



Shree Dhanlaxmi Foundation's
**VISHWAKARMA - DADASAHEB CHAVAN
INSTITUTE OF MANAGEMENT & RESEARCH**

Shri. Dilliprao D. Chavan (Founder & President)

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Approved by
A.I.C.T.E., New Delhi

Recognized by
Government of Maharashtra

DTE Institute Code No.
MB 6650

Affiliated to
Shivaji University

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Anita P

I/c. Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

Shree Dhanlaxmi Foundation's
Vishwakarma-DadasahebChavan Institute of Management and Research Malwadi- Masur
Internal BOS Members 2021-22

Sr.no.	Name	Designation
1	Dr.N.R.Jadhav	Chairman
2	Prof.A.P.Sawant	Member
3	Prof.A.B.Thorat	Member
4	Prof.G.k.Injekar	Academic-coordinator



Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)




Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)



**Shree Dhanlaxmi Foundation's
Vishwakarma-Dadasaheb Chavan Institute of Management and Research
Malwadi- Masur.**

Notice of Meeting

Date: 25/12/2021

It is hereby notified that meeting of the Board of Studies (BOS) of the Institute will be held at 10.30 am on 01.01.2022 in the board room of the institute.

Agenda

1. Discussion on Add-on courses to be introduced for MBA-I and MBA-II year students during the academic year 2021-22.

The following Board of Studies members are requested to attend the meeting.

Name of the Member

Signature

1. Dr.N.R.Jadhav
2. Prof. Ms.A.P.Sawant
3. Prof. A.B.Thorat
4. Prof.G.K.Injekar



C.C. to - all members



Dr.N.R.Jadhav
Chairman
Board of Studies
Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)



Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

**Shree Dhanlaxmi Foundation's
Vishwakarma-DadasahebChavan Institute of Management and Research
Malwadi- Masur**

1st Jan 2022

**Minutes of the Board of Studies (BOS) meeting held on 01.01.2022 in the
Institute's Board room at 11.30 am**

Members Present

Sr. No.	Name	Designation	Signature
1	Dr.N.R.Jadhav	Chairman	
2	Prof. Ms. A.P.Sawant	Member	<i>Amit A.P</i>
3	Prof. Ms.A.B.Thorat	Member	<i>Ghorata A.B.</i>
4	Prof. G.K.Injekar	Academic-coordinator	<i>Ganesh Injekar</i>

The first BOS meeting was held on 01.01.2022 at 11.45 am in board room. Dr.N.R.Jadhav welcomed the BOS members formally and called the meeting to order. He read out the agenda for the meeting.

Agenda

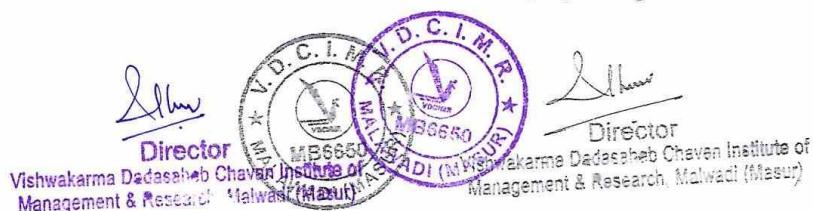
1. Discussion on Add on course for MBA-I and MBA-II year students.
2. Any other matter with the permission of the Chair.

Dr.N.R.Jadhav placed before the members the details of Add-on Courses proposed to be introduced for the academic year 2021-22

1. Advance Digital Marketing
2. Digital Banking
3. Personality Development
4. Basics of English communication
5. Mutual Fund

The draft syllabi of the add-on courses were circulated to the members and after detail discussion and minor changes the syllabi of the two add on courses were approved by the BOS and Dr.N.R.Jadhav was authorized to finalize the schedule of add-on courses and issue notice of commencement of the respective courses.

The meeting was adjourned with the single point agenda.



Sd/-
Chairman
BOS

NOTICE

Date: 2/04/2022

This is to notify all the students of **MBA-I** that the **Add-on course of Digital Banking, Basics of English communication and Personality Development will commence from 24 April 2022** as per the below schedule in the seminar hall. All the students are requested to register their names with Prof. Prof. G.K.Injekar and enroll for the course.

The Schedule of above said course will be displayed on the notice board separately.



A handwritten signature in black ink, appearing to read "Shrawan".

Director
Vishwakarma Dadasheb Chavan Institute of
Management & Research, Malwadi (Masur)



A handwritten signature in black ink, appearing to read "Shrawan".

Director
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Note:-

We are planning to conduct the Certificate course in Digital Banking for MBA I students. This program will make each and every participant competent considering today's era of digitalization. Candidates participating in this program and successfully completing it will get the certificate of program completion of Add on Program in Digital Banking.

Schedule: - Certificate course in Digital Banking time table

35 Hrs.

Sr. No	Session	Time	Day & Date	Hours
1.	Session 01	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 24/04/2022	04
2.	Session 02	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 01/05/2022	04
3.	Session 03	09.00am to 11.00pm 11.20pm to 01.20pm	Sunday 08/05/2022	04
4.	Session 04	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 15/05/2022	04
5.	Session 05	09.00am to 11.00am 11.30am to 01.30pm	Sunday 22/05/2022	04
6.	Session 06	10.00am to 12.00pm 01.00pm to 03.00pm	Sunday 29/05/2022	04
7.	Session 07	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 05/06/2022	06
8.	Session 08	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 03.00pm	Sunday 12/06/2022	05
TOTAL 07 Session			TOTAL 35 Hours	



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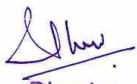

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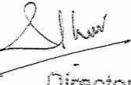
We are planning to conduct the Add on Program on Basics of English Communication Skills for MBA i students. This program will help each and every participant to language enhancement and fluency in English communication. Candidates participating in this program and successfully completing it will get the certificate of program completion of Add on Program on Basics of English Communication Skills.

Schedule: - Add on Program on Basics of English Communication Skills time table 32 Hrs.

Sr. No	Session	Time	Day & Date	Hours
1.	Session 01	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 24/04/2022	04
2.	Session 02	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 01/05/2022	04
3.	Session 03	09.00am to 11.00pm 11.20pm to 01.20pm	Sunday 08/05/2022	04
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7.	Session 07	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 05/06/2022	06
	TOTAL 07 Session		TOTAL 32 Hours	


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Note:-

We are planning to conduct the Add on Program on Personality development for MBA students. This program will help each and every participant to change ourselves according to corporat demand. Candidates participating in this program and successfully completing it will get the certificat of programcompletion of Add on Program on Personality development.

Schedule: - Add on Program on Personality development time table 30 Hrs.

Sr. No	Session	Time	Day & Date	Hours
1.	Session 01	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 24/04/2022	04
2.	Session 02	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 01/05/2022	04
3.	Session 03	09.00am to 11.00pm 11.20pm to 01.20pm	Sunday 08/05/2022	04
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7.	Session 07	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 05/06/2022	06
TOTAL 07 Session			TOTAL 30 Hours	



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2021 - 22

Name of Certificate Course: Certificate Course in Digital Banking

Duration: 35 Contact Hours

Course Contents:

Unit -I

Digital Banking:

Introduction to Banking, Introduction to Digital Banking, need and importance of Digital Banking, Channels of Digital Banking, Digital Banking Products: Introduction and need for Digital Banking Products.

Mobile Banking

Overview and brief history of Mobile Banking, Product features & diversity of Mobile Banking, Immediate Payment Service (IMPS), and Risk Management & Frauds related to Mobile Banking, Benefits of providing Mobile Banking Services.

10 Hours

Unit-II

Cards:

Overview of Cards and brief history of Cards, various types of Cards a bank provides to its customers EMV Technology: New Technologies such as Tap and Go, NFC etc., Approval Processes for the issue of Cards, Benefits of Cards, Recovery & Follow-Ups for Cards.

ATMs:

Overview and brief history of Automated Teller Machines (ATM), Product features, Instant Money Transfer Systems, Proprietary, Brown Label, and White Label ATMs, various Value-Added Services (e.g., bill payments, donations, etc.), ATM Network Planning such as Onsite & Offsite, Security & Surveillance of ATM sites, and Benefits of installing ATMs, Risk Management and Frauds related to ATMs.

10 Hours



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Unit-III

Internet Banking:

Overview and brief history of Internet Banking, its Products and their features, Corporate and Individual Internet Banking integration with e-Commerce Merchants, etc., Types of Risks associated with Internet Banking, Technology and Security Standards for Internet Banking, Legal issues involved in Internet Banking Branchless Banking: Objectives of running Branchless Banking, its Introduction, Financial Inclusion, Digital Banking products for Financial Inclusion etc.

10 Hours

Unit-IV

Cash Deposit Machines:

Overview and brief history of CDM, CDM Network Planning such as Onsite or Offsite, Benefits of CDMs, Risk Management and Fraud.

Payment Systems:

Overview of Global Payment Systems, Overview of Domestic Payment Systems, RuPay & RuPay Secure, Immediate Payment Service – IMPS, National Unified USSD Platform i.e NUUP, RTGS, NEFT, National Automated Clearing House (NACH), Aadhaar Enabled Payment System (AEPS) e-KYC, Cheque Truncation System or CTS, National Financial Switch (NFS).

05 Hours

Suggested Readings:

Indian Institute of Banking and Finance, Digital Banking, Taxmann

Wewege Luigi., The Digital Banking Revolution: How financial technology companies are rapidly transforming the traditional retail banking industry through disruptive innovation,

Lohana Sarika R., Digital Banking and Cyber Security. New Century Publications

Singh Jaspal., Digital Payments in India: Background, Trends and Opportunities, New Century Publications

Rao K. Srinivasa., Changing Dimensions of Banking in India, Notion Press

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Basics of English Communication Skills

Course Objectives: Upon completion of the course the student shall be able to

1. Communicate effectively (Verbal and Non Verbal)
2. Effectively manage the team as a team player
3. Develop interview skills
4. Develop Leadership qualities and essentials

Course content

Course duration: 32 hrs.

UNIT – I

07 Hours

Communication Skills: Introduction, Definition, the Importance of Communication, the Communication Process – Source, Message, Encoding, Channel, Decoding, Receiver, Feedback, Context

Barriers to communication: Physiological Barriers, Physical Barriers, Cultural Barriers, Language Barriers, Gender Barriers, Interpersonal Barriers, Psychological Barriers, Emotional barriers

UNIT – II

07 Hour

Elements of Communication: Introduction, Face to Face Communication – Tone of voice, Body Language (Non-Verbal Communication), Verbal Communication Physical Communication. Communication Styles: Introduction, The Communication styles Matrix with example for each Direct Communication style, Spirited Communication style, Systematic Communication style, Considerate Communication style.

UNIT – III

07 Hours

Basic Listening Skills: Introduction, Self-Awareness, Active Listening, Becoming an Active Listener, Listening in Difficult Situations.

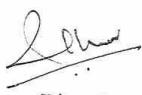
Effective Written Communication: Introduction, When and When Not to Use Written Communication - Complexity of the Topic, Amount of Discussion ‘Required, Shades of Meaning, Formal Communication

Writing Effectively: Subject Lines, Put the Main Point First, Know Your Audience, Organization of the Message

UNIT – IV

07 Hours

Interview Skills: Purpose of an interview, Do's and Don'ts of an interview Giving Presentations: Dealing with Fears, Planning your Presentation, Structuring Your Presentation, Delivering Your Presentation, Techniques of Delivery


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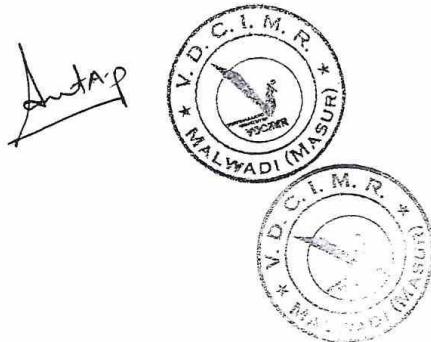
UNIT – V

04 Hours

Group Discussion: Introduction, Communication skills in group discussion, Do's and Don'ts of group discussion Recommended

Books: (Latest Edition)

1. Basic communication skills for Technology, Andreja. J. Ruther Ford, 2nd Edition, Pearson Education, 2011
2. Communication skills, Sanjay Kumar, Pushpalata, 1 stEdition, Oxford Press, 2011
3. Organizational Behaviour, Stephen .P. Robbins, 1 stEdition, Pearson, 2013
4. Brilliant- Communication skills, Gill Hasson, 1 stEdition, Pearson Life, 2011
5. The Ace of Soft Skills: Attitude, Communication and Etiquette for success, GopalaSwamy Ramesh, 5 th Edition, Pearson, 2013
6. Developing your influencing skills, Deborah Dalley, Lois Burton, Margaret, Greenhall, 1st Edition Universe of Learning LTD, 2010
7. Communication skills for professionals, Konar nira, 2ndEdition, New arrivals –PHI, 2011
8. Personality development and soft skills, Barun K Mitra, 1 stEdition, Oxford Press,2011
9. Soft skill for everyone, Butter Field, 1st Edition, Cengage Learning india pvt.ltd,2011
10. Soft skills and professional communication, Francis Peters SJ, 1stEdition, McGraw Hill Education, 2011
11. Effective communication, John Adair, 4 thEdition, Pan Mac Millan,2009
12. Bringing out the best in people, Aubrey Daniels, 2 nd Edition, Mc Graw Hill, 1999




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Course Name: - Add on Course on Personality Development

Couse Outcome

1. Students will be able to develop professional personality, positive attitude towards everything.
2. Students will be able to develop good interpersonal relations with other individuals at work place.
3. Students will learn the time management and professional manners and etiquettes.

Course Content

Duration: 30 Hrs.

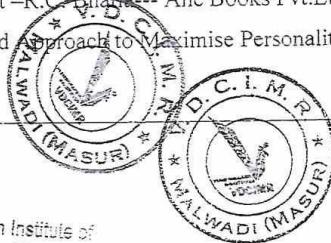
Sr. No.	Syllabus Content	Total Hrs.
A)	a)Introduction to different personality traits. b)Self Management --- Self Evaluation, Self discipline, Self criticism, Recognition of one's own strengths and weaknesses, Self-Discovery and Goal Setting d)Positive Thinking and Attitude- Development of Positive thinking and attitude. e)Interpersonal Relations- Sensitivity Training.	10 Hrs.
Practical	a)Meditation session(Students should write their experience about meditation and submit it.) b)Sessions on interpersonal relations, e.g. How to introduce oneself, style of greeting, introducing others to third parties.	05 Hrs.
B)	a)Etiquette and Manners---Professional Etiquette---Technology Etiquette- Table Manners b)Time Management c)Grooming-Dressing, Postures, Gestures, e)email and telephone communication f)Physical Fitness- Importance and ways of achieving it., Healthy eating habits	10 Hrs.
Practical	a) Practical session on table manners. b) Practical session on Dressing, Postures, Gestures	05 Hrs

Reference Books:-

- a) Managing Soft Skills For Personality Development---B.N. Ghosh---- McGraw Hill Education
- b) Personality Development, Interpersonal Skills and Career Management---Dr. C.S.G. Krishnamacharyulu and Dr. Lalitha Ramakrishnan ---- Himalaya Publishing House Pvt.Ltd.
- c) Personality Development -R.C. Bhaire--- Ane Books Pvt.Ltd.
- d) Soft Skills: An Integrated Approach to Maximise Personality ---Gajendra Singh Chauhan---Wile

Publisher

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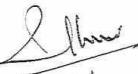
NOTICE

Date: 15/12/2021

This is to notify all the students of MBA-II that the Add-on course of Advance Digital Marketing and Mutual Fund will commence from 09 January 2022 as per the below schedule in the seminar hall. All the students are requested to register their names with Prof. G.K.Injekar and enroll for the course. The course duration will be 60 hours for Advance Digital Banking and 30 hours for Mutual Fund.

The Schedule of above said course will be displayed on the notice board separately




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Note:-

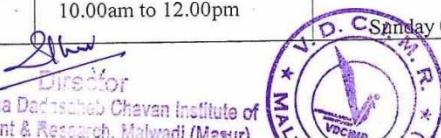
We are planning to conduct the Add on Program in Advance Digital Marketing for MBA II students. This program will make each and every participant competent considering today's era of digitalization. Candidates participating in this program and successfully completing it will get the certificate of program completion of Add on Program in Advance Digital Marketing.

