



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.

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List of Certificate Courses Conducted**Academic Year: 2018-2019**

Sr. No.	Title of the Certificate Course
A.	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

18-13

**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: IMMIP016030 D.T.E. Institute Code: 6614

Dr. B. H. Nanwani
Director

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. Urvasi 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.
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-411 001



b. Course Module

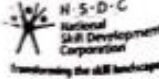





Table of Content

- 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

Urvashi J. Khelani
29/08/19



Accounts Executive Participants Guide By Edubridge Learning Pvt Ltd Page 3

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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

- Employability Skill Enhancement

Certificate Course : 2. Image consultancy - Level-I (Image Consultancy)

a. Notice

**SVIMS**
Sadhur Vaswani Institute
of Management Studies
PUNE - 411 001
Dr. B. H. Nanwani
Director

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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.


Ms. Vaishali Patil
(Certificate Courses Coordinator)


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6, KOREGAON ROAD, PUNE-411 001



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 Course 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.	2 hours
3	Dressing (Western)	This module discusses what appropriate dressing style for corporate, social and personal really means – quite literally as we do multiple practical demonstrations to explain the same. What is formal? what is semi-formal? What is casual? What is semi-casual? ... are answers address here.	2 hours
4	Dressing (Indian)	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.	2 hours
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.	2 hours
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 covered in this extensive session of effective presentation skills.	2 hours



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 H2O 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 courses 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.
- Apply Dining Etiquette

c. Outcome of the Course

- Employability Skill Enhancement

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

a. Notice

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Dr. B. H. Nanwani
Director

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 Career Academy)
Course Coordinator: Ms. Supriya Bhagat

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)


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b. Course Modules

SYLLABUS FOR CERTIFICATE COURSE IN HRM		
 Pace Career Academy <small>(A Division of PHRI Pvt. Ltd)</small> ISO 9001:2008 COMPANY		
LABOUR LAWS Trainer - Mr.B K Inamdar - 11Hrs		
Main Topics	Sub Topics	What will be covered in sub topics
LABOUR LAWS		Organization eligibility, contributions, ceiling point, distribution of pf, different accounts, monthly and yearly responsibilities
	Employee state Insurance Act 1948	Organization eligibility, employee eligibility, contributions, Cycles, monthly and yearly responsibilities & benefits
	Professional Tax Act 1975	Organization applicability, structures, monthly and yearly responsibilities
	Gratuity Act 1972	Organization applicability, 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 Licence	Maintenance of Registers, Accidental Register, Licencing forms, submission procedure
	Bombay Shop & Establishment Act	Procedure to get License, documents required, penalties, employee base, renewal
	Bonus Act	Applicability to organization, rules and regulations, forms, limits, governing authority
	Contract Labor Act	Forms, licencing procedure, forms, third party, checking authenticity, aligning with compliances



1. Students will learn to

- Apply practical skills related to Recruitment and payroll
- Apply practical aspects of the Labour Law Acts

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

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Notice

Certificate Course Announcement

15th December 2018

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. Financial Statement Analysis and Reporting
2. Financial Institutions and Markets
3. Human Behavior
4. Sales and Distribution Management
5. Better Spoken English

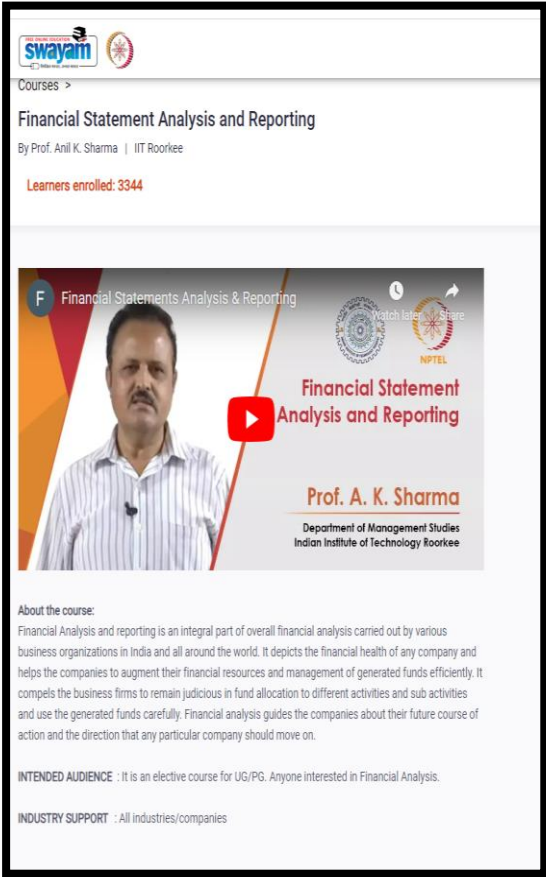
The above courses will be starting in January 2019

Vaishali Patil
Ms. Vaishali Patil
(Certificate Courses Coordinator)

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4. Financial Statement Analysis and Reporting - (NPTEL)

b. Course Module




Financial Statement Analysis and Reporting
By Prof. Anil K. Sharma | IIT Roorkee
Learners enrolled: 3344

Financial Statement Analysis and Reporting
Prof. A. K. Sharma
Department of Management Studies
Indian Institute of Technology Roorkee

About the course:
Financial Analysis and reporting is an integral part of overall financial analysis carried out by various business organizations in India and all around the world. It depicts the financial health of any company and helps the companies to augment their financial resources and management of generated funds efficiently. It compels the business firms to remain judicious in fund allocation to different activities and sub activities and use the generated funds carefully. Financial analysis guides the companies about their future course of action and the direction that any particular company should move on.

INTENDED AUDIENCE : It is an elective course for UG/PG. Anyone interested in Financial Analysis.

INDUSTRY SUPPORT : All industries/companies



Course layout

Week 1 : Introduction, Indian Economy, Industry & Industrial scenario in India, Forms of business organizations, Sole Proprietorship, Partnership firms and private companies, Public and Govt. Companies.
Week 2 : Content of annual reports, Quality of financial reporting, Reporting regulation in India, Reporting regulations for Partnership firms, Reporting regulations of Companies.
Week 3 : Nature & objectives of Financial Statements, Uses & Limitations of Financial Statements, Stakeholders of financial statements, Income Statement, Income Statement.
Week 4 : Income Statement, Income Statement, Balance Sheet, Balance Sheet, Balance Sheet.
Week 5 : Balance Sheet, Cash Flow Statement, Sources of financial information, Tools and techniques of financial statement analysis, Tools and techniques of financial statement analysis.
Week 6 : Tools and techniques of financial statement analysis, Ratio Analysis, Ratio Analysis, Ratio Analysis, Ratio Analysis.
Week 7 : Ratio Analysis, Ratio Analysis, Cash flow statement, Cash flow statement, Cash flow statement.
Week 8 : Cash flow statement, Comparative Statement, Common Size Statement, Du-Pont Analysis, Concepts on sickness, distress.
Week 9 : Report preparation of financial statement analysis, Types of business combinations, Consolidated financial statements, Consolidated financial statements, Consolidated financial statements.
Week 10 : Inter-company transactions and profit confirmations, Inter-company transactions and profit confirmations, Minority interest, consolidated net income and consolidated retained earnings, Minority interest, consolidated net income and consolidated retained earnings, Minority interest, consolidated net income and consolidated retained earnings.
Week 11 : Balance Sheet Under Income Tax Act, Balance Sheet Under Income Tax Act, Balance Sheet Under Companies Act, Balance Sheet Under Companies Act, Balance Sheet Under Companies Act.
Week 12 : Window dressing, Window dressing, Recent scandals in financial reporting, Recent scandals in financial reporting.

Books and references

- Gupta, Ambrish, 'Financial Accounting for Management - An Analytical Perspective', 4th Edition, Pearson Education 2012 Narayanaswamy, R
- 'Financial Accounting - A Managerial Perspective', 5th Edition, Prentice Hall of India. 2015 Subramanyam, K. R. and John, J.W
- 'Financial Statement Analysis', 12th Edition, Tata McGraw Hill. 2014 Penman, S.H
- 'Financial Statement Analysis and Security Valuation', 4th Edition, Tata McGraw Hill. 2014 Erich, A. H
- 'Techniques of Financial Analysis: A Guide to Value Creation', 16th Edition, Tata McGraw Hill. 2014

c. Outcome of the Course

- Employability Skill Enhancement

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

- IPO
- 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

- Employability Skill Enhancement

6. Human Behavior - (NPTEL)


b. Course Module

<p>Human Behaviour By Prof. Naveen Kashyap IIT Guwahati</p> <p>Learners enrolled: 6936</p>  <p>Humanities and Social Sciences IIT Guwahati</p> <p>Prof. Naveen Kashyap</p> <p>We as intelligent beings have always wondered why we do what we do. The most interesting knowledge that humans beings would kill to possess would be the knowledge to control other people. The basic premise of being human is individual difference (we are all different). One science that helps people in understanding other people and scientifically predicting their actions is the science of psychology. In the present course, I will make an attempt to simplify the science of human behavior.</p>	<h3>Course layout</h3> <p>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</p> <h3>Books and references</h3> <ol style="list-style-type: none">1. Atkinson and Hillgard, Psychology: An introduction, Cengage Press2. Cacioppo, J, Discovering Psychology, Cengage Learning3. Baron, R, Psychology, Pearson Press.
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c. Outcome of the Course: Employability Skill Enhancement

7. Sales and Distribution Management - (NPTEL)

b. Course Module


<p>Sales and Distribution Management By Prof. Sangeeta Sahney IIT Kharagpur Learners enrolled: 4252</p>  <p>The course investigates factors influencing the optimal design and management of distribution channels with particular emphasis on sales force management and channel designs for improving efficiency. The objective of the Course is to provide an understanding of Sales Management, with particular emphasis on sales force management</p>	<p>Course layout</p> <p>Week 1 : Introduction to Sales Management Week 2 : Determining Sales related Marketing Policies-Sales Organization; Sales Department Relations Week 3 : Sales Organization; Sales Department Relations Planning, Sales Forecasting and Budgeting Week 4 : Buyer-Seller Dyads Diversity of Personal-selling Situations Theories of Selling Week 5 : The Selling Process-Sales Force Management Week 6 : Sales Force Management Week 7 : Management of Sales Territory & Management of Sales Quota Week 8 : The Sales Budget , Sales Control-Distribution Channel Management</p> <p>Books and references</p> <p>Text Books / Basic Material • Sales Management: Decisions, Strategies and Cases, Still, Cundiff & Govoni, Pearson Education.</p>
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c. Outcome of the Course

- Employability Skill Enhancement

8. Introduction to Marketing Essentials - (NPTEL)

a. Notice



SVIMS
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WOMEN EMPOWERMENT

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Notice


Certificate Course Announcement

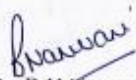
16th June 2019


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)


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INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
KOREGAON ROAD
PUNE-411 001
SVIMS * SPPU

9. Better Spoken English - (NPTEL)

b. Course Module

 <p>Introduction to Marketing Essentials By Prof. Zillur Rahman IIT Roorkee</p> <p>Learners enrolled: 2532</p> <p>Introduction To Marketing Essentials</p> <p>Introduction To Marketing Essentials</p> <p>Prof. Zillur Rahman Department of Management Studies Indian Institute of Technology Roorkee</p>	<p>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.</p>
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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

- Employability Skill Enhancement

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



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SADHU 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

17th September 2019


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

Details:
Course Duration: 42 Hours
Fees: Rs.400/-
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
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6, KOREGAON ROAD, PUNE-411001

b. Course Module

The image shows the cover of a course module for Tally ERP 9. It features a woman in a black blazer sitting at a desk with a laptop. The background has a geometric pattern of overlapping squares in shades of blue and green. The text is in Hindi and English. The main title is 'TALLY ERP 9' in green and yellow. Below it, the Hindi text reads 'दो न महिन्यात जाँब रेडी' (Doon mahinyaat Jaamb Redi). The cover lists various topics under three main categories: INTRODUCTION, ACCOUNTING MASTERS, and PAYROLL. It also includes the DiSHA logo and mentions 'An ISO 9001:2008 Certified' and 'Experts In Computer Training'.

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

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COMPUTER INSTITUTE
Experts In Computer Training

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)

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



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Notice


Certificate Course Announcement

16th August 2019


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

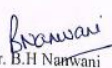
Details:
Course Duration: 32 Hours
Fees: Rs.600/-
Important Dates:
Registration for the Course: 16th August to 25th August 2019
Course Commencement: 3rd September 2019
Minimum Attendance: 75%
Expert: Mr. Jecinta Mathews, Lead trainer IELTS
Course Coordinator: Ms. Bindiya Rangwani
Please Note:

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)





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b. Course Module



Corporate Office: D-62, Ground Floor,
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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



Web: www.studysmart.co.in • Email: info@studysmart.co.in • Mob: +91 9650680072

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



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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

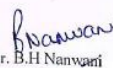
Please Note:

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)





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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	12 hours
4	Personal Development Modules	Stress Management	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

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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)

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b. Course Module

<p>Investment Management By Prof. Abhijeet Chandra IIT Kharagpur Learners enrolled: 6440</p> 	<p>ABOUT THE COURSE:</p> <p>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.</p>
<h3>Course layout</h3> <p>Week 1: Introduction to financial markets, institutions, and assets; Investment as a process; and Investment philosophies</p> <p>Week 2: Fixed income securities: Term structure of interest rates; Bonds, their valuation, pricing, yield and duration, convexity, and their inter-relationships</p> <p>Week 3: Equity as an asset class: risk-return tradeoff; Valuation approaches, DCF versus multipliers; Equity investment strategies</p> <p>Week 4: Pricing of equity assets: Index models; Capital asset pricing model (CAPM) and arbitrage pricing theory (APT)</p> <p>Week 5: Mutual funds as investment; Advantages and disadvantages of investing in mutual funds; Hedge funds, index funds, ETFs, and other categories</p> <p>Week 6: Security Analysis and portfolio management; Fundamental and technical analyses; Portfolio theory and asset allocation; Investment strategies</p> <p>Week 7: New asset classes and alternative investments; Introducing new-age assets in a portfolio; Cryptocurrencies as an asset class</p> <p>Week 8: Portfolio performance evaluation; Factors driving portfolio performance; Investment strategies and market timing</p> <h3>Books and references</h3> <ol style="list-style-type: none">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

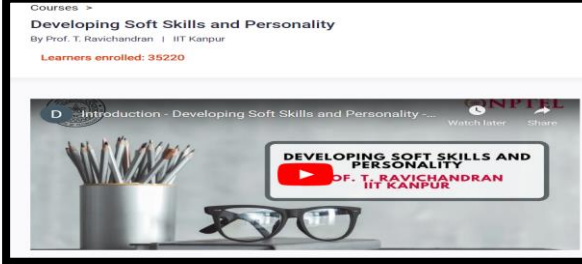
<p>Training Of Trainers By Prof. Santosh Rangnekar IIT Roorkee</p> <p>Learners enrolled: 2010</p>  <p>Today, Knowledge Management is responsible for new organization structures. Communication and workgroup technology create virtual organizations and electronic communities. Members of the organization 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.</p>	<p>Course layout</p> <ul style="list-style-type: none">Week 1 : Introduction to TrainingWeek 2 : Training need assessment and its methodWeek 3 : Training design and types of trainingWeek 4 : Design thinking and role of technology in trainingWeek 5 : Introduction to training methods and its selection processWeek 6 : Understanding training groups and its dynamics and training method – Case studyWeek 7 : Training method – Business gameWeek 8 : Training method – Role PlayWeek 9 : Training method – Behavioral ModelingWeek 10 : Training method – decision making exercisesWeek 11 : Introduction to group training methods – Brainstorming, group discussion and panel discussionWeek 12 : Research approach in training and training evaluation <p>Books and references</p> <ol style="list-style-type: none">1.Pareek, U. (2012). Udai 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, 20123.Design For How People Learn (Voices That Matter), by Julie Dirksen ,20114.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
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c. Outcome of the Course

1. Employability Skill Enhancement

6. Developing Soft Skills and Personality - (NPTEL)

b. Course Module

	<p>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.</p>
<h3>Course layout</h3> <p>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</p> <p>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</p> <p>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</p>	<p>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</p> <p>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</p> <p>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</p> <p>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</p>

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



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Dr. B. H. Nanwani
Director


Notice
Certificate Course Announcement


25th May 2019


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

1. Digital Marketing

The above course will start in June 2019.


