

2018-19

..... COLLEGE

11

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.



P. P. Trivedi
Dr. (Mrs). Rajchree P. Trivedi
Principal

Marben Navjeeb Waman's College,
Vile Parle (West), Mumbai - 400 056.

Maniben Nanavati Women's College

Internal Quality Assurance Cell

Format for the Report and Documentation of Courses

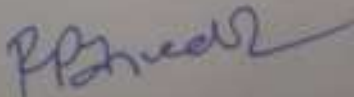
TO BE PREPARED BY THE COURSE COORDINATOR
In Consultation with the Teacher In Charge

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 13th 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 Bhuthi	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


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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 Shadik	S.Y.B.A
13.	Ms. Tanaaz Damania	S.Y.B.A
14.	Ms. Tasneem Nagori	F.Y.B.A
15.		S.Y.B.A
16.	Ms. Riya Kulkarni 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, Focaccia
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)

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Principal

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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

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 fundamentals 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



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- | | | | |
|--|--|--|--|
| | | <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.



PP. Trivedi

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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

2019-20

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

Food and Nutrition Department

Skill Development 2019-2020

Basic Bakery

Chocolate Making

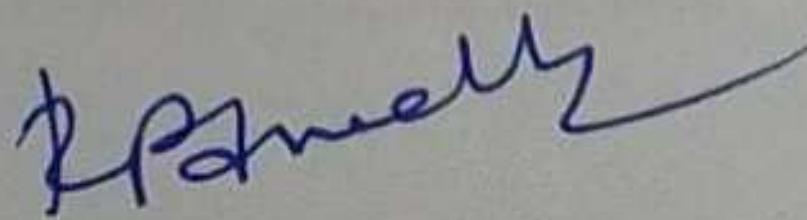
To make home made chocolate is an art. Today we are going to learn varieties of chocolates with different tastes and textures by using varieties of centers. but its appearance largely depend on the kind of mould that we use and most important is art of wrapping chocolates.

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 30seconds. 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.



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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:

- 1tbsp 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.

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)

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

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MANIBEN NANAVATI WOMEN'S COLLEGE

(AFFILIATED TO SNDTWU)

DEPARTMENT OF PSYCHOLOGY

PROPOSAL DOCUMENT FOR

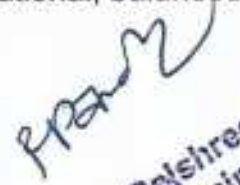
**SVATA: A PSYCHOLOGY BASED SKILL
DEVELOPMENT PROGRAM**

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


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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.

2020-21



Maniben Nanayati Women's College
P.G Department of Psychology

Add On Certificate Course in Orientation to Psychological Assessment
And Basic Counseling Skills

The add on certificate course in orientation Psychological Assessment and Basic Counseling skills is designed for students of MA II.

Objective:

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

The following topics are to be covered in this programme:

Sr.No	Topic	Hours
1.	Orientation towards Practicum Assessment in Counselling & Clinical Psychology	02
2.	Rapport Building Basic Counselling skills	06
3.	Case history Mental status Examination	06

4.	Personality Tests <ul style="list-style-type: none"> • 16PF • HSPQ • CPQ • ESPQ • MAP(T,C,A) • NEO-PI • EPI MMPI only for Clinical Psychology	08
5.	Test for evaluating Depression <ul style="list-style-type: none"> • Beck depression Inventory • Zung Depression Scale • Hamilton Rating Scale for Depression • Geriatric Depression Scale 	05
6.	Projective Tests DAP, HTP, KFD	06
7.	Thematic Apperception test Children's Apperception test ROR only for Clinical Psychology	06
8.	Sack's Sentence Completion test Rotter's Sentence Completion Test	04
9.	Rosenzweig Picture Frustration Test (for Counseling Psychology Students)	03
10.	Intelligence tests <ul style="list-style-type: none"> • MISIC/ WISC/WAPIS • Standard Progressive Matrices • Coloured Progressive Matrices • Bender Gestalt Test • Vineland Social Maturity Scale • .Seguin Form Board ** WMS, Bhatia, PGI-BBD for clinical Psychology Students	12
11	Behaviour Therapy	06
12	Cognitive Behavior Therapy	04
13	Rational Emotive Behaviour Therapy	06

