



SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

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

Dr. B. H. Nanwani
Director

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: 2019-2020	02-18

List Certificate Courses Conducted

Academic Year: 2019-2020


Sr. No.	Title of the Certificate Course
A.	Courses Conducted with Knowledge Partners
1	Tally ERP-9 - (Disha Computer Institute)
2	IELTS - (Study Smart Overseas)
3	Campus - Corporate - Connect - (SVIMS)
B.	MOOCS -SWAYAM and Other Courses
4	Introduction to Investment - (NPTEL)
5	Training of Trainers - (NPTEL)
6	Developing Soft skills & Personality - (NPTEL)
7	Digital Marketing - (Internshala)

Notices and Course Modules with Course Outcomes

A. Courses Conducted with Knowledge Partners

Tally ERP-9 - (Disha Computer Institute)

a. Notice



SVIMS
Sadhur Vaswani Institute
of Management Studies
PUNE

Dr. B. H. Nanwani
Director

**SADHU VASWANI INSTITUTE OF
MANAGEMENT STUDIES FOR GIRLS**

6, 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: 1MMP016030 D. I. E. Institute Code: 6614

Notice

Certificate Course Announcement

17th September 2019


The Institute is offering a Certificate Course titled, Tally ERP 9 (Disha Computer Institute)

Details:
Course Duration: 42 Hours
Fees: Rs.4000/-
Important Dates:
Registration for the Course: 17th September to 29th September 2019
Course Commencement: 9th October 2019
Minimum Attendance: 75%
Expert: Mr. Piyush Lokhande, Trainer (Disha Computer Institute)


Course Coordinator: Ms. Vaishali Patil


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.



Ms. Vaishali Patil
(Certificate Courses Coordinator)





Dr. B.H. Nanwani
Director
DR. B. H. NANWANI
DIRECTOR
SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411001

b. Course Module

TALLY ERP 9

हा दोन महिन्यात जाँब रेडी

INTRODUCTION

- What Is The Use Of Tally?
- Tally Versions?
- What Is Accounting?
- Debit & Credit, Cash Transaction
- Credit Transaction, Narration,
- Sundry Debtors, Sundry Creditors
- Capital, Drawings, Assets, Liabilities,
- Types of Accounts (Personal, Real and Nominal)
- Golden Rules of Accounts

ACCOUNTING MASTERS

- Accounts Info, Groups Creation
- Ledgers Account Creation
- Cost Centers Creation
- Voucher Types Creation
- Accounting Voucher Entries
- Accounting Features
- General Accounts & Inventories
- Income/Expense Statements
- Profit Loss Statements
- Allow Multi Currency, Maintain Cost Centers
- Use Reversing Journals & Optional Vouchers
- Enable Cheque Printing
- Allow Zero Valued Entries

PAYROLL

- Company Features
- Statutory & Taxation
- Enable Payroll Statutory
- Set/Alter Payroll Statutory Details
- Payroll Info Creation
- Employee Groups Creation
- Employees Creation
- Units (Work) Creation
- Attendance / Production Types Creation
- Pay Heads Creation
- Salary Details Creation
- Payroll Voucher Entries
- Attendance Details, Payroll Report, Statement of Payroll
- Pay Slips-Single, Multi, and E-mail Id's
- Pay Sheet, Payroll Statement
- Payment Advice, Payroll Register
- Employee Profile – All, Single, and Group
- Attendance Sheet, Attendance Register
- Statutory Reports

INVENTORY MASTERS

- Inventory Info, Stock Groups Creation
- Unit of Measure Creation
- Stock Items Creation
- Inventory Voucher Entries
- Receipt Note, Delivery Note
- Inventory Features
- Allow Purchase/Sale Order Processing
- Track Additional Cost of Purchase
- Use Tracking Numbers (Delivery/Receipt Notes)

An ISO 9001:2008 Certified
DiSHA[®]
COMPUTER INSTITUTE
Experts In Computer Training

