



Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE & COMMERCE

- Affiliated to Savitribai Phule Pune University: ID No PU/PN/ASC/023/1970
- Junior College Index No: J-11.15.004
- Government of Maharashtra and Savitribai Phule Pune University Recognized Minority Institute
- UGC - 2(f) & 12 (B) Status • NAAC Re-accredited College • DST - FIST Funded College



K. B. Hidayatullah Road, Camp,  
Pune - 411001. (MS), India



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[principal@poonacollege.edu.in](mailto:principal@poonacollege.edu.in)

**Professor (Dr.) Aftab Anwar Shaikh**

M.Com, Ph.D (Busi. Admin.)

**PRINCIPAL**



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## CRITERION- I

<b>KEY INDICATOR</b>	<b>1.2 Academic Flexibility</b>
<b>METRIC NO.</b>	<b>1.2.2</b>

- Number of Add on /Certificate programs offered during the last five years

## REPORT OF ADD ON /CERTIFICATE PROGRAMS OFFERED DURING THE ACADEMIC YEAR

**2019-2020**



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)

## ACTIVITY REPORT

(2019-20)

### I. Basic Details:

Name of The Activity: Certificate Course in Business English			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
14/01/2020 to 28/02/2020	Commerce	Department of Commerce	Dr. Shirin Shaikh 8459996847
Duration	Venue	Activity for class/ group	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
10.30am to 12.30pm & 1- 3pm	Room No. 42, 43, 44 & 32	F.Y.B.COM A , B, C & D student number 449	Co-curricular

### II. Brief Information about the Activity (Criterion no - 1 )

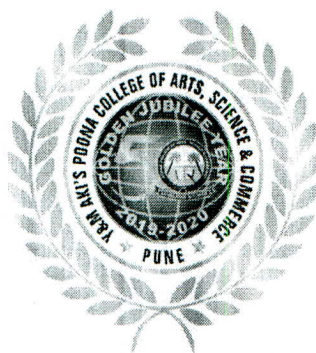
Topic/ Subject of the activity	Certificate Course in Business English
Objective for conducting the activity	A good grasp of the knowledge of English in general as well as a deep understanding of special forms are needed to successfully build a career in an international environment.
Methodology	Lecture method, game method and audio video aids
Outcome	Learning Business English helped the students to boost the existing language skills also helped them to build up completely new knowledge related to business communication.

### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Report with photos	2. Attendance	3. Notice
4. feedback from students	5. BOS letters	



Y & M AKI's  
**Poona College of Arts Science and Commerce.**  
Camp, Pune 411001



**Certificate Course**  
by  
**Department of Commerce & Research Center**  
in  
**Business English**  
**2019-2020**

**Course Coordinator**

***Dr. Shirin Shaikh***

*M.A., M.Phil, PhD. SET*

*For Private Circulation only*

### 1) Course Description:

Business English is a basic course designed for first year students of English as a second language who wish to improve their written and spoken business communication skills. The course focuses on level-appropriate grammar, introduces vocabulary specific to various business domains, and familiarizes students with the finer points of business etiquette and business correspondence. Presentation skills are also dealt in this course. It also highlights the format of letters, memos and resumes.

### 2) Course Objectives:

The Business English course is designed to prepare students to use English in a present or future work situation. Students will develop English skills with a focus on business contexts and environments, and they will learn vocabulary that is used regularly in the business world. This course will help practice and enrich communication skills by using English in specific business settings and situations.

### 3) Course Outcome:

By the end of the course, the students will be able to:

- Develop basic skills to deal with people in business situations
- Increase their knowledge of key business concepts worldwide
- Write and read basic business letters and memos
- Expand vocabulary related to general business situations
- Develop confidence to deal with people and basic issues in the business world

### 4) Course Duration:30 Hours

### 5) Board of Studies:

Sr.No	Name	Designation	Associated with
1.	Dr. Aftab Anwar Shaikh	Principal	Poona College of Arts Science and Commerce
2.	Dr. MuniraLokhandwala	Associate Professor	AbedaInamdar Senior College
3.	Dr. Mukuljoshi	Associate Professor	AbedaInamdar Senior College
4.	Dr. AshwiniPurude	Assistant Professor	Poona College of Arts Science and Commerce
5.	Dr. Shirin Shaikh	Assistant Professor &Course Coordinator	Poona College of Arts Science and Commerce

**6) Syllabus:**

Sr.No	Topic Name	Hours
1.	Introduction to Business English Course outline and Approach	02
2.	Meetings: Preparing for the meeting, setting an agenda and chairing meeting Taking notes Conversation: Being diplomatic, agreeing and disagreeing	10
3.	Business Communication (written) Writing E-mails Memos Business letters Resume Writing	15
4.	Presentation Skills	03

**7. Methodology:** The style of teaching will probably differ and the methodology used in this course will be a little different from general English. For example, instead of pair work and group work, the teacher will teach the students more through case studies, role play and simulation exercises. Role of the teacher is likely to be more of a facilitator when teaching meeting skills or presentation.

**AKI's**  
**Poona College of Arts, Science & Commerce**  
 Department of Commerce, PG & Research Center  
 Enrollment List of Business English 2019-20  
 F.Y.B.Com Div - A, E

Total 449

Sr.No.	Name of the Student	Roll No.
1	SHAIKH FAIZAL JAVED	1601
2	SHAIKH CHANDPASHA GAFFAR	1603
3	KHAN MOHD IRFAN IQBAL AHMED	1604
4	NIDA RIYAZ PATHAN	1605
5	RIDA RIYAJ PATHAN	1606
6	SAYYAD SHABAZ SALIM	1607
7	PATNI SHIFA ABDULBASID	1608
8	KANNOJIA AMIT SHIVSHANKAR	1609
9	SHAIKH SAJID SALIM	1610
10	SHAIKH MOHAMMAD DANISH KAMALUDI	1611
11	SHAIKH SAQLAIN ALI MUSHTAK	1612
12	SHAIKH MOHD KAIF ARIF	1613
13	SHAIKH MOHD KAIF ARIF	1613
14	MAHEKNAAZ AZIZ SHAIKH	1615
15	SHAIKH MOHAMMED RAZIQUE AZIMUDDI	1617
16	SAYYED UMME RUMAN MOHAMMAD ALI	1618
17	KHAN MUBEEN ZUBAIR	1619
18	SHAIKH AAFIYA SAMEER	1620
19	SABIYA YUNUS PATHAN	1621
20	LAKADE LOKESH SHANKAR	1622
21	ADAGALE ANJALI SHANKAR	1624



22	MANE PRATIKSHA SAMPAT	1625
23	KHAN AMAAN AZAM	1626
24	MANIYAR ZAID RAFIQUE	1627
25	DHARWAD IQRA NAZEER	1628
26	BHENWAL PRATHAM PRALHAD	1629
27	SHAIKH SHIFA NAZIR	1630
28	SHAIKH MISBA RIYAZ	1631
29	BAGWAN ALIYA ANWAR	1632
30	RUTIK KANTAYYA MAROOR	1634
31	SHAIKH FATEH MOHAMMED MOHAMMED	1635
32	MOMIN SHAHID SIKANDAR	1636
33	ATTAR ABRAR AJIJ	1637
34	ANSARI MOHAMAD ABUZAR AZHAR	1638
35	MHASLAI FAIZAN NAZIR AHMED	1639
36	SHAIKH SAMINA NASIR	1640
37	MOHD AMAN	1641
38	KHAN MAHEK FATIMA J	1644
39	SHAIKH IZHAN NAVID	1645
40	SHAIKH AMAN NAYEEM	1646
41	SHAIKH AAYESHA BAPUJI	1647
42	PATEL MANSOOR JAVED	1648
43	ATTAR SABA ABDUL WAHAB	1649
44	CHAUDHARY MOHAMMED RAZA UMAR	1650
45	ASHFAQUE SALIM SHAIKH	1651
46	SIDDIQUE HARIS AOUSAF	1652

47	SIDDIQUE FARZEEN AWAIS	1653
48	SHAIKH FARDEEN AKHTAR	1654
49	NAZIM ALAM	1656
50	ANSARI JUNAID IZHAR	1658
51	TAMBOLI ADNAN RAJMOHAMMED	1659
52	SHAIKH SOHEB NIYAJ	1660
53	PATWEKAR ZAID NAUSHAD	1661
54	SHAIKH RIZWAN AHMED HASAN ALI	1663
55	QURESHI MOHD TARIQUE FAROOQUE	1665
56	INAMDAR FAIZAN ASLAM	1669
57	SAYYED SIDDIQUE HAMID	1670
58	SHAIKH BILAL KHALID	1671
59	SAYYED YASIR SHAKIR	1673
60	PANSARE AMAAN ASLAM	1675
61	SHAIKH ZAID MOINUDDIN	1676
62	SHAIKH SUFIYAAN IRFAN	1677
63	SHAIKH REHAN RIYAZ	1679
64	SAYYED GAUSIYA KAUSAR RIYAZ	1682
65	MANIYAR ARBAAZ RAUF	1685
66	PAWAR SUZANA SHOKIN	1688
67	CHAVAN MALVINA RAMESH	1689
68	AKSA ANWAR SHAIKH	1690
69	SHAIKH AHMED MEHMOOD	1691
70	KUDWASKAR AJINKYA DNYANESHWAR	1692
71	MADALKAR ABHISHEK MAHADEV	1693



72	AMINULLAH BABA	1695
73	BABRAK BABA	1696
74	ATAULLAH BABA	1697
75	HANNURE AMINABI IMAM	2402
76	SHAIKH ZOEBA ISMAIL	2403
77	ANSARI IQRA SHAMIM	2404
78	SHAIKH SAMSHERALAM JAMIL	2406
79	ANSARI NAZNEEN NASEEM	2407
80	SHAIKH USAMA ABDUL SAMAD	2409
81	ANSARI SARIK NASIM	2410
82	SAYYED MUZAFFAR SHABBIR	2413
83	SHAIKH SAMSHERALAM JAMIL	2406
84	SHAIKH AARSHAD RAHIM	2415
85	SHAIKH FAZILA HASIN	2416
86	ADIGARAT AAMIR IMBICHI	2417
87	PATWEGAR MOHAMMED ZAID ZAHIR	2418
88	QURESHI SAMEER RIYAZ	2423
89	MEVEGAR AMAN GAFUR	2426
90	PATANGE RAHUL SHYAM	2427
91	ARBAZ SEKH	2431
92	KHAN MEHBOOB AJAZ	2432
93	SHAIKH AFRAZ IQBAL	2435
94	REHAN GULAB SHAIKH	2436
95	AFRIDI FAROOQUE SHAIKH	2441
96	KHAN AMAAN FEROZ	2442

97	MUSKAN FARUKH SHAIKH	2443
98	FARIHA TABIR MOMIN	2444
99	ANSARI MEHAJABEEN AFTAB	2445
100	HODA SHAHID AMAN MOHAMMED ASAH	2447
101	SHAIKH TASKEEN FATEMA NASIR	2477
102	SAYYED MALEHA MEHFOOZ	2478
103	ALISHAN MOHAMMED MOBIN	2480
104	SHAIKH ARBAZ HUSAIN	2483
105	SINGH ADARSH VINOD	2484
106	SHAIKH FAIZ ABDUL	2487
107	VISHWAKARMA NILESH LAXMAN	2488
108	ABHILASH PILLAY	2495
109	SHAIKH AMEESA	1699
110	YADAV TULKUMAR	2414
111	KHAN USTAD HAMZA REHAN	2496
112	SHAIKH MOHAMMED SAAD RAEES	2497
113	NAGUL RAUNAK VIVEK	2498
114	SAYYED ABRAR SAEED	2499

*Shariq*



**AKI's**  
**Poona College of Arts, Science & Commerce**  
 Department of Commerce, PG & Research Center  
 Enrollment List of Business English 2019-20  
 F.Y.B.Com Div - B, F

Sr.No.	Name of the Student	Roll No.	Mobile No.
1	ANSARI MARIYA FAHIM	1801	8668919343
2	NALBAND FAIZAN DILNAWAZ	1804	9823905223
3	MUSTAKIN KAMRUDDIN PIRJADE	1805	7620749315
4	SHAIKH MOHAMMED IRFAN MUSHTAQ	1806	8530159413
5	SHAIKH FAHIM AKHTAR	1807	8830780204
6	PATHAN SHAHBAZ NASIR	1808	9067710195
7	DAS POOJA SHIVKUMAR	1809	7721061808
8	SHAIKH NUJAT RAFIK	1810	7798296870
9	KHAN TAMANNA ABBA	1812	7083103244
10	SHAIKH RAAZIYA MOHSIN ALI	1813	9890096698
11	SHAIKH FAIZA JAVED	1815	9922203408
12	ANSARI FAISAL NAEEM	1816	9960218531
13	SHAIKH CHAND HUSAIN	1818	9067560522
14	JIDGE SUFIYAN MOHAMMED YUSUF	1819	7350240942
15	SHAIKH MUDASSAR SAIFAN	1820	9067106038
16	SAYED MAHEK IRFAN	1821	8698330720
17	ANSARI ALEESHA AFZAL	1822	9579311732
18	SHAIKH ADIL OBAIDULLAH	1824	8007007265
19	SHAIKH AYESHA OBAIDULLAH	1825	8482847123
20	REBARI NIJU MAHENDRA	1826	9607056012
21	SHAIKH MOHZAKIR MOHRAFIQUE	1828	9766726316
22	BISHNOI SUNITA BUDHARAM	1829	8698710235
23	MUSKAN PRAMOD KUMARI	1830	8983925123
24	JINABADE SHAZADI ABDULGANI	1831	8600402281



25	ALIYANI AMENA YASIN	1834	9765869194
26	ANSARI MUSKAN BARKAT ALI	1835	9067163370
27	SHAIKH AFRIDI MANZAR	1836	9890428317
28	SHAIKH SABIR IQBAL	1837	7875677865
29	SAWANT AYAAN ZAKIR	1838	7263072516
30	SHAHANAMAT CHANDSAB BIDRI	1842	9730132987
31	DAS SOMA SAMAR	1843	9850327176
32	LOHARE NIYAMAT BI KHAJA MAINODDIN	1846	9604286782
33	SHAIKH AFIYA AJAZ	1847	8669326819
34	SHAIKH SANIYA SAMEER	1848	7745881862
35	SHAIKH AYESHA SHAKIL	1849	7038430235
36	SAYYED SHAHEEN SAMIR	1850	9403080569
37	MAURYA POOJA SANGAMLAL	1851	8390217670
38	RANGREZ SUFIYAN ABDUL HAFIZ	1852	9822780178
39	THAPA PAWAN SANJU	1853	9156929974
40	ANSARI FAIZAN MOHAMMED SIDDIQUE	1854	8087205215
41	SHAIKH SALEEM	1855	7378452850
42	MUJAWAR MUSTAFA SAMEER	1856	7020184269
43	KUMBHAR SIDDIK YUSUF	1857	9518550811
44	TAMBOLI ZEENAT ASLAM	1863	9370067898
45	PUKHREMBAM DINGKU SINGH	1865	9921614338
46	HAQUE MOHAMMED SHIBANUL INAMUL	1866	9067600791
47	SHAIKH USAM MOHAMMADIN	1867	8668936860
48	SHAIKH ATIQA PARVEEN NAEEM	1868	8698652051
49	SHAIKH BUSHRA ISMAIL	1869	7276769268
50	DESAI YAMIN YUSUF	1870	7722019747
51	ANSARI AAQIB AYAZ	1871	9156124309
52	CHAVARIYA ANCHAL VINOD	1872	8857001779
53	SAYED AAYAN SALIM	1873	7276604241

54	SHAIKH FARHAN RAFIQ	1874	8530671784
55	DHOTEKAR QADIR ARIF	1875	8788196186
56	TAMBOLI ZEENAT FARUQ	1877	8975991575
57	NAJAN SHRIKANT ASHOK	1880	7447837803
58	SAYYAD MUJIB JARARMOHAMMAD	1881	9067189026
59	SAYYAD MUDASSAR MUNAF	1882	7507312234
60	SHAIKH SALIM NASIM	1883	7517381178
61	PATEL SHOHEB SIKANDAR	1885	9606707508
62	SHAIKH ILSA INAYAT	1886	8669429533
63	SHAIKH IRAMNAAZ VAJID	1888	9767654963
64	SHAIKH FARHAT ABDUL HAMID	1889	9604126401
65	SAYYAD SABA ALI	1890	9049058598
66	SHAIKH SALMA MEHENDI	1891	9764591195
67	KHAN NAJAMA HARUN	1892	9890844611
68	SHAIKH FIZA AKBAR	1893	8390389591
69	SHAH AMAAN RAFI	1894	8983622770
70	SAYYED SHIFA JAVED	1898	9764214702
71	RIFAT AYYUB SHAIKH	1901	8975998276
72	SHAIKH SUFIYAN SHAKIL	1903	9763299726
73	AUTTI TAUFIQ NOORMOHAMAD	1904	7066420244
74	KALE TANAKISH JAI	1905	9325345866
75	MEMAN AFSANA RAJU	1906	8459405893
76	SHAIKH MUJAHID LALA	1908	9975046218
77	SHABNAM GULJAR BATT	1909	9579897983
78	SHAIKH SAMRIN ABDULKARIM	1910	9011108956
79	SAYYED SADAF FATIMA KAZIM ALI	1911	9130615976
80	SHAIKH REHMAT RAFIQUE	1913	7558748612
81	ABDULLA JUNAID SHAIKH	1914	9604026380
82	JAHANGIR AMINA SHAKEEL	1915	9284141775



83	YUSUF HARUN SHAIKH	1916	7028129008
84	SHAIKH HUZAIFA AZIM	1917	7385005668
85	MAURYA NISHA SANGAMLAL	1918	8390217670
86	SHAIKH AATIB AKBAR	1919	9028903489
87	Sayyed Saif Shakir	1920	9067911619
88	Mulani Kaif Ibrahim	1921	8830299632
89	SHAIKH KHUDEJA AZIMUDDIN	1923	9823178639
90	PAGDIWALE SABIR MOHAMMAD SADIQUE	2451	8329508758
91	SHARIF AMIR SAMEER	2452	7264088779
92	INAMDAR UMER DASTAGIR	2453	7709388891
93	SHAIKH SUFIYA RIYAZ	2455	8975803099
94	RAJA ATIKA FAROOQ	2456	9923970406
95	PATHAN SAMEENA GANI	2457	7420075688
96	BANEKAR AMAAN AZIM	2459	9850699972
97	KHAN AHMED GAFFAR	2460	7972289514
98	ANSARI BILAL HASHMUDDIN	2463	9527666088
99	KHAN YUNUS YUSUF	2465	7020493183
100	SHAIKH FIRDOUS RASHID	2467	7972865387
101	SHAIKH ZEENAT MUKHTAR	2470	9730964386
102	KHAN HEENA ZAKAULLAH	2471	9325150921
103	AROKYASWAMY ALEX DANIEL	2473	9834781608
104	PAROCHE BHUVAN RUPESH	2475	9763559991
105	BAGWAN GULFAM	2309	
106	ADARSH SINGH	2484	
107	SHAIKH SUFIYAN	2494	

*Shayel*





**AKI's**  
**Poona College of Arts, Science & Commerce**  
 Department of Commerce, PG & Research Center  
 Enrollment List of Business English 2019-20  
 F.Y.B.Com Div - C, G

Sr.No.	Name of the Student	Roll No.
1	KANCHWALA HUSSAINA TAHER	2001
2	CHAUDHARI HASEENA CHAND	2002
3	KHAN MOIN SULEMAN	2003
4	ZAID ZAHOR CHIPLUNKAR	2004
5	PATHAN NAZIYA ASHFAQUE	2005
7	SHAIKH ALIM MUSTAK	2007
9	DHANSE AWES AKRAM	2009
11	SAYYED UMAMA ASHRAFALI	2011
14	SHAIKH SUBHAN TAJUDDIN	2014
16	SHAIKH MATIN IBRAHIM	2016
17	SAIF ARSALAN	2017
18	SHAIKH MOHAMMADSAMEER ABDULSAMAD	2018
20	KHAN MUNTAQIM YUSUF	2020
21	SHAIKH SIRAJ A LATIF	2021
22	SHAIKH OWEZ SAJID	2022
23	SHAIKH HAFIZ RASUL	2023
24	SHAIKH FARHAN MEHMOOD	2024
27	SHAIKH RAHIL SALMAN	2027
28	DANISH JAKIR SHAIKH	2028
29	TAHEER SHAFI SHAIKH	2029
30	MOMIN SAMEER ISHAQ	2030
31	SHAIKH MINAZ NASIR	2031
32	SHAH SHAHJAD MO HASAN	2032
33	SAYYAD AYESHA RAJJAK	2034

34	SHAIKH HUZEF MASOOD	2037
35	KHAN AFFAN RIYAZ	2038
36	KHAN EBAD SAJID	2039
37	SAYYED OSAMA IRFAN	2040
38	MOKASHI MUNEER HARUN	2041
39	SHIKALGAR SAMAD ASIF	2043
40	JAMADAR ALTAMASH SAMIR	2045
41	SHAIKH ZAID ANWAR	2047
42	SHAIKH SABIN SALIM	2048
43	MOHAMMAD ALTAMASH MOHAMMAD SH	2049
44	SHAIKH SANIYA MUZAMMIL	2051
45	UZLUM RIHAN ZAKIR	2052
46	UBED SAMEER SAYYED	2054
47	RUHAN WAHID SAYYED	2056
48	KHAN MOHAMMED MUZAMMIL REHMAN	2057
49	SHAIKH AMAAN AJMAL	2058
50	SHAIKH SHAHID JAVED	2059
51	ANSARI MUSKAN AFZAL	2061
52	SHAIKH ALISHA BASHIR	2062
53	HALSANGI FATIMA NABILAL	2063
54	MANIYAR ALISHA FEROZ	2064
55	WAGHMARE SHRUTI SANDEEP	2065
56	SHAIKH IMRAN KABIR	2066
57	SHAIKH MOHAMMED AAWAIS RAZA SADIQ	2068
58	SHAIKH MEHWISH SALIM	2070
59	TOMAR AMAN SHYAMVEERSINGH	2072
60	QURESHI BARKATALI MUBEEN	2074
61	OGALE MANALI MARUTI	2075
62	UMAIR YUSUF SHAIKH	2076

63	QURESHI ATEEF MOHAMMAD SHARIF	2081
64	KHAN KHATIJA IQBAL	2083
65	SHAIKH NAZIYA BABBU	2084
66	KHAN MANNAN JAVED	2085
67	SAYYED MUSHARRAF HUSAIN ANWAR HUS	2091
68	JEBABANO ARIF MULLA	2093
69	KUSHVAH JITENDRA LAKHAMI	2096
70	BAGWAN SABA TAHER ALI	2097
71	DAVID SONKHOHEN PAONOH HAOKIP	2098
72	MOIRANGTHEM HEMOJIT SINGH	2100
73	SHAIKH HUSNABANO FIROZ	2101
74	KHAN ZAINAB SHAKEEL	2105
75	MD. BILAL FARAKAT ALI	2108
76	SHAIKH SAEEM SHABBIR	2109
77	SHAIKH IRFAN EMAM	2110
78	SAYYED OWEZ NAZEER	2111
79	PEERZADE ABID AMJAD HUSEN	2112
80	KHAN ARSHAD YUSUF	2114
81	KHAN TANVIR ARIF	2115
82	KHAN AZHAR NAZIR	2117
83	USTAD SOHEL SHAKIL	2118
84	AYAN RIYAZ BEHLIMKAR	2119
85	SAYYED AMIN SUFIYAN JAVED	2120
86	SHAIKH MOHD ZAID YASEEN	2121
87	SHAIKH WASIM MUSTAFA	2123
88	SHAIKH AMAAN AASIM	2125
89	SHAIKH ARBAAZ SAMEER	2126
90	PARANDE YASMEEN LADLE SAHAB	2501
91	KHAN SANIYA YUSUF	2502



92	SHAIKH AFSHA MOHAMMAD	2503
93	MAKANDAR YUSUF AFZAL	2504
94	MUJAHID ZAID JILANI	2505
95	SAYYED FAIZAN HANIF	2506
96	SHAIKH NILOFER FARID	2507
97	NISHAD HARIKESH JITENDRA	2508
98	SHAIKH WAHID MUSLIM	2509
99	KUMBHAR AYUB YAKUB	2510
100	SHAIKH SOFIYA TAMHEED	2511
101	MOHHEMED SAMI KASAM SHAIKH	2512
102	SHAIKH ADIL FARUKH	2513
103	KHAN AMRIN NAJEEB	2514
104	SHAIKH MOHSIN KHUDBUDDIN	2517
105	SHAIKH FIZA FIROZ	2519
106	KHAN NAIYARA KHANAM MOHAMMED WA	2520
107	SHAIKH KAIF SHAMSHUDDIN	2524
108	KUSALE ROHIT SUBHASH	2525
109	SHAIKH ZUBER HUSSAIN	2526
110	SHAIKH ARBAZ SALIM	2530
111	KACHHI ROHAAN RIYAZ	2533
112	PATHAN ZUBAIR NISAR	2534
113	SODHI KARANDEEPSINGH LAKHBIR	2535
114	KHAN ADIL	2228
115	SHAIKH MIZAN SHAKIR	2531
116	KHAN SAULIYA SALIM	2532
117	SHAIKH ADNAN AKRAM	2536
118	KHAN ADNAN IBRAHIM	2537
119	SHAIKH HUJEB NIYAJUHUSEN PAPANIYA	2515
120	MOMIN AFRAN SHAFI	2516

*Shariq*



**AKI's**  
**Poona College of Arts, Science & Commerce**  
 Department of Commerce, PG & Research Center  
 Enrollment List of Business English 2019-20  
 F.Y.B.Com Div - D, H

Sr.No.	Name of the Student	Roll No.
1	KHAN ABDUL REHMAN MUSHTAQUE	2201
2	SHAIKH AMAN DASTAGIR	2202
3	HAWALDAR RAYYAN MUBASHSHIR	2203
4	SHIKOTRE DEVENDRA SURYAKANT	2207
5	SHAIKH SHAMA PAPA	2208
6	BANGI SHABNAM MEHBOOB	2209
7	KHAN AMAAN MEHBOOB	2210
8	KHAN ABDULLA JAHANGIR	2211
9	RAJPUT SAHIL AMIT	2212
10	ARKATI AREEBAH VASEEM	2216
11	SHAIKH MOHAMMAD HANIF HASAN	2220
12	KAZI ZAFAR NIKHAR	2222
13	BAGWAN MASTAN MAHIBOOB	2223
14	SHAIKH ABID MEHMOOD JAMAL	2231
15	BAGWAN IQAAB WAHID	2232
16	TAMBOLI TAUQIR TANVEER	2233
17	SHAIKH HAMZA RASUL	2236
18	MORVE SAMRIN USMANCHAND SAHEB	2237
19	REHAN SHERALI BARBER	2240
20	SAYYED SAHER USMAN	2247
21	IBAAD NAEEM SHAIKH	2254
22	TAUQIR TANVEER KHAN	2255
23	SHAIKH ANAS TANVEER	2256
24	SHAIKH TAUFIQUE ASLAM	2258
25	KHAN SABA FEROZ	2259

26	MOMIN MUZAFFAR ASHFAQUE	2262
27	SHAIKH FAIZAAN ABID HUSSAIN	2264
28	JANGID RAVINDRA RAMBILAS	2266
29	MOURYA ASHWIN OMDATT	2267
30	SHEKHAWAT KISHANSINGH SHANKARSINGH	2269
31	JHA TANUJA SHIVSHANKAR	2270
32	DHUMAL CHRISTINA YESHUDAS	2272
33	SHAIKH REHAN IBRAHIM	2274
34	SHARON RAJKUMAR JETHWANI	2275
35	PRADHAN ANJU BHANU	2278
36	GADE RUTUJA RAJENDRA	2279
37	MEMANE SUYASH VASANT	2282
38	SINGH SARASWATI UMASHANAKAR	2284
39	BIRANJE SUDARSHAN RAJARAM	2285
40	JAISWAR AJIT ASHOK KUMAR	2286
41	NERLEKAR KSHITIJ VIJAY	2287
42	SHAIKH SHOAIB MOHD ILIYAS	2288
43	SHAIKH ARSHIYA USMAN	2293
44	PRAJAPATI VIJAY KUMAR RAJENDRA	2296
45	MUSHRAF SANIYA NAEEM	2297
46	MEMANE CHITRA SHARAD	2298
47	TAMBOLI ARSHI SALIM	2299
48	AKECH AGUER CHOL	2300
49	ARORA GAGANDEEP SINGH HARJEET SINGH	2302
50	TAMBOLI ZAID AZIZ	2303
51	SAJEDA HUSSAIN SHAIKH	2304
52	SHAIKH MOHSIN HANIF	2306
53	SHAIKH MAHIN RIYAZ	2308
54	BAGWAN GULFAM GULAM S	2309



55	INAMDAR MADIHA NADEEM	2311
56	KAMBLE ANURAG VIJAYNANAD	2314
57	SAGRI GAUSIYA BANO HAIDER	2315
58	MISBA MUNIR KHAN	2316
59	RAHUL CHANDERLAL KISNANI	2318
60	SHAIKH SHAHID ASIF	2320
61	KHAN SIRAJ AHMED	2321
62	SHAIKH ARBAZ SHAHASAB	2322
63	CHATRI ASHWINI VINOD	2325
64	MASHAYAK YASMIN ISAQ PASHA	2327
65	SHAIKH IMRAN AYYUB	2332
66	KHAN TANZIL SARFARAZ	2551
67	KHAN AFIYA JAMIL	2552
68	SHAIKH MEHRAJ ABDUL HAMID	2553
69	SHAIKH TAHIR FAIMIDA	2555
70	KHAN SAHEBAZ JAHEER	2556
71	MEMON FAIZAN RIZWAN	2558
72	SHAH SUHAIL HAROON	2559
73	PATHAN AFTAF SAMSHER	2561
74	SHAIKH TANVEER MAHEBOOB	2562
75	HRITIKA RAJESH DHAWARE	2563
76	KHAN SURAIYA ALAUDDIN	2564
77	PANSARE MOFIZ MUNIR	2565
78	BAIG MIRZA OWAS ZAHEER	2567
79	SHAIKH ARIFUZZMA ASHRAF	2568
80	SHAIKH AMAAN RAFIQUE	2577
81	MENDKE AFTAB JAINUDDIN	2579
82	MOHAMMAD WAQAR ANSARI	2581
83	SAKINA MEERASAB MUJAWAR	2582

84	AFROJ RASHID BIRAJDAR	2583
85	POONAWALA YUSUF AHMED	2584
86	SHEKHAWAT DEVISINGH SHANKARSINGH	2585
87	SONAWANE KENIT FAKIRA	2588
88	HARSH KUMAR	2591
89	KHAN FAHAD ZAHIDALI	2595
90	SHAIKH ALMAS ISMAIL	2589
91	SHAIKH ARBAZ RAFIQUE	2590
92	WARUNKAR ASIF SHAKIL	2592
93	SHAIKH SOHEL BABALAL	2593
94	SHAIKH ADNAN RAFIQUE	2594
95	PATHAN NASIR AFZAL	2596
96	MULLA AQUIB RAHIM	2597
97	SAYYED ZAYED MUBARAK	2598
98	ANIKET GAJANAN ZASKAR	2599
99	LONKAR ROHIT DINESH	2600
100	LONKAR ROHIT DINESH	2600
101	JHA ETANAND AJIT	2268
102	SAYED MHD ZAKI MUZAFFAR	2271
103	JAGDALE SALONI PRASHANT	2273
104	BIRAJDAR VAISHNAVI AVINASH	2276
105	ARSHAN AHMED ANSARI AKHLAQUE AHMED	2277
106	TAMBE NAMRATA AJAY	2280
107	DAS VISHAL SANATAN	2281
108	TAMBOLI UMER SAMEER	2283

*Shrey*



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Y & M AKI's  
Poona College of Arts Science and Commerce  
Camp, Pune 411001  
Department of Commerce, PG & Research Centre  
Certificate course in **Business English** (2019-20) Max-Marks (30)

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**Instructions: -**

1. All questions are compulsory.
  2. Each question carries 2 marks.
  3. Use click ✓ symbol for the correct answer.
- 

**Topic: General Business English Terms/Phrases**

*Learn new words! Each of our Business English vocabulary exercises focuses on one topic/theme and teaches you only the most useful (and common) English words.*

1. We have to \_\_\_\_\_ this issue at the next meeting.  
a. rise  
b. raise  
c. raze
  
2. I was one of the three candidates \_\_\_\_\_ for the second interview.  
a. invited  
b. excited  
c. evicted
  
3. While Marco was away, I took over his \_\_\_\_\_.  
a. responses  
b. results  
c. responsibilities
  
4. A \_\_\_\_\_ worker is one who is active and wants to do his/her work well.  
a. motivated  
b. motive  
c. moving

5. The success of our company is largely \_\_\_\_\_ on having strong and capable staff.

- a. adept
- b. defendant
- c. dependent

6. Several of the sales \_\_\_\_\_ told me that they have received numerous complaints from customers.

- a. persons
- b. personnel
- c. personal

7. We are hoping that you will remain with us for many years \_\_\_\_\_.

- a. to come
- b. of future
- c. ahead

8. This job requires you to work \_\_\_\_\_ pressure.

- a. on
- b. with
- c. under

9. I can't help you right now; I'm on my \_\_\_\_\_.

- a. break lunch
- b. lunch break
- c. lunchtime

10. I have it under control. = I'm on \_\_\_\_\_ of it.

- a. tip
- b. top
- c. type

11. If you are \_\_\_\_\_ in attending, please let me know as soon as possible.

- a. concerned
- b. pleased
- c. interested

12. Please leave a message on the answer phone if you need to contact us \_\_\_\_\_ office hours.

- a. outside
- b. over
- c. through

13. You must \_\_\_\_\_ your application by the end of the week.

- a. submit
- b. subject
- c. subscribe

14. Paul enjoys working at Small World because he finds the \_\_\_\_\_ stimulating.

- a. installation
- b. environment
- c. application

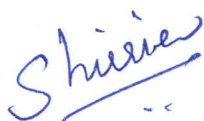
15. I've given the latest sales \_\_\_\_\_ to Mr Allen but he hasn't had a chance to look at them yet.

- a. systems
  - b. figures
  - c. worksheets
  - d. facts
-



**Academic year 2019-2020**  
**Result Analysis for**  
**Certificate Course**  
**In**  
**Business English**

Total students enrolled		449
Total students appeared		449
Distinction	24 to 30 marks	161
I <sup>st</sup> Class	19 to 23 marks	225
II <sup>nd</sup> Class	12 to 18 marks	63
Failed	11 and less marks	Nil
Passing result		100%



Signature  
Course Coordinator  
Certificate Course in Business English Course



# **AKI'S POONA COLLEGE OF ARTS, SCIENCE & COMMERCE**

## **Department of Commerce**

### **Report of Business English Course 2019-20**

English is the most widespread spoken and written language in the world. An estimated 1500 million people speak the language worldwide, out of which only 375 million are native speakers. Over 1 billion people speak it as a foreign language. Therefore English becomes all the important for effective communication.

#### **The Importance of Good English in Business:**

1. It shows ones willingness to go beyond basic business standards.
2. It helps one to communicate better with colleagues.
3. It is important for delivering presentations and speeches.
4. Good pronunciation always makes a good first impression.
5. It allows one to travel.
6. It gives one an edge in other jobs as well.
7. Finally, it allows one to express oneself in a language that everyone understands.

With this aim in mind, the Department of Commerce initiated the Business English course for the students of F.YB.Com. from January 2020 to February 2020.

A good grasp of the knowledge of English in general as well as a deep understanding of special forms are needed to successfully build a career in an international environment. This knowledge is important for both written and oral forms of communication, such as email, letters, phone calls, meetings, presentations and many more.

Learning Business English helped the students to boost the existing skills also helped them to build up completely new knowledge. These Language classes had the advantage of focusing on the student's personal needs. The learning outcome in most cases was much higher than in the regular day to day general English class.



**Dr. Misbah Ansari was called as a guest speaker in the Business English course (Dated: 20.02.2020)**

The students were also furnished with booklet which provided them with tips and tricks that they can follow to improve their knowledge. A combination of

business English courses and these tips and tricks definitely are most likely be the most effective way to master English in a working environment.

The Business English course aimed to help the students improve their understanding of this much specialized aspect of the language.



**Students attending the Business English Course (Dated: 16.01.2020)**

This course was conducted for the F.Y.B.Com students from January 2019 to February 2020. This course was conducted in four batches. The total beneficiaries for the same were 449 students . Dr. Shirin Shaikh was the course co-ordinator.

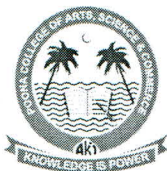


**Dr. Shirin Shaikh, Course Co-ordinator conducting a session (Dated: 17.01.2020)**



**Dr. Misbah Ansari conducting a game session on Business Vocabulary( Dated: 20.02.2020)**





**ACTIVITY REPORT**  
**(2019 - 2020)**

**I. Basic Details:**

<b>Name of The Activity: Certificate Course in Logistics &amp; Supply Chain Management.</b>			
<b>Duration: 30 hrs.</b>			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
09/01/2020 to 16/01/2020	Commerce	Department of Commerce and PG Research Centre	Mr. Mohammed Fazil Shareef 9730474008
Time	Venue	Activity for class/ group student number	Co-curricular
10.30 hrs to 12.30 hrs & 13.00 to 15.00	Hall No 43	F.Y.B.COM Total Number of Student- 108	Certificate Course

**II. Brief Information about the Activity (Criterion no -:**

Topic/ Subject of the activity	Certificate Course in Logistics & Supply Chain Management.
<b>Objective for conducting the activity</b>	<ul style="list-style-type: none"><li>• To understand the importance of supply chain management and its core pillars (i.e., logistics, purchasing and operations management) in the formation of business strategy.</li><li>• To build foundational knowledge in supply chain management and the broad base of tools needed to analyze and improve supply chain processes</li><li>• To appreciate the power of supply chain management to contribute to a firm's overall competitive advantage while understanding the key supply chain issues and implications.</li></ul>
<b>Methodology</b>	Offline/classroom teaching plus industry based learning, participative Learning



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)

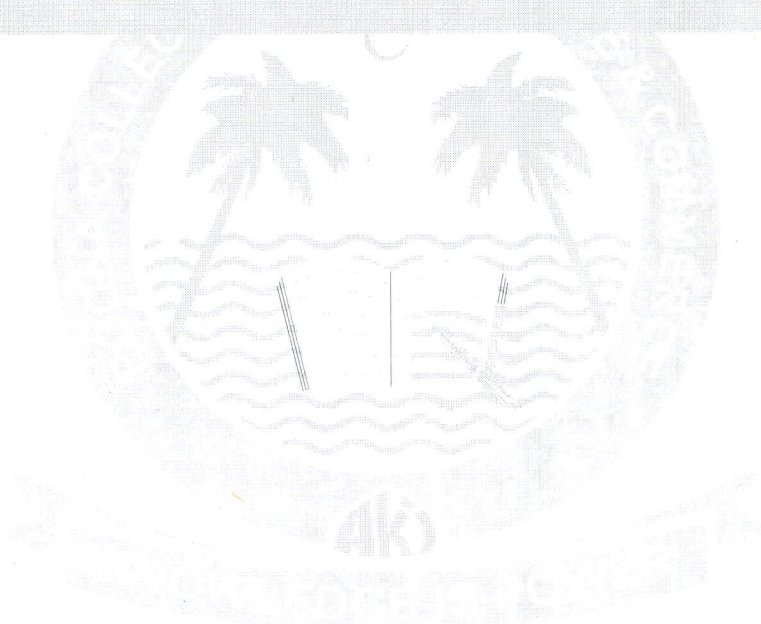
## Outcome

The Students have got a clear idea of the expanding role of logistics in business today.