Schedule: - Add on Program in Advance Digital Marketing time table

60 Hrs.

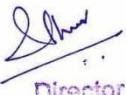
Sr. No	Session	Time	Day & Date	Hours
1.	Session 01	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 09/01/2022	04
2.	Session 02	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 16/01/2022	04
3.	Session 03	09.00am to 11.00pm 11.20pm to 01.20pm	Sunday 23/01/2022	04
4.	Session 04	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 30/01/2022	04
5.	Session 05	09.00am to 11.00am 11.30am to 01.30pm	Sunday 06/02/2022	04
6.	Session 06	10.00am to 12.00pm 01.00pm to 03.00pm	Sunday 13/02/2022	04
7.	Session 07	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 20/02/2022	06
8.	Session 08	10.00am to 12.00pm 01.00pm to 03.00pm	Sunday 27/02/2022	04
9.	Session 09	10.00am to 12.00pm 01.00pm to 03.00pm	Sunday 06/03/2022	04
10.	Session 10	10.00am to 12.00pm 01.00pm to 03.00pm	Sunday 13/03/2022	04
11.	Session 11	09.00am to 11.00am 10.00am to 12.00pm 01.00pm to 03.00pm	Sunday 20/03/2022	04
12.	Session 12	10.00am to 12.00pm 01.00pm to 03.00pm	Sunday 27/03/2022	04
13.	Session 13	10.00am to 12.00pm	Sunday 03/04/2022	04

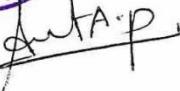
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		01.00pm to 03.00pm		
14.	Session 14	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 10/04/2022	06
		TOTAL 14 Session		
		TOTAL 60 Hours		




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Note:-

We are planning to conduct the Add on Program on Mutual Fund for MBAII students. This program will help each and every participant know schemes and various types of mutual fund. Candidates participating in this program and successfully completing it will get the certificate of program completion of Add on Program on Mutual Fund

Schedule: - Add on Program in Mutual Fund time table

30 Hrs.

Sr. No	Session	Time	Day & Date	Hours
1.	Session 01	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 09/01/2022	04
2.	Session 02	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 16/01/2022	04
3.	Session 03	09.00am to 11.00pm 11.20pm to 01.20pm	Sunday 23/01/2022	04
4.	Session 04	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 30/01/2022	04
5.	Session 05	09.00am to 11.00am 11.30am to 01.30pm	Sunday 06/02/2022	04
6.	Session 06	10.00am to 12.00pm 01.00pm to 03.00pm	Sunday 13/02/2022	04
7.	Session 07	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 20/02/2022	06
		TOTAL 7 Session	TOTAL 30 Hours	


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**Add on course syllabus on
ADVANCE DIGITAL MARKETING**

Course Duration: 60 hrs.

Sr. No.	Session Details	Duration (Hours)	Mode
1.	Introduction to Digital Marketing: In this module, the students will be introduced to digital marketing from the very beginning. Keeping in mind the diverse background of students, course equips the student right from the basics of digital marketing.	2	Theory
2.	Website Planning and Creation: In this module, the various elements of a website and their functions is covered. Hands-on practical on customer web creation will be given.	4	Practical
3.	Search Engine Optimization (SEO) In this module, the students will learn about the various search engines and their algorithms. Various factors in play to make a website rank first on a search engine's result page & master the different aspects of SEO like on-page and off-page optimization, keywords research, meta tags, meta description, link building, and more will be discussed.	6	Practical
4.	Search Engine Marketing: The students will learn all the features of the Google Ads platform and its algorithm, based on which the advertisements rank on the SERP. Following this, the students will learn how to use the Google Keyword Planner. Here the students will learn about search volume, cost-per-click (CPC), customer lifetime value (CLV), and other such metrics.	6	Practical
5.	Social Media Marketing: The students will learn to target the right audience, build a social media campaign, write ad copies and ad creatives. In addition to this, they will also learn the various metrics involved in SMM like cost-per-click (CPC), cost-per-view (CPV), cost-per-impression (CPM), and more.	4	Practical
6.	Content Marketing & Strategy: Here, the students will learn in-depth about the various types of content and how to capitalize on trending topics. Besides this, you will also learn about content bucketing and how to create a social media content calendar for a brand. Here case studies on successful content marketing strategies of brands for deeper understanding will be discussed.	5	Practical
7.	Web Analytics: Web Analytics is analyzing a website visitor's behavior. In this module, the students will learn how to track and analyze a website visitor's actions via Google Analytics.	4	Practical



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8.	Design Essentials: To become a successful digital marketer, the students need to understand the importance of the role played by design. Hence, in this module, the students will understand the aesthetics of a brand and delve deeper into the various essentials of design such as typography, colors and themes.	4	Practical
9.	Online Reputation Management: Online Reputation Management or ORM is the act of controlling or influencing the perception of a brand, company, or individual over the internet. Here the students will be introduced to ORM and help them understand its importance by providing them with negative conversations or poor ORM examples of brands.	2	Theory
10.	Blogging, and Affiliate Marketing: Through this module, the students will learn how to monetize a blog or a website through Adsense and affiliate marketing. They will learn how to leverage the power of Google Adsense and YouTube Adsense to generate revenue from a website or a blog. In addition to this, this session will teach you how to write creative content which is SEO-friendly.	5	Practical
11.	Lead Generation: Lead generation, the marketing process of stimulating and capturing interest in a product or service for the purpose of developing a sales pipeline. In online marketing this typically involves collecting a visitor's contact information (called a "lead"). Through this module the students will learn: Lead Generation process, Types of Lead Generation, Lead generation tools, Quality Lead Generation process.	2	Theory
12.	Google Tools for Business: In this module the students will learn Google tools for Business which are led on ranking position over SE, help them build their own online brand	5	Practical
13.	Email Marketing: Every email sent to a potential or current customer could be considered email marketing. It involves using email to send advertisements, request business, or solicit sales.	5	Practical
14.	Google Analytics Certification: Mentoring course	4	Practical
15.	Course revision session	2	Theory
Total		60 Hours	



Director
Vishwakarma Dadashah Chavan Institute of
Management & Research, Malwadi (Masur)



Course Name: - Add on Course on Mutual Fund

Couse Outcome

1. Know the basics of mutual funds, their role and structure, different kinds of mutual fund schemes and their features
2. Understand the channels for mutual funds distribution
3. Understand the legalities, accounting, valuation and taxation aspects underlying mutual funds and their distribution.
4. Get acquainted with financial planning as an approach to investing in mutual funds, as an aid for mutual fund distributors to develop long term relationships with their clients.

Course Content

Duration: 30 Hrs.

Sr. No.	Syllabus Content	Total Hrs.
A)	<p>1. Mutual Funds - Concept</p> <ul style="list-style-type: none"> • Concept of mutual funds • Basic types of mutual funds • Advantages of mutual funds • Difference between mutual funds and bank deposits <p>2. Mutual Funds - Structure and Constituents</p> <ul style="list-style-type: none"> • Constituents and structure of a mutual fund • Mutual funds in the USA and elsewhere. • Difference between a mutual fund and a commercial bank 	10 Hrs.
B)	<p>3. Various types of Mutual Fund products</p> <ul style="list-style-type: none"> • Basic classification of mutual funds • Such other products similar to mutual funds <p>4. Management of bond fund portfolio</p> <ul style="list-style-type: none"> • Investment of bond funds • Basic characteristics of a bond • Bond valuation • Risks in bond investment • Techniques to enhance bond fund performance • Managing the bond fund 	10 Hrs.

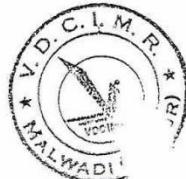


Datta P.

- Return on investment-Calculation of simple, annualized and compounded returns
- Applicability of returns for different types of funds
- SEBI norms for return representation of mutual funds in India
- Factors that may affect mutual fund performance
 - Risks in different type of mutual funds-Classification based on risk
 - Process for Benchmarking of performance
 - Steps in selecting & evaluation equity funds, debt funds ,Money market fund, Balanced fund & factors impacting their performance
 - Sources of data to track mutual fund performance
 - Classification of assets into physical and financial assets Features

Reference Books:-

1. The Mutual Fund Industry by R.Glenn Hubbard
2. Mutual Funds -Ladder to wealth creation by Vivek Negi
3. Common Sense on Mutual Funds :New Imperatives for the Intelligent Investor by John.C .Bogle



Director
Vishwakarma Dadasheb Chavan Institute of
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Shree Dhanlaxmi Foundation's
 Vishwakarma-DadasahebChavan Institute of Management and Research Malwadi- Masur

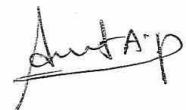
Internal BOS Members 2020-21

Sr.no.	Name	Designation
1	Prof.A.P.Sawant	Chairman
2	Prof.Ms.S.D.Chavan	Member
3	Prof.Ms.A.B.Thorat	Member
4	Prof.G.K.Injekar	Academic-coordinator



Director

Vishwakarma Dadasaheb Chavan Institute of
 Management & Research, Malwadi (Masur)

I/c. Director

Vishwakarma Dadasaheb Chavan Institute of
 Management & Research, Malwadi (Masur)

**Shree Dhanlaxmi Foundation's
Vishwakarma-Dadasaheb Chavan Institute of Management and Research
Malwadi- Masur.**

Notice of Meeting

Date: 17/12/2020

It is hereby notified that the meeting of the Board of Studies (BOS) of the Institute will be held at 10.30 am on **25.12.2020** in the board room of the institute.

Agenda

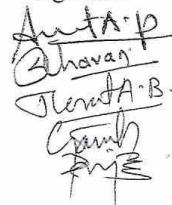
1. Discussion on Add-on courses to be introduced for MBA-I and MBA-II year students during the academic year 2020-21.

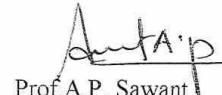
The following Board of Studies members are requested to attend the meeting.

Name of the Member

1. Prof. Ms.-A.P.Sawant
2. Prof. Ms. S.D.Chavan
3. Prof. Ms.A.B.Thorat
4. Prof. Ms. G.K.Injekar

Signature


A.P.
Chavan
Thorat
G.K.
Injekar


A.P.

Prof. A.P. Sawant
Chairman
Board of Studies
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

C.C. to - all members



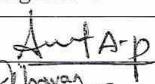
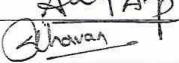
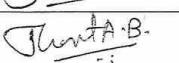
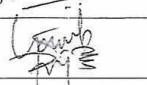

Shrawan
Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

**Shree Dhanlaxmi Foundation's
Vishwakarma-DadasahebChavan Institute of Management and Research
Malwadi- Masur**

25.12.2020

**Minutes of the Board of Studies (BOS) meeting held on 25.12.2020 in the
Institute's Board room at 10.30 am**

Members Present

Sr. No.	Name	Designation	Signature
1	Prof. Ms. A.P.Sawant	Chairman	
2	Prof. Ms. S.D.Chavan	Member	
3	Prof. A.B.Thorat	Member	
4	Prof.G.K.Injekar	Academic-coordinator	

The first BOS meeting was held on 25.12.2020 at 11 am in board room. Prof. Ms. A.P.Sawant welcomed the BOS members formally and called the meeting to order. She read out the agenda for the meeting.

Agenda

1. Discussion on Add on course for MBA-I and MBA-II year students.
2. Any other matter with the permission of the Chair.

Prof. Ms. A.P.Sawant placed before the members the details of Add-on Courses proposed to be introduced for the academic year 2020-21.

1. Tally/ERP
2. Advance Digital Marketing
3. Digital Banking
4. Mutual Fund
5. Financial Literacy

The draft syllabi of the add-on courses were circulated to the members and after detail discussion and minor changes the syllabi of the Four add on courses were approved by the BOS and Prof. Ms. A.P.Sawant was authorized to finalize the schedule of add-on courses and issue notice of commencement of the respective courses.

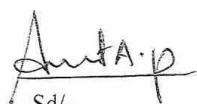
The meeting was adjourned with the single point agenda.




Director

Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)




Sd/-

Chairman
I/c. Director
BOS
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

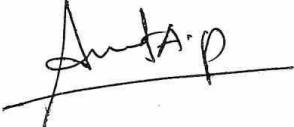
NOTICE

Date: 22/07/2021

This is to notify all the students of **MBA-I** that the **Add-on course of Tally/ERP Application will commence from 01 August 2021** as per the below schedule in the seminar hall. All the students are requested to register their names with Prof.

- G.K.Injekar and enroll for the course. The course duration will be 30 hours.

The Schedule of above said course will be displayed on the notice board separately.

I/c. Director

Vishwakarma Dadasaheb Chavan Institute of Management & Research, Malwadi (Masur)




Director
Vishwakarma Dadasaheb Chavan Institute of Management & Research, Malwadi (Masur)

Note:-

We are planning to conduct the Add on Program on Tally/ERP for MBA I students. Candidates participating in this program and successfully completing it will get the certificate of program completion of Add on Program on Tally/ERP

Schedule: - Add on Program in Tally/ERP time table

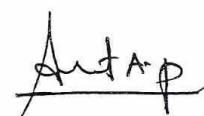
30 Hrs.

Sr. No	Session	Time	Day & Date	Hours
1.	Session 01	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 01/08/2021	04
2.	Session 02	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 08/08/2021	04
3.	Session 03	09.00am to 11.00pm 11.20pm to 01.20pm	Sunday 22/08/2021	04
4.	Session 04	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 29/08/2021	04
5.	Session 05	09.00am to 11.00am 11.30am to 01.30pm	Sunday 05/09/2021	04
6.	Session 06	10.00am to 12.00pm 01.00pm to 03.00pm	Sunday 12/09/2021	04
7.	Session 07	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 29/09/2021	06
TOTAL 07 Session			TOTAL 30 Hours	



Director

Vishwakarma Shrawan Institute of
Management & Research, Malwadi (Masur)



2020 ~ 21

Course Name: - Add on Course on Tally/ERP

Couse Outcome

1. Create an Account of Unit
2. Prepare financial statements with the help of computerized accounting system.

Course Content

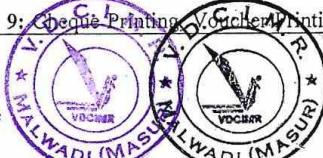
Duration: 30 hrs.

Sr. No.	Syllabus Content	Total Hrs.
A)	<p>Tally Fundamentals: Features of Tally ERP 9, Configuration of Tally ERP 9, Creation/Setting up Company, Use of vouchers, Ledgers & Groups Service Organization: Structure of Service Organization, GST for services, GST for Expenses, GST Adjustment & Payment, GST Report</p> <p>Inward & Outward Supply with GST: Cash & Credit Purchase, Cash & Credit Sales, Invoicing, Inventory creation with HSN, Inventory Transaction with GST</p> <p>Overview of Tally ERP 9: Features of Tally ERP 9, Advanced Accounting & Inventory Features, F11 Features, F12 Features, GST Activation.</p> <p>Advanced GST Features: Bill wise Details with GST, Voucher Class for GST, Cost Center for GST, Purchase from URD, Bank Reconciliation, Zero Valued Entries, Backup & Restore, Additional cost on Purchases, E-way Bill, Interest Calculation</p>	15 Hrs.
B)	<p>Purchase & Sales with GST: Purchase of Raw Material, Storage of Goods, Production Process, Processing in Manufacturing, Maintenance of Locations 15 Hrs.</p> <p>Functions with Tally ERP 9: Recording Transactions, Adv. Accounting Vouchers, Adv. Inventory Vouchers, Manufacturing Voucher</p> <p>Adv. Stock Transactions: Order Processing, Tracking numbers, Rejection Notes, Invoicing & Billing, Cost Categories Statutory Features: TDS, TCS,</p> <p>Payroll Technical Features: Multi-Currency, Predefined Cost Centres, Batch Wise Details, Consolidation of Accounts, Bill of Material DISPLAY &</p> <p>REPORTING Management & Control System: Budget & Control, Scenario Management, Variances Analysis Report Generation: Sales Register, Purchase Register, Re-Order Levels, Optional Voucher, Credit Limits System</p> <p>Administration: Consolidation of Accounts, Split Company Data, Export & Import of Data, ODBC Compliance Technical Advantages: Multi Lingual, Security Control, Audit in Tally ERP 9, Key points of Display.</p> <p>Printing in Tally ERP 9: Specie Printing, Voucher Printing, Company Logo</p>	15 Hrs.

