

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

Unaided- Private, Linguistic Minority (Sindhi) InstituteApproved by A.I.C.T.E. Certified under ISO 9001:2015

Affiliated to Savitribai Phule Pune University, NAAC Accredited with "B+" Grade **Institute Codes:** SPPU: IMMP016030, D.T.E.: 6614, AISHE: C-44578, AICTE: 1-21641511

INDEX

CRITERION – I		
KEY INDICATOR	1.2 Academic Flexibility	
METRIC NO.	1.2.1: Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc.	

Index

Sr.No.	Particulars	Page No
1.	Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	
	Academic Year: 2018-2019	02-21

List of Certificate Courses Conducted

Academic Year: 2018-2019

Sr. No.	Title of the Certificate Course	
Α.	Courses Conducted with Knowledge Partners	
1	Edubridge Certified Industry Professional Programme-SKP-Accounts Executive -(Edu Bridge)	
2	Image consultancy - Level-I (Image Consultancy)	
3	HR Training (Pace Career Academy)	
B.	MOOCs - SWAYAM	
4	Financial Statement Analysis and Reporting - (NPTEL)	
5	Financial Institutions and Markets - (NPTEL)	
6	Human Behavior - (NPTEL)	
7	Sales and Distribution Management - (NPTEL)	
8	Introduction to Marketing Essentials - (NPTEL)	
9	Better Spoken English - (NPTEL)	

Notices and Course Modules with Course Outcomes

A. Courses Conducted with Knowledge Partners

1.Edubridge Certified Industry Professional Programme-SKP-Accounts Executive -(Edu Bridge)

a. Notice





SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

 Koregaon Road, Pune – 411001, Ph. 020-26054471 91 Fax: 020-26054481
 Approved by A.I.C.T.E. (Unaided-Private), Affiliated to S. P. Pone University Website: www.svims-pune.edu.in Email: director@svims-pune.edu.in.

Certified by ISO 9001:2015, SPPU Code: IMMP016030 D.T.E. Institute Code: 6614

Notice

Certificate Course Announcement

16th August 2018

The Institute is offering a Certificate Course titled, Edubridge Certified Industry Professional Programme-SKP-Accounts Executive

Details:

Course Duration: 30 Hours

Fees: Free Important Dates:

Registration for the Course: 16-08-2018 to 25-08-2018

Course Commencement: 19-09-2018 Minimum Attendance: 75%

Expert: Ms. Urvashi Khelani, Trainer Edubridge Certified Industry Professional Programme

Course Coordinator: Ms. Bindiya Rangwani

Please Note:

1. This course is available for MBA-Part I & II students.

Certificates will be issued only upon fulfilment of attendance norms and success in assessments.

Ms. Vaishali Patil

(Certificate Courses Coordinator)



Dr. B.H Nanweni

Director
DR. B. H. NANWANI
DIRECTOR
SERMY CATERAL DISTRICT OF DIRAGEDENI STUDIES FOR GIRLS
1. KOREGAGU ROAD PURE-111 001







Table of Content

- **Business Process Outsourcing**
- Know your role in Accounting
- Introduction to Accounting
- Fundamental Concepts of Accounting
- Introduction to an Accounting Equation
- Book Keeping/ Record Keeping in Accounts
- Understanding, Recording and Analyzing Transaction
- Adjusting Entries
- Month End Closing Process
- Source Documents
- Understanding Cash Book
- **Accounts Receivables**
- **Accounts Payable**
- Expense Management Process
- **Payroll Processing**
- Taxation
- Foreign Exchange Basics

All rights reserved.

No part of this document may be reproduced in any material form lincluding printing and photocopying or storing it in any medium by electronic or other means and whether or not transiently or incidentally to some other use of this document) without the prior written permission of EduBridge Learning Pvt. Ltd. Application for written permission to reproduce any part of this document should be addressed to the CEO of EduBridge Learning Pvt. Ltd.