The students have become familiar with the principles and processes of channel selection as a strategic choice in supply chain management

The students understood the importance and role of IT and Green SCM

**III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other**





Y & M AKI's  
Poona College of Arts Science and Commerce.  
Camp, Pune 411001



**2019-2020**

Certificate Course  
by  
Department of Commerce, PG & Research Center  
in  
**Logistics & Supply Chain  
Management**

**Course Coordinator**

**Asst. Prof. Mohammed FazilShareef**

*MBA., NET (Management), M.Com. SET (Commerce)*

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***For Private Circulation only***

## Course Description:

Supply Chain Management enables an organization to look very closely at all possible avenues both intra and inter-company, of reducing costs from all functions and processes; keeping always, the customer in focus. Effective supply chain management uncovers waste in all its forms at all the levels, addresses squarely the bottlenecks and inefficiencies and comes up with responsive and low cost solutions. It is today's "Strategic Tool for Cost Reduction". Successful global businesses like Wal-Mart, Toyota and Dell Computers have established nearly unassailable positions in the world markets through Supply Chain excellence.

This course is designed to expose students to the challenges involved in managing supply chains and enable them to understand the complexity of inter-firm and intra-firm coordination.

## Course Objectives:

- Understand the importance of supply chain management and its core pillars (i.e., logistics, purchasing and operations management) in the formation of business strategy.
- Build foundational knowledge in supply chain management and the broad base of tools needed to analyze and improve supply chain processes
- Appreciate the power of supply chain management to contribute to a firm's overall competitive advantage while understanding the key supply chain issues and implications

## Course Outcome:

- This course examines the role of logistics in the supply chain within a focal firm as well as between organizations linked within a given supply network.
- Topics cover issues such as introduction to the basic terms of logistics, distribution and transportation alternatives, the connection between logistics and marketing, the estimation of value and costs in logistics, sourcing and supply management, supply chain planning and control strategies and logistics future challenges and opportunities.
- Students will get a clear idea of the expanding role of logistics in business today.
- They will also be familiar with the principles and processes of logistics as a strategic choice in supply chain management

**Course Duration:** The certificate course will be of Thirty hours spread over a week



## Board of Studies

Sr.No	Name	Designation	Associated with
1	Dr. Aftab Anwar Shaikh	Principal	Poona College of Arts Science & Commerce
2	Dr. Abbas Lokhandwala	Asso. Prof.	Poona College of Arts Science & Commerce
3	Ms. Raisa Abdul Hakim Shaikh	a)Asst. Prof. b)Expert and Trainer SCM	a) Abeda Inamdar Senior College b) Indian Institute of Materials Management
4	Mr. Zahid Shaikh	Director	ZS Enterprises, an Exports and Logistics services company.
5	Mr. M.FazilShareef	Course Coordinator	Poona College of Arts Science & Commerce

## Syllabus

Sr.No	Topic Name	Hours
1	<b>Topic-01 Supply Chain Management</b> 1.1 Concept, objectives, significance 1.2 Process view of a supply chain-cycle and push pull view 1.3 Essential stages in developing a successful supply chain	8
2	<b>Topic-02 Physical distribution</b> 2.1 Definition, Importance, participants in physical distribution process. 2.2 Marketing Channels – Definition and Types 2.3 Functions of Marketing Channels 2.4 Channel Management – Channel Selection Process & criteria	12
3	<b>Topic-03 Current trends in Supply chain management</b> 3.1 Green Supply Chain Management 3.2 Role of IT in the Supply Chain 3.3 Supplier Relationship Management 3.4 E-Business and the Supply Chain	10

## Certificate Course in Logistic & Supply Chain Management

### Enrollment List - 2019-2020

Sr.No	Student Name	Roll No.
1	Ansari Mariya Fahim	1801
2	Nalband Faizan Dilnawaz	1804
3	Mustakin Kamruddin Pirjade	1805
4	Shaikh Md Irfan Mushtaq	1806
5	Shaikh Fahim Akhtar	1807
6	Pathan Shahbaz Nasir	1808
7	Shaikh Nujat Rafik	1810
8	Solkar Saad Abdul Gani	1811
9	Khan Tamanna Abba	1812
10	Shaikh Raaziya Mohsin Ali	1813
11	Shaikh Faiza Javed	1815
12	Ansari Faisal Naeem	1816
13	Momin Hafizurrahman I A	1817
14	Shaikh Chand Husain	1818
15	Jidge Sufiyan Md Yusuf	1819
16	Shaikh Mudassar Saifan	1820
17	Sayed Mahek Irfan	1821
18	Shaikh Ayesha Obaidullah	1825
19	Rebari Niju Mahendra	1826
20	Shaikh Mohammed Yaseen M	1827
21	Shaikh Mohzakir Mohrafique	1828
22	Bishnoi Sunita Budharam	1829
23	Muskan Pramod Kumari	1830
24	Jinabade Shazadi Abdulgani	1831
25	Gulam Raza Mustafa	1832
26	Aliyani Amena Yasin	1834
27	Ansari Muskan Barkat Ali	1835
28	Shaikh Afridi Manzar	1836
29	Shaikh Sabir Iqbal	1837
30	Sawant Ayaan Zakir	1838
31	Shahanamat Chandsab Bidri	1842
32	Das Soma Samar	1843
33	Lohare Niyamat Bi Khaja M	1846
34	Shaikh Afiya Ajaz	1847
35	Shaikh Saniya Sameer	1848
36	Shaikh Ayesha Shakil	1849
37	Sayyed Shaheen Samir	1850
38	Maurya Pooja Sangamlal	1851
39	Rangrez Sufiyan Abdul Hafiz	1852
40	Thapa Pawan Sanju	1853
41	Ansari Faizan Md Siddique	1854
42	Shaikh Saleem	1855
43	Kumbhar Siddik Yusuf	1857
44	Patil Komal Anil	1858



**Certificate Course in Logistic & Supply Chain  
Management**

**Enrollment List - 2019-2020**

<b>Sr.No</b>	<b>Student Name</b>	<b>Roll No.</b>
45	Shetty Varsha Harish	1860
46	Shaikh Aqsa Shaukat	1861
47	Tamboli Zeenat Aslam	1863
48	Ningthoujam Bungcha Singh	1864
49	Pukhrambam Dingku Singh	1865
50	Haque Md Shibanul Inamul	1866
51	Shaikh Usam Mohammadin	1867
52	Shaikh Atiqa Parveen Naeem	1868
53	Shaikh Bushra Ismail	1869
54	Desai Yamin Yusuf	1870
55	Ansari Aaqib Ayaz	1871
56	Chavariya Anchal Vinod	1872
57	Sayed Aayan Salim	1873
58	Shaikh Farhan Rafiq	1874
59	Dhotekar Qadir Arif	1875
60	Shaikh Siddhik Gani	1876
61	Tamboli Zeenat Faruq	1877
62	Najan Shrikant Ashok	1880
63	Sayyad Mujib Jararmohammad	1881
64	Sayyad Mudassar Munaf	1882
65	Shaikh Salim Nasim	1883
66	Shaikh Ilsa Inayat	1886
67	Pathan Fiza Maqsood	1887
68	Shaikh Iramnaaz Vajid	1888
69	Shaikh Farhat Abdul Hamid	1889
70	Sayyad Saba Ali	1890
71	Shaikh Salma Mehendi	1891
72	Khan Najama Harun	1892
73	Shaikh Fiza Akbar	1893
74	Shah Amaan Rafi	1894
75	Shaikh Mohd Ishaque Firoz A	1895
76	Rifat Ayyub Shaikh	1901
77	Shaikh Sufiyan Shakil	1903
78	Autti Taufiq Noormohamad	1904
79	Kale Tanakish Jai	1905
80	Memman Afsana Raju	1906
81	Shaikh Mujahid Lala	1908
82	Shabnam Guljar Batt	1909
83	Shaikh Rehmat Rafique	1913
84	Jahangir Amina Shakeel	1915
85	Yusuf Harun Shaikh	1916
86	Shaikh Huzaifa Azim	1917
87	Maurya Nisha Sangamlal	1918
88	Shaikh Aatib Akbar	1919

**Certificate Course in Logistic & Supply Chain  
Management**

**Enrollment List - 2019-2020**

Sr.No	Student Name	Roll No.
89	Sayyed Saif Shakir	1920
90	Mulani Kaif Ibrahim	1921
91	Khan Saniya Moosa	1922
92	Shaikh Khudeja Azimuddin	1923
93	Pagdiwale Sabir M Sadique	2451
94	Sharif Amir Sameer	2452
95	Inamdar Umer Dastagir	2453
96	Shaikh Sufiya Riyaz	2455
97	Raja Atika Farooq	2456
98	Pathan Sameena Gani	2457
99	Banekar Amaan Azim	2459
100	Khan Ahmed Gaffar	2460
101	Mulani Asif Jahangir	2462
102	Ansari Bilal Hashmuddin	2463
103	Khan Yunus Yusuf	2465
104	Shaikh Firdous Rashid	2467
105	Shaikh Zeenat Mukhtar	2470
106	Khan Heena Zakaullah	2471
107	Rai Neeraj Negendra	2472
108	Paroche Bhuvan Rupesh	2475

*Shareef*





# Poona College of Arts Science and Commerce

Camp, Pune 411001

Department of Commerce, PG & Research Centre

Certificate course in Add-on Course in Logistic & Supply Chain Management (2019-2020)

Time-30 Minutes

Max-Marks (30)

**Instructions: -**

1. All questions are compulsory.
2. Each question carries 2 marks.
3. Use of simple calculator is permitted
4. Use click ✓ symbol for the correct answer.

1. The purpose of supply chain management is.....
  - A) provide customer satisfaction
  - b) improve quality of a product
  - C) Integrating supply and demand management
  - d) increase production
2. Logistics is the part of supply chain involved with the forward and reverse flow of
  - A) goods
  - b) services
  - C) cash
  - d) all of the above
3. VMI stands for
  - A) vendor material inventory
  - b) vendor managed inventory
  - C) variable material inventory
  - d) valuable material inventory
4. The major decision areas in supply chain management are
  - A) planning, production, distribution, inventory
  - B) Location, production, scheduling, inventory
  - C) location, production, inventory
  - D) location, production, distribution, marketing
5. Distribution requirements planning is a system for
  - A) inventory management
  - b) distribution planning
  - C) both 'a' and 'b'
  - d) none of the above
6. Reverse logistics is required because
  - A) goods are defective
  - b) goods are unsold
  - C) the customer simply change their minds
  - d) all of the above
7. PL stands for
  - A) three points logistics
  - b) third party logistics
  - C) three points location
  - d) none of the above
8. What are the elements of logistics system ?
  - A) transportation
  - b) warehousing
  - C) inventory management
  - d) all of the above
9. Logistics system are made up of 3 main activities.
  - A) order processing
  - b) inventory management
  - C) both 'a' and 'b'
  - d) none of these
10. E-logistics features :
  - A) every modification is logged
  - b) advanced search capabilities
  - C) both 'a' and 'b'
  - d) none of these above

# Poona College of Arts Science and Commerce

Camp, Pune 411001

Department of Commerce, PG & Research Centre

Certificate course in Add-on Course in Logistic & Supply Chain Management (2019-2020)

Time-30 Minutes

Max-Marks (30)

**Instructions: -**

1. All questions are compulsory.
2. Each question carries 2 marks.
3. Use of simple calculator is permitted
4. Use click  $\sqrt{\phantom{x}}$  symbol for the correct answer.

11. Which is not a part of basic systems of codification?

- A) alphabetical system                      b) numerical system  
C) colour coding system                  d) none of these above

12. .... and physical distribution are the two major operations of logistics .

- A) supply chain management              b) material management  
C) logistics management                  d) all of the above

13. Which of the following is not a component of 4 PL?

- A) control room                              b) resource providers  
C) information                                d) recycling

14. Which of the following is not a part of supply chain management system?

- A) supplier                                    b) manufacturer  
C) information flow                        d) competitor

15. DRP stands for

- A) distribution requirement planning      b) dividend requirement planning  
C) distribution resource planning            d) distribution reverse planning

**Academic year 2019-2020**  
**Result Analysis for**  
**Add-on Course in Logistic & Supply**  
**Chain Management**

Total students enrolled		108
Total students appeared		108
Distinction	24 to 30 marks	94
I <sup>st</sup> Class	19 to 23 marks	10
II <sup>nd</sup> Class	12 to 18 marks	4
Failed	11 and less marks	NIL
Passing result		100%



Signature  
Course Coordinator  
Add-on Course in Logistic & Supply Chain Management



## **A report on Certificate Course in Logistics & Supply Chain Management.**

(for students of F.Y.B.Com.)

The Department of Commerce, PG and Research Centre organized a 30 hour Certificate Course in Logistics and Supply Chain Management for the students studying Marketing & Salesmanship at the F.Y.B.Com Level. This course started from 9<sup>th</sup> January 2020 onwards it was designed and coordinated by Assistant Professor Mohammed Fazil Shareef under the able guidance of Principal Dr. Aftab Anwar Shaikh and HoD Dr. Nasrin Khan.

108 students attended this certificate course. The students were provided with booklet which contained data about the course description, objectives, outcome, duration, Board of Studies, syllabus, methodology and course content.

*The objectives of the course were as follows:*

- To understand the importance of supply chain management and its core pillars (i.e., logistics, purchasing and operations management) in the formation of business strategy.
- To build foundational knowledge in supply chain management and the broad base of tools needed to analyze and improve supply chain processes
- To appreciate the power of supply chain management to contribute to a firm's overall competitive advantage while understanding the key supply chain issues and implications.



*Students engrossed in the session on SCM*

The course covered topics like concept, objectives, & significance of Supply Chain Management, Essential stages in developing a successful SCM, physical distribution,



marketing channels its function & criteria for selection. Even the latest topics like current trends in SCM, green supply chain management, role of IT in SCM supplier relationship management were covered.

The course was divided into three parts the first part was conducted by the coordinator Mr. M.Fazil Shareef himself whereas the second part and the third part were conducted by an external faculty and an industry expert respectively.



*Coordinator Mr. M.Fazil Shareef addressing the students*

Ms. Raisa Shaikh a faculty from a renowned college in Pune and an active member of Indian Institute of Materials Management was called to deliver lectures on the topic of physical distribution. She explained the definition and meaning of marketing channels and the role they play in physical distribution and hence in supply chain management. She gave live examples and put forth her points with the help of case studies. She also explained how channel management and channel selection is essential in reducing the cost thereby increasing the profit margins not compromising on time deadlines. She went on to explain the process of channel selection with the help of a few videos.



*Ms. Raisa Shaikh explaining the topic of Marketing Channels*

To make the students aware about the recent changes, advances and trends in supply chain management, the coordinator thought of calling a person from the industry who has hands on experience in this field. Mr Zahid Shaikh, Director of ZS Enterprises which is a logistics and supply chain management company was invited. He is also a member of Indian Institute of materials management.



*Mr. Zahid shaikh, Director ZS Enterprises explaining Recent trends in SCM*

Mr Zahid shaikh who has expertise in supply chain management went on to explain the role played by IT in SCM, he also explained how we can create a green supply chain management system thereby contributing to the environment and reducing our cost at the same time. Mr.

Zahid stressed on importance of supplier relationship management. Being from the industry he explained the trends and the changing arena of supply chain management

*The Course Outcome was as follows:*

- The Students have got a clear idea of the expanding role of logistics in business today.
- The students have become familiar with the principles and processes of channel selection as a strategic choice in supply chain management
- The students understood the importance and role of IT and Green SCM

Students highly appreciated the fact that a course of this kind was organized for them. They were extremely thankful to the principal and staff for diligently planning and executing this course. The students in the feedback also mention that they would like to have more courses organized so that it which will help them to broaden the understanding about various aspects of Commerce and marketing which are not covered under the regular SPPU curriculum.



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)

## ACTIVITY REPORT

(2019-20)

### **I Basic Details:**

<b>Name of The Activity: Soft Skills Course</b>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
August 2019		Department of English	Dr. Shirin Shaikh 8459996847
<b>Duration</b>	<b>Venue</b>	<b>Activity for class/ group &amp; student number</b>	<b>Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other</b>
30 hours	Computer Science Lab	<b>M.Sc. Comp Sc I &amp; II 09</b>	Extra Curricular

### **II Brief Information about the Activity (Criterion no - 1)**

<b>Topic/ Subject of the activity</b>	Soft Skills Course
<b>Objective for conducting the activity</b>	The main objective of Soft Skills Course was to familiarize the students with the emerging ideas and trends with regards to dressing and other business etiquettes of the 21st century corporate world.
<b>Methodology</b>	Lecture method using Audio Video Aids
<b>Outcome</b>	It improved the students communication skills, interpersonal skills and presentation skills.

### **III Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other**

<b>1. Report</b>	<b>2. Photos</b>	<b>3. Attendance sheet</b>
<b>4. Notice</b>	<b>5. Result Analysis</b>	



**AKIS POONA COLLEGE OF ARTS, SCIENCE & COMMERCE**

**CAMP PUNE-411001**

**Department of English**

**Name of the Course: Certificate Course in Soft Skills**

**Syllabus**

Unit 1: Introduction to Soft Skills

Unit 2: Communication Skills

Unit 3: Presentation Skills

Unit 4: Time Management Skills

Unit 5: Body Language & Etiquettes

Unit 6: Group Discussion

Unit 7: Interview Skills

Unit 8: Preparation of CV

Unit 9: Emotional Intelligence Skills

Unit 10: Life Skills

Unit 11: Dining Etiquettes

**M.Sc.(CS) - I & II**  
**List of Students enrolled for**  
**Soft Skill Course conducted by Dr. Shirin Shaikh**

Sr. No.	ROLL NO.	STUDENT NAMES	Remark	Class
1	7402	SAYYED ALISHA ARIF		M.Sc.(CS) - I
2	7405	SHAIKH ASEEM HASSAN		
3	7406	NABEELA HAJI ISHTIYAQUE		
4	7407	ARIF FAIYAZ SAYED		
5	7410	SHAIKH SAIF NAZIR		
6	7411	DINESH CHHABRIYA		
7	7412	MOHD FARMAN MOHD JAVEED MOMIN		
8	7415	SHAIKH ARBAZ AKHTAR		
9	7418	SHAIKH SUFIYAN SAYEED		
10	7420	DHAR TANMAY TAPAS		
11	7423	AAFREEN SALEEM SAYYED		
12	7425	QURESHI AFFAN		
13	7426	SHAIKH MOHAMMED HARRIS MUNAF		
14	7460	PATHAN SHAHARUKHA BABBUKHA		M.Sc.(CS) - II
15	7461	TAMBOLI SHAHBAZ ASHFAQUE		
16	7462	SHAIKH MD ABBAS JILANI		

Y &M AKI's

Poona College of Arts Science and Commerce

Camp, Pune 411001

Department of English 30 Minutes

Certificate course in **Soft Skills** (2019-20) Max-Marks (30)

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**Instructions: -**

- 1. All questions are compulsory.**
  - 2. Each question carries 2 marks.**
  - 3. Use click ✓ symbol for the correct answer.**
- 

1. \_\_\_\_\_ are not the replacement for any hard or technical skills.
  - a. Soft skills
  - b. formats
  - c. types
2. Clear pronunciation is the first important prerequisite of effective \_\_\_\_ communication.
  - a. written
  - b. oral
  - c. external
3. A \_\_\_\_\_ is communication between multiple people.
  - a. Conversation
  - b. Dialogue
  - c. Speech
4. An \_\_\_\_\_ is a formal meeting in which a person or persons question, consult or evaluate another person or persons.
  - a. interview
  - b. delivery of speech
  - c. group discussion
5. The person who questions the candidate during the interview is known as \_\_\_\_\_.
  - a. interviewee
  - b. interviewer
  - c. communicatee
6. \_\_\_\_\_ interview is conducted to evaluate the achievements of subordinates.
  - a. Promotion
  - b. Exit



---

c. Assessment

7. An \_\_\_\_\_ interview is a kind of grievance interview.
- promotion
  - exit
  - problem
8. The candidate answering the questions during the interview is known as \_\_\_\_\_.
- interviewer
  - interviewee
  - communicator
9. Communication is a two-way \_\_\_\_\_ .
- method
  - technique
  - process
10. \_\_\_\_\_ is a conscious, positive act, requiring will power though it is called as passive skills.
- Talking
  - speaking
  - Listening
11. \_\_\_\_\_ refers to the awareness of the sound of another person talking, without really processing what is being said.
- Listening
  - Speaking
  - Hearing
12. Storing a message for future reference is termed as \_\_\_\_\_.
- remembering
  - evaluating
  - listening
13. Reacting on the speakers message is known as \_\_\_\_\_ .
- listening
  - evaluating
  - responding
14. The tendency to criticize the speakers manner, appearance, voice etc. is a cause for poor \_\_\_\_\_.
- listening
  - speaking

c. evaluating

15. \_\_\_\_\_ is a sociological term which refers to the cluster of personality traits, social graces, ability with language, personal habits etc.

a. Hard skill

b. Soft skill

c. Technical skill

Y &M AKI's  
Poona College of Arts Science and Commerce  
Camp, Pune 411001  
Department of English

Academic year 2019-20  
Result Analysis for  
Certificate Course  
In  
**Soft Skills**  
**(M.Sc. Computer Science)**

Total students enrolled		16
Total students appeared		09
Distinction	24 to 30 marks	05
I <sup>st</sup> Class	19 to 23 marks	04
II <sup>nd</sup> Class	12 to 18 marks	Nil
Failed	11 and less marks	Nil
Passing result		100%



Signature  
Course Coordinator



AKI's  
Poona College of Arts, Science & Commerce  
Camp, Pune-411001  
(2019-20)  
Report of Soft Skills Course for M.Sc. (Computer Science)

The future of work is likely to herald a wide range of new jobs, many of which can scarcely conceive today. There has been understandable attention given to the kind of skills these jobs might require. There is a lot of emphasis given to soft skills today.

It is said that hard skills may earn you an interview but it is your soft skills that will get you the job. CEOs and HR Managers today are suggesting that companies can do better if they hire people with good soft skills and then train them to develop their hard skills in the area of specialization. Lack of soft skills has been pointed out by MNCs as a reason for not preferring Indian candidates.

The department of English organised a certificate course in Soft Skills for the students of M.Sc Computer Science in the month of August 2019. Dr. Shirin Shaikh was the course Coordinator.

This soft skills course intended to develop the skills that can make the difference between a lack luster career that tops out a middle management versus one that lands one in executive suite. So many soft skills seem like common sense at first glance, but they are not commonly applied by most workers. This soft skills course gave an edge over other competitors. It also aimed to make the students job, their career and their life more rewarding and enjoyable.

The entire soft skills course was very interactive. The students took active part in understanding the topic. Students absorbed the information, shared their experiences on the issue. Dr. Shirin Shaikh with her own experiences shed light on the various challenges faced during various stages of professional life and how to overcome them, which was received with applause by the students. Total 09 students took benefitted from this course.



Soft Skills Course conducted for the students of M.Sc (Computer Science) (Dated: 26 August 2019)



Soft Skills Course conducted for the students of M.Sc (Computer Science) (Dated:26 August 2019)



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)

## ACTIVITY REPORT (2019-20)

### I. Basic Details:

<b>Name of The Activity: Soft Skills Course</b>			
<b>Date</b>	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
Commenced in August 2019 ended in September 2019	Science	Dept. of English	Dr. Shirin Shaikh 8459996847
<b>Duration</b>	<b>Venue</b>	<b>Activity for class/ group &amp; student number</b>	<b>Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other</b>
30 hours	Zoology Lab	M.Sc. Zoology 39	Extra curricular

### II. Brief Information about the Activity (Criterion no - 1):

<b>Topic/ Subject of the activity</b>	Soft Skills Course
<b>Objective for conducting the activity</b>	The main objective of Soft Skills Course was to familiarize the students with the emerging ideas and trends with regards to dressing and other business etiquettes of the 21st Century corporate world.
<b>Methodology</b>	Lecture method using Audio Video Aids
<b>Outcome</b>	It improved the students communication skills, interpersonal skill and presentation skills.

### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Report	2. Photos	3. Attendance sheet
4. Notice	5. Result Analysis	



**AKIS POONA COLLEGE OF ARTS, SCIENCE & COMMERCE**

**CAMP PUNE-411001**

**Department of English**

**Name of the Course: Certificate Course in Soft Skills**

**Syllabus**

Unit 1: Introduction to Soft Skills

Unit 2: Communication Skills

Unit 3: Presentation Skills

Unit 4: Time Management Skills

Unit 5: Body Language & Etiquettes

Unit 6: Group Discussion

Unit 7: Interview Skills

Unit 8: Preparation of CV

Unit 9: Emotional Intelligence Skills

Unit 10: Life Skills

Unit 11: Dining Etiquettes

**Y & M, Anjuman Khairul Islam's  
POONA COLLEGE OF ARTS, SCIENCE & COMMERCE**

**Students Enrolled for Soft Skills  
List of MSc. part II Zoology Students 2019-20**

<b>SR. NO.</b>	<b>ROLL. NO.</b>	<b>NAME OF STUDENTS</b>
1.	6651	Shaikh Uzma Umar
2.	6652	Rukhsar Fatima
3.	6653	SayedNishatAnjum
4.	6654	SurveRachna Sanjay
5.	6655	Trisha Pathak
6.	6656	NaoremMaheshwari Devi
7.	6657	Shaikh MuberraMunir
8.	6658	SayyedZeenat Abdul Rashid
9.	6659	Joseph K. Lalngaihawma
10.	6660	Shaikh Nishat Fatima Ab. Sattar
11.	6661	ChougaleSalehaArshad
12.	6662	PatilMakrandPrakash
13.	6663	SayyesJuveriyaNasir
14.	6664	Balginchi R. Sangma
15.	6665	Khan BismillahBano Ab. Latif
16.	6666	Shaikh Ayesha Shahid
17.	6667	Shaikh NidaYunus
18.	6668	ShakirShakoor Abdul

**Y & M, Anjuman Khairul Islam's  
POONA COLLEGE OF ARTS, SCIENCE & COMMERCE**

**Students Enrolled for Soft Skills  
List of MSc. part I Zoology Students 2019-20**

<b>SR. NO.</b>	<b>ROLL. NO.</b>	<b>NAME OF STUDENTS</b>
1.	6601	Hussain Neha Jamaluddin
2.	6602	Alure Nabiya Ramzan
3.	6603	Shaikh Madina Azizmiya
4.	6604	Khan Tasmiya Riyaz
5.	6605	Sayyed Juweriya Asif
6.	6606	Shaikh Ayesha Badshah
7.	6607	Shaikh Muzakkir Khalid
8.	6608	Shadivan Usama Dilawar
9.	6609	Shaikh Heena Wazir
10.	6610	Sayyed Shifa Sadique
11.	6611	Shaikh Shafiya Saleem
12.	6612	Alure Firoza Mohd Hanif
13.	6613	Maniyar Bushra Hanif
14.	6614	Chingakham Prabhashwori Devi
15.	6615	Nandini Chanu Keisham
16.	6616	Sayyad Adiba Mohammad
17.	6617	Shaikh Anisa Lalde Sahab
18.	6618	Marva Debbarma
19.	6619	Sobodiya Thangalungchiru
20.	6620	Sonali Swain
21.	6621	Shabnam Rafique Saudagar
22.	6622	Jain Sagar Gopal
23.	6623	Khan Inshirah Ismail

Y &M AKI's

Poona College of Arts Science and Commerce

Camp, Pune 411001

Department of English 30 Minutes

Certificate course in **Soft Skills** (2019-20) Max-Marks (30)

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**Instructions: -**

- 1. All questions are compulsory.**
  - 2. Each question carries 2 marks.**
  - 3. Use click ✓ symbol for the correct answer.**
- 

1. \_\_\_\_\_ are not the replacement for any hard or technical skills.
  - a. Soft skills
  - b. formats
  - c. types
2. Clear pronunciation is the first important prerequisite of effective \_\_\_\_ communication.
  - a. written
  - b. oral
  - c. external
3. A \_\_\_\_\_ is communication between multiple people.
  - a. Conversation
  - b. Dialogue
  - c. Speech
4. An \_\_\_\_\_ is a formal meeting in which a person or persons question, consult or evaluate another person or persons.
  - a. interview
  - b. delivery of speech
  - c. group discussion
5. The person who questions the candidate during the interview is known as \_\_\_\_\_.
  - a. interviewee
  - b. interviewer
  - c. communicatee
6. \_\_\_\_\_ interview is conducted to evaluate the achievements of subordinates.
  - a. Promotion
  - b. Exit



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c. Assessment

7. An \_\_\_\_\_ interview is a kind of grievance interview.
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8. The candidate answering the questions during the interview is known as \_\_\_\_\_.
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  - b. interviewee
  - c. communicator
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  - b. technique
  - c. process
10. \_\_\_\_\_ is a conscious, positive act, requiring will power though it is called as passive skills.
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  - b. speaking
  - c. Listening
11. \_\_\_\_\_ refers to the awareness of the sound of another person talking, without really processing what is being said.
- a. Listening
  - b. Speaking
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12. Storing a message for future reference is termed as \_\_\_\_\_.
- a. remembering
  - b. evaluating
  - c. listening
13. Reacting on the speakers message is known as \_\_\_\_\_ .
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14. The tendency to criticize the speakers manner, appearance, voice etc. is a cause for poor \_\_\_\_\_.
- a. listening
  - b. speaking

c. evaluating

15. \_\_\_\_\_ is a sociological term which refers to the cluster of personality traits, social graces, ability with language, personal habits etc.

a. Hard skill

b. Soft skill

c. Technical skill

Y &M AKI's  
Poona College of Arts Science and Commerce  
Camp, Pune 411001  
Department of English

Academic year 2019-20  
Result Analysis for  
Certificate Course  
In  
**Soft Skills**  
**(M.Sc. Zoology)**

Total students enrolled		39
Total students appeared		39
Distinction	24 to 30 marks	25
I <sup>st</sup> Class	19 to 23 marks	11
II <sup>nd</sup> Class	12 to 18 marks	03
Failed	11 and less marks	Nil
Passing result		100%



Signature  
Course Coordinator

AKI's  
Poona College of Arts, Science & Commerce  
Camp, Pune - 411001  
Department of English  
(2019-20)

**Report of Soft Skills Course for M.Sc. (Zoology)**

In today's global world, soft skills are very much necessary for a person to get a good job as well as to be a good human being and to succeed in one's profession.

The position that our youngsters will gain in a Society will depend on their social skills that will facilitate interpersonal behavior. Qualification or status will not help one if one does not interact positively with others.

It is said that hard skills may earn you an interview but it is your soft skills that will get you the job. CEOs and HR Managers today are suggesting that companies can do better if they hire people with good soft skills and then train them to develop their hard skills in the area of specialization. Lack of soft skills has been pointed out by MNCs as a reason for not preferring Indian candidates.

With the aim of developing soft skills in the MSC. Zoology students, the department of English conducted a soft skills course of 20 sessions (90 Minutes) that commenced in the month of August and ended in the month of September 2019.

The first session opened with introducing the realities of the industry; the serious skills gap and shortage found in the industry, which was evident through various surveys and statistics. Information was disseminated regarding the industry-specific soft skills that the ever-competitive industry demands. Along with explaining the importance of how Soft Skills play an important role in professional life, Dr. Shirin Shaikh also explained this soft skills course intended to impart the training for acquiring the same. She also illustrated how acquiring these skills are crucial for professional as well as personal development.





Soft Skills Course conducted for M.Sc Zoology students (Dated: 7 September 2019 )

The entire soft skills course was very interactive, students took an active part in understanding the topic. Students absorbed the information shared their experiences on the issue. Dr. Shirin Shaikh with her own experiences, shed light on the various challenges faced during various stages of Professional life and how to overcome them, which was received with applause by the students. Total of 39 students benefitted from this course.



Group Discussion conducted in the Soft Skills Course for M.Sc. Zoology(Dated: 7 September 2019)



Group Discussion conducted in the Soft Skills Course for M.Sc. Zoology (Dated: 7 September 2019)



Y & M Anjuman Khairul Islam's  
**POONA COLLEGE  
OF ARTS, SCIENCE AND COMMERCE**

(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)

**ACTIVITY REPORT**

(2019 - 2020)

**I. Basic Details: RELATIONAL DATA BASE MANAGEMENT SYSTEM (RDBMS)**

Name of The Activity: Certificate Course in Relational Data Base Management System(RDBMS)			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
10 <sup>th</sup> Jan – 27 <sup>th</sup> Jan 2020	BBA(CA)	Commerce	Faheemuddin Ahmed 9372928242
Time	Venue	Activity for class/ group student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
9.30 am to 12.30 pm	M7	33	extracurricular

**II. Brief Information about the Activity (Criterion no - )::**

Topic/ Subject of the activity	Certificate Course in Relational Data Base Management System(RDBMS)
Objective for conducting the activity	The objective of the course is to present an introduction to Relational database management systems, with an emphasis on how to organize, maintain and retrieve - efficiently, and effectively - information from a RDBMS.
Methodology	Practical, Presentation
Outcome	Students are Describe the fundamental elements of relational database management systems Explain the basic concepts of relational data model, entity-relationship model, and relational database design, relational algebra and SQL. Design ER-models to represent simple database application scenarios and PL/SQL Concepts.

**III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other**

1. Report	2. Attendance	3. Photos
4. Booklet	5. Certificate	

Anjuman Khairul Islam's  
**Poona College of Arts, Science and Commerce**  
**Camp, Pune- 411001**

**Department of BBA-CA**

**NOTICE**

**CERTIFICATE COURSES**

**All the students of BBA(CA) are hereby informed that, the following certificate/add-on courses are commencing as per the timetable displayed below:**

NAME OF THE COURSE	CLASS	COURSE COORDINATOR	START Date	END Date
Certificate Course in RDBMS	SY BBA (CA)	Mr. Faheemuddin Ahmed	10/01/2020	27/01/2020
Certificate Course in Automation Testing	TY BBA (CA)	Ms. Shabana Mulla	10/01/2020	27/01/2020

**The course fee is Rs 200/- for each Course**  
**ATTENDANCE IS COMPULSORY.**

**For further details kindly contact respective course coordinator.**



**Dr.Aftab Anwar Shaikh**

Principal



**Anjuman Khairul Islam's**  
**Poona College of Arts, Science & Commerce, Camp, Pune - 1.**  
**Enrollment List 2019-20**

**Class: SYBBA (CA) Subject: Certificate Course**

**Name of the Course: RDBMS**

**Name of the Cordinator: Prof. Faheemuddin Ahmed**

<b>Roll No</b>	<b>Name of the Student</b>
4901	MANNABI MEHMOOD CHABRU
4902	NASREEN MUSTAFA SHAIKH
4903	SALMA ZUBAIR KHAN
4904	MOMIN AFIFA MD.ISHAQUE
4906	AMIT KUMAR SINGH
4907	SHAIKH UBED BASHEER
4908	ISMAIL A. MALLEBHARI
4909	IDRIS YUSUF MULLA
4910	SAFURA SHAKEEL MUKADAM
4911	SHAIKH AYESHA ASLAM
4912	SHIKILGAR SAYYED NAUSHEEN
4914	MEHEK GULAMALI KHAN
4916	SHAIKH SAAD SAJEED
4917	NIKHIL VITTHAL SHIMPI
4918	SHAIKH ALIASGAR IMDAD HUSSAIN
4920	HOZEFA LOKHANDWALA
4921	SHAIKH ADNAN ASIF
4924	SHAIKH ADNAN ZAFAR
4925	KHAN MUMTAZ ATIK
4928	JENNY AROGYADASS
4929	FATEMA ABBAS KANCHWALA
4932	VISHAL CHOUDHARI
4934	IBRAHIM ISMAIL SAYYED
4938	ZAHID KHAN
4942	ADNAN ATTAR
4945	SAHIL MUJAWAR
4946	RAHUL SINGH
4951	KHAN MOHD. KAIF SALIM
4952	SHAIKH ISTEKHAR
4954	SULEMAN SAYED
4959	MAAZ PINJARI
4966	AZIM QURESHI
4968	GUFRAN SHAIKH



**Mr.Faheemuddin Ahmed**

Course Coordinator

**Y & M AKI'S**  
**POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
**CAMP, PUNE- 411001**



**CERTIFICATE COURSE BY**  
**Department of**  
**BBA (CA)**  
**CERTIFICATE IN RDBMS**

**Course Coordinator**

**Asst. Prof. Faheemuddin Ahmed**

*For Private Circulation only*

## **I] DESCRIPTION OF THE CERTIFICATE COURSE: -**

Databases form the backbone of all major applications today – tightly or loosely coupled, intranet or internet based, financial, social, administrative, and so on. Structured Database Management Systems (RDBMS) based on relational and other models have long formed the basis for such databases. Consequently, Oracle, Microsoft SQL Server, Sybase etc. have emerged as leading commercial systems while MySQL, PostgreSQL etc. lead in open source and free domain. While RDBMS's differ in details, they share a common set of models, design paradigms and a Structured Query Language (SQL). In this background the course would examine data structures, file organizations, concepts and principles of RDBMS's, data analysis, database design, data modeling, database management, data & query optimization, and database implementation. More specifically, the course introduces relational data models; entity-relationship modeling, SQL, data normalization, and database design. It would also introduce query coding practices using MySQL (or any other open system) through various assignments. Design of simple multi-tier client/server architectures based and Web-based database applications will also be introduced.

## **WHAT IS RRDBMS?**

A Relational database management system (RRDBMS) is system software for creating and managing databases. The RRDBMS provides users and programmers with a systematic way to create, retrieve, update and manage data.

A RRDBMS makes it possible for end users to create, read, update and delete data in a database. The RRDBMS essentially serves as an interface between the database and end users or application programs, ensuring that data is consistently organized and remains easily accessible.

The RRDBMS manages three important things: the data, the database engine that allows data to be accessed, locked and modified -- and the database schema, which defines the database's logical structure. These three foundational elements help provide concurrency, security, data integrity and uniform administration procedures. Typical database administration tasks supported by the RRDBMS include change management, performance monitoring/tuning and backup and recovery. Many database management systems are also responsible for automated rollbacks, restarts and recovery as well as the logging and auditing of activity.

The RRDBMS is perhaps most useful for providing a centralized view of data that can be accessed by multiple users, from multiple locations, in a controlled manner. A RDBMS can limit what data the end user sees, as well as how that end user can view the data, providing many views of a single database schema. End users and software programs are free from having to understand where the data is physically located or on what type of storage media it resides because the RDBMS handles all requests.

The RDBMS can offer both logical and physical data independence. That means it can protect users and applications from needing to know where data is stored or having to be concerned about changes to the physical structure of data (storage and hardware). As long as programs use the application programming interface (API) for the database that is provided by the RDBMS, developers won't have to modify programs just because changes have been made to the database.

With relational RDBMS (RDBMS), this API is SQL, a standard programming language for defining, protecting and accessing data in a RDBMS.



## II] OBJECTIVE OF THE ADD-ON COURSE: -

1. To know the concept of RDBMS.
2. To understand how to Manage Database .
3. To Create, update the Database .

This course, part of the Oracle program, will provide the essential skills you need for success. RDBMS is play a vital role in the Software because every Software having Front end and backend, so RDBMS can play a vital role in backend to store the information which can be coming from any frontend language.

This 3 months course in RDBMS can be a good start for those who are looking for a good career in Database Industry.

## III] OUTCOME OF THE ADD-ON COURSE: -

In this course, students will learn the art of creating user-friendly database,

- Creating database manually.
- Fired the DML and DDL Operations.
- Fetch the data from database.

## IV] Course Duration: 30 Hours

**VJ MEMBERS OF BOARD OF STUDIES:-**

SR. NO	NAME OF MEMBER	DESIGNATION	ASSOCIATED WITH
1	Dr. Aftab Anwar Shaikh	Principal	Poona College of Arts Science and Commerce Pune.
2	Dr. Abbas Lokhandwala	Associate Professor	Poona College of Arts Science and Commerce Pune.
3	Mr. Shivendu Bhushan	HOD, Computer science Dept.	Indira College of Arts, science and commerce Pune.
4	Mr. Ateeque Khan	Industrial Expert	Tech Mahindra Pune.
5	Mr. Faheem uddin Ahmed	Course Coordinator	Poona College of Arts Science and Commerce Pune.