14	Person Centered Therapy & Gestalt Therapy	06
15	Assessment in Career Counselling (Counseling Psychology Students)	04

Prof. Deshpande
P.G Co-ordinator
P. G Department of Psychology

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Academic Year: 2020-21

Syllabus for Add-on Course on GST for Department of Economics

Sr No.	Modules to Learn	Hours
1.	Introduction to GST	05
	a. What is GST? b. Need for GST c. Dual GST Model d. All Important Definitions e. Extent and Commencement of GST (CGST, SGST, IGST, UTGST) f. GSTN (Goods and Service Tax Network) g. GST Council (Goods and Service Tax Council)	
2.	Levy and Collection of GST	05
	a. Composition Scheme b. Mixed and Composite Goods c. Negative List d. Exemption List e. Declared List	
3.	Registration Under GST Rules	05
	a. Persons Liable for Registration under GST b. Persons not Liable for Registration under GST c. Compulsory Registration d. Procedure for Registration under GST e. Cancellation of GST Registration f. Revocation of Cancellation of GST Registration	
4.	Overview of Practical Problems on Registration and Levy.	05
5.	Assignment for Students	10

Course Duration: 30 Hours Add-on Course

MANIBEN NANAVATI WOMEN'S COLLEGE

INTERNAL QUALITY ASSURANCE CELL

Academic Year: 2020 -2021

1. Name of the Department : Commerce
2. Type of Course : Add On - Online Course
3. Certificate/ Diploma : Nil
4. Title of The Course : Amadeus – Computer Reservation System
5. Sponsorship : Nil
6. Duration : 21 days, 12.00 p.m to 6.00 p.m
7. Date : 25th August 2020 to 14th September, 2020
8. Class and No of Students : S.Y & T.Y Voc –TTM, 31 students
9. Budget : NIL
10. Learning Objectives : To educate the students regarding the CRS software and its application in the Tourism industry.
11. Name of the Resource Person : Ms. Divya Edvankar - Training Instructor
12. Evaluation Method and Marks
 - Allocation and Rubric : Nil
 - Project : Nil, Continuous Assessment
 - Written Exam : Yes , online exam.
13. Learning Outcome : The course enabled the students to operate the CRS system, which included bookings to be made through the Amadeus portal online used in all sectors in the industry. It included hotel bookings, car rental, Eurail pass, creating a Passenger name record, selecting a flight, availability of seat in the airline and other industry related services.

2021-22



NAAC Reaccredited 'A' grade

Maniben Nanavati Women's College
(Best College Award 2018-2019)
Affiliated to SNDT Women's University, Mumbai

Academic Year: 2021-2022.

Syllabus for Add-on Course on GST for Department of Economics

Sr No.	Modules to Learn	Hours
1.	Introduction to GST	05
	a. What is GST? b. Need for GST c. Dual GST Model d. All Important Definitions e. Extent and Commencement of GST (CGST, SGST, IGST, UTGST) f. GSTN (Goods and Service Tax Network) g. GST Council (Goods and Service Tax Council)	
2.	Levy and Collection of GST	05
	a. Composition Scheme b. Mixed and Composite Goods c. Negative List d. Exemption List e. Declared List	
3.	Registration Under GST Rules	05
	a. Persons Liable for Registration under GST b. Persons not Liable for Registration under GST c. Compulsory Registration d. Procedure for Registration under GST e. Cancellation of GST Registration f. Revocation of Cancellation of GST Registration	
4.	Overview of Practical Problems on Registration and Levy.	05
5.	Assignment for Students	10

Course Commences from: 1st February, 2022

Course Duration: 30 Hours Add-on Course

Course Resource Person: Asst Prof. Saurabh A. Kotal



Maniben Nanavati Women's College

P.G Department of Psychology

**Add On Certificate Course in Orientation to Psychological Assessment
And Basic Counseling Skills**

The add on certificate course in orientation Psychological Assessment and Basic Counseling skills is designed for students of MA II.