1. Students will learn to

- Prepare Bills receivables and bills payable statements. Prepare a cash book and payroll processing.
- File taxation returns
- Understand the foreign exchange transactions.

c. Outcome of the Course

a. Notice



VASWANI SADHU INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

Koregaon Road, Pune – 411001. Ph. 020-26054471/91 Fax: 020-26054481
 Approved by A.I.C.T.E. (Umiided-Private), Affiliated to S. P. Pune University Website: www.svims-pune.edu.in Email: director@svims-pune.edu.in.

Certified by ISO 9001:2015, SPPU Code: IMMP016030 D.T.E. Institute Code: 6614

Notice

Certificate Course Announcement

2nd January 2019

The Institute is offering a Certificate Course titled, Image Consultancy - Level-I

Details:

Course Duration: 30 Hours Fees: Rs.1000/-

Important Dates:

Registration for the Course: 2nd January 2019 to 15th January 2019 Course Commencement: 22nd January 2019

Minimum Attendance: 75%

Expert: Ms. Mihika Bhanot, C.E.O. (Image Consultancy)

Course Coordinator: Ms. Bindiya Rangwani

Please Note:

- 1. This course is available for MBA-Part I & II students.
 - 2. Certificates will be issued only upon fulfilment of attendance norms and success in assessments.

(Certificate Courses Coordinator)

Dr. B.H Nanwani

Director

DR. B. H. NANWANI DIRECTOR
SADRO WALKARDEN SADDOS FOR ORLS
6, KOSEGAON ROAD, PUNE-411 696

b. Course Module

Course Modules

The following table represents a customised module created specially for the students of Sadhu Vaswani Institute of Management Studies exclusively for the Certificate Curse in Image Management conducted by Mihika Bhanot-

Sr. No.	Topic	Learning Outcomes	Duration
1	Introduction to Image Management	Importance of Appearance Management, Scope, Objectives and Relevance – form he layout of the first session for our pilot batch. This is done in order to bridge the gap between what our students are expecting and how we can be a part of their journey of success.	2 hours
2	Be Occasion wise	Through the International Style Scale we will take the participants through the various levels of dressing to keep them informed about how to dress appropriately for an occasion.	
3	Dressing (Western)		
4	Dressing (Indian)	in) The different kinds of body shapes and the adequate dressing for each keeping Indian clothing in mind will be demonstrated to give the participants knowledge about what it communicates and how effectively it will work for them.	
5	Personal Colours	Here, in this module, we cover in detail the colour theory and hierarchy. How our personal colour preferences are complimenting are colours and whether or not should they be using it to complete the look will be the core subject of this session.	
6	Clustering of clothes	The sense of clubbing clothing items to form a different outfit everyday is a skill people wished they knew, little did they know it's actually possible with implementations of the techniques to master it and this is exactly what this module consists of.	2 hours
7	Body Language	The diverse multicultural behaviour, understanding the visual non-verbal communications of people and projecting the right image through appropriate body language is the core module of this session that will help the participants make wise decisions as per the impressions people form on them.	2 hours
8	Presentation Skills	Email writing, sending out formal invitations, strategic social media posting keeping "business rules" in mind, being appropriate and professional are some of the topics that will be coved in this extensive session of effective programming skills.	