[Signature]

Director

Vishwakarma Dadasaheb Chavan Institute of
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[Signature]

	Printing, Receipt Printing Finalization of Accounts: Closing Entries, Adjustment Entries, Profit Screening.	
Reference Books:-		
<ol style="list-style-type: none"> 1. Tally Education (2018). Official Guide to Financial Accounting Using Tally. ERP 9 with GST 2 2. (Release 6.4), Bengaluru: Tally Education Pvt. Ltd. Tally Education (2017). GST Using Tally.ERP9, 3. Bengaluru: Tally Education Pvt. Ltd. Tally Education (2018). Tally Guru Vol. 1, Bengaluru: 4. Tally Education Pvt. Ltd. Tally Education (2018). Tally Guru Vol. 1, Bengaluru: Tally Education Pvt. Ltd 		



NOTICE

Date: 15/01/2021

This is to notify all the students of **MBA-II** that the **Add-on course of Advance Digital Marketing** will commence from **24 January 2021** as per the below schedule in the seminar hall. All the students are requested to register their names with Prof. G.K.Injekar and enroll for the course. The course duration will be 60 hours.

The Schedule of above said course will be displayed on the notice board separately



I/c. Director

Vishwakarma Dadasaheb Chavan Institute of
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Director

Vishwakarma Dadasaheb Chavan Institute of
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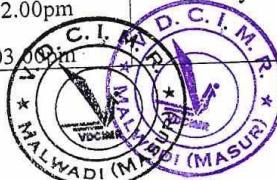
Note:-

We are planning to conduct the Add on Program on Advance Digital Marketing for MBA II students. This program will make each and every participant competent considering today's era of digitalization. Candidates participating in this program and successfully completing it will get the certificate of program completion of Add on Program on Advance Digital Marketing.

Schedule: - Add on Program in Advance Digital Marketing time table 60Hrs

Sr. No	Session	Time	Day & Date	Hours
1.	Session 01	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 24/01/2021	04
2.	Session 02	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 31/01/2021	04
3.	Session 03	09.00am to 11.00pm 11.20pm to 01.20pm	Sunday 07/2/2021	04
4.	Session 04	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 14/2/2021	04
5.	Session 05	09.00am to 11.00am 11.30am to 01.30pm	Sunday 21/02/2021	04
6.	Session 06	10.00am to 12.00pm 01.00pm to 03.00pm	Sunday 28/02/2021	04
7.	Session 07	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 07/03/2021	06
8.	Session 08	10.00am to 12.00pm 01.00pm to 03.00pm	Sunday 14/03/2021	04
9.	Session 09	10.00am to 12.00pm 01.00pm to 03.00pm	Sunday 21/03/2021	04
10.	Session 10	10.00am to 12.00pm 01.00pm to 03.00pm	Sunday 28/03/2021	04
11.	Session 11	09.00am to 11.00am 10.00am to 12.00pm 01.00pm to 03.00pm	Sunday 04/04/2021	04

Director
Vishwakarma Dadasab Chavan Institute of
Management & Research, Malwadi (Masur)



Amit A.P.

12.	Session 12	10.00am to 12.00pm 01.00pm to 03.00pm	Sunday 11/04/2021	04
13.	Session 13	10.00am to 12.00pm 01.00pm to 03.00pm	Sunday 18/04/2021	04
14.	Session 14	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 25/04/2021	06
		TOTAL 14 Session		



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**Add on course syllabus on
ADVANCE DIGITAL MARKETING**

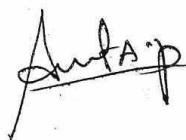
Course Duration: 60 hrs.

Sr. No.	Session Details	Duration (Hours)	Mode
1.	Introduction to Digital Marketing: In this module, the students will be introduced to digital marketing from the very beginning. Keeping in mind the diverse background of students, course equips the student right from the basics of digital marketing.	2	Theory
2.	Website Planning and Creation: In this module, the various elements of a website and their functions is covered. Hands-on practical on customer web creation will be given.	4	Practical
3.	Search Engine Optimization (SEO): In this module, the students will learn about the various search engines and their algorithms. Various factors in play to make a website rank first on a search engine's result page & master the different aspects of SEO like on-page and off-page optimization, keywords research, meta tags, meta description, link building, and more will be discussed.	6	Practical
4.	Search Engine Marketing: The students will learn all the features of the Google Ads platform and its algorithm, based on which the advertisements rank on the SERP. Following this, the students will learn how to use the Google Keyword Planner. Here the students will learn about search volume, cost-per-click (CPC), customer lifetime value (CLV), and other such metrics.	6	Practical
5.	Social Media Marketing: The students will learn to target the right audience, build a social media campaign, write ad copies and ad creatives. In addition to this, they will also learn the various metrics involved in SMM like cost-per-click (CPC), cost-per-view (CPV), cost-per-impression (CPM), and more.	4	Practical
6.	Content Marketing & Strategy: Here the students will learn in-depth about the various types of content and how to capitalize on trending topics. Besides this, you will also learn about content bucketing and how to create a social media content calendar for a brand. Here case studies on successful content marketing strategies of brands for deeper understanding will be discussed.	5	Practical
7.	Web Analytics: Web Analytics is analyzing a website visitor's behavior. In this module, the students will learn how to track and analyze a website visitor's actions via Google Analytics.	4	Practical

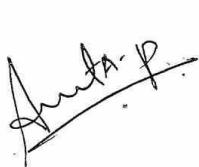


Director

Vishwakarma Dadasheb Chavan Institute of
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8.	Design Essentials: To become a successful digital marketer, the students need to understand the importance of the role played by design. Hence, in this module, the students will understand the aesthetics of a brand and delve deeper into the various essentials of design such as typography, colors and themes.	4	Practical
9.	Online Reputation Management: Online Reputation Management or ORM is the act of controlling or influencing the perception of a brand, company, or individual over the internet. Here the students will be introduced to ORM and help them understand its importance by providing them with negative conversations or poor ORM examples of brands.	2	Theory
10.	Blogging, and Affiliate Marketing: Through this module, the students will learn how to monetize a blog or a website through Adsense and affiliate marketing. They will learn how to leverage the power of Google Adsense and YouTube Adsense to generate revenue from a website or a blog. In addition to this, this session will teach you how to write creative content which is SEO-friendly.	5	Practical
11.	Lead Generation: Lead generation, the marketing process of stimulating and capturing interest in a product or service for the purpose of developing a sales pipeline. In online marketing this typically involves collecting a visitor's contact information (called a "lead") Through this module the students will learn: Lead Generation process, Types of Lead Generation, Lead generation tools, Quality Lead Generation process.	2	Theory
12.	Google Tools for Business: In this module the students will learn Google tools for Business which are led on ranking position over SE, help them build their own online brand	5	Practical
13.	Email Marketing: Every email sent to a potential or current customer could be considered email marketing. It involves using email to send advertisements, request business, or solicit sales.	5	Practical
14.	Google Analytics Certification: Mentoring course	4	Practical
15.	Course revision session	2	Theory
	Total	60 Hours	




Director
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NOTICE

Date: 20/02/2021

This is to notify all the students of **MBA-II** that the Add-on course of **Digital Banking** will commence from **06 March 2021** as per the below schedule in the seminar hall. All the students are requested to register their names with Prof. Prof. G.K.Injekarand enroll for the course. The course duration will be 35 hours.

The Schedule of above said course will be displayed on the notice board separately.



A handwritten signature in black ink, appearing to read "Dr. A.P."

I/c. Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)



A handwritten signature in blue ink, appearing to read "Dr. M."

Deputy
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

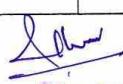
Note:-

We are planning to conduct the Add on Program on Digital Banking for MBA II students. This program will make each and every participant competent considering today's era of digitalization. Candidates participating in this program and successfully completing it will get the certificate of program completion of Add on Program on Digital Banking.

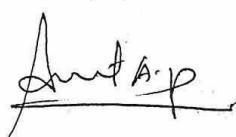
Schedule: - Add on Program in Digital Banking time table

35 Hrs.

Sr. No	Session	Time	Day & Date	Hours
1.	Session 01	4.00pm to 5.pm	Saturday 06/03/2021	01
2.	Session 02	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 07/03/2021	06
3.	Session 03	4.00pm to 5.pm	Saturday 13/03/2021	01
4.	Session 04	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 14/03/2021	04
5.	Session 05	4.00pm to 5.pm	Saturday 20/03/2021	01
6.	Session 06	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 21/03/2021	06
7.	Session 07	4.00pm to 5.pm	Saturday 27/03/2021	01
8.	Session 08	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 28/03/2021	04
9.	Session 09	4.00pm to 5.pm	Saturday 03/04/2021	01
10.	Session 10	10.00am to 12.00pm 01.00pm to 03.00pm	Sunday 04/04/2021	04
11.	Session 11	09.00am to 11.00am 3.00pm to 5.pm	Saturday 10/04/2021	02
12.	Session 12	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	sunday 11/04/2021	04
		TOTAL 12 Session	TOTAL 35 Hours	


Director
Vishwakarma Dr. Ganesh Chavan Institute of Management & Research, Malwadi (Masur)




Authorised Person

Name of Certificate Course: Certificate Course in Digital Banking

Duration: 35 Contact Hours

Course Contents:

Unit -I

Digital Banking:

Introduction to Banking, Introduction to Digital Banking, need and importance of Digital Banking, Channels of Digital Banking, Digital Banking Products: Introduction and need for Digital Banking Products.

Mobile Banking

Overview and brief history of Mobile Banking, Product features & diversity of Mobile Banking, Immediate Payment Service (IMPS), and Risk Management & Frauds related to Mobile Banking, Benefits of providing Mobile Banking Services.

10 Hours

Unit-II

Cards:

Overview of Cards and brief history of Cards, various types of Cards a bank provides to its customers EMV Technology: New Technologies such as Tap and Go, NFC etc., Approval Processes for the issue of Cards, Benefits of Cards, Recovery & Follow-Ups for Cards.

ATMs:

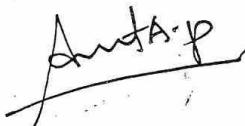
Overview and brief history of Automated Teller Machines (ATM), Product features, Instant Money Transfer Systems, Proprietary, Brown Label, and White Label ATMs, various Value-Added Services (e.g., bill payments, donations, etc.), ATM Network Planning such as Onsite & Offsite, Security & Surveillance of ATM sites, and Benefits of installing ATMs, Risk Management and Frauds related to ATMs.

10 Hours



Director

Vishwakarma Dr. D. Chavhan Institute of
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Unit-III

Internet Banking:

Overview and brief history of Internet Banking, its Products and their features, Corporate and Individual Internet Banking integration with e-Commerce Merchants, etc., Types of Risks associated with Internet Banking, Technology and Security Standards for Internet Banking, Legal issues involved in Internet Banking Branchless Banking:

Objectives of running Branchless Banking, its Introduction, Financial Inclusion, Digital Banking products for Financial Inclusion etc.

10 Hours

Unit-IV

Cash Deposit Machines:

Overview and brief history of CDM, CDM Network Planning such as Onsite or Offsite, Benefits of CDMs, Risk Management and Fraud.

Payment Systems:

Overview of Global Payment Systems, Overview of Domestic Payment Systems, RuPay & RuPay Secure, Immediate Payment Service – IMPS, National Unified USSD Platform i.e NUUP, RTGS, NEFT, National Automated Clearing House (NACH), Aadhaar Enabled Payment System (AEPS) e-KYC, Cheque Truncation System or CTS, National Financial Switch (NFS).

05 Hours

Suggested Readings:

Indian Institute of Banking and Finance, Digital Banking, Taxmann

Wewege Luigi., The Digital Banking Revolution: How financial technology companies are rapidly transforming the traditional retail banking industry through disruptive innovation,

Lohana Sarika R., Digital Banking and Cyber Security. New Century Publications

Singh Jaspal., Digital Payments in India: Background, Trends and Opportunities, New Century Publications

Rao K. Srinivasa., Changing Dimensions of Banking in India, Notion Press

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[Signature]
Director

Vishwakarma Dadasahob Chavan Institute of
Management & Research, Malwadi (Masur)



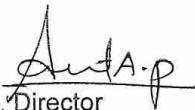
NOTICE

23/07/2021

This is to notify all the students of MBA-I that the Add-on course of Mutual Fund Application will commence from 01 August 2021 as per the below schedule in the seminar hall. All the students are requested to register their names with Prof. G.K.Injekar and enroll for the course. The course duration will be 30 hours.

The Schedule of above said course will be displayed on the notice board separately.




I/c. Director

Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)




Director

Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

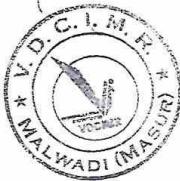
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Note:-

We are planning to conduct the Add on Program on Mutual Fund for MBA I students. This program will help each and every participant know schemes and various types of mutual fund. Candidates participating in this program and successfully completing it will get the certificate of program completion of Add on Program on Mutual Fund.

Schedule: - Add on Program in Mutual Fund time table**30 Hrs. .**

Sr. No	Session	Time	Day & Date	Hours
1.	Session 01	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 01/08/2021	04
2.	Session 02	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 08/08/2021	04
3.	Session 03	09.00am to 11.00pm 11.20pm to 01.20pm	Sunday 22/08/2021	04
4.	Session 04	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 29/08/2021	04
5.	Session 05	09.00am to 11.00am 11.30am to 01.30pm	Sunday 05/09/2021	04
6.	Session 06	10.00am to 12.00pm 01.00pm to 03.00pm	Sunday 12/09/2021	04
7.	Session 07	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 29/09/2021	06
TOTAL 07 Session			TOTAL 30 Hours	

Vishwakarma Dadashobh Chavan Institute of
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Course Name: - Add on Course on Mutual Fund

Course Outcome

1. Know the basics of mutual funds, their role and structure, different kinds of mutual fund schemes and their features
2. Understand the channels for mutual funds distribution
3. Understand the legalities, accounting, valuation and taxation aspects underlying mutual funds and their distribution.
4. Get acquainted with financial planning as an approach to investing in mutual funds, as an aid for mutual fund distributors to develop long term relationships with their clients.

Course Content

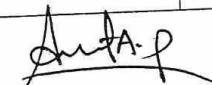
Duration: 30 Hrs.

Sr. No.	Syllabus Content	Total Hrs.
A)	<p>1. Mutual Funds - Concept</p> <ul style="list-style-type: none">• Concept of mutual funds• Basic types of mutual funds• Advantages of mutual funds• Difference between mutual funds and bank deposits <p>2. Mutual Funds - Structure and Constituents</p> <ul style="list-style-type: none">• Constituents and structure of a mutual fund• Mutual funds in the USA and elsewhere.• Difference between a mutual fund and a commercial bank	10 Hrs.
B)	<p>3. Various types of Mutual Fund products</p> <ul style="list-style-type: none">• Basic classification of mutual funds• Such other products similar to mutual funds <p>4. Management of bond fund portfolio</p> <ul style="list-style-type: none">• Investment of bond funds• Basic characteristics of a bond• Bond valuation• Risks in bond investment• Techniques to enhance bond fund performance• Managing the bond fund	10 Hrs.

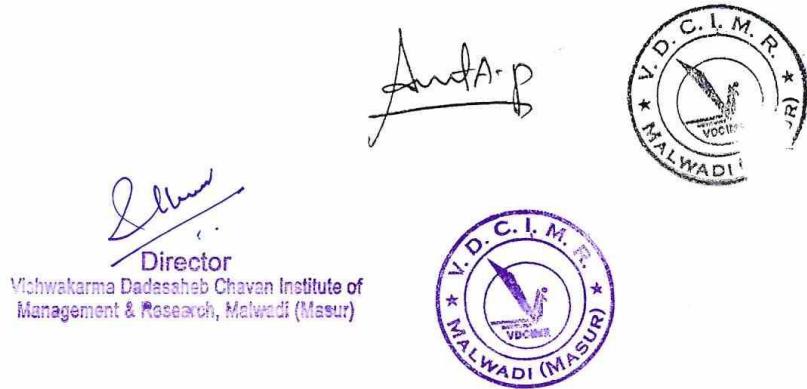

Director
Vishwakarma
Management

Chavan Institute of
Technology, Malwadi (Mawar)




Authorised Person

C)	<p>Risk, Return and Performance of Funds, Scheme Selection,</p> <ul style="list-style-type: none"> ● Return on investment-Calculation of simple, annualized and compounded returns ● Applicability of returns for different types of funds ● SEBI norms for return representation of mutual funds in India ● Factors that may affect mutual fund performance <ul style="list-style-type: none"> ● Risks in different type of mutual funds-Classification based on risk ● Process for Benchmarking of performance ● Steps in selecting & evaluation equity funds, debt funds ,Money market fund, Balanced fund & factors impacting their performance ● Sources of data to track mutual fund performance ● Classification of assets into physical and financial assets Features 	10 Hrs.
<u>Reference Books:-</u>		
<ol style="list-style-type: none"> 1. The Mutual Fund Industry by R.Glenn Hubbard 2. Mutual Funds -Ladder to wealth creation by Vivek Negi 3. Common Sense on Mutual Funds :New Imperatives for the Intelligent Investor by John.C .Bogle 		



Director
Vishwakarma Dadasahab Chavan Institute of
Management & Research, Malwadi (Masur)

NOTICE

15/01/2021

This is to notify all the students of MBA-II that the Add-on course of Financial Literacy Application will commence from 24 January 2021 as per the below schedule in the seminar hall. All the students are requested to register their names with Prof. G.K.Injekar and enroll for the course. The course duration will be 30 hours.