Students will learn to


- prepare various accounts in Tally
- Maintain proper inventory records

c. Outcome of the Course

- Employability Skill Enhancement

IELTS - (Study Smart Overseas)

a. Notice



SVIMS
Sadhu Vaswani Institute
of Management Studies
ESTD - 1983

Dr. B. H. Nanwani
Director

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

6, 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: BMMP016030 D.T.E. Institute Code: 6614

Notice

Certificate Course Announcement


16th August 2019

The Institute is offering a Certificate Course titled, IELTS Training at Study Smart Overseas


Details:
Course Duration: 32 Hours
Fees: Rs.600/-
Important Dates:
Registration for the Course: 16th August to 25th August 2019
Course Commencement: 3rd September 2019
Minimum Attendance: 75%
Expert: Mr. Jecinta Mathews, Lead trainer IELTS
Course Coordinator: Ms. Bindiya Rangwani

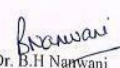
Please Note:

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



Ms. Vaishali Patil
(Certificate Courses Coordinator)





Dr. B.H. Nanwani
Director
DR. B. H. NANWANI
DIRECTOR
SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE - 411 001

b. Course Module



Corporate Office: D-62, Ground Floor,
Near Dena Bank, South Extension 1,
New Delhi 110049
Phone: +91 (0)11 41091184/86

Pune Office: 23, 3rd Floor, Gold Field Plaza,
Opp Wadia College, Pune 411001
Phone: +91 (0)20 40040105/06/07

Dear Bindiya,

Further to our discussion below is the module wise distribution of the syllabus which will be covered.

Sadhu Vaswani Institute of Management Studies for Girls, Pune

in association with

Study Smart, Pune

Syllabus for IELTS for students of MBA Part I, Semester I, Batch 2019-2021

- 1. Introduction**
 - a. Introduction to IELTS
 - b. Introduction to IELTS speaking
 - c. Introduction to IELTS reading
 - d. Introduction to IELTS writing
 - e. Introduction to IELTS listening
- 2. Communication**
 - a. Introduction to communication skills
 - b. Fundamentals of Presentations
 - c. Styles of communication
 - d. Fundamentals of English language
 - e. How to communicate effectively
 - f. Sharing of Vision by each student
- 3. Practice and Mock sessions**
 - a. Practice on speaking
 - b. Practice on reading
 - c. Practice on writing
 - d. Mock session on reading and writing
- 4. Assessments after each Unit**

Thanks & regards,

Chetan Jain

Managing Director

Study Smart Overseas Education, Pune



STUDY SMART IELTS TRAINING: LESSON PLAN (32 hours)

LISTENING (8 hours)

- Day 1 (2 hours): Lecture (Tips and Tricks) + Implementation of tips and tricks in each type of question
- Day 2 (2 hours): Assignment discussion + Complete Test for practice (in-class feedback) + Vocabulary building activity + Complete Test for practice (in-class feedback)
- Day 3 (2 hours): Assignment discussion + Complete Test for practice (in-class feedback) + Vocabulary building activity + Complete Test for practice (in-class feedback)
- Day 4 (2 hours): Assignment discussion + Discussion on difficult questions + grammar activity + Mock Test (Scan copy of corrected answer sheet shared with the student)

READING (8 hours)

- Day 1 (2 hours): Lecture (Tips and Tricks) + reading skill building activity + Implementation of tips and tricks in each type of question
- Day 2 (2 hours): Assignment discussion + Implementation of tips and tricks in each type of question
- Day 3 (2 hours): Assignment discussion + reading skill building activity + Complete Test for practice (in-class feedback)
- Day 4 (2 hours): Assignment discussion + reading skill building activity + Discussion on difficult questions + grammar activity + Mock Test (Scan copy of corrected answer sheet shared with the student)

WRITING (8 hours)

- Day 1 (2 hours): Lecture (Tips and Tricks) + Discussion on TASK 2 + sample discussions + practice
- Day 2 (2 hours): Lecture (Tips and Tricks) + Discussion on TASK 1 + sample discussions + practice
- Day 3 (2 hours): Assignment discussion + Complete Test for practice (in-class feedback)
- Day 4 (2 hours): Assignment discussion + grammar skill building activity + Discussion on difficulty in writing + Mock Test (Scan copy of corrected answer sheet shared with the student)