9	Corporate Etiquette	To sustain in business world one has to have the right attitude toward the working environment and keep positive relations with their colleagues, this can be done with appropriate corporate etiquettes that will be taught in his session.	2 hours
10	Interview Skills	What to say during an interview, how much to say, when to say, what can you ask in an interview — are the core topics of this session that will be highly interactive with an intension to help the participants nail the interview and create the right first impressions on their employers.	2 hours
11	Dining Etiquette	Most people usually avoid meeting at meals as they sometimes get a little embarrassed about their eating etiquettes and may miss out on some great opportunities while doing so. This module covers the opportunities they can grab while flaunting their polished dining etiquettes by various practical exercises that will be included in this session.	2 hours
12	Corporate Makeup	The appropriate amount of make – up required for a corporate setting v/s casual, the right products to choose for your skin type, usage of the complementing colours on your faceshape and personal colours are some of topics included in this session. There will even be a practical session representing the tools shared,	2 hours
13	Q & A session	A live Question and Answer session to solve queries and help learners get the right direction to the answers they seek while in the challenges they face with respect to their image, portrayal, behaviour and management of one's life. This session revolves around how can one stay positive, build their confidence and self esteem.	2 hours
14	Examination	A 100 mark test based on all the skills learnt in order to promise implementation will be based on extensive parameters that define the quality of information understood by the learners.	2 hours
15	Closing	How to be happy – The H20 of Business This session involves interactive exercises and management games that would help break the monotony of the systematic flow of the session to keep the learning as practical as possible and engage the learners productively. All the activities conducted will have a learning and growth oriented intension. This recap/ review of the trainings will nurture the smooth flow of information and will also help attract them to advanced cources in the future.	2 hours



Please Note

- · The duration of this course is 30 hours
- Every participant will be getting a Certificate for the same provided he/she has attended at least 26 hours of this course
- Stationary that the trainer requires will be arranged by the Sadhu Vaswani Institute of Management Studies.
- No student can leave the session in the middle, as he/she will be marked absent for the day.
- This course will be conducted over a period of 15 days (dates to be scheduled)
- Investment per student is Rupees 1000



Students will learn to:

- Apply proper dressing sense according to the occasion.
- Prepare a proper presentation.
- Apply appropriate corporate Etiquette.
- Attend interviews appropriately.
- Appy Dining Etiquette

c. Outcome of the Course

Certificate Course: 3.HR Training -Recruitment /Payroll Processing /Statutory -(Pace Career Academy)

a. Notice



VASWANI SADHU INSTITUTE MANAGEMENT STUDIES FOR GIRLS

 Koregaon Road, Pune – 411001. Ph. 020-26054471/91 Fax: 020-26054481 Approved by A.I.C.T.E. (Unaided- Private), Affiliated to S. P. Pune University Website: www.svims.pune.edu.in Email: director@svims-pune.edu.in. Certified by ISO 9001:2015, SPPU Code: IMMP016030 D.T.E. Institute Code: 6614

Notice

Certificate Course Announcement

4th January 2019

The Institute is offering a Certificate Course titled, HR Training -Recruitment /Payroll Processing /Statutory -(Pace Career Academy)

Details:

Course Duration: 30 Hours Fees: Rs.4000

Important Dates:
Registration for the Course: 4th January 2019 to 10th January 2019
Course Commencement: 21st January 2019
Minimum Attendance: 75%

Expert: Mr. Umesh Nesari, Trainer (Pace Carcer Academy) Course Coordinator: Ms. Supriya Bhagat

1. This course is available for MBA-Part I & II students.

2. Certificates will be issued only upon fulfilment of attendance norms and success in

Ms. Vaishali Patil

(Certificate Courses Coordinator)

Dr. B.H Nanwani

DIRECTOR
DRECTOR
DIRECTOR
MULICIPATION OF ANALOGUES FOR GALLS
E. WORLESACH ROAD, PURE-111 881

b. Course Modules

LABOUR LAWS Trainer - Mr.B K Inamdar - 11Hrs					
Main Topics					
ABOUR AWS		Organization eligiblity,contributions,celing point, distribution of pf, different accounts, monthly and yearly responsibilities			
	Employee state Insurance Act 1948	Organization eligibility, employee eligibity,contributions,Cycles,monthly and yearly responsibilities & benefits			
	Proffesional Tax Act 1975	Organization applicablity, structures, monthly and yearly responsibilities			
	Gratuity Act 1972	Organization applicablity,2 different sums, tax benefit			
	Labor Welfare Fund Act	Why and responsibilities			
	Minimum Wage Act 1948	Various wage limits and skilled, semi-skilled etc.			
	Factory Licencse	Maintenance of Registers, Accidental Register, Licencing forms, submission procedure			
	Bombay Shop & Establishment Act	Procedure to get License, documents requied, penalities, employee base, renewal			
1	Bonus Act	Applicability to organization, rules and regulations, forms, limits, governing authority			
	Contract Labor Act	Forms, licensing procedure, forms, third party, checking authencity, aligning with compliances			