Ms. Vaishali Patil
(Certificate Courses Coordinator)


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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

List of Certificate Courses Conducted

Academic Year: 2020-2021

Sr. No.	Title of the Certificate Course
1.	Advanced Course in Business Etiquette - (Image Consultancy)

Notice and Course Module with Course Outcome

Certificate Course: Advanced Course in Business Etiquette - (Image Consultancy)

a. Notice

**SVIMS**
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GIRLS AND WOMEN

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Year 2020-2021

Notice

Certificate Course Announcement

1st March 2021

The Institute is offering a Certificate Course titled, Advanced Course in Business Etiquette - (Image Consultancy)

Details:
Course Duration: 45 Hours
Fees: Rs.1000/-
Important Dates:
Registration for the Course: 1st March 2021-15th March 2021
Course Commencement: 24th March 2021
Minimum Attendance: 75%
Expert: Ms. Mihika Bhanot, Director (Image Consultancy)

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)




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b. Course Module



MIRKA BHANOT
BEST CONSULTANCY

Advance Course in Business Etiquette

Certificate Course

Learning Objective

- To introduce students to business etiquette and communication.
- To familiarize students with dress and grooming in a formal setup.
- To explain the importance and the use of courtesy.
- To familiarize students with table manners observed at business lunches and dinners.
- To introduce e-mail etiquette, telephone manners and overall conduct at the place of work.

Total duration of Training	32 Hours
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(Course co-ordinator)
Ms. Vaishali Patil




DR. B. H. NANWANI
DIRECTOR

Day-wise Session Plan

Stage/ Topic	Keyword	Methodology	Resource(s) Required	Duration	Learning Outcome(s)
Communication: Self Introduction of others	Understanding personal excellence and its benefits. Understanding and introducing yourself and team members.	Instructor-led PowerPoint including open ended questions for eliciting objectives.	Flipchart White board & Markers Projector Computer/ Laptop	3 Hours	This training will help participants learn to communicate with confidence and flair.
Communication Skills	Importance of communication and communication process. Bottlenecks that impede communication	Brainstorming Instructor led Power Point	Flipchart White board & Markers Projector Computer/ Laptop	3 Hours	Participants will show deference, use appropriate body language, and come across as being more professional while carrying out business conversations with colleagues and customers.
	Acknowledge feelings and clarify beliefs and expectations.	Video-shoot & Re-play: Mini presentation by participants.	Computer/ Laptop Multimedia Speakers	2 Hours	
	Non-verbal Communication (Understanding body language): Handshakes, Personal Space, Facial Expressions, Eye Contact, Hand Gestures, Posture	Game: Dumb Charades (covering topics- body language, facial expressions, gestures)			

(Course co-ordinator)
Ms. Vaishali Patil


Stamp & sig.



DR. B. H. NANWANI
DIRECTOR

Types of Speech: Emotional, Rational, Persuasive	Public Speaking: Basic types of speeches- Emotional Speech, Rational, Informative, Demonstrative, Persuasive speech, Thank you speech	Instructor led PowerPoint Video clips- Speech by famous personalities. Mini speech by participants.	Flipchart, White board Markers Projector, Computer/ Laptop	4 Hours	Participants will have an understanding of how to draft and deliver speech on various occasions.
Professional Requirement: Table Manners/ Power Lunches & Dinners	Napkin Etiquette Drinking Soup Navigating the Place Setting American & Continental Styles of Eating-Serving Arrangements: Cutlery Etiquette Posture & Behavior Passing the Food Do's and Don't	Drinking Soup Table Arrangement Using Cutlery Movie Clips Simulation: lunch / Dinner	Flipchart White board & Markers Projector Computer/ Laptop Round/ Square Tables, Chair with white cloths Plates, Cutlery set, Soup bowl, Food for display purpose	4 Hours	Participants will understand and appreciate the nuances of dining with colleagues and customers including, invitations, arrival, ordering, smoking or drinking and tipping.
Grooming: Dressing/Uniform, Hair, Nails and Neatness	Formal Dressing Casual Dressing Accessories for Men & Women Footwear General Appearance What to Wear for Different Occasions	Movie Clips Brainstorming Instructor-led PowerPoint presentation. Different ways of wearing neck tie.	Flip chart White board & Markers Projector Computer/ Laptop Neck Tie	4 Hours	Participants maintain a presentable, well-groomed, and professional image at all times in business situations.


(Course co-ordinator)
Ms. Vaishali Patil



DR. B. H. NANWANI
DIRECTOR

Greetings and Conversations, Telephone Etiquette	Cellular-phone Etiquette Telephone etiquette - one-on-one conversations Telephone etiquette - conference calls	Cellular-phone Etiquette Voice-mail Telephone etiquette - one-on-one conversation Telephone etiquette - conference calls	Flip chart White board & Markers Projector Computer/ Laptop Dummy Telephone Mobile phones for conference call.	4 Hours	Training will enhance participants confidence and professionalism while getting on calls or speaking over the phone with colleagues as well as customers.
Carrying business cards exchanging business cards Receiving and storing business cards.	Instructor-led PowerPoint Role-play MovieClips	Flipchart White board & Markers Projector Computer/ Laptop Business Cards- dummy		4 Hours	Training session will expose participants to some of the Do's and Don'ts while exchanging business cards with colleagues as well as customers; know usually who's introduced to whom; know how much to talk about during an introduction.
Meeting Etiquette & Every Day etiquette	Do's and Don'ts Conveying respect in a meeting Handling interruptions Use of time, space and things	Instructor-led PowerPoint MovieClip Role-play (Client-meeting Simulation)	Flipchart White board & Markers Projector Computer/ Laptop	4 Hours	Training will expose trainees to the nuts and bolts of conducting as well as taking part in highly effective team / client meetings.

(Course co-ordinator)
Ms. Vaishali Patil



DR. B. H. NANWANI
DIRECTOR

c. Outcome of the Course

- Employability Skill Enhancement

Certificate Courses Conducted

Academic Year: 2021-2022


Sr. No.	Title of the Certificate Course
	A. Certificate Courses Conducted under the aegis of SPPU:
1	IT Skills for Managers - (SVIMS)
2	The Basics of Content Writing - (SVIMS)
3	Understanding Gender Equity - (SVIMS)
4	Fundamentals of Stock Market and Online Trading - (SVIMS)
5	Spirituality for Leadership, Employee Wellbeing and Organizational Excellence - I - (SVIMS)
6	Spirituality for Leadership, Employee Wellbeing, and Organizational Excellence – II - (SVIMS)
	B) Courses Conducted with knowledge Partners:
7	Tally Prime and Advanced Excel - (Disha Computer Institute)
8	Entrepreneurship (In Association with Maharashtra Centre for Entrepreneurship Development -(MCED)
9	Project Based Training on Data Analytics (ERP,BI, and AI) - (Lagozon EduTech Pvt. Ltd)
10	Employability Skills Development Training Programme - (Naandi By Mahindra Pride Classroom)
B	MOOCs - SWAYAM and Others
11	Financial Markets - (Coursera)
12	Tally.ERP9 with GST(Incl. Tally Prime)Tally Authorized Faculty - (Udemy)
13	Financial Management a Complete Study for CA/CMA/CS/CFA/ACCA - (Udemy)
14	The Human Resources Certification Program (HRCI - PHR/SPHR) - (Udemy)
15	SAP FICO (Financial Accounting & Management Accounting) -(Udemy)
16	Financial Modeling and Valuation course - (Udemy)
17	Complete 2-in1 Python for Business and Finance Bootcamp -(Udemy)
18	Digital Marketing: The ultimate guide to strategic Marketing - (Udemy)
19	Become a Corporate Financial Planning Analyst (LinkedIn Learning)
20	The fundamentals of Digital Marketing - (Google Digital Garage)
21	The Fundamentals of Digital Marketing - (Google digital Unlocked)
22	Certified GST Practitioner - (Henry Harvin Education)
23	Diploma in Data Science- (Borgward Technology India Pvt.Ltd.)
24	Certificate Course in Financial Accounting -(Disha Computer Institute)

**Notices and Course
Modules with Course
Outcomes**

A) Certificate Courses Conducted under the aegis of SPPU

1. IT Skills for Managers - (SVIMS)

a. Notice

**SVIMS**
Sadhu Vaswani Institute
of Management Studies
BILIMBI AND ACHARYA

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


13th May 2022


The Institute is offering SPPU approved Certificate Course titled, IT Skills for Managers


Details:
Course Duration: 30 Hours
Fees: Free
Important Dates:
Registration for the Course: 13th May 2022 to 30th May 2022
Course Commencement: 1st June 2022
Minimum Attendance: 75%
Expert: Dr. Abhijeet Kaiwade, Faculty SVIMS
Course Coordinator: Dr. Abhijeet Kaiwade, Faculty SVIMS

Please Note:

1. This course is available for MBA-Part I and 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

Course Outcomes:

- 1.CO1 Understand the concepts related to Computer
- 2.CO2 Demonstrate the practical, skills and functions of Ms office
- 3.CO3 Analyze daily transaction effectively by using application of MS office to diagnose and solve daily problems and develop optimal managerial decisions using excel & power point.
- 4.CO4 learn emerging technologies & upgrade their technical skills, to improve their personal computer skills – Banking, UPI .

DURATION: 30 Hours. (Theory: 12 hrs + Practical: 15 hrs. + Tutorial: 03 hrs.)

1. Knowing computer: What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply. [3]
2. Operating Computer using GUI Based Operating System: What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities. [3]
3. Understanding Word Processing: Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document. [3]
4. Using Spread Sheet: Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet. [3]
5. Introduction to Internet, WWW and Web Browsers: Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website [3]
6. Communications and collaboration: Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes, opening social media-posting, editing post, deleting post, promoting post. [3]

7. Making Small Presentation: Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts. [3]

8. Financial Literacy for Banking Scheme and Applications: Why savings are needed, Banking products-ATM card, Banking Instruments-Cheque, Demand Draft (DD), Banking Services Delivery Channels, Know Your Customer (KYC), Opening of bank account online, Bank's services including remittances, loan, mobile banking, Overdraft, Pension etc., password security and ATM withdrawal, Insurance [6]

9. UPI- understanding the concept, setting account, payments, bill pay, accepting the payment, does and don'ts. [3]

Books:

1. Ata Elahi, Southern Connecticut State University, New Haven, CT, USA, 2018, Computer Systems: Digital Design, Fundamentals of Computer Architecture and Assembly, published by Springer Nature

2. Peter Weverka, 2019, Office 2019 All-in-One For Dummies, Published by: John Wiley & Sons, Inc

3. Hana S. Noor Al-Deen, John Allen Hendricks, 2018, Social Media - Usage and Impact, published by Lexington Books


4. Paolo Tasca, Tomaso Aste, Lorian Pelizzon, Nicolas Perony, 2019, Banking Beyond Banks and Money A Guide to Banking Services in the Twenty-First Century, Springer International Publishing Switzerland

c. Outcome of the Course

- Employability Skill Enhancement

2. The Basics of Content Writing - (SVIMS)

a. Notice



SVIMS
Sadhu Vaswani Institute
of Management Studies
WISDOM AND COURAGE

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

Notice

Certificate Course Announcement


15th May 2022

The Institute is offering SPPU approved Certificate Course titled, The Basics of Content Writing


Details:
Course Duration: 30 Hours
Fees: Free
Important Dates:
Registration for the Course: 15th May 2022 to 30th May 2022
Course Commencement: 1st June 2022
Minimum Attendance: 75%
Expert:
Course Coordinator: Ms. Harshali Bhalerao, Faculty SVIMS

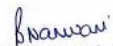
Please Note:

1. This course is available for MBA-Part I and 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, NANWANI
DIRECTOR
SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
& WOMEN'S COLLEGE, PUNE-411001

b. Course Module

Course outcomes:

1. Develop interest in Content writing and explore content writing as a career option whether, primary or secondary
2. Skill themselves two basic types of Content creation: Social-media and for Businesses and be able to create engaging content for Brand building
3. Explore and unleash the ability to express their thoughts through the power of words and visuals
4. Assess one's content writing skills through output-based variables

Unit I: Building the foundation

07 hours

What is content writing-sources of ideas for content writing-types of content writing-framework for content writing-building a blueprint for writing content-challenges in content writing-how to overcome the challenges-why choose content writing as a career-skills required for content writing

Unit II: Content creation for Social media

14 hours

Introduction to blog writing-how to write blogs-discussion on examples of engaging and interesting blogs written-construction of blogs-writing blogs for various social media platforms-demo and creation of blogs-Corporate blogs- Customisation of posts for every social media platform-know-how and specifics of writing content on Facebook, LinkedIn, Instagram and Twitter-creating content for each of the social media platforms-distribution of content across various channels

Unit III: Content creation for Businesses/Corporates

09 hours


Digital content formats for Corporate-Creation of content for Press releases-Infographics to introduce the organization-creation of profiles for key people in organisations-creation of small videos to engage your customers-Content creation for brand engagement-email writing for specific occasions-writing engaging letters for Employer branding

c. Outcome of the Course

- Employability Skill Enhancement

3. Understanding Gender Equity - (SVIMS)

a. Notice



SVIMS
Sadhu Vaswani Institute
of Management Studies
SCHOOL AND SOCIETY

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

6, Koregaon Road, Pune – 411001. Ph. 020-26054471/91 Fax: 020-26054481
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Website: www.svims-pune.edu.in Email: director@svims-pune.edu.in
Certified by ISO 9001:2015, SPPU Code: INMP016030 D.T.E. Institute Code: 6614

Notice

Certificate Course Announcement


25th February 2022

The Institute is offering SPPU approved Certificate Course titled, Understanding Gender Equity


Details:
Course Duration: 30 Hours
Fees: Free
Important Dates:
Registration for the Course: 25th February 2022 to 10th March 2022
Course Commencement: 17th March 2022
Minimum Attendance: 75%
Expert: Ms. Viddulata Gawade , Director Vivant Holistic Skill Development Center
Course Coordinator: Ms. Vaishali Patil, Faculty SVIMS

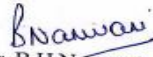
Please Note:

1. This course is available for MBA-Part I and 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-411 001

b. Course Module

Course Outcome

CO1- REMEMBER – the concepts related to gender.

CO2- UNDERSTAND – the gender and workplace bias; understanding PoSH process.

CO3- APPLY – the participants should be able to apply the learning in their real life and workplace to bridge the gaps.

CO4- ANALYZE – Analyze the case studies on gender policies in Barclays, Tata Motors, Coca Cola, etc.

CO5- EVALUATE – Assess the implementation of PoSH in services sector.