The Schedule of above said course will be displayed on the notice board separately.



Anita A.P.
TJ Director
Vishwakarma Deopurshet Chavhan Institute of
Management & Research, Malwadi (Masur)

Note:-

We are planning to conduct the Add on Program on Financial literacy for MBA II students. This program will make each and every participant aware of financial knowledge. Candidates participating in this program and successfully completing it will get the certificate of program completion of Add on Program on Financial literacy.

Schedule: - Add on Program on Financial literacy time table

30 Hrs.

Sr. No	Session	Time	Day & Date	Hours
1.	Session 01	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 24/01/2021	04
2.	Session 02	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 31/01/2021	04
3.	Session 03	09.00am to 11.00pm 11.20pm to 01.20pm	Sunday 07/2/2021	04
4.	Session 04	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 14/2/2021	06
5.	Session 05	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 21/02/2021	06
6.	Session 06	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 28/02/2021	06
		TOTAL 06 Session	TOTAL 30 Hours	



Amit A-P

I/c. Director

Vishwakarma Dadasaheb Chavan Institute of Management & Research, Malwadi (Masur)

Shivaji

Director

Vishwakarma Dadasaheb Chavan Institute of Management & Research, Malwadi (Masur)

FINANCIAL LITERACY

Introduction:

To students, financial literacy refers to the ability to understand and apply different financial skills effectively, including personal financial management, budgeting, and saving. Financial literacy makes individuals become self-sufficient, so that financial stability can be accomplished. Financial literacy refers to the knowledge and understanding of various financial products. It helps individuals manage their money, personal finances, investment, and tax planning.

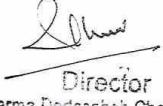
Common examples of financial products include stocks, exchange-traded funds (ETFs), mutual funds, real estate investment trusts (REITs), bonds, derivatives contracts (such as options, futures, and swaps), checks, certificates of deposit (CDs), bank deposits, and loans.

When more people will participate in the market, there will be a gradual shift in the economy, businesses will flourish, GDP will increase, the market will expand, etc. India needs to have strong financial markets to become a developed economy.

When stocks rise, people invested in the equity markets gain wealth. This increased wealth often leads to increased consumer spending, as consumers buy more goods and services when they're confident they are in a financial position to do so.

Overall, only 7.4% of India are registered BSE investors. Why less people invest in stock market in India? The reason for this is lack of awareness, anxiety about risk, high returns, and a need for risk-free investments that give stable returns.

Therefore the Govt. of India has brought forth the New Education Policy (NEP) 2020. That includes financial literacy at an early stage of school education in India.


Director
Vishwakarma Dadashesh Chavan Institute of
Management & Research, Malwadi (Masur)

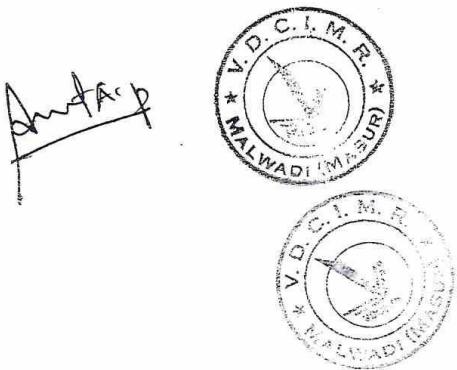


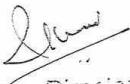
Financial Literacy Course Content

Duration:-30 hrs.

Sr. No.	Session Details	Duration (Hrs)	Practical/Theory
1.	Stock Fundamentals: • Equity/Share, • Earning Per Share (EPS), • Price-to-Earning Ratio (PE), • Book Value Per Share (BVPS). • All other fundamental concepts will be discussed.	5	Theory
2.	Forex: • Dollar Index, Currency Gains and Losses. • Effects of Govt. Deficits • Cross Currency Effects • Effects of Trade Deficits & Surpluses	5	Theory
3.	Share Price Trends: • Lagging Indicators/data, Future Data,	2	Theory & On-Screen Practical
4.	Industry / Service Sectors: • Sectors, Sector Drivers, • Bonds and Govt. Financing and its effects,	2	Theory
5.	• Bonus, Stock Split, and Rights.	2	Theory
6.	• How to choose stocks and F&O	2	Theory
7.	FNO: • Futures and Options calculation at expiry etc.	12	Theory & On-screen Practical
Total		30	

Certificates will be awarded to students on successful completion of the course




 Dipali Patel
 Vishwakarma School of Leadership Institute of
 Management & Research, Malwadi (Meerut)

Shree Dhanlaxmi Foundation's
Vishwakarma-Dadasaheb Chavan Institute of Management and Research Malwadi- Masur
Internal BOS Members (2019-20)

Sr.no.	Name	Designation
1	Prof.A.P.Sawant	Chairman
2	Prof.B.S.Dol	Member
3	Prof.G.K.Injekar	Member
4	Prof.A.B.Thorat	Academic-coordinator



Amit A.P.
 I/c. Director
 Vishwakarma Dadasaheb Chavan Institute of
 Management & Research, Malwadi (Masur)

Harsh
Parvez
Amit A.B.



Shrawan
 Director
 Vishwakarma Dadasaheb Chavan Institute of
 Management & Research, Malwadi (Masur)

**Shree Dhanlaxmi Foundation's
Vishwakarma-Dadasaheb Chavan Institute of Management and Research
Malwadi- Masur.**

Notice of Meeting

Date: 15/07/2019

It is hereby notified that meeting of the Board of Studies (BOS) of the Institute will be held at 1.30 pm on **19th July 2019** in the director cabin of the institute.

Agenda

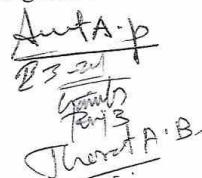
1. Discussion on Add-on courses to be introduced for MBA-I and MBA-II year students during the academic year 2019-20.

The following Board of Studies members are requested to attend the meeting.

Name of the Member

1. Prof. Ms. A.P.Sawant
2. Prof. Ms. B.S.Dol
3. Prof. G.K.Injekar
4. Prof. Ms. A.B.Thorat

Signature




Prof. A.P. Sawant
Chairman
Board of Studies
I/c. Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

C.C. to - all members




Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

**Shree Dhanlaxmi Foundation's
Vishwakarma-DadasahebChavan Institute of Management and Research
Malwadi- Masur**

15th July 2019

**Minutes of the Board of Studies (BOS) meeting held on 19.07.2019 in the
Director Cabin at 1.30 pm**

Members Present

Sr. No.	Name	Designation	Signature
1	Prof. Ms. A.P.Sawant	Chairman	<i>A.P.Sawant</i>
2	Prof. Ms. B.S.Dol	Member	<i>B.S.Dol</i>
3	Prof. G.K.Injekar	Member	<i>G.K.Injekar</i>
4	Prof. Ms. A.B.Thorat	Academic-coordinator	<i>A.B.Thorat</i>

The BOS meeting was held on 19.07.2019 at 2.00 pm in director cabin. Prof. Ms. A.P.Sawant welcomed the BOS members formally and called the meeting to order. She read out the agenda for the meeting.

Agenda

1. Discussion on Add on course for MBA-I and MBA-II year students.
2. Any other matter with the permission of the Chair.

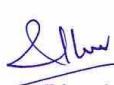
Prof. Ms. A.P.Sawant presented to the members the information of the planned Add-on Courses for the academic year 2019-20.

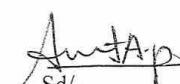
1. Basics of Android Mobile Application Development
2. Personality development
3. Yoga
4. Fundamental of computer Skills
5. Tally/ERP
6. Digital Banking

After detailed discussion and minor changes, the syllabi of the six add-on courses were approved by the BOS, and Prof. Ms. A.P.Sawant was authorized to finalize the schedule of add-on courses and issue notice of commencement of the respective courses.

The meeting was adjourned with the single point agenda.




Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)


Sd/-
Chairman
I/c. Director
BOS
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

NOTICE

Date: 25/07/2019

This is to notify all the students of **MBA-I** that the **Add-on course of Basics of Android Mobile Application** will commence from **04 August 2019** as per the below schedule in the seminar hall. All the students are requested to register their names with Prof. Ms.A.B.Thorat and enroll for the course. The course duration will be 30 hours.

The Schedule of above said course will be displayed on the notice board separately.



Anil A.P.

I/c. Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)



Director

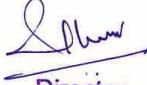
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

Note:

We are planning to conduct the Add on Program on Basics of Android Mobile Application Development for MBA I students. This program will make each and every participant create interest for making new application development. Candidates participating in this program and successfully completing it will get the certificate of program completion of Add on Program on Basics of Android Mobile Application Development

Schedule: - Add on Program in Basics of Android Mobile Application Development time table 30 Hrs.

Sr. No	Session	Time	Day & Date	Hours
1.	Session 01	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 04/08/2019	04
2.	Session 02	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 11/08/2019	04
3.	Session 03	09.00am to 11.00pm 11.20pm to 01.20pm	Saturday 17/08/2019	04
4.	Session 04	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 18/08/2019	04
5.	Session 05	09.00am to 11.00am 11.30am to 01.30pm	Saturday 24/08/2019	04
6.	Session 06	10.00am to 12.00pm 01.00pm to 03.00pm	Sunday 25/08/2019	04
7.	Session 07	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 1/09/2019	06
TOTAL 07 Session			TOTAL 30 Hours	


Director
Vishwakarma Dadasheb Chavhan Institute of Management & Research, Malwadi (Masur)





2019-20

1. BASICS OF ANDROID MOBILE APPLICATIONS DEVELOPMENT

For students learning Android Development, will give them the best possible chance to reach any career goals they set. Once they get started, within no time, they will be able to land their dream job, have that promotion, or create a successful business of their own in the field of Android Development. Mobile app developers are in-demand due to the ever-growing number of mobile phone users. Candidates who know complex programming languages and are skilled with digital tools and techniques are more likely to get a mobile app developer job. There is a very high demand for both beginners and experienced Android developers. Android apps continue to grow in popularity, offering many career opportunities. You can either apply to work permanently or work as a freelancer.

Students of any stream can undertake and pick up complex programming languages at later stage. This basics course will give the student an insight into the world of mobile applications. It will set the pace and aptitude for a career in the field of Android Apps development that has endless global opportunities.


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Management & Research, Malwadi (Masur)





Android Application Development Course Content & Session Plan

Duration: 30 hrs.

Sr. No.	Syllabus Content	Total Hrs.	Practical/Theory
1.	<ul style="list-style-type: none"> • Introduction to Mobile Applications • Use of Mobile Application • Advantages & Disadvantages of Mobile Applications • Types of Mobile Applications Part-1 	6	Theory
2	<ul style="list-style-type: none"> • Types of Mobile Applications Part-2 • Mobile Application Development Platform –I • Mobile Application Development Platform-II • History of Mobile Application 	6	Theory
3	<ul style="list-style-type: none"> • Tools for Mobile Application development • Introduction to MIT App Inventor • Android Application Development Part-1 (Digital Signature, Date & Time, Photo Sharing, Making a Phone Call, Saving Data, Content Typing, Screen Designing, etc.) 	6	Practical
4	<ul style="list-style-type: none"> • Android Application Development Part-2 (Single Screen Program, Multi Screen Program, Background Colour change, Screen Designing) • Android Application project Ideas • How to Develop an Android Application- Sample Projects 	6	Practical
	Exercise	6	
Total Duration Approx.		30 Hrs.	

Amrapali



Shrawan
Director
Vishwakarma Dadashesh Chavan Institute of
Management & Research, Malwadi (Masur)

NOTICE

Date: 20/08/2019

This is to notify all the students of MBA-I that the Add-on course of Digital Marketing will commence from 08 September 2019 as per the below schedule in the seminar hall. All the students are requested to register their names with Prof. Ms.A.B.Thorat and enroll for the course. The course duration will be 30 hours.

The Schedule of above said course will be displayed on the notice board separately.



A handwritten signature in black ink, appearing to read "Anuta P."

I/c. Director

Vishwakarma Dadasheb Chavan Institute of
Management & Research, Malwadi (Masur)



A handwritten signature in blue ink, appearing to read "Director".

Director
Vishwakarma Dadasheb Chavan Institute of
Management & Research, Malwadi (Masur)

Note:-

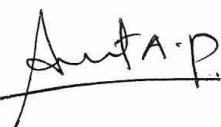
We are planning to conduct the Add on Program in Digital Marketing for MBA I students. This program will make each and every participant competent considering today's era of digitalization. Candidates participating in this program and successfully completing it will get the certificate of program completion of Add on Program in Digital Marketing.

Schedule: - Add on Program in Digital Marketing time table 30 Hrs.

Sr. No	Session	Time	Day & Date	Hours
1.	Session 01	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 8/09/2019	04
2.	Session 02	11.20am to 01.20pm 02.00pm to 04.00pm	Saturday 14/09/2019	04
3.	Session 03	09.00am to 11.00pm 11.20pm to 01.20pm	Sunday 15/09/2019	04
4.	Session 04	11.20am to 01.20pm 02.00pm to 04.00pm	Saturday 21/09/2019	04
5.	Session 05	09.00am to 11.00am 11.30am to 01.30pm	Sunday 22/09/2019	04
6.	Session 06	10.00am to 12.00pm 01.00pm to 03.00pm	Saturday 28/09/2019	04
7.	Session 07	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 29/09/2019	06
TOTAL 07 Session			TOTAL 30 Hours	


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Vishwakarma Dadasheb Chavan Institute of
Management & Research, Malwadi (Masur)





Objective of the course:-

- To understand the basic of Digital Marketing 30 Hrs

Content of Digital Marketing

A) Basic of Digital Marketing:-

- Introduction
 - Introduction to Digital Marketing
 - Types of Digital Marketing
 - Principles of Digital Marketing
 - Advantages and Disadvantages of Digital Marketing
 - Types and Applications of Digital Marketing

B) Applications of Social Media:-

1) Introduction

- Types of Social Media Marketing
 - Facebook , Twitter , What's app etc;
 - YouTube, Instagram

2) Application

- Creation of Blogs, Vlogs, YouTube Channels (upload)

C) E – Commerce:-

- Cashless Transaction Using
 - Various Modes :- UPI , Wallets , Cards, AEPS, USSD

D) Exercise Case Study

E) Class Assignment

Anita S. P.