1. Students will learn to

- Apply practical skills related to Recruitment and payroll
- Apply practical aspects of the Labour Law Acts
- $\textbf{c. Outcome of the Course:} \ Employability \ Skill \ Enhancement$

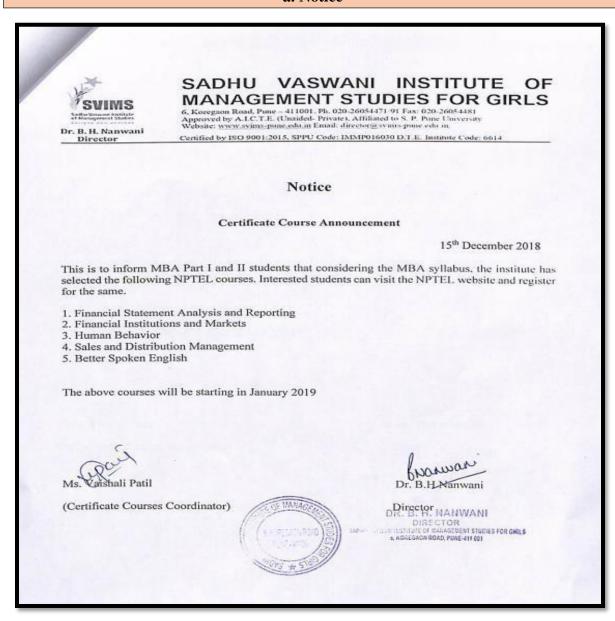
B. MOOCS-SWAYAM

The details of the following courses are available on the link.

URL: https://onlinecourses.nptel.ac.in/

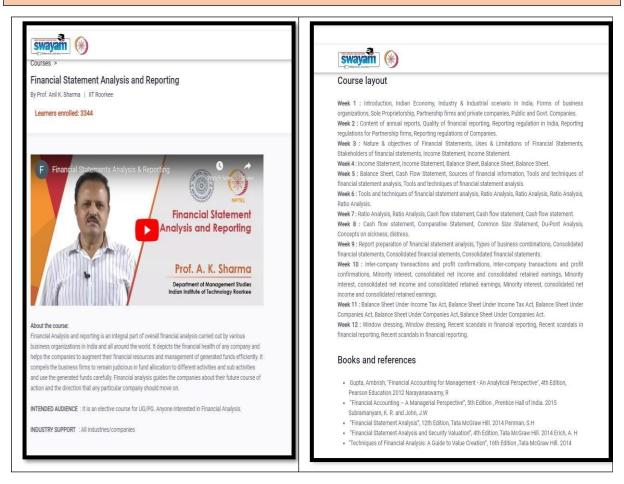
- 4. Financial Statement Analysis and Reporting (NPTEL)
- 5. Financial Institutions and Markets (NPTEL)
- 6. Human Behavior (NPTEL)
- 7. Sales and Distribution Management (NPTEL)
- 9. Better Spoken English (NPTEL)

a. Notice



4. Financial Statement Analysis and Reporting - (NPTEL)

b. Course Module



c. Outcome of the Course

5. Financial Institutions and Markets - (NPTEL)

b. Course Module



This course will provide an understanding of the functions, and operations of the financial markets and institutions operating in India. It explains the role of financial system on economic development. Various conceptual issues related to risk and return, the role of regulatory bodies, mechanism of commercial banking, operations of insurance companies and mutual funds are discussed elaborately. It also describes the importance of small savings, provident funds, pension funds and credit rating agencies. The course provides a comprehensive overview and systematic evaluation of the mainstream markets of various financial instruments such as call money, bond, stock, derivatives and exchange rate.