Objective:

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

The following topics are to be covered in this programme:

Sr.No	Topic	Hours
1.	Orientation towards Practicum Assessment in Counselling & Clinical Psychology	02
2.	Rapport Building Basic Counselling skills	06
3.	Case history Mental status Examination	06

4.	Personality Tests <ul style="list-style-type: none"> • 16PF • HSPQ • CPQ • ESPQ • MAP(T,C,A) • NEO-PI • EPI MMPI only for Clinical Psychology	08
5.	Test for evaluating Depression <ul style="list-style-type: none"> • Beck depression Inventory • Zung Depression Scale • Hamilton Rating Scale for Depression • Geriatric Depression Scale 	05
6.	Projective Tests DAP, HTP, KFD	06
7.	Thematic Apperception test Children's Apperception test ROR only for Clinical Psychology	06 06
8.	Sack's Sentence Completion test Rotter's Sentence Completion Test	04
9.	Rosenzweig Picture Frustration Test (for Counseling Psychology Students)	03
10.	Intelligence tests <ul style="list-style-type: none"> • MISIC/ WISC/WAPIS • Standard Progressive Matrices • Coloured Progressive Matrices • Bender Gestalt Test • Vineland Social Maturity Scale • .Seguin Form Board ** WMS, Bhatia, PGI-BBD for clinical Psychology Students	12
11.	Behaviour Therapy	06
12.	Cognitive Behavior Therapy	04
13.	Rational Emotive Behaviour Therapy	06

14	Person Centered Therapy & Gestalt Therapy	06
15	Assessment in Career Counselling (Counseling Psychology Students)	04

A. Deshpande

P.G Co-ordinator
P. G Department of Psychology

PP Trivedi

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





MANIBEN NANAVATI WOMEN'S COLLEGE
Best College 2018-2019
(Affiliated to SNDT Women's University, Mumbai
Vallabhbhai Road, Vile Parle West,
Mumbai 400056
Website: www.mnwc-sdnt.org
Email: mnwc1972@gmail.com

The Departments of Commerce (Account, Finance and Insurance)

PROPOSAL
Workshop on Basics of Research Methodology

About the Course:

- **Target Group:** Second year students of Bachelor in Commerce (Account, Finance and Insurance)
- **Learning Objectives:**
 1. To familiarize participants with basic of research and the research process.
 2. To understand some basic concepts of research and its methodologies.
 3. To enable the participants in conducting research work and formulating research report
- **Learning Outcomes:**
 1. Demonstrate the ability to choose methods appropriate to research aims and objectives.
 2. Understand the limitations of particular research methods.
 3. Develop skills in qualitative and quantitative data analysis and presentation.
 4. Develop advanced critical thinking skills.

• **Proposed Expenses**

Sr. No.	Nature of Expense	Amount
1.	Salary for teachers 500 x 10 hours	5,000
2.	Co-ordinatorship	1,000
	TOTAL EXPENSES	6,000

- **Course Duration:** 30 hours

Theory Lecture	10 hours
Project Work	15 hours
Exam	5 hours

- **Syllabus:**

Day & Date	Timings	Resource Person	Name of Topics	Number of Lectures
Day 1 (May 11,2022)	11.00 am to 1.00 pm	Ms. Snehal Obhan	<ul style="list-style-type: none"> • Introduction to research methodology selection of topic of research- with special reference to Commerce. • Framing objectives. • Research Design. 	2
Day 2 (May 12,2022)	10.00 am to 12.00 noon	Ms. Snehal Obhan	<ul style="list-style-type: none"> • Review of Literature, citations and references. • Plagiarism. 	2
Day 3 (May 13,2022)	10.00 am to 1.00 pm	Mr. Saurabh Kotal	<ul style="list-style-type: none"> • Framing hypothesis. • Sampling and Sampling methods • An Introduction to Data analysis. 	3
Day 4 (May 14,2022)	10.00 am to 1.00 pm	Dr. Sahifa Mazgaonkar	<ul style="list-style-type: none"> • Steps in hypothesis testing - chi-square test, Z test. • Analysis and Data Interpretation. • Report Writing - A Practical Approach. 	3