**VI] SYLLABUS :**

SR. NO	TOPIC NAME	HOURS
1	<b>Introductory concepts of RDBMS :</b> Introduction and applications of RDBMS, Purpose of data base, Data, Independence, Database System architecture- levels, Mappings, Database, users and DBA	02
2	<b>Relational Model :</b> Structure of relational databases, Domains, Relations, Relational algebra – fundamental	03

	operators and syntax, relational algebra queries, tuple relational calculus	
3	<b>Entity-Relationship model :</b>  Basic concepts, Design process, constraints, Keys, Design issues, E-R diagrams, weak entity sets, extended E-R features – generalization, specialization, aggregation, reduction to E-R database schema	04
4	<b>Relational Database design</b> Functional Dependency – definition, trivial and non-trivial FD, closure of FD set, closure of attributes, irreducible set of FD, Normalization – 1NF, 2NF, 3NF, Decomposition using FD- dependency preservation, BCNF, Multi- valued dependency, 4NF, Join dependency and 5NF	05
5	<b>Query Processing &amp; Query Optimization :</b>  Overview, measures of query cost, selection operation, sorting, join, evaluation of expressions, transformation of relational expressions, estimating statistics of expression results, evaluation plans, materialized views	03
6	<b>Transaction Management :</b>  Transaction concepts, properties of transactions,	06

	serializability of transactions, testing for serializability, System recovery, Two- Phase Commit protocol, Recovery and Atomicity, Log-based recovery, concurrent executions of transactions and related problems, Locking mechanism, solution to concurrency related problems, deadlock, , two-phase locking protocol, Isolation, Intent locking	
7	<b>Security:</b> Introduction, Discretionary access control, Mandatory Access Control, Data Encryption	05
8	<b>SQL Concepts :</b> structure – creation, alteration, defining constraints – Primary key, foreign key, unique, not null, check, IN operator,  Functions - aggregate functions, Built-in functions – numeric, date, string functions, set operations, sub-queries, correlated sub-queries, Use of group by, having, order by, join and its types, Exist, Any, All , view and its types. transaction control commands – Commit, Rollback, Savepoint	02



## VII] REFERENCES:-

### **Recommended Books:**

1. An introduction to Database Systems- Author: C J Date Publisher: Addition-Wesley
2. Database System Concepts- Author: Abraham Silberschatz, Henry F. Korth & S. Sudarshan Publisher : McGraw Hill.
3. Understanding SQL -Author: Martin Gruber Publisher: BPB
4. Oracle – The complete reference Publisher: TMH /oracle press

## VIII] ASSIGNMENTS / ACTIVITIES

After Completion of this Course Every Students have to create the Database for an enterprise edition.

**MR.FAHEEM UDDIN AHMED**  
**Teacher In-charge**

Y &M AKI's  
Poona College of Arts Science and Commerce  
Camp, Pune 411001

**Department of BBA (CA)**

**Academic year 2019-2020**

**Certificate Course**

**Assessment in**

**“RELATIONAL DATA  
BASE MANAGEMENT  
SYSTEM (RDBMS) “**

**(S.Y.BBA (CA) 2019-2020)**

**Instructions: -**

- 1. All questions are compulsory.**
- 2. Each question carries 1 mark.**
- 3. Time allotted is 30 minutes.**
- 4. Use click ✓ symbol for the correct answer.**



**Department of Commerce, PG and Research Center**

**CERTIFICATE COURSE IN RDBMS**

**QUESTION PAPER**

**Academic Year 2019-2020**

**Course Coordinator: Mr.Faheemuddin**

**Class: TYBBA (CA) January - 2020**

**Question 1: \_\_\_\_\_ indicates the maximum number of entities that can be involved in a relationship?**

- (A) Minimum cardinality
- (B) Maximum cardinality
- (C) ERD
- (D) Greater Entity Count

**Question 2: ER Model Comes under \_\_\_\_\_ .**

- (A) Physical data Model
- (B) Record based logical Model
- (C) Object based logical Model
- (D) None of Above

**Question 3: Referential integrity is directly related to \_\_\_\_\_ .**

- (A) Relation key
- (B) Foreign key
- (C) Primary key
- (D) Candidate key

**Question 4: A \_\_\_\_\_ is a query that retrieves rows from more than one table or view.**

- (A) Start
- (B) End
- (C) Join

(D) None of the mentioned

**Question 5: Which of the following creates a virtual relation for storing the query ?**

(A) Function

(B) View

(C) Procedure

(D) None of the above

**Question 6: Which of the following is true concerning systems information in an RDBMS?**

(A) RDBMS store database definition information in system-created tables.

(B) This information can be accessed using SQL.(C) Procedure

(D) This information often cannot be updated by a user.

(B) All of the above.

**Question 7: PL/SQL is a completely portable, \_\_\_\_\_ transaction processing language.**

(A) Low-performance

(B) High-performance

(D) Both 1 & 2

(B) None of the above

**Question 8: \_\_\_\_\_ is a procedural language.**

(A) Domain relational calculus

(B) Relational algebra

(C) Tuple relational calculus

(D) Query language

**Question 9: PL/SQL stands for -**

(A) Portable Language/SQL

(B) Programming Language/SQL

(C) Procedural Language/SQL

(D) None of these

**Question 10: \_\_\_\_\_ forms have a relation that possesses data about an individual entity.**

(A) 2NF

(B) 3NF

(C) 4NF

(D) 5NF

**Question 11: Referential integrity is directly related to \_\_\_\_\_ .**

(A) Relation key

(B) Foreign key

(C) Primary key

(D) Candidate key



**Question 12: E-R modeling technique is \_\_\_\_\_ .**

- (A) Tree structure
- (B) Top-down method
- (C) Bottom-up method
- (D) Right-left approach
- (E) Top-down method

**Question 13: PL/SQL has two types of subprograms, procedures and functions. Which of the following subprogram is used to compute a value?**

- (A) Procedure
- (B) Function
- (C) Both A & B
- (D) All of the above

**Question 14: What type of join is needed when you wish to include rows that do not have matching values?**

- (A) Equi-join
- (B) Natural join
- (C) Outer join
- (D) All of the above

**Question 15: \_\_\_\_\_ is a single-entity instance of one type related to many entity instances of another type?**

- (A) One-to-One Relationship
- (B) One-to-Many Relationship
- (C) Many-to-Many Relationship
- (D) Composite Relationship

**Question 16: Properties that describe the characteristics of entities are called \_\_\_\_\_.**

- (A) Entities
- (B) Attributes
- (C) Identifiers
- (D) Relationships

**Question 17: \_\_\_\_\_ is the function of the union operation?**

- (A) It combines the results of any two different queries
- (B) It combines the results of two different queries which have the same set of attributes in the select clause
- (C) It combines the results of two different queries which have the same condition in the where clause
- (D) It gives the Cartesian product of the results of any 2 queries

**Question 18:** In relation algebra a new term was defined by codd as \_\_\_\_\_:

- (A) Relation
- (B) Relation completeness
- (C) Relation operation
- (D) Relation selection

**Question 19:** \_\_\_\_\_ is a unary operation.

- (A) Selection operation
- (B) Primitive operation
- (C) Projection operation
- (D) Generalized selection

**Question 20:** How many primitive operators of relation algebra as proposed by cod?

- (A) 2
- (B) 3
- (C) 4
- (D) 6

**Question 21:** \_\_\_\_\_ is based on specifying a number of tuple variables?

- (A) Tuple relation calculus
- (B) Domain relational calculus
- (C) Both
- (D) None of above

**Question 22:** Which of the followings are not the types of PL/SQL records?

- A) View-based
- (B) Table-based
- (C) Cursor-based records
- (D) User-defined records

**Question 23:**The term attribute refers to a \_\_\_\_\_ of a table.

- (A) Record
- (B) Column
- (C) Tuple
- (D) Key

**Question 24:** It refers to set of one or more columns that designates the \_\_\_\_\_ in a referential integrity constraint.

- (A) Select key
- (B) Foreign key
- (C) Write key
- (D) None of the above

**Question 25: PL/SQL subprograms, unlike anonymous blocks, are compiled each time they are executed.**

- (A) True
- (B) False

**Question 26: \_\_\_\_\_ Data type is not allowed in the definition of PL/SQL record.**

- (A) A Collection
- (B) A Scalar
- (C) Both A & B
- (D) None of the above

**Question 27: For each attribute of a relation, there is a set of permitted values, called the \_\_\_\_\_ of that attribute.**

- (A) Domain
- (B) Relation
- (C) Set
- (D) Schema

**Question 28: Which join refers to join records from the write table that have no matching key in the left table are include in the result set?**

- (A) Left outer join
- (B) Right outer join
- (C) Full outer join
- (D) Half outer join

**Question 29: Trigger are supported in \_\_\_\_\_ .**

- (A) Delete
- (B) Update
- (C) Views
- (D) All the above

**Question 30: PL/SQL is a block structured language.**

- (A) True
- (B) False

Y &M AKI's  
Poona College of Arts Science and Commerce  
Camp, Pune 411001

**Department BBA (CA)**

**Academic year 2019-2020**  
**Certificate Course**  
**In**  
**Relational Data Base**  
**Management System**  
**(RDBMS)**  
**Result Analysis**

<b>Total students enrolled</b>		<b>33</b>
<b>Total students appeared</b>		<b>33</b>
<b>Distinction</b>	<b>24 to 30 marks</b>	<b>19</b>
<b>Ist Class</b>	<b>19 to 23 marks</b>	<b>07</b>
<b>2<sup>nd</sup> Class</b>	<b>12 to 18 marks</b>	<b>07</b>
<b>Failed</b>	<b>11 and less marks</b>	<b>00</b>
<b>Passing result</b>		<b>100%</b>

**AKI's**  
**POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
**CAMP, PUNE**

## **Report**

### **“CERTIFICATE COURSE IN RELATIONAL DATABASE MANAGEMENT SYSTEM (RDBMS)”**

Certificate Course in “**RELATIONAL DATABASE MANAGEMENT SYSTEM**” has been conducted for SYBBA (CA) Students from 10<sup>th</sup> Jan to 27<sup>th</sup> Jan 2020, to develop their Skills in the field of database. A certificate program in database technology provides a basic foundation for a career in this field, with courses in database security, administration and development.

#### **The Objective:**

The objective of the course is to present an introduction to Relational database management systems, with an emphasis on how to organize, maintain and retrieve - efficiently, and effectively - information from database.

#### **Course Outcome:**

- i. have a broad understanding of database concepts and database management system software
- ii. have a high-level understanding of major DBMS components and their function
- iii. Be able to model an application's data requirements using conceptual modeling tools like ER diagrams and design database schemas based on the conceptual model.
- iv. Be able to write SQL commands to create tables and indexes, insert/update/delete data, and query data in a relational DBMS.
- v. Be able to program a data-intensive application using DBMS APIs

#### **Beneficiaries:**

Total Number of beneficiaries Participated in Certificate Course was **33**.

In accordance with the course plan, syllabus has been designed with the help of board studies and insight had been taken by industry experts.

#### **Topics Covered in Course work is:**

- ✓ Introduction to RDBMS
- ✓ Structured Query Language (SQL)
- ✓ PL/SQL Programming
- ✓ Cursor, Trigger, Function, Package, Procedure
- ✓ Application Development. Case Studies. Storage and File Structure

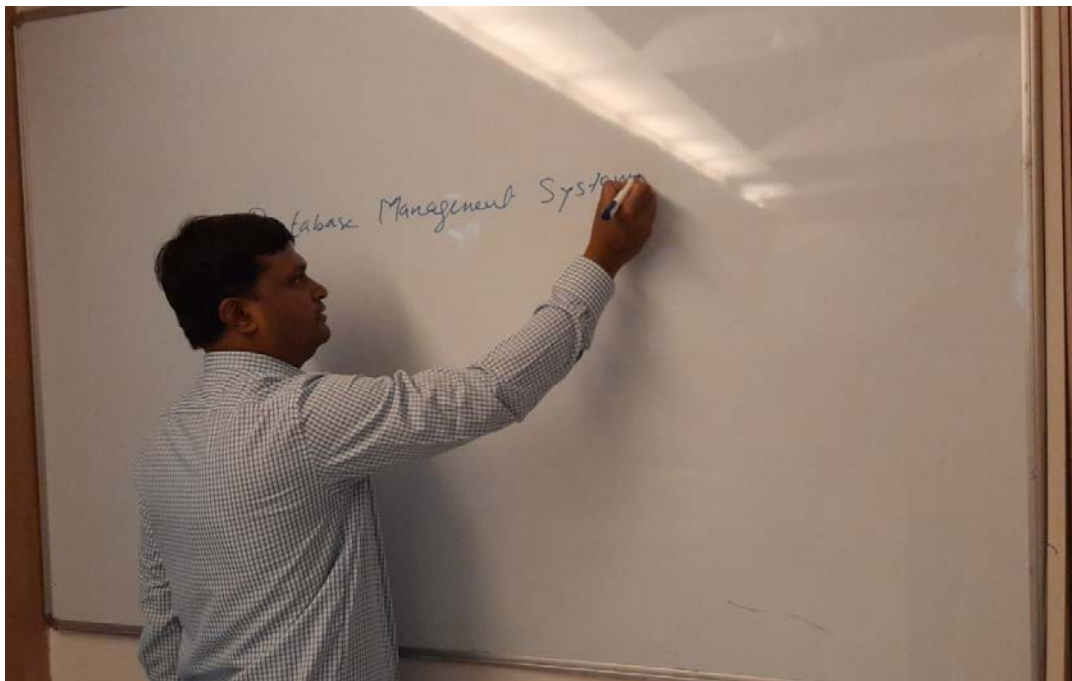


- ✓ Indexing and Hashing. Query Processing
- ✓ Query Optimization. Transactions (Serializability and Recoverability)
- ✓ Concurrency Control. Recovery Systems.

### **CERTIFICATE:**

- Certificate will be given to the students who register for the course and appear for the exam, which will be conducted after completion of the course. Candidates scoring 40% and above will be awarded the certificate.

### **Photographs**



**Dr.Ashfaq Sayyed H.O.D Allana Institute of Management Sciences (20 Jan 2020)**

Expert talk on “**RELATIONAL DATABASE MANAGEMENT SYSTEM**” has been organized on 22<sup>nd</sup> Jan 2020 by Dr.Ashfaq Sayyed (H.O.D) Allana Institute of Management Science Pune. Total 33 students attended the same. And he covered the topics which are regularly done in IT industry.

Total **33** students attended examination of Certification Course and got the certificates. This Course was coordinated by Mr.Faheem uddin Ahmed

\*\*\*\*\*



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)

## ACTIVITY REPORT

(2019 - 2020)

### I. Basic Details:

Name of The Activity: Certificate Course in Automation Testing			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
10 <sup>th</sup> Jan - 27 <sup>th</sup> Jan 2020	BBA(CA)	Commerce	Shabana Mulla 9766871357
Time	Venue	Activity for class/ group student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
10:30 am to 12.30 am	M6	37	Co-curricular

### II. Brief Information about the Activity (Criterion no - ):

Topic/ Subject of the activity	Certificate Course in Automation Testing
Objective for conducting the activity	To know the concept of software testing. To understand how to test bugs in software. To develop programming logic.
Methodology	Practical, Presentation, case studies
Outcome	students will learn the art of creating user-friendly, <ul style="list-style-type: none"><li>• Develop, document and execute software test cases</li><li>• Create a software test to meet an objective</li><li>• Identify types of software defects</li><li>• Build an end-to-end application and test it with exciting features</li></ul>

### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Report	2. Attendance	3. Photos
4. Booklet	5. Certificate	6. Feedback



Department of Commerce, PG and Research Center

# **CERTIFICATE COURSE IN AUTOMATION TESTING**

## **STUDENTS ENROLLMENT LIST**

Academic Year 2019-2020

Course Coordinator: Ms. Shabana Mulla

Class: TYBBA (CA) January - 2020

1	5001	ANSARI HASINA ANWAR
2	5002	KHAN MARIYASHAZ ABID
3	5003	CHAUDRY JAINAB SHAFEEQUE
4	5004	TH AYESHA IMRANA HABIB
5	5006	SHAIKH EBAD FAIYAZ
6	5008	FAKIH SHAHID ASHFAK
7	5010	SAYYED MUSTAKIM HAMEED
8	5012	SAYYED MOHAMMED AASIM
9	5013	SANA BANO ISLAM
10	5014	SAYYED BIBI AMENA
11	5015	CHOWDHARY RISHIKESH MUNNA
12	5016	DALAL AQSA PARVEZ
13	5019	SAYYED ALISHA ANWAR
14	5020	SHAIKH RIZA SAMEER
15	5021	SHISHODIA DHARUV RAJ SINGH
16	5023	SHAIKH MOHD SAMI
17	5024	AQSA JAMIL SHAIKH
18	5025	SAYYED AQUIF AKBAR
19	5027	SHAIKH ANA SIRAJAL HAQUE
20	5029	LAKHANI ZAINAB MOHD HAROON

21	5030	SAYYED IRAM NAAZ ANWAR
22	5032	KHAN MOHAMMED IMRAN
23	5034	SAYYED TABASSUM NIZAM
24	5035	KAUFUSI VILIAMI SIONE
25	5036	SAYED SAIFUDDIN NAZIRUDDIN
26	5039	JAHAGIRDAR MOHAMMED ZOHEB
27	5040	PAWAR HRUSHIKESH GURUNATH
28	5041	AGARWAL RAHUL KAPURCHAND
29	5042	PATHAN FAIJAL RABBI
30	5043	PATRAWALA HUSIEN SHABBIR
31	5044	SHAIKH SAMEER AJAZ
32	5046	KHAN MUBIN AHMED
33	5048	MOMIN MISBA ZAKIR
34	5049	DOLASE TAUFIK SIDDIK
35	5052	RANDHIR PRATIK ANAND
36	5054	MOHD RIZWAN MOHD USMAN
37	5055	SHAIKH SHAHID HUSEN

**Ms. Shabana Mulla**  
**Course Coordinator**

**Y & M AKI'S**  
**POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
**CAMP, PUNE- 411001**



**Department of BBA (CA)**

**CERTIFICATE COURSE IN AUTOMATION TESTING**  
**2019- 2020**

**Course Coordinator**

Asst. Prof. Shabana A. Mulla

*For Private Circulation only*



## **I] DESCRIPTION OF THE CERTIFICATE COURSE: -**

Testing is the process of evaluating a system or its component(s) with the intent to find whether it satisfies the specified requirements or not. Testing is executing a system in order to identify any gaps, errors, or missing requirements in contrary to the actual requirements.

This tutorial will give you a basic understanding on software testing, its types, methods, levels, and other related terminologies.

### **WHAT IS AUTOMATION TESTING?**

Automation Testing or Test Automation is a software testing technique that is performed using special automated testing software tools to execute a test case suite. In Automation testing, test data is entered into the System Under Test to compare expected and actual results for generating detailed test reports. It demands considerable investments of money and resources.

### **WHO DOES TESTING?**

It depends on the process and the associated stakeholders of the project(s). In the IT industry, large companies have a team with responsibilities to evaluate the developed software in context of the given requirements. Moreover, developers also conduct testing which is called Unit Testing. In most cases, the following professionals are involved in testing a system within their respective capacities –

- Software Tester
- Software Developer
- Project Lead/Manager
- End User

Different companies have different designations for people who test the software on the basis of their experience and knowledge such as Software Tester, Software Quality Assurance Engineer, QA Analyst, etc.

It is not possible to test the software at any time during its cycle. The next two sections state when testing should be started and when to end it during the SDLC.

### **II] OBJECTIVE OF THE CERTIFICATE COURSE: -**

1. To know the concept of software testing.
2. To understand how to test bugs in software.
3. To develop programming logic.
4. Build an end-to-end application and test it with exciting features

This course, part of the Software Testing and Verification program, will provide the essential skills you need for success. Software needs to be tested for bugs and to insure the product meets the requirements and produces the desired results. Software testing is essential to providing a quality product.

Learn the techniques Software Testers and Quality Assurance Engineers use every day, which can be applied to any programming language and testing software.

This course in Automation testing can be a good start for those who are looking for a good career in Software Testing Industry.

### III] OUTCOME OF THE ADD-ON COURSE: -

In this course, students will learn the art of creating user-friendly,

- Develop, document and execute software test cases
- Create a software test to meet an objective
- Identify types of software defects

### IV] Course Duration: 30 Hours

### V] MEMBERS OF BOARD OF STUDIES:-

SR. NO	NAME OF MEMBER	DESIGNATION	ASSOCIATED WITH
1	Dr. Aftab Anwar Shaikh	Principal	Poona College of Arts Science and Commerce
2	Dr. Abbas Lokhandwala	Associate Professor	Poona College of Arts Science and Commerce
3	Ms. Shakila Siddavatam	HOD, Computer science Dept.	Abeda Inamdar Senior College of Arts, science and commerce
4	Ms. Shweta Upare	Industrial Expert	mPhatek Systems, Pvt Ltd
5	Ms. Shabana Mulla	Course Coordinator	Poona College of Arts Science and Commerce

## VI] SYLLABUS: AUTOMATION TESTING

SR. NO	TOPIC NAME	HOURS
1	<b>Software Development Life Cycle(SDLC)</b> <ul style="list-style-type: none"> <li>• SDLC Phases</li> <li>• SDLC Modules</li> </ul>	02
2	<b>Essentials of Software Testing</b> <ul style="list-style-type: none"> <li>• 2.1 Software Testing</li> <li>• 2.2 Software Testing Fundamentals</li> <li>• 2.3 Debugging</li> </ul>	02
3	<b>Approaches to Testing</b> <ul style="list-style-type: none"> <li>• 3.1. White Box Testing</li> <li>• 3.2. Black Box Testing</li> <li>• 3.3. Gray Box Testing</li> <li>• 3.4 Levels of Testing</li> <li>• 3.5 Integration- Top-down , Bottom up</li> <li>• 3.6 Big Bang Sandwich</li> </ul>	04
4	<b>Testing for Specialized Environment</b> <ul style="list-style-type: none"> <li>• 4.1. Testing Graphical User Interfaces (GUIs)</li> <li>• 4.2. Testing of Client/Server Architectures</li> <li>• 4.3. Testing Documentation and Help facilities</li> <li>• 4.4. Testing for Real-Time System</li> </ul>	05
5	<b>Software Testing Strategies and Testing Tools</b> <ul style="list-style-type: none"> <li>• 5.1. Software Testing Strategies</li> <li>• 5.2. Software Metrics</li> <li>• 5.3. Test Case Design</li> <li>• 5.4. JUnit</li> <li>• 5.5. Apache JMeter</li> <li>• 5.6. WinRunner</li> </ul>	05

	<ul style="list-style-type: none"> <li>• 5.7. LoadRunner</li> <li>• 5.8. Rational Robot</li> </ul>	
6	<b>Test automation using Selenium WebDriver</b> <ul style="list-style-type: none"> <li>• 6.1. Create scripts using Record and Playback feature of Selenium</li> <li>• 6.2. How selenium identifies an Object</li> <li>• 6.3. Apply Checkpoints</li> <li>• 6.4. Enhance your test scripts</li> <li>• 6.5. Use WebDriver for automation</li> <li>• 6.6. Use Testing Framework</li> </ul>	07
7	<b>Test Case Design Techniques</b> <ul style="list-style-type: none"> <li>• 7.1 Error Guessing ,</li> <li>• 7.2 Equivalence Partitioning ,</li> <li>• 7.3 Boundary Value Analysis,</li> <li>• 7.4 Real Practice In The Industry</li> </ul>	03
8	<b>Test Cases</b>	02

## VI] REFERENCES:-

### Recommended Books:

1. Software Engineering – A Practitioners Approach, Roger S. Pressman, Tata McGraw Hill
2. Software Engineering for Students- A Programming Approach, Douglas Bell, Pearson Education



### Journal Article Resources:

1. <https://ijcsmc.com/docs/papers/October2014/V3I10201499a67.pdf>
2. [www.ijcsmc.com](http://www.ijcsmc.com)
3. <https://www.sciencedirect.com/science/article/pii/S1877050915005396>
4. <https://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.642.4838&rep=rep1&type=pdf>
5. <https://ieeexplore.ieee.org/abstract/document/8389562>

### VII] SUPPLEMENTARY READING AND LEARNING LINKS –

Kindly scan the QR code given below

[www.scirp.org](http://www.scirp.org)

For Books



[www.scirp.org](http://www.scirp.org)

For Research Papers



A handwritten signature in blue ink, likely belonging to MS. SHABANA MULLA.

**MS. SHABANA MULLA**  
**Teacher In-charge**



**DEPARTMENT OF BBA-CA**

**CERTIFICATE COURSE IN AUTOMATION TESTING**

**EVALUATION FEBRUARY 2020**

**CLASS: - TYBBA (CA)**

**MARKS - 20**

**1. A deviation from the specified or expected behavior that is visible to end-users is called:**

- A. An error
- B. a fault
- C. a failure
- D. a defect

**Ans: C**

**2. In case of Large Systems**

- A. Only few tests should be run
- B. Test Cases written by good test engineers should be executed
- C. Only Good Test Cases should be executed
- D. Testing should be on the basis of Risk

**Ans: d**

**3. The test language usually used in Selenium is \_\_\_\_\_.**

- A. PHP
- B. Python
- C. JavaScript
- D. None of the above

**Ans: C**

**4. Selenium tests \_\_\_\_\_.**

- A. DOS applications
- B. Browser-based applications
- C. GUI applications
- D. None of the above

**Ans: B**

**5. Which selenium command check whether specific text exists somewhere on the page?**

- A. verifyTextPresent
- B. verifyTextPresent
- C. CheckTextPresent
- D. VerifyPresentText

**Ans: A**

**6. What is Selenium IDE?**

- A. Windows Software
- B. Firefox Plug-in
- C. Java Software
- D. Flash Plug-in

**Ans: B**

**7. Which of the following is a static test?**

- A. Coverage analysis
- B. Code inspection
- C. Usability assessment
- D. Installation test

**Ans: B**

**8. What is a test suite made of?**

- A. Test packs
- B. Tests
- C. Test blocks
- D. Test pattern

**Ans: B**

**9. Select the component which is NOT part of the Selenium suite.**

- A. Selenium IDE
- B. Selenium RC
- C. selenium grid
- D. Selenium Web

**Ans: D**

**10. Selenium IDE stands for**

- A. Selenium Initialization Development Environment
- B. Selenium Interrelated Development Environment
- C. Selenium Integrated Development Environment
- D. Selenium Information Development Environment

**Ans: C**

**11. Which of the following is not the integration strategy?**

- A. Design based
- B. Bottom-up
- C. Big-bang
- D. Top-down

**Ans: A**

**12. The Selenium RC is used**

- A. To run your test against different browsers (except HtmlUnit) on different operating systems.
- B. To create tests with little or no prior knowledge in programming.
- C. To test a web application against Firefox only.
- D. To run a huge test suite, that can be executed on multiple machines.

**Ans: A**

**13. The Selenium**

- A. Provides professional customer support
- B. Test Reports are generated automatically
- C. Comes with a built-in object repository
- D. Cannot access elements outside of the web application under test

**Ans: D**

**14. Which of the following is likely to benefit most from the use of test tools providing test capture and replay facilities?**

- A. Integration testing
- B. Regression testing

- C. System testing
- D. User acceptance testing

**Ans: B**

**15. Which is non-functional software testing?**

- A. Unit Testing
- B. Block box testing
- C. Performance Testing
- D. Regression testing

**Ans: C**

**16. The name of the testing which is done to make sure the existing features are not affected by new changes**

- A. Recursive testing
- B. Whitebox testing
- C. Unit testing
- D. Regression testing

**Ans: D**

**17. \_\_\_\_\_ is a process which is intended to reveal flaws in the security mechanisms of an information system that protect data and maintain functionality as intended.**

- A. Integrity Testing
- B. Unit Testing
- C. Security Testing
- D. Stress testing

**Answer: C**

**18. The testing which is done by going thro' the code is known as,**

- A. Unit Testing
- B. Blackbox testing
- C. White box Testing
- D. Regression testing

**Ans: C**

**19. Which is Black-Box Testing method?**

- A. equivalence partitioning
- B. code coverage
- C. fault injection

**Ans: A**

**20. Test cases are designed during:**

- A. test recording
- B. test planning
- C. test configuration
- D. test specification

**Ans: D**

**21. Can Google chrome be supported by Selenium IDE?**

- A. Yes
- B. No

**Ans: B**

**22. Can the Unix operating system be supported by Selenium IDE?**

- A. No
- B. Yes

**Ans: A**

**23. Which command can be used to enter values into text boxes?**

- A. sendsKeys()
- B. sendKey()
- C. sendKeys
- D. sendKeys()

**Ans: D**

**24. Select the language which is supported by The Selenium Web Driver**

- A. Perl
- B. SQL
- C. ASP
- D. Cobol

**Ans: A**

**25. Which Selenium component supports All Operating System?**

- A. Selenium Generator
- B. Selenium IDE
- C. Selenium WebDriver

**Ans: C**

**26. Select the command in Selenium IDE used to open a page using the URL.**

- A. OpenRecord
- B. Open
- C. OpenText
- D. OpenTable

**Ans: B**

**27. In the case of Selenium IDE, the Source view shows your script in**

- A. DHTML format
- B. J2EE format
- C. XML format
- D. HTML format.

**Ans: C**

**28. The Actions commands**

- A. are commands that directly interact with page elements.
- B. are commands that allow you to store values to a variable.
- C. are commands that verify if a certain condition is met.

**Ans: A**

**29. Select the command which is used to check the presence of a certain element.**

- A. verifiable
- B. verifyTitlePresent
- C. verifyTextPresent
- D. verifyElementPresent

**Ans: D**

**30. Select the command which is used to print a string value or a variable in Selenium IDE.**

- A. The 'display' command
- B. The 'echo' command
- C. The 'print' command
- D. The 'printr' command

**Ans: B**

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# AKI'S POONA COLLEGE OF ARTS ,SCIENCE & COMMERCE

## DEPARTMENT OF BBA-CA

### RESULT OF CERTIFICATE COURSE IN AUTOMATION TESTING

SUB : ADD ON COURSE ON SOFTWARE TESTING

CLASS : TYBBA(CA)

Course Coordinator : SHABANA MULLA

SR NO	ROLL NO	STUDENT NAME	MARKS (30)
1	5001	ANSARI HASINA ANWAR	30
2	5002	KHAN MARIYASHAZ ABID	30
3	5003	CHAUDRY JAINAB SHAFEEQUE	28
4	5004	TH AYESHA IMRANA HABIB	26
5	5006	SHAIKH EBAD FAIYAZ	20
6	5008	FAKIH SHAHID ASHFAK	24
7	5010	SAYYED MUSTAKIM HAMEED	27
8	5012	SAYYED MOHAMMED AASIM FAHIM	30
9	5013	SANA BANO ISLAM	30
10	5014	SAYYED BIBI AMENA HAZRAT SAHEB	30
11	5015	CHOWDHARY RISHIKESH MUNNA	19
12	5016	DALAL AQSA PARVEZ	27
13	5019	SAYYED ALISHA ANWAR	27
14	5020	SHAIKH RIZA SAMEER	30
15	5021	SHISHODIA DHURUV RAJ SINGH RISHI RAJ SINGH	28
16	5023	SHAIKH MOHD SAMI FAZUR REMMAN	24
17	5024	AQSA JAMIL SHAIKH	28
18	5025	SAYYED AQUIF AKBAR	25
19	5027	SHAIKH ANA SIRAJAL HAQUE	30
20	5029	LAKHANI ZAINAB MOHD HAROON	30
21	5030	SAYYED IRAM NAAZ ANWAR	30
22	5032	KHAN MOHAMMED IMRAN SHAHNAWAZ	19
23	5034	SAYYED TABASSUM NIZAM	27
24	5035	KAUFUSI VILIAMI SIONE	27
25	5036	SAYED SAIFUDDIN NAZIRUDDIN	24
26	5039	JAHAGIRDAR MOHD ZOHEB MUSHTAQ AHMED	28
27	5040	PAWAR HRUSHIKESH GURUNATH	27
28	5041	AGARWAL RAHUL KAPURCHAND	30
29	5042	PATHAN FAIJAL RABBI	20
30	5043	PATRAWALA HUSIEN SHABBIR	24
31	5044	SHAIKH SAMEER AJAZ	24
32	5046	KHAN MUBIN AHMED	15
33	5048	MOMIN MISBA ZAKIR	28
34	5049	DOLSE TAUFIK SIDDIK	27
35	5052	RANDHIR PRATIK ANAND	15
36	5054	MOHD RIZWAN MOHD USMAN	15
37	5055	SHAIKH SHAHID HUSEN	15



SHABANA MULLA



Y & M Anjuman Khairul Islam's  
**POONA COLLEGE**  
**OF ARTS, SCIENCE AND COMMERCE**  
(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)

**DEPARTMENT OF BBA-CA**

**RESULT ANALYSIS CERTIFICATE COURSE IN AUTOMATION TESTING 2020**  
**RESULT ANALYSIS**

	<b>Distinction</b>	<b>First Class</b>	<b>Hig. Sec. Class</b>	<b>Fail</b>	<b>Total</b>
<b>GRADE</b>	<b>25-30</b>	<b>19-24</b>	<b>12-18</b>	<b>11 &amp; Below</b>	<b>--</b>
<b>NO. OF STUDENTS</b>	<b>24</b>	<b>9</b>	<b>4</b>	<b>--</b>	<b>37</b>

No. of Distinctions	<b>24</b>
No. of First Class	<b>09</b>
No. of High Sec class	<b>04</b>
Total No. Fail	<b>--</b>
<b>Total</b>	<b>37</b>

**Ms. Shabana Mulla**  
**Course Coordinator**

AKI'S  
**POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
CAMP, PUNE 411001

**DEPARTMENT OF BBA-CA**

**A REPORT ON**

**CERTIFICATE COURSE IN AUTOMATION TESTING**

The Department of BBA-CA organized a 30 hour Certificate course in Software testing for the students of T.Y.BBA(CA) Level. This course was designed and coordinated by Assistant Professor Ms. Shabana Mulla under the able guidance of Principal Prof.(Dr.) Aftab Anwar Shaikh. 37 students attended this



certificate course. The students were provided data about the course description, objectives, outcome, duration, syllabus, methodology and obviously the course content.

**The Objective Of the Certificate Course: -**

1. To know the concept of software testing.
2. To understand how to test bugs in software.
3. To develop programming logic.
4. To prepare test cases, test

scenario,

5. To perform test execution and Log defect and perform retesting,
6. How to contribute to Automation Testing.
7. Build an end-to-end application and test it with exciting features

This course, part of the Software Testing and Verification program, will provide the essential skills students need for success. Software needs to be tested for bugs and to insure the product meets the requirements and produces the desired results. Software testing is essential to providing a quality product. Learn the techniques Software Testers and Quality Assurance Engineers use every day, which can be applied to any programming language and testing software. The course was divided into two parts the first part was conducted by the coordinator Assistant Professor Ms. Shabana Mulla herself whereas the second part were conducted by Experts from different IT industry.



*Mr. Faheemuddin Ahmed Felicitating to Guest speaker Mr. Vishal Gosavi*

The Speaker Mr. Vishal Gosavi, Trainer, **ABCIS Pvt. Ltd.** has taken hand workshop for testing and designing Test Case on **“Software Testing: Manual Testing & Designing Test Cases”**

on 17/01/2020 . Speaker has explained Role of Test engineer in various criteria. Students learnt about How to Prepare test cases, test scenario, How to Perform test execution and Log defect and perform retesting, How to Contribute to Automation Testing , Follow "Agile " methodology , How to Help client to prepare test plan Maintain quality for all test artifacts.

Testing is executing a system in order to identify any gaps, errors, or missing requirements in contrary to the actual requirements. The objective of this workshop is to help Students understand the real life web development and become a web developer using latest tools and trending technologies of current and future. The course outline is designed in such a manner that almost no prior knowledge is required to master the technology. Once completed the course successfully, the trainees are going to have their own live websites and clear understanding of how do real time web developers work in MNCs and other software companies.

The Speaker **Mr. Vivek Puranik, ABCIS Pvt. Ltd, Pune** has taken hand workshop on **Automation Testing** writing Test Cases , working of software testing tools and



current trends in software testing on 18/01/2020.

Testing is the process of evaluating a system or its component(s) with the intent to find whether it satisfies the specified requirements or not.

Testing is executing a system in order to identify any gaps,

errors, or missing requirements in contrary to the actual requirements. Speaker has explained Role of Test engineer in various criteria. Students learnt about How to Prepare test cases, test scenario, How to Perform test execution and Log defect and perform retesting, How to contribute to Automation Testing.

Sir has given live demo of **Selenium testing** tool. It is a portable framework



for testing web applications. Selenium provides a playback (formerly also recording) tool for authoring functional tests without the need to learn a test scripting language). ... The tests can then run against most modern web browsers. Selenium is one of the most popular tools used for automating web applications. It is an open source tool used for the execution of test scripts or test cases on web applications. Selenium supports various programming languages such as Java, C#, PHP, JavaScript, Ruby, and Python.

Sir also focused on Manual testing which is the process of manually testing software for defects. It requires a tester to play the role of an end user and use most of all features of the application to ensure correct behavior. To ensure completeness of testing, the tester often follows a written test plan that leads them through a set of important test cases.

### **The Course Outcome was as follows:**

In this course, students learnt about

- Developing document and execute software test cases
- Create a software test to meet an objective
- Identify types of software defects & Finding test bugs in software.
- Preparation of test cases, test scenario,
- Performing test execution and Log defect and perform retesting,
- Automation Testing.

### **Feed Back from the Students:**

The FeedBack was taken from the students about the certificate course in Automation testing regarding course content, Guest Lectures, Content of guest lecture etc. Students highly appreciated the fact that a course of this kind was

organized for them. They were extremely thankful to the principal and staff for diligently planning and executing this course.



**Ms. Shabana Mulla**  
**Course Coordinator**



**ACTIVITY REPORT**  
**(2019- 2020)**

**I. Basic Details:**

<b>Name of The Activity:</b> 30 hrs Disaster Management in India certificate course			
<b>Date</b> 16 <sup>th</sup> July to 2 <sup>nd</sup> August 2019	<b>Faculty</b>	<b>Department/ Committee</b>	<b>Coordinator Name &amp; Phone no.</b>
	Science	Geology	Dr. Sajid Hundekar
<b>Time</b> 9.00 to 1.00 p.m.	<b>Venue</b> Geolab, Department of Geology	<b>Activity for class/ group &amp; student number</b>	<b>Nature: Co- curricular</b>
		FY, SY and TY B.Sc. Beneficiaries : 51 students	

**II. Brief Information about the Activity (Criterion no V ):**

<b>Topic/ Subject of the activity</b>	30 hrs Disaster Management in India certificate course
<b>Objective for conducting the activity</b>	To inculcate the disaster management training to students to make awareness among them and they can save their life and others
<b>Methodology</b>	Theory and Practicals
<b>Outcome</b>	Understanding the concepts of Disaster and Hazards, its preparedness and mitigation and first aid training. Upgradation knowledge which reflects in their improvement in performance at the outset.

**III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other**

<b>1.Objectives</b>	<b>2.Notice</b>	<b>3.Time table</b>

A.K.I's

Poona College of Arts, Science and Commerce, Camp,  
Pune - 411 001

**Department of Geology**

**Certificate Course on “Disaster Management in India”**

**Curriculum**

The main objective of this chapter is to have a basic understanding of various concepts used in Disaster Management. The concepts explained here are: Disaster, Hazard, Vulnerability, Capacity, Risk and Disaster Management Cycle. Apart from the terminologies, the chapter also tries to explain various types of disasters. This chapter has been designed to upgrade your knowledge and skill so as to have a better understanding of natural hazards, disasters and their management.