Course layout

Week 1: Introduction to Financial System and Economic Development Indicators of Financial Development

Week 2: Concepts Related to Financial Markets and Institutions

- Concept of Risk
- Concept and types of return and yield
- Asset Pricing Models
- Valuation of Assets

Week 3: Theories of Level and Structure of Interest Rates

Week 4 : Financial Regulations and Regulatory Institutions in India (RBI,SEBI,IRDA,PFRDA)

Operating Procedures of Monetary Policy

Corporate Governance and SEBI

Week 5 : Commercial Banking

- · Role of Banks
- · Banks' Financial Statement
- ·Banks' Computation
- · International Banking
- · NPA
- Risk Management in Banking

Week 6: Other Important Financial Institutions - I

(Provident Fund, Pension Fund, Insurance Companies)

Week 7: Other Important Financial Institutions - II

(Mutual Fund, Credit Rating Agencies, Merchant Bank, Venture Capital Funds)

Week 8 : Money Markets in India

(Call Money Market, Treasury Bill, Commercial Paper, Certificate of Deposit)

Week 9 : Bond Market

- Bond Features
- · Bond Price Volatility
- · Government Security Market
- Corporate Bond Market
- Public Sector Undertaking Bonds

Week 10: Classification of Stock Market and Securities

- · IP0
- Stock Exchanges
- Stock Market Indices
- · Market Micro-Structure in Stock Market

Week 11 : Derivatives Market

- Types of Derivatives
- Important Concepts used in Derivatives Market
- Pricing of Futures, Options and Swaps

Week 12: Foreign Exchange Market

- Foreign Exchange Market Structure
- Risk Management in Foreign Exchange Market
- Exchange Rate Determination
- Foreign Capital FDI & FII
- · Central Bank Intervention in Foreign Exchange Market

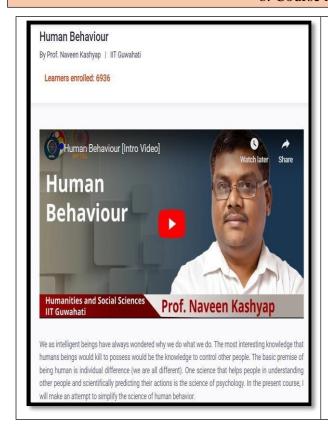
Books and references

- (1) Financial Institutions and Markets: Structure, Growth and Innovations by L.M. Bhole and J. Mahakud, 6th Edition, McGraw Hill Education, Chennai, India
- (2) Financial Markets and Institutions by Frederic Mishkin and Stanley Eakins, 8th Edition, Pearson Education
- (3) Financial Institutions & Markets by Jeff Madura, 10 edition Cengage
- (4)Bond Evaluation, Selection and Management by R. Stafford Johnson, 2nd Edition, John Wiley & Sons, Inc. Hoboken, New Jersey
- (5)Analysis of Investments and Management of Portfolios by Frank Reilly and Keith Brown, 10th Edition, Cengage Publication.

c. Outcome of the Course

6. Human Behavior - (NPTEL)

b. Course Module

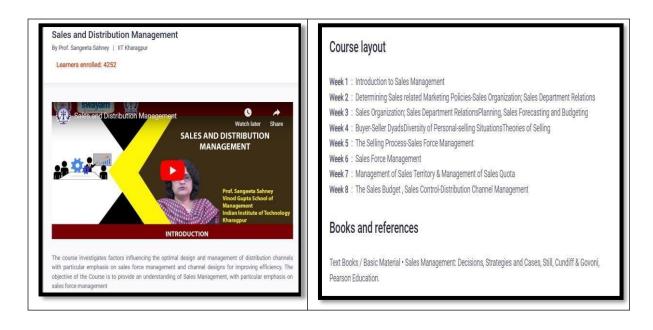


Course layout Week 1: Introduction to the science of human behavior Week 2: Sensation & Perception-I Week 3: Perception-II, Learning Week 4: Memory and Language-I Week 5: Language-II and Emotion Week 6: Intelligence Week 7: Personality Week 8: Social influence and cognition Books and references 1. Attkinson and Hillgard, Psychology: An introduction, Cengage Press 2. Cacioppo, J, Discovering Psychology, Cengage Learning 3. Baron, R, Psychology, Pearson Press.