CO6- CREATE – Plan and execute a seminar on Gender Equity

Unit 1. Introduction- Concepts- gender, gender parity, gender equality and gender equity. Understanding gender from the perspective of history, mythology, geography, politics, economics, culture and society. (4+3+1) hours

Unit 2. Workplace and Gender- Define workplace, gender bias, HR policies demarcating gender bias - gendered job roles, pay gap, opportunity and promotion. Case discussions. (3+1+1) hours

Unit 3. Legal Framework To Eliminate Workplace Harassment- what is workplace harassment? Prevention of Sexual Harassment- Legal framework, PoSH committee formation, procedures and case examples. (3+2) hours

Unit 4. International Movements For Gender Equity: Discussions of various movements lead by organizations, women, men and others. (3+2+2) hours

Unit 5. Practical – Organize a seminar on Gender Equity to enhance the understanding of industrial, governmental and NGO perspective on the gender equity. (0+5) hours

Books:

1. Guidelines for textbook review and analysis from a gender perspective, Ministry of Education and Training (MOET), UNESCO, <https://docs.iiep.unesco.org/peic/2748.pdf>
2. The International Handbook of Gender and Poverty: Concepts, Research, Policy, by Sylvia Chant (Editor), Edward Elgar Publishing Ltd, 2010.
3. SDG5 - Gender Equality and Empowerment of Women and Girls by Umesh Chandra Pandey; Chhabi Kumar, 2020
4. Gender issues and international legal standards: contemporary perspectives by A. Di Stefano (ed.), 2010 Catania, Italy : Ed.It
5. Women, development and the UN : a sixty-year quest for equality and justice, Jain, Devaki, Bloomington, IN : Indiana University Press, 2005
6. The Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) ACT, 2013, GOI, <https://legislative.gov.in/sites/default/files/A2013-14.pdf>

Reference List:


1. Promoting gender equality through textbooks: a methodological guide, Carole Brugeilles and Sylvie Cromer, 2009
https://www.researchgate.net/publication/44838920_Promoting_gender_equality_through_textbooks_a_methodological_guide
2. The United Nations and the advancement of women, 1945-1996, UN. Department of Public Information, New York (NY): UN - United Nations, 1996
3. UN Women annual report, by UN-Women, New York : UN,
4. Towards gender equity in development, Anderson, Siwan; Beaman, Lori A.; Platteau, J.P. (Jean-Philippe) 1947-; World Institute for Development Economics Research, Oxford, England; New York : Oxford University Press, 2018
5. Gender and jobs : sex segregation of occupations in the world, Anker, Richard, International Labour Office, Geneva : International Labour Office, 1998.
6. India's POSH Act 2013: Sexual Harassment of Women at Workplace, POSH Act, 2013, <https://muds.co.in/posh-act-2013-sexual-harassment-women-workplace/>
7. Case study: Flexible work reduces the gender pay gap and saves money, Flexible work is proven to be good for budgets and good for building fair workplaces, <https://www.vic.gov.au/case-study-flexible-work-reduces-gender-pay-gap-and-saves-money>
8. Case study: Gender equality targets to lift women's leadership, <https://www.vic.gov.au/case-study-gender-equality-targets-lift-womens-leadership>

c. Outcome of the Course

- Employability Skill Enhancement

4. Fundamentals of Stock Market and Online Trading - (SVIMS)

a. Notice



**SADHU VASWANI INSTITUTE OF
MANAGEMENT STUDIES FOR GIRLS**
6, Koregaon Road, Pune - 411001. Ph. 020-26054471/91 Fax: 020-26054481
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Certified by ISO 9001:2015, SPPU Code: 1MMP016030 D.T.E. Institute Code: 6614

Dr. B. H. Nanwani
Director

Notice
Certificate Course Announcement


12th May 2022

The Institute is offering SPPU approved Certificate Course titled, Fundamentals of Stock Market and Online Trading


Details:
Course Duration: 30 Hours
Fees: Free
Important Dates:
Registration for the Course: 12th May 2022 to 30th May 2022
Course Commencement: 1st June 2022
Minimum Attendance: 75%
Expert:
Course Coordinator: Ms. Vaishali Patil, Faculty SVIMS

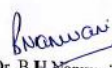
Please Note:

1. This course is available for MBA-Part I and II Finance Specialization 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

Course Outcomes:

1. **Co1: Remembering:** Recall the key concepts in Security Market.
2. **Co 2: Understanding** - Explain in detail functions and role of SEBI, stock exchange.
3. **Co.3: Analyzing:** Analyze fundamental and technical analysis of online trading and to know how to do online trading of financial securities/Assets.
4. **CO4: Evaluating:** Evaluate performance of various securities in the market.
5. **Co 5: Creating:** Create online portfolio

Unit 1: Introduction to SEBI and Indian Securities Market. (10 Hrs.)

- SEBI – Securities and Exchange Board of India
- Structure of SEBI, Functions of SEBI
- Role of SEBI
- Authority and Power of SEBI.
- Key indicators of securities market
- Rights of a Shareholder
- SEBI's recent Investor Protection measures
- Stock exchanges in India: Vision, Mission and Functions
- Meaning of securities Types of securities

Unit 2: Trading Online (6+2 Hrs.)

- Pre requirements and documentation
- online trading and mobile applications
- KYC Procedure (Opening of Trading and Demat Account)
- Precautions to be taken while online trading
 - Fundamentals and technical analysis (online trading)


Unit 3: Profit Management: (8+4 Hrs.)

- Create online portfolios (Minimum 3)
- Prepare profit and loss statement on the basis of portfolio/online trading
- **Reference List:**
 1. Indian Financial Services, M Y Khan
 2. Marketing of Financial Services, Dr D Guruswamy
 3. Financial Services In India, Avadhani, V.A.
 4. Risk and Insurance Concepts , P Perriasamy, M Veerasevalam
 5. Financial services of India, Dr. D Guruswamy
 6. Capital Markets & Financial Services, Anil Agashe

c. Outcome of the Course:• Employability Skill Enhancement

5. Spirituality for Leadership, Employee Wellbeing and Organizational Excellence - I (SVIMS)

a. Notice

**SVIMS**
Sadhur Vaswani Institute
of Management Studies
WOMEN EMPOWERMENT

**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
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Dr. B. H. Nanwani
Director

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


Notice
Certificate Course Announcement


28th October 2021

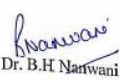
The Institute is offering SPPU approved Certificate Course titled, Spirituality for Leadership, Employee Wellbeing, and Organizational Excellence – I

Details:
Course Duration: 30 Hours
Fees: Free
Important Dates:
Registration for the Course: 28th October 2021 to 10th October 2021
Course Commencement: 13th November, 2021
Minimum Attendance: 75%
Expert: Dr. B.H.Nanwani , Director SVIMS
Course Coordinator: Ms. Vaishali Patil, Faculty SVIMS
Please Note:

1. This course is available for MBA-Part 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
SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411 001

b. Course Module

Certificate Course: Spirituality for Leadership, Employee Wellbeing and Organizational Excellence [I]

[30 hours; 2 Credits]

Course Learning Outcomes:

1. Students will be exposed to application of spirituality and integrating it to various spheres of management activities and practice.
2. Use spiritual practices to build personal mastery and excellence in organisations

Facilitating the achievement of course learning outcomes

1. Understanding of spirituality at workplace- Seminar, discussions and cases Case analysis
2. Able to understand the various organizational theories and design in the context of spirituality at workplace for creating inclusive organizations- Cases and small group discussions Case analysis
- 3 Understand the linkage between spirituality and creativity - Cases and small group discussions Case analysis and assignment
- 4 To expose the students to the tools and techniques of developing Spiritual Excellence Model - Discussions
- 5 Discourses explaining tools and techniques for achieving personal mastery through spiritual practices, exercises and reflection

Syllabus

Unit I: Spirituality – perceptions and definitions, Workplace spirituality, Different approaches to understand spirituality at workplace, Spirituality as a solution to the rising Greed and malaise of modern organizations; Spirituality and organizational performance, Overview of models of organizational transformation, spirituality and organizational transformation, Role of Emotions in organizational transformation, Intrinsic motivation and spirituality, creating an inclusive organization through spirituality [10]

Unit II: Overview of Different Business Excellence Models, Spiritual excellence model for employee wellbeing and organizational excellence; Personal mastery for managerial excellence, Spirituality and innovation, mind sciences for creativity, Concept of energy at workplace and creating energy at workplace, Energy based organizational culture. [10]

Unit III: Personal Mastery and Excellence [Discourses + Reflection+ Exercises +Affirmations]

Discourses by Rev. Dada J P Vaswani

1. Be in the Driver's Seat
2. Burn Anger Before Anger Burns You
3. How to Deal with Problems/Challenges
4. Keep your Thoughts Right
5. Kill Fear Before Fear Kills You
6. Positive Thinking
7. Stress Management
8. The Magic of Forgiveness [10]

Suggested Readings: 1. Sengupta, S.S. (2018). *Compendium on Integrating Spirituality and Organizational Leadership*, (2nd ed.). New Delhi: New Delhi Publishers.

2. Conger, J.A. (1994). *Spirit at work: Discovering the spirituality in leadership*. San Francisco: Jossey-Bass. Faculty of Management Studies, University of Delhi 83

3. Fairholm, G.W. (1997). *Capturing the heart of leadership: Spirituality and community in the new American workplace*. Westport, CT: Praeger.

4. Fry, L.W. (2005). Toward a paradigm of spiritual leadership. *The Leadership Quarterly*, 16(5), 619-7221.

5. Giacalone, R.A., & Jurkiewicz, C.L. (2003). *Handbook of workplace spirituality and organizational performance*. New York: M.E. Sharpe.

6. Miller, D.W. (2006). *God at work: The history and promise of the faith at work movement*. New York: Oxford University Press.


7. Books authored by Rev. Dada J P Vaswani on topics of Unit III

c. Outcome of the Course

- Employability Skill Enhancement

6 .Spirituality for Leadership, Employee Wellbeing, and Organizational Excellence – II
- (SVIMS)

a. Notice



SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, Koregaon Road, Pune – 411001. Ph: 020-26054471/91 Fax: 020-26054481
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Certified by ISO 9001:2015. SPPU Code: IMMPO16030 D.T.E. Institute Code: 6614

Dr. B. H. Nanwani
Director

Notice
Certificate Course Announcement


15th April 2022


The Institute is offering SPPU approved Certificate Course titled, Spirituality for Leadership, Employee Wellbeing, and Organizational Excellence – II


Details:
Course Duration: 30 Hours
Fees: Free
Important Dates:
Registration for the Course: 15th April 2022 to 30th April 2022
Course Commencement: 2nd May 2022
Minimum Attendance: 75%
Expert: Dr. B.H.Nanwani , Director SVIMS
Course Coordinator: Ms. Vaishali Patil, Faculty SVIMS

Please Note:

1. This course is available for MBA-Part 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

Course Outcomes:

1. To expose students to spiritual leadership for creating an environment of faith, love and meaningful co -existence in the organisation
2. To expose the students how to create a culture of inspiration and aspiration at workplace for employee engagement.
3. To help students understand Spiritual Leadership and its role in Organizational Transformation and Development.
5. To help students analyse how workplace spirituality can bring about sustainable development
6. Discourses explaining tools and techniques for achieving personal mastery through spiritual practices, exercises and reflection

Unit I: Introduction to history of leadership, Charismatic leadership, Transformational leadership, Authentic leadership, Servant leadership, Spiritual leadership, Integral leadership styles, Level 5 Integral Leadership Styles. Theories of spiritual leadership through vision, hope faith, and altruistic love. [10]

Unit II: SDGs, Spiritual dimension of sustainable development, Spirituality for creating inclusive societies, Green consciousness, Sustainable living; value based social engagement by business. [Concepts and Case Studies] [10]

Unit III: Personal Mastery and Excellence [Discourses + Reflection+ Exercises +Affirmations] [10]

Discourses by Rev. Dada J P Vaswani

1. Cultivation of Mind, Body and Soul-I
2. Cultivation of Mind, Body and Soul-II
3. How to Be a True Friend
4. Seven Commandments of the Bhagwad Gita
5. The Way of Service
6. Therapy of Thanksgiving
7. World's Greatest Need - Love in Action

Suggested Readings:

1. Sengupta, S.S. (2018). Compendium on Integrating Spirituality and Organizational Leadership, (2nded.). New Delhi: New Delhi Publishers.
2. Conger, J.A. (1994). Spirit at work: Discovering the spirituality in leadership. San Francisco: Jossey-Bass. Faculty of Management Studies, University of Delhi 83
3. Fairholm, G.W. (1997). Capturing the heart of leadership: Spirituality and community in the new American workplace. Westport, CT: Praeger.

4. Fry, L.W. (2005). Toward a paradigm of spiritual leadership. *The Leadership Quarterly*, 16(5), 619-7221.


5. Giacalone, R.A., & Jurkiewicz, C.L. (2003). *Handbook of workplace spirituality and organizational performance*. New York: M.E. Sharpe

c. Outcome of the Course

- Employability Skill Enhancement

7. Tally Prime and Advanced Excel - (Disha Computer Institute)

a. Notice



**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

15th April 2022

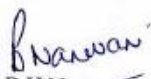
The Institute is offering a Certificate Course titled, Tally Prime and Advanced Excel - (Disha Computer Institute)
Details:
Course Duration: 60 Hours
Fees: Rs.1200/-
Important Dates:
Registration for the Course: 15th April 2022 to 28th April 2022
Course Commencement: 30th May 2022
Minimum Attendance: 75%
Expert: Mr. Ajinkya Bhawe, Trainer, Disha Trust
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
जॉब 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 9001:2015 Certified
DiSHA[®]
COMPUTER INSTITUTE
Experts In Computer Training

Curriculum -Advance Excel

Create statements according to the function.

Working with the web and external data

Formatting numbers

Working with charts

Data management

Data analysis tools

What- if data analysis

Working with list

Workgroup collaborations

Customizing excel

Print settings

Special operation

c. Outcome of the Course

- Employability Skill Enhancement

8. Entrepreneurship (In Association with Maharashtra Centre for Entrepreneurship Development (MCED))

b. Notice



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

Dr. B. H. Nanwani
Director

Notice

Certificate Course Announcement

15th April 2022

The Institute is offering a Certificate Course titled, **Entrepreneurship (In Association with Maharashtra Centre for Entrepreneurship Development -(MCED))**

Details:
Course Duration: 30 Hours
Fees:
Important Dates:
Registration for the Course: 15th April 2022 to 22nd April 2022
Course Commencement: 29th April 2022
Minimum Attendance: 75%
Expert: Mr. Shashikant Kumbhar
Course Coordinator: Dr. Abhijeet Kaiwade

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
SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411001



Dr. B.H Nanwani

b. Course Module

महाराष्ट्र
उद्योजक



MAHARASHTRA CENTRE FOR ENTREPRENEURSHIP DEVELOPMENT (MCED)

An ISO 9001-2015 Certified Organization
As Autonomous society working under Directorate of Industries Government of Maharashtra



Maharashtra Centre for Entrepreneurship Development (MCED)

Organised

Entrepreneurship Awareness Program (EAP) In collaboration with SVIMS, Pune for Girls MBA Part I & II Duration 6 Days (3+3)

Day	Event	Activities / Session
1 st	Inauguration, introduction, program outline.	
	Role of MCED and activities of MCED	
	Entrepreneurship as a career choice.	
	Entrepreneurial Traits.	
	Experience Sharing as successful women entrepreneur.	
	Whom to contact for what.	
2 nd	Role of DIC and schemes of Financial assistance.	
	Role of MSKVIB and schemes of Financial assistance.	
	Role of Lead Bank,	
	Role of Nationalized Banks, Schedule Banks.	
	Schemes of Financial assistance.	
	Business Opportunity Guidance (BOG). Business Opportunity Search & Scanning (BOSS).	
3 rd	Various business opportunities.	
	Project Identification.	
	Product selection	
	Steps for starting Micro, Small and Medium Enterprise (MSME)	
	How to set up Small Scale Industry (SSI).	
	Entrepreneurial Personality Development.	
4 th	Personality Grooming.	
	Communication Skill.	
	Concept of Marketing.	
	Market Survey.	
	Market Research.	
	Marketing Management.	

HEAD OFFICE:- A-38, M.I.D.C., AREA, NEAR RAILWAY STATION, POST BOX NO. 546, AURANGABAD – 431 005. (M.S.)

PHONE: (020) 2332587, 2332563, 8275093218

Portal: www.mced.co.in

Email: executivedirectormced2@gmail.com, coordinationmced02@gmail.com, homced2@gmail.com

5 th	Risk Analysis.	
	Preliminary Project Report (PPR)	
	Preparation of Business Plan.	
	Preparation of Preliminary Project Report.	
	Procedures and Formalities to be completed.	
	License, GST, etc.	
6 th	Documents.	
	Legal procedures	
	Online application under PMEGP.	
	Online application under CMEGP.	
	Loan application under PMEGP, CMEGP and other schemes.	
	Submission of Preliminary Project Report (PPR).	
6 th	Presentation of 3 Sample Preliminary Project Reports (PPR) by students.	Feed Back.
		Parents, Students, Teachers Meet.
		Sharing of views.
		Presentation of representatives from
		1 Student.
		1 Parent.
		1 Teacher.
		Certificate Distribution.
		Valedictory.


