANAVATI WOMEN'S COLLEGE
INTERNAL QUALITY ASSURANCE CELL

Academic Year: 2017-18

- A. Name of the Department : BA- Economics & Bachelor of Commerce(Accountancy, Finance & Insurance)
- B. Name of the Teacher In-charge : Dr. Rekha Kaklotar
- C. Stream : Arts & Commerce
- D. UG/PG : Undergraduate
- E. Title of activity : Tally
- F. Date : 29th Nov 2017 to 9th Jan 2018
- G. Total Duration : 60 Hours
- H. College/ Inter-college /Regional/ National /International level : College Level
- I. Names and Designation of Resource Person :Ms. Kavita Vaidya
- J. Budget allocated :
- K. Total expenses incurred :
- L. Target group : TY BA & B.Com(AFI)
- M. No. of students benefited : 30 Students
- N. Whether in collaboration : MSME, Government of India
- O. Objectives of the activity :
- To Create awareness with Tally
 - To impart the skills with Tally..
- P. Type of Learning : Presentation, group discussion, Study Material
- Q. Use of ICT : Yes
- R. Assignments / Projects/ Tests given after the activity : Assignment
- S. Whether evaluated : No
- T. Learning outcomes : The students were able to learn the Tally Software.
- U. Feedback and analysis : No
- V. Photographs with caption; Group photograph must attached : Attached

Signature of the Teacher :

Name of the Teacher : Dr. Rekha Kaklotar

Date : 9th Jan 2018



GOVERNMENT OF INDIA, MINISTRY OF MSME

MICRO, SMALL AND MEDIUM ENTERPRISES DEVELOPMENT INSTITUTE,
SAKINAKA MUMBAI - 400072

Management Development Programme On Goods and Services Tax (GST) Compliance Management		
Venue: MSME - MNWC's VILE PARLE (W), MUMBAI-56.	Period : ONE WEEK Timing : am to pm	From :01/02/2018 To: 06/02/2018

TRAINING SCHEDULE

Date	Session	Topic Coverage	Trainer/faculty
01/02/2018	I	Introductory session : • Objective of the Training • Role of MSME -DI in Industrial Promotion and GST related services	MSME - DI officials
	II	Overview of GST Laws & its benefits • Basic concepts of GST • Old Vs New GST Tax System • Who should register? • Interstate & Intrastate Supply	Tax professional
	III & IV	• HSN & SAC Code Classification • Input Tax Credit System	
02/02/2018	I	GST Registration Procedure • Document requirement • HSN & SAC code identification Schemes options : Regular Scheme & Composition Scheme • GST Rates : • SGST /CGST / IGST • Latest Amendments' in GST	Tax professional
	II		
	III		
	IV		
03/02/2018	I	GST Filling Procedure • Tax Invoice & Bill of Supply • Invoice Preparation • Invoice Uploading • Step by step procedure for Filing of GST Returns	Tax professional / Consultant
	II		
	III & IV		
05/02/2018	I - IV	GST Return Filing - Hands on practical	Tax professional
06/02/2018	I - III	Interaction on various issues on GST filing faced by the participating Entrepreneurs.	Officials for GST Department
	IV	Feed back/Valediction/Certificate Distribution	MSME - DI Officials

Maniben Nanavati Women's College

Department of BAFI

2017-18

MSME – Tally

date : 29th November 2017 to 9th January 2018



DEPARTMENT OF FOOD & NUTRITION
BASIC BAKERY

Name of student enrolled

1. Falguni Doshi
2. Anjali Nagda
3. Ashita Gajoria
4. Parthavi Acharaya
5. Mittal Goswami
6. Khadija Baig
7. Nishi khutiya
8. Kinjal Solanki
9. Riya Kulkarni
10. Kanchan Khilare
11. Tanuja Patil
12. Ashwini Sakat
13. Jinali Mehta
14. Nausheen Shaikh
15. Kalpana Ravariya

FN Dept

Skill Development Program

Basic Bakery Course.

6 Days. Maximum 12 students.

Time: 11 to 1

Expenses: Maximum Rs 5000/- for 6 days.
Will need to buy ingred'ents,
buy small equipment etc.

Charges: Students can be charged a minimum amount of Rs 250/-

Details of Sessions:

- 1) Different types of Biscuits
- 2) Basic sponge cake & mava cake
- 3) Types of chocolate cakes & cup cakes
- 4) Pineapple Upside Down cake.
- 5) Tarts, Soufflés
- 6) Pie's.

[Signature]
13/11/18.

[Signature]

Dr. (Mrs). Rajshree P. Trivedi
Principal

Maniben Nanavati Women's College,
Vile Parle (West), Mumbai - 400 056.



① Biscuits - Masala Biscuits } 109
 Ginger Biscuits }

Cheese Straws - 111

② Nankhatai - 112

② Sponge Cake - 113 ✓

③ Mawa Cake - 115 ✓

③ Chocolate Cake - 115

Cup cake - 115

④ Pineapple Upside down cake - 116.

Jam Sandwich Cake - 114.

⑤ Tarts & Souffles

Jam tart - 119

Cheese Souffle Picnic buns

⑥ Banana Cream Pie - 120

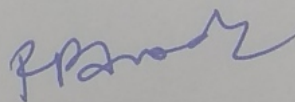
Savoury Pie

**LIST OF STUDENTS FOR
SKILL DEVELOPMENT PROGRAM
CONDUCTED BY FOOD & NUTRITION DEPT.**

BASIC BAKING COURSE

²⁰¹⁷⁻
FEBRUARY 2018

SR NO.	NAME OF THE STUDENT	CLASS
1.	Falguni Doshi	TYBA (E)
2.	Anjali Nagda	SYBA (E)
3.	Ashita Gajora	SYBA (E)
4.	Parthavi Acharya	FYBA (E)
5.	Mittal Goswami	FYBA (G)
6.	Khadija Baig	SYBA (E)
7.	Nishi Khutiya	TYBA (E)
8.	Kinjal Solanki	SYBA (G)
9.	Riya Kulkarni	FYBA (E)
10.	Kanchan Khilare	TYBA (E)
11.	Tanuja Patil	TYBA (E)
12.	Ashwini Sakat	FYBA (G)
13.	Jinali Mehta	SYBA (G)
14.	Nausheen Shaikh	
15.	Kalpna Ravariya	FYBA (G)



**Dr. (Mrs). Rajshree P. Trivedi
Principal**

Maniben Nanavati Women's College,
Vile Parle (West), Mumbai - 400 056.



Department of Psychology (PG)

Certificate Course in Orientation to Psychological Testing And Basic Counselling Skills

Name of student enrolled

1. Chandnani Sonam Prakash
2. Doshi Meeti Jitendra
3. Dsouza Gale Mathew
4. Jain Sanchi Bharat
5. Khathuria Sanjana Jitendra
6. Lodha Pragya Satish
7. Mehta Shailee Hareesh
8. Mohta Delrina Jamshed
9. Pandya Vidhi Vijay
10. Shah Aausi Vikesh
11. Shah Rujuta Bhavin Shah
12. Soni Ridhi Arvind
13. Syed Anis Fatima Husain Asghar
14. Agarwal Sadhna Rajesh
15. D'souza Shanaya Trini
16. Gaonkar Kimaya Bharat
17. Chopdawala Khadija Khojema
18. Jain Sakshi Harish
19. Lahoty Shreya Anup
20. Kulkarni Rucha Sandeep
21. Marathe Ishwari Amarendra Marathe
22. Mascarenhas Cristabelle Dominic
23. Memon Sanober Aejaz
24. Nulwalla Munira Mustafa
25. Patel Prachi Pravin
26. Patkar Aditi Ratnakar
27. Ravi Tanvi Ravi
28. Turakhia Jessica Dharmesh
29. Uchil Vishaka Padmanabha
30. Agrawal Honey Mukesh
31. Bendre Kavya Shailesh
32. Jain Bhoomika Sandeep
33. John Natasha John

34. Kandoi Vidya Arun
35. Khan Shamiya Fakru
36. Khoja Ria Nizar
37. Shah Sachi Niraj Shah
38. Parikh Nikita Sanjay
39. Parkar Yusra Mushtaq I.T. Parkar
40. Kulkarni Ruchi Manoj
41. Powale Bhagyashri Surendra
42. Quraishi Zeba Iqbal
43. Ramani Divya Satish
44. Rawal Shivani Rajesh
45. Rokade Poonam Dilip
46. Sanjana Delara Percy
47. Shah Bhumika Bhupendra
48. Shajan Maybel Shajan
49. Sharma Ahana Anil Kumar Sharma
50. Sharma Shivani Sandeep
51. Talreja Anjali Rajesh
52. Vithalani Queeny Vipul
53. Nadar Noelangela Jesuraj
54. Humeira Parkar
55. Pranjali Kadam

MANIBEN NANAVATI WOMENS COLLEGE
P.G DEPARTMENT OF PSYCHOLOGY

Orientation to Psychological Testing and Basic Counselling Skills

Academic Year 2017-2018

The certificate course was conducted in the months of June-July 2017 and December 2017.

The course had the following objectives:

- To train students in Assessment by demonstrating the conduction of each psychological test and developing in them the skills required in their internship.
- To impart knowledge in basic counselling skills in working professionally with diverse individuals and groups
- Training students in writing psychological reports
- Preparing them to design Intervention Strategies

The training was done by in-house Faculty members:

1. Ms. Neha Bhansali.
2. Ms. Nazema Sagi
3. Ms. Pooja Nair.

Ms. Srilatha Srikant , Consultant, Prafullta Counselling Centre was resource person for Rational Emotive Behavior Therapy which was conducted separately for both specialization students

The course content was slightly different for counselling and clinical as per the requirements of the field.

The 55 students enrolled for the course and 53 students were provided certificates for successfully completing the course requirements.

Ms. Anuja Deshpande
P.G Co-ordinator

Department of Hindi
Saral Hindi

Name of student enrolled

1. Jeba Arroodia
2. Tahoor Baloch
3. Bhavika Darji
4. Gulsaba Khan
5. Shifa Khora Jiya
6. Sumeta Qureshi
7. Samreen Qureshi
8. Asha Shah
9. Muskan Sheikh
10. Karisma Agarwal
11. Sana Ansari
12. Rehana Dalvania
13. Heena Dhanani
14. Siddhika Ben Gadhia
15. Nikita Jain
16. Neha Khan
17. Drishti Lalwani
18. Zarana Medhani
19. Ankita Mogre
20. Sujata Salukha
21. Jill Shah
22. Aasma Sheikh
23. Samreen Sheikh
24. Yasmin Sheikh
25. Neha Sharma
26. Meghana Solanki
27. Arfa Imran
28. Muskhan Yakshamba
29. Anam Lodhiya
30. Tevar Ritika
31. Chauhan Sania
32. Gathiya Siddika
33. Mirza Sumera Shokat

MANIBEN NANAVATI WOMEN'S COLLEGE
INTERNAL QUALITY ASSURANCE CELL

Academic Year: 2017-18

- A. Name of the Department : Department of Hindi
B. Name of the Teacher In-charge : Dr. RavindraKatyayan
C. Stream : Arts
D. UG/PG : Undergraduate
E. Title of activity : Saral Hindi Course
F. Date : Aug 2017 to April 2018
G. Total Duration : 76 Hours
H. College/ Inter-college /Regional/ National /International level : College Level
I. Names and Designation of Resource Person : Dr. RavindraKatyayan
J. Budget allocated : Funded by Hindustani PracharSabha
K. Total expenses incurred : Funded by Hindustani PracharSabha
L. Target group : FYBA
M. No. of students benefited : 31 Students
N. Whether in collaboration : Hindustani PracharSabha, Mumbai
O. Objectives of the activity :
P. To linguistically empower the students in Hindi.
Q. To sharpen the communication skills in Hindi.
R. To prepare the students for taking various roles in Hindi.
S. Type of Learning : Books, Study Material
T. Use of ICT : No
U. Assignments / Projects/ Tests given after the activity : Assignment & Written Exam
V. Whether evaluated : Yes
W. Learning outcomes : The students were able to learn the linguistic skills used for communication, enhance their confidence and creative writing skills..
X. Feedback and analysis :
Y. Photographs with caption; Group photograph must attached : Attached

Signature of the Teacher :
Name of the Teacher :Dr. RavindraKatyayan
Date : 30-04-2018

**Department of Management Studies
& Bachelor of Arts (Economics)**

Advance Excel

Name of student enrolled

1. Rucha Khedekar
2. Ankita Singh
3. Shabnam Mardhani
4. Sonia Padaniya
5. Afsana Samnani
6. Karina Padaniya
7. Zohra Serasiya
8. Heena Samnani
9. Shabnam Kadiwar
10. Heena Kotadiya
11. Rozmin Sutar
12. Karishma Zariya
13. sofiya Bardai
14. Ruksana Dobariya
15. Sanjana Bane
16. Shrushti Bagwe
17. Huma Khan
18. Meghna Dobriyal
19. Riddhi Raval
20. Chandni Jabanputra
21. Bhagyashree Patel
22. Shabnam Qureshi
23. Umera Kazi
24. Shaikh Zukra

MANIBEN NANAVATI WOMEN'S COLLEGE
INTERNAL QUALITY ASSURANCE CELL

Academic Year: 2018-19

- A. Name of the Department : Department of Management Studies & Bachelor of Arts (Economics)
- B. Name of the Teacher In-charge : Mrs. Rita Chandarana
- C. Stream : Management & Arts
- D. UG/PG : Undergraduate
- E. Title of activity : Advance Excel
- F. Date : 8/1/19 to 28/1/19
- G. Total Duration : 30 Hours
- H. College/ Inter-college /Regional/ National /International level : College Level
- I. Names and Designation of Resource Person : Ms. Trisha Jagtiani
- J. Budget allocated : 15000/-
- K. Total expenses incurred : 11000/-
- L. Target group : BMS & BA
- M. No. of students benefited : 24 Students
- N. Sponsoring Agency : Inner Wheel Club of Bombay Airport Area Charitable Trust, District 314
- O. Objectives of the activity :
- To make students learn how to use pivot table in Excel
 - To make use of advance ed functions od Excel 2016 to improve productivity.
- P. Type of Learning : Presentation, Computer and Material
- Q. Use of ICT : Yes
- R. Assignments / Projects/ Tests given after the activity : Assignment
- S. Whether evaluated : practicals
- T. Learning outcomes : The students were able to enhance spreadsheets with templates, charts, Graphs and Excel
- U. Feedback and analysis : Yes
- V. Photographs with caption; Group photograph must attached : Attached

Signature of the Teacher :

Name of the Teacher : Mrs. Rita Chandarana

Date : 28/1/19

11

MANIBEN NANAVATI WOMEN'S COLLEGE

Course Name: Advance Excel

Estimated Budget:- Rs. 15000/-

Objectives:

1. To make students learn how to use pivot table in excel.
2. Use advanced functions of excel 2016 to improve productivity.
3. Enhance spread sheets with templates, charts, graphics and excel formulas.
4. To apply visual elements and advanced formulas to a worksheet.

SR.NO	MODULES	CONTENTS	DURATION (30 HRS)
1.	Advance Excel	<ul style="list-style-type: none">• Ms. Excel 2016 Introduction• Fixed Coding System• Formulas- SUM /SUMIF /MAX /DMAX /MIN /DMIN /COUNT /DCOUNT /AVERAGE /DATE & TIME /DATEVALUE /VLOOKUP /HLOOKUP /LOAN FUNCTION PMT /PPMT /PMT /LOGICAL FUNCTION-IF /OR /NOT /CONCILINATE /UPPER /LOWER /PROPER /B /S & P/L ACCOUNTSFORMULAS / DEPRECIATION- SLN/DB• Advance Filter/ Macros/Freeze Panes /Protect Sheet & File / Define Name /Hyperlink/Pivot Table/Page Setup & Printing /Consolidate /Data Validation-Advance /Conditional Formatting /Chart.	30 Hours

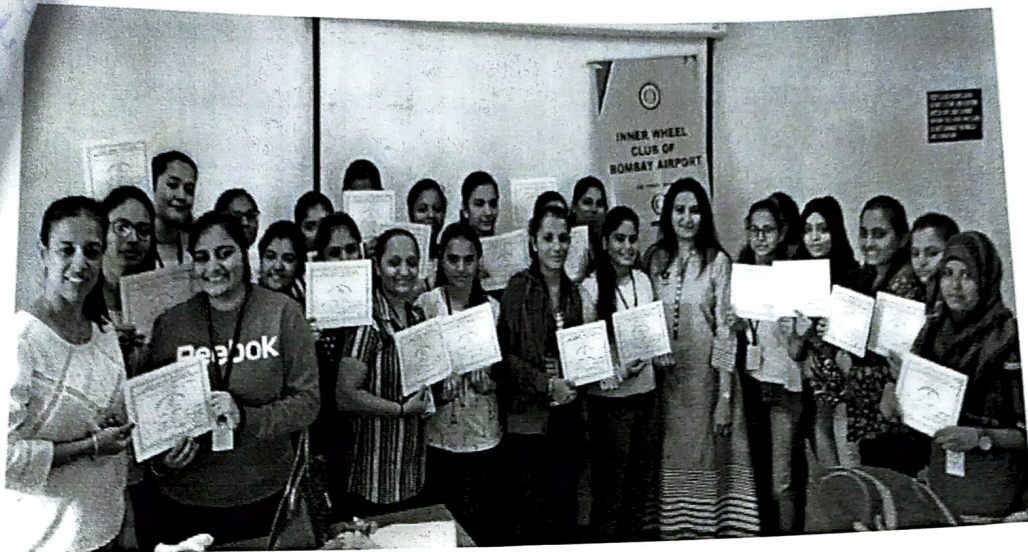
Outcome:

1. Students will learn to automate common tasks.
2. Leverage on excel's advanced functionality to simplify and streamline their day to day work.
3. It will increase their employability opportunity.



PPZhadn
Dr. (Mrs). Rajshree P. Trivedi
Principal

Maniben Nanavati Women's College,
Vile Parle (West), Mumbai - 400 056.



Skill Development Programme – Advance Excel



Rajshree P. Trivedi

Dr. (Mrs). Rajshree P. Trivedi
Principal

Maniben Nanavati Women's College,
Vile Parle (West), Mumbai - 400 056.