SPEAKING (8 hours)


- Day 1 (2 hours): Lecture (Tips and Tricks) + Discussion on each round of Speaking + Round 2 discussion activity
- Day 2 (2 hours): Vocabulary activity + Round 1 & 3 practice
- Day 3 (2 hours): Skill building Vocabulary activity + 1 on 1 mock
- Day 4 (2 hours): Skill building Vocabulary and reading activity + 1 on 1 mock

C. Outcome of the Course

1. Employability Skill Enhancement

1. C3: Campus - Corporate - Connect - (SVIMS)

a. Notice



SVIMS
Sadhur Vaswani Institute
of Management Studies
ESTD 1983

Dr. B. H. Nanwani
Director

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

6, 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: IMMPO16030 D.T.E. Institute Code: 6614

Notice

Certificate Course Announcement


5th August 2019

The Institute is offering a Certificate Course titled, Campus-Corporate -Connect


Details:
Course Duration: 30 Hours
Fees: Free
Important Dates:
Registration for the Course: 5th August to 16th August 2019
Course Commencement: 22nd August 2019
Minimum Attendance: 75%
Expert: CA Ritu Dange-Finance faculty SVIMS, Ms. Bindiya Rangwani -Marketing Faculty SVIMS, Ms. Supriya Bhagat -HRM Faculty SVIMS
Course Coordinator: Ms. Bindiya Rangwani

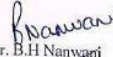
Please Note:

5. This course is available for MBA II students.
6. Certificates will be issued only upon fulfilment of attendance norms and success in assessments.



Ms. Vaishali Patil
(Certificate Courses Coordinator)





Dr. B.H. Nanwani
Director
DR. B. H. NANWANI
DIRECTOR
SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE - 411 001

b. Course Module

Sr. No.	Module	Particulars		Duration
1	HR Function	Leave (special emphasis on Maternity leave), Leave encashment, LTA rules, compensation issues, calculation of Gratuity and Provident Fund. Sexual Harassment and gender specific issues		4 hours
2	Financial Awareness	Gross and Net Salary-concept of Cost to Company, Familiarity with Form-16, provisions under 80 C and 80 G, how to file returns		3 hours
3	Personal Development Modules	Preparation for corporate world	Goal setting, Prioritising, CV writing, Preparation for interviews and Assertiveness, Presentation skills, Body language, Articulation, Etiquettes and confidence building, Better communication for team work, Interpersonal relations	12 hours
4		Stress Management	Symptoms of Stress, Difference between positive stress and negative stress, types of stress and techniques to overcome stress, managing stress in the organisational context	3 hours

5	Leadership Skills	Learning from successful leaders, Different approaches to leadership and organisational effectiveness	5 hours
6	Developing the Emotional Competence	Self-awareness, Empathy, Relationship orientation, Social competence	3 hours

c. Outcome of the Course

1. Employability Skill Enhancement

B. Moocs-Swayam and Other Courses

4. Introduction to Investment - (NPTEL)

a. Notice

SVIMS
Sadhv Vaswani Institute
of Management Studies for
Girls
Dr. B. H. Nanwani
Director

**SADHU VASWANI INSTITUTE OF
MANAGEMENT STUDIES FOR GIRLS**
6, 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
15th June 2019

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

1. Introduction to Investment
2. Training of Trainers
3. Developing Soft skills & Personality

The above first two courses will start in July 2019 and the third course will start in August 2019

Ms. Vaishali Patil
(Certificate Courses Coordinator)

6, KOREGAON ROAD
PUNE - 411001

Dr. B.H Nanwani
Director
DR. B. H. NANWANI
DIRECTOR
SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411 001

b. Course Module



ABOUT THE COURSE:

Investment management is one of the main finance functions for both corporations and individuals. Investor managers face situations that require understanding of quantitative tools and qualitative assessment before a decision is arrived at. This course provides a broad overview of investment management, focusing on the application of finance theory to the issues faced by portfolio managers and investors in general. Course participants shall learn about various assets that can be considered to form an investment portfolio, their valuation, and measurement of performance. At the end of the course, students are expected to be able to (a) analyze the intrinsic value of traded assets using fundamental valuation theories as well as technical analysis (b) set investment goals and accordingly construct efficient portfolios, and (c) evaluate performance of the portfolio.