- **Number of Students:** 25 students

- **Total number of Lectures:** 10 lectures

- **Names of Resource person & their Designations:**

1. Ms. Snehal Obhan.

She is an Co-ordinator & assistant professor at Maniben Nanavati Women's College in the department of BMS, She Qualified MH-SET as well as UGC-NET

2. Mr. Saurabh Kotal.

He is assistant professor at Maniben Nanavati Women's College in the department of BMS, He Qualified MH-SET

3. Dr. Sahifa Mazgaonkar.

She is an assistant professor at M. L. Dahanukar College of Commerce, Dixit Road, Vile Parle (East)

Rajshree Trivedi

Dr. Rajshree Trivedi.
(Principal).



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Email: mnwc1972@gmail.com

The Departments of Commerce (Account, Finance and Insurance)

PROPOSAL
Certificate Add-on Course
Goods and Services Tax (GST)

About the Course:

- **Target Group:** First and Second year students of Bachelor in Commerce (Account, Finance and Insurance)
- **Learning Objectives:**
 1. To acquire the theoretical knowledge of GST and its Evolution in India
 2. To enable the students to understand the GST Law, ITC, Valuation of supply and returns.
- **Learning Outcomes:**
 1. To enable the students to learn the concepts indirect tax and GST from the pre-GST period to post- GST period.
 2. To understand the importance of indirect taxes (GST) in the Indian and global economy and its contribution to the economic development.
- **Proposed Expenses**

Sr. No.	Nature of Expense	Amount
1.	Salary for teachers 500 x 10 hours	5,000
2.	Co-ordinatorship	1,000
	TOTAL EXPENSES	6,000

- Course Duration: 30 hours

Theory Lecture	10 hours
Project Work	15 hours
Exam	5 hours

- Syllabus:

Date & Timings	Name of Unit	Name of Topics	Number of Lectures	Name of Professor
6 th May 2022 10.00 am to 12.00 noon	Overview of Goods and Service Tax	1.1 Introduction and Meaning of GST and IGST 1.2 Scope of GST 1.3 Present/old Tax Structure v/s GST 1.4 GST in Other Countries 1.5 Existing taxes proposed to be subsumed under GST 1.6 Principles adopted for subsuming the taxes 1.7 Dual GST 1.8 Benefits of GST 1.9 GST Council 1.10 GST Network (GSTN) and GST regime 1.11 Integrated Goods and Services Tax Act, 2017: title and definitions, administration.	2	Mr. Pramod Pandey
7 th May 2022 10.00 am to 12.00 noon	Registration Under GST	2.1 Rules and Procedure of registration 2.2 Place of Supply 2.3 Special provisions relating to casual taxable person and non-resident taxable person 2.4 Amendment of registration 2.5 Cancellation of registration 2.6 Revocation of cancellation of registration	2	Mr. Pramod Pandey
9 th May 2022 10.00 am to 12.00 noon	Collection of Tax under Integrated Goods and Services Tax Act, 2017	3.1 Sec 5 and Sec 6	2	Mr. Pramod Pandey
10 th May 2022 10.00 am to 12.00 noon	Place of supply of goods or services or both under IGST Act, 2017	4.1 Sec 10 and Sec 12	2	Mr. Pramod Pandey

11 th May 2022 9.00 am to 11.00 am	Payment of GST	5.1 Introduction 5.2 Time of GST Payment 5.3 How to make payment 5.4Challan Generation & CPIN 5.5 TDS & TCS	2	Mr.Pram od Pandey
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- Number of Students: 36 students
- Total number of Lectures: 10 lectures
- Names of Resource person & their Designations:
 1. Mr. Pramod Pandey.
He is assistant professor at Maniben Nanavati Women's College in the department of BAFI, He Qualified MH-SET, and He is GSTP



Dr. Rajshree Trivedi.
(Principal).