Department of Food & Nutrition
BASIC BAKERY

Name of the Students who enrolled

1. Laxmi Patel
2. Sadhana Solanki
3. Bharti Ravariya
4. Deepika Solanki
5. Payal Bhathi
6. Namrata Chandat
7. Neha Solanki
8. Aasiya Shaikh
9. Sufiya Sayed
10. Sana Saraf
11. Maseera Khan
12. Mubashira Shaikh
13. Tanaaz Damania
14. Tasneem Nagori
15. Riya Kulkarni
16. Rutvi Shah
17. Pooja Panchal

Maniben Nanavati Women's College

Internal Quality Assurance Cell

Format for the Report and Documentation of Courses

TO BE PREPARED BY THE COURSE COORDINATOR
In Consultation with the Teacher In Charge

Academic Year : 2018-19

This format is for documentation and Report Writing for all types of courses. Bridge Course/Skill Development/ Advance Learners/Weak Learners/ Subject- Related and any other type of Courses undertaken by the department for STUDENTS

1. **Name of the department :** Food & Nutrition
2. **Type of Course:** Skill Development Course
3. **Whether Certificate or Diploma or Advanced Course:** Certificate
4. **Title of the Course:-** Basic Baking
5. **Name of the Sponsoring or Collaborating agency, if any. Please file the letter of intent of the dept and approval of the sponsoring agency:** NIL
6. **Duration:** 2nd April to 15th April 2019
7. **Class and No of Students:**

SR NO.	NAME OF THE STUDENT	CLASS
1.	Ms.Laxmi Patel	F.Y.B.A
2.	Ms.Sadhana Solanki	F.Y.B.A
3.	Ms.Bharati Ravariya	F.Y.B.A
4.	Ms. Deepika Solanki	F.Y.B.A
5.	Ms. Payal Bhathi	F.Y.B.A
6.	Ms. Namarata Chandat	F.Y.B.A
7.	Ms. Neha Solanki	F.Y.B.A
8.	Ms.Aasiya Shaikh	S.Y.B.A

Dr. (Mrs). Rajshree P. Trivedi
Principal

Maniben Nanavati Women's College,
Vile Parle (West), Mumbai - 400 056.



9.	Ms. Sufiya	S.Y.B.A
10.	Ms.Sana Sarafi	F.Y.B.A
11.	Ms. Maseera Khan	S.Y.B.A
12.	Ms. Mubashira Shaikh	S.Y.B.A
13.	Ms. Tanaaz Damania	S.Y.B.A
14.	Ms. Tasneem Nagori	F.Y.B.A
15.	Ms.Riya Kulkarni	S.Y.B.A
16.	Ms.Rutvi Shah	F.Y.B.A
17.	Ms.Pooja Panchal	F.Y.B.A

8. Budget: Break- up for following :

- a. Remuneration for Resource Person: Rs.5000/-
- b. Stationery/ Reading /Writing Material: Rs.1000/-
- c. Any other Expenses: Food Ingredients:- Rs. 10,000/-
- d. Total amount: Rs.16000/-

9. Learning Objectives of the Course:

1. To teach different types of cakes.
2. To teach different types of biscuits and cookies.
3. To teach the ways of making breads.

10. Name of the Resource Persons with Bio-data (Attach in Appendix):

11. Detailed Syllabus:-

- a. Main Topics : Baking

- b. Sub Topics : Different types of Cakes, Biscuits, Cookies and breads

LIST OF BAKERY ITEMS:

SR NO.	Category	Types
1.	Biscuits	Ginger, Salty, Nutty, Nankatai
2.	Cookies	Coconut, Oat, Masala,
3.	Cakes	Sponge, Mawa, Chocolate, Cup, Pineapple Upside down
4.	Breads	Picnic buns, Foccacia
5.	Tarts	Cheese, Pizza

12. Schedule and Lesson Plan (Time Slot and number of hours allotted):

12.00 to 3.00 pm; 3 hours / day. Total No. of Hours: 30

13. List of Projects and Assignment for Evaluation:- NIL

14. Evaluation Method and Marks allocation rubric:

Sr.No.	Topics	Marks Allotted
1.	Preparation of cake	10
2.	Preparation of Biscuits	10
3.	Viva	05
	Total	25

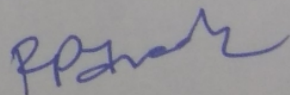
15. **Learning Outcomes:** Students learnt preparation of basic cakes, biscuits, cookies etc...

16. **Copy of Certificate:-**

17. **Feed Back:** [in the file]

18. **Photographs:- GROUP PHOTO COMPULSORY AT THE END OF THE COURSE**

19. **Attendance Sheet** duly signed by the course coordinator and principal (With Name of the Students)


Dr. (Mrs). Rajshree P. Trivedi
Principal

Maniben Nanavati Women's College,
Vile Parle (West), Mumbai - 400 056.



Department of Psychology (PG)
Certificate Course in Orientation to Psychological Testing
And Basic Counselling Skills

Name of the Students who enrolled

1. Achwal Padmini Madhav
2. Asher Ushma Pankaj
3. Bauva Dhvani Pravin
4. Bodas Swarada Vivek
5. Chadha Nyamat Rohit
6. Chande Shivani Deven
7. Chaudry Ami Dayakishan
8. Chokhani Naushi Vishal
9. Datar Janhavi Rajendra
10. Doshi Vini Sundeep
11. D'souza Melissa Sydney
12. Gopalan Aathira Gopalan
13. Katdare Praneeta Prasad
14. Khan Fizza Imran Khan
15. Khwaja Iram Mateen
16. Kothari Richa Chandrakant
17. Lala Vhahbiz Firdose
18. Malik Alviera Nawman
19. Manchekar Disha Sham
20. Panchal Riddhi Kaushik
21. Patel Upeksha Pravin
22. Patiwalli Zenab Yusuf
23. Sakpal Siddhi Uday
24. Sanghvi Sakshi Manish
25. Shah Jaine Kamlesh
26. Shah Parita Keyur
27. Shah Prachi Jatin
28. Shaikh Qisra Tanveer
29. Thakore Nidhi Vipul
30. Virkar Aakansha Abhiram
31. Baid Priya Jaskaran
32. Bhardwaj Unnati Nogesh
33. Bhatt Pragati Kartik
34. Boghani Mansi Divyesh

35. Khan Saba Alimullah
36. Lal Leena Umashankar
37. Makwana Kajal Omkar
38. Mehta Kajol Rajesh
39. Nathoo Attiya Rafiq
40. Nesan Neethu Nesan
41. Patel Sheetal Kanji
42. Pawar Surabhi Sandeep
43. Plasterwala Shirin Ahmed Ali
44. Poddar Deepa Mahesh
45. Potdar Pratibha Nitin
46. Shah Kinjal Hiren
47. Shah Kruti Manoj
48. Shaikh Sabah Mohammedjabin
49. Sharma Hitanshi Hitesh
50. Sheth Jinal Tejas
51. Sodha Tanisha Tushar
52. Sour Jasween Kaur
53. Vartak Sayali Sanjay
54. Zaveri Bhavisha Girish

MANIBEN NANAVATI WOMENS COLLEGE
P.G DEPARTMENT OF PSYCHOLOGY

Orientation to Psychological Testing and Basic Counselling Skills

Academic Year-2018-2019

The course was conducted in the months of June-July 2018 and November - December 2018.

The course had the following objectives:

- To train students in Assessment by demonstrating the conduction of each psychological test and developing in them the skills required in their internship.
- To impart knowledge in basic counselling skills in working professionally with diverse individuals and groups
- Training students in writing psychological reports
- Preparing them to design Intervention Strategies

The training was done by in house faculty :

- Ms. Anuja Deshpande
- Ms. Juhi Saliya
- Ms. Pragya Lodha

In addition, guest faculties namely Ms. Nazema Sagi and Ms. Neha Bhansali were invited for training specific tests and therapies. The course content was slightly different for counselling and clinical as per the requirements of the field.

The total of 54 students were enrolled for the course and 52 students received the certificate for completing the course requirements.

Dr. Anuja Deshpande
P.G Co-ordinator

Department of Commerce Finpreneur

Name of the Students who enrolled

1. Aisha Gondaliya
2. Sakina Khan
3. Pooja Rathod
4. Shifa Khan
5. Zabur Khan
6. Anisa Deraiya
7. Sadaf Khokar
8. Sana Shaikh
9. Anjali Ratnotkar
10. Tejal Wala
11. Pooja Seervi
12. Akshata Paste
13. Sonali Baudhane
14. Ranjana Chaurasiya
15. Sattu Rathod
16. Jayshree Chaudhary
17. Srishti Shetty
18. Tejal Solanki
19. Rekha Solanki
20. Pratiksha Masaye
21. Namreen Shaikh
22. Divya Nair
23. Kapila Solanki
24. Sujata Bhagwat
25. Neha Gije
26. Rohini Gorivade
27. Preeri Jadeja
28. Jejal Kharvi
29. Poonam Kargutkar
30. Eram Shaikh
31. Nida Godke
32. Nusrat Mom
33. Prajakta Parab
34. Vidhi Jain

- 35. Tejal Krekar
- 36. Tanvi Sakpal
- 37. Sangeeta Chandaliya
- 38. Fatima Chashmawala
- 39. Zeba Badgujar
- 40. Falah Rangila
- 41. Ayesha Ansari

Maniben Nanavati Women's College

Internal Quality Assurance Cell

SKILL DEVELOPMENT PROGRAMME - FINPRENEURS

Academic Year: 2018 – 19.

1. **Name of the Department :** Commerce
2. **Type of Course:** Skill Development Course
3. **Whether Certificate or Diploma or Advanced Course:** Certificate
4. **Title of the Course:-** Finpreneurs
5. **Name of the Sponsoring or Collaborating agency, if any. Please file the letter of intent of the dept and approval of the sponsoring agency:** Rotary Club Of Bombay Airport & Brokers Forum
6. **Duration:-**30 Hrs
7. **Class and No of Students:-** T.Y B.Com 38 students.
8. **Budget: Break- up for following :**
 - a. Remuneration for Resource Person: Rs. 70000.00
 - b. Stationery/ Reading /Writing Material: Rs. 2000.00
 - c. Any other Expenses: Rs. 1000.00
 - d. Total amount: Rs. 73000.00
9. **Learning Objectives of the Course:-** To impart the knowledge of practical working of Capital Markets and make them financially self reliant.
10. **Name of the Resource Person with Bio-data (Attach in Appendix):** Annexure A
11. **Detailed Syllabus:-** Annexure B
 - a. **Main Topics :** Basics of Financial Market
 - b. **Sub Topics:** Practical training in trading of securities
12. **Schedule and Lesson Plan (Time Slot and number of hours allotted)**
13. **List of Projects and Assignment for Evaluation:-** Annexure C
14. **Evaluation Method and Marks allocation rubric:** Power Point Presentation of different topics in groups. (List of Topic in Annexure C)
15. **Learning Outcomes:** With the practical knowledge about the working of the capital markets the students are ready with to start up with self employment or to take up a job in financial markets.
16. **Copy of Certificate:-** Annexure
17. **Feed Back:-** 80% of the students said that more of such programmes should be organized.

18. Photographs:- GROUP PHOTO COMPULSORY AT THE END OF THE COURSE

19. Attendance Sheet duly signed by the course coordinator and principal (With Name of the Students)



Maniben Nanavati Women's College
Finpreneurs - A financial literacy program.

TOPICS	LEARNING OUTCOMES
1. Understanding Market Functions and Price Discovery	<ul style="list-style-type: none"> • Understanding Securities Market & Performance A. Understand the meaning of securities & key function of securities markets participants. B. Know the structure of securities markets & role of its participants. C. Understand the role of securities markets as allocators of capital.
2. Financial Market Ecosystem. (Broad Users, Products, Intermediaries)	<ul style="list-style-type: none"> • Securities: Types, Features & Concepts A. Know the difference between equity and debt securities.
3. Debt Markets	<ul style="list-style-type: none"> B. Understand the features of equity capital. C. Understand the features of debt capital. D. Know the factors that influence the choice between equity & debt capital for issuers. E. List the various aspects of investing in equity. F. Understand the concepts and elements of financial analysis & valuation. G. Know the commonly used terms in equity investing. H. Know the risk & return from investing in equity. I. Understand the basic features of debt instruments. J. Know the types & structure of debt instruments. K. Understand concepts & terms relating to debt securities. L. Know the benefits & risks of investing in debt securities. M. List the factors that influence the choice between equity & debt for investors. N. Understand the concepts of hybrid instruments & their features.
4. Equity: Primary Markets	<ul style="list-style-type: none"> • Primary Markets
5. Equity Issuance Case Studies	<ul style="list-style-type: none"> A. Understand the nature & functions of the primary market. B. Know the difference between various types of public issues. C. List the categories of issuers in the primary markets. D. Know the regulatory framework for primary markets.

	E. List the types of investors in the primary markets.
	F. Understand the types of public issues of equity shares.
	G. Know the pricing process in a public issue of shares.
	H. Understand the public issue process.
	I. List the features of prospectus.
	J. Understand the process of applying to a public issue.
	K. Understand the process of listing of public issues.
	L. Understand the process of rights issues in equity.
	M. Understand the process & concepts in public issue of debt securities.
	N. Know the private placement process in equity and debt.
6. Equity: Secondary Markets	• Secondary Markets
7. Equity: Trading Terminal Operations	A. Know the role & functions of the Secondary Markets.
	B. Know the market structure & participants in the secondary markets.
	C. Know the role of brokers & processes for clients acquisition.
	D. Understand the process of trade execution in the secondary market.
	E. Understand the process of trade settlement.
	F. Understand the market information available.
	G. Understand the risk management systems for secondary markets.
	H. List the rights, obligations & grievance redressal mechanism for investors in secondary markets.
9. Derivatives : F&O	• Mutual Funds
	A. Understand the meaning & features of Mutual Fund.
	B. Know the key terms & concepts associated with mutual funds.
	C. Understand the functioning of a mutual fund & roles of constituents in the mutual fund.
	D. Know the regulatory framework for mutual funds.
	E. List the types of open-ended mutual fund products.
	F. List the types of close-ended mutual fund products.
	G. Know the processes associated with investing in mutual fund.
	H. Understand the uses & process of conducting systematic transactions.
	I. Understand and interpret the information available on mutual funds for investment decision making.

	J. List the costs & benefits of investing in mutual funds.
	• Derivatives Markets
	A. Understand the derivative products
	B. Understand the key concepts with regard to derivatives.
	C. Know the types of derivative products & their features.
	D. Know the structure of the derivative markets.
	E. Understand the trading & settlement of derivatives.
	F. Know the regulatory & risk management process for derivatives.
	G. Understand the use of derivatives in speculation, hedging & risk management.
	H. Know the costs, benefits & risks of derivatives.
	I. Understand the key derivative market indicators.
8. Personal Money Management.	• Financial Planning & Securities Markets
10. Equity Trading Strategies.	A. Know the financial planning framework for investing in securities.
11. Fundamental Analysis.	B. Understand the steps in financial planning.
12. Report Creation & Reading.	C. Understand the asset allocation process and diversification.
13. Technical Analysis.	D. Understand the allocation of securities in the financial planning process.
14. Tracking Charts and Reporting.	
15. Career/Entrepreneurial Opportunities in Financial Markets	

Annexure B

DEPARTMENT OF COMMERCE Skill Development Project (2018-19)

FINPRENEURS

(Training Program for Women on Financial Markets)

Objective of the Programme:

To provide activity based hands on approach to increasing financial literacy as well as provide career opportunities to Women Finpreneurs

Course Duration: 40 Hours,

Course Motives :

Knowledge and awareness is the only way to stay afloat in turbulent waters of financial markets. The course is designed to make complex financial jargon simple to understand and apply. The module is designed to convey financial text book knowledge in a fun , interactive , game and simulation based, role play kind of an environment. The focus on concept and terminologies help participants get used to real live working environments and equip them to deal with ever changing and volatile environments

Course Coverage :

- Historical evolution of the financial environment
- Role and working of markets
- User , products , service providers of markets
- Role of Regulators
- Debt and equity markets
- Credit policy game
- Primary markets
- Secondary markets and software operations
- Global capital markets
- Derivative markets
- Forward operations
- Future and options trading
- Trading strategies
- Fundamental analysis
- Tracking technical charts and patterns
- Personal investment management
- Investment advisory

Course outcome :

- Women empowerment Via financial literacy: This course coverage makes the participants ready enough to manage her personnel money, manage savings manage investment and helps them become financially independent .
- Women employability vis hands on financial training: The course coverage is structures in a manner where they can easily clear industry certificate like NISM & NCFM after successful completion of 40 hours training.
- Women entrepreneurship via financial acumen: This course motivates participants as well as provides them with the required knowledge to start out as investment advisor / financial planners

Faculty Trainer:

Purv Shah is a freelance Entrepreneur in the area of Investment Advisory and Training. He is empanelled with over 50 organizations and trained more than 25000 participants diverse organizations such as Bombay Stock Exchange , Financial Technologies, Knowledge Management Company , Reliance Securities, Department of Direct Taxes (Central Government of India), ICFAI , ICSI , ICICI Direct , St. Xavier's College , Symbiosis , Interns from Havard Law School , FHNW Switzerland , Securities & Exchanges commission Zimbabwe , National Skill Development council, Jeena Scriptech Alpha Advisor Pvt Ltd and many more.