Drew
Drew
Director

Vishwakarma Dadasahab Chavan Institute of Management & Research, Malwadi (Mawar)

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Course Name: - Add on Course in Digital Marketing

Sr. No.	Syllabus Content	Total Hrs.
A)	Basic of Digital Marketing:- <ul style="list-style-type: none"> • Introduction • Introduction to Digital Marketing • Types of Digital Marketing • Principles of Digital Marketing • Advantages and Disadvantages of Digital Marketing • Types and Applications of Digital Marketing 	6 Hrs.
B)	Applications of Social Media:- <ol style="list-style-type: none"> 1) Introduction <ul style="list-style-type: none"> • Types of Social Media Marketing • Facebook, Twitter, What's app etc. • YouTube, Instagram. • Demonstration and content development • Live Cases (Guest) 2) Application <ul style="list-style-type: none"> • Creation of Blogs • Creation of V-log • YouTube Channels (upload) 	12 Hrs.
C)	E – Commerce:- <ul style="list-style-type: none"> • Introduction to Digital payments • Awareness of mobile banking • Cashless Transaction using various modes like UPI, Wallets, Cards, AEPS, USSD. 	6 Hrs.
D)	Exercise Case Study	6 Hrs.
E)	Class Assignment	

Reference Books:-

- 1) Digital Marketing :- Ahuja Vandana , Oxford University Press, New Delhi
- 2) The art of Digital Marketing: - Dadson Ian, Wiley India Pvt. Ltd. New Delhi
- 3) Social Marketing :- S. M. Jha , Himalaya Publication
- 4) E – Commerce:- Murthy C.S.V, Himalaya Publication

Director
Vishwakarma Dadasahab Chavan Institute of
Management & Research, Malwadi (Maur)



[Signature]

NOTICE

Date: 26/07/2019

This is to notify all the students of **MBA-II** that the **Add-on course of Yoga will commence from 03 August 2019** as per the below schedule in the seminar hall. All the students are requested to register their names with Prof. Ms.A.B.Thorat and enroll for the course. The course duration will be 45 hours.

The Schedule of above said course will be displayed on the notice board separately.



A handwritten signature in black ink, appearing to read "Dr. A.P."

I/c. Director
Vishwakarma Dadasaheb Chavan Institute o
Management & Research, Malwadi (Masur)



Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

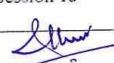
Note:-

We are planning to conduct the Value added program on Yoga for MBA I and II students. This program will help to students for improve physical and mental health and better concentration. Candidates participating in this program and successfully completing it will get the certificate of program completion of Value added program on Yoga.

Schedule: - Value added program on Yoga time table

45 Hrs.

Sr. No	Session	Time	Day & Date	Hours
1.	Session 01	9.00 am to 10.00am	Saturday 03/08/2019	01
2.	Session 02	9.00 am to 10.00am	Sunday 04/08/2019	01
3.	Session 03	9.00 am to 10.00am	Saturday 10/08/2019	01
4.	Session 04	9.00 am to 10.00am	Sunday 11/08/2019	01
5.	Session 05	9.00 am to 10.00am	Saturday 17/08/2019	01
6.	Session 06	9.00 am to 10.00am	Sunday 18/08/2019	01
7.	Session 07	9.00 am to 10.00am	Saturday 24/08/2019	01
8.	Session 08	9.00 am to 10.00am	Sunday 25/08/2019	01
9.	Session 09	9.00 am to 10.00am	Saturday 31/08/2019	01
10.	Session 10	9.00 am to 10.00am	Sunday 01/09/2019	01
11.	Session 11	9.00 am to 10.00am	Saturday 07/09/2019	01
12.	Session 12	9.00 am to 10.00am	Sunday 08/09/2019	01
13.	Session 13	9.00 am to 10.00am	Saturday 14/09/2019	


Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Marsur)



14.	Session 14	9.00 am to 10.00am	Sunday 15/09/2019	01
15.	Session 15	9.00 am to 10.00am	Saturday 21/09/2019	01
16.	Session 16	9.00 am to 10.00am	Sunday 22/09/2019	01
17.	Session 17	9.00 am to 10.00am	Saturday 28/09/2019	01
18.	Session 18	9.00 am to 10.00am	Sunday 29/09/2019	01
19.	Session 19	9.00 am to 10.00am	Saturday 05/10/2019	01
20.	Session 20	9.00 am to 10.00am	Sunday 06/10/2019	01
21.	Session 21	9.00 am to 10.00am	Saturday 12/10/2019	01
22.	Session 22	9.00 am to 10.00am	Sunday 13/10/2019	01
23.	Session 23	9.00 am to 10.00am	Saturday 19/10/2019	01
24.	Session 24	9.00 am to 10.00am	Sunday 20/10/2019	01
25.	Session 25	9.00 am to 10.00am	Saturday 26/10/2019	01
26.	Session 26	9.00 am to 10.00am	Saturday 27/10/2019	01

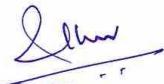
27.	Session 27	9.00 am to 10.00am	Saturday 11/01/2020	01
28.	Session 28	9.00 am to 10.00am	Sunday 12/01/2020	01
29.	Session 29	9.00 am to 10.00am	Saturday 18/01/2020	01
30.	Session 30	9.00 am to 10.00am	Sunday 19/01/2020	01
31.	Session 31	9.00 am to 10.00am	Saturday 25/01/2020	01
32.	Session 32	9.00 am to 10.00am	Saturday 01/02/2020	01
33.	Session 33	9.00 am to 10.00am	Sunday 02/02/2020	01
34.	Session 34	9.00 am to 10.00am	Saturday 08/02/2020	01

Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Mumbai)



Anil A. P

35.	Session 35	9.00 am to 10.00am	Sunday 09/02/2020	01
36.	Session 36	9.00 am to 10.00am	Saturday 15/02/2020	01
37.	Session 37	9.00 am to 10.00am	Sunday 16/02/2020	01
38.	Session 38	9.00 am to 10.00am	Saturday 22/02/2020	01
39.	Session 39	9.00 am to 10.00am	Sunday 23/02/2020	01
40.	Session 40	9.00 am to 10.00am	Saturday 29/02/2020	01
41.	Session 41	9.00 am to 10.00am	Sunday 01/03/2020	01
42.	Session 42	9.00 am to 10.00am	Saturday 07/03/2020	01
43.	Session 43	9.00 am to 10.00am	Sunday 08/03/2020	01
44.	Session 44	9.00 am to 10.00am	Saturday 14/03/2020	01
45.	Session 45	9.00 am to 10.00am	Sunday 15/03/2020	01
		TOTAL 45 Session	TOTAL 45 Hours	01


Director
Vishwakarma Dadashesh Chavan Institute of
Management & Research, Malwadi (Masur)




A.P

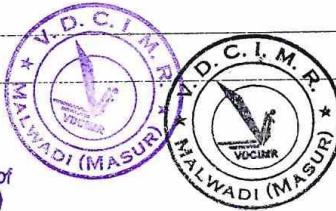
Course Name: - Value added Course on Yoga

Course Content

Duration: 45 Hrs.

Sr. No.	Syllabus Content	Total Hrs.
A)	1. Yoga Definition 2. Knowledge of five Yama with more emphasis on 'Asteya' 3. Knowledge of five Niyama with emphasis on 'Santosh' 4. Knowledge of Aahar-Vihar 5. Methods and benefits of Sukshma Vyayama, Asanas and prayers	10 Hrs.
Practical	hatha karma- kapalbhati(11-30 strokes) Shukshma vyayama- No 1-11 Asanas- Trikonasana, Ardha-Kati, Chakrasana, Tadasana, Vrikshasana, Padmasana, Simhasana, Paschimottanasana, Uttanpadasana, Salabhasana, Shavasana Pranayama- Bhastrika Concentration- On own breath (2 minutes) Ohm Chanting and shanti path.	05 Hrs.
B)	1. Knowledge of Yama with more emphasis on 'Ahimsa' 2. Knowledge of Niyama with emphasis on 'Shauch' 3. A brief Knowledge of different type of yoga (Bhakti, Jnana, Karma and Hatha Yoga) 4. Methods and benefits of Sukshma Vyayama, Asanas and prayer.	10 Hrs.
Practical	Shatha karma- Introduction of Trataka and Practice of concentration on nose-tip. Shukshma vyayama- No 12-23 Asanas- Garudasana, Ek-Pad Pranamasana Kati Chakrasana, Urdhava Hastottanasana, Natrajasana, Parvatasana, Kukkutasana, Pawanmuktasana, Bhujangasana, Shavasana Pranayama- Bhramari Concentration- On own breath (3 minutes) Ohm Chanting and shanti path.	05 Hrs.
C)	1. Knowledge of Yama with more emphasis on 'Satya' & 'Aparigrah' 2. Knowledge of Niyama with emphasis on 'Swadhyaya' & 'Iswarpranidhan' 3. Simple anatomical and physiological aspects of Human body 4. Methods and Benefits of Sukshma Vyayama, Asanas and Pranayama 5. Personal importance of hygiene and health.	10 Hrs.
Practical	Shatha karma- Introduction of Nauli Shukshma vyayama- No 24-32 Asanas- Pada Hastasana, Urdhv Pranamasana, Konasana, Vajrasana, Supta Vajrasana, Shashankasana, Gomukhasana, Janusirasana, Naukasana, Halasana, Chakrasana, Shavasana. Surya Namaskar(if possible) Pranayama- Anuloma-Viloma (Nadishodhan) Concentration- On own breath (So-ham) Ohm Chanting and shanti path.	05 Hrs.

[Signature]
Director
Vishwakarma Dadashesh Chavan Institute of Management & Research, Malwadi (Masur)



[Signature]
Jyoti P

NOTICE

Date: 20/08/2019

This is to notify all the students of **MBA-II** that the **Add-on course of Fundamental of Computer skills will commence from 08 September 2019** as per the below schedule in the seminar hall. All the students are requested to register their names with Prof. Ms.A.B.Thorat and enroll for the course. The course duration will be 35 hours.

The Schedule of above said course will be displayed on the notice board separately.




Director

Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

Note:-

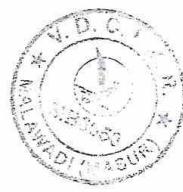
We are planning to conduct the Add on Program on fundamental of computer skills for MBA II students. This program will help each and every participant to enhance the knowledge of computer skill. Candidates participating in this program and successfully completing it will get the certificate of program completion of Add on Program on Basics of fundamental of computer skills.

Schedule: - Add on Program on fundamental of computer skills time table 30 Hrs.

Sr. No	Session	Time	Day & Date	Hours
1.	Session 01	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 8/09/2019	04
2.	Session 02	11.20am to 01.20pm 02.00pm to 04.00pm	Saturday 14/09/2019	04
3.	Session 03	09.00am to 11.00pm 11.20pm to 01.20pm	Sunday 15/09/2019	04
4.	Session 04	11.20am to 01.20pm 02.00pm to 04.00pm	Saturday 21/09/2019	04
5.	Session 05	09.00am to 11.00am 11.30am to 01.30pm	Sunday 22/09/2019	04
6.	Session 06	10.00am to 12.00pm 01.00pm to 03.00pm	Saturday 28/09/2019	04
7.	Session 07	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 29/09/2019	06
TOTAL 07 Session			TOTAL 30 Hours	



L. D. Chavhan
Director
Vishwakarma Dadasaheb Chavhan Institute of
Management & Research, Malwadi (Masur)



Anup Patel
I/c. Director
Vishwakarma Dadasaheb Chavhan Institute of
Management & Research, Malwadi (Masur)

FUNDAMENTAL OF COMPUTER SKILLS

Course Outcomes:

1. Bridge the fundamental concept of computer with the present level of knowledge of the student.
2. Students will be aware with Computer system
3. Understand the basics of Microsoft Office programs
4. Familiarize Typing email, and using the internet

Duration: 30 Contact Hours

Syllabus

Sr. No.	Syllabus Content	Teaching Hours	Practical Hours
Unit No- 1	Fundamentals of Computer Computer definition, Characteristics, Computer Generation, Types of Computer, Block Diagram, Computer Hardware and Software, Computer Network.	6	-
Unit No-2	Operating system Introduction to OS, Functions of OS, Features, Types of Software, Computer Languages	4	-
Unit No-3	Office Automation MS-Word:- Creating and Editing word document, Formatting Documents, MS-Excel: Introduction to Spread Sheet, formatting in cell and text, Creating Charts and graph. MS-PowerPoint: Creating presentation, working with slides, slide transition, animating object.	5	10
Unit No-4	The Internet and The WEB Introduction to Internet, Uses of Internet, Internet Access, Browser, Email, Searching on web	5	5
Practical	Practical's based on MS-word, MS-Excel, MS- Power point. Practical based on Email writing , searching on Internet		
	Books Recommended 1.Computer Fundamentals : P.K Sinha BPB Publications 2.Fundamental of Information Technology : Chetan Shrivastav Kalyani Publishers 3.Fundamental of Computer :V. Rajaraman		



A.P

L. Dinesh
Director
Vishwakarma Dadasabhai Chavhan Institute of
Management & Research, Malwadi (MASUR)

NOTICE

Date: 20/08/2019

This is to notify all the students of **MBA-II that the Add-on course of Tally/ERP will commence from 08 September 2019** as per the below schedule in the seminar hall. All the students are requested to register their names with Prof. Ms.A.B.Thorat and enroll for the course. The course duration will be 30 hours.

The Schedule of above said course will be displayed on the notice board separately.



Director

Vidyasakarma Dadasaheb Chavhan Institute of
Management & Research, Malwadi (Masur)

Note:-

Note:-

We are planning to conduct the Add on Program on Tally/ERP for MBAI I students. Candidates participating in this program and successfully completing it will get the certificate of program completion of Add on Program on Tally/ERP

Schedule: - Add on Program in Tally/ERP time table

30 Hrs.

Sr. No	Session	Time	Day & Date	Hours
1.	Session 01	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 8/09/2019	04
2.	Session 02	11.20am to 01.20pm 02.00pm to 04.00pm	Saturday 14/09/2019	04
3.	Session 03	09.00am to 11.00pm 11.20pm to 01.20pm	Sunday 15/09/2019	04
4.	Session 04	11.20am to 01.20pm 02.00pm to 04.00pm	Saturday 21/09/2019	04
5.	Session 05	09.00am to 11.00am 11.30am to 01.30pm	Sunday 22/09/2019	04
6.	Session 06	10.00am to 12.00pm 01.00pm to 03.00pm	Saturday 28/09/2019	04
7.	Session 07	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 29/09/2019	06
TOTAL 07 Session			TOTAL 30 Hours	



Director
Vishwakarma Dadasahab Chavan Institute of
Management & Research, Malwadi (Masur)



I/c. Director
Vishwakarma Dadasahab Chavan Institute of
Management & Research, Malwadi (Masur)

2020-21

Course Name: - Add on Course on Tally/ERP

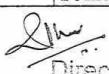
Course Outcome

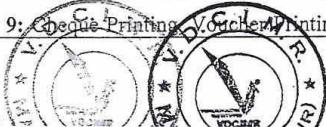
1. Create an Account of Unit
2. Prepare financial statements with the help of computerized accounting system.

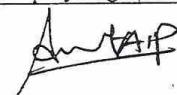
Course Content

Duration: 30 hrs.

Sr. No.	Syllabus Content	Total Hrs.
A)	<p>Tally Fundamentals: Features of Tally ERP 9, Configuration of Tally ERP 9, Creation/Setting up Company, Use of vouchers, Ledgers & Groups Service Organization: Structure of Service Organization, GST for services, GST for Expenses, GST Adjustment & Payment, GST Report</p> <p>Inward & Outward Supply with GST: Cash & Credit Purchase, Cash & Credit Sales, Invoicing, Inventory creation with HSN, Inventory Transaction with GST</p> <p>Overview of Tally ERP 9: Features of Tally ERP 9, Advanced Accounting & Inventory Features, F11 Features, F12 Features, GST Activation.</p> <p>Advanced GST Features: Bill wise Details with GST, Voucher Class for GST, Cost Center for GST, Purchase from URD, Bank Reconciliation, Zero Valued Entries, Backup & Restore, Additional cost on Purchases, E-way Bill, Interest Calculation</p>	15 Hrs.
B)	<p>Purchase & Sales with GST: Purchase of Raw Material, Storage of Goods, Production Process, Processing in Manufacturing, Maintenance of Locations 15 Hrs.</p> <p>Functions with Tally ERP 9: Recording Transactions, Adv. Accounting Vouchers, Adv. Inventory Vouchers, Manufacturing Voucher</p> <p>Adv. Stock Transactions: Order Processing, Tracking numbers, Rejection Notes, Invoicing & Billing, Cost Categories</p> <p>Statutory Features: TDS, TCS,</p> <p>Payroll Technical Features: Multi-Currency, Predefined Cost Centres, Batch Wise Details, Consolidation of Accounts, Bill of Material DISPLAY &</p> <p>REPORTING Management & Control System: Budget & Control, Scenario Management, Variances Analysis Report Generation: Sales Register, Purchase Register, Re-Order Levels, Optional Voucher, Credit Limits System</p> <p>Administration: Consolidation of Accounts, Split Company Data, Export & Import of Data, ODBC Compliance</p> <p>Technical Advantages: Multi Lingual, Security Control, Audit in Tally ERP 9, Key points of Display.</p> <p>Printing in Tally ERP 9: Cheque Printing, Voucher Printing, Company Logo</p>	15 Hrs.