Sr No	Unit	Details	Lectures
1	Introduction of Disasters	Understanding the Concepts and definitions of Disaster, Hazard, Vulnerability, Risk, Capacity – Disaster and Development, and disaster management	02
2	Types, Trends, Causes, Consequences and Control of Disasters	Geological Disasters (earthquakes, landslides, tsunami, mining); Hydro-Meteorological Disasters (floods, cyclones, lightning, thunder-storms, hail storms, avalanches, droughts, cold and heat waves) Biological Disasters (epidemics, pest attacks, forest fire); Technological Disasters (chemical, industrial, radiological, nuclear) and Manmade Disasters (building collapse, rural and urban fire, road and rail accidents, nuclear, radiological, chemicals and biological disasters) Global Disaster Trends – Emerging Risks of Disasters – Climate Change and Urban Disasters	02
3	Disaster Management Cycle and Framework	Disaster Management Cycle – Paradigm Shift in Disaster Management Pre-Disaster – Risk Assessment and Analysis, Risk Mapping, zonation and Microzonation, Prevention and Mitigation of Disasters, Early Warning System; Preparedness, Capacity Development; Awareness During Disaster – Evacuation – Disaster Communication – Search and Rescue – Emergency Operation Centre – Incident Command System	03



		– Relief and Rehabilitation – Post-disaster – Damage and Needs Assessment, Restoration of Critical Infrastructure – Early Recovery – Reconstruction and Redevelopment; IDNDR, Yokohama Strategy, Hyogo Framework of Action	
4	Disaster Management in India	Disaster Profile of India – Mega Disasters of India and Lessons Learnt Disaster Management Act 2005 – Institutional and Financial Mechanism National Policy on Disaster Management, National Guidelines and Plans on Disaster Management; Role of Government (local, state and national), Non-Government and Inter Governmental Agencies	01
5	Basic Concepts of Disaster Management:	Objective: To familiarize the Students with the concepts, terminologies and developments in the field of Disaster Management and to inform them about the prospects of a Disaster Manager. i) Introduction – the necessity of studying Disaster Management (DM); the scope for a Disaster Manager ii) Disaster – Definition; Types of disasters; History of disasters; Components of disaster; Dimension of disasters; Phases of disaster. iii) Hazard – Definition; types of hazards; characteristic features, occurrence and impact of different types of hazards viz. natural hazards (including geo hazards), human induced hazards, environmental hazards, bio hazards; Hazard map of India. iv) Vulnerability – Definition; Types of vulnerability – physical vulnerability, socioeconomic vulnerability, vulnerability related to gender and age, rural & urban vulnerability; Vulnerability analysis with special reference to India. v) Disaster Risk – Definition; Significance; Factors of disaster risk; Disaster Risk analysis (with special reference to the Indian context) – Inter-relationship between Hazard, Vulnerability and Disaster Risk; Global disaster risk situation; Disaster risk situation of India; Hazard-Vulnerability maps of India; Case studies. vi) Disaster Management – Definition; Components of DM; Crisis Management; Risk Management; Disaster Management Cycle; Impact of disaster on development; UNISDR mandate in Disaster Relief & Management; IDNDR; Yokohama Strategy and Hyogo Framework – a ‘Paradigm shift’ in disaster management policy (policy for reduction of disaster consequences); India’s response to changes in DM Policy	03
6	Disaster Risk	Objective: To help the Students to learn how to assess disaster	03



		<p>of NGOs and Health workers in relief operations; Maintaining law and order.</p> <p>iv) Recovery- Decisions and actions related to rehabilitation and reconstruction taken after a disaster with a view to restoring or improving the pre-disaster living conditions of the affected community, while encouraging and facilitating necessary adjustments to reduce disaster risk.</p> <p>a) Rehabilitation – Damage Assessment; Need analysis of disaster affected people; Resource mobilisation for rehabilitation; Restoration of basic amenities – housing, drinking water, sanitation, medical facilities, power supply etc.; Creating Livelihood options.</p> <p>b) Reconstruction – Repair and reconstruction of roads, bridges, crossways, buildings, structures and establishments damaged or destroyed in the disaster; Restoration of operations of the service sector.</p> <p>c) Documentation – Documenting disaster; Lessons learnt; Updating DRM Plan for risk mitigation.</p>	
8	Disaster Risk Mitigation:	<p>Objective: To help the Students learn about the nature and characteristics of major natural disasters and how to mitigate the risk involved with such disasters.</p> <p>i) Earthquake Risk Mitigation – Earthquake, its Causes and Characteristic features; Magnitude and Intensity of earthquake; Major earthquakes; Seismic zoning; Earthquake vulnerability of India; Earthquake risk mitigation – Seismic performance examination of RCC Buildings, Retrofitting of vulnerable buildings, Construction of earthquake resistant buildings following proper BIS codes, Earthquake preparedness; Case study – ‘Bhuj Earthquake’.</p> <p>ii) Flood Risk Mitigation – Causes of Flood; Major floods; Flood vulnerability of India; Flood preparedness and mitigation; IT-tools and techniques of Flood Control; Preventive measures against floods (dams, barrages and embankments); Emergency response during floods; Case study – ‘The Deluge 2000’ (most devastating Flood in South Bengal till date).</p> <p>iii) Cyclone Risk Mitigation – Causes of Cyclone; its characteristics; Cyclone vulnerability of India; Cyclone preparedness; Forecast and early warning dissemination; Case study – ‘Orissa Super cyclone’.</p> <p>iv) Coastal degradation – Coastal erosion and Marine degradation; Wave Erosion; Tidal storm; Tsunami; Coastal Risk Mitigation; Measures for sea beach protection; Protection of Marine environment.</p> <p>v) Drought Risk Mitigation – Causes and characteristics of</p>	03




	Management:	<p>risk and prepare DRM Plans and how to implement them.</p> <p>i) Assessing Disaster Risk - Disaster Risk and Damage potential of disasters; Case studies on some major disasters and Lessons learnt there from (identification of the gaps causing the disasters); Assessment of Disaster Risk.</p> <p>ii) Ways of minimising disaster risk – Preparedness, Mitigation and Prevention – definition, specific interventions required for each, procedure to be followed and role of various stakeholders in each.</p> <p>a) Preparedness – Awareness generation; Information management; Early warning dissemination system; Community participation – Task force formation; Training and Capacity building; Preparedness plan preparation; Simulation.</p> <p>b) Mitigation – Knowledge of disaster specific risk; Analysing the mechanism of disaster damages and possible interventions for minimising the impact of disaster; Preparation of Mitigation plan.</p> <p>c) Prevention – Analysing the nature of a hazard and ways of minimising its intensity; Preparation of disaster prevention plan.</p> <p>iii) Disaster Risk Management (DRM) plan – Preparing Hazard-Vulnerability profile; Stakeholder analysis; Disaster risk assessment; Incorporation of Preparedness, Mitigation and Prevention plans.</p> <p>iv) Implementing DRM plan – Sharing DRM plan with all stakeholders; Division of Roles and responsibilities as per DRM plan; Resource mobilisation; Monitoring and Evaluation.</p> <p>v) Role of Risk transfer and insurance in DRM</p>	
7	Emergency Response and Crisis Management	<p>Objective: To help the Students to learn how to prepare Crisis Management plans how to respond to a disaster so as to restore normalcy at the earliest and how to document the whole process for guidance in future.</p> <p>i) Crisis Management – Rescue, relief, rehabilitation and reconstruction; Crisis Management plan; Case studies.</p> <p>ii) Emergency response – Standard Operation Procedure (SOP) for disaster response; Information Management System; Warning Dissemination; Evacuation; Search and Rescue operations; Relief operations; Emergency Operation Center (EOC); Resource Management &amp; Networking – India Disaster Resource Network; Role of Disaster Response Forces and Community Based Organisations (CBO) in emergency response mechanism.</p> <p>iii) Relief Operations – Arranging for Temporary shelter, Food, Safe drinking water, Sanitation and Medical aids; Role</p>	03



		<p>of NGOs and Health workers in relief operations; Maintaining law and order.</p> <p>iv) Recovery- Decisions and actions related to rehabilitation and reconstruction taken after a disaster with a view to restoring or improving the pre-disaster living conditions of the affected community, while encouraging and facilitating necessary adjustments to reduce disaster risk.</p> <p>a) Rehabilitation – Damage Assessment; Need analysis of disaster affected people; Resource mobilisation for rehabilitation; Restoration of basic amenities – housing, drinking water, sanitation, medical facilities, power supply etc.; Creating Livelihood options.</p> <p>b) Reconstruction – Repair and reconstruction of roads, bridges, crossways, buildings, structures and establishments damaged or destroyed in the disaster; Restoration of operations of the service sector.</p> <p>c) Documentation – Documenting disaster; Lessons learnt; Updating DRM Plan for risk mitigation.</p>	
8	Disaster Risk Mitigation:	<p>Objective: To help the Students learn about the nature and characteristics of major natural disasters and how to mitigate the risk involved with such disasters.</p> <p>i) Earthquake Risk Mitigation – Earthquake, its Causes and Characteristic features; Magnitude and Intensity of earthquake; Major earthquakes; Seismic zoning; Earthquake vulnerability of India; Earthquake risk mitigation – Seismic performance examination of RCC Buildings, Retrofitting of vulnerable buildings, Construction of earthquake resistant buildings following proper BIS codes, Earthquake preparedness; Case study – ‘Bhuj Earthquake’.</p> <p>ii) Flood Risk Mitigation – Causes of Flood; Major floods; Flood vulnerability of India; Flood preparedness and mitigation; IT-tools and techniques of Flood Control; Preventive measures against floods (dams, barrages and embankments); Emergency response during floods; Case study – ‘The Deluge 2000’ (most devastating Flood in South Bengal till date).</p> <p>iii) Cyclone Risk Mitigation – Causes of Cyclone; its characteristics; Cyclone vulnerability of India; Cyclone preparedness; Forecast and early warning dissemination; Case study – ‘Orissa Super cyclone’.</p> <p>iv) Coastal degradation – Coastal erosion and Marine degradation; Wave Erosion; Tidal storm; Tsunami; Coastal Risk Mitigation; Measures for sea beach protection; Protection of Marine environment.</p> <p>v) Drought Risk Mitigation – Causes and characteristics of</p>	03



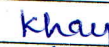





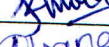
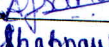
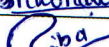
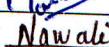
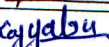
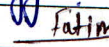

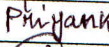
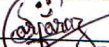

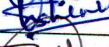


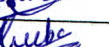






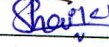



		Drought; drought vulnerability of India; Drought preparedness and Mitigation. vi) Landslide Risk Mitigation – Causes and Characteristics of Landslides; Landslide vulnerability of India; Mitigation measures; Prevention measures.	
9	Videos	Show the Nepal earthquake video ,Flood & Tsunami video	03
		Emergency Ambulance Dial 108 – Demo on First Aid	03
10	Practical	Demo of Firefighting equipment's-practical handling the equipment in fire extinguish conditions and mock drill	02
11	Visit	Earthquake recording station-Simla Office, Shivajinagar	01
		Firefighting and Security station Lohia Nagar, Pune	01
<b>Total lectures and practicals</b>			<b>30</b>

  
**Dr. Sajid Hundekar**  
Course Coordinator

  
**Dr M.R.G.Sayyed**  
Head of the Department



Department of Geology  
Certificate Course in Disaster Management  
Year 2019-2020

Sr. No	Name of the Student	Class	Roll No	Sign
1	Memon Uzma	SYBSc	5902	
2	Khan Sana	SYBSc	5901	
3	Shaikh Naushin	SYBSc	5870	
4	Misba Jamadar	SYBSc	5876	
5	Ayyub jamaar	SYBSc	5664	
6	Yaosangmi Khayi	SYBSc	5665	
7	Shaikh Asiya	FYBSc	5272	
8	Shah Iqra	FYBSc	5333	
9	Sameer Khan	FYBSc	5349	
10	Patil Maskan	FYBSc	5320	
11	Saniya Taher Khan	SYBSc	5912	
12	Kausar S Mulla	SYBSc	5866	
13	Afsana I Mulla	SYBSc	5667	
14	Patel Shaabnam Gaus	SYBSc	5907	
15	Ansari Taiba	SYBSc	5908	
16	Nawale Pallavi	SYBSc	5906	
17	Ansari Tayyaba	SYBSc	5909	
18	Khan Fatema	SYBSc	5910	
19	Archana Yumnam Devi	SYBSc	5903	
20	Priyanka Thounajam	SYBSc	5904	
21	Sarfaraz O Shaikh	TYBsc	6204	
22	Dhunware Sawood Khalid	TYBsc	6208	
23	Khan Shahenshah Alam	TYBsc	6209	
24	Razi Al Hasan S	TYBsc	6205	
25	Farman Galsulkar	TYBsc	6207	
26	Pranjal Yadav	TYBsc	6212	
27	Heeba Siddiqui	TYBsc	6206	
28	Pawar Suraj Suhas	TYBsc	6203	
29	Sayyed Misba	SYBSc	5891	
30	Thanusha S Thankachan	SYBSc	5861	
31	Chivilkar Aasiya Aslam	SYBSc	5817	
32	Chivilkar Amina Mubien	SYBSc	5852	
33	Sana Rizwan Alam Shaikh	SYBSc	5854	
34	Shaikh Subiya Sharif	SYBSc	5913	
35	Shaikh Fiza Javed	SYBSc	5917	



36	Shaikh Fiza A F	SYBSc	5918	<u>Fiza</u>
37	Mehul Painjane	FYBSc	5304	<u>Mehul Painjane</u>
38	Shaikh Nazmin	FYBSc	5317	<u>Nazmin</u>
39	Tabmboli Tanzila	FYBSc	5370	<u>Tanzeela</u>
40	Shaikh Aqsa	FYBSc	5361	<u>Aqsa</u>
41	Sayyed Uzeb Sajid Ali	SYBSc	5873	
42	Kazi Mazhar	SYBSc	5666	
43	Raipure Ritesh	SYBSc	5661	<u>Raipure</u>
44	P J Bhagath	SYBSc	5662	<u>Bhagath</u>
45	Yelukur Umair	SYBSc	5884	<u>Umair</u>
46	Parker Zaid	SYBSc	5663	<u>Parker</u>
47	Khan Muskan G	SYBSc	5856	<u>Muskan</u>
48	Shaikh Iram I	SYBSc	5857	<u>Iram</u>
49	Shaikh Rukhsar	SYBSc	5916	<u>Rukhsar</u>
50	Shaleha A shaikh	SYBSc	5862	<u>Shaleha</u>
51	Ayesha L Bangi	FYBSc	5305	<u>Ayesha</u>

52 Bushra Siddiqui SYBSc 5898 Bushra  
 53 Sakshi Mishra SYBSc 5863 Sakshi  
 54 Sheikh Juveriya TyBSc 6210 Sheikh  
 55 Shaikh Yasmin TyBSc 6218 Yasmin  
 56 Vaishnavi Vijay Zumbre 5920 Zumbre  
 S.U.BSc

**POONA COLLEGE OF ARTS SCIENCE AND COMMERCE, PUNE 411001**

**Department of Geology**

**“Disaster Management in India” Certificate Course Test**

**Total marks 20**

**Time 40 Minutes**

**Q1. Fill in the blanks**

**5 marks**

1. A disease that becomes unusually widespread and even global in its reach is referred to as \_\_\_\_\_.
2. The National Disaster Management Authority (NDMA) is headed by \_\_\_\_\_.
3. Cyclones occurring in North Atlantic ocean are called \_\_\_\_\_.
4. In India National Institute of Disaster Management is located at \_\_\_\_\_.
5. The Richter scale expresses an earthquakes \_\_\_\_\_.

**Q2. True or False**

**5 marks**

1. Aforestation is a cause of global warming.
2. The Himalayan region is active in terms of Tectonic movements.
3. National Core Group has been assigned with the responsibility of looking warning protocols for cyclones.
4. Escape of Argon gas is associated with Earthquake.
5. Disaster Management has to be a multidisciplinary

**Q3. write short on any 3 of the following (5 Marks each)**

**15 marks**

1. Disaster management.
2. Man-made disaster.
3. Early Warning System
4. Role of National Disaster Management Authority
5. Prevention And Mitigation

**POONA COLLEGE OF ARTS SCIENCE AND COMMERCE, PUNE 411001**

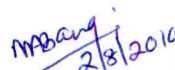
**Department of Geology**


**“Disaster Management in India” Certificate Course Test**

Sr. No	Name of the Student	Class	Roll No	Marks of Out 25	%
1	Memon Uzma	SYBSc	5902	17	68
2	Khan Sana	SYBSc	5901	23	92
3	Shaikh Naushin	SYBSc	5870	22	88
4	Misba Jamadar	SYBSc	5876	24	96
5	Ayyub jamaar	SYBSc	5664	19	76
6	Yaosangmi Khayi	SYBSc	5665	18	72
7	Shaikh Asiya	FYBSc	5272	12	48
8	Shah Iqra	FYBSc	5333	18	72
9	Sameer Khan	FYBSc	5349	12	48
10	Patil Muskan	FYBSc	5320	12	48
11	Saniya Taher Khan	SYBSc	5912	18	72
12	Kausar S Mulla	SYBSc	5866	18	72
13	Afsana I Mulla	SYBSc	5667	18	72
14	Patel Shaabnam Gaus	SYBSc	5907	20	80
15	Ansari Taiba	SYBSc	5908	17	68
16	Nawale Pallavi	SYBSc	5906	18	72
17	Ansari Tayyaba	SYBSc	5909	19	76
18	Khan Fatema	SYBSc	5910	20	80
19	Archana Yumnam Devi	SYBSc	5903	20	80
20	Priyanka Thounajam	SYBSc	5904	20	80
21	Sarfaraz O Shaikh	TYBsc	6204	20	80
22	Dhunware Sawood Khalid	TYBsc	6208	18	72
23	Khan Shahenshah Alam	TYBsc	6209	18	72
24	Razi Al Hasan S	TYBsc	6205	18	72
25	Farman Galsulkar	TYBsc	6207	19	76
26	Pranjal Yadav	TYBsc	6212	19	76
27	Heeba Siddiqui	TYBsc	6206	19	76
28	Pawar Suraj Suhas	TYBsc	6203	20	80
29	Sayyed Misba	SYBSc	5891	20	80
30	Thanushka S Thankachan	SYBSc	5861	16	64
31	Chivilkar Aasiya Aslam	SYBSc	5817	16	64
32	Chivilkar Amina Mubin	SYBSc	5852	17	68



33	Sana Rizwan Alam	SYBSc	5854	18	72
34	Shaikh Subiya Sharif	SYBSc	5913	17	68
35	Shaikh Fiza Javed	SYBSc	5917	20	80
36	Shaikh Fiza A F	SYBSc	5918	21	84
37	Mehul Painjane	FYBSc	5304	22	88
38	Shaikh Nazmin	FYBSc	5317	23	92
39	Tabmboli Tanzila	FYBSc	5376	20	80
40	Shaikh Aqsa	FYBSc	5361	20	80
41	Sayyed Uzeb Sajid Ali	SYBSc	5873	18	72
42	Kazi Mazhar	SYBSc	5666	18	72
43	Raipure Ritesh	SYBSc	5661	18	72
44	P J Bhagath	SYBSc	5662	18	72
45	Yelukar Umair	SYBSc	5884	14	56
46	Parker Zaid	SYBSc	5663	14	56
47	Khan Muskan G	SYBSc	5856	14	56
48	Shaikh Iram I	SYBSc	5857	14	56
49	Shaikh Rukhsar	SYBSc	5916	14	56
50	Shaleha A shaikh	SYBSc	5862	14	56
51	Ayesha L Bangi	FYBSc	5305	18	72

  
 Result Prepared By  
 Mr. M. A. Bangi

  
 Head,  
 Department of Geology

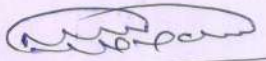
DEPARTMENT OF GEOLOGY

**Result Analysis “Disaster Management in India” Certificate Course Test**

No. of students admitted	Students appeared for exam.	First Class with Distinction	First Class	Higher Second Class	Second Class	Pass Class	Total Pass	Fail	Percentage
51	51	36	6	6	-	3	51	0	100

mbangi  
2/6/2019  
Result Prepared By

Mr. M. A. Bangi

  
Head, Department of Geology



## “Disaster Management in India” Certificate Course Report- 2019

The Department of Geology had organized a 30 hours certificate course on “**Disaster Management in India**” and it was successfully conducted in the Geology Laboratory. Dr. Sajid Hundekar was the coordinator of the certificate course.

Dr Sajid Hundekar along with Mr. Irfan Shaikh, Mr. Mohammad Ali Bangi and Mr. Amarjeet Bhagat had drafted the course for total 30 hrs. Theory and Practicals. The team has successfully tied up with PMC Fire Brigade Station, Lohianagar, Pune and Dial 101 Emergency Ambulance service for their assistance in conducting theory and practical sessions. Both the organizations had to send their representatives to conduct the sessions in college premises and their premises in Lohianagar.

The inaugural function of the certificate course on “Disaster Management in India” was organized on 16<sup>th</sup> July 2019 at 10.00 a.m. in the Department of Geology Laboratory followed by the registration of students. On the occasion Mr. Iqbal Shaikh, Vice Principal Science Faculty, was the chief guest along with guest of honour Mr. Sameer Shaikh Fire fighting Officer, PMC fire fighting Station Lohianagar Pune, Dr. M. R. G. Sayyed HOD, Department of Geology and Geology staff members and students were present on that occasion.

Chief Guest Mr. Iqbal Shaikh, Vice Principal Poona College was addressed the gathering and complimented to the Geology Department for starting the need based course for the students and involved the emergency services organization to give their practical training to the young budding citizens of India. He pointed out to the coordinator that the course should be kept open for all the faculty members and the students. Mr. Sameer Shaikh, the guest of honour told students that he has directly coming from the disaster sight in Ghorpadigaon. He has express his desire to interact with the Poona College students and gave live incidence of his life and how a common man can take care of his or her as well as always be alert for any disaster happening in his surroundings with many examples. Mr. Sameer Shaikh impressed upon the need for students to remain vigilant and stay alert about any suspicious activities in public places and report any suspicious activity to the concern authorities to avoid a disaster.

Mr. Sameer Shaikh, fire-fighting officer shared his personal experience with the students and enlightened them as to what could be done in such scenarios. Simple hacks as to what could be done in case of road accidents, accidental fires were explained by him. The function progressed ahead with Dr. Sajid Hundekar the Coordinator addressing the students and explaining the importance of the course and the impact it can have in one’s life. A well trained individual will be able to save himself along with many others who are helpless.

Mr. Irfan Shaikh presented the Vote of Thanks, also informed about unavailability Dr. Asif Ahmed, Emergency Medical Officer who had expressed his willingness to visit and interact with the students at some other time.

After the Program concluded Mr. Saud Dhunware (T.Y.B.Sc student) along with Miss Aasiya Chivilkar (S.Y.B.Sc student) helped in the registration process and a total of **51** students from F.Y.B.Sc, S.Y.B.Sc and T.Y.B.Sc Geology classes enrolled for the course. The schedule of the certificate course was displayed on the notice board and topics are divided among the staffs to conduct the session hereafter.

Dr. Asif Ahmed explained how they help the people in emergency services. He conducted the theory lecture and explained the anatomy and physiology of the human. He explained the precautionary methods to be taken when anyone is handling the electric instruments, fire, machineries, while driving and walking on the road, etc. He stressed on observing the things happening in and around us and to respond spontaneously while giving alert signals to the others to minimize the damages and casualties. He also demonstrated the emergency medical techniques and explained practical use of the various medical equipments.

Mr. Sameer Shaikh Fire-fighting Officer conducted the theory sessions followed by a Practical session at Lohianagar Fire Station, Pune. The visit was scheduled at 9:00 a.m. all the students were informed well in advance about how to reach the place. Thereafter Mr. Sameer Shaikh who had arranged for a demonstration explained the various equipment and their uses. Demonstrated fire incidences and explained how to combat them. Multiple techniques involving different vehicles, along with their benefits and limitations. The entire Practical lasted till 2:00 pm. Prof. Irfan Shaikh presented the vote of thanks to the Firefighting Station Lohianagar, and all the officers present who helped in the demonstration.

On 2<sup>nd</sup> August 2019 a concluding function was organized in the Department of Geology at 10.00 a.m. Mr. Amarjeet Bhagat and Mr. Mohammad Ali Bangi conducted the program. Mr Irfan Shaikh presented the course completion report. On this occasion the course completion certificates were distributed to the registered students at the hands of Head of Geology Department Dr. M R G Sayyed.

**Dr. Sajid Hundekar**  
Coordinator

**Dr M.R.G.Sayyed**  
Head of the Department

**16<sup>th</sup> August 2019**

**A 30 hrs. Certificate Course on  
“Disaster Management in India”  
PHOTOGRAPHS**



Inauguration of the course brief by Dr Sajid Hundekar, Course coordinator



Comparing by Mr Irfan Shaikh





Demonstration of Emergency services provided by the Ambulance Dial 108 in groupwise



Demonstration of Emergency services functions in the Ambulance Dial 108 in to the students





Demonstration of Emergency services functions in the Ambulance Dial 108 in to the students



Demonstration of Emergency services functions in the Ambulance Dial 108 in to the students



Inauguration at the hands of Mr. Iqbal Shaikh, Vice principal, Poona College



Dr Sajid Hundekar conducting a theory session



Dr Sajid Hundekar conducting a theory session



Dr Asif Ahmed, Emergency Medical Officer conducting a theory session



## ACTIVITY REPORT

(2019 - 2020)

### I. Basic Details:

Name of The Activity: Desk Top Publishing			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
1 <sup>st</sup> July 2019 to 31 <sup>st</sup> Dec 2019	Arts, Science & Commerce	Arts, Science & Commerce	Dr. Reshma Patil 9766660463
Time	Venue	Activity for class/ group student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
10 am – 11 am	M6 and BCA Lab	25	Extracurricular

### II. Brief Information about the Activity (Criterion no - ):

Topic/ Subject of the activity	Desk Top Publishing
Objective for conducting the activity	To understand the importance of preplanning a document in terms of audience, purpose, timeline, budget, page arrangement, and production method. To develop specific skills, competencies and points of view needed by professionals who use computer hardware and software in the hands-on production of publications.
Methodology	Practical
Outcome	Students have developed skills which includes - expertise in the use of the DTP page layout program, InDesign, from basic page setup through use of specialized techniques such as type manipulation and graphic effects ways to find, adapt and create art even if you are NOT an artist understanding graphic formats and conventions that give publications a quality look writing and editing copy to enhance your message.

### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. Notice	2. Report	3. Attendance
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**AKI's**  
**Poona College of Arts, Science and Commerce,**  
**Camp, Pune- 411 001**  
**DTP Course List**

संस्थेचे नाव व पत्ता			ए के आय'ज व्होकेशनल ट्रेनिंग सेंटर, पुणे(AKI's Vocational Training Centre) पूना कॉलेज ऑफ आर्ट्स, सायन्स व कॉमर्स, कॅम्प, पुणे		
संस्थेचा कोड नंबर			7630 (PMSBV 07630T)		
अभ्यासक्रमाचा कोड क्रमांक			101102		
अभ्यासक्रमाचे नाव			डेस्कटॉप पब्लिशिंग (कम्प्युटर गट) DTP		
अभ्यासक्रमाचा कालावधी			6 महिने		
अ.क्र.	विद्यार्थ्याचे संपूर्ण नाव	प्रवेश दिनांक	फी भरल्याची पावती दिनांक	प्रवेश घेतलेला दिनांक	जन्म दिनांक
1	साईकुमार यादव	10.10.2019	11.10.2019	10.10.2019	01.02.1999
2	सय्यद अफनान नासिर	10.10.2019	11.10.2019	10.10.2019	30.11.1999
3	सिकिलगर सय्यद नौशिनअश्फाक	10.10.2019	11.10.2019	10.10.2019	13.07.2001
4	सोफिया नासिर शेख	10.10.2019	11.10.2019	10.10.2019	16.12.2000
5	विशाल धरमदेवचौधरी	10.10.2019	11.10.2019	10.10.2019	02.02.2001
6	होजेफा लोखंडवाला	10.10.2019	11.10.2019	10.10.2019	12.04.1999
7	अमितकुमार सिंह	10.10.2019	11.10.2019	10.10.2019	02.03.1981
8	शिंपी निखिल विठ्ठल	10.10.2019	11.10.2019	10.10.2019	18.03.1998
9	कैफ शेख	10.10.2019	11.10.2019	10.10.2019	05.05.2000
10	सलमा जुबेर खान	10.10.2019	11.10.2019	10.10.2019	17.06.2000
11	राहुल सिंग	10.10.2019	11.10.2019	10.10.2019	20.03.2000
12	खान मुस्कान मुख्तार	10.10.2019	11.10.2019	10.10.2019	06.05.2001
13	शेख साद साजिद	10.10.2019	11.10.2019	10.10.2019	17.04.2000
14	सकिना शब्बीर शेख	10.10.2019	11.10.2019	10.10.2019	05.06.2001
15	मोहम्मद युनूस	10.10.2019	11.10.2019	10.10.2019	27.05.1996
16	चब्रु शाहनवाज अ.ह	10.10.2019	11.10.2019	10.10.2019	27.03.2000
17	अपनान शेख	10.10.2019	11.10.2019	10.10.2019	05.12.1999
18	शेख अलीअस्गर	10.10.2019	11.10.2019	10.10.2019	09.04.2000
19	फैजान बागवान	10.10.2019	11.10.2019	10.10.2019	09.08.2000
20	अदनान अत्तार	10.10.2019	11.10.2019	10.10.2019	17.09.1998
21	टेमरीकर सक्लेन	10.10.2019	11.10.2019	10.10.2019	24.10.2000
22	असद सिराज बागवान	10.10.2019	11.10.2019	10.10.2019	05.01.2001
23	इब्राहिम इस्माईल सय्यद	10.10.2019	11.10.2019	10.10.2019	01.08.2000
24	यासर शेख	10.10.2019	11.10.2019	10.10.2019	04.12.2000
25	आफताब अहेमद अंसारी	10.10.2019	11.10.2019	10.10.2019	02.02.1999

महाराष्ट्र राज्य व्यवसाय शिक्षण परीक्षा मंडळ  
संलग्नीत व्यवसाय प्रशिक्षण संस्थांना  
(Vocational Training Center-VTC)  
नुतनीकरण मान्यता(LOR) व विद्यार्थी प्रवेश  
करण्यासाठी तात्पुरती मान्यता पत्र (LOSA)  
प्रदान करणे बाबत

**महाराष्ट्र शासन**

कौशल्य विकास व उद्योजकता विभाग, मुंबई  
महाराष्ट्र राज्य व्यवसाय शिक्षण परीक्षा मंडळ  
संलग्नता आदेश क्रमांक: MSBVE/VTC- 2020/ 27521PMSBV19074  
शासकीय तंत्र निकेतन इमारत, ४९ खेरवडी, वांद्रे(पूर्व), मुंबई- ४०००५१  
दिनांक: 07-10-2019  
नुतनीकरण मान्यता(फक्त नुतनीकरणकरिता अर्ज केलेल्यांसाठी )  
(Letter Of Renewal)

व

विद्यार्थी प्रवेश करण्यासाठी मान्यता पत्र  
(Letter OF Permission for Temporary Students Admission)  
(LETTER OF ACCEPTANCE)

**YATEEMKHANA AND MADRASA ANJUMAN KHAIRUL ISLAM NAGPADA MUMBAI** या नोंदणीकृत संस्थेमार्फत **AKIS VOCATIONAL TRAINING CENTRE PUNE , Y AND M AKIS POONA COLLEGE OF ARTS SCIENCE AND COMMERCE K B HITULLAH ROAD CAMP PUNE 411001, HAVELI, HAVELI, PUNE, MAHARASHTRA-411001** या नावाने व्यवसाय प्रशिक्षण संस्था (VOCATIONAL TRAINING CENTER-VTC) स्थापन करण्यासाठी परिषदेच्या संकेतस्थळावर ऑनलाइन अर्ज क्रमांक **PMSBV07630T** अन्वये अर्ज सादर केला होता. सदर अर्जात नमूद माहिती दिलेली हमी पत्र व प्रत्यक्ष निरीक्षण अहवालाच्या आधारे संस्थेला खालील व्यवसाय अभ्यासक्रमात व्यवसाय प्रशिक्षण संस्था सुरु करण्यासाठी खालील अटी व शर्तीच्या पूर्ततेच्या अधीन राहून \*१) नवीन अभ्यासक्रम सुरु करणे, २) तुकडी सुरु करणे ३) जुन्या संस्थेत नवीन अभ्यासक्रम सुरु करणे व ४) नुतनीकरण करणे या करिता अर्जदार मान्यताप्राप्त संस्थांना विद्यार्थी प्रवेश करण्यासाठी मान्यता पत्र निर्गमित करण्यात येत आहे. १), २), ३) करिता संकेतांक क्रमांक **PMSBV07630T** नुसार आपणास LOA प्रदान करण्यात आला आहे. (\* ज्या करिता अर्ज केला आहे.)

अ.क्र.	संस्था नोंदणी क्रमांक	गट	अभ्यासक्रमाचे नाव	अभ्यासक्रम कोड	तुकडी संख्या	शैक्षणिक वर्ष (New Proposed Units)	शैक्षणिक वर्ष (Already Affiliated Units)
1	MSBVE	COMPUTER	DESK TOP PUBLISHING	101102	1(1+0)	2019 - 2020	
2	MSBVE	ELECTRICAL	ELECTRICAL WIREMAN	302102	1(1+0)	2019 - 2020	
3	MSBVE	MECHANICAL	AIR CONDITIONING & REFRIGERATION MECHANIC	303104	1(1+0)	2019 - 2020	
4	MSBVE	LANGUAGE	FRENCH LANGUAGE	403101	1(1+0)	2019 - 2020	
5	MSBVE	LANGUAGE	GERMAN LANGUAGE	403102	1(1+0)	2019 - 2020	
6	MSBVE	TRAVEL AND TOURISM	TRAVEL AND TOURISM	414104	1(1+0)	2019 - 2020	

सदरचे संस्थांना प्रदान करण्यात आलेले **LOSA** हे त्यांना **LOA** मधील प्रमाणपत्राच्या/ अभिलेखाच्या त्रुटीची पूर्तता करण्याचे अधिन राहून देण्यात येत आहे.

सदरचे पूर्तता न केल्यास संस्थांनी केलेल्या प्रवेशास मान्यता जिल्हा व्यवसाय शिक्षण व प्रशिक्षण अधिकारी यांचेद्वारे प्रदान करण्यात येणार नाही व सदरचे प्रवेश हे महाराष्ट्र अधिनियम 20, 2013 अन्वये दंडात्मक कार्यवाहीस पात्र ठरतील याची जाणिव करून देण्यात येत आहे.

- अभ्यासक्रम राबविणाऱ्या संस्थांना शासन, संचालनालय, मंडळ कार्यालय/संचालनालयाच्या अधिपत्याखालील संबंधित कार्यालयांकडून कडून वेळोवेळी निर्गमित होणाऱ्या आदेशाचे पालन करणे बंधनकारक राहील.

२. संस्थेतील अभ्यासक्रमांना कायमस्वरूपी विना अनुदान तत्वावर तात्पुरती मान्यता दिली असल्याने भविष्यात कोणताही प्रकारचे अनुदान अथवा सहाय्यक अनुदान देण्यात येणार नाही.
३. संस्थेला मंडळाने मंजूर केलेल्या अभ्यासक्रमाच्या एका तुकडीसाठी २५ विद्यार्थी प्रवेश क्षमता आहे. संबंधित अभ्यासक्रमासाठी विहीत केलेल्या शैक्षणिक अहर्तेनुसार मंजूर प्रवेश क्षमतेत विद्यार्थी प्रवेश करणे, अभ्यासक्रमासाठी आवश्यक ती साधनसामुग्री उपलब्ध करून त्या अभ्यासक्रमासाठी दिलेल्या शैक्षणिक अहर्तेचा शिक्षक व शिक्षकेतर कर्मचारी ची नेमणूक करण्याची जबाबदारी संस्थेची राहिल
४. MSBVE अभ्यासक्रमांना कायमस्वरूपी विना अनुदान तत्वावर तात्पुरती मान्यता देण्यात आल्यामुळे या अभ्यासक्रमासाठी संस्थेने नियुक्त केलेल्या सर्व कर्मचारी वर्गाची सेवा/वेतन व तद्अनुषंगिक बाबींची जबाबदारी सर्वस्वी संस्थेची राहिल. व याबाबत शासन व शासन अधिपत्याखालील कोणत्याही कार्यालयाची कोणतीही जबाबदारी राहणार नाही.
५. भविष्यात कालानुरूप अभ्यासक्रमात मंडळाने बदल केल्यास त्याप्रमाणे अभ्यासक्रम राबविणे संस्थेवर बंधनकारक राहिल.
६. शैक्षणिक गुणवत्ता वाढीसाठी उपलब्ध अटी व शर्ती मध्ये किंवा नवीन अटी व शर्ती अंतर्भूत करण्याचे अधिकार मंडळाचे राहतील .
७. अभ्यासक्रमाच्या मंजूर तुकड्यांमधील प्रवेशाकरिता गुणानुक्रमाने प्रवेश शासनाने वेळोवेळी निर्गमित केलेल्या सामाजिक समांतर आरक्षण व इतर नियमांचे पालन संस्थेने करणे बंधनकारक राहिल.
८. सदरची मान्यता हि शैक्षणिक वर्ष २०१९-२० करिता तात्पुरती स्वरूपाची असून शैक्षणिक वर्ष २०२०-२१ मध्ये सदर अभ्यासक्रम व तुकडी सुरु ठेवण्यासाठी ऑनलाईन पद्धतीने प्रक्रिया शुल्कासह नुतनीकरण मान्यतेसाठी अर्ज समाविष्ट करणे बंधनकारक राहणार आहे. नुतनीकरण मान्यताप्राप्त संस्थांनाच ऑनलाईन पद्धतीने विद्यार्थी प्रवेश मान्यता देण्यात येईल. मान्यता शिवाय विद्यार्थी प्रवेश केल्यास त्याची जबाबदारी संबंधित संस्थेची राहिल. मंडळ कार्यालय त्यास जबाबदार राहणार नाही.
९. तात्पुरता मान्यतेचे सलग ३ वर्षे पूर्ण झाल्यानंतर संबंधित संस्था कायमस्वरूपी मान्यतेसाठी (स्थायी संलग्नता) online अर्ज करू शकतात. जो पर्यंत कायमस्वरूपी स्थायी संलग्नता मान्यता मिळणार नाही तो पर्यंत दरवर्षी सलगपणे नुतनीकरण करणे बंधनकारक राहिल.
१०. प्रवेशित विद्यार्थ्यांचे अभ्यासक्रमानुसार मंडळाच्या सिलॅबसप्रमाणे ६ महिने , १ वर्ष व २ वर्ष कालावधीच्या अभ्यासक्रमासाठी अनुक्रमे किमान १२० दिवस, २०० दिवस, व ४०० दिवस प्रशिक्षण होणे आवश्यक आहे.
११. संस्थेला ज्या जागेत अभ्यासक्रम चालविण्यासाठी मान्यता दिली आहे त्यामध्ये मंडळाच्या परवानगी शिवाय बदल केल्यास दिलेली मान्यता रद्द करण्यात येईल.
१२. नुतनीकरण मान्यता प्राप्त करण्यासाठी सलग ३ वर्षांचे प्रवेश व निकाल टक्केवारी मानकाप्रमाणे असणे आवश्यक आहे. १३. मान्यता प्राप्त संस्थेने प्रवेशित विद्यार्थ्यांची नोंदणी विहीत मुदतीत त्याच्या शुल्कासह ऑनलाईन पद्धतीने करणे आवश्यक आहे. अन्यथा विद्यार्थ्यांना परीक्षेस बसण्याची परवानगी मिळणार नाही.
१४. LOA निर्गमित केलेल्या संस्थेस अनामत रक्कम २ दिवसात ऑनलाईन पद्धतीने अथवा बँक गॅरंटी स्वरूपात जमा करणे बंधनकारक आहे. अनामत रक्कम जमा न करणाऱ्या संस्थांना २०१९-२० या वर्षी विद्यार्थी प्रवेश करण्यासाठी व परीक्षेस बसण्याची परवानगी मिळणार नाही त्यास मंडळ कार्यालय जबाबदार राहणार नाही.
१५. मंडळाच्या नियमावली मधील अटींचा व शर्तींचा भंग झाल्यास संस्थांतील अभ्यासक्रमाची मान्यता रद्द होईल.
१६. विद्यार्थी प्रवेश करण्यासाठी प्रथम मान्यता मिळाल्यानंतर पहिल्या २ वर्षांच्या आत विद्यार्थी प्रवेश करणे आवश्यक आहे. अन्यथा नुतनीकरण मान्यता मिळणार नाही याची नोंद घ्यावी.
१७. MSBVE च्या परवानगी शिवाय विद्यार्थी प्रवेश तसेच मान्यतेपेक्षा जास्त प्रवेशकेल्यास सदर प्रवेश नियमबाह्य समजण्यात येवून अशा संस्थां महाराष्ट्र अधिनियम क्रमांक. २० दि. २१, ऑगस्ट २०१३ च्या अधिनियमानुसार दंड व शिक्षेस पात्र राहतील याची नोंद घ्यावी.
१८. यापुढेही ONLINE मान्यता प्रक्रिया निरंतर चालू राहणार आहे. सदर प्रक्रियेत ३० जून पर्यंत सर्व मान्यता प्रक्रिया पूर्ण झालेल्या संस्थांना सहामाही व एक/दोन वर्षांच्या अभ्यासक्रमासाठी त्याच शैक्षणिक वर्षाच्या जुलै महिन्यात विद्यार्थी प्रवेश मान्यता देण्यात येईल. त्यानंतर म्हणजेच ३० जून नंतर सप्टेंबर अखेर पर्यंत सर्व मान्यता प्रक्रिया पूर्ण झालेल्या संस्थांना सहामाहीकरीता त्याच शैक्षणिक वर्षाच्या जानेवारी महिन्यात तसेच एक/दोन वर्षांच्या अभ्यासक्रमासाठी पुढील शैक्षणिक वर्षात विद्यार्थी प्रवेश मान्यता देण्यात येईल.
१९. नुतनीकरण मान्यता मिळणेकरिता अर्ज केलेल्या संस्थांना या सदरच्या विद्यार्थी प्रवेश आदेशासह नुतनीकरण मान्यता शैक्षणिक वर्ष २०१९-२० करिता प्रदान करण्यात येत आहे.
२०. विद्यार्थी प्रवेश / परीक्षावेळापत्रक व इतर आवश्यक माहिती मंडळाच्या [www.msbe.gov.in](http://www.msbe.gov.in) या संकेतस्थळावर उपलब्ध असेल. तसेच जिल्हा व्यवसाय शिक्षण व प्रशिक्षण अधिकारी कार्यालयाकडून संबंधित माहिती उपलब्ध करण्यात येईल.