Shashikant Kumbhar
Sr. Project Officer
MCED, Pune



HEAD OFFICE:- A-38, M.I.D.C., AREA, NEAR RAILWAY STATION, POST BOX NO. 546, AURANGABAD – 431 005. (M.S.)
PHONE: (020) 2332587, 2332563, 8275093218

Portal: www.mced.co.in


Email: executivedirectormced2@gmail.com, coordinationmced02@gmail.com, homced2@gmail.com

c. Outcome of the Course

- Employability Skill Enhancement

9 .Project-Based Training on Data Analytics (ERP, BI, and AI) (Lagozon EduTech Pvt. Ltd)

a. Notice



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Dr. B. H. Nanwani
Director

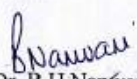
Notice
Certificate Course Announcement
1st July 2021


This is inform to MBA part I and II year students that Lagozon EduTech Pvt. Ltd are offering various courses related to Marketing, Finance and Human Resource Management specialization.

These courses will add value and enhance your knowledge. Students are requested to visit the website to enroll for the courses of interest.

After enrolling, the students should give their names along with the name of the course enrolled to Ms Vaishali Patil


Ms. Vaishali Patil
(Certificate Courses Coordinator)


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



TOC
of
“Power BI”

Content

1. Introduction to Power BI

- What is Power BI
 1. Power BI Desktop
 2. Power BI Service
- Power BI - Building Blocks
 1. Datasets
 2. Visualizations
 3. Tiles
 4. Reports
 5. Dashboards
- Why Power BI
- Licensing in Power BI
- Power BI Other Component
 1. Power BI Mobile App
 2. On-Premises Gateway
 3. Power BI Report Server
 4. Power BI Embedded
- Power BI Desktop Installation

2. Import Data into Power BI

- Data Sources
- Import data into Power BI from Excel

3. Explore Power BI Desktop

- Explore Power BI Desktop
- Ribbon
- View
- Filter
- Visualization
- Fields
- Create a visual
- Exercise

4. Building Report in Power BI

- Import Data
- Model
- Manage Relationship
- Design a Dashboard
- Exercise

5. Explore Visualization in Power BI

- Explore Power BI Visualization
 1. Stacked Bar Chart
 2. Stacked Column Chart
 3. Clustered Bar Chart
 4. Clustered Column Chart
 5. 100% Stacked Bar Chart
 6. 100% Stacked Column Chart
 7. Line Chart
 8. Area Chart
 9. Stacked Area Chart
 10. Line and Stacked Column Chart
 11. Line and Clustered Column Chart
 12. Ribbon Chart
 13. Waterfall Chart
 14. Funnel Chart
 15. Scatter Chart
 16. PIE Chart
 17. Donut Chart
 18. Tree Map Chart
 19. Map
 20. Filled Map
 21. Gauge
 22. Card
 23. Multi-Row Card
 24. Slicer
 25. Table
 26. Matrix Table
- Exercise

6. Explore Power Query

- Power Query Introduction
- Use of Power Query
- Explore Power Query Ribbon
 - Home
 - Transform
 - Add Column
 - View
 - Tools
 - Help
- Exercise

7. Explore Power Query

- Explore Power Query Ribbon
 - Home
 - Transform

- Add Column
- View
- Tools
- Help
- Exercise

8.Data Modelling in Power BI

- What is Data Modeling
- Type of Data Modeling
- Dimension Tables
- Fact Tables
- Type of Key
 1. Primary Key
 2. Foreign Key
- Cardinality in Power BI
 1. One-to-Many, or Many-to-One
 2. One-to-One
 3. Many-to-Many
- Cross-Filter Direction
 1. Single:
 2. Both:
- Exercise

10. DAX in Power BI

- Overview
 1. Measure
 2. Calculated Column
 3. Calculated Table
 4. Row Level Security
 5. Functions
- Type of Functions
 1. Date and Time Functions
 2. Filter Functions
 3. Information Functions
 4. Logical Functions
 5. Math and Trig Functions
 6. Relationship Functions
 7. Statistical Functions
 8. Table Manipulation Functions
 9. Text Functions
 10. Time Intelligence Functions

11. DAX in Power BI

1. Date and Time Functions
2. Filter Functions
3. Information Functions
4. Logical Functions
5. Math and Trig Functions
6. Relationship Functions

12. DAX in Power BI

1. Information Functions
2. Logical Functions
3. Math and Trig Functions
4. Relationship Functions

13. Advanced Power BI Features

- Drill Down
- Drill Through
- Tooltips
 - Default Tooltips
 - Custom Tooltips
- Bookmarks
- Buttons
- Edit Interactions
- Dynamic TopN and BottomN
- Q & A in Power BI Desktop

14. Row Level Security in Power BI

- Static Row Level Security
 - Manage Roles
 - View Roles
 - Publish The Report
 - Power BI Services
- Dynamic Row Level Security
 - Manage Roles
 - View Roles
 - Publish The Report
 - Power BI Services
- Workspaces Access

15. Power BI Services

- Login into Power BI Service
- Explore Power BI Service
 - Home

- Favorites
- Recent
- Create
- Apps
- Share with me
- Deployment Pipelines
- Learn
- Workspaces
- Publishing and Sharing Report

16. Mobility in Power BI

- Power BI Mobile Apps
 - a. iPhone
 - b. iPad
- Mobile Layout
- Installation Mobile App
 1. Home
 2. Apps
 3. Workspaces
- My Workspace

17. Python Installation and Configuration

- Python Installation
- Exercise
- Reference Video Link

18. Python Integration with Power BI

- Python Integration with Power BI
- Run Python Script

19. Project

20. Power BI Exam


END
of
Document

c. Outcome of the Course

- Employability Skill Enhancement

**10 .Employability Skills Development Training Programme
(Naandi Foundation By Mahindra Pride Classroom)**

a. Notice



SVIMS
Sadhur Vaswani Institute
of Management Studies
PUNE AND KOREGAON

Dr. B. H. Nanwani
Director

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

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

Notice

Certificate Course Announcement


15th September 2021

The Institute is offering a Certificate Course titled, Employability Skills Development Training Programme - (Naandi Foundation by Mahindra Pride Classroom)


Details:
Course Duration: 31 Hours
Fees: Free
Important Dates:
Registration for the Course: 15th September 2021 to 30th September 2021
Course Commencement: 6th October 2021
Minimum Attendance: 75%
Expert: Ms. Ruby (Trainer, Naandi Foundation by Mahindra Pride Classroom)
Course Coordinator: Ms. Vaishali Patil

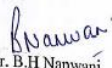
Please Note:

- 1.This course is available for MBA-Part 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
DR. B DIRECTOR WANI
DIRECTOR
SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411001

b. Course Module

				
Framework for Intermediate level - Online Sessions				
Objective		1. To help students overcome their fear of speaking in English		
		2. To instill confidence in students		
		3. To make students socially aware and responsible citizens		
		4. To increase students' employability quotient		
Day	S. No.	Session Title	Duration	Skill
1	1	First Impression	2	Induction & Life Skills
2	2	I am Unique	2	Life Skills
3	3	Being a Responsible Netizen	2	Life Skills
4	4	Email Etiquette	2	Soft Skills
5	5	Job Opportunities	2	Life Skills
6	6	Money Management	2	Life Skills
7	7	TeamWork	2	Life Skills
8	8	Interview Preparation 1	2	Interview Skills
9	9	Extempore Speech + GD - Input Session	2	Communication Skills & Interview Skills
10	10	Extempore Speech – Advanced(Assessed)	2	Interview Skills & Assessment
11	11	Group Discussion (Assessed)	2	Interview Skills & Assessment
12	12	Interview Preparation 2	2	Interview Skills
13	13	Embracing Change	2	Life Skills
		Mock Interviews (Assessed)	2.5	Interview Skills & Assesments
		Mock Interviews (Assessed)	2.5	
		Total	31	


c. Outcome of the Course

- Employability Skill Enhancement

B. MOOCs-SWAYAM and Others

11. Financial Markets - (Coursera)

a. Notice



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Director

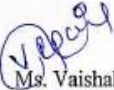
Notice
Certificate Course Announcement

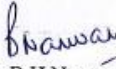
1st October 2021


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These courses will add value and enhance your knowledge. Students are requested to visit the website to enroll for the courses of interest.

After enrolling, the students should give their names along with the name of the course enrolled to Ms Vaishali Patil


Ms. Vaishali Patil
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INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE - 411 001



b. Course Module

The screenshot shows the Coursera course page for 'Yale Financial Markets'. The page features a search bar at the top with the text 'What do you want to learn?'. Below the search bar, there are navigation links for 'Browse', 'Business', and 'Finance'. The course title 'Yale Financial Markets' is prominently displayed, along with a note that it is 'Taught in English' and '8 languages available'. A blue button indicates 'Enroll for Free' starting on Nov 27, with a note that financial aid is available. The course has 1,730,139 already enrolled students. A summary box highlights a 4.8 star rating (26,074 reviews), a 'Beginner level' (no previous experience necessary), an 'Approx. 33 hours to complete' (3 weeks at 11 hours a week), and a 'Flexible schedule' (learn at your own pace). Navigation tabs for 'About', 'Modules', 'Recommendations', 'Testimonials', and 'Reviews' are visible. A section titled 'Skills you'll gain' lists 'Behavioral Finance', 'Financial Markets', 'Finance', and 'Behavioral Economics'.

This screenshot shows the 'Modules' section of the course page. It lists seven modules with their respective completion times: Module 1 (3 hours), Module 2 (4 hours), Module 3 (3 hours), Module 4 (6 hours), Module 5 (3 hours), Module 6 (4 hours), and Module 7 (4 hours). To the right, there is an 'Instructor' section for Robert Shiller, a 'Top Instructor' at Yale University with 9,075 ratings and 1,934,444 learners. Below that, the 'Offered by' section identifies the course as being provided by Yale University, with a 'Learn more' link.

c. Outcome of the Course

- Employability Skill Enhancement

12. Tally. ERP9 with GST(Incl. Tally Prime)Tally Authorized Faculty -(Udemy)

b. Course Module

<p>Finance & Accounting > Accounting & Bookkeeping > TallyPrime (Tally,ERP)</p> <h1>Complete Accounting + Tallyprime + Tally ERP9 + GST (4 in 1)</h1> <p>TallyPrime,Tally ,Payroll ,Bookkeeping ,Accounting,TallyPrime With GST, Financial, Tally ERP9 With GST, tally erp 9</p> <p>4.2 ★★★★★ (614 ratings) 58,126 students</p> <p>Created by A.M.A.M Mubeen (Expert In Tally & Finance & Microsoft Office & Power BI)</p>	<h3>What you'll learn</h3> <ul style="list-style-type: none"> ✓ Accounting background & manual accounting ✓ Introduction of tally prime ✓ Record transactions for new company in tally prime ✓ Record opening balance with transaction in tally prime ✓ Godown and stock creation in tally prime ✓ Payroll in tally prime ✓ Backup and restore in tally prime ✓ Record transactions for new company in tally erp9 ✓ Record opening balance with transaction in tally erp9 ✓ Godown and stock creation in tally erp9 ✓ Payroll in tally erp9 ✓ Backup and restore in tally erp9 ✓ Tally prime installation and company creation & company alteration ✓ Types of vouchers in tally prime ✓ Record opening balance in tally prime ✓ Bank reconciliation in tally prime ✓ Manufacturing accounts in tally prime ✓ Tally prime with gst ✓ Tally erp9 installation and company creation & company alteration ✓ Record opening balance in tally erp9 ✓ Bank reconciliation in tally erp9 ✓ Manufacturing accounts in tally erp9 ✓ Tally erp9 with GST ✓ Export report in tally erp9
<h3>Course content</h3> <p>28 sections • 90 lectures • 14h 53m total length</p> <ul style="list-style-type: none"> ▼ COURSE CONTENTS ▼ CHAPTER-01 ACCOUNTING BACKGROUND ▼ CHAPTER-02 MANUAL ACCOUNTING IN MICROSOFT EXCEL ▼ CHAPTER-03 TALLY PRIME INSTALLATION AND COMPANY CREATION, & ALTERATION ▼ CHAPTER-04 INTRODUCTION OF TALLY PRIME ▼ CHAPTER-05 TYPES OF VOUCHERS IN TALLY PRIME ▼ CHAPTER-06 RECORD TRANSACTIONS FOR NEW COMPANY IN TALLY PRIME ▼ CHAPTER-07 RECORD OPENING BALANCE IN TALLY PRIME ▼ CHAPTER-08 RECORD OPENING BALANCE WITH TRANSACTION IN TALLY PRIME ▼ CHAPTER-09 BANK RECONCILIATION IN TALLY PRIME 	<ul style="list-style-type: none"> ▼ CHAPTER-10 GODOWN AND STOCK CREATION IN TALLY PRIME ▼ CHAPTER-11 MANUFACTURING ACCOUNTS IN TALLY PRIME ▼ CHAPTER-12 PAYROLL IN TALLY PRIME ▼ CHAPTER-13 TALLY PRIME WITH GST ▼ CHAPTER-14 BACKUP AND RESTORE IN TALLY PRIME ▼ CHAPTER -15 TALLY ERP9 INSTALLATION ▼ CHAPTER -16 COMPANY CREATION ▼ CHAPTER-17 RECORD TRANSACTIONS FOR NEW COMPANY IN TALLY ERP9 ▼ CHAPTER-18 RECORD OPENING BALANCE IN Tally ERP9 ▼ CHAPTER-19 RECORD OPENING BALANCE WITH TRANSACTION IN TALLY ERP9 ▼ CHAPTER-20 BANK RECONCILIATION IN TALLY ERP9

- | |
|--|
| ✓ CHAPTER-21 GODOWN AND STOCK CREATION IN TALLY ERP9 |
| ✓ CHAPTER-22 MANUFACTURING ACCOUNTS IN TALLY ERP9 |
| ✓ CHAPTER-23 PAYROLL IN TALLY ERP9 |
| ✓ CHAPTER-24 TALLY ERP9 WITH GST |
| ✓ CHAPTER -25 BACKUP & RESTORE IN TALLY ERP9 |
| ✓ CHAPTER-26 EXPORT REPORT IN TALLY ERP9 |

c. Outcome of the Course

- Employability Skill Enhancement

13. Financial Management a Complete Study for CA/CMA/CS/CFA/ACCA –(Udemy)

b. Course Module

<p>Finance & Accounting > Finance Cert & Exam Prep > Certified Management Accountant (CMA)</p> <h1>Financial Management A Complete Study for CA/CMA/CS/CFA/ACCA</h1> <p>500+ lectures & case studies for CA IPCC / CFA / CS Final / CMA Inter / MBA Finance / B. Com Final Exams & Professionals</p> <p>Bestseller 4.5 ★★★★★ (2,624 ratings) 22,951 students</p> <p>Created by Raja Natarajan, B.Com., PGDDBA, FCA</p>	<h3>What you'll learn</h3> <ul style="list-style-type: none"> ✓ Understand Basics of Financial Management ✓ Carry out Financial Ratio Analysis ✓ Prepare Fund Flow Statement & Evaluate Fund Flow Movement ✓ Understand Capital Structure Decisions, Leverage, Capital Structure Theories ✓ Understand Working Capital Management, Inventory Management, Treasury Management, Debtors Management, Creditors Management ✓ Appreciate Importance of Time Value of Money ✓ Prepare Cash Flow Statement & evaluate cash flows ✓ Calculate Cost of Capital (WACC & Marginal) ✓ Understand Capital Budgeting Process, Payback, ARR, NPV, IRR, MIRR, Profitability Index, Discounted Payback ✓ Understand Various sources of Finance
<h3>Course content</h3> <p>21 sections • 568 lectures • 79h 16m total length</p> <ul style="list-style-type: none"> ✓ Introduction to Financial Management ✓ Time Value of Money ✓ Financial Analysis ✓ Old Lectures in Ratio Analysis (PPT Based) ✓ Case Studies and Practice Problems - RATIO ANALYSIS ✓ Cash Flow Analysis ✓ Old Lectures in Cash Flow (PPT Based) ✓ Fund Flow Analysis ✓ Fund Flow Analysis (Old Lectures PPT Based) ✓ Cost of Capital 	<ul style="list-style-type: none"> ✓ Old Lectures in Cost of Capital (PPT Based) ✓ Capital Structuring Decisions ✓ Types of Financing ✓ Investment Decisions - Introductions and Cash Flows Computation ✓ Investment Decisions - Traditional Capital Budgeting Tools ✓ DISCOUNTED PAY BACK PERIOD METHOD ✓ NPV, Profitability Index & IRR Methods ✓ Management of Working Capital ✓ Old Lectures in Working Capital ✓ On Demand Videos for clarifying Doubts ✓ Final Section

c. Outcome of the Course

- Employability Skill Enhancement

14.The Human Resources Certification Program (HRCI - PHR/SPHR) -(Udemy)

b. Course Module

[Business](#) > [Human Resources](#) > [Human Resources](#)

The Human Resources Certification Program (HRCI - PHR/SPHR)

An Exam Preparation Guide to the Human Resource Body of Knowledge

4.3 ★★★★★ (1,524 ratings) 8,423 students

Created by [Sorin Dumitrascu](#)

🕒 Last updated 11/2023 🌐 English 🗣️ English

What you'll learn

- ✓ Master strategic business management techniques in HR context.
- ✓ Enhance skills in HR development and training methodologies.
- ✓ Navigate complex employee and labor relations scenarios effectively.
- ✓ Develop expertise in workforce planning and hiring strategies.
- ✓ Understand comprehensive compensation and benefits structures.
- ✓ Implement proactive risk management practices in HR.