Costing:

Batch of 40 Student , Per student cost Rs. 2500/-
Students Collection 500/- each

Total Cost	1,00,000.00
	20,000.00

Deficit	80,000.00

Forwarded Through

Dr. Harshada Rathod
Principal

MANIBEN NANAVATI WOMEN'S COLLEGE

SKILL DEVELOPMENT PROGRAMME

ON CAPITAL MARKETS

“FINPRENEURS”

SR.NO	NAMES	TOPIC	MARKS (10)
1.	ZABUR - 53 SHIFA - 24 HAFSA - 55 AYESHA - 48 SHABISTA - 37	REGISTRAR {RTA}	10 Grade 1
2.	TANVI - 45 SANGEETA - 05 AMREEN - 10 FARHEEN - 58 SADIYA - 36	MUTUAL FUNDS	8 Gr 3
3.	JAYSHREE - 92 NUSRAT - 31 RIYA - 104 BHAKTI - 94 SEJAL - 41 DIVYA .C- 93	IPO PROCESS	10 Gr 1
4.	SADAF - 28 AYESHA A. - 01 SHAZIYA - 71 ZIKRA - 25 SANA - 07	DEBT	10 Gr 1
5.	TEJAL K. - 21 ERAM - 49 VIDHI - 18 NISHITA - 97 EKTA - 101	SECONDARY MARKET	8 Gr 3

6.	SUJATA -4 PRAJAKTA -32 JAYSHRI - 59 VAISHALI -27 HARSHADA -95	FOREIGN CURRENCY LOAN	Gr 2 9
7.	SANA S. - 52 ANISA - 09 VIJAYLAXMI - 78 AARTI - 63 NAMRATA - 83	REDHERRING PROPECTUS	Gr 3 8
8.	ROHINI -15 NEHA -12 RAMIYA -77 HASMITA - 62 RINA -075	RISK MANAGEMENT	Gr 3 8
9.	SAKINA - 23 POOJA -40 KRISHIKA - 19 ALISHA - 22 SONAM -30	BROKER	Gr 1 10
10.	JEJAL - 26 PUNAM -20 SHRUTIKA -69 AKSHITA-65 PRAJAKTA -84 ANKITA- 76	GLOBAL EQUITY MARKET	Gr 2 9

11.	FALAH -44 PRITI -17 USHA - 67 BHAVANA -68 PAYAL-91	PREFERENCE CAPITAL	Gr 2 8
12.	SONALI - 3 AKSHATA -34 BHARTI -88 NAYNA -66 SHRADHA -89	ROLE OF FINANCIAL INST IN EQUITY MAKET	Gr 3 8
13.	RANJANA - 08 POOJA S - 47 ARVINDRA -73 RIDDHI - 90 DIVYA A - 61	INSURANCE	Gr 3 8
14.	FATIMA - 6 NAMREEN - 51 ZEBA - 02 PINAL - 79 SARJEEN - 46	SEBI	Gr. 2 9
15.	SRISHTI - 54 RASILA - 35 JIGNA - 70 MUSKAN - 81 DHARMISHTA - 80	INSTRUMENTS AND MONEY MARKET	Gr 1 10

16.	TEJAL W -60 ANJALI -42 KRUPA-64 TORAL -85 AKSHATA-103	DERIVATIVE MARKET	Gr 1 10
17.	NIDA -13 KAPILA -105 NAUSHIN -86 AFREEN -16 SONAL -43	MERCHANT BANKING	Gr 1 10
18.	AISHA -14 DIVYA-99 SURBHI-33 SABIYA-38 IRAM -50 SAIMA -11	UNDERWRITER	Gr 2 9
19.	TEJAL S -57 REKHA -56 YOGITA- 74 URUSA -72 REENAL -82	VENTURE CAPITAL	Gr 1 10
20.	SATTU -100 PRATIKSHA- 29 JYOTI -98 SAIYADA -102 HIMANI-96	DEPOSITORY	Gr 3 8

21/06/2018

To,
Mr. Suketu Jariwala, *President*
Rotary Club of Bombay Airport

Subject: Appeal for Sponsorship for "Skill Development Programme"

Respected Sir,

We are happy to share with you that, to make our girls ready for self employment / jobs in stock market, our Commerce department has worked out a Skill Development Programme titled "**Woman FinPreneurs**". This will include sessions on Securities market operations, Derivatives, Investment Planning, and Foundations of Mutual Fund etc. Along with this 20 top students will be given hands on training with Banking ,Financial Services & Insurance (BFSI) for 100 hours.

The costing has been calculated as follows:

Batch of 40 students per student cost Rs. 2500/

Total Cost = Rs 100,000/-

We can charge our students a maximum of

Rs. 1000/- *5000*

Rs. ~~40,000~~ 20,000/- *20,000*

Deficit = Rs 60,000/- *80,000*

The training programme is spread over a Semester , 2 hours session , 3 days per week. The Course will have Certification from NISM.

We would be highly obliged if you can help us with financial assistance for this Venture.

Hope to get a favourable response .

Thanking You.

Yours Sincerely,

Dr. Sunita Sharma

Forwarded through

Dr. Harshada Rathod
Principal

me



MANIBEN NANAVATI WOMEN'S COLLEGE

(Affiliated to S.N.D.T. Women's University)

Conducted by : SHREE CHANDULAL NANAVATI WOMEN'S INSTITUTE & GIRLS' HIGH SCHOOL
Vallabhbai Road, Vile Parle (West), Mumbai-400 056.

Tel.: 2612 8840, Telefax : 91-22-2617 6196

E-mail : mnwcollege@hotmail.com • Website : www.mnwc-sndt.org, www.mnwc-sndt.com

NAAC Reaccredited 'A' grade

Chairman Mg. Committee
Smt. Himadri S. Nanavati

Principal
Dr. (Mrs.) Rajshree Trivedi

Date: 26/02/2019

To
Mr. Purv Shah,
Financial Market Mentor,
Mumbai

Subject: Appreciation Letter.

Respected Sir,

We hereby take the opportunity to thank you for guiding and preparing our students for Self Employment / jobs in Stock Markets.

This Skill Development Programme 'Finpreneures' has been appreciated by all our students.

We hope that you will support our Institution in future for more such programmes.

Thank you.

Yours Sincerely

Principal
Dr. (Mrs.) Rajshree P. Trivedi
Principal
Maniben Nanavati Women's College,
Vile Parle (West), Mumbai - 400 056.

Received

Maniben Nanavati Women's College

Mumbai-400 056.

VOUCHER No.

FINPRENEURS - SKILL DEVELOPMENT PROGRAMME A/c.

Date : 26th Dec 2018

Particulars	Rs.	P.
Being part payment to Mentor Purav Shah towards conducting Skill Development Programme "FINPRENEURS" for T.Y.B.Com (Number of Students 40).	20,000	
(Rs. Twenty Thousand only)		
TOTAL	20,000	

Receiver's Signature

Accountant

Principal

26/12/18

From: sunita sharma <sunitasharma12@yahoo.co.in>
Subject: Finpreneurs Skill Development Programme
Date: 4 December 2018 at 9:36:51 PM IST
To: Suketu Jariwala <suketuj@gmail.com>
Cc: harshada Dr Rathod <harshada_rathod@rediffmail.com>

To,
Mr. Suketu Jariwala,
President ,
Rotary Club of Bombay Airport,
Dear Sir,

With reference to your mail dated 13th November 2018, regarding sanctioning sponsor Com., we are happy to inform that we have started the training. The inauguration of the Motivational Orientation for the students from the Mentor, Mr. Purv Shah. In all 40 students have enrolled. The training sessions of two hours are being conducted

Mr. Purv Shah, is helping students with getting Internship. The Department with Mr. Purv Shah. This training Programme will help the TY B. Com students in -

- * Improve Financial Literacy
- * Getting Jobs in Securities Market
- * Become Financial Advisors
- * Maintining and Practising Financial Portfolio's.

We request you, to Kindly disburse the sanctioned amount.

Maniben Nanavati Women's College

Department of Commerce

Closing Report Of “Finpreneurs”.

A Training Programme in Capital Markets was conducted for TY B.Com students during 27th November 2018 to 2nd January 2019. In all 38 students enrolled for the training and attended the sessions of 40 hours. After the training, projects were given to the students in groups which they presented through PPT. Each team contained 2 members from Finpreneurs and 3 members from rest class, who shared the knowledge and their learning outcomes with each other. This way Peer to Peer learning was also promoted.

In keeping with the objectives of Skill Development and increasing financial literacy to empower women to take financial decisions not only for themselves but even find careers in areas of Research & Advisory, Broking, Investment Bankers & Allied Industries, the training programme was successfully conducted by Department Of Commerce, with Industry Affiliation from Brokers Forum & Powered by Rotary Club of Bombay Airport. We are grateful to Mr. Suketu Jariwala, President of the Rotary Club of Bombay Airport for their support which helped us to at least walk some distance in this journey of women liberation via Financial Inclusion by providing Financial Awareness.

Closing Remark from Stake Holders.

Purv Shah (Mentor, Program Director)

As a Mentor I spent more than 60 hours with the participants in which I saw a positive measurable impact in their performance, knowledge & thinking zones that are sometimes even complex for MBA's & CA's . It was simplified with the support of all the stake holders' viz. M.N.W.C, Rotract, Brokers Forum & especially Dr. Sunita Sharma, Dr. Preeta Joshi & Students.

Dr. Sunita Sharma & Dr. Preeta Joshi (Commerce Department)

In coordinating & being the point of contact between so many diverse stakeholders, we wouldn't say that it was easy. A programme whose ideology we were in support, took nearly a year of coordinating, but we are happy that it has worked out. No matter how much work it took at our end. We are honoured to be chosen to continue this difficult task of inculcating financial independence in our girls. As we feel that it will go a far way in moulding their thinking & making their lives. A special thanks to Ms. Aisha Gondaliya, the students coordinator for Finpreneurs for all her efforts.

Participants

Ms. Zabur Shaikh : It was a memorable experience.

Department of Hindi
Saral Hindi

Name of student enrolled

1. Tewari Divya
2. Choksi Dimple
3. K Sharvani Shivani
4. Patel Shazia
5. Ravriya Pooja
6. Achrekar Priyanka
7. Kapadia Dhaneshwari
8. Baaroodgar Sadiya
9. Sheikh Shagufta
10. Baaroodgar Juveria
11. Vaishya Shalini
12. Qureshi Ishrat
13. Nadar Tanusiya
14. Yadav Neha
15. Maradia Muskan
16. Gala Hemlata
17. Humera Altaf
18. Patel Malvika
19. Khan Mahisaba
20. Dubey Laxmi
21. Chaudhary Anjali
22. Gothi Aishwarya
23. Desai Mamta
24. Patel Pooja
25. Karotra Priyansi

MANIBEN NANAVATI WOMEN'S COLLEGE
INTERNAL QUALITY ASSURANCE CELL

Academic Year: 2018-19

- A. Name of the Department : Department of Hindi
B. Name of the Teacher In-charge : Dr. RavindraKatyayan
C. Stream : Arts
D. UG/PG : Undergraduate
E. Title of activity : Saral Hindi Course
F. Date : Aug 2018 to April 2019
G. Total Duration : 76 Hours
H. College/ Inter-college /Regional/ National /International level : College Level
I. Names and Designation of Resource Person : Dr. RavindraKatyayan
J. Budget allocated : Funded by Hindustani PracharSabha
K. Total expenses incurred : Funded by Hindustani PracharSabha
L. Target group : FYBA
M. No. of students benefited : 25 Students
N. Whether in collaboration : Hindustani PracharSabha, Mumbai
O. Objectives of the activity :
 a. To linguistically empower the students in Hindi.
 b. To sharpen the communication skills in Hindi.
 c. To prepare the students for taking various roles in Hindi.
P. Type of Learning : Books, Study Material
Q. Use of ICT : No
R. Assignments / Projects/ Tests given after the activity : Assignment & Written Exam
S. Whether evaluated : Yes
T. Learning outcomes : The students were able to learn the linguistic skills used for communication, enhance their confidence and creative writing skills..
U. Feedback and analysis :
V. Photographs with caption; Group photograph must attached : Attached

Signature of the Teacher :
Name of the Teacher : Dr. RavindraKatyayan
Date : 01-05-2019

Department of Gujarati Kruti

Name of the Students who enrolled

1. Nisha Parmar
2. Tejashwari Kharva
3. Makwana Bhavna
4. Jinali Mehta
5. Mital Goswami
6. Namrata Darji
7. Ravariya Kalpana
8. Ankita Reshamiya
9. Riya Shashtri
10. Radhika Bariya

Maniben Nanavati Women's College

Internal Quality Assurance Cell

Format for the Report and Documentation of Courses

TO BE PREPARED BY THE COURSE COORDINATOR
In Consultation with the Teacher In Charge

Academic Year: 2018-2019

1. **Name of the department :** Gujarati
2. **Type of Course:** Skill Development Course
3. **Whether Certificate or Diploma or Advanced Course:** Certificate course
4. **Title of the Course:-** KRUTI Course: Akruti Gujarati Typing & Page Maker
5. **Name of the Sponsoring or Collaborating agency, if any. Please file the letter of intent of the dept and approval of the sponsoring agency**
Course Fee taken from students: 300/- Per student
6. **Duration:-** 10 Days
7. **Class and No of Students: -** B. A. I, II & III Students/ 10 Students
8. **Budget: Break- up for following :**
 - a. Remuneration for Resource Person: 7500/-
 - b. Stationery/ Reading /Writing Material: Nil
 - c. Any other Expenses: Nil
 - d. Total amount: 7500/-
9. **Learning Objectives of the Course:-**
 - To learn to make Professional Quality business documents or publications useful for all purposes.
 - To train students for standard Gujarati Typing
 - To learn to design e books, brochures, hand bills, visiting cards and other printing works.



Handwritten signature
MANIBEN NANAVATI WOMEN'S COLLEGE
Vide
Mumbai - 400 056.

10. Name of the Resource Persons with Bio-data (Attach in Appendix):

Mr. Jayesh Vakhariya

11. Detailed Syllabus:-

a. Main Topics :

Akruti Gujarati Typing & Page Maker

b. Sub Topics:

- To prepare Professional Quality Business Document
- To design e books, brochures, hand bills, visiting cards and other printing works
- Standard Gujarati Typing

12. Schedule and Lesson Plan (Time Slot and number of hours allotted)

9.00am to 12.00pm (3 Hrs for 10 days – Total 30 Hrs)

13. List of Projects and Assignment for Evaluation:- Students prepared Bio data, Visiting Card, Bills, Brochures in Page Maker for assignments

14. Evaluation Method and Marks allocation rubric: Assignments given for practice

15. Learning Outcomes:

Students learnt standard Gujarati Typing & to design e books, brochures, handbills, Visiting Cards, Bio data & other printing works.

16. Copy of Certificate:-

17. Feed Back:-

18. Photographs:- GROUP PHOTO COMPULSORY AT THE END OF THE COURSE

19. Attendance Sheet duly signed by the course coordinator and principal (With Name of the Students)



R. P. Vakhariya
MANIBEN NANAVATI WOMEN'S COLLEGE
Vallabhbai Road, Vile-Parle (West),
Mumbai - 400 056.

Department of Gujarati

Report of Activity

Activity : KRUTI Course: Akruti Gujarati Typing & Pagemaker
Date : 22nd October to 1st November ²⁰¹⁸ 2018 (10 Days)
Target Group : B. A. I, II & III Students
Total Participants: 10 Students
Resource Person : Mr. Jayesh Vakhariya
Fees : 300/- Per student

Objectives :

- To learn to make professional quality business documents or publications.
- To train students for standard Gujarati typing.
- To learn to design e-books, brochures, hand bills, visiting cards and other printing works.

Name of the Students:

- 1) Nisha Parmar: B. A. III
- 2) Tejashwari Kharva: B. A. III
- 3) Makwana Bhavna: B. A. III
- 4) Jinali Mehta: B. A. III
- 5) Mital Goswami: B. A. II
- 6) Namrata Darji: B. A. II
- 7) Ravariya Kalpana: B. A. II
- 8) Ankita Reshamiya: B. A. II
- 9) Riya Shashtri: B. A. II
- 10) Radhika Bariya: B. A. II

Details:

Akruti Software is a versatile Indian language software. Akruti supports Unicode (The global standard for language encoding) by default and it also extends its support to non-Unicode fonts. Akruti is ideal for a wide range of users covering



RP Singh
MANIBEN NANAVATI WOMEN'S COLLEGE
Vallabhbal Road, Vile-Parle (West),
Mumbai - 400 056.

Newspapers, Printers and Publishers, Advertising Agencies, Web Page Designers, In-house magazines etc.

Pagemaker is the most coveted software tool and the first desktop publishing program for producing professional quality business documents or publications useful for all purpose.

Outcome:

Students learnt to design e books, brochures, handbills, visiting cards, biodata and other printing works.



R. B. Mehta
MANIBEN NANAVATI WOMEN'S COLLEGE
Vallabhbbhai Road, Vile-Parle (West),
Mumbai - 400 056.



Mr. Jayesh Vakhariya training students for
Skill Development Course. 'KRUTI'; Akrut
Gujarati Typing & Pagemaker.



PPB
MANIBEN NANAVATI WOMEN'S COLLEGE
Vallabhkhair Road, Vile-Parle (West),
Mumbai - 400 058.



Mr. Jayesh Vakhariya training Students for Skill Development Course - 'KRUTI'; Akruati Gujarati Typing & Pagemaker'



Students learning at 'Kruti'; Akruati Gujarati Typing & Pagemaker' course.

Department of Commerce
LIC Agent Ship Training Programme

Name of the Students who enrolled

1. Aliya Usmani
2. Poonam Gupta
3. Sanjana Chaurasia
4. Riddhi Waghela
5. Anjali Chaudhary
6. Priyanka Kakrecha
7. Manihar Sakira
8. Salma Khan
9. Shafiya Adam
10. Vaishnavi Arya
11. Saba Qureshi
12. Supriya Chitori
13. Waghela Hetal
14. Snehal Bhauraya
15. Naseema Shaikh
16. Sabah Faroog
17. Deepa Gupta
18. Nauheen Ansari
19. Jyoti Ramkrushna
20. Sofiya Ashfaque
21. Shahnaz Shaikh
22. Neelu Jha
23. Jyoti Rajbhar
24. Harshada Wadkar
25. Radhika Solanki
26. Kanojia Nancy
27. Mosmi Gaud
28. Labdhi Gala
29. Fauziya Parnale

Maniben Nanavati Women's College

Internal Quality Assurance Cell

Report of LIC 'Agent Ship' Training Programme

Academic Year: 2018-2019

1. Name of the Department: Commerce
2. Type of Course: Skill Development Course
3. Whether Certificate or Diploma or Advanced Course: Certificate
4. Title of the Course:- LIC 'Agent Ship' Training Programme
5. Name of the Sponsoring or Collaborating agency, if any. Please file the letter of intent of the dept and approval of the sponsoring agency : Inner Wheel Club of Bombay Airport (Letter Attached)
6. Duration:- 30 hrs
7. Class and No of Students:- B.Com – I & II , 29 Students
8. Budget: Break- up for following :

a. Remuneration for Resource Person:	-----
b. Exam Fees	14500.00
c. Stationery/ Reading /Writing Material :	200.00
d. Any other Expenses:	300.00
e. Total amount:	<u>15000.00</u>
9. Learning Objectives of the Course:- To provide training to the average students for self employment by becoming LIC 'Agent'.
10. Name of the Resource Persons with Bio-data (Attach in Appendix) : Resources Persons From LIC Training Office, Santacruz Branch.
11. Detailed Syllabus:- Prescribed by IRDA
 - a. Main Topics
 - b. Sub Topics
12. Schedule and Lesson Plan (Time Slot and number of hours allotted) 31st July to 21 August 2018 (11 Days, 30 hrs)
13. List of Projects and Assignment for Evaluation:- Appeared for Mock Test at LIC Training Session.
14. Evaluation Method and Marks allocation rubric: Online Exam Conducted by IRDA.
15. Learning Outcomes: Students got the recognition by Government Body (IRDA). They have got the License from LIC of India to start working in the open market. It's the best step towards self employment.
16. Copy of Certificate:-

17. Feed Back:- 85% of the Students replied that the Training was very useful and they look forward for further such advanced training.
18. Photographs:- GROUP PHOTO COMPULSORY AT THE END OF THE COURSE
19. Attendance Sheet duly signed by the course coordinator and principal (With Name of the Students



Maniben Nanavati Women's College

Department Commerce

Session 2018-19

LIC 'Agentship' Training Programme

The Training Programme for 'Agentship' for LIC of India was organized for F.Y.B.com & S.Y.B.com students. Total 29 students took 30 hrs training which was conducted in the college itself. The faculties of LIC came to impart the training. Books for the exams were given to the students by LIC Office. The students enrolling for the exam learnt to get their PAN Card, and Zero Balance Bank A/c.