सदर विद्यार्थी प्रवेश करण्यासाठी मान्यता पत्र संगणक प्रणाली द्वारे निर्गमित करण्यात येत असून त्याचा संकेतांक क्रमांक **1798417056**

सही / -



सचिव,  
महाराष्ट्र राज्य, व्यवसाय शिक्षण परीक्षा मंडळ,  
वांद्रे (पूर्व), मुंबई - ४०००५१.

शैक्षणिक वर्ष २०१९-२० करिता विद्यार्थी प्रवेश करण्यासाठी मान्यता पत्र (Letter OF Permission for Temporary Students Admission )/ नुतनीकरण मान्यतापत्र (फक्त नुतनीकरणकरिता अर्ज केलेल्यांसाठी) संगणक प्रणालीद्वारे निर्गमित करण्यात येत असून त्याचा संकेतांक क्रमांक **27521PMSBV19074** आहे म्हणून स्वाक्षरीची आवश्यकता नाही.

**MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION,  
MUMBAI -51**

1	Name of Syllabus	<b>C.C. In Desk Top Publishing (101102)</b>																																								
2	Max No of Student	25 Students																																								
3	Duration	6 Month																																								
4	Type	Part Time																																								
5	Nos Of Days / Week	6 Days																																								
6	Nos Of Hours /Days	4 Hrs																																								
7	Space Required	Practical Lab = 200 Sq feet Class Room = 200 Sq feet TOTAL = 400 Sq feet																																								
8	Entry Qualification	S.S.C. appeared																																								
9	Objective Of Syllabus/ introduction	DTP plays a major role in modern publishing process. It is used to design attractive easy-to-read. Professional looking publications. It is used to communicate information in an organized easy-to-follow manner.																																								
10	Employment Opportunity	<b>Self-Employment</b> – It gives exposure to computerization of commercial system and various applications, encountered in any publication and printing, advertising environment, start his own business. <b>Wage Employment</b> - As a D.T.P. Operator/ Web Page Designer in any advertising or publishing firm.																																								
11	Teacher’s Qualification	B Sc (CO,IT), DIP(CO WITH DTP COURSE), ITI (DTP)																																								
12	Training System	<b>Training System Per Week</b> <table><tr><td><b>Theory</b></td><td><b>Practical</b></td><td><b>Total</b></td></tr><tr><td>06 hrs</td><td>18 hrs</td><td>24 hrs</td></tr></table>						<b>Theory</b>	<b>Practical</b>	<b>Total</b>	06 hrs	18 hrs	24 hrs																													
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06 hrs	18 hrs	24 hrs																																								
13	Exam. System	<table><tr><td>Sr. No.</td><td>Paper Code</td><td>Name of Subject</td><td>TH/PR</td><td>Hours</td><td>Max. Marks</td><td>Min. Marks</td></tr><tr><td>1</td><td><b>10110211</b></td><td>DESK TOP PUBLISHING</td><td>TH-I</td><td>3 hrs.</td><td>100</td><td>35</td></tr><tr><td>2</td><td><b>10110221</b></td><td>COMPUTER FUNDAMENTALS</td><td>PR-I</td><td>3 hrs.</td><td>100</td><td>50</td></tr><tr><td>3</td><td><b>10110222</b></td><td>DESK TOP PUBLISHING</td><td>PR-II</td><td>6 hrs.</td><td>200</td><td>100</td></tr><tr><td></td><td></td><td>TOTAL</td><td></td><td></td><td><b>400</b></td><td><b>185</b></td></tr></table>						Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks	1	<b>10110211</b>	DESK TOP PUBLISHING	TH-I	3 hrs.	100	35	2	<b>10110221</b>	COMPUTER FUNDAMENTALS	PR-I	3 hrs.	100	50	3	<b>10110222</b>	DESK TOP PUBLISHING	PR-II	6 hrs.	200	100			TOTAL			<b>400</b>	<b>185</b>
Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks																																				
1	<b>10110211</b>	DESK TOP PUBLISHING	TH-I	3 hrs.	100	35																																				
2	<b>10110221</b>	COMPUTER FUNDAMENTALS	PR-I	3 hrs.	100	50																																				
3	<b>10110222</b>	DESK TOP PUBLISHING	PR-II	6 hrs.	200	100																																				
		TOTAL			<b>400</b>	<b>185</b>																																				

**RESULT SHEET FOR THE EXAMINATION HELD IN January 2020**

**District 12 PUNE**

Institute : 120664 AKIS VOCATIONAL TRAINING CENTER PUNE

Course : 101102 DESK TOP PUBLISHING


110211 110221 110222

100 100 200

35 50 100

Seat No	Enrollment No	Name	Total+Con/Out Of	Result
2001120894	1971200893	YADAV SAIKUMAR RAJU यादव साईकुमार राजु	201 /	400 FAIL
18 *	76 107			
2001120895	1971200894	SAYYED AFNAN NASIR सय्यद अफनान नासीर	302 /	400 First Class DISTINCTION
46	96 160			
2001120896	1971200895	SHIKILGAR SAYYED NAUSHEEN ASHFAQUE शिकीलकर सय्यद नौशिन अशफाक	198 /	400 FAIL
*AB	78 120			
2001120897	1971200896	SHAIKH SOFIYA NASIR शेख सोफिया नासीर	175 /	400 FAIL
*AB	70 105			
2001120898	1971200897	CHOUDHARY VISHAL DHARAMDEV चौधरी विशाल धरमदेव	280 /	400 FAIL
29 *	96 155			
2001120899	1971200898	LOKHANDWALA HOZEFA HUSSAIN लोखंडवाला होजेफा हुसेन	283 /	400 FIRST CLASS
37	96 150			

Result Date : 7 July 2020

  
**SECRETARY**  
**(K.D.Shinde)**

**RESULT SHEET FOR THE EXAMINATION HELD IN January 2020**

**District 12 PUNE**

Institute : 120664 AKIS VOCATIONAL TRAINING CENTER PUNE

Course : 101102 DESK TOP PUBLISHING


110211 110221 110222

100 100 200

35 50 100

Seat No	Enrollment No	Name	Total+Con/Out Of	Result
2001120900	1971200899	SINGH AMIT KUMAR NAND KUMAR सिंग अमित कुमार नंद कुमार	329 /	400 First Class DISTINCTION
48	96	185		
2001120901	1971200900	SHIMPI NIKHIL VITTHAL शिंपी निखील विठ्ठल	250 /	400 FAIL
28 *	80	142		
2001120902	1971200901	SHAIKH MOHAMMED KAIF BASHA शेख मोहंमद कैफ बाशा	207 /	400 FAIL
27 *	75	105		
2001120903	1971200902	KHAN SALMA ZUBAIR शेख सलमा जुबेर	225 /	400 FAIL
28 *	82	115		
2001120904	1971200903	SINGH RAHUL RAMAKANT सिंग राहुल रमाकांत	242 /	400 FAIL
26 *	76	140		
2001120905	1971200904	KHAN MUSKAN MUKHTAR खान मुस्कान मुख्तार	/	400 FAIL
*AB	*AB	*AB		

Result Date : 7 July 2020

  
**SECRETARY**  
**(K.D.Shinde)**

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Institute : 120664 AKIS VOCATIONAL TRAINING CENTER PUNE

Course : 101102 DESK TOP PUBLISHING


110211 110221 110222

100 100 200

35 50 100

Seat No	Enrollment No	Name	Total+Con/Out Of	Result
2001120906	1971200905	SHAIKH SAAD SAJEED शेख सआद साजिद	274 /	400 FIRST CLASS
36	88	150		
2001120907	1971200906	SHAIKH SAKINA SHABBIR शेख सकीना शब्बीर	175 /	400 FAIL
*AB	70	105		
2001120908	1971200907	. MOHAMMAD YUNUS MUJAHID . . मोहंमद युनुस मुजा .	263 /	400 FAIL
30 *	88	145		
2001120909	1971200908	CHABRU SHAHNAWAZ AMIR HAMZA चाब्रु शाहनवाज अमीर हमजा	184 /	400 FAIL
*AB	74	110		
2001120910	1971200909	SHAIKH AFNAN AJAZ शेख अफ नान एजाज	/	400 FAIL
*AB	*AB	*AB		
2001120911	1971200910	SHAIKH ALIASGER IMDAD शेख अलीअसगर इमदाद	245 /	400 FAIL
28 *	92	125		

Result Date : 7 July 2020

  
**SECRETARY**  
(K.D.Shinde)

**Page No 178**



**Maharashtra State Board Of Vocational Examinations,Mumbai**

**RESULT SHEET FOR THE EXAMINATION HELD IN January 2020**

**District 12 PUNE**

Institute : 120664 AKIS VOCATIONAL TRAINING CENTER PUNE

Course : 101102 DESK TOP PUBLISHING


110211 110221 110222

100 100 200

35 50 100

Seat No	Enrollment No	Name	Total+Con/Out Of	Result
2001120912	1971200911	BAGWAN FAIZAAN JAVED बागवान फैजान जावेद	208 /	400 FAIL
19 *	84	105		
2001120913	1971200912	ATTAR ADNAN SALAHUDDIN अत्तार अदनान सलाउद्दीन	209 /	400 FAIL
21 *	78	110		
2001120914	1971200913	TEMRIKAR SAQLAIN HASIB टेमरिकर सक्लैन हसीब	242 /	400 FIRST CLASS
43	77	122		
2001120915	1971200914	BAGWAN ASAD SIRAJ बागवान असद सिराज	/	400 FAIL
*AB	*AB	*AB		
2001120916	1971200915	SAYYED IBRAHIM ISMAIL सय्यद इब्राहीम इस्माईल	235 /	400 SECOND CLASS
38	82	115		
2001120917	1971200916	SHAIKH MOHD. YASAR SOHAIL शेख मोहंमद यासर सोहेल	238 +2/	400 FIRST CLASS
36	82	120		CON

Result Date : 7 July 2020

  
**SECRETARY**  
**(K.D.Shinde)**

**Page No 179**

RESULT SHEET FOR THE EXAMINATION HELD IN January 2020

District 12 PUNE

Institute : 120664 AKIS VOCATIONAL TRAINING CENTER PUNE

Course : 101102 DESK TOP PUBLISHING

110211 110221 110222

100 100 200

35 50 100

Seat No	Enrollment No	Name	Total+Con/Out Of	Result
2001120918	1971200917	ANSARI AFTAB AHMED MOHAMMED HAROON अंसारी आफ ताब अहेमद मोहंमद हारून	243 / 400	FAIL
22 *	84	137		

Result Date : 7 July 2020

  
SECRETARY  
(K.D.Shinde)



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)

## Report On Desk Top Publishing

<b>Offered by:</b>	Maharashtra State Board of Skill Development Examination, Mumbai-400051
<b>Course Code:</b>	101102
<b>Duration of the Course:</b>	Six Months
<b>Mode of the Course:</b>	Offline Part-time Course
<b>Frequency of the Course:</b>	Offered twice every year
<b>Eligibility of the Course:</b>	S.S.C. appeared
<b>Centre offering this Course:</b>	AKIS Vocational Training Centre, Pune (Inst. Code 120664)
<b>Conduct of the Course:</b>	Department of BBA-CA
<b>Number of days per week:</b>	6 days
<b>Number of hours per day:</b>	4 hour/day
<b>Course Instructor:</b>	Mr. Khizer Shaikh
<b>Course Coordinator:</b>	Dr. Reshma Patil

We are in the world where the showcasing is a very important as well as getting essential. We may have seen various advertisements in newspaper, holding boards, glow sign, handouts even in TV and cinemas also. Everyone wants to promote their services or products in an effective manner. Not only the promotion of products and services, sometimes information in form of booklets, handbooks, prospectus etc. are also needed for better understanding and delivery of services. A person with good knowledge of designing such articles is very much in demands especially by the advertising and publishing industry.

Desktop Publishing Courses deals with educating the students about the use of software for designing and creation of different types of documents.

The main objectives for conducting this activity are:

- To provide the participants understanding of the techniques essential to build their career in desktop publishing using suitable hardware and software tools.
- To makes the participants exactly suitable for DTP Industry.
- To demonstrate competency with the basic uses of Adobe InDesign by creating a variety of projects that incorporate the integration of text and graphics (i.e. brochures, newsletters, magazines etc.)



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- To use Adobe Photoshop to retouch, repair, restore, correct and enhance photos for publication.
- To make minor edits to the source of an existing HTML page, and view and understand the results.

This course was also offered to encourage **Self-Employment** – It gives exposure to computerization of commercial system and various applications, encountered in any publication and printing, advertising environment, start his own business.

**AKIS Vocational Training Centre, Pune (Inst. Code 120664) is the center, which is offering Desktop Publishing Course.** This course was conducted from 1<sup>st</sup> July 2019 to 31<sup>st</sup> Dec 2019 at M6-PIMSE Building and BCA Lab and total number of beneficiaries was 25.

This is offline part-time course and duration of this course was six month. The students who have appeared for SSC (minimum required education) are eligible for this course. This course conducted 6 days in per week and 4 hours per day.

Examination of this course was held on January 2020. To get DTP certificate, students has to clear two exams(Theory as well as Practical). Out of that 7 students passed in first exam(Theory) and 21 passed in second subject(Practical). Total 7 students are passed in both subject and received certificate of DTP course from **Maharashtra State Board of Vocational Education Examination.**

Pictures of the course:



Mr. Khizer Shaikh explaining - how to install Photoshop software on 1st July 2019



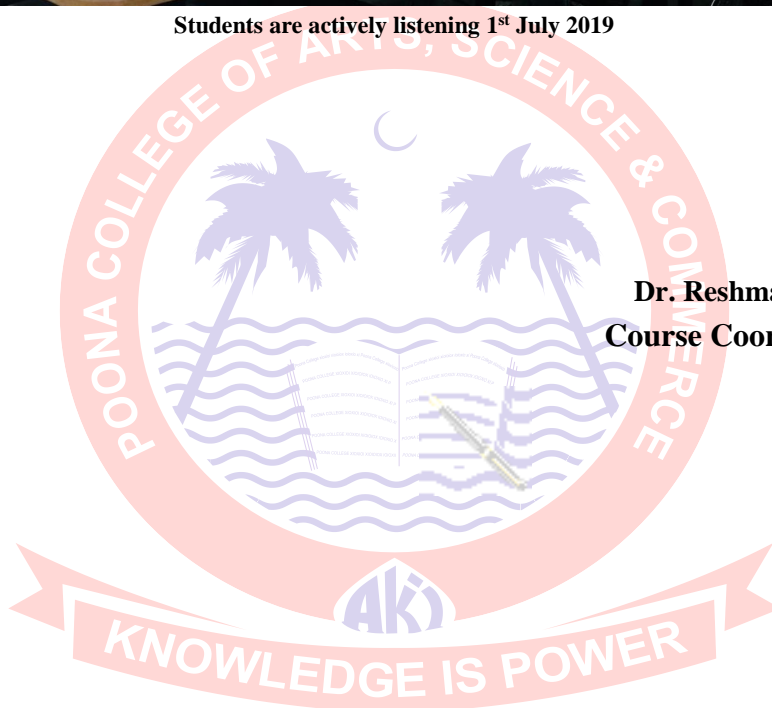
Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)



Students are actively listening 1<sup>st</sup> July 2019



**Dr. Reshma Patil**  
**Course Coordinator**





## **ACTIVITY REPORT**

(2019 - 2020)

### **I. Basic Details:**

<b>Name of the Activity:</b> Certificate Course in Electrical Wireman (Course Code 302102) under the aegis of Maharashtra State Board of Vocational Education Examination (MSBVEE) under the Directorate of Vocational Education and Training (DVET), Mumbai.			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
July, 2019 to January, 2020	Science	Electronic Science	Mr. Musharraf Hussain
Time	Venue	Activity for class/ group & student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
Working Hours	Dept. of Electronics	UG Science students/10	Extracurricular

### **II. Brief Information about the Activity (Criterion no - ):**

<b>Topic/ Subject of the activity</b>	Certificate Course in Electrical Wireman (Course Code 302102) under the aegis of Maharashtra State Board of Vocational Education Examination (MSBVEE) under the Directorate of Vocational Education and Training (DVET), Mumbai.
<b>Objective for conducting the activity</b>	To impart Vocational training in the commonly needed skills of Electrical Wireman especially for the students of Science Stream
<b>Methodology</b>	Lectures and Practical Demonstration and performance of live Practical Experiments
<b>Outcome</b>	Practical skills were imparted to all the candidates who are now capable of undertaking the repair of common Electrical wiring problems that are encountered at all places viz. offices, laboratories and residential etc.

### **III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other**

1. Invitation -Resource Person	2. Syllabus	3. Result – Jan 2020
4. Attendance Record	5. Remuneration details	6. Remuneration Voucher

**AKI's**

**Poona College of Arts, Science and Commerce, Camp, Pune**

**AKIS Vocational Training Center Pune**

**List of Students enrolled for**

**Certificate Course (6 Month Part Time) in Electrical Wireman**

**July 2019 to January 2020 Session - Examination held in January 2020**

**Maharashtra State Board of Vocational Education Examination**

**Mumbai – 400051**

**Institute Code : 120664**

**Course Code : 302102**

<b>Sr. No.</b>	<b>Enrolment No.</b>	<b>Name of the Student</b>	<b>Class</b>	<b>Gender</b>	<b>Seat No.</b>	<b>Mobile No.</b>
1	1971200918	SARWADE RUTUJA SANTOSH	FYBSc	Female	2001120919	7719975222
2	1971200919	SHAIKH ASIA ISAK	FYBSc	Female	2001120920	9130406506
3	1971200920	MAHTO VIKASKUMAR ASHOK	FYBSc	Male	2001120921	7020740271
4	1971200921	SHARMA PAVANKUMAR SANJAY	FYBSc	Male	2001120922	9175522836
5	1971200922	SHOHRABALAM	FYBSc	Male	2001120923	8651200579
6	1971200923	JAMADAR HAMMAD AFAQUE HUSAIN	FYBSc	Male	2001120924	9022505862
7	1971200924	MD. TAHSIN RAZA	SYBSc	Male	2001120925	9123201293
8	1971200925	SUTAR SIDDHESH PRAKASH	FYBSc	Male	2001120926	8010672386
9	1971200926	JAMADAR AARBAJ NABI	FYBSc	Male	2001120927	9689543655
10	1971200927	QURESHI GAUS KHALIL	Staff	Male	2001120928	8657620407

**Mr. Musharraf Hussain**

**Dr. Shaikh Aftab Anwar**

**Course Coordinator**

**Principal**

महाराष्ट्र राज्य व्यवसाय शिक्षण परीक्षा मंडळ  
संलग्नीत व्यवसाय प्रशिक्षण संस्थांना  
(Vocational Training Center-VTC)  
नुतनीकरण मान्यता(LOR) व विद्यार्थी प्रवेश  
करण्यासाठी तात्पुरती मान्यता पत्र (LOSA)  
प्रदान करणे बाबत

**महाराष्ट्र शासन**

कौशल्य विकास व उद्योजकता विभाग, मुंबई  
महाराष्ट्र राज्य व्यवसाय शिक्षण परीक्षा मंडळ  
संलग्नता आदेश क्रमांक: MSBVE/VTC- 2020/ 27521PMSBV19074  
शासकीय तंत्र निकेतन इमारत, ४९ खेरवडी, वांद्रे(पूर्व), मुंबई- ४०००५१  
दिनांक: 07-10-2019  
नुतनीकरण मान्यता(फक्त नुतनीकरणकरिता अर्ज केलेल्यांसाठी )  
(Letter Of Renewal)

व

विद्यार्थी प्रवेश करण्यासाठी मान्यता पत्र  
(Letter OF Permission for Temporary Students Admission)  
(LETTER OF ACCEPTANCE)

**YATEEMKHANA AND MADRASA ANJUMAN KHAIRUL ISLAM NAGPADA MUMBAI** या नोंदणीकृत संस्थेमार्फत **AKIS VOCATIONAL TRAINING CENTRE PUNE , Y AND M AKIS POONA COLLEGE OF ARTS SCIENCE AND COMMERCE K B HITULLAH ROAD CAMP PUNE 411001, HAVELI, HAVELI, PUNE, MAHARASHTRA-411001** या नावाने व्यवसाय प्रशिक्षण संस्था (VOCATIONAL TRAINING CENTER-VTC) स्थापन करण्यासाठी परिषदेच्या संकेतस्थळावर ऑनलाइन अर्ज क्रमांक **PMSBV07630T** अन्वये अर्ज सादर केला होता. सदर अर्जात नमूद माहिती दिलेली होती पत्र व प्रत्यक्ष निरीक्षण अहवालाच्या आधारे संस्थेला खालील व्यवसाय अभ्यासक्रमात व्यवसाय प्रशिक्षण संस्था सुरु करण्यासाठी खालील अटी व शर्तीच्या पूर्ततेच्या अधीन राहून \*१) नवीन अभ्यासक्रम सुरु करणे, २) तुकडी सुरु करणे ३) जुन्या संस्थेत नवीन अभ्यासक्रम सुरु करणे व ४) नुतनीकरण करणे या करिता अर्जदार मान्यताप्राप्त संस्थांना विद्यार्थी प्रवेश करण्यासाठी मान्यता पत्र निर्गमित करण्यात येत आहे. १), २), ३) करिता संकेतांक क्रमांक **PMSBV07630T** नुसार आपणास LOA प्रदान करण्यात आला आहे. (\* ज्या करिता अर्ज केला आहे.)

अ.क्र.	संस्था नोंदणी क्रमांक	गट	अभ्यासक्रमाचे नाव	अभ्यासक्रम कोड	तुकडी संख्या	शैक्षणिक वर्ष (New Proposed Units)	शैक्षणिक वर्ष (Already Affiliated Units)
1	MSBVE	COMPUTER	DESK TOP PUBLISHING	101102	1(1+0)	2019 - 2020	
2	MSBVE	ELECTRICAL	ELECTRICAL WIREMAN	302102	1(1+0)	2019 - 2020	
3	MSBVE	MECHANICAL	AIR CONDITIONING & REFRIGERATION MECHANIC	303104	1(1+0)	2019 - 2020	
4	MSBVE	LANGUAGE	FRENCH LANGUAGE	403101	1(1+0)	2019 - 2020	
5	MSBVE	LANGUAGE	GERMAN LANGUAGE	403102	1(1+0)	2019 - 2020	
6	MSBVE	TRAVEL AND TOURISM	TRAVEL AND TOURISM	414104	1(1+0)	2019 - 2020	

सदरचे संस्थांना प्रदान करण्यात आलेले **LOSA** हे त्यांना **LOA** मधील प्रमाणपत्राच्या/ अभिलेखाच्या त्रुटीची पूर्तता करण्याचे अधिन राहून देण्यात येत आहे.

सदरचे पूर्तता न केल्यास संस्थांनी केलेल्या प्रवेशास मान्यता जिल्हा व्यवसाय शिक्षण व प्रशिक्षण अधिकारी यांचेद्वारे प्रदान करण्यात येणार नाही व सदरचे प्रवेश हे महाराष्ट्र अधिनियम 20, 2013 अन्वये दंडात्मक कार्यवाहीस पात्र ठरतील याची जाणिव करून देण्यात येत आहे.

- अभ्यासक्रम राबविणाऱ्या संस्थांना शासन, संचालनालय, मंडळ कार्यालय/संचालनालयाच्या अधिपत्याखालील संबंधित कार्यालयांकडून कडून वेळोवेळी निर्गमित होणाऱ्या आदेशाचे पालन करणे बंधनकारक राहील.

२. संस्थेतील अभ्यासक्रमांना कायमस्वरूपी विना अनुदान तत्वावर तात्पुरती मान्यता दिली असल्याने भविष्यात कोणताही प्रकारचे अनुदान अथवा सहाय्यक अनुदान देण्यात येणार नाही.
३. संस्थेला मंडळाने मंजूर केलेल्या अभ्यासक्रमाच्या एका तुकडीसाठी २५ विद्यार्थी प्रवेश क्षमता आहे. संबंधित अभ्यासक्रमासाठी विहीत केलेल्या शैक्षणिक अहर्तेनुसार मंजूर प्रवेश क्षमतेत विद्यार्थी प्रवेश करणे, अभ्यासक्रमासाठी आवश्यक ती साधनसामुग्री उपलब्ध करून त्या अभ्यासक्रमासाठी दिलेल्या शैक्षणिक अहर्तेचा शिक्षक व शिक्षकेतर कर्मचारी ची नेमणूक करण्याची जबाबदारी संस्थेची राहिल
४. MSBVE अभ्यासक्रमांना कायमस्वरूपी विना अनुदान तत्वावर तात्पुरती मान्यता देण्यात आल्यामुळे या अभ्यासक्रमासाठी संस्थेने नियुक्त केलेल्या सर्व कर्मचारी वर्गाची सेवा/वेतन व तद्अनुषंगिक बाबींची जबाबदारी सर्वस्वी संस्थेची राहिल. व याबाबत शासन व शासन अधिपत्याखालील कोणत्याही कार्यालयाची कोणतीही जबाबदारी राहणार नाही.
५. भविष्यात कालानुरूप अभ्यासक्रमात मंडळाने बदल केल्यास त्याप्रमाणे अभ्यासक्रम राबविणे संस्थेवर बंधनकारक राहिल.
६. शैक्षणिक गुणवत्ता वाढीसाठी उपलब्ध अटी व शर्ती मध्ये किंवा नवीन अटी व शर्ती अंतर्भूत करण्याचे अधिकार मंडळाचे राहतील .
७. अभ्यासक्रमाच्या मंजूर तुकड्यांमधील प्रवेशाकरिता गुणानुक्रमाने प्रवेश शासनाने वेळोवेळी निर्गमित केलेल्या सामाजिक समांतर आरक्षण व इतर नियमांचे पालन संस्थेने करणे बंधनकारक राहिल.
८. सदरची मान्यता हि शैक्षणिक वर्ष २०१९-२० करिता तात्पुरती स्वरूपाची असून शैक्षणिक वर्ष २०२०-२१ मध्ये सदर अभ्यासक्रम व तुकडी सुरु ठेवण्यासाठी ऑनलाईन पद्धतीने प्रक्रिया शुल्कासह नुतनीकरण मान्यतेसाठी अर्ज समाविष्ट करणे बंधनकारक राहणार आहे. नुतनीकरण मान्यताप्राप्त संस्थांनाच ऑनलाईन पद्धतीने विद्यार्थी प्रवेश मान्यता देण्यात येईल. मान्यता शिवाय विद्यार्थी प्रवेश केल्यास त्याची जबाबदारी संबंधित संस्थेची राहिल. मंडळ कार्यालय त्यास जबाबदार राहणार नाही.
९. तात्पुरता मान्यतेचे सलग ३ वर्षे पूर्ण झाल्यानंतर संबंधित संस्था कायमस्वरूपी मान्यतेसाठी (स्थायी संलग्नता) online अर्ज करू शकतात. जो पर्यंत कायमस्वरूपी स्थायी संलग्नता मान्यता मिळणार नाही तो पर्यंत दरवर्षी सलगपणे नुतनीकरण करणे बंधनकारक राहिल.
१०. प्रवेशित विद्यार्थ्यांचे अभ्यासक्रमानुसार मंडळाच्या सिलॅबसप्रमाणे ६ महिने , १ वर्ष व २ वर्ष कालावधीच्या अभ्यासक्रमासाठी अनुक्रमे किमान १२० दिवस, २०० दिवस, व ४०० दिवस प्रशिक्षण होणे आवश्यक आहे.
११. संस्थेला ज्या जागेत अभ्यासक्रम चालविण्यासाठी मान्यता दिली आहे त्यामध्ये मंडळाच्या परवानगी शिवाय बदल केल्यास दिलेली मान्यता रद्द करण्यात येईल.
१२. नुतनीकरण मान्यता प्राप्त करण्यासाठी सलग ३ वर्षांचे प्रवेश व निकाल टक्केवारी मानकाप्रमाणे असणे आवश्यक आहे. १३. मान्यता प्राप्त संस्थेने प्रवेशित विद्यार्थ्यांची नोंदणी विहीत मुदतीत त्याच्या शुल्कासह ऑनलाईन पद्धतीने करणे आवश्यक आहे. अन्यथा विद्यार्थ्यांना परीक्षेस बसण्याची परवानगी मिळणार नाही.
१४. LOA निर्गमित केलेल्या संस्थेस अनामत रक्कम २ दिवसात ऑनलाईन पद्धतीने अथवा बँक गॅरंटी स्वरूपात जमा करणे बंधनकारक आहे. अनामत रक्कम जमा न करणाऱ्या संस्थांना २०१९-२० या वर्षी विद्यार्थी प्रवेश करण्यासाठी व परीक्षेस बसण्याची परवानगी मिळणार नाही त्यास मंडळ कार्यालय जबाबदार राहणार नाही.
१५. मंडळाच्या नियमावली मधील अटींचा व शर्तींचा भंग झाल्यास संस्थांतील अभ्यासक्रमाची मान्यता रद्द होईल.
१६. विद्यार्थी प्रवेश करण्यासाठी प्रथम मान्यता मिळाल्यानंतर पहिल्या २ वर्षांच्या आत विद्यार्थी प्रवेश करणे आवश्यक आहे. अन्यथा नुतनीकरण मान्यता मिळणार नाही याची नोंद घ्यावी.
१७. MSBVE च्या परवानगी शिवाय विद्यार्थी प्रवेश तसेच मान्यतेपेक्षा जास्त प्रवेशकेल्यास सदर प्रवेश नियमबाह्य समजण्यात येवून अशा संस्थां महाराष्ट्र अधिनियम क्रमांक. २० दि. २१, ऑगस्ट २०१३ च्या अधिनियमानुसार दंड व शिक्षेस पात्र राहतील याची नोंद घ्यावी.
१८. यापुढेही ONLINE मान्यता प्रक्रिया निरंतर चालू राहणार आहे. सदर प्रक्रियेत ३० जून पर्यंत सर्व मान्यता प्रक्रिया पूर्ण झालेल्या संस्थांना सहामाही व एक/दोन वर्षांच्या अभ्यासक्रमासाठी त्याच शैक्षणिक वर्षाच्या जुलै महिन्यात विद्यार्थी प्रवेश मान्यता देण्यात येईल. त्यानंतर म्हणजेच ३० जून नंतर सप्टेंबर अखेर पर्यंत सर्व मान्यता प्रक्रिया पूर्ण झालेल्या संस्थांना सहामाहीकरीता त्याच शैक्षणिक वर्षाच्या जानेवारी महिन्यात तसेच एक/दोन वर्षांच्या अभ्यासक्रमासाठी पुढील शैक्षणिक वर्षात विद्यार्थी प्रवेश मान्यता देण्यात येईल.
१९. नुतनीकरण मान्यता मिळणेकरिता अर्ज केलेल्या संस्थांना या सदरच्या विद्यार्थी प्रवेश आदेशासह नुतनीकरण मान्यता शैक्षणिक वर्ष २०१९-२० करिता प्रदान करण्यात येत आहे.
२०. विद्यार्थी प्रवेश / परीक्षावेळापत्रक व इतर आवश्यक माहिती मंडळाच्या [www.msbe.gov.in](http://www.msbe.gov.in) या संकेतस्थळावर उपलब्ध असेल. तसेच जिल्हा व्यवसाय शिक्षण व प्रशिक्षण अधिकारी कार्यालयाकडून संबंधित माहिती उपलब्ध करण्यात येईल.

सदर विद्यार्थी प्रवेश करण्यासाठी मान्यता पत्र संगणक प्रणाली द्वारे निर्गमित करण्यात येत असून त्याचा संकेतांक क्रमांक **1798417056**

सही / -

सचिव,  
महाराष्ट्र राज्य, व्यवसाय शिक्षण परीक्षा मंडळ,  
वांद्रे (पूर्व), मुंबई - ४०००५१.

शैक्षणिक वर्ष २०१९-२० करिता विद्यार्थी प्रवेश करण्यासाठी मान्यता पत्र (Letter OF Permission for Temporary Students Admission )/ नुतनीकरण मान्यतापत्र (फक्त नुतनीकरणकरिता अर्ज केलेल्यांसाठी) संगणक प्रणालीद्वारे निर्गमित करण्यात येत असून त्याचा संकेतांक क्रमांक **27521PMSBV19074** आहे म्हणून स्वाक्षरीची आवश्यकता नाही.



1	Name of Syllabus	C. C. IN ELECTRICAL WIREMAN (302102)																																									
2	Max.Nos of Student	25 Students																																									
3	Duration	6 Month																																									
4	Type	Part Time																																									
5	Nos Of Days / Week	6 Days																																									
6	Nos Of Hours /Days	4 Hrs																																									
7	Space Required	Workshop = 300 Sq feet <u>Class Room = 200 Sq feet</u> TOTAL = 500 Sq feet																																									
8	Entry Qualification	VIII th Passed																																									
9	Objective Of Syllabus/ introduction	1) Trainee should be able to Check & Repair house Wiring & Electrical appliances 2) Trainee should know the maintenance & repairing work of electric equipments, wiring installation																																									
10	Employment Opportunity	<ul style="list-style-type: none"><li>To start his own electrical equipment, sale, spare shops.</li><li>To work as a Wireman. in pvt establishment at contractor</li></ul>																																									
11	Teacher’s Qualification	2) I.T.I./ N.C.T.V.T. in Electrician / Wireman OR 3) H.S.C. Vocational in M.R.E.D.A. Pass																																									
12	Training System	<table><tr><th colspan="7">Training System Per Week</th></tr><tr><td colspan="2">Theory</td><td colspan="2">Practical</td><td colspan="3">Total</td></tr><tr><td colspan="2">6 Hours</td><td colspan="2">18 Hours</td><td colspan="3">24 Hours</td></tr></table>							Training System Per Week							Theory		Practical		Total			6 Hours		18 Hours		24 Hours																
Training System Per Week																																											
Theory		Practical		Total																																							
6 Hours		18 Hours		24 Hours																																							
13	Exam. System	<table><tr><th>Sr. No.</th><th>Paper Code</th><th>Name of Subject</th><th>TH/PR</th><th>Hours</th><th>Max. Marks</th><th>Min. Marks</th></tr><tr><td>1</td><td>30210211</td><td>Wireman</td><td>TH-I</td><td>3 hrs</td><td>100</td><td>35</td></tr><tr><td>2</td><td>30210221</td><td>Basic electricity</td><td>PR-I</td><td>3 hrs</td><td>100</td><td>50</td></tr><tr><td>3</td><td>30210222</td><td>Domestic appliances</td><td>PR-II</td><td>6 hrs</td><td>200</td><td>100</td></tr><tr><td></td><td></td><td>Total Marks :-</td><td></td><td></td><td>400</td><td>185</td></tr></table>							Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks	1	30210211	Wireman	TH-I	3 hrs	100	35	2	30210221	Basic electricity	PR-I	3 hrs	100	50	3	30210222	Domestic appliances	PR-II	6 hrs	200	100			Total Marks :-			400	185
Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks																																					
1	30210211	Wireman	TH-I	3 hrs	100	35																																					
2	30210221	Basic electricity	PR-I	3 hrs	100	50																																					
3	30210222	Domestic appliances	PR-II	6 hrs	200	100																																					
		Total Marks :-			400	185																																					

**RESULT SHEET FOR THE EXAMINATION HELD IN January 2020**

**District 12 PUNE**

Institute : 120664 AKIS VOCATIONAL TRAINING CENTER PUNE

Course : 302102 ELECTRICAL WIREMAN


210211 210221 210222

100 100 200

35 50 100

Seat No	Enrollment No	Name	Total+Con/Out Of	Result
2001120919	1971200918	SARWADE RUTUJA SANOTSH सरवदे ऋतुजा संतोष	345 /	400 First Class DISTINCTION
75	89	181		
2001120920	1971200919	SHAIKH ASIA ISAK शेख आसिया इसाक	/	400 FAIL
*AB	*AB	*AB		
2001120921	1971200920	MAHTO VIKASKUMAR ASHOK महतो विकासकुमार अशोक	349 /	400 First Class DISTINCTION
75	91	183		
2001120922	1971200921	SHARMA PAVANKUMAR SANJAY शर्मा पवनकुमार संजय	336 /	400 First Class DISTINCTION
74	87	175		
2001120923	1971200922	. SHOHRABALAM . . शोहराबआलम .	276 /	400 FIRST CLASS
48	75	153		
2001120924	1971200923	JAMADAR HAMMAD AFAQUE HUSAIN जमादार हम्माद अफाक हुसेन	310 /	400 First Class DISTINCTION
70	78	162		

Result Date : 7 July 2020

  
**SECRETARY**  
**(K.D.Shinde)**

**Page No 181**

**RESULT SHEET FOR THE EXAMINATION HELD IN January 2020**

**District 12 PUNE**

Institute : 120664 AKIS VOCATIONAL TRAINING CENTER PUNE

Course : 302102 ELECTRICAL WIREMAN


210211 210221 210222

100 100 200

35 50 100

Seat No	Enrollment No	Name	Total+Con/Out Of	Result
2001120925	1971200924	. MD. TAHSIN RAZA . . मो. तहसीन रजा .	323 /	400 First Class DISTINCTION
66	85	172		
2001120926	1971200925	SUTAR SIDDHESH PRAKASH सुतार सिध्देश प्रकाश	/	400 FAIL
*AB	*AB	*AB		
2001120927	1971200926	JAMADAR AARBAJ NABI जमादार आरबाज नबी	347 /	400 First Class DISTINCTION
82	87	178		
2001120928	1971200927	QURESHI GAUS KHALIL कुरेशी गौस खलील	/	400 FAIL
*AB	*AB	*AB		

Result Date : 7 July 2020

  
**SECRETARY**  
(K.D.Shinde)



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)

## Certificate Course in Electrical Wireman Report

Offered by: **Maharashtra State Board of Skill Development Examination, Mumbai-400051**

Course Code: **302102**

Duration, Mode, Frequency : **Six Months, Offline Part-time Course, offered twice every year.**

Centre offering this Course : **AKIS Vocational Training Centre, Pune (Inst. Code 120664)**

Conduct of the Course : **Department of Electronic Science**

Course Session : **July 2019 to January 2020**

Eligibility of the Course : **Standard Eighth Passed**

Number of hours per day : **4 hour/day**

Name of the Course Coordinator: **Mr. Musharraf Hussain**

### Introduction and Motivation

In India, electricity is available in very urban location such as residential, commercial, household and Industrial. Proper electrical wiring makes it possible for its effective utilization in residences, offices, laboratories, institutions etc. Any interruption in the electrical power due to accidental failure throws the normal routine out of control. Due to its dangerous nature, people are highly scared to attempt any maintenance and repairs work. One has to only wait for trained skilled technicians who may take long leading to loss of precious time.