Director
Vishwakarma Education Foundation





2.2

	Printing, Receipt Printing Finalization of Accounts: Closing Entries, Adjustment Entries, Profit Screening.	
<u>Reference Books:-</u>		
<ol style="list-style-type: none">1. Tally Education (2018). Official Guide to Financial Accounting Using Tally. ERP 9 with GST 22. (Release 6.4), Bengaluru: Tally Education Pvt. Ltd. Tally Education (2017). GST Using Tally.ERP9.3. Bengaluru: Tally Education Pvt. Ltd. Tally Education (2018). Tally Guru Vol. 1, Bengaluru:4. Tally Education Pvt. Ltd. Tally Education (2018). Tally Guru Vol. 1, Bengaluru: Tally Education Pvt. Ltd		



NOTICE

Date: 20/08/2019

This is to notify all the students of **MBA-II** that the **Add-on course of Digital Banking will commence from 08 September 2019** as per the below schedule in the seminar hall. All the students are requested to register their names with Prof. Ms.A.B.Thorat and enroll for the course. The course duration will be 35 hours.

The Schedule of above said course will be displayed on the notice board separately.



A handwritten signature in black ink, appearing to read "A.B. Thorat".

Vishal Dadasaheb Chavhan Institute of
Management & Research, Malwadi (Mumbai)

Note:-

We are planning to conduct the Certificate course in Digital Banking for MBA II students. This program will make each and every participant competent considering today's era of digitalization. Candidates participating in this program and successfully completing it will get the certificate of program completion of Add on Program in Digital Banking.

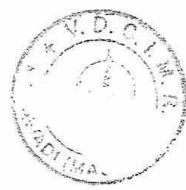
Schedule: - Certificate course in Digital Banking time table

35 Hrs.

Sr. No	Session	Time	Day & Date	Hours
1.	Session 01	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 8/09/2019	04
2.	Session 02	11.20am to 01.20pm 02.00pm to 04.00pm	Saturday 14/09/2019	04
3.	Session 03	09.00am to 11.00pm 11.20pm to 01.20pm 2.00 pm to 3.00 pm	Sunday 15/09/2019	05
4.	Session 04	11.20am to 01.20pm 02.00pm to 04.00pm	Saturday 21/09/2019	04
5.	Session 05	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 22/09/2019	06
6.	Session 06	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Saturday 28/09/2019	06
7.	Session 07	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 29/09/2019	06
TOTAL 07 Session			TOTAL 35 Hours	



L. Bhawar
Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)



I/c. Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

Name of Certificate Course: Certificate Course in Digital Banking

Duration: 35 Contact Hours

Course Contents:

Unit -I

Digital Banking:

- Introduction to Banking, Introduction to Digital Banking, need and importance of Digital Banking,
- Channels of Digital Banking, Digital Banking Products: Introduction and need for Digital Banking Products.

Mobile Banking

- Overview and brief history of Mobile Banking, Product features & diversity of Mobile Banking, Immediate Payment Service (IMPS), and Risk Management & Frauds related to Mobile Banking, Benefits of providing Mobile Banking Services.

10 Hours

Unit-II

Cards:

- Overview of Cards and brief history of Cards, various types of Cards a bank provides to its customers
- EMV Technology: New Technologies such as Tap and Go, NFC etc., Approval Processes for the issue of Cards, Benefits of Cards, Recovery & Follow-Ups for Cards.

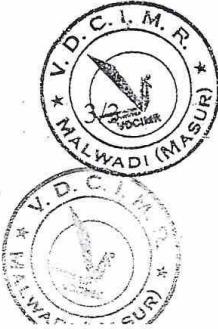
ATMs:

- Overview and brief history of Automated Teller Machines (ATM), Product features, Instant Money Transfer Systems, Proprietary, Brown Label, and White Label ATMs, various Value-Added Services (e.g., bill payments, donations, etc.), ATM Network Planning such as Onsite & Offsite, Security & Surveillance of ATM sites, and Benefits of installing ATMs, Risk Management and Frauds related to ATMs.

10 Hours

Director

Vishwakarma Dr. D. S. Chavan Institute of
Management, a PGECET, Malwadi (Masur)



Unit-III

Internet Banking:

Overview and brief history of Internet Banking, its Products and their features, Corporate and Individual Internet Banking integration with e-Commerce Merchants, etc., Types of Risks associated with Internet Banking, Technology and Security Standards for Internet Banking, Legal issues involved in Internet Banking Branchless Banking: Objectives of running Branchless Banking, its Introduction, Financial Inclusion, Digital Banking products for Financial Inclusion etc.

10 Hours

Unit-IV

Cash Deposit Machines:

Overview and brief history of CDM, CDM Network Planning such as Onsite or Offsite, Benefits of CDMs, Risk Management and Fraud.

Payment Systems:

Overview of Global Payment Systems, Overview of Domestic Payment Systems, RuPay & RuPay Secure, Immediate Payment Service – IMPS, National Unified USSD Platform i.e NUUP, RTGS, NEFT, National Automated Clearing House (NACH), Aadhaar Enabled Payment System (AEPS) e-KYC, Cheque Truncation System or CTS, National Financial Switch (NFS).

05 Hours

Suggested Readings:

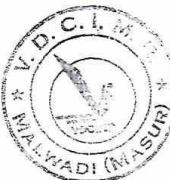
- Indian Institute of Banking and Finance, Digital Banking, Taxmann
- Wewege Luigi., The Digital Banking Revolution: How financial technology companies are rapidly transforming the traditional retail banking industry through disruptive innovation,
- Lohana Sarika R., Digital Banking and Cyber Security. New Century Publications
- Singh Jaspal., Digital Payments in India: Background, Trends and Opportunities, New Century Publications
- Rao K. Srinivasa., Changing Dimensions of Banking in India, Notion Press

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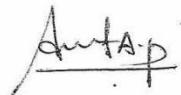


Director
Vishwakarma Dadasaheb Patil Institute of
Management & Research, Malwadi (Wasur)



Shree Dhanlaxmi Foundation's
Vishwakarma-DadasahebChavan Institute of Management and Research Malwadi- Masur
Internal BOS Members (2018-19)

Sr.no.	Name	Designation
1	Prof.A.P.Sawant	Chairman
2	Prof.G.K.Injekar	Member
3	Prof.A.B.Thorat	Member
4	Prof.S.D.Chavan	Academic-coordinator



I/c. Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)



Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi



**Shree Dhanlaxmi Foundation's
Vishwakarma-Dadasaheb Chavan Institute of Management and Research
Malwadi- Masur.**

Notice of Meeting

Date: 20/07/2018

It is hereby notified that meeting of the Board of Studies (BOS) of the Institute will be held at 11.15 am on **27.07.2018** in the board room of the institute.

Agenda

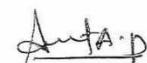
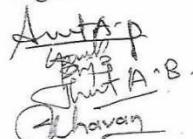
1. Discussion on Add-on courses to be offer for MBA-I and MBA-II year students during the academic year 2018-19.

The following Board of Studies members are requested to attend the meeting.

Name of the Member

1. Prof. Ms. A.P. Sawant
2. Prof. G.K. Injekar
3. Prof. Ms. A.B. Thorat
4. Prof. Ms. S.D. Chavan

Signature



Prof. A.P. Sawant

Chairman

Board of Studies

I/c. Director

Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

C.C. to - all members



Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)



Shree Dhanlaxmi Foundation's
Vishwakarma-DadasahebChavan Institute of Management and Research
Malwadi- Masur

27th July 2018

**Minutes of the Board of Studies (BOS) meeting held on 27.07.2018 in the
Institute's Board room at 11.30 am**

Members Present

Sr. No.	Name	Designation	Signature
1	Prof. Ms. A.P.Sawant	Chairman	<i>A.P.Sawant</i>
2	Prof. G.K.Injekar	Member	<i>G.Injekar</i>
3	Prof.A.B.Thorat	Member	<i>A.Thorat</i>
4	Prof. Ms.S.D.Chavan	Academic-coordinator	<i>S.Chavan</i>

The first BOS meeting was held on 27.07.2018 at 11.30 am in board room. Prof. Ms. A.P.Sawant welcomed the BOS members formally and called the meeting to order. She read out the agenda for the meeting.

Agenda

1. Discussion on Add on course to be offer for MBA-I and MBA-II year students.
2. Any other matter with the permission of the Chair.

Prof. Ms.A.P.Sawant placed before the members the details of Add-on Courses proposed to be introduced for the academic year 2018-19

1. Basics of English communication
2. ERP/SAP
3. Financial literacy.
4. Yoga
5. Personality Development

The draft syllabi of the add-on courses were circulated to the members and after detail discussion and minor changes the syllabi of the five add on courses were approved by the BOS and Prof. Ms. A.P.Sawant was authorized to finalize the schedule of add-on courses and issue notice of commencement of the respective courses.

The meeting was adjourned with the single point agenda.

Abhaw
Director

Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)



A.P.Sawant
Sd/-

Chairman

I/BOSector

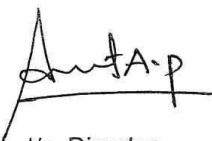
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

NOTICE

Date: 10/01/2019

This is to notify all the students of **MBA-I** that the Add-on course of **Financial Literacy** will commence from 13 January 2019 as per the below schedule in the seminar hall. All the students are requested to register their names with Prof. Ms. S.D.Chavan and enroll for the course. The course duration will be 30 hours.

- The Schedule of above said course will be displayed on the notice board separately.



I/c. Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)



Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

Note:-

We are planning to conduct the Add on Program on Financial literacy for MBA I students. This program will make each and every participant aware of financial knowledge. Candidates participating in this program and successfully completing it will get the certificate of program completion of Add on Program on Financial literacy.

Schedule: - Add on Program on Financial literacy time table **30 Hrs.**

Sr. No	Session	Time	Day & Date	Hours
1.	Session 01	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 13/01/2019	04
2.	Session 02	11.20am to 01.20pm 02.00pm to 04.00pm	Saturday 19/01/2019	04
3.	Session 03	09.00am to 11.00pm 11.20pm to 01.20pm	Sunday 20/01/2019	04
4.	Session 04	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 27/01/2019	04
5.	Session 05	09.00am to 11.00am 11.30am to 01.30pm	Sunday 03/02/2019	04
6.	Session 06	10.00am to 12.00pm 01.00pm to 03.00pm	Sunday 10/02/2019	04
7.	Session 07	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 17/02/2019	06
TOTAL 07 Session			TOTAL 30 Hours	

[Signature]
Director
Vishwakarma Dadasahab Chavan Institute of
Management & Research, Malwadi (Masur)



[Signature]
Anita P.



FINANCIAL LITERACY

Introduction:

To students, financial literacy refers to the ability to understand and apply different financial skills effectively, including personal financial management, budgeting, and saving. Financial literacy makes individuals become self-sufficient, so that financial stability can be accomplished. Financial literacy refers to the knowledge and understanding of various financial products. It helps individuals manage their money, personal finances, investment, and tax planning.

Common examples of financial products include stocks, exchange-traded funds (ETFs), mutual funds, real estate investment trusts (REITs), bonds, derivatives contracts (such as options, futures, and swaps), checks, certificates of deposit (CDs), bank deposits, and loans.

When more people will participate in the market, there will be a gradual shift in the economy, businesses will flourish, GDP will increase, the market will expand, etc. India needs to have strong financial markets to become a developed economy.

When stocks rise, people invested in the equity markets gain wealth. This increased wealth often leads to increased consumer spending, as consumers buy more goods and services when they're confident they are in a financial position to do so.

Overall, only 7.4% of India are registered BSE investors. Why less people invest in stock market in India? The reason for this is lack of awareness, anxiety about risk, high returns, and a need for risk-free investments that give stable returns.

Therefore the Govt. of India has brought forth the New Education Policy (NEP) 2020. That includes financial literacy at an early stage of school education in India.



Director

Vishwakarma Dadashesh Chavan Institute of
Management & Research, Malwadi (Masur)



Financial Literacy Course Content

Duration:-30 hrs.

Sr. No.	Session Details	Duration (Hrs)	Practical/Theory
1.	Stock Fundamentals: • Equity/Share, • Earning Per Share (EPS), • Price-to-Earning Ratio (PE), • Book Value Per Share (BVPS). • All other fundamental concepts will be discussed.	5	Theory
2.	Forex: • Dollar Index, Currency Gains and Losses. • Effects of Govt. Deficits • Cross Currency Effects • Effects of Trade Deficits & Surpluses	5	Theory
3.	Share Price Trends: • Lagging Indicators/data, Future Data,	2	Theory & On-Screen Practical
4.	Industry / Service Sectors: • Sectors, Sector Drivers, • Bonds and Govt. Financing and its effects,	2	Theory
5.	• Bonus, Stock Split, and Rights.	2	Theory
6.	• How to choose stocks and F&O	2	Theory
7.	FNO: • Futures and Options calculation at expiry etc.	12	Theory & On-screen Practical
Total		30	
Certificates will be awarded to students on successful completion of the course			



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NOTICE

Date: 22/07/2018

This is to notify all the students of **MBA-II** that the **Add-on course of ERP/SAP will commence from 05 August 2018** as per the below schedule in the seminar hall. All the students are requested to register their names with Prof. Ms. S.D.Chavan and enroll for the course. The course duration will be 32 hours.

- The Schedule of above said course will be displayed on the notice board separately.



I/c. Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)



Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

Note:-

We are planning to conduct the Add on Program on ERP/SAP for MBA II students. This program will make each and every participant create interest for making new application development. Candidates participating in this program and successfully completing it will get the certificate of program completion of Add on Program on ERP/SAP.

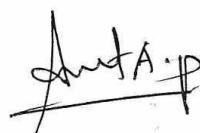
Schedule: - Add on Program on ERP/SAP time table

32 Hrs.

Sr. No	Session	Time	Day & Date	Hours
1.	Session 01	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 05/08/2018	04
2.	Session 02	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 12/08/2018	04
3.	Session 03	09.00am to 11.00pm 11.20pm to 01.20pm	Sunday 19/08/2018	04
4.	Session 04	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 26/8/2018	04
5.	Session 05	09.00am to 11.00am 11.30am to 02.30pm	Sunday 2/9/2018	05
6.	Session 06	10.00am to 1.00pm 01.30pm to 03.30pm	Sunday 09/9/2018	05
7.	Session 07	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 16/9/2018	06
TOTAL 07 Session			TOTAL 32 Hours	


Director
Vishwakarma Dadasahab Chavan Institute of
Management & Research, Mahwadi (Masur)





Course Name: - Add on Course on ERP/SAP

Course Outcome

1. Understand modules and subsystems of SAP.
2. Understand SAP implementation methodology

Course Content

Duration: 32 hrs.

Sr. No.	Syllabus Content	Total Hrs.
A)	Introduction to SAP ERP, Need and importance of SAP, History of SAP, SAP versions, Modules of SAP – HR, Production, Materials management, Financial management, sales and distribution, Project. Advantages and limitations of SAP	10 Hrs.
Practical	Field work: A study of SAP modules implemented in any business unit.	06 Hrs.
B)	Implementation Process of SAP, Implementation team structure, implementation challenges. SAP consultant – Role and responsibilities, Career opportunities in SAP implementation, Market dynamics of SAP, Future trends in SAP.	10 Hrs.
Practical	Field work: organization. A study of SAP implementation process in any organization	06 Hrs.

Reference Books:-

1. First step in SAP : A beginners guide to SAP by Martin Munzel, Sydnie McConnell
2. The ultimate SAP users guide: The essential SAP training handbook for consultants and project team By: Rehan Zaidi, Jon Reed
3. Beginner's Guide To SAP: An Introduction to the Basics of Using SAP Kindle Edition.
4. SAP, Materials Management, Mukesh Shukla, Mc. Graw Hill, Pub


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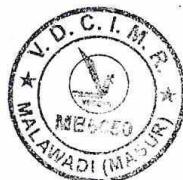
Anita - P

NOTICE

Date: 01/01/2018

This is to notify all the students of **MBA-I** that the Add-on course of **Basics of English and communication skills** will commence from **05 August 2018** as per the below schedule in the seminar hall. All the students are requested to register their names with Prof. Ms. S.D.Chavan and enroll for the course. The course duration will be 32 hours.