The students appeared for the online exam which is conducted by IRDA. The LIC dept gave the training for Mock test to the students. The students appeared for the exam on 9th Jan, 2019 and **10 students were declared passed. The Agency Code was allocated to the Students to start working.**



भारतीय बीमा संस्थान
INSURANCE INSTITUTE OF INDIA

"G" Block, Plot No. C-46, Bandra-Kurla Complex, Near American Consulate, Mumbai-400051.
Maharashtra. India. Tel No - 022 - 26544220 / 257 / 224 / 208. Email ID - reg.exams@iii.org.in

Pass Certificate

Registration Number:	I-131103L1826040
URN IRDA Number:	LICI2911180346
Examinee Name:	VAISHNAVI VIKRAM ARYA
Examination:	IC38 - Certificate Exam of Insurance Agents in Life Insurance - English
Test Center:	NSEIT Limited - Mumbai Andheri
Test Date:	09 Jan 2019
Test Slot:	15:45-16:45



Marks Scored	Total Marks	Percentage Secured	Passing Percentage Required	Status
21.0	50.0	42.0	35.0	Pass

Executed On: 10 Jan 2019 07:30:03 AM

5/Jan/2019 .

Appointment of Examination Date

Faculty: From LIC Kavita Desai Assistant Administrative Officer

Smita Bodas - Deputy Manager
Direct Marketing

S.No	Name	Signature	
1	Deepa Kishor Gupta		
2	Vaishnavi Vikrom Nayya		
3	Riddhi Jaisingh Waghela		FT. B.com
4	Shafiya Khilji		F.Y B.com.
5	Aliya Usmani Asif		F.Y. B.com
6	Qureshi Sabarveen		S.Y. B.com
7	Goud MoSmi		S.Y. B.com
8	Supriya Chitose		S.Y. B.com
9	Kabali Gata		"
10	Nauheen Ansari		S.Y. B.com
11	Naseema Kadam Shaikh		S.Y. B.com.
12	Radhika D. Solanki		S.Y. B.com.
13	Snehal B. Chaudhar		S.Y. B.com.
14	Harshada D. Wadkar		S.Y. B.com.
15	Sanjana Chauvast		F.Y B.com
16	Neelu Ghoram Jha		S.Y. B.com.
17	Shahnaz Tajuddin Sheikh		S.Y. B.com
18	Chandhery Sofiya Ashfaq		S.Y. B.com
19	Sabah Farooq Thim		S.Y. B.com

Vaishnavi Deepa - 71 Nacy, Fauzia, Heetal, Tyoti, Tyoti (S.Y.) (5)
Anjali, Sahira, Poonam, Privonta (F.Y.) (9)
Balena

Examination dates fixed for 9th Jan 2019 for 19 girls.
they were guided by LIC staff Kavita & Smita.

18/1/19

LIC Agentship Exam was held on 9th Jan 2019.
In all 29 students, 26 students appeared for the exam and 10 students passed the Exam.

All 10 students are eligible to get the practical training to work into the market. The training is free of cost. Those student will have to start doing the marketing & sell policies. For the training they will get the Agency licence.

Rest ~~19~~ 19 students will have to again enroll themselves for the exam & pass it.

For the 25 hrs training they will get the certificate of training.

March

- Failed students again enrolled for exam.
- 4 students from them passed the exam.
- 4 students again failed.
- 4 students paid back fees.
- 6 of passed student got licences & are will be undergoing Training & to start working in the field under the development officer.

Training Dates.

31 July, 1st Aug, 2 Aug, 3, 6, 7th, 8, 9, 10, 13, 21 Aug

Training was conducted by LIC Officials on 11 days.

31 July to 21 August

31/7) 1 to 3 Aug, 6 to 10 Aug 13 Aug & 21 Aug. 2018.

2nd Time Appear.

1. Nancy Kanajiya
2. Neelvi Jha
3. Salma Khan

Paid Money.

- ① Jyoti Kadam
- ② Supriya Chitore

List of Student Passed the Exam.

- ✓ (1) Deepa K. Gupta ✓
- ✓ (2) Fauzia Parnale ✓
- ✓ (3) Vaishnavi Arya ✓
- ✓ (4) Shahnaz Shaikh ✓
- ✓ (5) Nauheen Ansari ✓
- ✓ (6) Snehal Choudhar ✓
- ✓ (7) Mosmi Gaud ✓
- ✓ (8) Saba Qureshi ✓
- ✓ (9) Ridhi Waghela ✓
- ✓ (10) Priyanka Kakracha ✓
- ✓ (11) Sabha Thim ✓
- ✓ (12) Sofiya Choudhary ✓
- ✓ (13) Aliya Usmani Asif ✓
- ✓ (14) Shafiya Adam Khilji ✓

Teacher.

14 passed
29 Appeared.

List of Students who failed the Exam.

- | Failed | | Passed in Rexam |
|------------------|-----------|-------------------------|
| ✓ Sabah Farooq | Thim | (Repeated) reached late |
| ✓ Sofiya Asfaque | Choudhary | (Repeated) reached late |
| ✓ Aliya Usmani | Asif | (Repeated) |
| ✓ Shafiya Adam | Khilji | (Repeated) |

14 passed TOTAL

Maniben Nanavati Women's College

Department Of Commerce

List of Failed Students in LIC Agentship Exam 2018-19

- 1) Aliya Asif १
- 2) Salma Khan
- 3) Sanjana Chaurasiya
- 4) Sofiya Chaoudhary १
- 5) Anjali Chaudhary .
- 6) Nancy Kanojia
- 7) Harshada Wadkar
- 8) Radhika Solanki
- 9) Jyoti Kadam
- 10) Hetal Waghela
- 11) Naseema Shaikh
- 12) Supriya Chitori
- 13) Ponam Gupta
- 14) Labdhi Gala
- 15) Jyoti Rajbhar
- 16) Shakira Manihar
- 17) Shafiya Khilji १
- 18) Neelu Jha
- 19) Sahah Thim १

04 April 2019

Returned Books given by LIC for
Exam. No. ~~18~~ 18 Books.
Work done by Ms. Riddhi Waghela &
Ms. Bhavna

21st June 2019

→ 3 girls Bank details remaining - Riddhi Waghela,
Mousami Goud, Priyanka Kakde

→ Attended girls for meeting -

✓ 1) Vaishnavi Aiyaz - Agency allotted 10020D089 ✓

✓ 2) Nauheem Ansari - 10022D089 ✓

✓ 3) Shehnaz Shaikh - 10023D089 ✓

✓ 4) Fouzia Parnale Letter given

✓ 5) Saba Thim Letter given

✓ 6) Shafiya Khilji ~~Letter~~

✓ 7) Alia Usmania

✓ 8) Snehal Choudhary Agency allotted 10024D089 ✓

✓ 9) Saba, Parveen Agency allotted 10021D089 ✓

Training Dates Proposed - Mid ^{days} week of July
1st week. (Betⁿ 1 to 6 July)

LIC PASS STUDENTS

- A JOURNEY TOWARDS AGENCYSHIP

16th Saturday 2019. - November.

Meeting with Nitin Sir, 9 students will report to LIC office for further LIC business training as an Agent.

S. D. Sharma

16. Nov 2019.

18th Nov 2019

Visited LIC office and a meeting with Nitin Sir.

Students Present

S.No	NAME	SIGNATURE
1]	Snehal B. Chaudhar	Snehal Chaudhar
2]	Paarnale Fauziya Areen	Fauziya
3]	Nauheen Ansari	Nauheen
4]	Saba Qureshi	Saba Lawrence
5]	Sabah Thim	Sabah
6]	Shahnaz Shaikh	Shahnaz
7]	Vaishnavi Arya	Vaishnavi

Training session on 16th November 2019

→ Training session was organized for the 7 students who passed the Agencyship Exam conducted by IRDA.

→ The session was conducted by and introduced by Mr. Nitin Waingankar & Ms. Kavita Desai and then Branch Manager Direct Marketing introduced by the concept & the practical knowledge how LIC Agents work? How we can achieve your targets? Nitin Sir Discussed about Product Variation. He said to start from Home to sell policy to your relatives Family member. He explained more about with eg of Economics and as well as MTNL where market is creating Demand. so Every student as to introduce sir to their Parents and Sir introduced 2 more policy and then how to complete 100 policy & all.

→ Means we have to go to our school and talk to principal and we have to convince them that if schools will give them 100 policy then that school will get ₹35,000 and we will get commission and so on all this discussion shared all your doubt. They also shared their experience to motivate the students to start up with it.

**Department of Commerce (Accountancy, Finance & insurance)
& B.A in Economics
Tally with GST**

Name of student enrolled

1. Saniya Gilani
2. Nazmeen Punjani
3. Payal Choudhary
4. Megha Dhawe
5. HIRAK Champaneri
6. Angel Nadar
7. Vartika Gupta
8. Bhuvneshvari Arjun
9. Priyanka Kadam
10. Hetal Bhanushali
11. Supriya Vishwakarma
12. Nikita Suthar
13. Archana Chaurasiya
14. Samruddhi Patade
15. Pooja Singh
16. Trupti Patel
17. Sadhna Gupta
18. Saloni Jogale
19. Rupali Gaikwad
20. Tehreen Shaikh
21. Subhawati Kewat
22. Tehseen Shaikh
23. Carol Fernandes
24. Priyanka Gupta
25. Kiran Darji
26. Sapna Pandey
27. Sumaiya Ansari

MANIBEN NANAVATI WOMEN'S COLLEGE
INTERNAL QUALITY ASSURANCE CELL

Academic Year: 2018-19

- A. Name of the Department : Department of Commerce (Accountancy, Finance & insurance) & Bachelor of Arts (Economics)
- B. Name of the Teacher In-charge : Mrs. Rita Chandarana
- C. Stream : Commerce & Arts
- D. UG/PG : Undergraduate
- E. Title of activity : Tally with GST
- F. Date : 15/1/2019- 31/1/2019
- G. Total Duration : 30 Hours
- H. College/ Inter-college /Regional/ National /International level : College Level
- I. Names and Designation of Resource Person : CA Sneha Patil
- J. Budget allocated : 15000/-
- K. Total expenses incurred : 15000/-
- L. Target group : B. Com (AFI) & BA
- M. No. of students benefited : 24 Students
- N. Sponsoring Agency : Inner Wheel Club of Bombay Airport Area Charitable Trust, District 314
- O. Objectives of the activity :
- To make students learn how to use Tally Software
 - To improve productivity and acquire skills for the workplace.
- P. Type of Learning : Presentation, Software and Material
- Q. Use of ICT : Yes
- R. Assignments / Projects/ Tests given after the activity : Assignment
- S. Whether evaluated : practicals
- T. Learning outcomes : The students were able to enhance Tally Software.
- U. Feedback and analysis : Yes
- V. Photographs with caption; Group photograph must attached : Attached

Signature of the Teacher :

Name of the Teacher : Mrs. Rita Chandarana

Date : 31/1/2019

Course Name: Tally with GST

Estimated Budget:- Rs. 25000/-

Objectives:

1. To introduced the students to the basic of accounts and the usage of TALLY for accounting purpose.
2. To have an understanding of basic concept and practical application of GST
3. TALLY fundaments which include learning of TALLY features and its functionalities.
4. This course caters to the vocational needs of the students and is concurrent with the syllabus covered by the Universities.
5. To have an understanding of Advance Accounting and inventory in TALLY.ERP 9.

SR.NO.	MODULES	CONTENTS	DURATION (40) HRS
1.	Tally.ERP 9	<ul style="list-style-type: none">• Tally Introduction/Company Creation• Ledger Creation/Stock Creation• Voucher Entries/Voucher No.• Configuration/Cost Center• Job Costing/Price List/Free Qty• Tally Audit Features/Manufacturing• Purchase and Sales Order Processing• Spit Co. Data/Group Co./ODBC Server• Import & Export/Sales Invoice• Configuration/POS Invoicing• Voucher Types/Budget & Control• Payroll/Backup & Restore	20 Hours
2.	Goods & Service Tax (GST)	<ul style="list-style-type: none">• GST Act and Rules• GST Composition/Registered Dealer• GST Law/CGST/SGST/IGST/UTGST Act• Input Tax Credit/Set off Input Credit Against Tax Liability• Apply for GST Registration (Online)/ Amend, Cancel and revoke GST Registration• Place and Time of Supply/E-Commerce Under GST	20 Hours



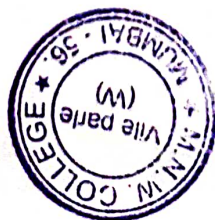
Dr. (Mrs). Rajshree P. Trivedi
Principal


Maniben Nanavati Women's College,
Vile Parle (West), Mumbai - 400 056.

- | | | | |
|--|--|--|--|
| | | <ul style="list-style-type: none">• GST Return/Refund & Payment• GSTR1/GSTR 2/GSTR 3 Online Return• GST in Tally.ERP 9 | |
|--|--|--|--|

Outcome:-

To make students ready with the required skills in accounting software for employability in the job market.




Dr. (Mrs). Rajshree P. Trivedi
Principal
Maniben Nanavati Women's College,
Vile Parle (West), Mumbai - 400 056.

Dept. of Sociology

Enrollment List of students for Add-on Course 'YATRA'

2018-19

1. AGARWAL KARISHMA RAJIV CHARLOTTE
2. ARFA MD. IMRAN ANJUMAN
3. CHOUHAN SANIYA ASLAM RAZIA
4. DALKHANIYA REHANA M. AARIF ZAHIDA
5. DHANANI HEENA FAROOK RAZIYA
6. GADHIYA SIDDIKA SHAHEED ABBAS SUFIYABEN
7. HALAI RAEESAH RAFIQ SAIRA
8. JAIN NIKITA VINOD JYOTSANA
9. KHAN NEHA BARKAT
10. LALWANI DRISHTI MANOJ PAYAL
11. MOGARE ANKITA RAJESH RAJESHRI
12. SHAIKH AASMA RIYAZ SALMA
13. SHAIKH KULSUM BANU AFTAB HUSAIN QAMARJAHAN
14. SHAIKH YASMEEN SAEED AHMAD NAZMEEN
15. SHARMA NEHA JAYPRAKASH KAVITA
16. SINGH PRIYANKA VINOD SAROJ
17. SOLANKI MEGHANA MANOJ MEENA
18. YAKSAMBI MUSKAN FAROOQ SURAIYA

Syllabus of Add-on Course ‘YATRA’

2018-19

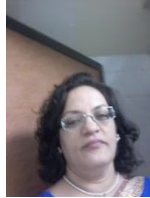
Sessions	Topic
I	Introduction to Course
II	Introduction to India, States, Capital and Neighbour
III	The places of Tourist Interest in North India – Uttarakhand, Delhi, Punjab, and Haryana
IV	The places of Tourist Interest in South India- Karnataka, Kerala, Tamilnadu
V	The places of Tourist Interest in East India- Bihar, Chhattisgarh, Telangana Map reading of India , and their Capitals
VI	The places of Tourist Interest in West India- Maharashtra, Mumbai, Goa
VII	Introduction to international Tourism
VIII	Kailash Parvat, Ajanta Ellora
IX	Documentation- Passport, Visa, Health Certificate
X	South Asia Country – Time Zones and date line
XI	Itinerary
XII	Process of Filling up form for Passport, Visa
XIII	Domestic Itinerary
XIV	International Itinerary and Costing
XV	Project Submission Viva Based on Project

MANIBEN NANAVATI WOMEN'S COLLEGE
INTERNAL QUALITY ASSURANCE CELL
Academic Year: 2018-2019

- | | |
|--|---|
| 1. Name of the Department | : Department of Sociology |
| 2. Type of Course | : Add- On Course |
| 3. Certificate/ Diploma | : Certificate Course |
| 4. Title of The Course | : 'YATRA' |
| 5. Sponsorship | : Mr. Neemesh Shah |
| 6. Duration | : 35 Hours |
| 7. Date | : 25 th August 2018 to 15 th December 2018 |
| 8. Class and No of Students | : BA III – 18 Students |
| 9. Budget | : 10,000/- |
| 10. Learning Objectives | : 1) To provide additional knowledge and skills
related to paper of Tourism of their curriculum
2) To get field experiences and on job training
for placement cell in tourism Industry |
| 11. Name of The Resource Person | : Ms. Zeena Cooper |
| 12. Evaluation Method and Marks
Allocation and Rubric | : 100 Marks paper |
| Project | : 75 Marks |
| Written Exam | : 25 Marks |
| 13. Learning Outcome | : Certificate awarded for the course and some of
the students appeared for Interview in Tourism
Industry |

RESUME

Mrs. Zeena Kurush Cooper



CAREER VISION & GOALS

In the competitive Global Village that this world has become, it really is the survival of the "fittest" and my aim is to hone my skills towards becoming that "fittest". My objective is to play a vital role in the institution and share my knowledge and experience with the young minds, empowering them to get into the field of their choice. I wish to work with young minds as the younger they are the more wonderful and fulfilling the experience of sharing one's knowledge.