Course layout

Week 1: Introduction to financial markets, institutions, and assets; Investment as a process; and Investment philosophies

Week 2: Fixed income securities: Term structure of interest rates; Bonds, their valuation, pricing, yield and duration, convexity, and their inter-relationships

Week 3: Equity as an asset class: risk-return tradeoff; Valuation approaches, DCF versus multipliers; Equity investment strategies

Week 4: Pricing of equity assets: Index models; Capital asset pricing model (CAPM) and arbitrage pricing theory (APT)

Week 5: Mutual funds as investment; Advantages and disadvantages of investing in mutual funds; Hedge funds, index funds, ETFs, and other categories

Week 6: Security Analysis and portfolio management; Fundamental and technical analyses; Portfolio theory and asset allocation; Investment strategies

Week 7: New asset classes and alternative investments; Introducing new-age assets in a portfolio; Cryptocurrencies as an asset class

Week 8: Portfolio performance evaluation; Factors driving portfolio performance; Investment strategies and market timing

Books and references

1. Luenberger, D. G. (2017), Investment Science, Oxford University Press.
2. Bodie, Kane, and Marcus (2019), Investments, McGraw Hill.
3. Damodaran, A. (2014), Applied Corporate Finance, Wiley India

c. Outcome of the Course : 1. Employability Skill Enhancement


5. Training of Trainers - (NPTEL)

b. Course Module

Training Of Trainers

By Prof. Santosh Rangnekar | IIT Roorkee

Learners enrolled: 2010



Today, Knowledge Management is responsible for new organization structures. Communication and workgroup technology create virtual organizations and electronic communities. Members of the organization are connected through networks that extend worldwide, allowing people to communicate easily. The challenge for us is to understand the changes and accommodate them at proper requirement. This challenge we can meet by understanding creation, Storage and Distribution of Knowledge.

Course layout

- Week 1 : Introduction to Training
- Week 2 : Training need assessment and its method
- Week 3 : Training design and types of training
- Week 4 : Design thinking and role of technology in training
- Week 5 : Introduction to training methods and its selection process
- Week 6 : Understanding training groups and its dynamics and training method – Case study
- Week 7 : Training method – Business game
- Week 8 : Training method – Role Play
- Week 9 : Training method – Behavioral Modeling
- Week 10 : Training method – decision making exercises
- Week 11 : Introduction to group training methods – Brainstorming, group discussion and panel discussion
- Week 12 : Research approach in training and training evaluation

Books and references

- 1.Pareek, U. (2012). Uday Pareeks Understanding organizational Behaviour, 3e. Oxford University Press.
- 2.Training and Development: Enhancing Communication and Leadership Skills, by Steven A. Beebe, Timothy P. Mottet and K. David Roach, 2012
- 3.Design For How People Learn (Voices That Matter), by Julie Dirksen , 2011
- 4.Employee Training & Development Paperback Import, 1 Dec 2012 by Raymond Andrew Noe (Author)
- 5.Essentials of Online Course Design: A Standards-Based Guide, by Marjorie Vai and Kristen Sosulski, 2011

c. Outcome of the Course

1. Employability Skill Enhancement

6. Developing Soft Skills and Personality - (NPTEL)

b. Course Module



The course aims to cause a basic awareness about the significance of soft skills in professional and inter-personal communications and facilitate an all-round development of personality. Hard or technical skills help securing a basic position in one's life and career. But only soft skills can ensure a person retain it, climb further, reach a pinnacle, achieve excellence, and derive fulfilment and supreme joy. Soft skills comprise pleasant and appealing personality traits as self-confidence, positive attitude, emotional intelligence, social grace, flexibility, friendliness and effective communication skills.