The intension to handle such crises effectively motivated the introduction of this course by providing skilled manpower.

### Course Outcome

Ten (10) students had enrolled for the course, which included eight male and two female students' thereby ensuring gender justice. From the enrolled students, seven (07) actually appeared for the Examination, all of whom successfully qualified in the Examination. Out of seven (07) students who appeared, six (06) students passed in 'First Class with Distinction' division while one (01) student passed in 'First Class' division.

This course has successfully trained undergraduate students in Electrical wiring while pursuing their graduation in just six months. The students have successfully acquired skills which may come to effective use anytime; anywhere thereby enhanced their competencies widely that too while pursuing their normal graduation studies. Later if need arises, they can also start-up their own professional setups offering such services.

After successful completion of this course, the students are able to

- Check & repair house wiring and electrical appliances.



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# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)

- Undertake maintenance and repair work of electric equipment and wiring installation.
- Analyze the power needs, and suggest suitable upgradation of Electrical wiring.
- Ensure that proper electrical safety is maintained at all premises in their contact.
- Obtain Government license to start-up their own venture offering services in Electrical wiring and Maintenance.
- Contribute to the society by voluntarily offering these services to the deserving and needy institutions or any locations in emergency.
- Contribute to the Nation by adding up to the skilled manpower of the country.

## Glimpses of the Course:

### Practical activity sessions in progress



Participants with Course Coordinator and Resource Person

**Mr. Musharraf Hussain**

**Course Coordinator**





Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)

## ACTIVITY REPORT

2019 – 2020

### I. Basic Details:

Name of The Activity: Certificate course in Air Conditioning & Refrigeration Mechanic (303104) (MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION)			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
10/12/2019 to 24/01/2020	Science	Physics	Dr. Jahir A Ahmed, 8879154665
Time	Venue	Activity for class/ group & student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
9:00 AM to 11:00 AM	Physics Lab	F.Y. BSc Physics & 10 registered but 5 completed	Academic Vocational Training

### II. Brief Information about the Activity (Criterion no - ):

Topic/ Subject of the activity	Certificate course in Air Conditioning & Refrigeration Mechanic
Objective for conducting the activity	To give a vocational training in AC and Refrigeration to the students to obtain certificate from MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION.
Methodology	Students have registered themselves in the certificate course. They have attended the theory classes as well as practical sessions. They have appeared the examination conducted by the board and passes it.
Outcome	The students became aware of carrier opportunities in IT companies.

### III. Proofs attached: letters/ student list of participation/ certificate/ document/photos/ any other

1. List of participants	2. Attendance	3. Exam Attendance
4. Result of the course	5. Photos	

महाराष्ट्र राज्य व्यवसाय शिक्षण परीक्षा मंडळ  
संलग्नीत व्यवसाय प्रशिक्षण संस्थांना  
(Vocational Training Center-VTC)  
नुतनीकरण मान्यता(LOR) व विद्यार्थी प्रवेश  
करण्यासाठी तात्पुरती मान्यता पत्र (LOSA)  
प्रदान करणे बाबत

**महाराष्ट्र शासन**

कौशल्य विकास व उद्योजकता विभाग, मुंबई  
महाराष्ट्र राज्य व्यवसाय शिक्षण परीक्षा मंडळ  
संलग्नता आदेश क्रमांक: MSBVE/VTC- 2020/ 27521PMSBV19074  
शासकीय तंत्र निकेतन इमारत, ४९ खेरवडी, वांद्रे(पूर्व), मुंबई- ४०००५१  
दिनांक: 07-10-2019  
नुतनीकरण मान्यता(फक्त नुतनीकरणकरिता अर्ज केलेल्यांसाठी )  
(Letter Of Renewal)

व

विद्यार्थी प्रवेश करण्यासाठी मान्यता पत्र  
(Letter OF Permission for Temporary Students Admission)  
(LETTER OF ACCEPTANCE)

**YATEEMKHANA AND MADRASA ANJUMAN KHAIRUL ISLAM NAGPADA MUMBAI** या नोंदणीकृत संस्थेमार्फत **AKIS VOCATIONAL TRAINING CENTRE PUNE , Y AND M AKIS POONA COLLEGE OF ARTS SCIENCE AND COMMERCE K B HITULLAH ROAD CAMP PUNE 411001, HAVELI, HAVELI, PUNE, MAHARASHTRA-411001** या नावाने व्यवसाय प्रशिक्षण संस्था (VOCATIONAL TRAINING CENTER-VTC) स्थापन करण्यासाठी परिषदेच्या संकेतस्थळावर ऑनलाइन अर्ज क्रमांक **PMSBV07630T** अन्वये अर्ज सादर केला होता. सदर अर्जात नमूद माहिती दिलेली होती पत्र व प्रत्यक्ष निरीक्षण अहवालाच्या आधारे संस्थेला खालील व्यवसाय अभ्यासक्रमात व्यवसाय प्रशिक्षण संस्था सुरु करण्यासाठी खालील अटी व शर्तीच्या पूर्ततेच्या अधीन राहून \*१) नवीन अभ्यासक्रम सुरु करणे, २) तुकडी सुरु करणे ३) जुन्या संस्थेत नवीन अभ्यासक्रम सुरु करणे व ४) नुतनीकरण करणे या करिता अर्जदार मान्यताप्राप्त संस्थांना विद्यार्थी प्रवेश करण्यासाठी मान्यता पत्र निर्गमित करण्यात येत आहे. १), २), ३) करिता संकेतांक क्रमांक **PMSBV07630T** नुसार आपणास LOA प्रदान करण्यात आला आहे. (\* ज्या करिता अर्ज केला आहे.)

अ.क्र.	संस्था नोंदणी क्रमांक	गट	अभ्यासक्रमाचे नाव	अभ्यासक्रम कोड	तुकडी संख्या	शैक्षणिक वर्ष (New Proposed Units)	शैक्षणिक वर्ष (Already Affiliated Units)
1	MSBVE	COMPUTER	DESK TOP PUBLISHING	101102	1(1+0)	2019 - 2020	
2	MSBVE	ELECTRICAL	ELECTRICAL WIREMAN	302102	1(1+0)	2019 - 2020	
3	MSBVE	MECHANICAL	AIR CONDITIONING & REFRIGERATION MECHANIC	303104	1(1+0)	2019 - 2020	
4	MSBVE	LANGUAGE	FRENCH LANGUAGE	403101	1(1+0)	2019 - 2020	
5	MSBVE	LANGUAGE	GERMAN LANGUAGE	403102	1(1+0)	2019 - 2020	
6	MSBVE	TRAVEL AND TOURISM	TRAVEL AND TOURISM	414104	1(1+0)	2019 - 2020	

सदरचे संस्थांना प्रदान करण्यात आलेले **LOSA** हे त्यांना **LOA** मधील प्रमाणपत्राच्या/ अभिलेखाच्या त्रुटीची पूर्तता करण्याचे अधिन राहून देण्यात येत आहे.

सदरचे पूर्तता न केल्यास संस्थांनी केलेल्या प्रवेशास मान्यता जिल्हा व्यवसाय शिक्षण व प्रशिक्षण अधिकारी यांचेद्वारे प्रदान करण्यात येणार नाही व सदरचे प्रवेश हे महाराष्ट्र अधिनियम 20, 2013 अन्वये दंडात्मक कार्यवाहीस पात्र ठरतील याची जाणिव करून देण्यात येत आहे.

- अभ्यासक्रम राबविणाऱ्या संस्थांना शासन, संचालनालय, मंडळ कार्यालय/संचालनालयाच्या अधिपत्याखालील संबंधित कार्यालयांकडून कडून वेळोवेळी निर्गमित होणाऱ्या आदेशाचे पालन करणे बंधनकारक राहील.

२. संस्थेतील अभ्यासक्रमांना कायमस्वरूपी विना अनुदान तत्वावर तात्पुरती मान्यता दिली असल्याने भविष्यात कोणताही प्रकारचे अनुदान अथवा सहाय्यक अनुदान देण्यात येणार नाही.
३. संस्थेला मंडळाने मंजूर केलेल्या अभ्यासक्रमाच्या एका तुकडीसाठी २५ विद्यार्थी प्रवेश क्षमता आहे. संबंधित अभ्यासक्रमासाठी विहीत केलेल्या शैक्षणिक अहर्तेनुसार मंजूर प्रवेश क्षमतेत विद्यार्थी प्रवेश करणे, अभ्यासक्रमासाठी आवश्यक ती साधनसामुग्री उपलब्ध करून त्या अभ्यासक्रमासाठी दिलेल्या शैक्षणिक अहर्तेचा शिक्षक व शिक्षकेतर कर्मचारी ची नेमणूक करण्याची जबाबदारी संस्थेची राहिल
४. MSBVE अभ्यासक्रमांना कायमस्वरूपी विना अनुदान तत्वावर तात्पुरती मान्यता देण्यात आल्यामुळे या अभ्यासक्रमासाठी संस्थेने नियुक्त केलेल्या सर्व कर्मचारी वर्गाची सेवा/वेतन व तद्अनुषंगिक बाबींची जबाबदारी सर्वस्वी संस्थेची राहिल. व याबाबत शासन व शासन अधिपत्याखालील कोणत्याही कार्यालयाची कोणतीही जबाबदारी राहणार नाही.
५. भविष्यात कालानुरूप अभ्यासक्रमात मंडळाने बदल केल्यास त्याप्रमाणे अभ्यासक्रम राबविणे संस्थेवर बंधनकारक राहिल.
६. शैक्षणिक गुणवत्ता वाढीसाठी उपलब्ध अटी व शर्ती मध्ये किंवा नवीन अटी व शर्ती अंतर्भूत करण्याचे अधिकार मंडळाचे राहतील .
७. अभ्यासक्रमाच्या मंजूर तुकड्यांमधील प्रवेशाकरिता गुणानुक्रमाने प्रवेश शासनाने वेळोवेळी निर्गमित केलेल्या सामाजिक समांतर आरक्षण व इतर नियमांचे पालन संस्थेने करणे बंधनकारक राहिल.
८. सदरची मान्यता हि शैक्षणिक वर्ष २०१९-२० करिता तात्पुरती स्वरूपाची असून शैक्षणिक वर्ष २०२०-२१ मध्ये सदर अभ्यासक्रम व तुकडी सुरु ठेवण्यासाठी ऑनलाईन पद्धतीने प्रक्रिया शुल्कासह नुतनीकरण मान्यतेसाठी अर्ज समाविष्ट करणे बंधनकारक राहणार आहे. नुतनीकरण मान्यताप्राप्त संस्थांनाच ऑनलाईन पद्धतीने विद्यार्थी प्रवेश मान्यता देण्यात येईल. मान्यता शिवाय विद्यार्थी प्रवेश केल्यास त्याची जबाबदारी संबंधित संस्थेची राहिल. मंडळ कार्यालय त्यास जबाबदार राहणार नाही.
९. तात्पुरता मान्यतेचे सलग ३ वर्षे पूर्ण झाल्यानंतर संबंधित संस्था कायमस्वरूपी मान्यतेसाठी (स्थायी संलग्नता) online अर्ज करू शकतात. जो पर्यंत कायमस्वरूपी स्थायी संलग्नता मान्यता मिळणार नाही तो पर्यंत दरवर्षी सलगपणे नुतनीकरण करणे बंधनकारक राहिल.
१०. प्रवेशित विद्यार्थ्यांचे अभ्यासक्रमानुसार मंडळाच्या सिलॅबसप्रमाणे ६ महिने , १ वर्ष व २ वर्ष कालावधीच्या अभ्यासक्रमासाठी अनुक्रमे किमान १२० दिवस, २०० दिवस, व ४०० दिवस प्रशिक्षण होणे आवश्यक आहे.
११. संस्थेला ज्या जागेत अभ्यासक्रम चालविण्यासाठी मान्यता दिली आहे त्यामध्ये मंडळाच्या परवानगी शिवाय बदल केल्यास दिलेली मान्यता रद्द करण्यात येईल.
१२. नुतनीकरण मान्यता प्राप्त करण्यासाठी सलग ३ वर्षांचे प्रवेश व निकाल टक्केवारी मानकाप्रमाणे असणे आवश्यक आहे. १३. मान्यता प्राप्त संस्थेने प्रवेशित विद्यार्थ्यांची नोंदणी विहीत मुदतीत त्याच्या शुल्कासह ऑनलाईन पद्धतीने करणे आवश्यक आहे. अन्यथा विद्यार्थ्यांना परीक्षेस बसण्याची परवानगी मिळणार नाही.
१४. LOA निर्गमित केलेल्या संस्थेस अनामत रक्कम २ दिवसात ऑनलाईन पद्धतीने अथवा बँक गॅरंटी स्वरूपात जमा करणे बंधनकारक आहे. अनामत रक्कम जमा न करणाऱ्या संस्थांना २०१९-२० या वर्षी विद्यार्थी प्रवेश करण्यासाठी व परीक्षेस बसण्याची परवानगी मिळणार नाही त्यास मंडळ कार्यालय जबाबदार राहणार नाही.
१५. मंडळाच्या नियमावली मधील अटींचा व शर्तींचा भंग झाल्यास संस्थांतील अभ्यासक्रमाची मान्यता रद्द होईल.
१६. विद्यार्थी प्रवेश करण्यासाठी प्रथम मान्यता मिळाल्यानंतर पहिल्या २ वर्षांच्या आत विद्यार्थी प्रवेश करणे आवश्यक आहे. अन्यथा नुतनीकरण मान्यता मिळणार नाही याची नोंद घ्यावी.
१७. MSBVE च्या परवानगी शिवाय विद्यार्थी प्रवेश तसेच मान्यतेपेक्षा जास्त प्रवेशकेल्यास सदर प्रवेश नियमबाह्य समजण्यात येवून अशा संस्थां महाराष्ट्र अधिनियम क्रमांक. २० दि. २१, ऑगस्ट २०१३ च्या अधिनियमानुसार दंड व शिक्षेस पात्र राहतील याची नोंद घ्यावी.
१८. यापुढेही ONLINE मान्यता प्रक्रिया निरंतर चालू राहणार आहे. सदर प्रक्रियेत ३० जून पर्यंत सर्व मान्यता प्रक्रिया पूर्ण झालेल्या संस्थांना सहामाही व एक/दोन वर्षांच्या अभ्यासक्रमासाठी त्याच शैक्षणिक वर्षाच्या जुलै महिन्यात विद्यार्थी प्रवेश मान्यता देण्यात येईल. त्यानंतर म्हणजेच ३० जून नंतर सप्टेंबर अखेर पर्यंत सर्व मान्यता प्रक्रिया पूर्ण झालेल्या संस्थांना सहामाहीकरीता त्याच शैक्षणिक वर्षाच्या जानेवारी महिन्यात तसेच एक/दोन वर्षांच्या अभ्यासक्रमासाठी पुढील शैक्षणिक वर्षात विद्यार्थी प्रवेश मान्यता देण्यात येईल.
१९. नुतनीकरण मान्यता मिळणेकरिता अर्ज केलेल्या संस्थांना या सदरच्या विद्यार्थी प्रवेश आदेशासह नुतनीकरण मान्यता शैक्षणिक वर्ष २०१९-२० करिता प्रदान करण्यात येत आहे.
२०. विद्यार्थी प्रवेश / परीक्षावेळापत्रक व इतर आवश्यक माहिती मंडळाच्या [www.msbe.gov.in](http://www.msbe.gov.in) या संकेतस्थळावर उपलब्ध असेल. तसेच जिल्हा व्यवसाय शिक्षण व प्रशिक्षण अधिकारी कार्यालयाकडून संबंधित माहिती उपलब्ध करण्यात येईल.

सदर विद्यार्थी प्रवेश करण्यासाठी मान्यता पत्र संगणक प्रणाली द्वारे निर्गमित करण्यात येत असून त्याचा संकेतांक क्रमांक **1798417056**

सही / -

सचिव,  
महाराष्ट्र राज्य, व्यवसाय शिक्षण परीक्षा मंडळ,  
वांद्रे (पूर्व), मुंबई - ४०००५१.

शैक्षणिक वर्ष २०१९-२० करिता विद्यार्थी प्रवेश करण्यासाठी मान्यता पत्र (Letter OF Permission for Temporary Students Admission )/ नुतनीकरण मान्यतापत्र (फक्त नुतनीकरणकरिता अर्ज केलेल्यांसाठी) संगणक प्रणालीद्वारे निर्गमित करण्यात येत असून त्याचा संकेतांक क्रमांक **27521PMSBV19074** आहे म्हणून स्वाक्षरीची आवश्यकता नाही.



**Department of Physics**

Name of the Certificate Course: **Air Conditioning And Refrigeration Mechanic (303104)**

List of Enrolled Students for session 2019-2020

S. No.	Name of the student	Class	Roll No
1	Shreyash A Gaikwad	FY BSc	5104
2	Fardeen A Pathan	FY BSc	5106
3	Umar Mastan Shaikh	FY BSc	5103
4	Mohsin Sayyed Shabbir	FY BSc	5107
5	Ansari Juveriya Mukhtar	FY BSc	5211
6	Ansari Tamanna Zulfiqar	FY BSc	5212
7	Mujawar Yashfin Iqbal	FY BSc	5214
8	Shaikh Farkhanda Abdul Rauf	FY BSc	5216
9	Sayyed Nadeem Abbas	FY BSc	5150
10.	Mohammad Asif Khan	FY BSc	--





Y & M Anjuman Khairul Islam's  
**POONA COLLEGE**  
**OF ARTS, SCIENCE AND COMMERCE**  
 (Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)

## List of Participants

**Maharashtra State Board Of Vocational Examinations, Mumbai**  
**Attendance Sheet**

Center Code & Name : 120664 AKIS VOCATIONAL TRAINING CENTER PUNE  
 Examination : January 2020 Date : 31/01/2020 Time : 10 AM TO 4 PM  
 Course Code & Name : 303104 AIR CONDITIONING & REFRIGERATION MECHANIC  
 Subject : MAINTENANCE AND REPAIRING OF AIR CONDITIONER 30310422 PRACTICAL  
 Name Of Supervisor :

Enrolment No.	Seat No.	Institute	Name Of Student	Photo	Signature
1971200928	2001120929	120664	GAIKWAD SHREYASH SANJEEV		ABSENT
1971200929	2001120930	120664	PATHAN FARDEEN KHAN ASLAM		
1971200930	2001120931	120664	SHAIKH UMAR MASTAN		
1971200931	2001120932	120664	SAYYED MOHSIN SHABBIR		
1971200932	2001120933	120664	ANSARI JUVERIYA MUKHTAR		ABSENT
1971200933	2001120934	120664	ANSARI TAMANNA ZULFIQAR		ABSENT
1971200934	2001120935	120664	MUJAWAR YASHFIN IQBAL AHMAD		ABSENT
1971200935	2001120936	120664	SHAIKH FARKHANDA ABDUL RAUF		ABSENT
1971200936	2001120937	120664	SAYYED NADEEM ABBAS MEESAM ABBAS		
1971200937	2001120938	120664	KHAN ASIF .		

Total Present No. 05 Total Absent No. 05 Total ~~Absent~~ No. 10

Supervisor

Exam Center In-Charge

**Notice :**  
 1) Student must check his course, seat no etc before sign.  
 2) Any Correction in student information should be immediately reported to concerned district office, in prescribe format by exam center In-charge

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**RESULT SHEET FOR THE EXAMINATION HELD IN January 2020**

**District 12 PUNE**

Institute : 120664 AKIS VOCATIONAL TRAINING CENTER PUNE

Course : 303104 AIR CONDITIONING & REFRIGERATION MECHANIC

310411 310421 310422

100 100 200

35 50 100

Seat No	Enrollment No	Name	Total+Con/Out Of		Result
2001120929	1971200928	GAIKWAD SHREYASH SANJEEV गायकवाड श्रेयश संजीव	/		400 FAIL
*AB	*AB	*AB			
2001120930	1971200929	PATHAN FARDEEN KHAN ASLAM पठान फरदीन खान अस्लम	288	/	400 FIRST CLASS
65	73	150			
2001120931	1971200930	SHAIKH UMAR MASTAN शेख उमर मस्तान	323	/	400 First Class DISTINCTION
83	80	160			
2001120932	1971200931	SAYYED MOHSIN SHABBIR सय्यद मोहसीन शब्बीर	278	/	400 FIRST CLASS
70	70	138			
2001120933	1971200932	ANSARI JUVERIYA MUKHTAR अंसारी जुवेरिया मुख्तार	/		400 FAIL
*AB	*AB	*AB			
2001120934	1971200933	ANSARI TAMANNA ZULFIQAR अंसारी तमन्ना जुल्फीकार	/		400 FAIL
*AB	*AB	*AB			

Result Date : **7 July 2020**



**SECRETARY  
(K.D.Shinde)**

**Page No 183**

**RESULT SHEET FOR THE EXAMINATION HELD IN January 2020**

**District 12 PUNE**

Institute : 120664 AKIS VOCATIONAL TRAINING CENTER PUNE

Course : 303104 AIR CONDITIONING & REFRIGERATION MECHANIC

310411 310421 310422

100 100 200

35 50 100

Seat No	Enrollment No	Name	Total+Con/Out Of	Result
2001120935	1971200934	MUJAWAR YASHFIN IQBAL AHMAD मुजावर यशफिन इकबाल अहमद	/	400 FAIL
*AB	*AB	*AB		
2001120936	1971200935	SHAIKH FARKHANDA ABDUL RAUF शेख फरखंदा अब्दुल रउफ	/	400 FAIL
*AB	*AB	*AB		
2001120937	1971200936	SAYYED NADEEM ABBAS MEESAM ABBAS सय्यद नदिम अब्बास मिसाम अब्बास	235 /	400 SECOND CLASS
41	66	128		
2001120938	1971200937	KHAN ASIF . खान आसीफ .	226 /	400 SECOND CLASS
39	60	127		

Result Date : 7 July 2020



**SECRETARY  
(K.D.Shinde)**



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)

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## Report on Certificate Course in Air Conditioning & Refrigeration Mechanic

Offered by: **Maharashtra State Board of Vocational Education Examination, Mumbai-51**

Course Code : **303104**

Duration of the Course : **Six Months**

Mode of the Course : **Offline Part-time Course**

Frequency of the Course : **Offered twice every year**

Eligibility of the Course : **Standard Eighth Passed**

Centre offering this Course : **AKIS Vocational Training Centre, Pune (Inst. Code 120664)**

Conduct of the Course : **Department of Physics**

Number of days per week : **6 days**

Number of hours per day : **4 hour/day**

Course Instructor: **Mr. Tufail Shaikh**

Course Coordinator: **Dr. Jahir Abbas Ahmed, Department of Physics**

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Air Conditioner and Refrigerator have become integral part of our household, office, restaurant, hospital, cold chain business etc. In order to install, troubleshoot and repair air conditioning and refrigeration systems, skilled technicians are essential. Demand for skilled technicians in this domain is increasing steadily. Keeping this in mind the Department of Physics has decided to offer certificate course in Air Conditioning and Refrigeration Mechanic in collaboration with Maharashtra State Board of Vocational Education Examination. This course attempts to train undergraduate students in Air Conditioning & Refrigeration while pursuing their graduation in just six months. Students of F.Y.B.Sc. are encouraged to attend this course along with their regular course. A total **10 students** have registered in this course. The College has hired a professional instructor **Mr. Tufail Sheikh** to carry out theory and practical sessions. The theory and practical sessions are conducted from **10/12/2019 to 24/01/2020**. Maharashtra State Board of Vocational Education Examination has conducted the theory and practical examinations during the last week of January 2020. **Out of 10 registered students, 05 students have appeared the examination and all 05 students have passes the examination successfully.** They also received certificates from Maharashtra State Board of Vocational Education Examination. The students have acquired necessary skills during this training and they are now able to

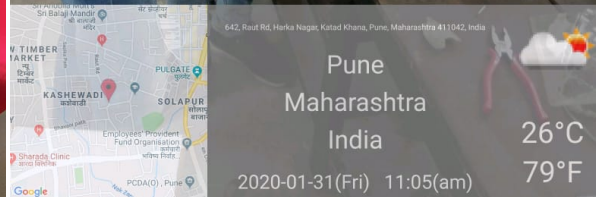
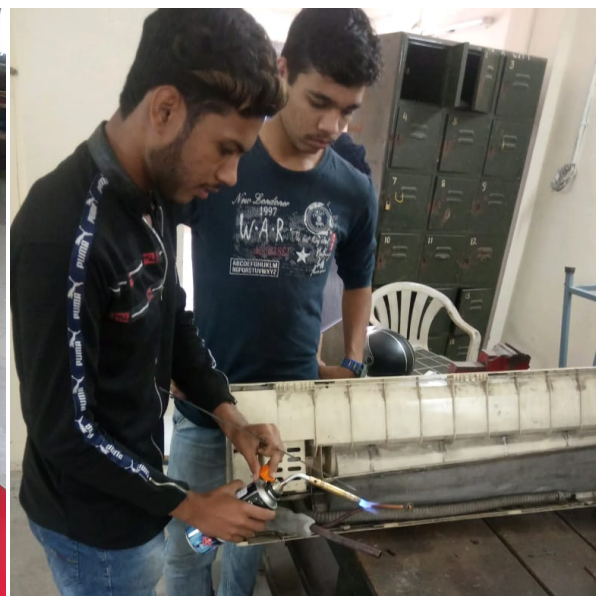
- Install, troubleshoot and repair air conditioning and refrigeration systems.
- Test and repair leakage in air conditioning and refrigeration systems.
- Obtain Government license to start-up their own venture offering services in refrigeration or AC.



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)



**Students are performing during practical sessions under the guidance of instructor Mr. Tufail Shaikh .**





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## ACTIVITY REPORT

(2019 - 2020)

### I. Basic Details:

Name of The Activity: Maharashtra State Board of Vocational Examination ,Mumbai (MSBVE'S)			
<b><u>Six Month Certificate Course in Foreign Language (FRENCH)</u></b>			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
1 <sup>st</sup> July 2019 to 31 <sup>st</sup> Dec 2019	Arts, Science & Commerce	Arts, Science & Commerce	Ms.Deepika kininge 9405555695
Time	Venue	Activity for class/ group student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
10 am - 11 am	M-4 Class PIMSE BUILDING	25	Extracurricular

### II. Brief Information about the Activity (Criterion no - ):

Topic/ Subject of the activity	Certificate Course in Foreign Language (FRENCH)
Objective for conducting the activity	<ul style="list-style-type: none"><li>➤ To be able to understand the basic sentence patterns of French.</li><li>➤ To read, write speak understand the natives and be able to interact with them.</li><li>➤ To be able to converse confidently in French for their daily and business requirements.</li></ul>
Methodology	Theory and Practical
Outcome	This course helps to know the career opportunities and degree option for foreign language in French Language learners. This course enhances vocabulary, pronunciation & intonation of languages also it interacts to foreign language learners, instructors who share their experience to make their fruitful career in



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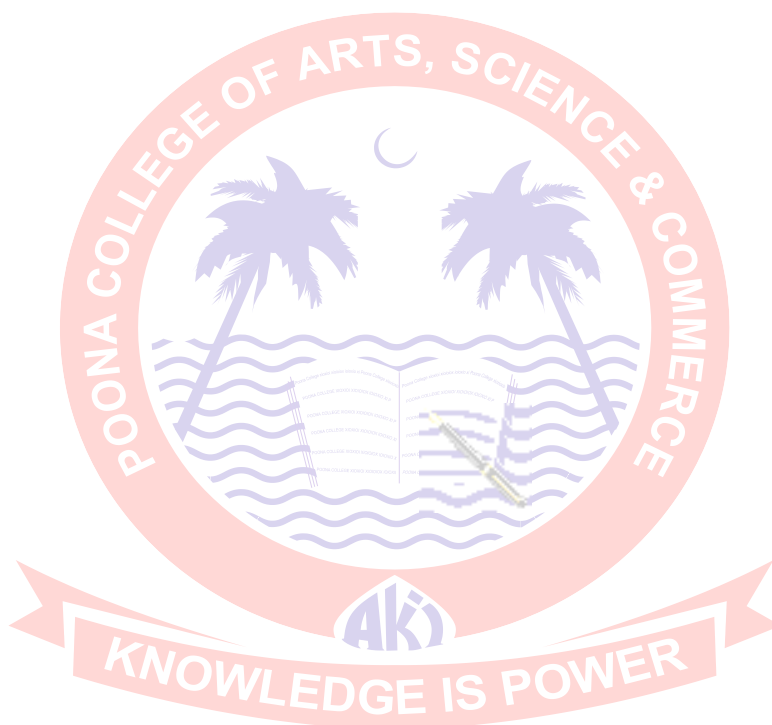
# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)

	future.
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**III. Proofs attached: letters/ student list of participation/ certificate/  
document/photos/ any other**

<b>1. Notice</b>	<b>2. Report</b>	<b>3. Attendance</b>
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**AKI'S POONA COLLEGE OF ARTS SCIENCE & COMMERCE****AKI's Vocational Training Centre****CERTIFICATE COURSE IN FRENCH LANGUAGE**

REGISTERD STUDENT LIST

YEAR 2019-20

Institute Code-7630(PMSBV 07630T)

Course Code-403101

<b>SR. NO.</b>	<b>ROLL NO</b>	<b>Name of the Student</b>	<b>Class</b>	<b>Contact No.</b>	<b>Gender</b>
1	4502	SAHIL SALLAUDIN SHAIKH	FYBBA	8793433374	Male
2	4505	SOHAB SHAIKH ABDULRAHIM	FYBBA	9834958327	Male
3	4506	MAVIYA KHALIL HASWARE	FYBBA	9284216879	Male
4	4507	AYAAN SAYYED ZAKIR	FYBBA	9890863605	Male
5	4508	YUSUF DAMAD TANVEER	FYBBA	8983787649	Male
6	4511	UMAR PATHAN SAEED	FYBBA	9373633368	Male
7	4513	FAIZUL SIDIQI ABDUL	FYBBA	9028458073	Male
8	4517	AMAAN KHAN DAWOOD	FYBBA	8149971237	Male
9	4518	SHAIKH FARDEEM FAHEEM	FYBBA	8830786563	Male
10	4526	MAROOF MEMON MAJID	FYBBA	8668993821	Male
11	4528	KHAN SHIFA ARSHAD	FYBBA	9503371710	Female
12	4530	INZEMZM SHAIKH RAFIQUE	FYBBA	7249537061	Male
13	4536	SHAIKH RAFAT SHAKIL	FYBBA	8766897148	Female
14	4538	SWETLANA BARRETTO	FYBBA	8668894428	Female
15	4541	AFFAN AIJAZ HAWALDAR	FYBBA	7773935273	Male
16	4542	PATHAN PARVEZ KHAN	FYBBA	7410736030	Male
17	4550	AJINKYA SAPKAL SUBHASH	FYBBA	7083742102	Male
18	4556	UMAR NAZIR	FYBBA	7006353926	Male
19	4559	SUFIYAN KAAZI ISHTYAK ALI	FYBBA	7720873503	Male
20	4568	AYAAN KHAN MOHAMMAD	FYBBA	9607786102	Male
21	4571	ABDUL KADIR DONGRE	FYBBA	8999960626	Male
22	4576	RAHEEL SOUDAGAR	FYBBA	9158780986	Male
23	4582	KHAN SHEHROZ	FYBBA	9604074560	Male
24	4586	ALIASAGAR A ABDULBHAI	FYBBA	9712816860	Male
25	4570	SAKIB DONGRE ZAYEDALI	FYBBA	9834701919	Male

Coordinator  
DEEPIKA KININGE

महाराष्ट्र राज्य व्यवसाय शिक्षण परीक्षा मंडळ  
संलग्नीत व्यवसाय प्रशिक्षण संस्थांना  
(Vocational Training Center-VTC)  
नुतनीकरण मान्यता(LOR) व विद्यार्थी प्रवेश  
करण्यासाठी तात्पुरती मान्यता पत्र (LOSA)  
प्रदान करणे बाबत

**महाराष्ट्र शासन**

कौशल्य विकास व उद्योजकता विभाग, मुंबई  
महाराष्ट्र राज्य व्यवसाय शिक्षण परीक्षा मंडळ  
संलग्नता आदेश क्रमांक: MSBVE/VTC- 2020/ 27521PMSBV19074  
शासकीय तंत्र निकेतन इमारत, ४९ खेरवडी, वांद्रे(पूर्व), मुंबई- ४०००५१  
दिनांक: 07-10-2019  
नुतनीकरण मान्यता(फक्त नुतनीकरणकरिता अर्ज केलेल्यांसाठी )  
(Letter Of Renewal)

व

विद्यार्थी प्रवेश करण्यासाठी मान्यता पत्र  
(Letter OF Permission for Temporary Students Admission)  
(LETTER OF ACCEPTANCE)

**YATEEMKHANA AND MADRASA ANJUMAN KHAIRUL ISLAM NAGPADA MUMBAI** या नोंदणीकृत संस्थेमार्फत **AKIS VOCATIONAL TRAINING CENTRE PUNE , Y AND M AKIS POONA COLLEGE OF ARTS SCIENCE AND COMMERCE K B HITULLAH ROAD CAMP PUNE 411001, HAVELI, HAVELI, PUNE, MAHARASHTRA-411001** या नावाने व्यवसाय प्रशिक्षण संस्था (VOCATIONAL TRAINING CENTER-VTC) स्थापन करण्यासाठी परिषदेच्या संकेतस्थळावर ऑनलाईन अर्ज क्रमांक **PMSBV07630T** अन्वये अर्ज सादर केला होता. सदर अर्जात नमूद माहिती दिलेली होती पत्र व प्रत्यक्ष निरीक्षण अहवालाच्या आधारे संस्थेला खालील व्यवसाय अभ्यासक्रमात व्यवसाय प्रशिक्षण संस्था सुरु करण्यासाठी खालील अटी व शर्तीच्या पूर्ततेच्या अधीन राहून \*१) नवीन अभ्यासक्रम सुरु करणे, २) तुकडी सुरु करणे ३) जुन्या संस्थेत नवीन अभ्यासक्रम सुरु करणे व ४) नुतनीकरण करणे या करिता अर्जदार मान्यताप्राप्त संस्थांना विद्यार्थी प्रवेश करण्यासाठी मान्यता पत्र निर्गमित करण्यात येत आहे. १), २), ३) करिता संकेतांक क्रमांक **PMSBV07630T** नुसार आपणास LOA प्रदान करण्यात आला आहे. (\* ज्या करिता अर्ज केला आहे.)

अ.क्र.	संस्था नोंदणी क्रमांक	गट	अभ्यासक्रमाचे नाव	अभ्यासक्रम कोड	तुकडी संख्या	शैक्षणिक वर्ष (New Proposed Units)	शैक्षणिक वर्ष (Already Affiliated Units)
1	MSBVE	COMPUTER	DESK TOP PUBLISHING	101102	1(1+0)	2019 - 2020	
2	MSBVE	ELECTRICAL	ELECTRICAL WIREMAN	302102	1(1+0)	2019 - 2020	
3	MSBVE	MECHANICAL	AIR CONDITIONING & REFRIGERATION MECHANIC	303104	1(1+0)	2019 - 2020	
4	MSBVE	LANGUAGE	FRENCH LANGUAGE	403101	1(1+0)	2019 - 2020	
5	MSBVE	LANGUAGE	GERMAN LANGUAGE	403102	1(1+0)	2019 - 2020	
6	MSBVE	TRAVEL AND TOURISM	TRAVEL AND TOURISM	414104	1(1+0)	2019 - 2020	

सदरचे संस्थांना प्रदान करण्यात आलेले **LOSA** हे त्यांना **LOA** मधील प्रमाणपत्राच्या/ अभिलेखाच्या त्रुटीची पूर्तता करण्याचे अधिन राहून देण्यात येत आहे.

सदरचे पूर्तता न केल्यास संस्थांनी केलेल्या प्रवेशास मान्यता जिल्हा व्यवसाय शिक्षण व प्रशिक्षण अधिकारी यांचेद्वारे प्रदान करण्यात येणार नाही व सदरचे प्रवेश हे महाराष्ट्र अधिनियम 20, 2013 अन्वये दंडात्मक कार्यवाहीस पात्र ठरतील याची जाणिव करून देण्यात येत आहे.

- अभ्यासक्रम राबविणाऱ्या संस्थांना शासन, संचालनालय, मंडळ कार्यालय/संचालनालयाच्या अधिपत्याखालील संबंधित कार्यालयांकडून कडून वेळोवेळी निर्गमित होणाऱ्या आदेशाचे पालन करणे बंधनकारक राहील.