Course content

21 sections • 524 lectures • 31h 47m total length [Expand all sections](#)

✓ The Human Resources Certification Program (HRCI - PHR/SPHR)	16 lectures • 1hr 9min
✓ Human Resources Core Knowledge - Skills, Concepts, and	24 lectures • 1hr 16min

relations scenarios effectively.	practices in HR.
<p>Course content</p> <p>21 sections • 524 lectures • 31h 47m total length Expand all sections</p>	
<ul style="list-style-type: none"> The Human Resources Certification Program (HRCI - PHP/SPHR) 	16 lectures • 1hr 9min
<ul style="list-style-type: none"> Human Resources Core Knowledge - Skills, Concepts, and Tools 	24 lectures • 1hr 16min
<ul style="list-style-type: none"> Human Resources Core Knowledge - Functions and Activities 	26 lectures • 1hr 17min
<ul style="list-style-type: none"> Business Management and Strategy - The HR Function and Business Environment 	26 lectures • 1hr 21min
<ul style="list-style-type: none"> Business Management and Strategy - HR and the Strategic Planning Process 	30 lectures • 1hr 35min
<ul style="list-style-type: none"> Business Management and Strategy - HR Functions and Roles 	22 lectures • 1hr 33min
<ul style="list-style-type: none"> Workforce Planning and Employment - Employment Legislation 	23 lectures • 1hr 34min
<ul style="list-style-type: none"> Workforce Planning and Employment - Recruitment Strategies 	27 lectures • 1hr 37min
<ul style="list-style-type: none"> 8. Workforce Planning and Employment- Sourcing and Selecting Candidates 	30 lectures • 1hr 51min
<ul style="list-style-type: none"> Workforce Planning and Employment - Orientation, Onboarding and Exit Strategies 	24 lectures • 2hr 1min
<ul style="list-style-type: none"> 8. Workforce Planning and Employment- Sourcing and Selecting Candidates 	30 lectures • 1hr 51min
<ul style="list-style-type: none"> Workforce Planning and Employment - Orientation, Onboarding and Exit Strategies 	24 lectures • 2hr 1min
<ul style="list-style-type: none"> Human Resource Development - Regulations and Organizational Development 	27 lectures • 1hr 44min
<ul style="list-style-type: none"> Human Resource Development - Employee Training 	21 lectures • 1hr 5min
<ul style="list-style-type: none"> Human Resource Development - Performance Appraisal and Talent Management 	25 lectures • 1hr 23min
<ul style="list-style-type: none"> Compensation and Benefits - Regulations, Strategies, and Needs Assessment 	31 lectures • 2hr 7min
<ul style="list-style-type: none"> Compensation and Benefits - Managing Policies, Programs, and Activities 	21 lectures • 58min
<ul style="list-style-type: none"> Compensation and Benefits - Organizational Responsibilities 	20 lectures • 1hr 9min
<ul style="list-style-type: none"> Employee and Labor Relations - Employment Regulations and Organizational Prog... 	28 lectures • 1hr 48min
<ul style="list-style-type: none"> Employee and Labor Relations - Behavioral and Disciplinary Issues and Resolution 	26 lectures • 1hr 19min
<ul style="list-style-type: none"> Employee and Labor Relations - Unions and Collective Bargaining 	25 lectures • 1hr 32min
<ul style="list-style-type: none"> Risk Management - Organizational Risk and Safety and Health Legislation 	27 lectures • 1hr 41min
<ul style="list-style-type: none"> 20. Risk Management- Workplace Safety, Security, and Dismissal 	25 lectures • 1hr 38min

c. Outcome of the Course

- Employability Skill Enhancement

15.SAP FICO (Financial Accounting & Management Accounting) -(Udemy)

b. Course Module

IT & Software › Other IT & Software › SAP FICO

SAP FICO (Financial Accounting & Management Accounting)

The course covers both configuration and end-user processes for SAP FICO module

Bestseller 4.4 ★★★★★ (8,663 ratings) 50,806 students

Created by [Rana W Mehmood](#)

What you'll learn

- ✓ Configuration and Implementation for SAP FICO module
- ✓ SAP Business analysis to improve financial activities
- ✓ Be able to take SAP FI Certification exam
- ✓ Understand how a required business process runs on SAP
- ✓ Requirements gathering for the Business Record to Report process cycle
- ✓ Hands-on experience with SAP system
- ✓ Be able to work as both SAP End-User and Consultant
- ✓ Integration of SAP FICO with SAP MM and SAP SD

Course content

7 sections • 45 lectures • 40h 21m total length

- ✓ SAP FI (Financials/Financial Accounting)
- ✓ SAP CO (Controlling/Management Accounting)
- ✓ SAP Asset Accounting
- ✓ SAP New General Ledger
- ✓ Integration of FI with MM and SD
- ✓ SAP Data Migration
- ✓ Bonus Lecture: Additional Information, Documentation & Certification Exam

c. Outcome of the Course

- Employability Skill Enhancement

16. Financial Modelling and Valuation course - (Udemy)

b. Course Module

The image shows a screenshot of the Udemy course page for 'Financial Modelling and Valuation'. The page is divided into two main sections: course details and course content.

Course Details:

- Navigation: Finance & Accounting > Financial Modeling & Analysis > Financial Modeling
- Course Title: **Financial Modelling and Valuation**
- Description: 100% Practical Course to Learn financial models from the scratch
- Rating: 4.4 ★★★★★ (8 ratings) 125 students
- Created by: [Kuldeep Sharma](#)
- Last updated: 1/2023
- Language: English, English [Auto]

What you'll learn

- ✓ Learn foundational concepts of MS Excel
- ✓ Understand Time value of Money
- ✓ Learn Cost of capital and Capital Budgeting
- ✓ Compute financial ratios and analyze them Techniques
- ✓ Understand the steps involved in the construction of financial models
- ✓ Build valuation models using Discounted Cash Flow method

Course content

3 sections • 9 lectures • 1h 7m total length

- ▼ Getting hands on MS Excel
- ▼ Finance & Accounting Concepts
- ▼ Valuation Concepts

c. Outcome of the Course

- Employability Skill Enhancement

17. Complete 2-in-1 Python for Business and Finance Bootcamp -(Udemy)

b. Course Module

<p>Finance & Accounting > Finance > Finance Fundamentals</p> <h1>Complete 2-in-1 Python for Business and Finance Bootcamp</h1> <p>Data Science, Statistics, Hypothesis Tests, Regression, Simulations for Business & Finance: Python Coding AND Theory A-Z</p> <p>4.4 ★★★★★ (1,039 ratings) 11,476 students</p> <p>Created by Alexander Hagemann</p>	<h4>What you'll learn</h4> <ul style="list-style-type: none"> ✓ Learn Python coding from Zero in a Business, Finance & Data Science context (real Examples) ✓ Learn Statistics (descriptive & inferential, Probability Distributions, Confidence Intervals, Hypothesis Testing) ✓ Learn Regression (Covariance & Correlation, Linear Regression, Multiple Regression, ANOVA) ✓ Learn how to use Numpy and Scipy for numerical, financial and scientific computing ✓ Learn how to use stats (scipy) for Statistics and Hypothesis Testing ✓ Learn how to create meaningful Visualizations and Plots with Matplotlib and Seaborn ✓ Learn how to solve and code real Projects in Business, Finance & Statistics ✓ Understand and code Sharpe Ratio, Alpha, Beta, IRR, NPV, Yield-to-Maturity (YTM) ✓ Understand the difference between the Normal Distribution and Student's t-distributions: what to use when ✓ Learn Business & Finance (Time Value of Money, Capital Budgeting, Risk, Return & Correlation) ✓ Learn how to use the Bootstrapping method to perform hands-on statistical analyses and simulations ✓ Learn how to use all relevant and powerful Python Data Science Packages and Libraries ✓ Learn how to use Pandas to process Tabular (Financial) Data - cleaning, merging, manipulating ✓ Learn how to use statsmodels for Regression Analysis and ANOVA ✓ Learn how to create user-defined functions for Business & Finance applications ✓ Learn how to unleash the full power of Python and Numpy with Monte Carlo Simulations ✓ Learn how to code more advanced Finance concepts: Value-at-Risk, Portfolios and (Multi-) Factor Models
<h4>Course content</h4> <p>33 sections • 402 lectures • 37h 36m total length</p> <ul style="list-style-type: none"> ✓ Getting Started ✓ ---- PART 1: PYTHON BASICS, TIME VALUE OF MONEY AND CAPITAL BUDGETING ---- ✓ How to use Python as a Calculator for basic Time Value of Money Problems ✓ How to use Lists and For Loops for TVM Problems with many Cashflows ✓ 100% Python: Objects, Data Types, Operators & Functional Programming ✓ How to solve for IRR & YTM with While Loops and Conditional Statements ✓ How to create great graphs with Matplotlib - Plotting NPV and IRR ✓ The Numpy Package: Working with numbers made easy! 	<ul style="list-style-type: none"> ✓ How to solve complex TVM and Capital Budgeting problems with Python and Numpy ✓ --- PART 2: STATISTICS AND HYPOTHESIS TESTING WITH PYTHON, NUMPY AND SCIPY --- ✓ How to perform Descriptive Statistics on Populations and Samples ✓ Common Probability Distributions and how to construct Confidence Intervals ✓ How to estimate Population parameters with Samples - Sampling and Estimation ✓ How to perform Hypothesis Tests: Z-Tests, t-Tests, Bootstrapping & more ✓ -- PART 3: ADVANCED PYTHON, MONTE CARLO SIMULATIONS AND VALUE AT RISK (VAR) --- ✓ n-dimensional Numpy Arrays / How to work with numerical Tabular Data ✓ How to create your own user-defined Functions

<ul style="list-style-type: none"> ✓ Monte Carlo Simulations and Value-at-Risk (VAR) with Python and Numpy ✓ --- PART 4: MANAGING (FINANCIAL) DATA WITH PANDAS: BEYOND EXCEL --- ✓ Pandas Basics - Starting from Zero ✓ Pandas Intermediate ✓ Data Visualization with Pandas, Matplotlib and Seaborn ✓ Pandas Advanced ✓ Managing Time Series and Financial Data with Pandas ✓ Creating, analyzing and optimizing Financial Portfolios with Python ✓ --- PART 5: REGRESSION ANALYSIS (A MUST-HAVE FOR MACHINE LEARNING) --- ✓ Correlation and Regression ✓ OLS Regression, ANOVA and Hypothesis Testing 	<ul style="list-style-type: none"> ✓ Multiple Regression Models ✓ Case Study: Multi-Factor Models (Fama-French) ✓ Issues in Linear Regression Analysis and Logistic Regression ✓ Extra Section: Introduction to Object Oriented Programming (OOP) ✓ What's next? (outlook and additional resources)
--	--

c. Outcome of the Course

- Employability Skill Enhancement

18. Digital Marketing: The ultimate guide to Strategic Marketing - (Udemy)

b. Course Module

<p>Marketing > Digital Marketing > Digital Marketing</p> <h2>The Complete Digital Marketing Course - 12 Courses in 1</h2> <p>Master Digital Marketing Strategy, Social Media Marketing, SEO, YouTube, Email, Facebook Marketing, Analytics & More!</p> <p>4.5 ★★★★★ (168,662 ratings) 772,082 students</p> <p>Created by Rob Percival, Daragh Walsh, Codestars • over 2 million students worldwide!</p>	<h2>What you'll learn</h2> <ul style="list-style-type: none">✓ Grow a Business Online From Scratch✓ Make Money as an Affiliate Marketer✓ Get Hired as a Digital Marketing Expert✓ Work From Home as a Freelance Marketer
---	---

Course content

19 sections • 247 lectures • 22h 43m total length

- ▼ Introduction
- ▼ Market Research
- ▼ Make a Website
- ▼ Email Marketing
- ▼ Copywriting
- ▼ Search Engine Optimization (SEO)
- ▼ YouTube Marketing
- ▼ Facebook Marketing
- ▼ Twitter Marketing
- ▼ Quora Marketing

- ▼ Quora Marketing
- ▼ Google AdWords / Ads
- ▼ Google Analytics
- ▼ Instagram Marketing
- ▼ Pinterest Marketing
- ▼ LinkedIn Marketing
- ▼ Facebook Ads
- ▼ App Marketing
- ▼ Old Content
- ▼ Conclusion

c. Outcome of the Course

- Employability Skill Enhancement

19. Become a Corporate Financial Planning Analyst (LinkedIn Learning)

b. Course Module

in LEARNING
Become a Corporate Financial Planning Analyst
via LinkedIn Learning ⓘ

★ ★ ★ ★ ★ 0 reviews

📖 13 📌 Add to list 🏆 Mark complete ✍️ Write review

Overview

Over the past decade, the financial planning and analysis profession has grown dramatically. Learn the skills you need to gather, analyze and present financial data so you can become a Corporate Financial Planning Analyst, and begin working toward becoming a corporate strategic partner.

- Develop basic financial analyst skills required as a Corporate Financial Planning Analyst
- Demonstrate technical skills to execute effectively.
- Build leadership and communication skills to excel and advance.