STRENGTHS

My ability to cope up with situations and strive to get the best results whenever needed. An optimist, I believe in being honest, frank and God fearing. I strongly believe in the tenets, that one should always have Good thoughts, Good words and Good deeds. I can well adapt myself to different situations and can successfully be a part of a team, lead a team and if need be even work all by myself. I prefer to be level headed and even tempered. As I have been working for the over 25 years with young minds, I bring along with me vast experience in motivating students to reach out and achieve their goals.

Work Experience:

St. Xavier's College, Mumbai, Bachelor Vocational Course Travel and Tourism Department. (4years)

Dr. BNCD Center, SNDT University, Vile Parle, Diploma Travel and Tourism Department. (4 years)

Kesari Travel Academy, (3 years)

Garware Institute of Career Education & Development (GICED), Mumbai University, Diploma of Under Graduates of the Tourism Department and Diploma of Tourism Management students. (10 years)

SVT College of Home-science, SNDT University, Juhu, in the FRM Department, Travel & Tourism Diploma. (10 years)

P.V. Polytechnic, SNDT University, Travel and Tourism Department. (7 years)

2006 till 2017 - MSBTE, Paper setter and Moderator for the Travel and Tourism, Hotel Management, English and French subjects.

2005-2006 - Bombay Cambridge High School, Andheri West, Assistant senior Secondary Teacher. I taught Social studies and English.

2000-2005 Davars College of Commerce - Taught English at the Basic and Advanced level and Travel subjects in the secretarial course.

1995-1997 St. Mary High School, Kalyan, Primary Class Teacher.

1992-1995 - Centura Textiles. Export Coordinator.

1988-1991: DARTZ Hotels Pvt Ltd. Silvassa, Manager.

Subjects Taught:

Indian Geography, World Geography,
Travel Documentation,
Cultural Kaleidoscope of India and the World,
Entrepreneurship, Travel Agency - Sales & Operations
Tourism Management,
Tourism Marketing and Sales
Hotel Operations and Management
Housekeeping
Itinerary Planning and Costing
English and French



Tour of Mumbai City as a Part of Course

25/08/2018 - Introduction to the course.

PPT. Presentation and Discussion on Why India is an Important Travel and Tourism destination. As there is no clear definition, the industry has considered the 6A's to be essential for a destination to be considered a tourism destination. The 6A's are - Affordability, Accommodation, Accessibility, Amenities, Attractions, Ancillary Services. What they are and their importance. The students were further explained about the Motivators which encourage them to go on a tour e.g. Psychological, Social, etc.

28/08/2018 - Introduction to India her states, Capital and Neighbour.

Power Point Presentation and Discussion on Jammu Kashmir and Himachal Pradesh, and their places of tourist interest and cuisine.

31/08/2018 - PPT Presentation and Discussion on the places of tourist interest in Uttarakhand, Delhi, Punjab and Haryana North India.

4/09/2018. PPT. Presentation and Discussion on the places of tourist interest in South India Karnataka, Kerala, Tamil Nadu.

8/09/2018. PPT Presentation and Discussion on the places of tourist interest of East India - West Bengal, 7 Sisters of North East India, Bihar, Chhattisgarh and Telangana.

Map Reading of India, and her states and their capitals.

11/09/2018 PPT and Discussion on West India - Maharashtra, Mumbai. Goa.

15/sep/18 Introduction to International Tourism.
Physical Geography of USA and Places of Tourist
Interest in USA and Canada.

18/9/18. Karthak - Presentation. Agartta and
Ellora are second most important Tourist
Destination of India. Continuation of Canada
and USA as a destination.

10/10/18. Documentation - Passport, Visa, Form and
Health Certificate. Explained.

13/10/18. South-East Asia Countries Explained.
Time Zones and Date line discussed.

16/10/18. Project Discussion and Itinerary.
Explanation

20/10/18. Filling of Passport and Schengen Visa.

8/12/18 Domestic Itinerary.

12/12/18. International Itinerary. and Costing.

15/12/18 Project Submission and Visa presentation
Project




Dr. (Mrs.) Rajshree P. Trivedi
Principal

Maniben Naravati Women's College,
Vile Parle (West), Mumbai - 400 056.

Department of Commerce (UG), BMS & BAFI
Advance Excel

Name of student enrolled

1. Sejal Singh
2. Pooran Solanki
3. Sakshi Bera
4. Krishna Wala
5. Kiran Negi
6. Tanayka Bharatia
7. Sonam Gupta
8. Tahirah Adam
9. Tiwari Durgeshwari
10. Zeenal Patel
11. Surbhi Gupta
12. Meghna Gowda
13. Soukhya Gowda
14. Roshani Thakur
15. Rafa Khandwani
16. Pooja Shembewadi
17. Sonali Bengera
18. Taniya D'souza
19. Khushee Rajput
20. Shruti Sharma
21. Isha Loke
22. Sneha Sharma
23. Mariam Shaikh
24. Kanika Jangid
25. Lakita Singh
26. Devendra Riya
27. Hitika Kawa
28. Harpanjeet kaur
29. Alisha Charaniya
30. Shivani Takshak
31. Gargi Karwa
32. Sneha Udiyar

INTERNAL QUALITY ASSURANCE CELL

Academic Year: 2019-2020

- A. Name of the Department : Commerce, Management Studies, B.Com (AFI)
- B. Name of the Teacher In-charge : Prof. Sunita Sharma , Ms. Pranaya Revandkar,
Ms. Yuti Chandan
- C. Stream : B.Com, BMS, B.Com (AFI)
- D. UG/PG : UG
- E. Title of activity : Advance Excel
- F. Date : 23rd August 2019 to 6th September 2019
- G. Total Duration : 30 hours
- H. College/ Inter-college /Regional/ National /International level : College level
- I. Names and Designation of Resource Person : Ms. Trisha Jagtani
- J. Budget allocated : Rs. 15,000/-
- K. Total expenses incurred : Rs. 11,980/- (Eleven Thousand Nine Hundred and Eighty)
- L. Target group : F.Y. B.Com, F.Y.B.Com (AFI) and F.Y.B.M.S.
- M. No. of students benefited : B.Com 13 + BMS 7 + BAFI 6 = Total 26 Students
- N. Whether in collaboration : Yes
- O. Objectives of the activity :
- To Sharpen the Statistical analysis techniques
 - To analyse the data with the help of Excel
 - To access and manipulate data using the database functions of Excel
 - To teach participants the various formulas and advance conditional formatting used in Excel
 - To know alternatives for any given formula problem
 - To Create simple & complex macros in Excel.
- P. Type of Learning : Participatory and Problem Solving
- Q. Use of ICT : Yes, Excel, PPT
- R. Assignments / Projects/ Tests given after the activity : Yes
- S. Whether evaluated : Yes
- T. Learning outcomes : The learner is able to analyse data with the help of Excel
- U. Feedback and analysis : Attached
- V. Photographs with caption; Group photograph must attached

Signature of the Teacher :

Name of the Teacher : Prof. Sunita Sharma, Ms. Pranaya Revandkar, Ms. Yuti Chandan
Date: 16th September 2019

Maniben Nanavati Women's college
Microsoft Excel Training Report (Intermediate Level)

Faculty Name	Trisha Jagtiani
Total number of hours	15 hours

Date

Topics covered

23-Aug-19

- Understanding Excel interface
- Recognize the main terms used in excel (rows, columns, cells, name box, etc.)
- Understanding each tab in the ribbon
- Formula bar
- Adding excel to task bar
- Customizing quick access tool bar
- Shortcut keys to navigate and work on excel
- Basic text functions: Upper, Lower, Proper, Left, Right

27-Aug-19

- Text Functions: Mid, Concatenate, Len.
- Find and Search
- Date Functions: Today and Now
- Relative and Absolute Referencing
- Sum and Average
- Shortcut Keys to Navigate

28-Aug-19

- Text to Column
- Count, CountA, Countblank
- Conditional Formatting (duplicate values)
- Statistical Functions: Max, Min, Large, Small
- Creating and working with Tables
- Shortcut Keys to Navigate

29-Aug-19

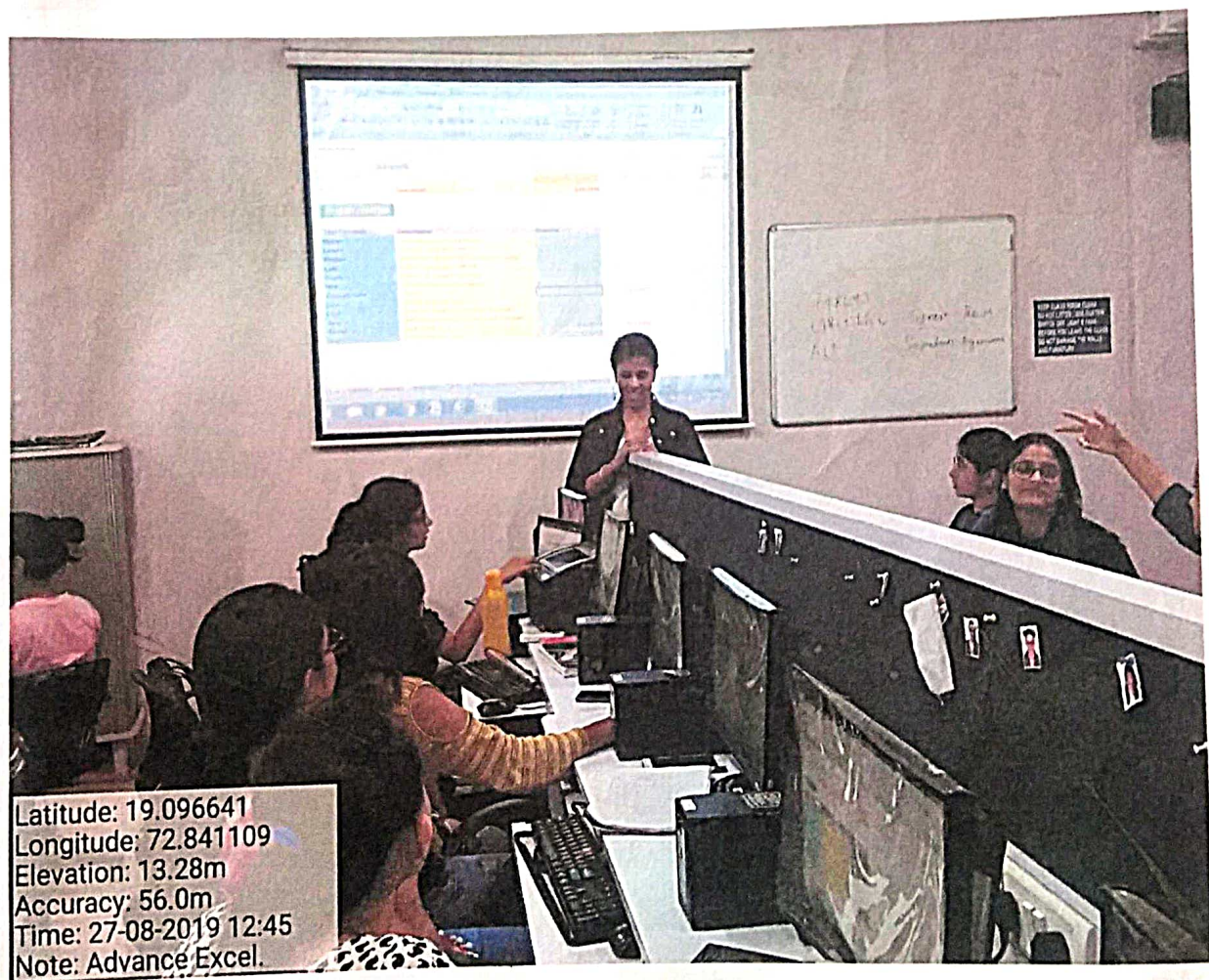
- If function
- Shortcut Keys to Navigate
- Naming range
- Conditional formatting
- Trim function
- Sumif, Ccountif, Sumifs, Countifs

30-Aug-19

- Shortcut Keys to Navigate
- Statistical function
- If & nested ifs
- Date function, Networkdays, Text, Date, Day, Month, Year
- Filter and sort
- Time function

06-Sep-19

- Shortcut Keys to Navigate
- Data validation
- Statistical
- VLOOKUP and HLOOKUP
- Pivot Table
- Charts



Department of Commerce & Arts
Banking and Financial Services

Name of the Students who enrolled

1. Ansari Nauheen
2. Bhilane Sachita
3. Champaneri Hirak
4. Chaurasiya Radha
5. Chaurasiya Neha
6. Chitrada Aarti
7. Choudhary Payal
8. Coutinho Sophia
9. Darji Kiran
10. Darji Vrmila
11. Gajmal Komal
12. Ghoshi Aliya
13. Gouda Shweta
14. Gupta Laxmi
15. Gurav Bhagyashree
16. Jadhav Pooja
17. Jha Sapna
18. Jabanputra Chandani
19. Jyolin Dias
20. Nonoskar Harshada
21. Nidhi Varaiya
22. Patel Bhagyashree
23. Patel Gunjal
24. Patel Sweta
25. Pawarr Vaishali
26. Pawarr Aarti
27. Rane Sanjana
28. Raval Riddhiben
29. Yadav Shilpa
30. Sarroj Anjali
31. Singh Mousam
32. Sonal Pardeshi
33. Thakur Shweta
34. Thapa Sangita
35. Vmera Kazi
36. Waghela Hetal

MANIBEN NANAVATI WOMEN'S COLLEGE
INTERNAL QUALITY ASSURANCE CELL

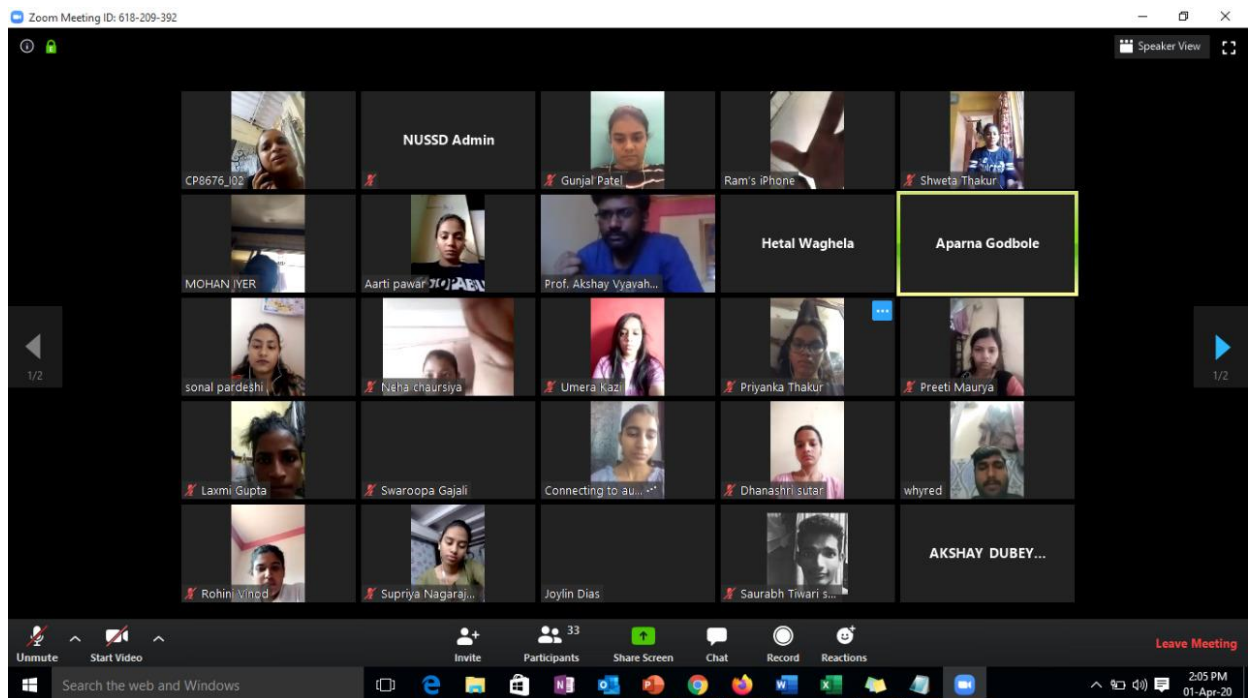
Academic Year: 2019-20

- A. Name of the Department : Department of Commerce (Accounting, Finance & Insurance), Management Studies & Arts
- B. Name of the Teacher In-charge : Ms. Ayesha Khan
- C. Stream : Commerce, Arts & Management
- D. UG/PG : Undergraduate
- E. Title of activity : Banking & Financial Services
- F. Date : 13th January 2020- 28 February 2020, 31st March 2020 (Onwards Online Classes due to Pandemic)
- G. Total Duration : 1 Year
- H. College/ Inter-college /Regional/ National /International level : College Level
- I. Names and Designation of Resource Person : Mr.Mohan Ayer and Ms.Aparna Godbole
- J. Budget allocated :
- K. Total expenses incurred : NIL
- L. Target group : TYB.Com.(AFI), BMS & B.A.
- M. No. of students benefited : 36 Students
- N. Whether in collaboration : Tata Institute of Social Sciences
- O. Objectives of the activity :
- Enabling students to gain Sustainable and Relevant Employable Skills along with their degree to find work after graduation or post-graduation
 - To impart practical knowledge of the Banking & Financial sector
 - To empower them with world class, comprehensive learning experience
- P. Type of Learning : Presentation, group discussion, Study Material, quiz,
- Q. Use of ICT : Yes
- R. Assignments / Projects/ Tests given after the activity : Assignment, Test, project
- S. Whether evaluated : Yes
- T. Learning outcomes : The diploma will help the students to keep them job ready for entry into the BFSI sector and will give students an edge over students who have not been trained in this manner.
- U. Feedback and analysis : NO
- V. Photographs with caption; Group photograph must attached : Attached

Signature of the Teacher :

Name of the Teacher : Ms. Aaisha Khan

Date : 02-05-2021





Enrollment for the National University Student's Skill Development (NUSSD) Programme,
TISS, 23rd November 2019, 104 students and 80 parents

DEPARTMENT OF FOOD & NUTRITION

Skill Development Basic Bakery

Name of the Students who enrolled

1. Kalpana Ravariya
2. Palak Dharod
3. Nidhi Mewada
4. Bharati Ravariya
5. Namrata Chandat
6. Payal Bhathi
7. Aishwariya Chouhan
8. Laxmi Patel
9. Neha Solanki
10. Rumana Khatri
11. Jagruti Shadhu
12. Tasneem Nagori
13. Komal Katapara
14. Sheetal Dangar
15. Nidhi Gala
16. Nandini Shah
17. Falak Sayyed
18. Jashman Chandok
19. Qafiya Sayed
20. Farah Malpura
21. Kausar Patel
22. Vanessa Baptista
23. Priyanka Talesara
24. Kashish Radiowala
25. Anjali Chaudhary