The Schedule of above said course will be displayed on the notice board separately.



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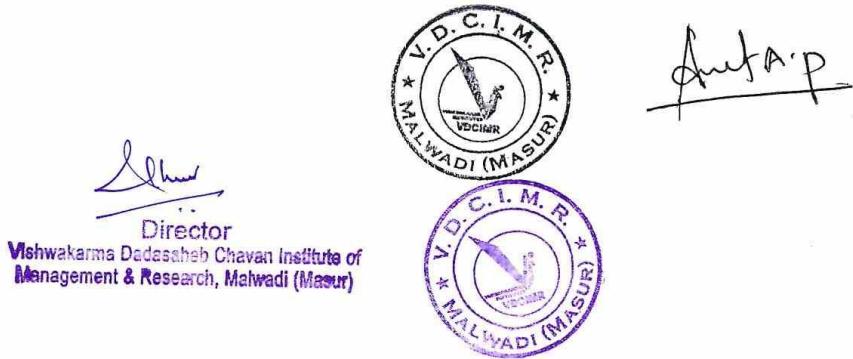
Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

Note:-

We are planning to conduct the Add on Program on Basics of English Communication Skills for MBA I students. This program will help each and every participant to language enhancement and fluency in English communication. Candidates participating in this program and successfully completing it will get the certificate of program completion of Add on Program on Basics of English Communication Skills.

Schedule: - Add on Program on Basics of English Communication Skills time table 32 Hrs.

Sr. No	Session	Time	Day & Date	Hours
1.	Session 01	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 05/08/2018	04
2.	Session 02	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 12/08/2018	04
3.	Session 03	09.00am to 11.00pm 11.20pm to 01.20pm	Sunday 19/08/2018	04
4.	Session 04	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 26/08/2018	04
5.	Session 05	09.00am to 11.00am 11.30am to 02.30pm	Sunday 02/09/2018	05
6.	Session 06	10.00am to 1.00pm 01.30pm to 03.30pm	Sunday 09/09/2018	05
7.	Session 07	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 16/09/2018	06
TOTAL 07 Session			TOTAL 32 Hours	



Basics of English Communication Skills

Course Objectives: Upon completion of the course the student shall be able to

1. Communicate effectively (Verbal and Non Verbal)
2. Effectively manage the team as a team player
3. Develop interview skills
4. Develop Leadership qualities and essentials

Course content

Course duration: 32 hrs.

UNIT – I

07 Hours

Communication Skills: Introduction, Definition, the Importance of Communication, the Communication Process – Source, Message, Encoding, Channel, Decoding, Receiver, Feedback, Context

Barriers to communication: Physiological Barriers, Physical Barriers, Cultural Barriers, Language Barriers, Gender Barriers, Interpersonal Barriers, Psychological Barriers, Emotional barriers

UNIT – II

07 Hour

Elements of Communication: Introduction, Face to Face Communication – Tone of voice, Body Language (Non-Verbal Communication), Verbal Communication Physical Communication. Communication Styles: Introduction, The Communication styles Matrix with example for each Direct Communication style, Spirited Communication style, Systematic Communication style, Considerate Communication style.

UNIT – III

07 Hours

Basic Listening Skills: Introduction, Self-Awareness, Active Listening, Becoming an Active Listener, Listening in Difficult Situations.

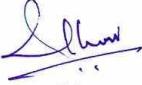
Effective Written Communication: Introduction, When and When Not to Use Written Communication - Complexity of the Topic, Amount of Discussion ‘Required, Shades of Meaning, Formal Communication

Writing Effectively: Subject Lines, Put the Main Point First, Know Your Audience, Organization of the Message

UNIT – IV

07 Hours

Interview Skills: Purpose of an interview, Do's and Don'ts of an interview Giving Presentations: Dealing with Fears, Planning your Presentation, Structuring Your Presentation, Delivering Your Presentation, Techniques of Delivery


Director
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 Management & Research, Malwadi (Maur)



UNIT – V

04 Hours

Group Discussion: Introduction, Communication skills in group discussion, Do's and Don'ts of group discussion Recommended

Books: (Latest Edition)

1. Basic communication skills for Technology, Andreja. J. Ruther Ford, 2nd Edition, Pearson Education, 2011
2. Communication skills, Sanjay Kumar, Pushpalata, 1 stEdition, Oxford Press, 2011
3. Organizational Behaviour, Stephen .P. Robbins, 1 stEdition, Pearson, 2013
4. Brilliant- Communication skills, Gill Hasson, 1 stEdition, Pearson Life, 2011
5. The Ace of Soft Skills: Attitude, Communication and Etiquette for success, GopalaSwamy Ramesh, 5 th Edition, Pearson, 2013
6. Developing your influencing skills, Deborah Dalley, Lois Burton, Margaret, Greenhall, 1st Edition Universe of Learning LTD, 2010
7. Communication skills for professionals, Konar nira, 2ndEdition, New arrivals –PHI, 2011
8. Personality development and soft skills, Barun K Mitra, 1 stEdition, Oxford Press,2011
9. Soft skill for everyone, Butter Field, 1st Edition, Cengage Learning india pvt.ltd,2011
10. Soft skills and professional communication, Francis Peters SJ, 1stEdition, McGraw Hill Education, 2011
11. Effective communication, John Adair, 4 thEdition, Pan Mac Millan,2009
12. Bringing out the best in people, Aubrey Daniels, 2 nd Edition, Mc Graw Hill, 1999



Director

Vishwakarma Dadasheb Chavan Institute of
Management & Research, Malwadi (Masur)

NOTICE

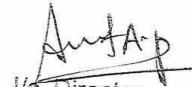
Date: 5/01/2019

This is to notify all the students of **MBA-II** that the Add-on course of **Personality Development** will commence from **13 January 2019** as per the below schedule in the seminar hall. All the students are requested to register their names with Prof. Ms. S.D.Chavan and enroll for the course. The course duration will be 30 hours.

The Schedule of above said course will be displayed on the notice board separately.

A handwritten signature in black ink, appearing to read "S. D. Chavan".

Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

A handwritten signature in black ink, appearing to read "Anita P.".

I/C. Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

Note:-

We are planning to conduct the Add on Program on Personality development for MBA II students. This program will help each and every participant to change ourselves according to corporate demand. Candidates participating in this program and successfully completing it will get the certificate of program completion of Add on Program on Personality development.

Schedule: - Add on Program on Personality development time table **30 Hrs.**

Sr. No	Session	Time	Day & Date	Hours
1.	Session 01	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 13/01/2019	04
2.	Session 02	11.20am to 01.20pm 02.00pm to 04.00pm	Saturday 19/01/2019	04
3.	Session 03	09.00am to 11.00pm 11.20pm to 01.20pm	Sunday 20/01/2019	04
4.	Session 04	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 27/01/2019	04
5.	Session 05	09.00am to 11.00am 11.30am to 01.30pm	Sunday 03/02/2019	04
6.	Session 06	10.00am to 12.00pm 01.00pm to 03.00pm	Sunday 10/02/2019	04
7.	Session 07	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 17/02/2019	06
TOTAL 07 Session			TOTAL 30 Hours	



Director

Vishwakarma Dadasahab Chavhan Institute of Management & Research, Malwadi (Masur) Management & Research, Malwadi (Masur)

I/o. Director

Course Name: - Add on Course on Personality Development

Couse Outcome

1. Students will be able to develop professional personality, positive attitude towards everything.
2. Students will be able to develop good interpersonal relations with other individuals at work place.
3. Students will learn the time management and professional manners and etiquettes.

Course Content

Duration: 30 Hrs.

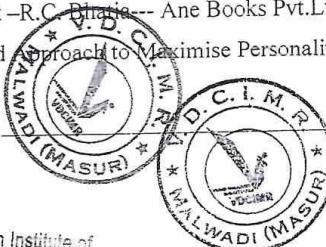
Sr. No.	Syllabus Content	Total Hrs.
A)	a)Introduction to different personality traits. b)Self Management --- Self Evaluation, Self discipline, Self criticism, Recognition of one's own strengths and weaknesses, Self-Discovery and Goal Setting d)Positive Thinking and Attitude- Development of Positive thinking and attitude. e)Interpersonal Relations- Sensitivity Training.	10 Hrs.
Practical	a)Meditation session(Students should write their experience about meditation and submit it.) b)Sessions on interpersonal relations, e.g. How to introduce oneself, style of greeting, introducing others to third parties.	05 Hrs.
B)	a)Etiquette and Manners----Professional Etiquette---Technology Etiquette- Table Manners b)Time Management c)Grooming-Dressing, Postures, Gestures, e)email and telephone communication f)Physical Fitness- Importance and ways of achieving it., Healthy eating habits	10 Hrs.
Practical	a) Practical session on table manners. b) Practical session on Dressing, Postures, Gestures	05 Hrs

Reference Books:-

- a) Managing Soft Skills For Personality Development---B.N. Ghosh---- McGraw Hill Education
- b) Personality Development, Interpersonal Skills and Career Management---Dr. C.S.G. Krishnamacharyulu and Dr. Lalitha Ramakrishnan ---- Himalaya Publishing House Pvt.Ltd.
- c) Personality Development --R.C. Bhatic--- Ane Books Pvt.Ltd.
- d) Soft Skills: An Integrated Approach to Maximise Personality ---Gajendra Singh Chauhan---Wiley

Publisher

Director
Vishwakarma Dadasahib Chavhan Institute of
Management & Research, Malwadi (Mumbai)



Anita

NOTICE

Date: 20/12/2018

This is to notify all the students of **MBA-II** that **the Value added course of Yoga will commence from 01 January 2019** as per the below schedule in the seminar hall. All the students are requested to register their names with Prof. Ms. S.D.Chavan and enroll for the course. The course duration will be 45 hours. The Schedule of above said course will be displayed on the notice board separately.



Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)



I/c. Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)



Note:-

We are planning to conduct the Value added program on Yoga for MBA-II students. This program will help students to improve physical and mental health and better concentration. Candidates participating in this program and successfully completing it will get the certificate of program completion of Value added program on Yoga.

Schedule: - Value added program on Yoga time table

45 Hrs.

Sr.no	Session	Time	Day & Date	Hours
1	Session 01	8.00 am to 9.00 am	01-01-2019	1
2	Session 02	8.00 am to 9.00 am	02-01-2019	1
3	Session 03	8.00 am to 9.00 am	03-01-2019	1
4	Session 04	8.00 am to 9.00 am	04-01-2019	1
5	Session 05	8.00 am to 9.00 am	05-01-2019	1
6	Session 06	8.00 am to 9.00 am	06-01-2019	1
7	Session 07	8.00 am to 9.00 am	07-01-2019	1
8	Session 08	8.00 am to 9.00 am	08-01-2019	1
9	Session 09	8.00 am to 9.00 am	09-01-2019	1
10	Session 10	8.00 am to 9.00 am	10-01-2019	1
11	Session 11	8.00 am to 9.00 am	11-01-2019	1
12	Session 12	8.00 am to 9.00 am	12-01-2019	1
13	Session 13	8.00 am to 9.00 am	13-01-2019	1
14	Session 14	8.00 am to 9.00 am	14-01-2019	1
15	Session 15	8.00 am to 9.00 am	15-01-2019	1
16	Session 16	8.00 am to 9.00 am	16-01-2019	1
17	Session 17	8.00 am to 9.00 am	17-01-2019	1
18	Session 18	8.00 am to 9.00 am	18-01-2019	1
19	Session 19	8.00 am to 9.00 am	19-01-2019	1
20	Session 20	8.00 am to 9.00 am	20-01-2019	1
21	Session 21	8.00 am to 9.00 am	21-01-2019	1
22	Session 22	8.00 am to 9.00 am	22-01-2019	1
23	Session 23	8.00 am to 9.00 am	23-01-2019	1
24	Session 24	8.00 am to 9.00 am	24-01-2019	1
25	Session 25	8.00 am to 9.00 am	25-01-2019	1
26	Session 26	8.00 am to 9.00 am	26-01-2019	1
27	Session 27	8.00 am to 9.00 am	27-01-2019	1
28	Session 28	8.00 am to 9.00 am	28-01-2019	1
29	Session 29	8.00 am to 9.00 am	29-01-2019	1
30	Session 30	8.00 am to 9.00 am	30-01-2019	1
31	Session 31	8.00 am to 9.00 am	31-01-2019	1
32	Session 32	8.00 am to 9.00 am	01-02-2019	1
33	Session 33	8.00 am to 9.00 am	02-02-2019	1
34	Session 34	8.00 am to 9.00 am	03-02-2019	1
35	Session 35	8.00 am to 9.00 am	04-02-2019	1
36	Session 36	8.00 am to 9.00 am	05-02-2019	1
37	Session 37	8.00 am to 9.00 am	06-02-2019	1
38	Session 38	8.00 am to 9.00 am	07-02-2019	1
39	Session 39	8.00 am to 9.00 am	08-02-2019	1
40	Session 40	8.00 am to 9.00 am	09-02-2019	1
41	Session 41	8.00 am to 9.00 am	10-02-2019	1

42	Session 42	8.00 am to 9.00 am	11-02-2019	1
43	Session 43	8.00 am to 9.00 am	12-02-2019	1
44	Session 44	8.00 am to 9.00 am	13-02-2019	1
45	Session 45	8.00 am to 9.00 am	14-02-2019	1
Total			45 hours	



S. J. Pawar
Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

Anita A. P.

I/c. Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

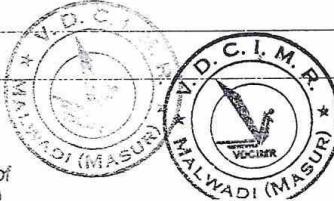
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Course Name: - Value added Course on Yoga

Course Content

Duration: 45 Hrs.

Sr. No.	Syllabus Content	Total Hrs.
A)	1. Yoga Definition 2. Knowledge of five yama with more emphasis on 'Asteya' 3. Knowledge of five Niyama with emphasis on 'Santosh' 4. Knowledge of Aahar-Vihar 5. Methods and benefits of Sukshma Vyayama, Asanas and prayers	10 Hrs.
Practical	hatha karma- kapalbhati(11-30 strokes) Shukshma vyayama- No 1-11 Asanas- Trikonasana, Ardha-Kati, Chakrasana, Tadasana, Vrikshasana, Padmasana, Simhasana, Paschimottanasana, Uttanpadasana, Salabhasana, Shavasana Pranayama- Bhastrika Concentration- On own breath (2 minutes) Ohm Chanting and shanti path.	05 Hrs.
B)	1. Knowledge of Yama with more emphasis on 'Ahimsa' 2. Knowledge of Niyama with emphasis on 'Shauch' 3. A brief Knowledge of different type of yoga (Bhakti, Jnana, Karma and Hatha Yoga) 4. Methods and benefits of Sukshma Vyayama, Asanas and prayer.	10 Hrs.
Practical	Shatha karma- Introduction of Trataka and Practice of concentration on nose-tip. Shukshma vyayama- No 12-23 Asanas- Garudasana, Ek-Pad Pranamasana Kati Chakrasana, Urdhava Hastottanasana, Natrajasana, Parvatasana, Kukkutasana, Pawanmuktasana, Bhujangasana, Shavasana Pranayama- Bhramari Concentration- On own breath (3 minutes) Ohm Chanting and shanti path.	05 Hrs.
C)	1. Knowledge of Yama with more emphasis on 'Satya' & 'Aparigrah' 2. Knowledge of Niyama with emphasis on 'Swadhyaya' & 'Iswarpranidhan' 3. Simple anatomical and physiological aspects of Human body 4. Methods and Benefits of Sukshma Vyayama, Asanas and Pranayama 5. Personal importance of hygiene and health.	10 Hrs.
Practical	Shatha karma- Introduction of Nauli Shukshma vyayama- No 24-32 Asanas- Pada Hastasana, Urdhv Pranamasana, Konasana, Vajrasana, Supta Vajrasana, Shashankasana, Gomukhasana, Janusirasana, Naukasana, Halasana, Chakrasana, Shavasana Surya Namaskar(if possible) Pranayama- Anuloma-Viloma (Nadioshdan) Concentration- On own breath (So-ham) Ohm Chanting and shanti path.	05 Hrs.