Course layout

Week 1: Lecture 1: Introduction: A New Approach To Learning
Lecture 2: Planning And Goal-Setting
Lecture 3: Human Perceptions: Understanding People
Lecture 4: Types Of Soft Skills: Self-Management Skills
Lecture 5: Aiming For Excellence: Developing Potential And Self-Actualisation
Lecture 6: Need Achievement And Spiritual Intelligence

Week 2: Lecture 7: Conflict Resolution Skills: Seeking Win-Win Solution
Lecture 8: Inter-Personal Conflicts: Two Examples
Lecture 9: Inter-Personal Conflicts: Two Solutions
Lecture 10: Types Of Conflicts: Becoming A Conflict Resolution Expert
Lecture 11: Types Of Stress: Self-Awareness About Stress
Lecture 12: Regulating Stress: Making The Best Out Of Stress

Week 3: Lecture 13: Habits: Guiding Principles
Lecture 14: Habits: Identifying Good And Bad Habits
Lecture 15: Habits: Habit Cycle
Lecture 16: Breaking Bad Habits
Lecture 17: Using The Zeigarnik Effect For Productivity And Personal Growth
Lecture 18: Forming Habits Of Success

Week 4: Lecture 19: Communication: Significance Of Listening

Lecture 20: Communication: Active Listening

Lecture 21: Communication: Barriers To Active Listening

Lecture 22: Telephone Communication: Basic Telephone Skills

Lecture 23: Telephone Communication: Advanced Telephone Skills

Lecture 24: Telephone Communication: Essential Telephone Skills

Week 5: Lecture 25: Technology And Communication: Technological Personality

Lecture 26: Technology And Communication: Mobile Personality?

Lecture 27: Topic: Technology And Communication: E-Mail Principles

Lecture 28: Technology And Communication: How Not To Send E-Mails!

Lecture 29: Technology And Communication: Netiquette

Lecture 30: Technology And Communication: E-Mail Etiquette

Week 6: Lecture 31: Communication Skills: Effective Communication

Lecture 32: Barriers To Communication: Arising Out Of Sender/Receiver's Personality

Lecture 33: Barriers To Communication: Interpersonal Transactions

Lecture 34: Barriers To Communication: Miscommunication

Lecture 35: Non-Verbal Communication: Pre-Thinking Assessment-1

Lecture 36: Non-Verbal Communication: Pre-Thinking Assessment-2

Week 7: Lecture 37: Nonverbal Communication: Introduction And Importance

Lecture 38: Non-Verbal Communication: Issues And Types

Lecture 39: Non-Verbal Communication: Basics And Universals

Lecture 40: Non-Verbal Communication: Interpreting Non-Verbal Cues

Lecture 41: Body Language: For Interviews

Lecture 42: Body Language: For Group Discussions

Week 8: Lecture 43: Presentation Skills: Overcoming Fear
Lecture 44: Presentation Skills: Becoming A Professional
Lecture 45: Presentation Skills: The Role Of Body Language
Lecture 46: Presentation Skills: Using Visuals
Lecture 47: Reading Skills: Effective Reading
Lecture 48: Human Relations: Developing Trust And Integrity