Syllabus

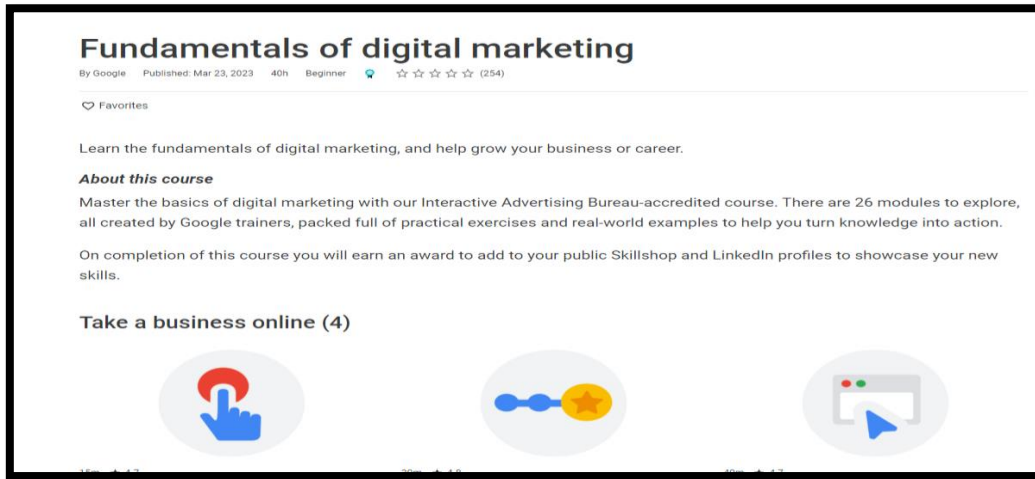
- Course 1: Strategic Planning Foundations
 - Learn how to conduct an effective strategic planning process that results in a clear, compelling
- Course 2: Finance Foundations
 - Get a basic introduction to the world of finance, from analyzing risk and return and obtaining financing to understanding how markets and banks operate.
- Course 3: Accounting Foundations: Managerial Accounting
 - Learn the basics of managerial accounting to help you make better organizational decisions.
- Course 4: Managerial Economics
 - Learn how to use economics to make better business decisions. Explore economic theories to strategize and solve business problems from demand and competition to pricing products.
- Course 5: Project Management Foundations
 - Learn what it takes to deliver projects successfully. Explore the basics of project management, from building a project plan to managing progress.
- Course 6: Communication Foundations
 - Build your communication skills. Learn how to communicate more effectively in professional situations, including meetings, email, and presentations.
- Course 7: Creating and Giving Business Presentations
 - Learn the fundamentals of preparing for and delivering a compelling business presentation.
- Course 8: Financial Analysis: Making Business Projections
 - Analyze past performance data and get a realistic picture of your company's future performance using Microsoft Excel.
- Course 9: Running a Profitable Business: Understanding Financial Ratios
- Course 10: Excel Data Analysis: Forecasting
 - Use Excel's data-analysis tools to create accurate and insightful forecasts.
- Course 11: Excel: Economic Analysis and Data Analytics
 - Use big data to forecast economic trends. Find out how to perform regression analysis for economic forecasting using Microsoft Excel.
- Course 12: Financial Forecasting with Big Data
 - Quickly create financial forecasts using big data, predictive analytics, and Microsoft Excel.
- Course 13: Forecasting Using Financial Statements
 - Learn where a business is headed and the resources it will need to succeed. Find out how to build financial forecasts using income statements and balance sheets.
- Course 14: Finance Foundations: Business Valuation
 - Learn how to value a business using different valuation methods, such as multiples, earnings ratios, and discounted cash-flow analysis.
- Course 15: Excel Statistics Essential Training: 1
 - Learn statistics. Dr. Joseph Schuller uses Microsoft Excel to teach the fundamentals of descriptive and inferential statistics.
- Course 16: Learning SQL Programming
 - Learn the basics of SQL, the programming language for retrieving and editing data from databases such as SQL Server, MySQL, MariaDB, and PostgreSQL.

c. Outcome of the Course

- Employability Skill Enhancement

20.The fundamentals of Digital Marketing - (Google Digital Garage)

b. Course Module



Fundamentals of digital marketing
By Google · Published: Mar 23, 2023 · 40h · Beginner · ☆☆☆☆☆ (254)

♥ Favorites

Learn the fundamentals of digital marketing, and help grow your business or career.

About this course
Master the basics of digital marketing with our Interactive Advertising Bureau-accredited course. There are 26 modules to explore, all created by Google trainers, packed full of practical exercises and real-world examples to help you turn knowledge into action.

On completion of this course you will earn an award to add to your public Skillshop and LinkedIn profiles to showcase your new skills.

Take a business online (4)

The screenshot shows three circular icons: a hand pointing at a red circle, a blue chain with a yellow star, and a computer monitor with a blue play button.

c. Outcome of the Course

- Employability Skill Enhancement

21.The Fundamentals of Digital Marketing - (Google digital Unlocked)

Google Unlocked Certificate Skills

After the successful completion of the Fundamentals of Digital Marketing course under Google Digital Garage, students will have professional grade skills in the domain like SEM, SEO, E-Commerce, Social media marketing and more. The complete list of skills from Google Digital Unlocked Certificate are listed below-

Analytics and Data Insight	Business Strategy
Content Marketing	Display Advertising
E-commerce	Email Marketing
Local Marketing	Mobile Marketing
SEM	SEO
Social Media Marketing	Video Marketing
Video Ad Creation	Web Optimisation

Google Digital Unlocked Certificate Certification

The Google Digital Unlocked Certificate increases the credibility of your skills in the Digital Marketing space, you can attach the gained certificate in your CV for a better impression while searching for a job. As it reflects that you have the adequate skills for the same.

Jobs after you complete Google Unlocked Certificate

Register & Check Eligibility

Name
Eg: Nayan Gaur

Mobile Number
Eg: 9550000093

Email
Eg: nayan@gmail.com

Course
—Select Course—

Register Now

Featured

ICFAI Business School (IBS) Mumbai (Maharashtra)

+4.5(113)

Affiliated Estd 1993

Brochure Apply Now

C. Outcome of the Course

- Employability Skill Enhancement

22. Certified GST Practitioner - (Henry Harvin Education)

b. Course Module

GST Practitioner Course Training
BY Henry Harvin

[Brochure](#) [Enquire](#)

Online **1 Month** **₹ 12,500**

Quick facts

MEDIUM OF INSTRUCTIONS English	MODE OF LEARNING Self study, Virtual Classroom	MODE OF DELIVERY Video and Text Based
FREQUENCY OF CLASSES Weekends		

Course and certificate fees

FEE INFORMATION
₹ 12,500

CERTIFICATE AVAILABILITY
Yes

CERTIFICATE PROVIDING AUTHORITY
Henry Harvin

The syllabus

Module 1: Supply or Levy, Place of Supply, Value of Supply, Export & Import, E-Way Bills

- Supply or Levy
- Place of Supply
- Value of Supply
- Export & Import
- E-Way Bills

c. Outcome of the Course

- Employability Skill Enhancement

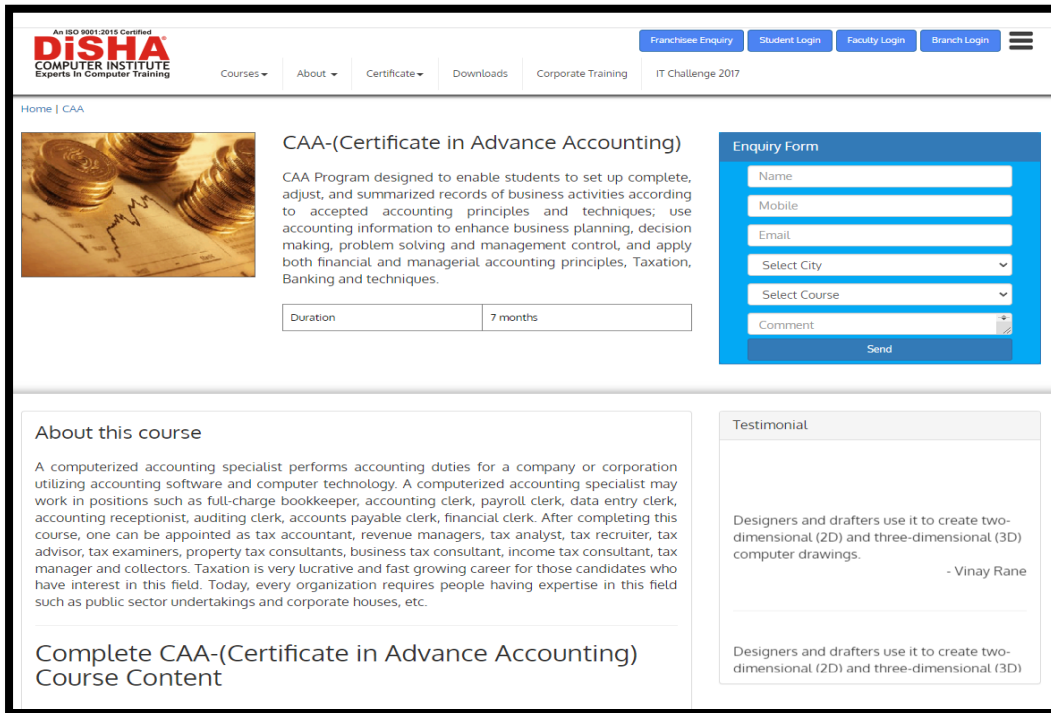
23.Diploma in Data Science- (Borgward Technology India Pvt. Ltd.)

c. Outcome of the Course

- Employability Skill Enhancement

24. Certificate Course in Financial Accounting -(Disha Computer Institute)

b. Course Module



An ISO 9001:2015 Certified
DISHA
COMPUTER INSTITUTE
Experts in Computer Training

Franchise Enquiry Student Login Faculty Login Branch Login

Courses About Certificate Downloads Corporate Training IT Challenge 2017

Home | CAA

CAA-(Certificate in Advance Accounting)

CAA Program designed to enable students to set up complete, adjust, and summarized records of business activities according to accepted accounting principles and techniques; use accounting information to enhance business planning, decision making, problem solving and management control, and apply both financial and managerial accounting principles, Taxation, Banking and techniques.

Duration 7 months

Enquiry Form

Name

Mobile

Email

Select City

Select Course

Comment

Send

About this course

A computerized accounting specialist performs accounting duties for a company or corporation utilizing accounting software and computer technology. A computerized accounting specialist may work in positions such as full-charge bookkeeper, accounting clerk, payroll clerk, data entry clerk, accounting receptionist, auditing clerk, accounts payable clerk, financial clerk. After completing this course, one can be appointed as tax accountant, revenue managers, tax analyst, tax recruiter, tax advisor, tax examiners, property tax consultants, business tax consultant, income tax consultant, tax manager and collectors. Taxation is very lucrative and fast growing career for those candidates who have interest in this field. Today, every organization requires people having expertise in this field such as public sector undertakings and corporate houses, etc.

Complete CAA-(Certificate in Advance Accounting) Course Content

Testimonial

Designers and drafters use it to create two-dimensional (2D) and three-dimensional (3D) computer drawings.

- Vinay Rane

Designers and drafters use it to create two-dimensional (2D) and three-dimensional (3D)

Complete CAA-(Certificate in Advance Accounting) Course Content

[View Course Syllabus](#)

- **COMPUTER APPLICATION**
 - Computer Fundamental
 - Use of Computer Peripherals
 - Windows 2016
 - Microsoft Word 2016
 - Microsoft Excel 2016
 - Microsoft PowerPoint 2016
 - Microsoft Access 2016
 - Internet
 - Outlook
- **COMPUTERISED ACCOUNTING**
 - Accounting Software
 - Company Creation
 - Security Controls
 - Ledger
 - Accounting Voucher
 - Inventory Voucher
 - Cost Center
 - Groups
 - Godowns
 - Trail Balance
 - Display
 - Profit and Loss Accounts
 - Balance Sheet
 - Payroll
 - Report Printing
 - Accounts using Accounting Software
- **AUDITING**
 - Error
 - Need
- **ADVANCE ACCOUNTANCY**
 - Accountant Role in Society
 - Introduction Book Keeping & Advance Accountancy
 - Accounting Concepts
 - Classification of Accounts
 - Journals
 - Ledger
 - Depreciation
 - Balance Sheet & Profit Loss A/C
 - Finalization Accounts
 - Ratio Analysis
- **TAXATION**
 - VAT
 - TDS
 - TCS
 - Service Tax
 - Excise Duty
 - CST
 - Profession Tax
 - Income Tax
 - Advance Tax
 - Forms
 - Filing Up Returns
- **BANKING**
 - Banking System in India
 - Relation between Banker & Customer
 - Bankers Operation

c. Outcome of the Course

- Employability Skill Enhancement

List of Certificate Courses Conducted

Academic Year: 2022-2023


Sr. No.	Title of the Certificate Course
A.	Certificate Course Conducted under the aegis of SPPU
1	Spirituality for Leadership, Employee Well being and Organizational Excellence (I) - (SVIMS)
2	Introduction to Fintech in Banking - (SVIMS)
3	Digital Equalizer for Girls (DEFG) - (Naandi By Mahindra Pride Classroom)
B.	MOOCs - SWAYAM and Others
4	Data Analytics using Tableau - (Lagozon EduTech Pvt. Ltd)
5	Soft Skill Development -(NPTEL)
6	Financial Modelling and Valuation - (Internshala)
7	Advanced Excel-(Internshala)
8	Business Communication Skills -(Internshala)
9	Ethical Hacking - (Internshala)
10	Leading with Finance - (Harvard Business School)
11	Professional Skills for Workplace - (Infosys Springboard)
12	Artificial Intelligence Skill-Friends Union for Energising- (FUEL)
13	Employability Skill Programme - (Naandi Foundation by Mahindra Pride Classroom)
14	Content & Copywriting Pro (A Climber Knowledge and Careers Pvt.Ltd.)

Notices and Course Modules with Course Outcomes

A) Certificate Courses Conducted under the aegis of SPPU

1. Spirituality for Leadership, Employee Well-being and Organizational Excellence (I) - (SVIMS)

A. Notice



SVIMS
SADHU 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: BIMP016030 D.T.E. Institute Code: 6614

Notice

Certificate Course Announcement


15th March 2023

The Institute is offering SPPU an approved Certificate Course titled, Spirituality for Leadership, Employee Wellbeing, and Organizational Excellence – I


Details:
Course Duration: 32 Hours
Fees: Free
Important Dates:
Registration for the Course: 15th March 2023 to 28th March 2023
Course Commencement: 1st April 2023
Minimum Attendance: 75%
Expert: Dr. B.H.Nanwani , Director SVIMS
Course Coordinator: Ms. Vaishali Patil, Faculty SVIMS

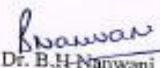
Please Note:

1. This course is available for MBA-Part I 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

Certificate Course: Spirituality for Leadership, Employee Wellbeing and Organizational Excellence [I] [30 hours; 2 Credits]

Course Learning Outcomes:

1. Students will be exposed to application of spirituality and integrating it to various spheres of management activities and practice.
2. Use spiritual practices to build personal mastery and excellence in organisations

Facilitating the achievement of course learning outcomes

1. Understanding of spirituality at workplace- Seminar, discussions and cases Case analysis
2. Able to understand the various organizational theories and design in the context of spirituality at workplace for creating inclusive organizations- Cases and small group discussions Case analysis
- 3 Understand the linkage between spirituality and creativity - Cases and small group discussions Case analysis and assignment
- 4 To expose the students to the tools and techniques of developing Spiritual Excellence Model – Discussions
- 5 Discourses explaining tools and techniques for achieving personal mastery through spiritual practices, exercises and reflection

Syllabus

Unit I: Spirituality – perceptions and definitions, Workplace spirituality, Different approaches to understand spirituality at workplace, Spirituality as a solution to the rising Greed and malaise of modern organizations; Spirituality and organizational performance, Overview of models of organizational transformation, spirituality and organizational transformation, Role of Emotions in organizational transformation, Intrinsic motivation and spirituality, creating an inclusive organization through spirituality [10]

Unit II: Overview of Different Business Excellence Models, Spiritual excellence model for employee wellbeing and organizational excellence; Personal mastery for managerial excellence, Spirituality and innovation, mind sciences for creativity, Concept of energy at workplace and creating energy at workplace, Energy based organizational culture. [10]

Unit III: Personal Mastery and Excellence [Discourses + Reflection+ Exercises +Affirmations]

Discourses by Rev. Dada J P Vaswani

1. Be in the Driver's Seat

2. Burn Anger Before Anger Burns You
3. How to Deal with Problems/Challenges
4. Keep your Thoughts Right
5. Kill Fear Before Fear Kills You
6. Positive Thinking
7. Stress Management
8. The Magic of Forgiveness [10]

Suggested Readings: 1. Sengupta, S.S. (2018). *Compendium on Integrating Spirituality and Organizational Leadership*, (2nded.). New Delhi: New Delhi Publishers.

2. Conger, J.A. (1994). *Spirit at work: Discovering the spirituality in leadership*. San Francisco: Jossey-Bass. Faculty of Management Studies, University of Delhi 83

3. Fairholm, G.W. (1997). *Capturing the heart of leadership: Spirituality and community in the new American workplace*. Westport, CT: Praeger.