Goal

Allow students to enhance their vocational skills and prepare them for real world jobs/industry.

Objectives

1. Enhance vocational skills
2. To get abreast knowledge of Microsoft Excel
3. Help students in learning Microsoft Excel suite which will enable students in learning, reporting and presenting various features of Excel.
4. Prepare students for basic job in any field

Topics Covered

1. Introduction

- Introduction
- Interface
- Tabs and Ribbons
- Document Windows
- Navigation Tips
- Office Button and Save

2. Formatting Data

- Introduction
- Entering Data
- Fonts, Fills, and Alignment
- Cut, Copy, and Paste
- Paste Special
- Undo and Redo
- Moving, Finding, and Replacing a Value
- Cell Styles
- Comments

3. Formatting Numbers

- Introduction
- Currency Format
- Format Painter
- Formatting Dates
- Custom and Special Formats

4. Managing Worksheets

- Introduction
- Naming and Moving Worksheets
- Copying Worksheets
- Adding, Deleting and Hiding Worksheets
- Grouping Worksheets
- Moving, Copying, Deleting and Hiding Grouped Worksheets

5. Modifying Rows and Columns

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- Introduction
- Inserting and Deleting Columns and Rows
- Inserting & Deleting Cells
- Inserting Multiple Columns & Rows
- Modifying Cell Width and Height
- Hiding and Unhiding Rows and Columns

6. Understanding Formulas

- Introduction
- Using Operations
- Creating Formulas
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- Searching for Formulas
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7. Changing Views

- Introduction
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- Show/Hide
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- Highlight Cells Rules
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- Text to Columns

11. Ranges and Dates

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- Cell Names
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12. Lookups

- Introduction
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14. Text Formulas

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- Fix Number Fields
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15. Introduction to Charts

- Introduction
- Chart Types
- Instant Chart
- Update Chart
- Column Chart
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- Adjust Chart Size
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16. Formatting Charts

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- Introduction
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- Chart Layouts
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17. Adding Graphics to Spreadsheets

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- Insert Pictures
- Modifying Pictures
- Insert Shapes
- Insert SmartArt
- Apply Themes
- Arrange

18. Outline, Sort, Filter, and Subtotal

- Introduction
- Group and Ungroup
- Sort Data
- Sort Multiple Levels
- Filter Data
- Advanced Filter
- Conditional Sorting and Filtering
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19. PivotTables

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- Choosing Fields
- PivotTable Layout
- Filtering PivotTables
- Modifying PivotTable Data
- PivotCharts

20. Protecting Data

- Introduction
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- Protecting Workbooks
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22. Printing

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- Page Orientation
- Page Breaks
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23. Saving a Workbook

- Introduction
- Save as Previous Version
- AutoRecover Save Options
- Templates
- Save as PDF
- Save as Web Page
- Macro-Enabled Workbook

2022-23

Syllabus

Introduction to Computers

- Computer hardware and software
- Operating systems and basic computer operations
- Computer Architecture

CPU, memory, and storage devices

- Input and output devices
- Computer Networks

Introduction to networking concepts

- Network topologies and protocols
- Local Area Networks (LANs) and Wide Area Networks (WANs)
- Internet and the World Wide Web

Internet Protocols and Services

- IP addressing and subnetting
- Domain Name System (DNS)
- Transmission Control Protocol (TCP) and User Datagram Protocol (UDP)
- Hypertext Transfer Protocol (HTTP) and secure browsing (HTTPS)

Social Media and Online Communities

- Introduction to social media platforms
- Social media communication and collaboration
- Privacy and security considerations in social media
- Digital Citizenship and Online Ethics
- Digital literacy and responsible technology use
- Cybersecurity and online safety
- Ethical considerations in social media and online interactions

Network Security

- Network threats and vulnerabilities
- Firewalls, antivirus software, and intrusion detection systems
- Secure network protocols (e.g., SSL/TLS)