२. संस्थेतील अभ्यासक्रमांना कायमस्वरूपी विना अनुदान तत्वावर तात्पुरती मान्यता दिली असल्याने भविष्यात कोणताही प्रकारचे अनुदान अथवा सहाय्यक अनुदान देण्यात येणार नाही.
३. संस्थेला मंडळाने मंजूर केलेल्या अभ्यासक्रमाच्या एका तुकडीसाठी २५ विद्यार्थी प्रवेश क्षमता आहे. संबंधित अभ्यासक्रमासाठी विहीत केलेल्या शैक्षणिक अहर्तेनुसार मंजूर प्रवेश क्षमतेत विद्यार्थी प्रवेश करणे, अभ्यासक्रमासाठी आवश्यक ती साधनसामुग्री उपलब्ध करून त्या अभ्यासक्रमासाठी दिलेल्या शैक्षणिक अहर्तेचा शिक्षक व शिक्षकेतर कर्मचारी ची नेमणूक करण्याची जबाबदारी संस्थेची राहिल
४. MSBVE अभ्यासक्रमांना कायमस्वरूपी विना अनुदान तत्वावर तात्पुरती मान्यता देण्यात आल्यामुळे या अभ्यासक्रमासाठी संस्थेने नियुक्त केलेल्या सर्व कर्मचारी वर्गाची सेवा/वेतन व तद्अनुषंगिक बाबींची जबाबदारी सर्वस्वी संस्थेची राहिल. व याबाबत शासन व शासन अधिपत्याखालील कोणत्याही कार्यालयाची कोणतीही जबाबदारी राहणार नाही.
५. भविष्यात कालानुरूप अभ्यासक्रमात मंडळाने बदल केल्यास त्याप्रमाणे अभ्यासक्रम राबविणे संस्थेवर बंधनकारक राहिल.
६. शैक्षणिक गुणवत्ता वाढीसाठी उपलब्ध अटी व शर्ती मध्ये किंवा नवीन अटी व शर्ती अंतर्भूत करण्याचे अधिकार मंडळाचे राहतील .
७. अभ्यासक्रमाच्या मंजूर तुकड्यांमधील प्रवेशाकरिता गुणानुक्रमाने प्रवेश शासनाने वेळोवेळी निर्गमित केलेल्या सामाजिक समांतर आरक्षण व इतर नियमांचे पालन संस्थेने करणे बंधनकारक राहिल.
८. सदरची मान्यता हि शैक्षणिक वर्ष २०१९-२० करिता तात्पुरती स्वरूपाची असून शैक्षणिक वर्ष २०२०-२१ मध्ये सदर अभ्यासक्रम व तुकडी सुरु ठेवण्यासाठी ऑनलाईन पद्धतीने प्रक्रिया शुल्कासह नुतनीकरण मान्यतेसाठी अर्ज समाविष्ट करणे बंधनकारक राहणार आहे. नुतनीकरण मान्यताप्राप्त संस्थांनाच ऑनलाईन पद्धतीने विद्यार्थी प्रवेश मान्यता देण्यात येईल. मान्यता शिवाय विद्यार्थी प्रवेश केल्यास त्याची जबाबदारी संबंधित संस्थेची राहिल. मंडळ कार्यालय त्यास जबाबदार राहणार नाही.
९. तात्पुरता मान्यतेचे सलग ३ वर्षे पूर्ण झाल्यानंतर संबंधित संस्था कायमस्वरूपी मान्यतेसाठी (स्थायी संलग्नता) online अर्ज करू शकतात. जो पर्यंत कायमस्वरूपी स्थायी संलग्नता मान्यता मिळणार नाही तो पर्यंत दरवर्षी सलगपणे नुतनीकरण करणे बंधनकारक राहिल.
१०. प्रवेशित विद्यार्थ्यांचे अभ्यासक्रमानुसार मंडळाच्या सिलॅबसप्रमाणे ६ महिने , १ वर्ष व २ वर्ष कालावधीच्या अभ्यासक्रमासाठी अनुक्रमे किमान १२० दिवस, २०० दिवस, व ४०० दिवस प्रशिक्षण होणे आवश्यक आहे.
११. संस्थेला ज्या जागेत अभ्यासक्रम चालविण्यासाठी मान्यता दिली आहे त्यामध्ये मंडळाच्या परवानगी शिवाय बदल केल्यास दिलेली मान्यता रद्द करण्यात येईल.
१२. नुतनीकरण मान्यता प्राप्त करण्यासाठी सलग ३ वर्षांचे प्रवेश व निकाल टक्केवारी मानकाप्रमाणे असणे आवश्यक आहे. १३. मान्यता प्राप्त संस्थेने प्रवेशित विद्यार्थ्यांची नोंदणी विहीत मुदतीत त्याच्या शुल्कासह ऑनलाईन पद्धतीने करणे आवश्यक आहे. अन्यथा विद्यार्थ्यांना परीक्षेस बसण्याची परवानगी मिळणार नाही.
१४. LOA निर्गमित केलेल्या संस्थेस अनामत रक्कम २ दिवसात ऑनलाईन पद्धतीने अथवा बँक गॅरंटी स्वरूपात जमा करणे बंधनकारक आहे. अनामत रक्कम जमा न करणाऱ्या संस्थांना २०१९-२० या वर्षी विद्यार्थी प्रवेश करण्यासाठी व परीक्षेस बसण्याची परवानगी मिळणार नाही त्यास मंडळ कार्यालय जबाबदार राहणार नाही.
१५. मंडळाच्या नियमावली मधील अटींचा व शर्तींचा भंग झाल्यास संस्थांतील अभ्यासक्रमाची मान्यता रद्द होईल.
१६. विद्यार्थी प्रवेश करण्यासाठी प्रथम मान्यता मिळाल्यानंतर पहिल्या २ वर्षांच्या आत विद्यार्थी प्रवेश करणे आवश्यक आहे. अन्यथा नुतनीकरण मान्यता मिळणार नाही याची नोंद घ्यावी.
१७. MSBVE च्या परवानगी शिवाय विद्यार्थी प्रवेश तसेच मान्यतेपेक्षा जास्त प्रवेशकेल्यास सदर प्रवेश नियमबाह्य समजण्यात येवून अशा संस्थां महाराष्ट्र अधिनियम क्रमांक. २० दि. २१, ऑगस्ट २०१३ च्या अधिनियमानुसार दंड व शिक्षेस पात्र राहतील याची नोंद घ्यावी.
१८. यापुढेही ONLINE मान्यता प्रक्रिया निरंतर चालू राहणार आहे. सदर प्रक्रियेत ३० जून पर्यंत सर्व मान्यता प्रक्रिया पूर्ण झालेल्या संस्थांना सहामाही व एक/दोन वर्षांच्या अभ्यासक्रमासाठी त्याच शैक्षणिक वर्षाच्या जुलै महिन्यात विद्यार्थी प्रवेश मान्यता देण्यात येईल. त्यानंतर म्हणजेच ३० जून नंतर सप्टेंबर अखेर पर्यंत सर्व मान्यता प्रक्रिया पूर्ण झालेल्या संस्थांना सहामाहीकरीता त्याच शैक्षणिक वर्षाच्या जानेवारी महिन्यात तसेच एक/दोन वर्षांच्या अभ्यासक्रमासाठी पुढील शैक्षणिक वर्षात विद्यार्थी प्रवेश मान्यता देण्यात येईल.
१९. नुतनीकरण मान्यता मिळणेकरिता अर्ज केलेल्या संस्थांना या सदरच्या विद्यार्थी प्रवेश आदेशासह नुतनीकरण मान्यता शैक्षणिक वर्ष २०१९-२० करिता प्रदान करण्यात येत आहे.
२०. विद्यार्थी प्रवेश / परीक्षावेळापत्रक व इतर आवश्यक माहिती मंडळाच्या [www.msbe.gov.in](http://www.msbe.gov.in) या संकेतस्थळावर उपलब्ध असेल. तसेच जिल्हा व्यवसाय शिक्षण व प्रशिक्षण अधिकारी कार्यालयाकडून संबंधित माहिती उपलब्ध करण्यात येईल.

सदर विद्यार्थी प्रवेश करण्यासाठी मान्यता पत्र संगणक प्रणाली द्वारे निर्गमित करण्यात येत असून त्याचा संकेतांक क्रमांक **1798417056**

सही / -



सचिव,  
महाराष्ट्र राज्य, व्यवसाय शिक्षण परीक्षा मंडळ,  
वांद्रे (पूर्व), मुंबई - ४०००५१.

शैक्षणिक वर्ष २०१९-२० करिता विद्यार्थी प्रवेश करण्यासाठी मान्यता पत्र (Letter OF Permission for Temporary Students Admission )/ नुतनीकरण मान्यतापत्र (फक्त नुतनीकरणकरिता अर्ज केलेल्यांसाठी) संगणक प्रणालीद्वारे निर्गमित करण्यात येत असून त्याचा संकेतांक क्रमांक **27521PMSBV19074** आहे म्हणून स्वाक्षरीची आवश्यकता नाही.

1	Name of Syllabus	<b>C. C. In French Languages (403101)</b>																																														
2	Max.Nos of Student	25 Students																																														
3	Duration	6 Month																																														
4	Type	Part Time																																														
5	Nos Of Days / Week	6 Days																																														
6	Nos Of Hours /Days	4 Hrs																																														
7	Space Required	Practical Lab = 300 Sq feet Class Room = 200 Sq feet TOTAL = 500 Sq feet																																														
8	Entry Qualification	S.S.C. PASS																																														
9	Objective Of Syllabus/ introduction	• To speak and understand in French using a more sophisticated vocabulary and grammatical structures.																																														
10	Employment Opportunity	This course certainly enhance the qualification of the student and he/she will have better prospects.																																														
11	Teacher’s Qualification	Graduate / Post Graduation in the concerned language.																																														
12	Training System	<table><tr><th colspan="3">Training System Per Week</th></tr><tr><td>Theory</td><td>Practical</td><td>Total</td></tr><tr><td>6 Hours</td><td>18 Hours</td><td>24 Hours</td></tr></table>					Training System Per Week			Theory	Practical	Total	6 Hours	18 Hours	24 Hours																																	
Training System Per Week																																																
Theory	Practical	Total																																														
6 Hours	18 Hours	24 Hours																																														
13	Exam. System	<table><tr><th>Sr. No.</th><th>Paper Code</th><th>Name of Subject</th><th>TH/PR</th><th>Hours</th><th>Max. Marks</th><th>Min. Marks</th></tr><tr><td>1</td><td>40310111</td><td>French Foundation &amp; Basic</td><td>TH-I</td><td>3 hrs</td><td>100</td><td>35</td></tr><tr><td>2</td><td>40310112</td><td>Communication (French)</td><td>TH-II</td><td>3 hrs</td><td>100</td><td>35</td></tr><tr><td>3</td><td>40310121</td><td>French Conversation Reading</td><td>PR-I</td><td>3 hrs</td><td>100</td><td>50</td></tr><tr><td>4</td><td>40310122</td><td>Dictation, Speaking</td><td>PR-II</td><td>3 hrs</td><td>100</td><td>50</td></tr><tr><td></td><td></td><td>Total</td><td></td><td></td><td>400</td><td>170</td></tr></table>					Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks	1	40310111	French Foundation & Basic	TH-I	3 hrs	100	35	2	40310112	Communication (French)	TH-II	3 hrs	100	35	3	40310121	French Conversation Reading	PR-I	3 hrs	100	50	4	40310122	Dictation, Speaking	PR-II	3 hrs	100	50			Total			400	170
Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks																																										
1	40310111	French Foundation & Basic	TH-I	3 hrs	100	35																																										
2	40310112	Communication (French)	TH-II	3 hrs	100	35																																										
3	40310121	French Conversation Reading	PR-I	3 hrs	100	50																																										
4	40310122	Dictation, Speaking	PR-II	3 hrs	100	50																																										
		Total			400	170																																										

**RESULT SHEET FOR THE EXAMINATION HELD IN January 2020**

**District 12 PUNE**

Institute : 120664 AKIS VOCATIONAL TRAINING CENTER PUNE

Course : 403101 FRENCH LANGUAGE

310111 310112 310121 310122


100 100 100 100

35 35 50 50

Seat No	Enrollment No	Name	Total+Con/Out Of	Result
2001120939	1971200938	SIDDIQUE FAIZULREHMAN ABDULSALAM सिद्दीक फ़ैज़ुलरहेमान अब्दुलसलाम	/	400 FAIL
*AB	*AB	*AB		
2001120940	1971200939	MEMON MAROOF MAJID मेमन मारुफ मजीद	207 /	400 FAIL
35	14 *	77 81		
2001120941	1971200940	DAMAD YUSUF TANVEER दामाद युसुफ तन्वीर	209 /	400 FAIL
50	17 *	60 82		
2001120942	1971200941	SHAIKH SAHIL SALLAUDDIN शेख साहिल सलार्ददीन	247 /	400 FAIL
51	17 *	95 84		
2001120943	1971200942	PATHAN PARVEZ ALIYARKHAN पठान परवेज अलीयारखॉ	231 /	400 FAIL
35	21 *	80 95		
2001120944	1971200943	SHAIKH RAFAT SHAKIL AHMED शेख रफत शकील अहमद	/	400 FAIL
*AB	*AB	*AB		

Result Date : 7 July 2020

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**SECRETARY**  
(K.D.Shinde)

**RESULT SHEET FOR THE EXAMINATION HELD IN January 2020**

**District 12 PUNE**

Institute : 120664 AKIS VOCATIONAL TRAINING CENTER PUNE

Course : 403101 FRENCH LANGUAGE

310111 310112 310121 310122


100 100 100 100

35 35 50 50

Seat No	Enrollment No	Name	Total+Con/Out Of	Result
2001120945	1971200944	SHAIKH SOHEB ABDULRAHIM शेख सोहेब अब्दुलरहीम	125 /	400 FAIL
37	14 *	74 *AB		
2001120946	1971200945	BARNETTO SVETLANA SAVIO बर्नेटो स्वेटलाना सॅवियो	/	400 FAIL
*AB	*AB	*AB		
2001120947	1971200946	. UMAR NAZIR . उमर नझीर	192 /	400 FAIL
43	9 *	71 69		
2001120948	1971200947	AJABSHAWALA ALIASGAR ABDULBHAIR अजबशावाला अलीअसगर अब्दुलभाई	239 /	400 FAIL
47	22 *	81 89		
2001120949	1971200948	DONGRE SAKIB ZAYEDALI डोंगरे साकीब झायेदअली	/	400 FAIL
*AB	*AB	*AB		
2001120950	1971200949	DONGRE ABDULKADIR SABIR डोंगरे अब्दुलकादीर साबीर	/	400 FAIL
*AB	*AB	*AB		

Result Date : 7 July 2020

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**SECRETARY**  
(K.D.Shinde)

**RESULT SHEET FOR THE EXAMINATION HELD IN January 2020**

**District 12 PUNE**

Institute : 120664 AKIS VOCATIONAL TRAINING CENTER PUNE

Course : 403101 FRENCH LANGUAGE

310111 310112 310121 310122


100 100 100 100

35 35 50 50

Seat No	Enrollment No	Name	Total+Con/Out Of	Result
2001120951	1971200950	HAWALDAR AFFAN AIJAZ हवालदार अप्फान एजाज	234 / 400	FAIL
41	25 *	78 90		
2001120952	1971200951	SAPKAL AJINKYA SUBHASH सपकाल अजिंक्य सुभाष	208 / 400	FAIL
39	17 *	74 78		
2001120953	1971200952	SOUDAGAR RAHEEL NASIR सौदागर राहिल नासीर	195 / 400	FAIL
35	13 *	72 75		
2001120954	1971200953	SHAIKH INZEMAM RAFIQUE शेख इन्झेमाम रफीक	221 / 400	FAIL
45	10 *	78 88		
2001120955	1971200954	SHAIKH FARDEEN FAHEEM शेख फरदिन फहिम	219 / 400	FAIL
43	10 *	79 87		
2001120956	1971200955	SHAIKH FAIZAL NIJAM शेख फैजल निजाम	231 / 400	FAIL
43	22 *	80 86		

Result Date : 7 July 2020

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**SECRETARY**  
(K.D.Shinde)



# Maharashtra State Board Of Vocational Examinations, Mumbai

## RESULT SHEET FOR THE EXAMINATION HELD IN January 2020

**District 12 PUNE**

Institute : 120664 AKIS VOCATIONAL TRAINING CENTER PUNE

Course : 403101 FRENCH LANGUAGE

310111 310112 310121 310122


100 100 100 100

35 35 50 50

Seat No	Enrollment No	Name	Total+Con/Out Of	Result
2001120957	1971200956	SAYYED AYAAN ZAKIR सैय्यद अयान जाकीर	185 /	400 FAIL
10 *	11 *	78 86		
2001120958	1971200957	KHAN TOUFIQ ISAQ खान तौफिक इसाक	209 /	400 FAIL
35	13 *	81 80		
2001120959	1971200958	KHAN SHEHROZ ASLAM खान शेहरोज अस्लम	/	400 FAIL
*AB	*AB	*AB *AB		
2001120960	1971200959	ATTAR NIHAL TAYYAB अत्तार निहाल तय्यब	220 /	400 FAIL
39	20 *	76 85		
2001120961	1971200960	KHAN AMAAN DAWOOD खान अमान दाऊद	218 /	400 FAIL
35	17 *	77 89		
2001120962	1971200961	DALAL ATIF SUFIYAN दलाल अतफि सुफियान	234 /	400 SECOND CLASS
39	35	74 86		

Result Date : 7 July 2020

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**SECRETARY**  
(K.D.Shinde)

RESULT SHEET FOR THE EXAMINATION HELD IN January 2020

District 12 PUNE

Institute : 120664 AKIS VOCATIONAL TRAINING CENTER PUNE

Course : 403101 FRENCH LANGUAGE

310111 310112 310121 310122

100 100 100 100

35 35 50 50

Seat No	Enrollment No	Name	Total+Con/Out Of	Result
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2001120963	1971200962	KHAN MOHAMMAD AYAAN RIYAZ	240 / 400	FAIL
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खान मोहंमद अयान रियाज

45	26 *	79	90
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Result Date : 7 July 2020



SECRETARY  
(K.D.Shinde)



### **Certificate Course in French Language**

Offered by: **Maharashtra State Board of Skill Development Examination, Mumbai-400051**

Course Code : **403101**

Duration of the Course : **Six Months**

Mode of the Course : **Offline Part-time Course**

Frequency of the Course: **Offered twice every year**

Eligibility of the Course: **Standard Eighth Passed**

Centre offering this Course : **AKI's Vocational Training Centre, Pune (Inst.Code07630T)**

Conduct of the Course : **Department of BBA**

Number of days per week : **6 days**

Number of hours per day : **4 hour/day**

Course instructor : **Dr. Mangala Herkal**

Course Coordinator: **Ms. Deepika Kinige**

French is one of the most popular and widely spoken languages in the world. It also brings a lot of benefits for students in their communication skills, economic and cultural gateways. It is essential to learn the French language because most of the MNC in India are from Europe, and the majority of them have their origin traceable in France. French is vital for students to learn because it is the most popular choice among Indian students studying a foreign language.

The French language opens up windows of opportunities. A lack of French study is one reason people struggle to land big-time jobs involving languages with some MNCs in India. French enables a student to overcome the language barrier in most places of the world, particularly in Europe where the language reigns supreme.

Learning the French language adds more firepower to one's resume. For instance, India has a population of over 1.3 billion and it's seen as an attractive market for hundreds of multinational companies. Most of these multinational companies come from Europe and other continents where French is widespread publicly. These have raised the stake for job seekers to learn a foreign language, and one of which is French. One's ability to speak French and English puts them ahead of others in finding a job in most BPO, KPO, IT, and MNCs. One will be an asset in the companies that use French as their working and interactive language. One can comfortably secure jobs in a wide range of sectors such as in the automobile, aeronautical luxury goods, retailing, etc.

After successful completion of this course, students must be able to -

1. Demonstrate knowledge of literary and cultural traditions, such as major movements, writers, and works of the French-speaking world, focusing on at least one and ideally multiple traditions: European, African, Caribbean, Asian, North American, and other Francophone cultures.
2. Demonstrate the skills necessary for scholarly research and writing in the Humanities.

Keeping this in mind the Department of BBA has decided to offer certificate course in French Language in collaboration with Maharashtra State Board of Vocational Education Examination. This course attempts to train undergraduate students in Foreign Language French while pursuing their graduation in just six months. Students of F.Y.B.BA. were encouraged to attend this course along with their regular course. A total **25 students** have registered in this course. The College has hired a professional instructor **Dr. Mangala Herkal** to carry out theory and practical sessions. The theory and practical sessions were conducted from **10/12/2019 to 24/01/2020**. Maharashtra State Board of Vocational Education Examination has conducted the theory and practical examinations during the last week of January 2020. **Out of 25 registered students, 20 students have appeared the examination and 10 students**

**have passes the examination successfully.** They also received certificates from Maharashtra State Board of Vocational Education Examination. The students have acquired necessary skills during this training and they are now able to

- To be able to understand the basic sentence patterns of French and German.
- To read, write speak understand the natives and be able to interact with them.
- To be able to converse confidently in French and German for their daily and business requirements



Dr. Mangala Helkar French instructor guiding practically to FYBBA students “How to speak French Language”



Dr. Mangala Herkal French instructor guiding Students importance and Use of French Language



French Language Instructor Dr. Managala Herkal guiding students through Practical session



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)

## ACTIVITY REPORT

(2019 - 2020)

### I. Basic Details:

Name of The Activity: Maharashtra State Board of Vocational Examination ,Mumbai (MSBVE'S)			
<b><u>Six Month Certificate Course in Foreign Language (German)</u></b>			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
1 <sup>st</sup> July 2019 to 31 <sup>st</sup> Dec 2019	Arts, Science & Commerce	Arts, Science & Commerce	Ms.Deepika kininge 9405555695
Time	Venue	Activity for class/ group student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
10 am - 11 am	M-3 Class  PIMSE BUILDING	25	Extracurricular

### II. Brief Information about the Activity (Criterion no - ):

Topic/ Subject of the activity	Certificate Course in Foreign Language (German)
Objective for conducting the activity	<ul style="list-style-type: none"><li>➤ To be able to understand the basic sentence patterns of German.</li><li>➤ To read, write speak understand the natives and be able to interact with them.</li><li>➤ To be able to converse confidently in German for their daily and business requirements.</li></ul>
Methodology	Theory and Practical
Outcome	This course helps to know the career opportunities and degree option for foreign language in German Language learners. This course enhances vocabulary, pronunciation & intonation of languages also it interacts to foreign language learners, instructors who share their experience to make their fruitful career in





Y & M Anjuman Khairul Islam's

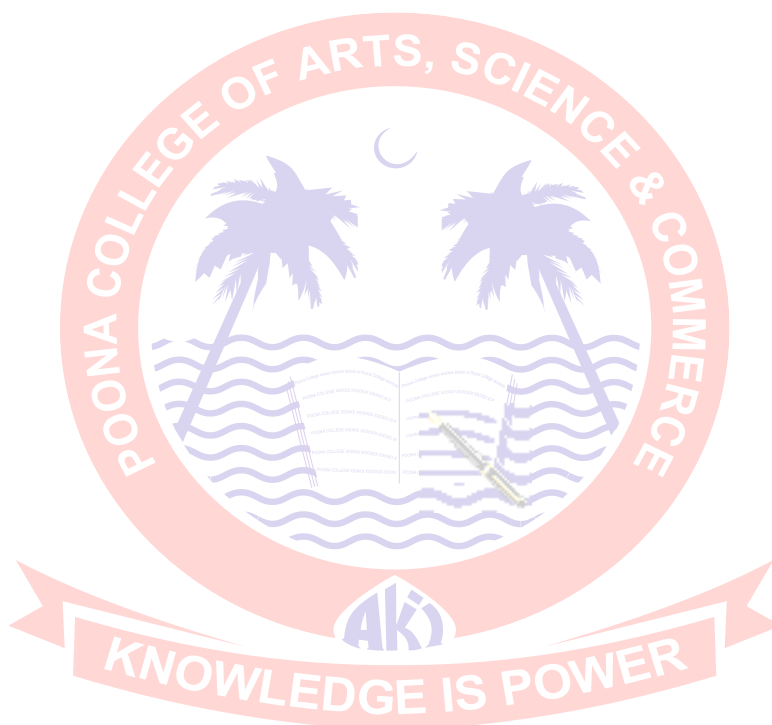
# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)

	future.
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**III. Proofs attached: letters/ student list of participation/ certificate/  
document/photos/ any other**

<b>1. Notice</b>	<b>2. Report</b>	<b>3. Attendance</b>
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**AKI'S POONA COLLEGE OF ARTS SCIENCE & COMMERCE**  
**AKI's Vocational Training Centre**  
**CERTIFICATE COURSE IN GERMAN LANGUAGE**  
REGISTERD STUDENT LIST  
YEAR 2019-20

**Institute Code-7630(PMSBV 07630T)**

**Course Code-403102**

SR.NO	NAME OF THE STUDENT	CLASS	CONTACT	GENDER
1	AYESHA SAMEER VORA	SYBBA	8828462851	FEMALE
2	TEJAL DILIP MAHAKIK	SYBBA	7066283142	FEMALE
3	MANIYAR NEHAL	SYBBA	7030858528	MALE
4	ROSHNI SHAIKH	SYBBA	7798303041	FEMALE
5	NAMDEV NIRAJ	FYBBA	8830547415	MALE
6	RUTIK HARIDAS KODAG	FYBBA	8329998208	MALE
7	INAYAT SHAIKH NADEEM	FYBBA	9834781959	MALE
8	SAGRI SHIFA ARIF	FYBBA	8308066097	FEMALE
9	SADIYA SAJID SHAIKH	FYBBA	8698847086	FEMALE
10	RUPESH PAWAR	FYBBA	7083234712	MALE
11	RAHUL CHOUDHARY	FYBBA	8805799380	MALE
12	KHAN MOHD UMAR	FYBBA	9657746571	MALE
13	TAUFIQ KHAN	FYBBA	8308049024	MALE
14	FAIZAL NIZAM SHAIKH	FYBBA	9767905375	MALE
15	AQUIB ASHFAQ HURZUK	FYBBA	9168503411	MALE
16	SHAIKH MOHAMMED ALABRAR	SYBBA	8446667588	MALE
17	PATEL SHAZIA ISAK	SYBBA	8999226049	FEMALE
18	SHAIKH NOORJAHAN ASIF	SYBBA	9309960479	FEMALE
19	HAFIZ SAYYED	SYBBA	7335040934	MALE
20	SANA HUSSAIN SHAIKH	SYBBA	9325648663	FEMALE
21	SAYED SAIMA IRFAN	SYBBA	9665013328	FEMALE
22	JANHAVI KALKUNDRIKA	SYBBA	9637928866	FEMALE
23	HAUSA KAUN AIN FATIMA	SYBBA	9049406781	FEMALE
24	AZALIM. P.SHIMRAY	SYBBA	9604237224	FEMALE
25	PRATHAMESH CHAVAN	SYBBA	9545652877	MALE

Coordinator  
DEEPIKA KININGE

महाराष्ट्र राज्य व्यवसाय शिक्षण परीक्षा मंडळ  
संलग्नीत व्यवसाय प्रशिक्षण संस्थांना  
(Vocational Training Center-VTC)  
नुतनीकरण मान्यता(LOR) व विद्यार्थी प्रवेश  
करण्यासाठी तात्पुरती मान्यता पत्र (LOSA)  
प्रदान करणे बाबत

**महाराष्ट्र शासन**

कौशल्य विकास व उद्योजकता विभाग, मुंबई  
महाराष्ट्र राज्य व्यवसाय शिक्षण परीक्षा मंडळ  
संलग्नता आदेश क्रमांक: MSBVE/VTC- 2020/ 27521PMSBV19074  
शासकीय तंत्र निकेतन इमारत, ४९ खेरवडी, वांद्रे(पूर्व), मुंबई- ४०००५१  
दिनांक: 07-10-2019  
नुतनीकरण मान्यता(फक्त नुतनीकरणकरिता अर्ज केलेल्यांसाठी )  
(Letter Of Renewal)

व

विद्यार्थी प्रवेश करण्यासाठी मान्यता पत्र  
(Letter OF Permission for Temporary Students Admission)  
(LETTER OF ACCEPTANCE)

**YATEEMKHANA AND MADRASA ANJUMAN KHAIRUL ISLAM NAGPADA MUMBAI** या नोंदणीकृत संस्थेमार्फत **AKIS VOCATIONAL TRAINING CENTRE PUNE , Y AND M AKIS POONA COLLEGE OF ARTS SCIENCE AND COMMERCE K B HITULLAH ROAD CAMP PUNE 411001, HAVELI, HAVELI, PUNE, MAHARASHTRA-411001** या नावाने व्यवसाय प्रशिक्षण संस्था (VOCATIONAL TRAINING CENTER-VTC) स्थापन करण्यासाठी परिषदेच्या संकेतस्थळावर ऑनलाइन अर्ज क्रमांक **PMSBV07630T** अन्वये अर्ज सादर केला होता. सदर अर्जात नमूद माहिती दिलेली होती पत्र व प्रत्यक्ष निरीक्षण अहवालाच्या आधारे संस्थेला खालील व्यवसाय अभ्यासक्रमात व्यवसाय प्रशिक्षण संस्था सुरु करण्यासाठी खालील अटी व शर्तीच्या पूर्ततेच्या अधीन राहून \*१) नवीन अभ्यासक्रम सुरु करणे, २) तुकडी सुरु करणे ३) जुन्या संस्थेत नवीन अभ्यासक्रम सुरु करणे व ४) नुतनीकरण करणे या करिता अर्जदार मान्यताप्राप्त संस्थांना विद्यार्थी प्रवेश करण्यासाठी मान्यता पत्र निर्गमित करण्यात येत आहे. १), २), ३) करिता संकेतांक क्रमांक **PMSBV07630T** नुसार आपणास LOA प्रदान करण्यात आला आहे. (\* ज्या करिता अर्ज केला आहे.)

अ.क्र.	संस्था नोंदणी क्रमांक	गट	अभ्यासक्रमाचे नाव	अभ्यासक्रम कोड	तुकडी संख्या	शैक्षणिक वर्ष (New Proposed Units)	शैक्षणिक वर्ष (Already Affiliated Units)
1	MSBVE	COMPUTER	DESK TOP PUBLISHING	101102	1(1+0)	2019 - 2020	
2	MSBVE	ELECTRICAL	ELECTRICAL WIREMAN	302102	1(1+0)	2019 - 2020	
3	MSBVE	MECHANICAL	AIR CONDITIONING & REFRIGERATION MECHANIC	303104	1(1+0)	2019 - 2020	
4	MSBVE	LANGUAGE	FRENCH LANGUAGE	403101	1(1+0)	2019 - 2020	
5	MSBVE	LANGUAGE	GERMAN LANGUAGE	403102	1(1+0)	2019 - 2020	
6	MSBVE	TRAVEL AND TOURISM	TRAVEL AND TOURISM	414104	1(1+0)	2019 - 2020	

सदरचे संस्थांना प्रदान करण्यात आलेले **LOSA** हे त्यांना **LOA** मधील प्रमाणपत्राच्या/ अभिलेखाच्या त्रुटीची पूर्तता करण्याचे अधिन राहून देण्यात येत आहे.

सदरचे पूर्तता न केल्यास संस्थांनी केलेल्या प्रवेशास मान्यता जिल्हा व्यवसाय शिक्षण व प्रशिक्षण अधिकारी यांचेद्वारे प्रदान करण्यात येणार नाही व सदरचे प्रवेश हे महाराष्ट्र अधिनियम 20, 2013 अन्वये दंडात्मक कार्यवाहीस पात्र ठरतील याची जाणिव करून देण्यात येत आहे.

- अभ्यासक्रम राबविणाऱ्या संस्थांना शासन, संचालनालय, मंडळ कार्यालय/संचालनालयाच्या अधिपत्याखालील संबंधित कार्यालयांकडून कडून वेळोवेळी निर्गमित होणाऱ्या आदेशाचे पालन करणे बंधनकारक राहील.

२. संस्थेतील अभ्यासक्रमांना कायमस्वरूपी विना अनुदान तत्वावर तात्पुरती मान्यता दिली असल्याने भविष्यात कोणताही प्रकारचे अनुदान अथवा सहाय्यक अनुदान देण्यात येणार नाही.
३. संस्थेला मंडळाने मंजूर केलेल्या अभ्यासक्रमाच्या एका तुकडीसाठी २५ विद्यार्थी प्रवेश क्षमता आहे. संबंधित अभ्यासक्रमासाठी विहीत केलेल्या शैक्षणिक अहर्तेनुसार मंजूर प्रवेश क्षमतेत विद्यार्थी प्रवेश करणे, अभ्यासक्रमासाठी आवश्यक ती साधनसामुग्री उपलब्ध करून त्या अभ्यासक्रमासाठी दिलेल्या शैक्षणिक अहर्तेचा शिक्षक व शिक्षकेतर कर्मचारी ची नेमणूक करण्याची जबाबदारी संस्थेची राहिल
४. MSBVE अभ्यासक्रमांना कायमस्वरूपी विना अनुदान तत्वावर तात्पुरती मान्यता देण्यात आल्यामुळे या अभ्यासक्रमासाठी संस्थेने नियुक्त केलेल्या सर्व कर्मचारी वर्गाची सेवा/वेतन व तद्अनुषंगिक बाबींची जबाबदारी सर्वस्वी संस्थेची राहिल. व याबाबत शासन व शासन अधिपत्याखालील कोणत्याही कार्यालयाची कोणतीही जबाबदारी राहणार नाही.
५. भविष्यात कालानुरूप अभ्यासक्रमात मंडळाने बदल केल्यास त्याप्रमाणे अभ्यासक्रम राबविणे संस्थेवर बंधनकारक राहिल.
६. शैक्षणिक गुणवत्ता वाढीसाठी उपलब्ध अटी व शर्ती मध्ये किंवा नवीन अटी व शर्ती अंतर्भूत करण्याचे अधिकार मंडळाचे राहतील .
७. अभ्यासक्रमाच्या मंजूर तुकड्यांमधील प्रवेशाकरिता गुणानुक्रमाने प्रवेश शासनाने वेळोवेळी निर्गमित केलेल्या सामाजिक समांतर आरक्षण व इतर नियमांचे पालन संस्थेने करणे बंधनकारक राहिल.
८. सदरची मान्यता हि शैक्षणिक वर्ष २०१९-२० करिता तात्पुरती स्वरूपाची असून शैक्षणिक वर्ष २०२०-२१ मध्ये सदर अभ्यासक्रम व तुकडी सुरु ठेवण्यासाठी ऑनलाईन पद्धतीने प्रक्रिया शुल्कासह नुतनीकरण मान्यतेसाठी अर्ज समाविष्ट करणे बंधनकारक राहणार आहे. नुतनीकरण मान्यताप्राप्त संस्थांनाच ऑनलाईन पद्धतीने विद्यार्थी प्रवेश मान्यता देण्यात येईल. मान्यता शिवाय विद्यार्थी प्रवेश केल्यास त्याची जबाबदारी संबंधित संस्थेची राहिल. मंडळ कार्यालय त्यास जबाबदार राहणार नाही.
९. तात्पुरता मान्यतेचे सलग ३ वर्षे पूर्ण झाल्यानंतर संबंधित संस्था कायमस्वरूपी मान्यतेसाठी (स्थायी संलग्नता) online अर्ज करू शकतात. जो पर्यंत कायमस्वरूपी स्थायी संलग्नता मान्यता मिळणार नाही तो पर्यंत दरवर्षी सलगपणे नुतनीकरण करणे बंधनकारक राहिल.
१०. प्रवेशित विद्यार्थ्यांचे अभ्यासक्रमानुसार मंडळाच्या सिलॅबसप्रमाणे ६ महिने , १ वर्ष व २ वर्ष कालावधीच्या अभ्यासक्रमासाठी अनुक्रमे किमान १२० दिवस, २०० दिवस, व ४०० दिवस प्रशिक्षण होणे आवश्यक आहे.
११. संस्थेला ज्या जागेत अभ्यासक्रम चालविण्यासाठी मान्यता दिली आहे त्यामध्ये मंडळाच्या परवानगी शिवाय बदल केल्यास दिलेली मान्यता रद्द करण्यात येईल.
१२. नुतनीकरण मान्यता प्राप्त करण्यासाठी सलग ३ वर्षांचे प्रवेश व निकाल टक्केवारी मानकाप्रमाणे असणे आवश्यक आहे. १३. मान्यता प्राप्त संस्थेने प्रवेशित विद्यार्थ्यांची नोंदणी विहीत मुदतीत त्याच्या शुल्कासह ऑनलाईन पद्धतीने करणे आवश्यक आहे. अन्यथा विद्यार्थ्यांना परीक्षेस बसण्याची परवानगी मिळणार नाही.
१४. LOA निर्गमित केलेल्या संस्थेस अनामत रक्कम २ दिवसात ऑनलाईन पद्धतीने अथवा बँक गॅरंटी स्वरूपात जमा करणे बंधनकारक आहे. अनामत रक्कम जमा न करणाऱ्या संस्थांना २०१९-२० या वर्षी विद्यार्थी प्रवेश करण्यासाठी व परीक्षेस बसण्याची परवानगी मिळणार नाही त्यास मंडळ कार्यालय जबाबदार राहणार नाही.
१५. मंडळाच्या नियमावली मधील अटींचा व शर्तींचा भंग झाल्यास संस्थांतील अभ्यासक्रमाची मान्यता रद्द होईल.
१६. विद्यार्थी प्रवेश करण्यासाठी प्रथम मान्यता मिळाल्यानंतर पहिल्या २ वर्षांच्या आत विद्यार्थी प्रवेश करणे आवश्यक आहे. अन्यथा नुतनीकरण मान्यता मिळणार नाही याची नोंद घ्यावी.
१७. MSBVE च्या परवानगी शिवाय विद्यार्थी प्रवेश तसेच मान्यतेपेक्षा जास्त प्रवेशकेल्यास सदर प्रवेश नियमबाह्य समजण्यात येवून अशा संस्थां महाराष्ट्र अधिनियम क्रमांक. २० दि. २१, ऑगस्ट २०१३ च्या अधिनियमानुसार दंड व शिक्षेस पात्र राहतील याची नोंद घ्यावी.
१८. यापुढेही ONLINE मान्यता प्रक्रिया निरंतर चालू राहणार आहे. सदर प्रक्रियेत ३० जून पर्यंत सर्व मान्यता प्रक्रिया पूर्ण झालेल्या संस्थांना सहामाही व एक/दोन वर्षांच्या अभ्यासक्रमासाठी त्याच शैक्षणिक वर्षाच्या जुलै महिन्यात विद्यार्थी प्रवेश मान्यता देण्यात येईल. त्यानंतर म्हणजेच ३० जून नंतर सप्टेंबर अखेर पर्यंत सर्व मान्यता प्रक्रिया पूर्ण झालेल्या संस्थांना सहामाहीकरीता त्याच शैक्षणिक वर्षाच्या जानेवारी महिन्यात तसेच एक/दोन वर्षांच्या अभ्यासक्रमासाठी पुढील शैक्षणिक वर्षात विद्यार्थी प्रवेश मान्यता देण्यात येईल.
१९. नुतनीकरण मान्यता मिळणेकरिता अर्ज केलेल्या संस्थांना या सदरच्या विद्यार्थी प्रवेश आदेशासह नुतनीकरण मान्यता शैक्षणिक वर्ष २०१९-२० करिता प्रदान करण्यात येत आहे.
२०. विद्यार्थी प्रवेश / परीक्षावेळापत्रक व इतर आवश्यक माहिती मंडळाच्या [www.msbe.gov.in](http://www.msbe.gov.in) या संकेतस्थळावर उपलब्ध असेल. तसेच जिल्हा व्यवसाय शिक्षण व प्रशिक्षण अधिकारी कार्यालयाकडून संबंधित माहिती उपलब्ध करण्यात येईल.

सदर विद्यार्थी प्रवेश करण्यासाठी मान्यता पत्र संगणक प्रणाली द्वारे निर्गमित करण्यात येत असून त्याचा संकेतांक क्रमांक **1798417056**

सही / -

सचिव,  
महाराष्ट्र राज्य, व्यवसाय शिक्षण परीक्षा मंडळ,  
वांद्रे (पूर्व), मुंबई - ४०००५१.

शैक्षणिक वर्ष २०१९-२० करिता विद्यार्थी प्रवेश करण्यासाठी मान्यता पत्र (Letter OF Permission for Temporary Students Admission )/ नुतनीकरण मान्यतापत्र (फक्त नुतनीकरणकरिता अर्ज केलेल्यांसाठी) संगणक प्रणालीद्वारे निर्गमित करण्यात येत असून त्याचा संकेतांक क्रमांक **27521PMSBV19074** आहे म्हणून स्वाक्षरीची आवश्यकता नाही.



**MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION,  
MUMBAI -51**

1	Name of Syllabus	<b>C. C. In German Languages (403102)</b>																																															
2	Max.Nos of Student	25 Students																																															
3	Duration	6 Month																																															
4	Type	Part Time																																															
5	Nos Of Days / Week	6 Days																																															
6	Nos Of Hours /Days	4 Hrs																																															
7	Space Required	Practical Lab = 300 Sq feet Class Room = 200 Sq feet TOTAL = 500 Sq feet																																															
8	Entry Qualification	S.S.C.PASS																																															
9	Objective Of Syllabus/ introduction	<ul style="list-style-type: none"><li>To speak and understand in German using a more sophisticated vocabulary and grammatical structures.</li></ul>																																															
10	Employment Opportunity	This course certainly enhance the qualification of the student and he/she will have better prospects.																																															
11	Teacher’s Qualification	Graduate / Post Graduation in the concerned language.																																															
12	Training System	<table><tr><th colspan="3">Training System Per Week</th></tr><tr><td>Theory</td><td>Practical</td><td>Total</td></tr><tr><td>6 Hours</td><td>18 Hours</td><td>24 Hours</td></tr></table>						Training System Per Week			Theory	Practical	Total	6 Hours	18 Hours	24 Hours																																	
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Theory	Practical	Total																																															
6 Hours	18 Hours	24 Hours																																															
13	Exam. System	<table><tr><th>Sr. No.</th><th>Paper Code</th><th>Name of Subject</th><th>TH/PR</th><th>Hours</th><th>Max. Marks</th><th>Min. Marks</th></tr><tr><td>1</td><td>40310211</td><td>German Foundation and Basic</td><td>TH-I</td><td>3 hrs</td><td>100</td><td>35</td></tr><tr><td>2</td><td>40310212</td><td>Communication (German)</td><td>TH-II</td><td>3 hrs</td><td>100</td><td>35</td></tr><tr><td>3</td><td>40310221</td><td>German Conversation Reading</td><td>PR-I</td><td>3 hrs</td><td>100</td><td>50</td></tr><tr><td>4</td><td>40310222</td><td>Dictation, Speaking</td><td>PR-II</td><td>3 hrs</td><td>100</td><td>50</td></tr><tr><td></td><td></td><td>Total</td><td></td><td></td><td>400</td><td>170</td></tr></table>						Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks	1	40310211	German Foundation and Basic	TH-I	3 hrs	100	35	2	40310212	Communication (German)	TH-II	3 hrs	100	35	3	40310221	German Conversation Reading	PR-I	3 hrs	100	50	4	40310222	Dictation, Speaking	PR-II	3 hrs	100	50			Total			400	170
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		Total			400	170																																											

# Maharashtra State Board Of Vocational Examinations, Mumbai

## RESULT SHEET FOR THE EXAMINATION HELD IN January 2020

**District 12 PUNE**

Institute : 120664 AKIS VOCATIONAL TRAINING CENTER PUNE

Course : 403102 GERMAN LANGUAGE

310211 310212 310221 310222

100 100 100 100

35 35 50 50

Seat No	Enrollment No	Name	Total+Con/Out Of	Result
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2001120964	1971200963	NAMDEV NIRAJ OMPRAKASH नामदेव निरज ओमप्रकाश	35 /	400 FAIL
35	*AB *AB	*AB		
2001120965	1971200964	KODAG RUTIK HARIDAS कोडग रुतिक हरिदास	/	400 FAIL
*AB	*AB *AB	*AB		
2001120966	1971200965	SHAIKH INAYAT NADEEM शेख इनायत नदिम	/	400 FAIL
*AB	*AB *AB	*AB		
2001120967	1971200966	SAGRI SHIFA ARIF सगरी शिफा आरीफ	73 /	400 FAIL
19 *	54 *AB	*AB		
2001120968	1971200967	SHAIKH SADIYA SAJID शेख सादीया साजीद	222 /	400 FAIL
26 *	42 74	80		
2001120969	1971200968	HURZUK AQIB ASHFAQUE हुरजुक आकीब अशफाक	197 /	400 FAIL
24 *	19 * 66	88		

Result Date : 7 July 2020

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**SECRETARY**  
(K.D.Shinde)

# Maharashtra State Board Of Vocational Examinations, Mumbai

## RESULT SHEET FOR THE EXAMINATION HELD IN January 2020

**District 12 PUNE**

Institute : 120664 AKIS VOCATIONAL TRAINING CENTER PUNE

Course : 403102 GERMAN LANGUAGE

310211 310212 310221 310222


100 100 100 100

35 35 50 50

Seat No	Enrollment No	Name	Total+Con/Out Of	Result
2001120970	1971200969	PAWAR RUPESH BAPU पवार रूपेश बापु	8 /	400 FAIL
8 *	*AB	*AB		
2001120971	1971200970	CHOUDHARY RAHUL RAJENDRA चौधरी राहुल राजेंद्र	263 /	400 FIRST CLASS
35	64	77		
2001120972	1971200971	KHAN MOHAMMED UMAIR DAWOOD खान मोहंमद उमेर दाऊद	284 /	400 FIRST CLASS
42	64	83		
2001120973	1971200972	SHAIKH SABIHA HASSAN शेख सबीहा हसन	264 /	400 FIRST CLASS
41	53	75		
2001120974	1971200973	KAKTIKAR MUSHARRAF FIROZ काकटीकर मुशर्रफ फिरोज	154 /	400 FAIL
*00	15 *	68		
2001120975	1971200974	CHOUDHARY SHAYAN IZHAR चौधरी शयान इजहार	83 /	400 FAIL
11 *	12 *	60		

Result Date : 7 July 2020

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**SECRETARY**  
(K.D. Shinde)

**RESULT SHEET FOR THE EXAMINATION HELD IN January 2020**

**District 12 PUNE**

Institute : 120664 AKIS VOCATIONAL TRAINING CENTER PUNE

Course : 403102 GERMAN LANGUAGE

310211 310212 310221 310222

100 100 100 100

35 35 50 50

Seat No	Enrollment No	Name	Total+Con/Out Of	Result
2001120976	1971200975	MUNSHI ABDULBASIT ABDULMANNAN मुंशी अब्दुलबासीत अब्दुलमन्नान	/	400 FAIL
*AB	*AB	*AB		
2001120977	1971200976	SEN AMIT JAGDISH सेन अमित जगदीश	86 /	400 FAIL
*AB	14 *	72 *AB		
2001120978	1971200977	SAYYED AIMAN RAZZAK सय्यद ऐमन रज्जाक	226 /	400 FAIL
24 *	43	75 84		
2001120979	1971200978	HARGE KAMRAN KHALID हरगे कामरान खालीद	214 /	400 FAIL
25 *	48	57 84		
2001120980	1971200979	NAIKWADI OSAMA ALTAF नाईकवडी ओसामा अल्ताफ	226 /	400 FAIL
21 *	47	74 84		
2001120981	1971200980	SHAIKH DANISH GHOUSE शेख दानिश गौस	/	400 FAIL
*AB	*AB	*AB		

Result Date : 7 July 2020

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**SECRETARY**  
**(K.D.Shinde)**

**RESULT SHEET FOR THE EXAMINATION HELD IN January 2020**

**District 12 PUNE**

Institute : 120664 AKIS VOCATIONAL TRAINING CENTER PUNE

Course : 403102 GERMAN LANGUAGE

310211 310212 310221 310222


100 100 100 100

35 35 50 50

Seat No	Enrollment No	Name	Total+Con/Out Of	Result
2001120982	1971200981	SHAIKH HAMZA ABID शेख हमजा आबीद	283 /	400 FIRST CLASS
35	59	95 94		
2001120983	1971200982	SHAIKH AFFAN JAWED शेख अफफान जावेद	30 /	400 FAIL
30 *	*AB	*AB *AB		
2001120984	1971200983	LAZAR SAAHIL SUNIL लजर साहिल सुनिल	225 /	400 FAIL
25 *	51	62 87		
2001120985	1971200984	WAGHMARE NIKHIL MAHESH वाघमारे निखील महेश	/	400 FAIL
*AB	*AB	*AB *AB		
2001120986	1971200985	KAZI SUFIYAN ISHTTYAK ALI काझी सुफियान इश्तियाक अली	/	400 FAIL
*AB	*AB	*AB *AB		
2001120987	1971200986	KHAN SUFIYAN YUNUS खान सुफियान युनुस	169 /	400 FAIL
14 *	14 *	63 78		

Result Date : 7 July 2020

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**SECRETARY**  
(K.D.Shinde)



RESULT SHEET FOR THE EXAMINATION HELD IN January 2020

District 12 PUNE

Institute : 120664 AKIS VOCATIONAL TRAINING CENTER PUNE

Course : 403102 GERMAN LANGUAGE

310211 310212 310221 310222

100 100 100 100

35 35 50 50

Seat No	Enrollment No	Name	Total+Con/Out Of	Result
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2001120988	1971200987	KHAN AFTAB AMJAD	188 / 400	FAIL
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खान आफ ताब अमजद

18 *	16 *	68	86
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Result Date : 7 July 2020

  
SECRETARY  
(K.D.Shinde)



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)

## Certificate Course in German Language

Offered by: **Maharashtra State Board of Skill Development Examination, Mumbai-400051**

Course Code : **403101**

Duration of the Course : **Six Months**

Mode of the Course : **Offline Part-time course**

Frequency of the Course: **Offered twice every year**

Eligibility of the Course: **Standard Eighth Passed**

Centre offering this Course : **AKI's Vocational Training Centre, Pune (Inst.Code 07630T)**

Conduct of the Course : **Department of BBA**

Number of days per week : **6 days**

Number of hours per day : **4 hour/day**

Course Instructor: **Ms. Shweta Shah**

Course Coordinator: **Mrs. Deepika Kininge**

### Report

Germany is the country that amazes the planet with innovations in automation, cars, and other technologies. The German Language has led to dive deep into the ocean of knowledge i.e. there are classics of literature, music, philosophy and social writing by great German believers. Europe becoming an exporter and biggest economy has increased the value of this vocabulary even more from a business perspective. One way to get into this world is through language.

It provides students and company aspirants with professional training in German language.. German Language through various actions and interaction. It helps students grasp the Language in a way that is better and to comprehend the core concepts. **German language** will provide students an opportunity for global certification in the German Language, which will be enhancing their career aspect. After completing this level students will not only learn the activities but gain insight on different aspects of the language like the **grammar, forming sentences, understanding conversations (even of the native speakers), develop your listening skills**, and further improve their ability to speak the language fluently. This course helps students in getting the leaders in the market by giving quality **German language training** where each individual has exceptional and transformative learning and living experience.

### Course Objectives-

After successful completion of this course, students must be able to Demonstrate advanced proficiency in spoken and written German.

1. Demonstrate the ability to read critically, interpret analytically, speak persuasively, and write coherently about visual and literary texts produced in the German-speaking world.
2. Demonstrate familiarity with methodological approaches in the study of literary and cultural texts, such as close reading, socio-historical contextualization, and literary and cultural theory.
3. Demonstrate knowledge of literary and cultural traditions, such as major movements, writers, and works of the German-speaking world, focusing on at least one and ideally multiple traditions: European, African, Caribbean, Asian, North American, and other Francophone cultures.
4. Demonstrate the skills necessary for scholarly research and writing in German language

Keeping this in mind the Department of BBA has decided to offer certificate course in German Language in collaboration with Maharashtra State Board of Vocational Education Examination. This course attempts to train undergraduate students in German Language while pursuing their graduation in just six months. Students of F.Y.B.B.A are encouraged to attend this course along with their regular course. A total **25 students** had registered in this course. The College had hired a professional instructor **Ms. Shweta Shah** to carry out theory and practical sessions. The theory and practical sessions were conducted from **10/12/2019 to 24/01/2020**. Maharashtra State Board of Vocational Education Examination has conducted the theory and practical examinations during the last week of January 2020. **Out of 25 registered students, 20 students have appeared the examination and all 15 students have passed the examination successfully.** They also received certificates from Maharashtra State Board of Vocational Education Examination.



German Language instructor Ms. Shweta Shah discussing with FYBBA students on the topic importance and careers in German language



German Language instructor Ms.Shweta Shah showing practically how to write and speak in German Language.

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**ACTIVITY REPORT**  
**(2019 - 2020)**

**I. Basic Details:**

Name of The Activity: Travel and Tourism			
Date	Faculty	Department/ Committee	Coordinator Name & Phone no.
1 <sup>st</sup> July 2019 to 31 <sup>st</sup> Dec 2019	Arts, Science & Commerce	Arts, Science & Commerce	Mr. Moeen M. Ali Sayyed 7378661896
Time	Venue	Activity for class/ group student number	Nature: Academic/co- curricular / extracurricular/ Environmental/ social/ other
10 am – 11 am	M4, PIMSE Building	25	Extracurricular

**II. Brief Information about the Activity (Criterion no - )::**

Topic/ Subject of the activity	Travel and Tourism
Objective for conducting the activity	To understand the importance of preplanning a tour package, terms of audience, purpose, timeline, budget, choices and taste of prospective travelers / clients for Travel within India and abroad.. To develop specific skills, competencies and points of view needed by professionals who provide Travel and Tourism facilities and services
Methodology	Practical
Outcome	Students have developed skills which include - expertise in the use of the Maps and organize various Holiday Packages for First Time as well as recurring Travellers.

**III. Proofs attached: letters/ student list of participation/ certificate/  
document/photos/ any other**

1. Notice	2. Report	3. Attendance
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**AKI'S**  
**Poona College of Arts, Science and Commerce, Camp, Pune**

**AKI's Vocational Training Centre**

**List of Students for Certificate Course in Travel and Tourism**

Institute Code: **7630(PMSBV 07630T)**

Course Code: **414104**

Sr.No	Name	Mobile Number	Class	Gender
1	Hassan Akil Shaikh	8806150340	SYBCOM	Male
2	Sahiba Shaikh	7066682201	SYBCOM	Female
3	Khatija iqbal khan	9657464167	FYBCOM	Female
4	SHAIKH FAHIM AKHTAR	8830780204	FYBCOM	Male
5	Abdulrehman	9075471083	FYBCOM	Male
6	AMAAN SHAIKH	9028647186	FYBCOM	Male
7	Numira Tajuddin Kazi	7721952889	SYBCOM	Female
8	Abrar Ahmed Siddique	8605717141	SYBCOM	Male
9	Tavkeer hameed shaikh	8407979782	SYBCOM	Male
10	shaikh alfiya sheru	9359408185	SYBCOM	Female
11	Ayesha ashpak shaikh	7249307897	SYBCOM	Female
12	Jamage zariyab Ismail	9552707557	SYBCOM	Female
13	shaikh shama papa	8530837141	FYBCOM	Female
<b>14</b>	Shaikh Alfiya Imtiyaz	7972014375	SYBCOM	<b>Female</b>
15	Shahadat Ayub Ansari	7263935272	FYBCOM	Male
16	Ansari Shifa	9923223955	SYBCOM	<b>Female</b>
17	Khan Mohd Irfan Iqbal Ammed	8830300154	FYBCOM	<b>Male</b>
18	Shaikh Roza Maqdoom	8329061626	SYBCOM	Female
19	Mujawar Muskan Ibrahim	7888149722	SYBCOM	Female
20	Shaikh Nikat Rafik	7887461538	SYBCOM	<b>Female</b>
21	Roshni shaikh	7798303041	SYBBA	Female
22	Nihal Maniyar	7030858528	SYBBA	Male
23	Ayesha sameer Vohra	8828462851	SYBBA	Female
24	Shaikh Md Al abrar aghajan	8446667588	SYBBA	Male
25	Tejal dilip Mahadik	7066283142	SYBBA	Female



महाराष्ट्र राज्य व्यवसाय शिक्षण परीक्षा मंडळ  
संलग्नीत व्यवसाय प्रशिक्षण संस्थांना  
(Vocational Training Center-VTC)  
नुतनीकरण मान्यता(LOR) व विद्यार्थी प्रवेश  
करण्यासाठी तात्पुरती मान्यता पत्र (LOSA)  
प्रदान करणे बाबत

**महाराष्ट्र शासन**

कौशल्य विकास व उद्योजकता विभाग, मुंबई  
महाराष्ट्र राज्य व्यवसाय शिक्षण परीक्षा मंडळ  
संलग्नता आदेश क्रमांक: MSBVE/VTC- 2020/ 27521PMSBV19074  
शासकीय तंत्र निकेतन इमारत, ४९ खेरवडी, वांद्रे(पूर्व), मुंबई- ४०००५१  
दिनांक: 07-10-2019  
नुतनीकरण मान्यता(फक्त नुतनीकरणकरिता अर्ज केलेल्यांसाठी )  
(Letter Of Renewal)

व

विद्यार्थी प्रवेश करण्यासाठी मान्यता पत्र  
(Letter OF Permission for Temporary Students Admission)  
(LETTER OF ACCEPTANCE)

**YATEEMKHANA AND MADRASA ANJUMAN KHAIRUL ISLAM NAGPADA MUMBAI** या नोंदणीकृत संस्थेमार्फत **AKIS VOCATIONAL TRAINING CENTRE PUNE , Y AND M AKIS POONA COLLEGE OF ARTS SCIENCE AND COMMERCE K B HITULLAH ROAD CAMP PUNE 411001, HAVELI, HAVELI, PUNE, MAHARASHTRA-411001** या नावाने व्यवसाय प्रशिक्षण संस्था (VOCATIONAL TRAINING CENTER-VTC) स्थापन करण्यासाठी परिषदेच्या संकेतस्थळावर ऑनलाइन अर्ज क्रमांक **PMSBV07630T** अन्वये अर्ज सादर केला होता. सदर अर्जात नमूद माहिती दिलेली होती पत्र व प्रत्यक्ष निरीक्षण अहवालाच्या आधारे संस्थेला खालील व्यवसाय अभ्यासक्रमात व्यवसाय प्रशिक्षण संस्था सुरु करण्यासाठी खालील अटी व शर्तीच्या पूर्ततेच्या अधीन राहून \*१) नवीन अभ्यासक्रम सुरु करणे, २) तुकडी सुरु करणे ३) जुन्या संस्थेत नवीन अभ्यासक्रम सुरु करणे व ४) नुतनीकरण करणे या करिता अर्जदार मान्यताप्राप्त संस्थांना विद्यार्थी प्रवेश करण्यासाठी मान्यता पत्र निर्गमित करण्यात येत आहे. १), २), ३) करिता संकेतांक क्रमांक **PMSBV07630T** नुसार आपणास LOA प्रदान करण्यात आला आहे. (\* ज्या करिता अर्ज केला आहे.)

अ.क्र.	संस्था नोंदणी क्रमांक	गट	अभ्यासक्रमाचे नाव	अभ्यासक्रम कोड	तुकडी संख्या	शैक्षणिक वर्ष (New Proposed Units)	शैक्षणिक वर्ष (Already Affiliated Units)
1	MSBVE	COMPUTER	DESK TOP PUBLISHING	101102	1(1+0)	2019 - 2020	
2	MSBVE	ELECTRICAL	ELECTRICAL WIREMAN	302102	1(1+0)	2019 - 2020	
3	MSBVE	MECHANICAL	AIR CONDITIONING & REFRIGERATION MECHANIC	303104	1(1+0)	2019 - 2020	
4	MSBVE	LANGUAGE	FRENCH LANGUAGE	403101	1(1+0)	2019 - 2020	
5	MSBVE	LANGUAGE	GERMAN LANGUAGE	403102	1(1+0)	2019 - 2020	
6	MSBVE	TRAVEL AND TOURISM	TRAVEL AND TOURISM	414104	1(1+0)	2019 - 2020	

सदरचे संस्थांना प्रदान करण्यात आलेले **LOSA** हे त्यांना **LOA** मधील प्रमाणपत्राच्या/ अभिलेखाच्या त्रुटीची पूर्तता करण्याचे अधिन राहून देण्यात येत आहे.

सदरचे पूर्तता न केल्यास संस्थांनी केलेल्या प्रवेशास मान्यता जिल्हा व्यवसाय शिक्षण व प्रशिक्षण अधिकारी यांचेद्वारे प्रदान करण्यात येणार नाही व सदरचे प्रवेश हे महाराष्ट्र अधिनियम 20, 2013 अन्वये दंडात्मक कार्यवाहीस पात्र ठरतील याची जाणिव करून देण्यात येत आहे.

- अभ्यासक्रम राबविणाऱ्या संस्थांना शासन, संचालनालय, मंडळ कार्यालय/संचालनालयाच्या अधिपत्याखालील संबंधित कार्यालयांकडून कडून वेळोवेळी निर्गमित होणाऱ्या आदेशाचे पालन करणे बंधनकारक राहील.

२. संस्थेतील अभ्यासक्रमांना कायमस्वरूपी विना अनुदान तत्वावर तात्पुरती मान्यता दिली असल्याने भविष्यात कोणताही प्रकारचे अनुदान अथवा सहाय्यक अनुदान देण्यात येणार नाही.
३. संस्थेला मंडळाने मंजूर केलेल्या अभ्यासक्रमाच्या एका तुकडीसाठी २५ विद्यार्थी प्रवेश क्षमता आहे. संबंधित अभ्यासक्रमासाठी विहीत केलेल्या शैक्षणिक अहर्तेनुसार मंजूर प्रवेश क्षमतेत विद्यार्थी प्रवेश करणे, अभ्यासक्रमासाठी आवश्यक ती साधनसामुग्री उपलब्ध करून त्या अभ्यासक्रमासाठी दिलेल्या शैक्षणिक अहर्तेचा शिक्षक व शिक्षकेतर कर्मचारी ची नेमणूक करण्याची जबाबदारी संस्थेची राहिल
४. MSBVE अभ्यासक्रमांना कायमस्वरूपी विना अनुदान तत्वावर तात्पुरती मान्यता देण्यात आल्यामुळे या अभ्यासक्रमासाठी संस्थेने नियुक्त केलेल्या सर्व कर्मचारी वर्गाची सेवा/वेतन व तद्अनुषंगिक बाबींची जबाबदारी सर्वस्वी संस्थेची राहिल. व याबाबत शासन व शासन अधिपत्याखालील कोणत्याही कार्यालयाची कोणतीही जबाबदारी राहणार नाही.
५. भविष्यात कालानुरूप अभ्यासक्रमात मंडळाने बदल केल्यास त्याप्रमाणे अभ्यासक्रम राबविणे संस्थेवर बंधनकारक राहिल.
६. शैक्षणिक गुणवत्ता वाढीसाठी उपलब्ध अटी व शर्ती मध्ये किंवा नवीन अटी व शर्ती अंतर्भूत करण्याचे अधिकार मंडळाचे राहतील .
७. अभ्यासक्रमाच्या मंजूर तुकड्यांमधील प्रवेशाकरिता गुणानुक्रमाने प्रवेश शासनाने वेळोवेळी निर्गमित केलेल्या सामाजिक समांतर आरक्षण व इतर नियमांचे पालन संस्थेने करणे बंधनकारक राहिल.
८. सदरची मान्यता हि शैक्षणिक वर्ष २०१९-२० करिता तात्पुरती स्वरूपाची असून शैक्षणिक वर्ष २०२०-२१ मध्ये सदर अभ्यासक्रम व तुकडी सुरु ठेवण्यासाठी ऑनलाईन पद्धतीने प्रक्रिया शुल्कासह नुतनीकरण मान्यतेसाठी अर्ज समाविष्ट करणे बंधनकारक राहणार आहे. नुतनीकरण मान्यताप्राप्त संस्थांनाच ऑनलाईन पद्धतीने विद्यार्थी प्रवेश मान्यता देण्यात येईल. मान्यता शिवाय विद्यार्थी प्रवेश केल्यास त्याची जबाबदारी संबंधित संस्थेची राहिल. मंडळ कार्यालय त्यास जबाबदार राहणार नाही.
९. तात्पुरता मान्यतेचे सलग ३ वर्षे पूर्ण झाल्यानंतर संबंधित संस्था कायमस्वरूपी मान्यतेसाठी (स्थायी संलग्नता) online अर्ज करू शकतात. जो पर्यंत कायमस्वरूपी स्थायी संलग्नता मान्यता मिळणार नाही तो पर्यंत दरवर्षी सलगपणे नुतनीकरण करणे बंधनकारक राहिल.
१०. प्रवेशित विद्यार्थ्यांचे अभ्यासक्रमानुसार मंडळाच्या सिलॅबसप्रमाणे ६ महिने , १ वर्ष व २ वर्ष कालावधीच्या अभ्यासक्रमासाठी अनुक्रमे किमान १२० दिवस, २०० दिवस, व ४०० दिवस प्रशिक्षण होणे आवश्यक आहे.
११. संस्थेला ज्या जागेत अभ्यासक्रम चालविण्यासाठी मान्यता दिली आहे त्यामध्ये मंडळाच्या परवानगी शिवाय बदल केल्यास दिलेली मान्यता रद्द करण्यात येईल.
१२. नुतनीकरण मान्यता प्राप्त करण्यासाठी सलग ३ वर्षांचे प्रवेश व निकाल टक्केवारी मानकाप्रमाणे असणे आवश्यक आहे. १३. मान्यता प्राप्त संस्थेने प्रवेशित विद्यार्थ्यांची नोंदणी विहीत मुदतीत त्याच्या शुल्कासह ऑनलाईन पद्धतीने करणे आवश्यक आहे. अन्यथा विद्यार्थ्यांना परीक्षेस बसण्याची परवानगी मिळणार नाही.
१४. LOA निर्गमित केलेल्या संस्थेस अनामत रक्कम २ दिवसात ऑनलाईन पद्धतीने अथवा बँक गॅरंटी स्वरूपात जमा करणे बंधनकारक आहे. अनामत रक्कम जमा न करणाऱ्या संस्थांना २०१९-२० या वर्षी विद्यार्थी प्रवेश करण्यासाठी व परीक्षेस बसण्याची परवानगी मिळणार नाही त्यास मंडळ कार्यालय जबाबदार राहणार नाही.
१५. मंडळाच्या नियमावली मधील अटींचा व शर्तींचा भंग झाल्यास संस्थांतील अभ्यासक्रमाची मान्यता रद्द होईल.
१६. विद्यार्थी प्रवेश करण्यासाठी प्रथम मान्यता मिळाल्यानंतर पहिल्या २ वर्षांच्या आत विद्यार्थी प्रवेश करणे आवश्यक आहे. अन्यथा नुतनीकरण मान्यता मिळणार नाही याची नोंद घ्यावी.
१७. MSBVE च्या परवानगी शिवाय विद्यार्थी प्रवेश तसेच मान्यतेपेक्षा जास्त प्रवेशकेल्यास सदर प्रवेश नियमबाह्य समजण्यात येवून अशा संस्थां महाराष्ट्र अधिनियम क्रमांक. २० दि. २१, ऑगस्ट २०१३ च्या अधिनियमानुसार दंड व शिक्षेस पात्र राहतील याची नोंद घ्यावी.
१८. यापुढेही ONLINE मान्यता प्रक्रिया निरंतर चालू राहणार आहे. सदर प्रक्रियेत ३० जून पर्यंत सर्व मान्यता प्रक्रिया पूर्ण झालेल्या संस्थांना सहामाही व एक/दोन वर्षांच्या अभ्यासक्रमासाठी त्याच शैक्षणिक वर्षाच्या जुलै महिन्यात विद्यार्थी प्रवेश मान्यता देण्यात येईल. त्यानंतर म्हणजेच ३० जून नंतर सप्टेंबर अखेर पर्यंत सर्व मान्यता प्रक्रिया पूर्ण झालेल्या संस्थांना सहामाहीकरीता त्याच शैक्षणिक वर्षाच्या जानेवारी महिन्यात तसेच एक/दोन वर्षांच्या अभ्यासक्रमासाठी पुढील शैक्षणिक वर्षात विद्यार्थी प्रवेश मान्यता देण्यात येईल.
१९. नुतनीकरण मान्यता मिळणेकरिता अर्ज केलेल्या संस्थांना या सदरच्या विद्यार्थी प्रवेश आदेशासह नुतनीकरण मान्यता शैक्षणिक वर्ष २०१९-२० करिता प्रदान करण्यात येत आहे.
२०. विद्यार्थी प्रवेश / परीक्षावेळापत्रक व इतर आवश्यक माहिती मंडळाच्या [www.msbe.gov.in](http://www.msbe.gov.in) या संकेतस्थळावर उपलब्ध असेल. तसेच जिल्हा व्यवसाय शिक्षण व प्रशिक्षण अधिकारी कार्यालयाकडून संबंधित माहिती उपलब्ध करण्यात येईल.

सदर विद्यार्थी प्रवेश करण्यासाठी मान्यता पत्र संगणक प्रणाली द्वारे निर्गमित करण्यात येत असून त्याचा संकेतांक क्रमांक **1798417056**

सही / -

सचिव,  
महाराष्ट्र राज्य, व्यवसाय शिक्षण परीक्षा मंडळ,  
वांद्रे (पूर्व), मुंबई - ४०००५१.

शैक्षणिक वर्ष २०१९-२० करिता विद्यार्थी प्रवेश करण्यासाठी मान्यता पत्र (Letter OF Permission for Temporary Students Admission )/ नुतनीकरण मान्यतापत्र (फक्त नुतनीकरणकरिता अर्ज केलेल्यांसाठी) संगणक प्रणालीद्वारे निर्गमित करण्यात येत असून त्याचा संकेतांक क्रमांक **27521PMSBV19074** आहे म्हणून स्वाक्षरीची आवश्यकता नाही.

1	Name of Syllabus	<b>C. C. In TRAVEL AND TOURISM (414104)</b>																																															
2	Max.Nos of Student	25 Students																																															
3	Duration	6 Month																																															
4	Type	Part Time																																															
5	Nos Of Days / Week	6 Days																																															
6	Nos Of Hours /Days	4 Hrs																																															
7	Space Required	Workshop = 300 Sq feet Class Room = 200 Sq feet TOTAL = 500 Sq feet																																															
8	Entry Qualification	S. S. C. Pass																																															
9	Objective Of Syllabus/ introduction	1) Understand Tourism Infrastructure. 2) Identify new Tourist Destinations. 3) Organize Tours (package.) 4) Guide Tourists in their Local areas.																																															
10	Employment Opportunity	<b>A) SELF EMPLOYMENT :-</b> 1) Tour Organizer / operator. 2) Owner or Salesman of Souvenirs, guide books, maps, Posters. 3) Travel counselors. 4) Transporter of tourist cars, buses. 5) Pilgrimage tour organizer. <b>B) WAGE EMPLOYMENT</b> 1) Work with hotels. 2) Work with Travel agency, tour operator. 3) Work with the nearest airport. 4) Become railway booking agent.																																															
11	Teacher's Qualification	1) Post H.S.C. Diploma in Travel & tourism / HSC (MCVC) Travel & Tourism.																																															
12	Training System	<b>Training System Per Week</b> <table><tr><td>Theory</td><td>Practical</td><td>Total</td></tr><tr><td>6 Hours</td><td>18 Hours</td><td>24 Hours</td></tr></table>						Theory	Practical	Total	6 Hours	18 Hours	24 Hours																																				
Theory	Practical	Total																																															
6 Hours	18 Hours	24 Hours																																															
13	Exam. System	<table><tr><th>Sr. No.</th><th>Paper Code</th><th>Name of Subject</th><th>TH/PR</th><th>Hours</th><th>Max. Marks</th><th>Min. Marks</th></tr><tr><td>1</td><td>41410411</td><td>Tourism &amp; Travel Operation</td><td>TH-I</td><td>3 hrs</td><td>100</td><td>35</td></tr><tr><td>2</td><td>41410412</td><td>Hospitality Management &amp; Communication Skill</td><td>TH-II</td><td>3 hrs</td><td>100</td><td>35</td></tr><tr><td>3</td><td>41410421</td><td>Map reading of Travel Operation</td><td>PR-I</td><td>3 hrs</td><td>100</td><td>50</td></tr><tr><td>4</td><td>41410422</td><td>Fares, ticketing &amp; Communication Skill</td><td>PR-II</td><td>3 hrs</td><td>100</td><td>50</td></tr><tr><td></td><td></td><td>Total</td><td></td><td></td><td>400</td><td>170</td></tr></table>						Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks	1	41410411	Tourism & Travel Operation	TH-I	3 hrs	100	35	2	41410412	Hospitality Management & Communication Skill	TH-II	3 hrs	100	35	3	41410421	Map reading of Travel Operation	PR-I	3 hrs	100	50	4	41410422	Fares, ticketing & Communication Skill	PR-II	3 hrs	100	50			Total			400	170
Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks																																											
1	41410411	Tourism & Travel Operation	TH-I	3 hrs	100	35																																											
2	41410412	Hospitality Management & Communication Skill	TH-II	3 hrs	100	35																																											
3	41410421	Map reading of Travel Operation	PR-I	3 hrs	100	50																																											
4	41410422	Fares, ticketing & Communication Skill	PR-II	3 hrs	100	50																																											
		Total			400	170																																											

**RESULT SHEET FOR THE EXAMINATION HELD IN January 2020**

**District 12 PUNE**

Institute : 120664 AKIS VOCATIONAL TRAINING CENTER PUNE

Course : 414104 TRAVEL AND TOURISM


410411 410412 410421 410422

100 100 100 100

35 35 50 50

Seat No	Enrollment No	Name	Total+Con/Out Of	Result
2001120989	1971200988	SHAIKH HASSAN AKIL शेख हसन अकील	199 /	400 FAIL
26 *	20 *	70 83		
2001120990	1971200989	SHAIKH SAHIBA NASIRHUSSAIN शेख साहीबा नासीरहुसेन	181 /	400 FAIL
*AB	*AB	85 96		
2001120991	1971200990	KHAN KHATIJA IQBAL खान खतीजा इकबाल	201 /	400 FAIL
27 *	24 *	70 80		
2001120992	1971200991	SHAIKH FAHIM AKHTAR शेख फहीम अख्तर	/	400 FAIL
*AB	*AB	*AB *AB		
2001120993	1971200992	KHAN ABDUL REHMAN MUSHTAQUE खान अब्दुल रहेमान मुश्ताक	/	400 FAIL
*AB	*AB	*AB *AB		
2001120994	1971200993	SHAIKH AMAAN AKIL शेख अमान अकील	/	400 FAIL
*AB	*AB	*AB *AB		

Result Date : 7 July 2020

  
**SECRETARY**  
(K.D.Shinde)

**RESULT SHEET FOR THE EXAMINATION HELD IN January 2020**

**District 12 PUNE**

Institute : 120664 AKIS VOCATIONAL TRAINING CENTER PUNE

Course : 414104 TRAVEL AND TOURISM


410411 410412 410421 410422

100 100 100 100

35 35 50 50

Seat No	Enrollment No	Name	Total+Con/Out Of	Result
2001120995	1971200994	KAZI NUMIRA TAJUDDIN काझी नुमीरा ताजुद्दीन	/	400 FAIL
*AB	*AB	*AB		
2001120996	1971200995	SIDDIQUI ABRAR AHMED ABDUL KARIM सिद्दीकी अबरार अहेमद अब्दुल करीम	/	400 FAIL
*AB	*AB	*AB		
2001120997	1971200996	SHAIKH TAVKEER HAMEED शेख तौकीर हमीद	/	400 FAIL
*AB	*AB	*AB		
2001120998	1971200997	SHAIKH ALFIYA SHERU शेख अल्फिया शेर्	306 /	400 First Class DISTINCTION
45	72	95		
2001120999	1971200998	SHAIKH AYESHA ASHFAQUE शेख आयेशा अशफाक	172 /	400 FAIL
22 *	*AB	75		
2001121000	1971200999	JAMGE ZARIYAB BI ISMAIL जामगे जरियाब बी इस्माईल	240 /	400 FAIL
7 *	50	93		

Result Date : 7 July 2020

  
**SECRETARY**  
(K.D.Shinde)



**RESULT SHEET FOR THE EXAMINATION HELD IN January 2020**

**District 12 PUNE**

Institute : 120664 AKIS VOCATIONAL TRAINING CENTER PUNE

Course : 414104 TRAVEL AND TOURISM

410411 410412 410421 410422

100 100 100 100

35 35 50 50

Seat No	Enrollment No	Name	Total+Con/Out Of	Result
2001121001	1971201000	SHAIKH SHAMA PAPA शेख शमा पापा	182 /	400 FAIL
27 *	*AB 80	75		
2001121002	1971201001	SHAIKH ALFIYA IMTIYAZ शेख अल्फिया इम्तियाज	/	400 FAIL
*AB	*AB *AB	*AB		
2001121003	1971201002	ANSARI SHAHADATH MD. AYYUB अन्सारी शहादत मो. अय्युब	123 /	400 FAIL
7 *	*AB 50	66		
2001121004	1971201003	ANSARI SHIFA KHATOON ASIF अन्सारी शिफा खातुन आसीफ	/	400 FAIL
*AB	*AB *AB	*AB		
2001121005	1971201004	KHAN MOHD. IRFAN IQBAL AHMED खान मोहंमद इरफान इकबाल अहमद	/	400 FAIL
*AB	*AB *AB	*AB		
2001121006	1971201005	SHAIKH ROZA BI MAQDOOM ALI शेख रोज़ा बी मगदुम अली	171 /	400 FAIL
*AB	*AB 81	90		

Result Date : 7 July 2020



**SECRETARY  
(K.D.Shinde)**

**RESULT SHEET FOR THE EXAMINATION HELD IN January 2020**

**District 12 PUNE**

Institute : 120664 AKIS VOCATIONAL TRAINING CENTER PUNE

Course : 414104 TRAVEL AND TOURISM


410411 410412 410421 410422

100 100 100 100

35 35 50 50

Seat No	Enrollment No	Name	Total+Con/Out Of	Result
2001121007	1971201006	MUJAWAR MUSKAN IBRAHIM मुजावर मुस्कान इब्राहीम	177 /	400 FAIL
*AB	*AB 96	81		
2001121008	1971201007	SHAIKH NIKAT RAFIQUE शेख निकत रफीक	/	400 FAIL
*AB	*AB *AB	*AB		
2001121009	1971201008	SHAIKH ROSHNI ZAKIR शेख रोशनी जाकीर	/	400 FAIL
*AB	*AB *AB	*AB		
2001121010	1971201009	MANIYAR NIHAL AYUB मणियार निहाल अय्युब	/	400 FAIL
*AB	*AB *AB	*AB		
2001121011	1971201010	VORA AYESHA SAMEER व्होरा आयेशा समीर	/	400 FAIL
*AB	*AB *AB	*AB		
2001121012	1971201011	SHAIKH MOHAMMAD AL ABRAR AGHAJAN शेख मोहंमद अल अबरार आगाजान	361 /	400 First Class DISTINCTION
85	80 98	98		

Result Date : 7 July 2020

  
**SECRETARY**  
**(K.D.Shinde)**

**Page No 198**

RESULT SHEET FOR THE EXAMINATION HELD IN January 2020

District 12 PUNE

Institute : 120664 AKIS VOCATIONAL TRAINING CENTER PUNE

Course : 414104 TRAVEL AND TOURISM

410411 410412 410421 410422

100 100 100 100

35 35 50 50

Seat No	Enrollment No	Name	Total+Con/Out Of	Result
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2001121013	1971201012	MAHADIK TEJAL DILIP	/	400 FAIL
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महाडीक तेजल दिलीप

\*AB \*AB \*AB \*AB

Result Date : 7 July 2020



SECRETARY  
(K.D.Shinde)



Y & M Anjuman Khairul Islam's

# **POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE**

(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)

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## **Report on Certificate Course in Travel & Tourism**

Offered by: **Maharashtra State Board of Vocational Education Examination, Mumbai-51**

Course Code : **414104**

Duration of the Course : **Six Months**

Mode of the Course : **Offline Part-time Course**

Frequency of the Course : **Offered once every year**

Eligibility of the Course : **Standard Eighth Passed**

Centre offering this Course : **AKI's Vocational Training Centre, Pune (Inst. Code 120664)**

Conduct of the Course : **Department of Commerce**

Number of days per week : **6 days**

Number of hours per day : **2 hours/day**

Course Coordinator: **Mr. Moeen Ali Sayyed, Department of Commerce**

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**July, 2019 - December, 2019:** Travel and tourism industry is an upcoming industry. It is also a great means to self employment. There are basic requirements for starting an industry. One needs to understand preplanning a tour package, terms of audience, purpose, timeline, budget, choices and taste of prospective travelers / clients for Travel within India and abroad.

To develop these skills and professionalism, a course in Travel & Tourism was introduced for the undergraduate students. A total of 25 students enrolled for the said course. Theory as well as practical sessions were engaged to give complete information on how to prepare for self employment/serve as employee maybe as:

1. Tour Organizer / operator.
2. Owner or Salesman of Souvenirs, guide books, maps, Posters.
3. Travel counselor.
4. Transporter of tourist cars, buses.
5. Pilgrimage tour organizer.
6. Work with hotels.
7. Work with Travel agency, tour operator.



Y & M Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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8. Work with the nearest airport.
9. Become railway booking agent.

Maharashtra State Board of Vocational Education Examination conducted the theory and practical examinations during the last week of January 2020. Students received certificates from Maharashtra State Board of Vocational Education Examination.

**Outcome:** 11 students successfully completed the course out of the 25 registered. They have developed skills which include - expertise in the use of the Maps and organize various Holiday Packages for First Time as well as recurring travellers.