Maniben Nanavati Women's College

Diploma Course in –

- 1) Indian sweets and Desserts
- 2) Beverages and
- 3) Bakery and Confectionary

Certificate course: 30 credits

Diploma Course: 60 credits

A. Semester I: 30 credits = 450 hours

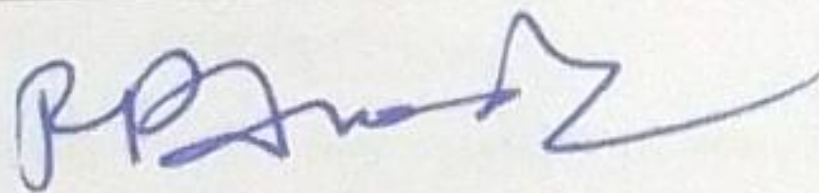
August, September, October, November, December

Credit	No. of hours per week	Total No of weeks in 4 months	Total number of hours per semester a	Internship hours b	Field Project Hours c	Total number of hours for 30 credits a+b+c
1	15	16	15x16=240 hours (will include Theory, Tutorials and Practice)	1 month 25 days x 8 = 200 hours	10 hours	450 hours
				Total		450 hours- 30 credits

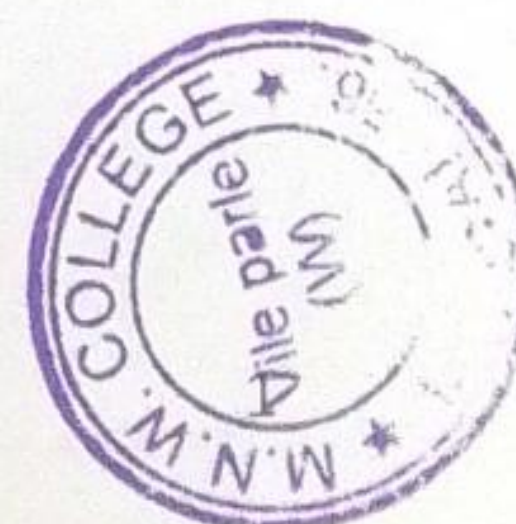
B. Semester II: 30 credits = 450 hours

January, February, March, April and May

Credit	No. of hours per week	Total No of weeks in 4 months	Total number of hours per semester a	Internship hours b	Field Project Hours c	Total number of hours for 30 credits a+b+c
1	15	16	15x16=240 hours (120 hours Theory, Tutorials and Practical)	25 days x 8 = 200 hours	10 hours	450 hours
				Total		450 hours- 30 credits


Dr. (Mrs). Rajshree P. Trivedi
Principal

Maniben Nanavati Women's College,
Vile Parle (West), Mumbai - 400 056.



Maniben Nanavati Women's college

Food and Nutrition Department

Skill Development 2019-2020

Basic Bakery

Chocolate Making

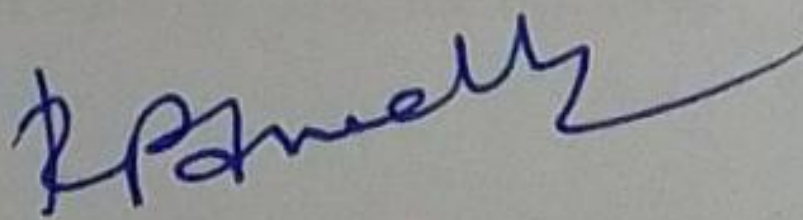
To make home made chocolate is an art. Today we are going to learn varieties of chocolates with different tastes and textures by using varieties of centers. but its appearance largely depend on the kind of mould that we use and most important is art of wrapping chocolates.

Points to remember.

1. Always use chocolate slab for making chocolates.
2. Hands must be dry throughout.
3. Do not touch the chocolate when it is in drying procedure.
4. Take care water doesn't enter the chocolate.
5. Store ready chocolates outside
6. Always use oil based essences only to make chocolates.
7. Chocolate compounds are of 3 types.
 - Dark Compound
 - Milk compound (Sweeter than Dark and light brown in colour)
 - White (Full White colour)

How to melt / temper chocolate-

In all handmade chocolates, the chocolate slab is broken in to small pieces & placed in a bowl over hot but not boiling water (Double Boiler). Stir constantly until it is melted. Remove the bowl from heat, after chocolate is melted. in microwave melt chocolate with intervals of 30 seconds. Fill the liquid chocolate in the mould with the help of the spoon and set in the fridge for 15 to 20 minutes. Unmold and wrap. Store the ready chocolates out side.



Dr. (Mrs). Rajshree P. Trivedi
Principal
Maniben Nanavati Women's College,
Vile Parle (West), Mumbai - 400 056.



Different centers:

1) Hard center:

For this we can either use some ingredients directly or with recipe of hard center.

2tbsp milk powder+2tbsp powdered sugar+5-6drops essence+ water to bind.

Mix all ingredients to form in to dough, roll in to small balls.

- Fruit N Nut : Dark chocolate+ Roasted Almonds and kismis.
- Hot N Spicy: White compound+ chilli Flakes.
- Indian paan: White compound+ paan mix
- Crazy crunch: Dark/milk compound+ Rice crispy
- colombion coffee: hard center+ 1tbsp coffee powder.

Variations:

1. Roasted Almonds
2. choco wafers
3. very nutty(Cashew+almonds)
4. choco sticks
5. Berry Delight
6. Butter scotchmagic
7. Date night
8. Hide N Seek (Choco Chips)
9. Aampapdi
10. crispy Candy (Orange candies)
11. tuttiFrutti
12. jelly chocolates.

2) Soft center

2tbsp milk powder +2tbsp icing sugar+4 to 5 drops of emulsion (Orange, Kiwi, pineapple, black currant, etc.)+ few drops of Water.

- Bounty: Soft center+ 2tbsp desiccate coconut
- pinacolada: soft center+2tbsp desiccate coconut+1/8thtsp pineapple emulsion
- Butter scotch: Soft center+essence+Yellow colour+2tbsp butterscotch nuts.
- coffee: Soft center+1tsp coffee powde+orange essence optional.

3) Sticky Center:

- 1trbsp Milk maid+ 1tbsp liquid glucose + essence (Orange, Kiwi, pineapple, black currant, etc) After 8mins: sticky center+1-2 drops of mint essence.
- Irish coffee: Sticky center+ 1tbsp caramel Glaze+1 drop of coffee essence.

- Caramel: Sticky center + 1tbsp of caramel glaze.
- Black current: Sticky center + essence.

4) Liquid center:

2tbsp milkmaid+ 4 to 5drops of essence.

- Honey Dew: Few drops of honey
- Ice –cream: tiny scoop of vanilla ice-cream

5) Marzipan Center:

2 tbsp powdered nuts (only cashew or almonds or combination)+2tbsp powdered sugar
water+ essence optional

Mix all ingredients to form into a dough, roll in to small balls.

6) Praline center:

2tbsp sugar+ 2tbsp nuts

Melt sugar when it becomes brown add nuts and set on a greased plate. Cool and pound to a coarse powder. Mix powder in chocolate and mold it.

Different types of Rocks:

- Almond Rocks: Roast almonds till cracks appear.
- Cornflake Rocks: use cornflakes
- Crushed praline: Crushed praline lightly and use.
- Walnut Rocks: use walnut pieces (Don't roast)

Different types of choco Biscuits:

Dip the biscuits in the melted chocolate and set it on the butter paper board.
Marie biscuit, Pick Wick, Little hearts, Orange Cream.

Lollipops

Fill the mould with little chocolate, then set the stick and half set. Then fill the remaining chocolate and set or use lollipop moulds.

Chocolate Cup

Line the mould with thin layer of chocolate, when set remove the cups and fill freshly whip cream, ice-cream or fruit salad.

CV

ASHWINI JOSHI

OWNER AT DELICIOUS OVEN/FOLLOW ME ON
@ASH.P.JOSH(INSTAGRAM) AND DELICIOUS OVEN (FACEBOOK)

OBJECTIVE

To be a professional in
food industry

SKILLS

Good communicator,
Teaching, People
skills, An event
manager, leadership
skills, Innovative ideas

EXPERIENCE

**COOKING EXPERT • COMPANY: DELICIOUS OVEN (OWNER) • DATES
FROM 2010**

- One of the founder members of Bakery Bizz India.
- Established 30 type of classes
- Counselor come teacher for 500 students
- Specialty in 100% veg baking
- Invented healthy baking recipes
- Open door policy for student queries
- Self-experimental learner
- Singly handed and delivered cooking orders for 25+ packs

EDUCATION

- **DEGREE: BCOM • DATE EARNED 1998 • SCHOOL, UNIVERSITY OF
MUMBAI**
- **IMPORT EXPORT MANAGEMENT • DATE EARNED 1998 • INDIAN
MERCHANT CHAMBERS**
- **GOOD LEARNER IN BAKING AND COOKING FIELD**

LEADERSHIP & INNOVATION

- Invited as a guest lecturer in women's club at Thane.
- Invited as a Judge in many food competitions.
- Designed cooking workshops for kids
- Singly handled batch of 20+ students

Email:
ashwinipjosh1977@gmail.com

TELEPHONE: 9987763526

- 1) Microwave with convection / OTG
- 2) Double blade beater
- 3) Stand mixer
- 4) Electronic weighing scale
- 5) Measuring glass
- 6) Measuring cup set
- 7) Measuring spoon set
- 8) Fine sieve
- 9) Silicon spatula
- 10) Baking moulds.
- 11) Mixing bowls.
- 12) Silicon brush
- 13) Turn table
- 14) palette knife
- 15) Bread knife
- 16) piping bags
- 17) colors,
- 18) ~~essences~~ essences
- 19) Nozzles.

- ① sponge cakes -
Vanilla
chocolate
variations.
- ② pineapple upside down cake.
- ③ kaju mawa cake
- ④ Date & walnut cake
- ⑤ Brownie
- ⑥ ICings -
~~Black Forest~~
pina colada
Fresh Fruit
Moccachino
Kit Kat Loreo
Ferreto Rocher cake
- ⑦ Muffins / cup cakes.
- ⑧ Healthy bakes.
- ⑨ Breads -
Focaccia
Brawn bread / Multigrain bread.
Spinach bread.
Pull apart bread
Ladi pav
Stuff roll / buns
Donut
Pizza base
bread sticks
- ⑩ Biscuits -
shrewberry
whole wheat biscuits.
Italian spice biscuits.
Sugar free biscuits.



NAAC Reaccredited 'A' grade

MANIBEN NANAVATI WOMEN'S COLLEGE

(Affiliated to S.N.D.T. Women's University)

Conducted by : SHREE CHANDULAL NANAVATI WOMEN'S INSTITUTE & GIRLS' HIGH SCHOOL
Vallabhbai Road, Vile Parle (West), Mumbai-400 056.

Tel.: 2612 8840, Telefax : 91-22-2617 6196

E-mail : mnwcollege@hotmail.com • Website : www.mnwc-sndt.org, www.mnwc-sndt.com

Chairman Mg. Committee
Smt. Himadri S. Nanavati

Principal
Dr. (Mrs.) Rajshree Trivedi

12th September, 2019

To,

Ms. Ashwini Joshi,

Subject: Appointment as Resource person

Dear Madam,

We would like to appoint you as Resource person for our Skill development program in Baking for our students. The duration of the program would be from 1st October 2019 to 31st May 2020. You will be paid Rs.30,000/- as resource person. Your duties will include the following:-

- 1) Planning and preparation of cakes
- 2) Preparing and demonstrating mocktails
- 3) Preparing variety of breads
- 4) Preparing biscuits

Looking forward for your active participation in the same.

Thanking you,

Yours faithfully,

Principal

(Dr. Rajshree Trivedi)

Dr. (Mrs.) Rajshree P. Trivedi
Principal

Maniben Nanavati Women's College,
Vile Parle (West), Mumbai-400 056.

Received on
27.01.20
J. P. Shrivastava

BASIC BAKING

Skill Development Programme of Food and Nutrition Department 2019-2020

The objectives of the course were to teach different types of cakes, biscuits cookies and breads in order to train and motivate students to become entrepreneurs. The resource person for the course was Ms. Ashwini Joshi. There were 30 students who did the course. The course was free for students; it was sponsored by Inner Wheel Club of Bombay West.

Participants were explained about the importance of different baking techniques. The leavening agents used in baking. The types of fats that are used as shortening agents were also taught. The lecture oriented the students to the basic terminology used in baking. In chocolate making, where they were taught how to temper chocolate, mould them and wrap in different ways. In 'Bread Making' session, the various leavening agents which are commercially used were bought from the market and used in the bread making. The very basic Vanilla Sponge cake was taught as it is the base for preparing different complex cakes. The popular brownies were demonstrated with variations. The participants learnt cake decorations with icing, decorating with flowers, various icing borders, use of sugar glazing for fruit cakes etc,



Department of Psychology (PG)
Certificate Course in Orientation to Psychological Testing
And Basic Counselling Skills

Name of the Students who enrolled

1. Amreliwala Rashida Khozem
2. Bhandare Shivani Deepak
3. Doshi Aneri Mahendra
4. Doshi Labdhi Ketan
5. Dsouza Amanda Neri
6. Gaglani Ritu Manish
7. Ghosh Rishika Sunil
8. Goyal Archana Premendra
9. Jain Rajvi Dinesh
10. Karia Nidhi Sanjay
11. Khatri Diya Atul
12. Mehta Aayushi Jiten
13. Mehta Shaili Anil
14. Nagda Dhvani Pankaj
15. Parayil Marian Sunny
16. Parekh Janvi Bhavesh
17. Sangoi Hiral Mukesh
18. Shah Namrata Sanjay
19. Shah Simona Dinesh
20. Shreya Pavithran
21. Talekar Bhargvi Mahendra
22. Telwala Tasneem Hussein
23. Tevar Poonam Murti
24. Vora Labdhi Manish
25. Williams Emerald Jacob
26. Shah Stuti
27. Ansari Asfiya Liyakat
28. Bhanushali Pooja Deepak
29. Bhavsar Dhyani Asutosh
30. Buthello Elisha Stanny
31. Dedhia Janvi Manish
32. Dsouza Candice Ashok
33. Gada Zeel Vijay

34. Gokarnkar Tanvee Vilas
35. Gomes Rhea Ann Neville
36. Jhajj Tanisha Shawn
37. Joshi Sanskruti Akhil
38. Kaushal Parul Manoj
39. Kuttiani Aneeta Shaji
40. Lad Shivani Subhash
41. Loya Kratika Manish
42. Mehta Ayushi Deven
43. Mehta Janhavi Parimal Mehta
44. Mehta Rachana Dipesh
45. Mehta Smiti Kuntal
46. Merchant Nidah Mehboob
47. Mistry Rukhsar Abdul Karim
48. Palande Rasika Vinayak
49. Panayamparambil Aparna Rajan
50. Pandya Jahnavi Pallav
51. Parekh Bhakti Uday
52. Savla Shraddha Hitul
53. Shah Devanshi Nitin
54. Shah Hinal Jaswant
55. Shah Pankti Nilesh
56. Shah Vidhi Manish
57. Shah Vrushti Hitesh
58. Shaikh Bushra Tahseen Shaikh Abdul Rashid
59. Soman Janhavi Sanjiv
60. Soumyanarayan Tanisha

MANIBEN NANAVATI WOMENS COLLEGE
P.G DEPARTMENT OF PSYCHOLOGY

Orientation to Psychological Testing and Basic Counselling Skills

Academic Year 2019- 2020

The course was conducted in the months of June-July 2019 and December 2019. The course had the following objectives :

- To train students in Assessment by demonstrating the conduction of each psychological test and developing in them the skills required in their internship.
- To impart knowledge in basic counselling skills in working professionally with diverse individuals and groups
- Training students in writing psychological reports
- Preparing them to design Intervention Strategies

The training was done by:

- Dr. Shoma Chakrawarty.
- Ms.Neha Bhansali
- Ms. Nyamat Chaddha

Ms. Nazema Sagi orientated clinical students towards ROR

Ms. Srilatha Srikant , Consultant, Prafullta Counselling Centre was resource person for Rational Emotive Behavior Therapy which was conducted separately for both specialization students

The 60 students enrolled for the course from both the specialization and 59 students received the certificate for fulfilling the course requirements.

Dr. Anuja Deshpande
P.G Co-ordinator

Department of Arts and Management Studies
Digital Marketing

Name of the Students who enrolled

1. Ansari Gulfan
2. Ansari Sumaiya
3. Binaay Rachna
4. Charolia Samia
5. Dalkhaaniya Rehana
6. Desai Maheima
7. Gupta Aarti
8. Gupta Priyanka
9. Iram Ali
10. Jain Nikita
11. Khan Deebea
12. Khan Faiza
13. Khan Neha
14. Lalwani Drishti
15. Lath Vishakha
16. Mastakar Shivani
17. Mishra Shivani
18. Mogre Ankita
19. Muttungal Sneha
20. Nirmal Aarti
21. Patel Inaara
22. Patel Milad
23. Pramanik Sunita
24. Qureshi Shabnam
25. Shaikh Mahzabin
26. Shaikh Muskan
27. Shaikh Saira
28. Shaikh Yasmeen
29. Shaikh Zukra
30. Sharma Neha
31. Singh Pinky
32. Singh Priiyanka
33. Soni Bhakti
34. Khan Lubna
35. Solanki Meghna

MANIBEN NANAVATI WOMEN'S COLLEGE
INTERNAL QUALITY ASSURANCE CELL

Academic Year: 2019-20

- A. Name of the Department : Department of Arts and Management Studies
B. Name of the Teacher In-charge : Ms. Aisha Khan
C. Stream : Arts and Management
D. UG/PG : Undergraduate
E. Title of activity : Digital Marketing
F. Date : 30th Jan 2020- 28th Feb 2020, 28th March 2020
onwards Online Classes due to Pandemic.
G. Total Duration : 1 Year (Diploma)
H. College/ Inter-college /Regional/ National /International level : College Level
I. Names and Designation of Resource Person : Mr. Neil .Maheshwari
J. Budget allocated : Rs.250(Registration Fees)
K. Total expenses incurred :
L. Target group : TY BMS & BA
M. No. of students benefited : 26 Students
N. Whether in collaboration : TATA Institute of Social Sciences
O. Objectives of the activity :
 - To create an awareness of Digital Marketing
 - To impart the knowledge of Basic Graphic Design and Social Media Marketing.
 - To educate about various marketing strategies required for Digital marketing.