4. Fry, L.W. (2005). Toward a paradigm of spiritual leadership. *The Leadership Quarterly*, 16(5), 619-7221.

5. Giacalone, R.A., & Jurkiewicz, C.L. (2003). *Handbook of workplace spirituality and organizational performance*. New York: M.E. Sharpe.

6. Miller, D.W. (2006). *God at work: The history and promise of the faith at work movement*. New York: Oxford University Press.


7. Books authored by Rev. Dada J P Vaswani on topics of Unit III

c. Outcome of the Course

- Employability Skill Enhancement

2. Introduction to Fintech in Banking - (SVIMS)

A. Notice



**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

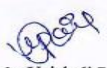
20th March 2023

The Institute is offering SPPU approved Certificate Course titled, Introduction to Fintech in Banking

Details:
Course Duration: 30 Hours
Fees: Free
Important Dates:
Registration for the Course: 20th March 2023 to 4th April 2023
Course Commencement: 7th April 2023
Minimum Attendance: 75%
Expert: Ms. Vaishali Patil, Faculty SVIMS
Course Coordinator: Ms. Vaishali Patil, Faculty SVIMS

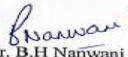
Please Note:

1. This course is available for MBA-Part 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
SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411001

b. Course Module

Introduction to fintech in Banking

Course Outcomes

- 1.To Understand the meaning of Fin-tech technology.
- 2.To understand Fintech technology used in banking Industry
- 3. To analyse impact of fintech technology in banking sector
- 4.To analyse influence of Fintech technology on Customer satisfaction
- 5.Evaluate the case studies and Job opportunities in Fintech technology in banking

Unit 1: Introduction to Fintech in Banking: (6 Hrs)

Meaning of Fintech

Importance of Fintech

Evolution in Fintech

Role of Fintech in economic development

fintech in India opportunities and challenges

Unit 2: Fintech in Banking: (7Hrs)

Meaning of Fintech in banking

Overview of Traditional banking Vs Digital Banking

Impact analysis of fintech technology in banking sector

Influence of Fintech technology on Customer satisfaction

Unit 3: Introduction to Fintech Technology used in banking: (12Hrs)

- Blockchain technology,
- Artificial intelligence (AI),
- Machine learning
- Big data

Unit 4.: Case studies and Opportunities available in banking sector with respect to Fintech technology (Hrs 5)

c. Outcome of the Course

- Employability Skill Enhancement

3. Digital Equalizer for Girls (DEFG) - (Naandi By Mahindra Pride Classroom)

A. Notice



SVIMS
Sadhu Vaswani Institute
of Management Studies
DEFG and DEFG

Dr. B. H. Nanwani
Director

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

6, Koregaon Road, Pune - 411004. 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: BDMPO16030 D.T.E. Institute Code: 6614

Notice

Certificate Course Announcement

1st March 2023

The Institute is offering a Certificate Course titled, Digital Equalizer for Girls (Naandi Foundation)

Details:
Course Duration: 30 Hours
Fees: Free
Important Dates:
Registration for the Course: 1st March 2023 to 20th March 2023
Course Commencement: 24th March 2023
Minimum Attendance: 75%
Expert: Ms.Kirti Gade , Trainer (Naandi Foundation)
Course Coordinator: Ms. Vaishali Patil

Please Note:

1. This course is available for MBA & MCA -Part I 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-411004

b. Course Module

Framework (30 Hours)	Hours
I am Unique	2
Body language & Grooming	2
Goal Setting	2
Time Management	2
Money management	2
Problem solving	2
Presentation Skills	2
Good health for good life	2
Digital Identity	2
Knowing and using of digital tools and software	2
Do's & Don'ts of tools	2
Ability to work in Word	2
Ability to work in Excel	2
Ability to work in Presentation	2
Recap & Closing	2


c. Outcome of the Course

- Employability Skill Enhancement

B. MOOCs - SWAYAM and Others

4. Data Analytics using Tableau - (Lagozon EduTech Pvt. Ltd)

a. Notice



SVIMS
Sadhur Vaswani Institute
of Management Studies
PUNE AND COCHIN

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

6, Koregaon Road, Pune - 411001. Ph. 020-26054471/91 Fax: 020-26054481
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Dr. B. H. Nanwani
Director

Notice


Certificate Course Announcement

1st January 2023


This is inform to MBA part I and II year students that Lagozon EduTech Pvt. Ltd , NPTEL, Internshala, Harvard Business School , Infosys Springboard and A Climber Knowledge and Careers Pvt.Ltd are offering various courses related to Marketing, Finance and Human Resource Management specialization.

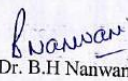
These courses will add value and enhance your knowledge. Students are requested to visit the website to enroll for the courses of interest.

After enrolling, the students should give their names along with the name of the course enrolled to Ms Vaishali Patil



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

The objectives of your on-job training are broken down into **following SEVEN KEY OBJECTIVES:**

OBJECTIVE #1: Tableau Introduction and Installation

- Tableau overview and its uses
- Tableau products and its architecture
- Different type of extensions
- Licensing and Pricing
- How to install Tableau Desktop
- Installation of other Tableau Products like Tableau Public, Tableau Online and Tableau prep.

OBJECTIVE #2: Data Extraction, Transform and Loading

- Tableau Prep download and install
- How to connect to different data sources like SQL Server, Excel, Text etc.
- Importing data and creating relationships.
- Tableau Prep interface and its capabilities
- Learning about Prep connection pane, flow pane.
- Data cleaning and transformation in Prep.
- Data Modelling and its layers.
- Dimension and Fact Table
- Types of keys primary and foreign.
- Cardinality and types of relationship.

OBJECTIVE #3: Exploring Tableau Desktop and Functions

- Exploring different canvas like Data Source and Report.
- Exploring marks card and Tableau navigation.
- Creating all inbuilt charts and analysing different KPIs like Sales, Cost, Margin.
- Date functions, Logical functions, Aggregate functions.
- Number and type conversion functions
- String and Table Calculation functions.

OBJECTIVE #4: Explore Visualization and Building Dashboard

- Designing different charts like Bar Chart, Bubble Chart, Pie Chart, Tree Map, Geographical Map.
- Dashboard layout
- Designing dashboard
- Adding KPIs.
- Adding Filters and its use cases.

OBJECTIVE #5: Advanced Tableau features, best practices, and data security in Tableau

- Sets and Tooltips
- Buttons, Hierarchy
- Top N and Bottom N
- Best chart based on scenario

- Extract and Live Filter
- Creating user filter
- Creating groups
- Assigning Roles

OBJECTIVE #6: Tableau Online and Mobility

- Explore Tableau Online
- Publishing and Sharing reports
- Tableau Mobile and its layout
- Design of Mobile layout
- Installation of Mobile App

OBJECTIVE #7: Python Integration with Tableau

- Python Installation
- Installation of TabPy server and client
- Integrating Python with Tableau
- Running Python Script

By the end of this on-job training BETSYS BIKES, not only will you have developed an *entire* business intelligence tool from the ground using Tableau, but you will have gained the **knowledge** and **confidence** to apply these same concepts to any future Tableau projects that the company might need.

c. Outcome of the Course

- Employability Skill Enhancement

5. Soft Skill Development -(NPTEL)

b. Course Module

Course layout

Week 1:

Communication skills 1: The basics

Topics to be covered:

- i. Understanding the communicative environment-I
- ii. Understanding the communicative environment-II
- iii. What to listen for and why
- iv. When to speak and how
- v. Starting and sustaining a conversation

Week 2:

Communication skills 2 : Presentation and interaction

Topics to be covered:

- i. What to present and how – I
- ii. What to present and how – II
- iii. Multimedia presentation: Understanding the basics
- iv. Communication styles
- v. Speaking in groups

Week 3:

Communication skills 3: Visual, nonverbal and aural communication

Topics to be covered:

- i. The world of visual culture
- ii. Visual perception
- iii. The aural: Its relevance and impact
- iv. The body and the way it communicates
- v. The face, its expressions and what it says

Week 4:

Interpersonal communication 1: Individuals, groups and cultures

- i. Building Relationships
- ii. Understanding Group Dynamics- I
- iii. Understanding Group Dynamics- II
- iv. Groups, Conflicts and their Resolution
- v. Social Network, Media and Extending Our Identities

Week 5:

Interpersonal communication 2: Emotional and social skills

Week 6:

Developing key traits 1: Creativity, critical thinking and problem solving

Week 7:

Developing key traits 2: Motivation, persuasion, negotiation and leadership

- i. Motivating oneself
- ii. The art of persuasion-I
- iii. The art of persuasion-II
- iv. From persuasion to negotiation
- v. Leadership and motivating others

Week 8:

Essential and vocational skills: survival strategies

- i. Managing time
- ii. Managing stress
- iii. Resilience
- iv. Work-life balance
- v. Applying soft-skills to workplace

c. Outcome of the Course

- Employability Skill Enhancement

6. Financial Modelling and Valuation - (Internshala)

b. Course Module

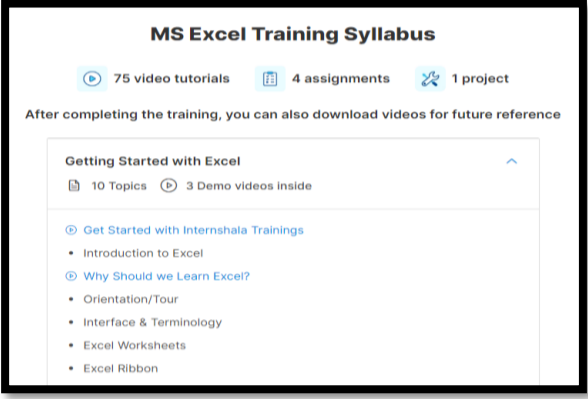
<p>Financial Modeling Training Syllabus</p> <p>After completing the training, you can also download videos for future reference</p> <p>Understanding Excel ^</p> <p>4 Topics 2 Demo videos inside</p> <p>Get started with Internshala Trainings</p> <ul style="list-style-type: none">Basic Excel ToolsFinancial Modeling ToolsFormatting and Conditions	<p>Investment Decision Techniques ^</p> <p>5 Topics 1 Demo video inside</p> <p>Training Overview Video</p> <ul style="list-style-type: none">Time Value of Money, Future Value and CompoundingPresent ValueNet Present Value (NPV) and Discount RateInternal Rate of Return (IRR)Payback Period
<p>Application of Decision Techniques ^</p> <p>3 Topics 2 Demo videos inside</p> <p>Make vs Buy</p> <ul style="list-style-type: none">Invest in a New Plant or Not <p>Personal Finance</p>	<p>Financial Statement Analysis ^</p> <p>8 Topics</p> <ul style="list-style-type: none">Introduction to Financial StatementsIntroduction to Income StatementIntroduction to Balance SheetIntroduction to Cash Flow StatementCoffee Shop ExampleCase Study - Hero MotoCorpFinancial Statement AnalysisFinancial Statement Irregularities
<p>Valuation ^</p> <p>4 Topics</p> <ul style="list-style-type: none">Introduction to ValuationAbsolute Valuation (DCF Method)Case Study - Hero MotoCorpRelative Valuation	

c. Outcome of the Course

- Employability Skill Enhancement

7. Advanced Excel-(Internshala)

b. Course Module



MS Excel Training Syllabus

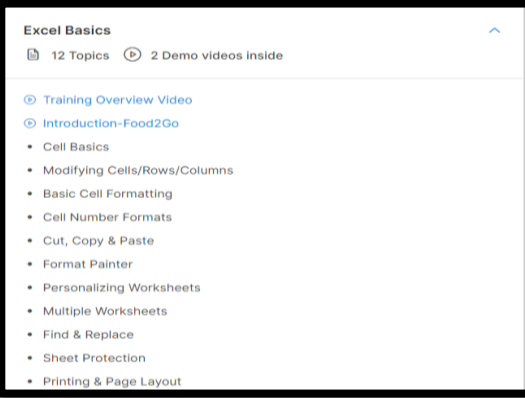
75 video tutorials 4 assignments 1 project

After completing the training, you can also download videos for future reference

Getting Started with Excel

10 Topics 3 Demo videos inside

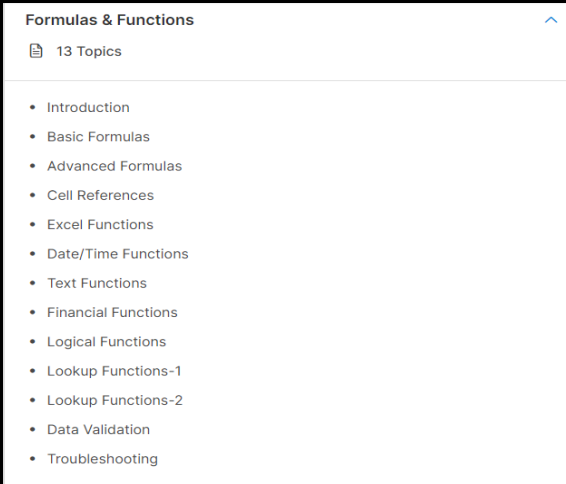
- Get Started with Internshala Trainings
 - Introduction to Excel
 - Why Should we Learn Excel?
 - Orientation/Tour
 - Interface & Terminology
 - Excel Worksheets
 - Excel Ribbon



Excel Basics

12 Topics 2 Demo videos inside

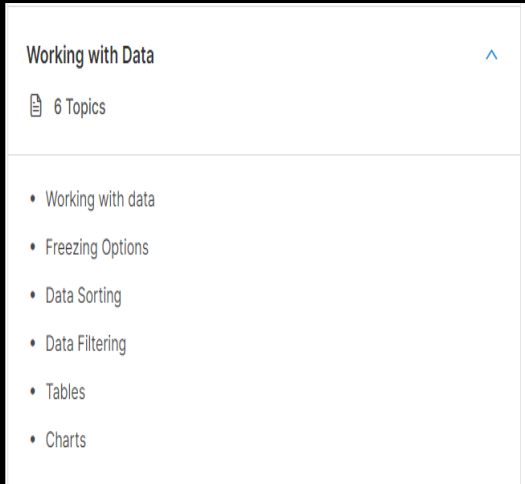
- Training Overview Video
- Introduction-Food2Go
 - Cell Basics
 - Modifying Cells/Rows/Columns
 - Basic Cell Formatting
 - Cell Number Formats
 - Cut, Copy & Paste
 - Format Painter
 - Personalizing Worksheets
 - Multiple Worksheets
 - Find & Replace
 - Sheet Protection
 - Printing & Page Layout



Formulas & Functions

13 Topics

- Introduction
- Basic Formulas
- Advanced Formulas
- Cell References
- Excel Functions
- Date/Time Functions
- Text Functions
- Financial Functions
- Logical Functions
- Lookup Functions-1
- Lookup Functions-2
- Data Validation
- Troubleshooting



Working with Data

6 Topics

- Working with data
- Freezing Options
- Data Sorting
- Data Filtering
- Tables
- Charts