c. Outcome of the Course: Employability Skill Enhancement

7. Sales and Distribution Management - (NPTEL)

b. Course Module



c. Outcome of the Course

8. Introduction to Marketing Essentials - (NPTEL)

a. Notice



SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

 Koregaon Road, Pune - 411001. Ph. 020-26054471 91 Fax: 020-26054481
 Approved by A.L.C.T.E. (Unaided-Private), Affiliated to S. P. Pane University Website: www.svims-pune.edu.in Email: directorig svims-pune edu.in.

Certified by ISO 9001:2015, SPPU Code: IMMP016030 D.T.E. Institute Code: 6614

Notice

Certificate Course Announcement

16th June 2019

This is to inform MBA Part I and II students that considering the MBA syllabus, the institute has selected the following NPTEL course. Interested students can visit the NPTEL website and register for the same.

1. Introduction to Marketing Essentials

The above course will be starting in July 2019

Ms. Vaishali Patil

(Certificate Courses Coordinator)

OF MANAGE

Dr. B.H Nanwani

Director
DR. B. H. NANWANI
DIRECTOR
SABBIG VASIMALISTATIONE OF MANAGEMENT STUDIES FOR GRES
A. KOREGION ROAD, PURE-411 601

9. Better Spoken English - (NPTEL)

b. Course Module



The world of marketing is changing every day, and in order for students to have a competitive edge, they need to be well versed in today's marketing theory and practices. This course provides a comprehensive review and analysis of marketing issues, practices, and strategies. I have tried to use an active – learning approach that involves students in this course by combining facts, figures, information and photos in an engaging and experiential fashion. We have incorporate examples of companies, products and services that students recognize and may have purchased as consumers. I hope that you will find this course a useful companion in your exploration of the knowledge, skills, and tools of the marketing discipline.

Course layout

Week 1: Creating Customer Relationships and Value Through Marketing, Developing successful Marketing and Organizational Strategies, Understanding the Marketing Environment, Ethical Behavior, and Social Responsibility

Week 2: Understanding the Marketing Environment, Ethical Behavior, and Social Responsibility (Contd.), Understanding Consumer Behavior, Understanding Organizations as Customers

Week 3: Understanding Organizations as Customers (Contd.), Understanding and Reaching Global Consumers and Markets, Marketing Research: From Customer Insights to Actions

Week 4: Market Segmentation, Targeting, and Positioning, Developing New Products and Services

Week 5: Developing New Products and Services (Contd.), Managing Successful Products, Services, and Brands, Pricing Products and Services

Week 6: Pricing Products and Services (Contd.), Managing Marketing Channels and Supply Chains, Retailing and Wholesaling

Week 7: Integrated Marketing Communications and Direct Marketing, Advertising, Sales Promotion, and Public Relations, Using Social Media to Connect with Consumers

Week 8: Using Social Media to Connect with Consumers (Contd.), Personal Selling and Sales Management, Implementing Interactive and Multichannel Marketing

Books and references

- 1) Marketing The Core by Kerin, Hartley, Rudely, Mc Graw Hill Publication
- 2) Marketing Management by Kotler, Keller Pearson Publication
- 3) Marketing An Introduction by Armstrong Kotler, Pearson Publication
- 4) Principles of Contemporary Marketing by Kurtz, Boone Cengage Learning

c. Outcome of the Course