P. Type of Learning : Presentation, group discussion, Study Material, Quiz, Project.

Q. Use of ICT : Yes

R. Assignments / Projects/ Tests given after the activity : Assignment/Test

S. Whether evaluated : Yes

T. Learning outcomes : The students were able to learn basic graphic design, social media marketing, Web Analytics, and Search Engine Optimization.

U. Feedback and analysis : No

V. Photographs with caption; Group photograph must attached : Attached

Signature of the Teacher :

Name of the Teacher : Ms. Aisha Khan

Date : 4/05/2021



Time: 11-23-2019 10:28
Note: TISS

Enrollment for the National University Student's Skill Development (NUSSD) Programme, TISS, 23rd November 2019, 104 students and 80 parents

Department of B.A in Economics
Excel with GST

Name of the Students who enrolled

1. Kiran Suresh Darji
2. Pinky Ambika Singh
3. Priyanka Baburam gupta
4. Anjali Sajeew Mishra
5. Mehzabin Shakil Shaikh
6. Chandani Jitendra Jobanputra
7. Miss.zuveria solanki
8. Riddhiben Rajesh bhai raval
9. Urmila Darji
10. Patel.Milad.Dawood
11. Umera Munawar kazi
12. Khan Faiza Ishtiaq
13. Bhagyashree Gokulpatel.



Shree Chandulal Nanavati Women's Institute and Girls High School



The Department of Economics, Maniben Nanavati Women's College, Mumbai
(Best College 2018-2019)

Organizes a 10 days Workshop on “Excel and GST”
in collaboration with

A.B.V.M Agrawal Jatiya Kosh's
Ghanshyamdas Jalan College of Science, Commerce & Arts

From 26th May, 2020 to 4th June , 2020

Timing – 4:00pm to 7:00pm

Resource Persons for the session:

Ms. Kavita Vaidya DCAT , MCA

Ms. Durvi Kapil Thakore C.A

Registration Link: <https://forms.gle/eY9jk5LoZqZ2j6JK7>

E-certificates will be provided to all participants

Dr. Rajshree P. Trivedi
Principal, MNWC

Dr. Rekha Kaklotar
Head, Dept. of Economics

Dr. Sunanda Narayan
Head & Principal, G. J. College

Google Meet Link

Topic: Skill DEvelopment on Excel and GST

Time:

May 26, 2020 04:00 PM

May 27, 2020 04:00 PM

May 28, 2020 04:00 PM

May 29, 2020 04:00 PM

May 30, 2020 04:00 PM

May 31, 2020 04:00 PM

Jun 1, 2020 04:00 PM

Jun 2, 2020 04:00 PM

Jun 3, 2020 04:00 PM

Jun 4, 2020 04:00 PM

Join Google meet

<https://meet.google.com/paa-dkye-vor>

Password: paadkyevor

Ms office

First **introduced** in 1990, **Office** software is made by **the Microsoft Corporation**. **MS Office** helps simplify basic **office** tasks and improve work productivity. Each application is designed to address specific tasks, such as word processing, data management, making presentations and organizing emails.

Microsoft Office 2019. **Microsoft Office 2019** is the **current version of Microsoft Office**, a productivity suite, succeeding **Office 2016**.



Excel for beginners

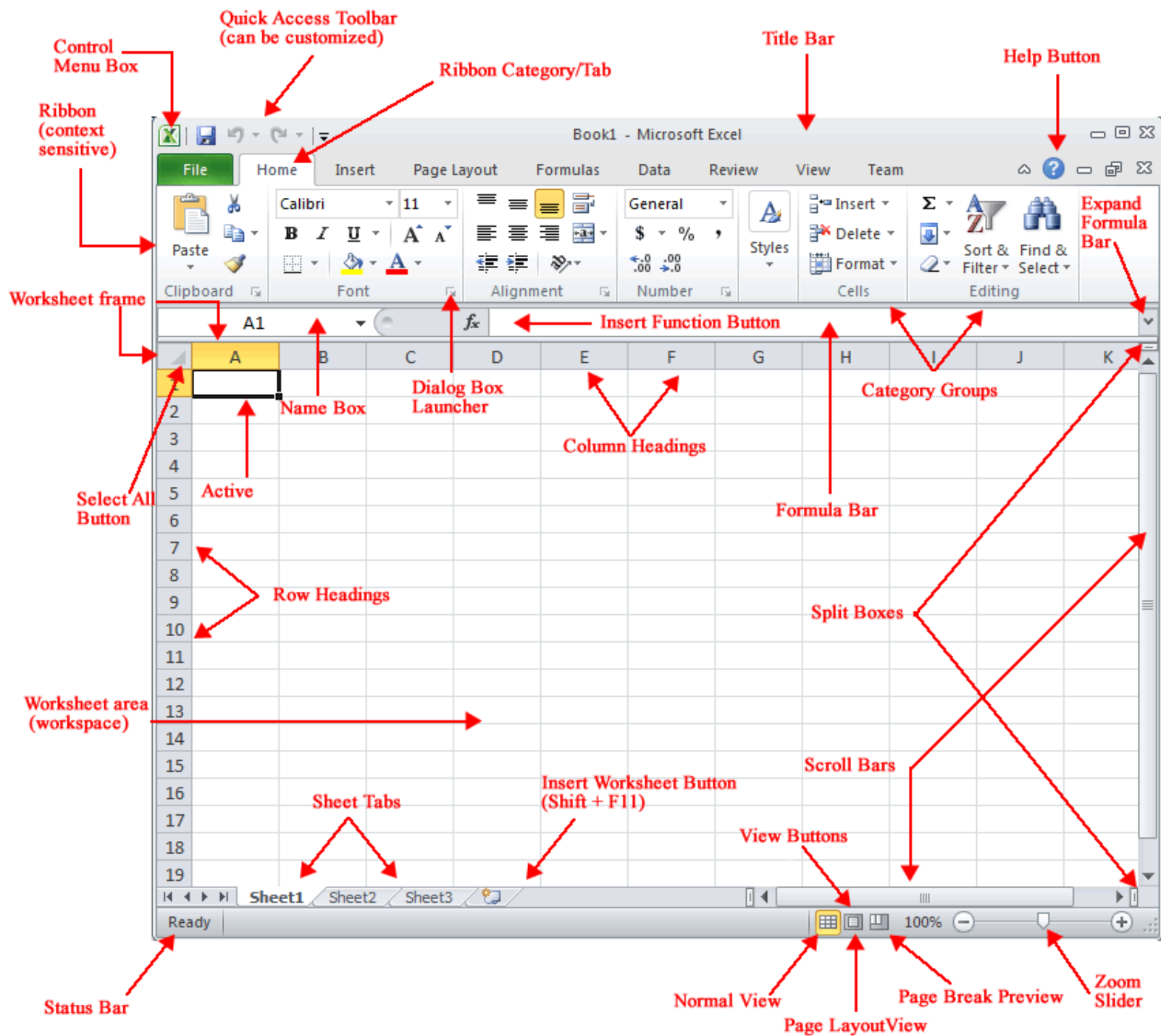
The Image is a typical image of an Excel Spreadsheet. The vertical grids like A,B,C... are known as columns. The Horizontal 1,2,3..... are known as rows.

Excel 2003 had 256 columns and 65536 rows. Excel 2007 has 16384 columns and 1048576 rows .

Intersection of a row and column is known as cell. A cell is referenced by its column name row number e.g. the first cell in the excel spreadsheet is A1.

How many sheets, rows and columns can a spreadsheet have?

Version	Rows	Columns
Excel 2016	1,048,576	16,384 XFD
Excel 2013	1,048,576	16,384 XFD
Excel 2007	1,048,576	16,384 XFD
Excel 2003 and earlier	65,536	256



- Although you're limited to 255 **sheets** in a new **workbook**, **Excel** doesn't limit **how many worksheets** you can add after you've created a **workbook**.
- The only factor that ultimately limits the number of **worksheets** your **workbook** can hold is your computer's memory.
- Google Spreadsheet limitations Number of Tabs: **200 sheets** per workbook

Insert a Worksheet

You can insert as many worksheets as you want. To quickly insert a new worksheet, click the plus sign at the bottom of the document window.



NAAC Reaccredited 'A' grade

MANIBEN NANAVATI WOMEN'S COLLEGE

(Affiliated to S.N.D.T. Women's University)

Conducted by : SHREE CHANDULAL NANAVATI WOMEN'S INSTITUTE & GIRLS' HIGH SCHOOL

Vallabhbai Road, Vile Parle (West), Mumbai-400 056.

Tel.: 2612 8840, Telefax : 91-22-2617 6196

E-mail : mnwcollege@hotmail.com • Website : www.mnwc-sndt.org, www.mnwc-sndt.com

Chairman Mg. Committee
Smt. Himadri S. Nanavati

Principal
Dr. (Mrs.) Rajshree Trivedi

Date: 5th June, 2020

To.

Ms. Durvi Thakore

We would like to thank you for your informative presentation on "GST" during 31st May, 2020 to 4th June, 2020 in a workshop organized by The Department of Economics, Maniben Nanavati Women's college in collaboration with Ghanshyamdas Jalan College of Science & Commerce . We know your time is precious and we are grateful you shared some of it with us. We look forward to your participation on future event.

Looking forward to your gracious presence.

Thanking you,

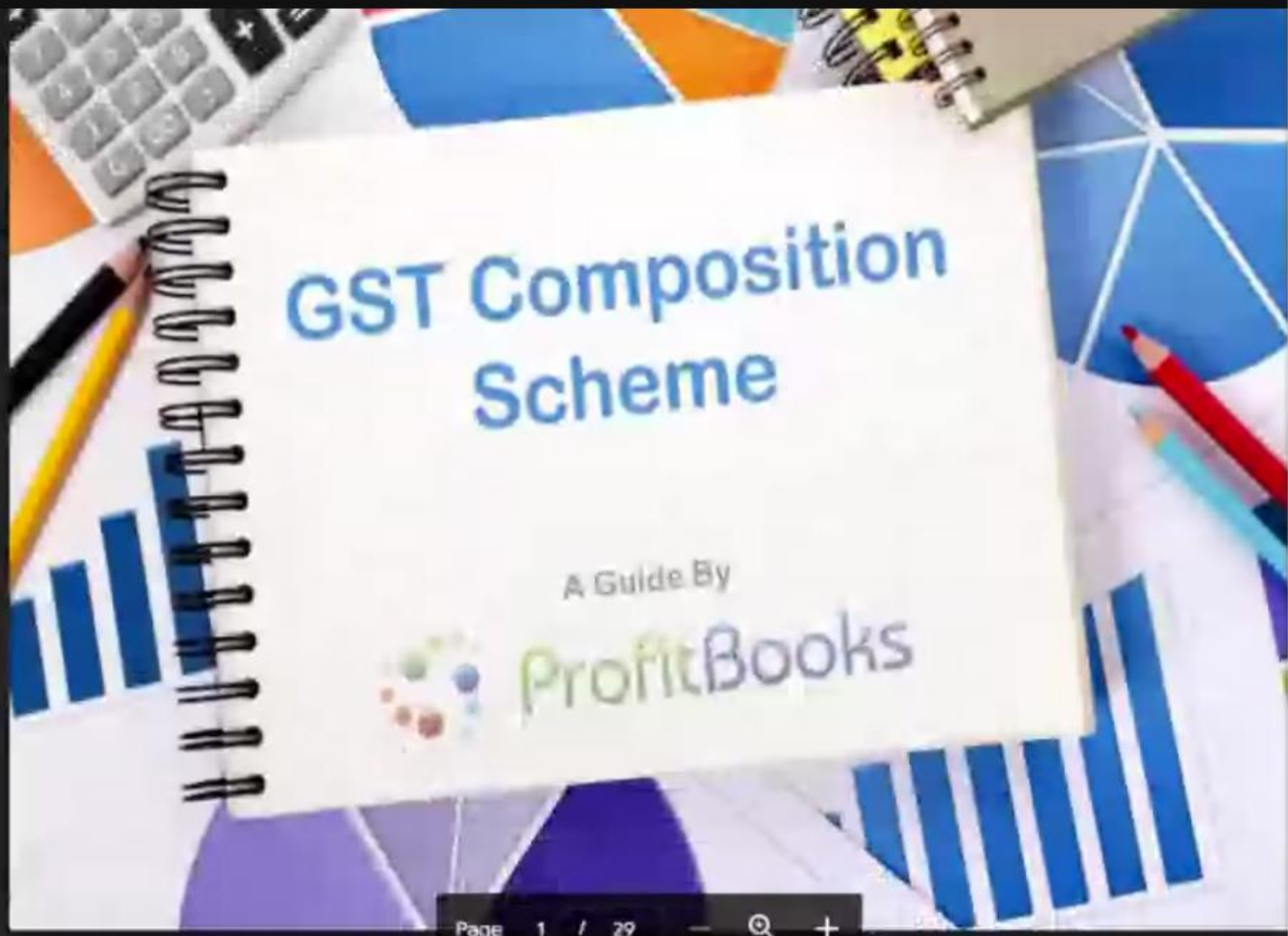
Dr. (Mrs.) Rajshree P. Trivedi
Principal
Maniben Nanavati Women's College,
Vile Parle (West), Mumbai - 400 056.

function 1 - Microsoft Excel

	C	D	E	F	G	H	I	J	K	L	M	N	O
5		7.9											
6		5											
7													
8		SQRT()	This function is used to find square root of a given positive number										
9			Note:- negative number not allowed										
10		4	#NUM!	2									
11													
12		MOD()	To find remainder of the division.										
13		3		1		0							
14													
15		INT()	This function is used to round off a given number to a lower integer										
16													
17													

- Rekha Kaklotar (You)
- Aashna Shaikh
- AftaB Patel
- Aghori
- Anjali Mishra
- Anju Singh
- Anjum Mansuri
- Ankit Dubey
- Arbaz shaikh
- Ashwini Gowda
- Avinash gupta
- Beena Patel
- Bhagyashree Patel

Kapil Thakor is presenting



- R Rekha Kaklotar (You)
- A Aashna Shaikh
- Anjali Mishra
- A Anju Singh
- A Arbaz shaikh
- A Ayesha Shaikh
- B Beena Patel
- Bhagyashree Patel
- B Bhakti Soni
- Bhavik Nawa
- B Bhavna Waghela
- chandani jobanputra
- C chawdhary sofiya



Maniben Nanavati Women's College

Affiliated to SNDT WOMEN'S UNIVERSITY, MUMBAI

(Best College 2018-2019)

in collaboration with

Ghanshyamdas Jalan College of Science, Commerce & Arts

Affiliated to UNIVERSITY OF MUMBAI

Organised

Ten Day's Online Workshop

On

“Excel and GST”



This **CERTIFICATE** is awarded to

{ STUDENT NAME }

From (College Name) for successfully completing Ten Day's Online Workshop on “Excel and GST” organised by Department of Economics, Maniben Nanavati Women's College in collaboration with Ghanshyamdas Jalan College of Science, Commerce & Arts from 26th May 2020 to 4th June 2020.

Rajshree Trivedi

Dr. Rajshree P. Trivedi
Principal, MNWC

Rekha Kaklotar

Dr. Rekha Kaklotar
Head, Dept. of Economics

Sunanda Narayan Bhat

Dr. Sunanda Narayan Bhat
Principal, G.D. Jalan College

Department of Hospital Services Management

Name of the Students who enrolled

1. Arfa Mohd Imran
2. Bose Anushree
3. Chen Paoyu
4. Chouhan Saniya
5. Damani Tanaaz
6. Goda Karishma
7. Gala Priyanka
8. Gala Priyanka
9. Gehodke Sana
10. Glenda D' Silva
11. Gogri Nikita
12. Ishrath Chowdhary
13. Kagachda Sonali
14. Kelkar Mandira
15. Khan Lubna
16. KhanMariyam
17. Khan Nasim
18. Khatri Rehmat
19. Mehta Dhwani
20. Momin Zulekha
21. Ranadive Mansi
22. Sayyed Humaira
23. Shaikh Aasiya
24. Shaikh Sadaf
25. Solanki Meghana