Advanced Concepts

4 Topics

- Conditional Formatting
- What-If Analysis
- Pivot Tables
- The End

8. Business Communication Skills -(Internshala)

b. Course Module

<h4>Business Communication Training Syllabus</h4> <p>43 video tutorials 4 assignments</p> <p>After completing the training, you can also download videos for future reference</p> <h5>Introduction to Business Communication</h5> <p>5 Topics 3 Demo videos inside</p> <ul style="list-style-type: none">Get Started with Internshala TrainingsRole and Importance of CommunicationThe Communication Process<ul style="list-style-type: none">Modes of CommunicationBusiness Communication Skills	<h4>Essential Communication Skills</h4> <p>11 Topics 2 Demo videos inside</p> <ul style="list-style-type: none">Training Overview VideoEffective Communication Techniques<ul style="list-style-type: none">Principles of Written CommunicationIntroduction to Verbal CommunicationVerbal Communication TechniquesFluency, Enunciation, PronunciationThe Art of QuestioningThe Power of Body LanguageUsing Body Language EffectivelyThe Listening DilemmaActive ListeningEmpathy
<h4>The Application Process</h4> <p>5 Topics</p> <ul style="list-style-type: none">Communicating PowerfullyResume WritingEffective Cover LettersGroup DiscussionsInterview Essentials	<h4>Workplace Communication Skills</h4> <p>6 Topics</p> <ul style="list-style-type: none">Training ProjectWriting Effective EmailsThe Communication CyclePresentation Skills - Part 1Presentation Skills - Part 2Communication Roadblocks

c. Outcome of the Course

- Employability Skill Enhancement

9.Ethical Hacking - (Internshala)

b. Course Module

<h4>Ethical Hacking Training Syllabus</h4> <p>126 video tutorials 72 hacking challenges 1 project</p> <p>After completing the training, you can also download videos for future reference</p> <h5>Basics of Information Security and Computer Networking</h5> <p>9 Topics 2 Demo videos inside</p> <ul style="list-style-type: none">Get Started with Internshala TrainingsIntroduction to Information Security<ul style="list-style-type: none">Hacking Methodologies and Security AuditingComputer NetworkingIP addressing and NATThe Google Maps of the InternetPorts and Services	<h4>Information Gathering and Basics of Web Development</h4> <p>9 Topics 2 Demo videos inside</p> <ul style="list-style-type: none">Training Overview VideoDigital Footprints and Information Gathering<ul style="list-style-type: none">Advanced Information Gathering about People and WebsitesGoogle Dorking- Hacking using GoogleIntroduction to Web Architecture and Understanding Common Security MisconceptionsHTML BasicsHTML and Introduction to JavascriptIntroduction to PHP and Setting up XAMPPPutting Brains into Beauty- Working with PHPHandling User Input and Building Basic Applications using PHP
<h4>Introduction to Web VAPT, OWASP and SQL Injections</h4> <p>9 Topics</p> <ul style="list-style-type: none">Introduction to VAPT and OWASPBasics of Databases and SQLAuthentication Bypass using SQL InjectionGET based SQL Injection- Part 1GET based SQL Injection- Part 2POST based SQL Injection- Part 1POST based SQL Injection- Part 2Advanced SQL InjectionsAutomating SQL Injections- SQL Map	<h4>Advanced Web Application Attacks</h4> <p>3 Topics</p> <ul style="list-style-type: none">Bypassing Client Side Filters using Burp SuiteIDOR and Rate-limiting issuesArbitrary File Upload Vulnerabilities
<h4>Client Side Attacks</h4> <p>7 Topics</p> <ul style="list-style-type: none">Understanding Important Response Headers, DOM, and Event ListenersFundamentals of Cross Site Scripting (XSS)Understanding Forced Browsing and Session-Cookie FlawsCross Site Request Forgery (CSRF) and Open RedirectionsDictionary Based Brute Force AttacksLogical Brute Force AttacksPersonally Identifiable Information (PII) Leakage and Sensitive Information Disclosure	<h4>Identifying Security Misconfigurations and Exploiting Outdated Web Applications</h4> <p>5 Topics</p> <ul style="list-style-type: none">Common Security MisconfigurationsDefault/Weak Password VulnerabilitiesFingerprinting Components with Known VulnerabilitiesScanning for Bugs in WordPress and DrupalUsing Public Exploits

c. Outcome of the Course

- Employability Skill Enhancement

10. Leading with Finance - (Harvard Business School)

b. Course Module

			
<h2>Leading with Finance</h2>		<h2>Syllabus</h2>	
<p>Leading with Finance provides participants with a thorough understanding of the principles of finance—a conceptual toolkit for making smart financial decisions and the confidence to clearly articulate those decisions to key stakeholders.</p>			
Modules	Case Studies	Takeaways	Key Exercises
Module 1 Financial Analysis	<ul style="list-style-type: none"> Unidentified Industries Timberland 	<ul style="list-style-type: none"> Understand the building blocks of financial analysis: the balance sheet, the income statement, and financial ratios Develop an intuition for the concepts behind the principles of finance Apply your knowledge to identify companies by reviewing their financial statements 	<ul style="list-style-type: none"> Categorize financial ratios DuPont Analysis exercise Quiz #1
Module 2 Finance vs. Accounting	<ul style="list-style-type: none"> Corning Glass Hon Hai Sharp 	<ul style="list-style-type: none"> Identify the fundamental differences between accounting and finance Examine the use of cash as a measurement of value creation in finance 	<ul style="list-style-type: none"> Balance sheet and financial ratios exercises Calculate net present value Quiz #2
Module 3 Capital Markets	<ul style="list-style-type: none"> Corning Glass Hon Hai Sharp Short-selling Bekaert Tops Friendly Market 	<ul style="list-style-type: none"> Build a strong understanding of the players in the financial services industry and the roles they each play Contemplate the financial system, its flaws, and potential solutions 	<ul style="list-style-type: none"> Evaluate perspectives on information asymmetry Quiz #3
Module 4 Creating Value	<ul style="list-style-type: none"> Corning Glass Capital Structure at Biogen Heineken: Building a Mexican Brewery 	<ul style="list-style-type: none"> Explore the three pillars of value creation and how to achieve them Discover why capital is costly and how to use this information to benefit your organization 	<ul style="list-style-type: none"> Market-to-book ratios exercises Match companies to their cost of debt and industries to their betas Quiz #4

Modules	Case Studies	Takeaways	Key Exercises
Module 5 Valuation	<ul style="list-style-type: none"> • Tops Friendly Market • Spirit Aero Systems • Dell Valuation 	<ul style="list-style-type: none"> • Determine how the future affects value today • Compare various valuation methods and examine net present value • Discuss potential risks involved in mergers and acquisitions 	<ul style="list-style-type: none"> • Calculate free cash flows, WACC, and terminal values • Practice scenario analysis • Quiz #5
Module 6 Capital Allocation	<ul style="list-style-type: none"> • Apple iPrefs • Convergence Pharmaceuticals • Heineken Ethiopia Expansion • Biogen Share Repurchases 	<ul style="list-style-type: none"> • Discuss capital allocation and the use of free cash flow • Analyze the various options companies have for investing their cash through reinvestment or distribution • Determine which "type" of money will empower new business ideas to flourish 	<ul style="list-style-type: none"> • Capital allocation decision tree analysis • Weigh value of dividends vs. share buybacks • Quiz #6 • Capstone project

Capstone Assignment: You will finish the course with a brief capstone assignment which integrates and applies the concepts covered in the course.

Learning requirements: In order to earn a Certificate of Completion, participants must thoughtfully complete all 6 modules, including satisfactory completion of associated quizzes and capstone assignment, by stated deadlines.


c. Outcome of the Course

- Employability Skill Enhancement

11. Professional Skills for Workplace - (Infosys Springboard)

b. Course Module

Professional skills - "The future belongs to those who learn more skills and combine them in creative ways." -Robert Greene




Assertiveness Skills

Intermediate 24m 48s

This workshop highlights the importance of assertiveness as a behavior, factors influencing choice

Collection




Being More Creative

Beginner 5

This module will enable you to understand how to be creative, will learn about the myths.

Collection

Working in teams - "None of us is as smart as all of us." -Ken Blanchard




Building High Performance Teams

Intermediate 49m 34s

This module illustrates how High Performance Teams are built step by step. It helps identify the difference

Collection



Building Psychological Teams


Beginner 2

This course helps to demystify term 'psychological safety' and emphasizes its importance in

Course

What are you waiting for...go on...explore!

Become a global professional - "Communication works for those who work at it" - John Powell




Active Listening Skills

Beginner 20m 3s

This module highlights the importance of listening as a behavior, the difference between listening and

Collection





Articulation Skills

Beginner 3

This module introduces the components of effective articulation.

Collection

Professional skills - "The future belongs to those who learn more skills and combine them in creative ways." -Robert Greene

Active Listening Skills

This module highlights the importance of listening as a behavior, the difference between listening and hearing and the barriers to listening.

Start

Learning Progress 
 Status: Completed

Authors/Creators
 rajakumar_munusamy
 Show Curators/Contacts

At a glance

-  Collection
-  10m 3s
-  Beginner Level
-  Free
-  Infosys Wingspan
-  EN
-  Listening, Listening Skills, Active Listening

Articulation Skills


This module introduces the components of effective articulation.

Start

Learning Progress 
 Status: Completed

Authors/Creators
 Moumita Das
 Show Curators/Contacts

At a glance

-  Collection
-  20m 18s
-  Beginner Level
-  Free
-  Infosys Wingspan
-  EN
-  Articulation, Articulation Skills, Communication,

EN
Listening, Listening Skills, Active Listening

Overview Contents Discussions

What you will learn
By the end of this module, you will be able to: Recall the communication loop Identify various aspects of 'active' listening when communicating Practice the art of listening actively

Skills you will gain
Behavioral Skill

This content is part of

- Course
- Learning Path

Table of Contents
10m 3s • 1 Video • 1 Youtube Video

Active Listening Skills	4m 25s
Barriers to Effective Listening	5m 38s

More like this

Infosys
Basis of Business Communication

This course provides a comprehensive overview on the fundamental elements of Business communication.

Start

Learning Progress
Status: Completed

Completion Certificate
For this content, you have earned a certificate of completion. Click on View Certificate button to generate the certificate.
View Certificate

Authors/Creators

- vindya_palekanda
- Hidayath Ulla G

Show Curators/Contacts

At a glance

Infosys
Basis of Telephone Etiquette

This module highlights the importance of telephone etiquette at workplace, defines steps to prepare for an effective telephonic conversations and expl... More

Start

Learning Progress
Status: Completed

Authors/Creators

- rajakumar_munusamy

Show Curators/Contacts

At a glance

- Collection
- 18m 33s
- Beginner Level
- Free
- Infosys Wingspan

Infosys
Business English

This course provides a comprehensive overview of the eight Parts of Speech in English Grammar with quiz and an assessment to help complete learning of... More

Start

Learning Progress
Status: Completed

Completion Certificate
For this content, you have earned a certificate of completion. Click on View Certificate button to generate the certificate.
View Certificate

Authors/Creators

- vindya_palekanda
- Hidayath Ulla G

Show Curators/Contacts

At a glance

- Course

Free
Infosys Wingspan
EN
Telephone calls, Telephone etiquette, Telephone skills

Overview Contents Discussions

What you will learn
By the end of this module, you will be able to: Identify the importance of telephone etiquette in the workplace. Define the essential steps in preparing for a telephonic conversation or replying to a call Explain how to listen effectively. Appreciate the challenges faced in telephonic conferences. Identify techniques to combat those challenges.

Skills you will gain
Behavioral Skill

This content is part of

- Course
- Learning Path

Table of Contents
18m 33s • 1 Video • 2 Youtube Videos

- Basis of Telephone Etiquette 14m 17s

Infosys
Business Writing

The Business Writing module provides a comprehensive overview of various elements related to Accuracy, Brevity and Correctness in our everyday writing... More

Start

Learning Progress
Status: Completed

Completion Certificate
For this content, you have earned a certificate of completion. Click on View Certificate button to generate the certificate.
View Certificate

Authors/Creators

- vindya_palekanda
- Hidayath Ulla G

Show Curators/Contacts

At a glance

- Course
- 58m 13s

Communicating to Succeed

This course aims at helping learners become familiar with the basics of communication skills that are imperative for any professional to succeed. The ... More

Start

Learning Progress
 Status: Completed

Completion Certificate
 For this content, you have earned a certificate of completion. Click on View Certificate button to generate the certificate.
 [View Certificate](#)

Authors/Creators

- simren_mehn
- Gaurab Mukhopadhyay

[Show Curators/Contacts](#)

to provide the learner a complete understanding of the importance of Parts of Speech to enable the learner to understand the different nuances of the eight Parts of Speech to equip the user to leverage the knowledge of the eight Parts of Speech in English Grammar for effective communication

Skills you will gain

English

Table of Contents
 2h 20m • 7 Modules • 1 Assessment

- INTRODUCTION 1
- NOUNS and PRONOUNS 1
- VERBS and ADVERBS 1
- ADJECTIVES 1
- PREPOSITION 1
- CONJUNCTIONS and INTERJECTIONS 1
- TENSES 1
- Business English Assessment 20m

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- Gaurab Mukhopadhyay
- Rajakumar Munusamy

Client Orientation

Clients are the prime driving source behind our business. Every customer expects service providers to be aligned with his/her needs in a certain way. ... More

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- Akshat Golas

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At a glance

- Course

Home Channels Quiz Gam... Blogs More

12. Artificial Intelligence Skill-Friends Union for Energizing- (FUEL)

a. Notice



SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, Koregaon Road, Pune - 411001. Ph. 020-26054471/91 Fax: 020-26654481
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: IMMFD16030 D.T.E. Institute Code: 6614

Dr. B. H. Nanwani
Director

Notice
Certificate Course Announcement


10th March 2023


The Institute is offering a Certificate Course titled, Future Skills Training in AI- skill-Friends Union for Energising Lives- (FUEL)

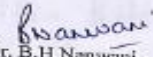
Details:
Course Duration: 40 Hours
Fees: Free
Important Dates:
Registration for the Course: 10th March 2023 to 22nd March 2023
Course Commencement: 27th April 2023
Minimum Attendance: 75%
Expert: Mr. Shiv (Trainer -Friends Union for Energising Lives- (FUEL)
Course Coordinator: Ms. Vaishali Patil

Please Note:

3. This course is available for MCA-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
& KOREGAON ROAD, PUNE-411001

b. Course Module

Curriculum:

1) Python Basic

- How to Install Spyder
- Getting Started with Jupyter
- Introduction to Python
- Function in Python
- Range, Generators, Iterators, Comprehension
- Lambda Expression
- Python Modules And Packages
- Reading writing appending Various files
- Python Regular Expression
- Database Connection using Python.

2) Artificial Intelligence

- Need of AI, History of AI, what is AI, Types of AI, Application of AI,
- Advantages And Disadvantages
- Future of AI
- Languages need to be used for AI applications

3) Machine Learning

- What is Machine Learning
- Need, Advantages and Limitation of ML
- Machine Learning algorithms, regression algorithm, clustering, Association algorithm
- Linear regression
- Multi-class classification, Performance Metrics, scikit-learn Packages, first machine learning Application

4) Deep Learning

- Unsupervised Feature Learning
- Convolutional Autoencoder
- Convolutional Neural Network
- Recurrent Neural Network

c. Outcome of the Course

- Employability Skill Enhancement

13. Employability Skill Program - (Nandi by Mahindra Pride Classroom)

a. Notice



SVIMS
Sadhu Vaswani Institute
of Management Studies
PUNE - 411001

Dr. B. H. Nanwani
Director

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Notice

Certificate Course Announcement

2nd November 2022

The Institute is offering a Certificate Course titled, Employability Skill Program - (Naandi foundation by Mahindra Pride Classroom)

Details:
Course Duration: 36 Hours
Fees: Free
Important Dates:
Registration for the Course: 2nd November 2022 to 12th November 2022
Course Commencement: 14th November 2022
Minimum Attendance: 75%
Expert: Ms.Pooja Kamble , Trainer (Naandi Foundation)
Course Coordinator: Ms. Vaishali Patil

Please Note:

1. This course is available for MBA-Part 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

Framework (30 Hours)	Hours
I am Unique	2
Body language & Grooming	2
Goal Setting	2
Time Management	2
Money management	2
Problem solving	2
Presentation Skills	2
Good health for good life	2
Digital Identity	2
Knowing and using of digital tools and software	2
Do's & Don'ts of tools	2
Ability to work in Word	2
Ability to work in Excel	2
Ability to work in Presentation	2
Recap & Closing	2

c. Outcome of the Course

- Employability Skill Enhancement

14. Content & Copywriting Pro (A Climber Knowledge and Careers Pvt. Ltd.)

b. Course Module

Program Curriculum
Our curriculum is designed to make you the finest Content & Copywriter

Build Your Writing Muscle	6 Live Classes
Content Writing	4 Live Classes
Content Writing for Social Media	6 Live Classes, 2 Projects
Blogging & SEO	4 Live Classes, 1 Project
Portfolio Project: Content Writing	1 Project
Copywriting 101	2 Live Classes, 1 Project
How to become an all-round copywriter	9 Live Classes, 3 Projects
Portfolio Project: Copywriting	1 Project

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c. Outcome of the Course: Employability Skill Enhancement