Books and references

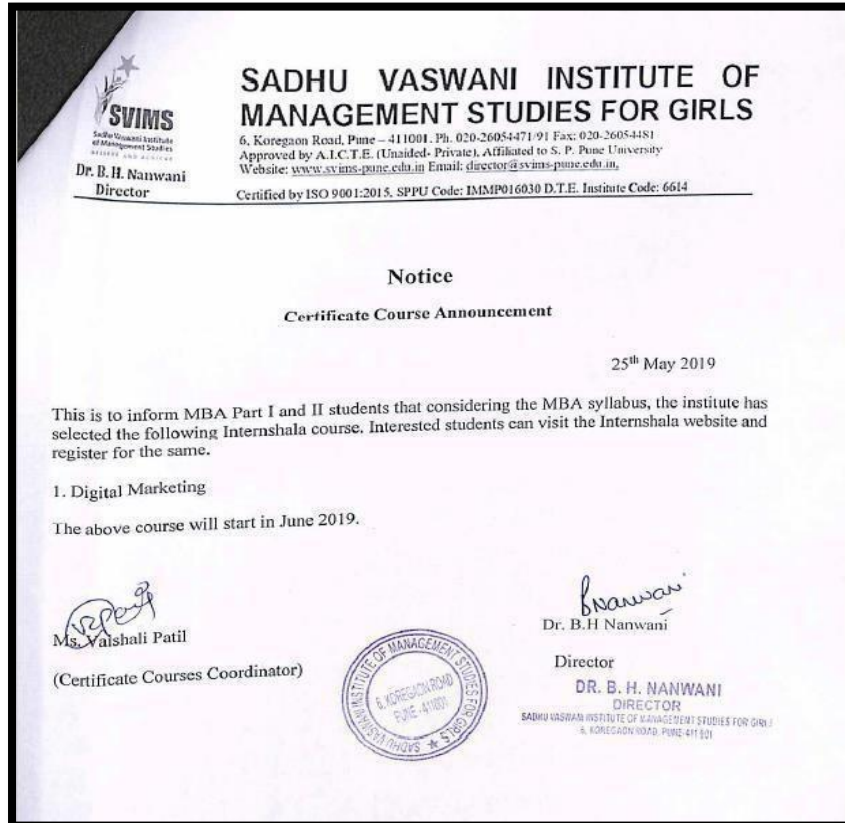
Dorch, Patricia. *What Are Soft Skills?* New York: Execu Dress Publisher, 2013.
Kamin, Maxine. *Soft Skills Revolution: A Guide for Connecting with Compassion for Trainers, Teams, and Leaders.* Washington, DC: Pfeiffer & Company, 2013.
Klaus, Peggy, Jane Rohman & Molly Hamaker. *The Hard Truth about Soft Skills.* London: HarperCollins E-books, 2007.
Petes S. J., Francis. *Soft Skills and Professional Communication.* New Delhi: Tata McGraw-Hill Education, 2011.
Stein, Steven J. & Howard E. Book. *The EQ Edge: Emotional Intelligence and Your Success.* Canada: Wiley & Sons, 2006.

c. Outcome of the Course

1. Employability Skill Enhancement

7. Digital Marketing - (Internshala)

a. Notice



b. Course Module

<p>Digital Marketing Course Syllabus</p> <p>After completing the training, you can also download videos for future reference</p> <p>Building Web Presence ^</p> <p>📄 5 Topics ▶ 3 Demo Videos inside</p> <ul style="list-style-type: none">• Introduction to Digital Marketing▶ Overview• Understanding Web Presence▶ Building Web Presence▶ Introduction to Web Analytics and Google Analytics <p>Search Engine Optimisation v</p> <p>📄 7 Topics ▶ 1 Demo video inside</p>	<p>Search Engine Optimisation ^</p> <p>📄 7 Topics ▶ 1 Demo video inside</p> <p>▶ Introduction to SEO</p> <ul style="list-style-type: none">• Keyword Research• On-page SEO• Off-page SEO• Local SEO and Online Directories• Mobile SEO and App Store Optimisation• Other Important Tools for SEO
<p>Social Media Marketing ^</p> <p>📄 10 Topics</p> <ul style="list-style-type: none">• Introduction to Social Media• Facebook Marketing: Organic• Facebook Marketing: Paid• Instagram Marketing• Twitter Marketing• YouTube Marketing• LinkedIn Marketing• Other Important Social Media Platforms• Social Media Strategy• Online Reputation Management	<p>Google Ads Search Certification ^</p> <p>📄 2 Topics</p> <ul style="list-style-type: none">• Introduction to the Certification• Learning Resources for the Certification
<p>Email Marketing ^</p> <p>📄 4 Topics</p> <ul style="list-style-type: none">• Introduction• Email Lists and Email Content• Creating an Email Campaign• Improving Email Deliverability	<p>Digital Advertising with Google Ads ^</p> <p>📄 10 Topics</p> <ul style="list-style-type: none">• Digital Advertising Fundamentals• Introduction to Google Ads• Search Advertising• Display Advertising• Video Advertising• Mobile Advertising• Discovery and Smart Ads• Shopping Advertising• Remarketing Ads• Introduction to Reports and A/B Testing

c. Outcome of the Course : 1. Employability Skill Enhancement