MANIBEN NANAVATI WOMEN'S COLLEGE
INTERNAL QUALITY ASSURANCE CELL

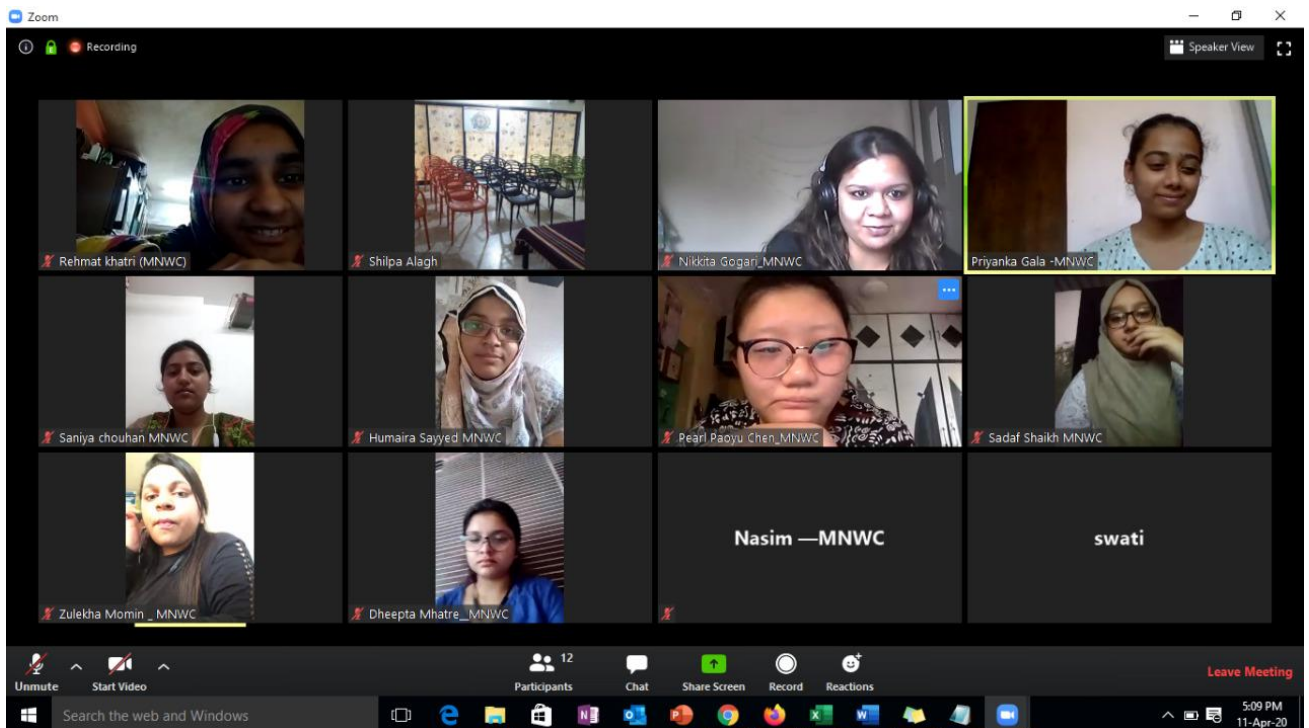
Academic Year: 2019-20

- A. Name of the Department : Department of Arts
B. Name of the Teacher In-charge : Ms. Aaisha Khan
C. Stream : Arts
D. UG/PG : Undergraduate
E. Title of activity : Hospital Service Management
F. Date : 3rd February 2020 – 27th February 2020,
30th March 2020 (Onwards Online Classes
due to Pandemic)
G. Total Duration : 1 Year
H. College/ Inter-college /Regional/ National /International level : College Level
I. Names and Designation of Resource Person : Dr.Swati Rane
J. Budget allocated : ₹250 as registration fee
K. Total expenses incurred : NIL
L. Target group : B.A.
M. No. of students benefited : 25 Students
N. Whether in collaboration : Tata Institute of Social Sciences
O. Objectives of the activity :
• To provide an environment that enables students to benefit and learn nuances of Hospital Management from their collective learning experiences.
• To offer opportunities to develop the ability to think analytically and build capacity for independent learning.
P. Type of Learning : Presentation, group discussion, Study
Material, quiz,
Q. Use of ICT : Yes
R. Assignments / Projects/ Tests given after the activity : Assignment, Test, project
S. Whether evaluated : Yes
T. Learning outcomes : The diploma will help the students to learn
management skills for the delivery of health care services
U. Feedback and analysis : NO
V. Photographs with caption; Group photograph must attached : Attached

Signature of the Teacher :
Name of the Teacher : Ms. Aaisha Khan
Date : 02-05-2021



Enrollment for the National University Student's Skill Development (NUSSD) Programme, TISS, 23rd November 2019, 104 students and 80 parents



Zoom Class of Hospital Service Management

DEPARTMENT OF GUJARATI

Kruti

Name of the Students who enrolled

1. Priyanka Dhandhukiya
2. Radhika Bariya
3. Riya Shastri
4. Namrata Darji
5. Kalpana Ravriya
6. Namrata Chandat
7. Priya Gamot
8. Bharti Ravriya
9. Payal Bhathi
10. Aishwarya Chauhan
11. Jyoti Vadodiya
12. Ranjan Patel
13. Priti Solanki

Maniben Nanavati Women's College

Internal Quality Assurance Cell

Format for the Report and Documentation of Courses

TO BE PREPARED BY THE COURSE COORDINATOR

In Consultation with the Teacher In Charge

Academic Year: 2019-2020

1. **Name of the department :** Gujarati
2. **Type of Course:** Skill Development Course
3. **Whether Certificate or Diploma or Advanced Course:** Certificate course
4. **Title of the Course:-** KRUTI Course: Akruti Gujarati Typing & Pagemaker
5. **Name of the Sponsoring or Collaborating agency, if any. Please file the letter of intent of the dept and approval of the sponsoring agency**
Course Fee taken from students: 300/- Per student
6. **Duration:-** 15 Days/ 40 Hours
7. **Class and No of Students: -** B. A. II & III Students/ 11 Students
8. **Budget: Break- up for following :**
 - a. Remuneration for Resource Person: 7500/-
 - b. Stationery/ Reading /Writing Material: Nil
 - c. Any other Expenses: Nil
 - d. Total amount: 7500/-
9. **Learning Objectives of the Course:-**
 - To train students for Gujarati typing by using Akruti Software & Page Maker, which is useful in printing Media.
 - To teach students designing of professional documents like visiting card, designing page for magazine, invitation card etc
10. **Name of the Resource Persons with Bio-data (Attach in Appendix):**
Mr. Jayesh Vakhariya -
11. **Detailed Syllabus:-**
 - a. **Main Topics :**
Akruti Gujarati Typing & Pagemaker characteristics
 - b. **Sub Topics:**
 - To prepare Professional Quality Business Document

- To design e books, brochures, hand bills, visiting cards and other printing works
- Standard Gujarati Typing by using Akruti Soft wear

12. Schedule and Lesson Plan (Time Slot and number of hours allotted)

9.00am to 10.00pm (for 10 days only) & 12 pm to 2 pm (3 Hrs for 15 days – Total 40 Hrs)

13. List of Projects and Assignment for Evaluation:- Students prepared Bio data, Visiting Card, Bills, Brochures in Page Maker for assignments

14. Evaluation Method and Marks allocation rubric: Assignments given for practice - per project 5 to 10 marks

15. Learning Outcomes:

Outcome: They learnt designing, brochures, handbills, visiting cards and other printing related material work.

16. Copy of Certificate:- attached

17. Feed Back:- not taken

18. Photographs:- GROUP PHOTO COMPULSORY AT THE END OF THE COURSE

19. Attendance Sheet duly signed by the course coordinator and principal (With Name of the Students)

MANIBEN NANAVATI WOMEN'S COLLEGE
Internal Quality Assurance Cell

FORMAT FOR DEPARTMENT ACTIVITY REPORT & DOCUMENTATION
Academic Year: 2019-2020

- A. **Name of the department:** Gujarati
B. **Name of the Teacher In-charge:** Dr. Sejal Shah & Ms. Geeta Varun
C. **Stream:** Arts
D. **UG/PG:** UG
E. **Title of activity:** Skill Development Course 'KRUTI: Akruti Gujarati Typing & PageMaker'
F. **Date:** 18.11.2019 to 12.12.19 (15Days)
G. **Total Duration:** 40 Hrs
H. **College/ Intercollege/ Regional/ National/ International level:** College Level
I. **Names and designation of Resource Person:** Mr. Jayesh Vakharia, Graphic Designer
J. **Budget allocated:** Department Fund
K. **Total Expenses Incurred: (Please give the break up details):**
Honorarium- 7,500/-
Certificates - Yes
L. **Target Group:** B. A. II, III & Alumni Students
M. **No. of students benefitted:** 14 (11 Current students & 3 Alumni Students)
N. **Whether in collaboration :** Yes/ No
O. **Objectives of the activity:**
 - To learn to make Professional Quality business documents or publications useful for all purpose.
 - To train students for standard Gujarati Typing
 - To learn to design brochures, letterheads, handbills, visiting cards, bio data and other designing related work to Printing.

P. **Type of Learning:** Experiential/ Participatory/ Problem Solving
Q. **Use of ICT:** Computer
R. **Assignments/ projects/ tests given after the activity:** Assignments & Tests were given after the activity
S. **Whether evaluated: If yes, provide the details for the rubric chosen :**
T. **Learning Outcomes:** Students learnt to design brochures, letterheads, handbills, visiting cards, bio data and other designing related work to Printing.
U. **Feedback and analysis:** Yes
V. **Photographs with captions; Group photograph must:** Yes

Date: 12.12.2019

Signature of the teacher:


MANIBEN NANAVATI WOMEN'S COLLEGE
Vallabhghai Road, Vile-Parle (West)
Mumbai - 400 056.



Department of Gujarati

Skill Development Course: KRUTI: Akruti Gujarati Typing & PageMaker

Course Content

Unit	Topics	Marks
1	Introduction & features of Akruti Software Importance of Unicode Gujarati Typing with Akruti Software Working with Gujarati Keyboard Summary Exercise	25
2	Learning & Understanding of PageMaker Overview of Desktop Publication Starting PageMaker Modifying Text Working with Frames Working with Tables Working with long documents Working with layers & master pages Creating PDF documents in PageMaker Exercise	25
3	Including graphics & objects Adding color to drawing objects Adding graphics in PageMaker Arranging text around graphics Merging text and graphics Managing text as an objects Using text wrap Exercise	25
4	Printing publications from PageMaker Creating single page publication Building multi page publications Preparing publications for printing Printing publications Exercise	25

Reference:

- Pagemaker 7 : The Ultimate Reference, Carolyn M. Connally
- Pagemaker 7 from A to Z, Marc Campbell
- Dynamic Memory Computer Course, Biswarup Roy Chaudhary

PP2madz
MANIBEN NANAVATI WOMEN'S COLLEGE
Vallabhbai Road, Vile-Parle (West),
Mumbai - 400 056.



B.A. II

Namrata Chandat
Priya Gamot
Bharti Ravariya
Payal Bhatu
Aishwarya Chauhan
Jyoti Vadadiya

B.A. III

Priyanka Dhondhukiya
Radhika Basiya
Riya Shastri
Namrata Dasji
Kalpana Ravariya

PPZuead

MANIBEN NANAVATI WOMEN'S COLLEGE
Vallabhbai Road, Vile-Parle (West),
Mumbai - 400 056.

MANIBEN NANAVATI WOMEN'S COLLEGE
TAPIBEN CHHAGANLAL LALI VALIA JUNIOR COLLEGE
(Affiliated to SNDT Women's University)
Dr. BHANUBEN NANAVATI CAREER DEVELOPMENT CENTRE
Internal Quality Assurance Cell

Workshop/ Course Evaluation Form

Date: 13/12/19

Title and location of Workshop/ Course: Kuati

Trainer: Jiesh Vakharia

Instructions: Please indicate your level of agreement with the statements listed below in 01-07.

Sr. No.	Particular	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1.	Participation and interaction were encouraged.		✓			
2.	The topics covered were relevant to me.		✓			
3.	The content was organized and easy to follow.		✓			
4.	This training experience will be useful in my work.	✓				
5.	The time allotted for the training was sufficient.		✓			
6.	The facilities were adequate and comfortable		✓			
7.	The trainer was able to resolve queries satisfactorily		✓			

Name of the Participants: Riya Shastri

Signature: Riya

MANIBEN NANAVATI WOMEN'S COLLEGE
TAPIBEN CHHAGANLAL LAJI VALIA JUNIOR COLLEGE
(Affiliated to SNT Women's University)
Dr. BHANUBEN NANAVATI CAREER DEVELOPMENT CENTRE
Internal Quality Assurance Cell

Workshop/ Course Evaluation Form

Date: _____

Title and location of Workshop/ Course: Kouti course

Trainer: Jayesh Vakharia

Instructions: Please indicate your level of agreement with the statements listed below in 01-07.

Sr. No.	Particular	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1.	Participation and interaction were encouraged.	✓				
2.	The topics covered were relevant to me.			✓		
3.	The content was organized and easy to follow.	✓				
4.	This training experience will be useful in my work.		✓			
5.	The time allotted for the training was sufficient.				✓	
6.	The facilities were adequate and comfortable	✓				
7.	The trainer was able to resolve queries satisfactorily		✓			

Name of the Participants: Chamot Priya

Signature: Priya

DEPARTMENT OF PSYCHOLOGY

Svata

Name of the Students who enrolled

1. Rachna Binoay
2. Anushree Bose
3. Paoyu Chen
4. Glenda Dsilva
5. Karishma Gada
6. Sonali Kagdada
7. Mandira Kelkar
8. Maryam Khan
9. Naseem Khan
10. Fatema Latiwala
11. Riddhi Mastakar
12. Dhvani Mehta
13. Arifa Mulla
14. Veronica Pinto
15. Maheima Desai
16. Jhanvi Shanghvi
17. Humaira Sayyed
18. Jeel Shah
19. Tehseen Shaikh
20. Ananta Sinha
21. Parthvi Acharya
22. Ishrat Chaudhry
23. Tanaaz Damani
24. Priyanka Gala
25. Rehmat Khatri
26. Riya Kulkarni
27. Janhvi Mahale
28. Deepta Mahatre
29. Zulekha Momin
30. Mansi Ranadive
31. Aashiya Shaikh
32. Sadaf Shaikh
33. Tuba Khan
34. Nikita Gogri
35. Zainab Padiyar



MANIBEN NANAVATI WOMEN'S COLLEGE

(AFFILIATED TO SNDTWU)

DEPARTMENT OF PSYCHOLOGY

PROPOSAL DOCUMENT FOR

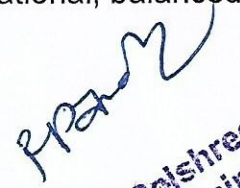
SVATA: A PSYCHOLOGY BASED SKILL DEVELOPMENT PROGRAM

DEPT of PSYCHOLOGY, MNWC & PRAFULTA PSYCHOLOGICAL SERVICES

Prafulta Psychological Services is a Don Bosco Project initiated in 1998 by the Salesians of Don Bosco, an International Organization that works with children and youth. Prafulta promotes emotional intelligence by offering a variety of psychological services like assessment and diagnosis, professional counseling, career guidance, remedial education, psychological evaluation, psychiatric services, occupational therapy, workshops for children, youth, adults, parents, teachers, professionals and corporates on various academic, developmental and emotional issues

Objectives:

1. To teach the techniques of emotional regulation thereby enabling students to step out as rational, balanced and


Dr. (Mrs.) Rajshree P. Trivedi
Principal
Maniben Nanavati Women's College,
Vile Parle (West), Mumbai - 400 056.



emotionally capable individuals who can survive future challenges be it at the workplace, at home or in further studies.

2. To create mental health ambassadors who will reach out and help the community to identify and direct those afflicted with various mental health concerns.
3. To provide the necessary cognitive refinement enabling application of the concepts learned in the classroom to daily life leading to a healthier society.

Based on discussions with both parties the following module of 30 hours for TYBA students was proposed.

We propose 20 sessions of 90 minutes each. Total = 30 hours.

There are 4 main blocks we would like to do with the students.

- 1) Emotional awareness and regulation (understand the importance of emotions, how to handle difficult emotions like anger, sadness, jealousy, fear, how to enjoy the positive emotions) – 6 sessions
- 2) Sexuality (how do I view my sexuality, sexual abuse and its effects and how do I take care of self, kind of partner I would like to choose) – 4 sessions
- 3) Self-concept and esteem (self awareness - who am I, my strengths, separating behavior and person, how relationships can boost/ deter my confidence) – 6 sessions
- 4) Social Media (what is the role of social media in my life, what is helpful, what is unhelpful with regards to my

time spent on it, nature of relationship it enhances) – 2 sessions

There will be an Introduction and Closure session

There will be 3- 4 counsellors who will be involved in this process.

Financials:

Each of the 90 minutes interactive sessions will cost Rs 4500/-. With 20 sessions, the cost will come to Rs 90,000/- . If we have 35 students, cost per student will be Rs 2600/- for the entire module of 20 sessions.

SVATAH – A PSYCHOLOGY BASED SKILL DEVELOPMENT PROGRAM

2019-2020

Conducted by Prafulla Psychological Services

Organised by Dept. of Psychology for TYBA

FEEDBACK FORM SUMMARY

The thirty three participants who provided feedback gave the following scores out of 36 on average to the faculty members:

1. Ms. Kumkum Jagdish - 33
2. Ms. Shalu Mehrotra - 36
3. Ms. Ratandeep Chawla - 35

Q. Was there any topic which you felt was not covered but should have been covered?

A lot of students wanted more sessions on dating and romantic partner selection

Q. The three topics favoured by most participants were:

- 1) Emotions 2) Sexuality 3) Addiction

OVERALL SUMMARY

The overall feedback was very positive. It brought the class together as a group. It allowed them to express in a safe space, their fears and insecurities. The non-threatening, non-judgmental nature of the program allowed them to confront a lot of their vulnerabilities and challenges that they felt were holding them back. They also felt a sense of greater pride and security because of the focus on self-awareness and self-acceptance. Every participant recommended that this program should be made compulsory for all students. They could see the applicability of the program outcomes in their personal and future professional lives. The program gave them greater confidence to face the future with the resources they already had.

RP Trivedi
Dr. (Mrs). Rajshree P. Trivedi
Principal
Maniben Naravati Women's College,
Vile Parle (West), Mumbai - 400 056.



SVATAH – A PSYCHOLOGY BASED SKILL DEVELOPMENT PROGRAM

2019-2020

Conducted by Prafula Psychological Services

Organised by Dept. of Psychology for TYBA

FEEDBACK FORM

Please respond to the following statements for each of the facilitators.
Use the following rating scale: Very high – 3, Moderate – 2, Very low – 1.
This is an anonymous feedback. Your feedback will help us assess if the
program needs to be conducted in the future for other batches. So please
be as honest as you can.

For each facilitator please score	Kumkum J	Shalu M	Ratandeep C
Ability to generate interest in the students	3	2	2
Her knowledge about the topic	2	2	3
Her ability to address questions raised	3	3	3
Her ability to make you think	3	2	1
The quality of activities conducted.	3	2	1
Use of video	1	2	3
Her ability to involve everyone in the group	3	3	3
Her ability to provide closure for each session	3	3	3
The ability to make you think	2	2	2
The topic you enjoyed the most	3	2	1
The topic you enjoyed the least	3	2	1
Any other topic you would want her to conduct	1	1	1
The amount of change her	2	2	2

PPS
Dr. (Mrs). Rajshree P. Trivedi
Principal
Maniben Nanavati Women's College,
Vile Parle (West), Mumbai - 400 056.



sessions have brought to your thinking	3	3	3
The amount of change her sessions have brought to your emotions	3	3	3
The amount of change her sessions have brought to your behaviour	3	2	2

Q. Was there any topic which you felt was not covered but should have been covered?

NO, what ever my doubt's in life have been cleared

Q. Name your three favourite topics.

- 1) Awareness about the drugs
- 2) Negative & Positive emotions
- 3) sexuality

Please describe in a few words the impact of Svatah – the entire program. Both positive and negative feedback is welcome along with any suggestions for the department.





Latitude: 19.123487
Longitude: 72.848077
Accuracy: 22.5m
Time: 02-25-2020 09:56
Note: Svatah 123