Emerging Trends in Computer Networks and Social Media

- Cloud computing and virtualization
- Internet of Things (IoT)
- Artificial Intelligence (AI) and machine learning applications in social media

Fundamentals of Computers

Introduction

The course on Fundamentals of Computer, Networks, and social media provides a comprehensive introduction to the essential concepts and principles in these domains. Students will gain knowledge about computer architecture, operating systems, and networking fundamentals, including protocols, topologies, and internet services. The course also explores the impact of social media and online communities, focusing on communication, collaboration, and ethical considerations. Additionally, it covers data communications, network security, and emerging trends such as cloud computing, IoT, and AI in social media. By the end of the course, students will have a solid foundation in computer fundamentals, networks, and social media, along with insights into their practical applications and implications in today's digital world.

Objective of the course

- Enhance vocational skills.
- To get abreast knowledge of computer systems, technology, and internet
- Help students in learning Microsoft office suite which will enable students in learning, reporting, and presenting various subjects.
- Prepare students for basic job in any field.
- Explain best practices in social media, security

Course outcome

- Understand the basic principles of computer architecture, including hardware, software, and operating systems.
- Gain knowledge of network concepts, protocols, and topologies, including LANs, WANs, and the Internet.
- Explore the functionalities and services provided by the Internet, such as IP addressing, DNS, TCP, and UDP.
- Examine the impact of social media platforms and online communities on communication and collaboration.
- Understand the ethical considerations and responsible use of social media and online technologies.
- Familiarize oneself with data communications, including transmission techniques, encoding, and error detection.
- Learn about network security threats, vulnerabilities, and countermeasures.
- Explore social media marketing strategies, analytics, and the use of targeted advertising.
- Stay updated on emerging trends in computer networks, social media, and their practical applications, such as cloud computing, IoT, and AI.

Goal

Allow students to enhance their vocational skills and prepare them for real world jobs/industry.

Objectives

1. Enhance vocational skills
2. To get abreast knowledge of Microsoft Excel
3. Help students in learning Microsoft Excel suite which will enable students in learning, reporting and presenting various features of Excel.
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P.G Department of Psychology

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1. To train students in Assessment by demonstrating the conduction of each psychological test and developing in them the skills required in their internship.
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3. Training students in writing psychological reports
4. Preparing them to design Intervention Strategies

The following topics are to be covered in this programme:

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2.	Rapport Building Basic Counselling skills	06
3.	Case history Mental status Examination	06

4.	Personality Tests <ul style="list-style-type: none"> • 16PF • HSPQ • CPQ • ESPQ • MAP(T,C,A) • NEO-PI • EPI MMPI only for Clinical Psychology	08
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11	Behaviour Therapy	06
12	Cognitive Behavior Therapy	04
13	Rational Emotive Behaviour Therapy	06

14	Person Centered Therapy & Gestalt Therapy	06
15	Assessment in Career Counselling (Counseling Psychology Students)	04

Prof. Deshpande
P.G Co-ordinator
P. G Department of Psychology

PP2hedh

Dr. (Mrs). Rajshree P. Trivadi
Principal
Maniben Narayani Women's College,
Vile Parle (W), Mumbai - 400 056.



Course Name: Tally ERP 9

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 Tally
3. TALLY fundamentals which include learning 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 (30) HRS
1.	I	<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	7 Hours
2.	II	<ul style="list-style-type: none">● Tally Audit Features/Manufacturing● Purchase and Sales Order Processing● Spit Co. Data/Group Co./ODBC Server● Import & Export/Sales Invoice● Configuration/POS Invoicing	8 Hours
3.	III	<ul style="list-style-type: none">● Voucher Types/Budget & Control● Payroll/Backup & Restore● Purchase and Sales Order Processing● Spit Co. Data/Group Co./ODBC Server	7 Hours
4.	IV	<ul style="list-style-type: none">● Import & Export/Sales Invoice● Configuration/POS Invoicing● Voucher Types/Budget & Control● Payroll/Backup & Restore	8 Hours

Outcome:-

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