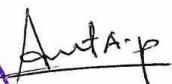
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Shree Dhanlaxmi Foundation's
Vishwakarma-DadasahebChavan Institute of Management and Research Malwadi- Masur
Internal BOS Members 2017-18

Sr.no.	Name	Designation
1	Prof.A.P.Sawant	Chairman
2	Prof.A.B.Thorat	Member
3	Prof.G.K.Injekar	Member
4	Prof.B.S.Dol	Academic-coordinator


Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)





**Shree Dhanlaxmi Foundation's
Vishwakarma-Dadasaheb Chavan Institute of Management and Research
Malwadi- Masur.**

Notice of Meeting

Date: 16/07/2017

It is hereby notified that the first meeting of the Board of Studies (BOS) of the Institute will be held at 10.30 am on **Thursday 22nd July 2017** in the board room of the institute.

Agenda

1. Discussion on Add-on courses to be introduced for MBA-I and MBA-II year students during the academic year 2017-18.

The following Board of Studies members are requested to attend the meeting.

Name of the Member

1. Prof. Ms. A.P.Sawant
2. Prof. Ms. A.B.Thorat
3. Prof. G.K.Injekar
4. Prof. Ms. B.S.Dol

Signature

Prof. A.P. Sawant
Chairman
Board of Studies

C.C. to - all members

Director

Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

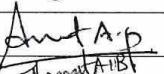
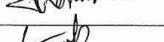
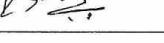


**Shree Dhanlaxmi Foundation's
Vishwakarma-DadasahebChavan Institute of Management and Research
Malwadi- Masur**

22nd July 2017

**Minutes of the first Board of Studies (BOS) meeting held on 22.07.2017 in the
Institute's Board room at 10.30 am**

Members Present

Sr. No.	Name	Designation	Signature
1	Prof. Ms. A.P.Sawant	Chairman	
2	Prof. Ms. A.B.Thorat	Member	
3	Prof. G.K.Injekar	Member	
4	Prof. Ms. B.S.Dol	Academic-coordinator	

The first BOS meeting was held on 22.07.2017 at 11 am in board room. Prof. Ms. A.P.Sawant welcomed the BOS members formally and called the meeting to order. She read out the agenda for the meeting.

Agenda

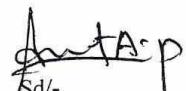
1. Discussion on Add on course for MBA-I and MBA-II year students.
2. Any other matter with the permission of the Chair.

Prof. Ms. A.P.Sawant placed before the members the details of Add-on Courses proposed to be introduced for the academic year 2017-18

1. Basics of English communication
2. Personality development
3. Fundamental of computer skills
4. Creativity and Innovation
5. Financial literacy.

The draft syllabi of the add-on courses were circulated to the members and after detail discussion and minor changes the syllabi of the five add on courses were approved by the BOS and Prof. Ms. A.P.Sawant was authorized to finalize the schedule of add-on courses and issue notice of commencement of the respective courses.

The meeting was adjourned with the single point agenda.


Sd/-

Chairman
BOS


Director

Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)



12/12

NOTICE

Date: 01/01/2018

This is to notify all the students of **MBA-I** that the Add-on course of **Basics of English and communication skills** will commence from **07 January 2018** as per the below schedule in the seminar hall. All the students are requested to register their names with Prof. Ms. B.S.Dol and enroll for the course. The course duration will be 32 hours.

The Schedule of above said course will be displayed on the notice board separately.



Anil A.P.

I/c. Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)



Director

Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

Note:-

We are planning to conduct the Add on Program on Basics of English Communication Skills for MBA I students. This program will help each and every participant to language enhancement and fluency in English communication. Candidates participating in this program and successfully completing it will get the certificate of program completion of Add on Program on Basics of English Communication Skills.

Schedule: - Add on Program on Basics of English Communication Skills time table 32 Hrs.

Sr. No	Session	Time	Day & Date	Hours
1.	Session 01	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 07/01/2018	04
2.	Session 02	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 14/01/2018	04
3.	Session 03	09.00am to 11.00pm 11.20pm to 01.20pm	Sunday 21/01/2018	04
4.	Session 04	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 28/01/2018	04
5.	Session 05	09.00am to 12.00pm 1.00pm to 2.00pm	Sunday 04/02/2018	05
6.	Session 06	09.00am to 12.00pm 1.00pm to 2.00pm	Sunday 11/02/2018	05
7.	Session 07	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 18/02/2018	06
TOTAL 07 Session		TOTAL 32 Hours		



Director
Vishwakarma Dadasab Chavhan Institute of
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Basics of English Communication Skills

Course Objectives: Upon completion of the course the student shall be able to

1. Communicate effectively (Verbal and Non Verbal)
 2. Effectively manage the team as a team player
 3. Develop interview skills
 4. Develop Leadership qualities and essentials

Course content

Course duration: 32 hrs.

Communication Skills: Introduction, Definition, the Importance of Communication, the Communication Process – Source, Message, Encoding, Channel, Decoding, Receiver, Feedback, Context

Barriers to communication: Physiological Barriers, Physical Barriers, Cultural Barriers, Language Barriers, Gender Barriers, Interpersonal Barriers, Psychological Barriers, Emotional barriers

UNIT - II

Elements of Communication: Introduction, Face to Face Communication – Tone of voice, Body Language (Non-Verbal Communication), Verbal Communication Physical Communication. **Communication Styles:** Introduction, The Communication styles Matrix with example for each Direct Communication style, Spirited Communication style, Systematic Communication style, Considerate Communication style.

UNIT – III

Basic Listening Skills: Introduction, Self-Awareness, Active Listening, Becoming an Active Listener, Listening in Difficult Situations.

Effective Written Communication: Introduction, When and When Not to Use Written Communication - Complexity of the Topic, Amount of Discussion ‘Required, Shades of Meaning, Formal Communication

Writing Effectively: Subject Lines, Put the Main Point First, Know Your Audience, Organization of the Message

UNIT – IV

Interview Skills: Purpose of an interview, Do's and Don'ts of an interview
Giving Presentations: Dealing with Fears, Planning your Presentation, Structuring Your Presentation, Delivering Your Presentation, Techniques of Delivery



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UNIT – V

04 Hours

Group Discussion: Introduction, Communication skills in group discussion, Do's and Don'ts of group discussion Recommended

Books: (Latest Edition)

1. Basic communication skills for Technology, Andreja. J. Ruther Ford, 2nd Edition, Pearson Education, 2011
2. Communication skills, Sanjay Kumar, Pushpalata, 1 stEdition, Oxford Press, 2011
3. Organizational Behaviour, Stephen .P. Robbins, 1 stEdition, Pearson, 2013
4. Brilliant- Communication skills, Gill Hasson, 1 stEdition, Pearson Life, 2011
5. The Ace of Soft Skills: Attitude, Communication and Etiquette for success, GopalaSwamy Ramesh, 5 th Edition, Pearson, 2013
6. Developing your influencing skills, Deborah Dalley, Lois Burton, Margaret, Greenhall, 1st Edition Universe of Learning LTD, 2010
7. Communication skills for professionals, Konar nira, 2ndEdition, New arrivals –PHI, 2011
8. Personality development and soft skills, Barun K Mitra, 1 stEdition, Oxford Press,2011
9. Soft skill for everyone, Butter Field, 1st Edition, Cengage Learning india pvt.ltd,2011
10. Soft skills and professional communication, Francis Peters SJ, 1stEdition, McGraw Hill Education, 2011
11. Effective communication, John Adair, 4 thEdition, Pan Mac Millan,2009
12. Bringing out the best in people, Aubrey Daniels, 2 nd Edition, Mc Graw Hill, 1999


Director

Vishwakarma Dadasaheb Chavan Institute of
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NOTICE

Date: 15/09/2017

This is to inform all MBA-II students that the Personality Development Add-on course will begin on September 23, 2017 in the seminar hall, as per the timetable below. All students are required to register with Prof. Ms. B.S.Dol and enrol in the course. The course will last 30 hours.

The schedule for the aforementioned course will be shown separately on the notice board.



I/c. Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)



Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)



Note:-

We are planning to conduct the Add on Program on Personality development for MBA II students. This program will help each and every participant to change ourselves according to corporate demand. Candidates participating in this program and successfully completing it will get the certificate of program completion of Add on Program on Personality development.

Schedule: - Add on Program on Personality development time table 30 Hrs.

Sr. No	Session	Time	Day & Date	Hours
1.	Session 01	2.00pm to 4.pm	Saturday 23/09/2017	03
2.	Session 02	2.00pm to 4.pm	Saturday 30/10/2017	03
3.	Session 03	2.00pm to 4.30.pm	Saturday 07/10/2017	3.30
4.	Session 04	2.00pm to 4.pm	Saturday 14/10/2017	03
5.	Session 05	2.00pm to 4.pm	Saturday 21/10/2017	03
6.	Session 06	2.00pm to 4.30.pm	Saturday 28/10/2017	03.30
7.	Session 07	2.00pm to 4.pm	Saturday 04/11/2017	03
8.	Session 08	2.00pm to 4.pm	Saturday 11/11/2017	03
9.	Session 09	10am to 12pm 1pm to 3pm	Sunday 12/11/2017	05
		TOTAL 09 Session	TOTAL 30 Hours	



Amit A.P



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Course Name: - Add on Course on Personality Development

Couse Outcome

1. Students will be able to develop professional personality, positive attitude towards everything.
2. Students will be able to develop good interpersonal relations with other individuals at work place.
3. Students will learn the time management and professional manners and etiquettes.

Course Content

Duration: 30 Hrs.

Sr. No.	Syllabus Content	Total Hrs.
A)	a)Introduction to different personality traits. b)Self Management --- Self Evaluation, Self discipline, Self criticism, Recognition of one's own strengths and weaknesses, Self-Discovery and Goal Setting d)Positive Thinking and Attitude- Development of Positive thinking and attitude. e)Interpersonal Relations- Sensitivity Training.	10 Hrs.
Practical	a)Meditation session(Students should write their experience about meditation and submit it.) b)Sessions on interpersonal relations, e.g. How to introduce oneself, style of greeting, introducing others to third parties.	05 Hrs.
B)	a)Etiquette and Manners---Professional Etiquette---Technology Etiquette- Table Manners b)Time Management c)Grooming-Dressing, Postures, Gestures, e)email and telephone communication f)Physical Fitness- Importance and ways of achieving it., Healthy eating habits	10 Hrs.
Practical	a) Practical session on table manners. b) Practical session on Dressing, Postures, Gestures	05 Hrs

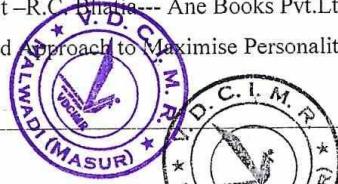
Reference Books:-

- a) Managing Soft Skills For Personality Development---B.N. Ghosh---- McGraw Hill Education
- b) Personality Development, Interpersonal Skills and Career Management---Dr. C.S.G. Krishnamacharyulu and Dr. Lalitha Ramakrishnan ---- Himalaya Publishing House Pvt.Ltd.
- c) Personality Development --R.C. Bhate--- Ane Books Pvt.Ltd.
- d) Soft Skills: An Integrated Approach to Maximise Personality ---Gajendra Singh Chauhan---Wiley

Publisher

Vishwakarma Dadasahib Chavan Institute of
Management & Research, Malwadi (Masur)

Alwin
Director



Anita
I.P.

NOTICE

Date: 25/07/2017

This is to notify all the students of MBA-I that the Add-on course of Fundamental of computer Skills will commence from 05 August 2017 as per the below schedule in the seminar hall. All the students are requested to register their names with Prof. Ms. B.S.Dol and enroll for the course. The course duration will be 30 hours.

~ ~ The Schedule of above said course will be displayed on the notice board separately.



Amit A.P

I/c. Director
Vishwakarma Dadasaheb Chavan Institute of
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J. M. J.

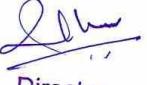
Director
Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)

Note:-

We are planning to conduct the Add on Program on fundamental of computer skills for MBA I students. This program will help each and every participant to enhance the knowledge of computer skill. Candidates participating in this program and successfully completing it will get the certificate of program completion of Add on Program on Basics of fundamental of computer skills.

Schedule: - Add on Program on fundamental of computer skills time table 30 Hrs.

Sr. No	Session	Time	Day & Date	Hours
1.	Session 01	2.00pm to 3.00pm 3.00pm to 4.00pm	Saturday 05/08/2017	02
2.	Session 02	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 06/08/2017	04
3.	Session 03	2.00pm to 4.00pm 3.00pm to 4.00pm	Saturday 12/08/2017	02
4.	Session 04	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 13/08/2017	04
5.	Session 05	2.00pm to 3.00pm 3.00pm to 4.00pm	Saturday 19/08/2017	02
6.	Session 06	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 20/08/2017	04
7.	Session 07	2.00pm to 3.00pm 3.00pm to 4.00pm	Saturday 26/08/2017	02
8.	Session 08	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 27/08/2017	04
9.	Session 09	10.00am to 11.00pm 12.00pm to 1.00pm	Sunday 03/09/2017	02
10.	Session 10	11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 10/09/2017	04
		TOTAL 10 Session	TOTAL 30 Hours	



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FUNDAMENTAL OF COMPUTER SKILLS

Course Outcomes:

1. Bridge the fundamental concept of computer with the present level of knowledge of the student.
2. Students will be aware with Computer system
3. Understand the basics of Microsoft Office programs
4. Familiarize Typing email, and using the internet

Duration: 30 Contact Hours

Syllabus

Sr. No.	Syllabus Content	Teaching Hours	Practical Hours
Unit No-1	Fundamentals of Computer Computer definition, Characteristics, Computer Generation, Types of Computer, Block Diagram, Computer Hardware and Software, Computer Network.	6	-
Unit No-2	Operating system Introduction to OS, Functions of OS, Features, Types of Software, Computer Languages	4	-
Unit No-3	Office Automation MS-Word :Creating and Editing word document, Formatting Documents, MS-Excel : Introduction to Spread Sheet, formatting in cell and text, Creating Charts and graph. MS-PowerPoint : Creating presentation, working with slides, slide transition, animating object.	5	10
Unit No-4	The Internet and The WEB Introduction to Internet, Uses of Internet, Internet Access, Browser, Email, Searching on web	5	5
Practical	Practical's based on MS-word, MS-Excel, MS- Power point. Practical based on Email writing , searching on Internet		
	Books Recommended 1.Computer Fundamentals : P.K Sinha BPB Publications 2.Fundamental of Information Technology : Chetan Shrivastav Kalyani Publishers 3.Fundamental of Computer :V. Rajaraman		



Amit A.P.

I. Dhumne

Director

Vishwakarma Dadasahib Chavan Institute of Management & Research, Malwadi (Masur)

NOTICE

Date: 10/09/2017

This is to inform all MBA-II students that the Creativity and Innovation Add-on course will begin on September 17, 2017 in the seminar hall, as per the timetable below. All students are required to register with Prof. Ms. B.S.Dol and enroll in the course. The course will last 35 hours.

The schedule for the aforementioned course will be shown separately on the notice board.



I/c. Director

Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)



Director

Vishwakarma Dadasaheb Chavan Institute of
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Note:-

We are planning to conduct the Add on Program on Creativity and Innovation for MBA II students. This program will help each and every participant to enhance the creativity and discovering the new things. Candidates participating in this program and successfully completing it will get the certificate of program completion of Add on Program on Creativity and Innovation.

Schedule: - Add on Program on Creativity and Innovation time table 35 Hrs.

Sr. No	Session	Time	Day & Date	Hours
1.	Session 01	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 17/09/2017	04
2.	Session 02	11.20am to 01.20pm 02.00pm to 04.00pm	Sunday 24/09/2017	04
3.	Session 03	09.00am to 12.00pm 1.00pm to 3.00pm	Sunday 01/10/2017	05
4.	Session 04	11.20am to 01.20pm 02.00pm to 05.00pm	Sunday 8/10/2017	05
5.	Session 05	09.00am to 11.00am 11.30am to 02.30pm	Sunday 15/10/2017	05
6.	Session 06	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 22/10/2017	06
7.	Session 07	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 29/10/2017	06
TOTAL 07 Session		TOTAL 35 Hours		



Director
Vishwakarma Dadasheb Chavan Institute of
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Course Name: - Add on Course on Creativity and Innovation

Couse Outcome

1. Understand building blocks of innovation.
2. be familiar with processes and methods of creative problem solving.
3. Enhance their creative and innovative thinking skills
4. be familiar with creative and innovative thinking styles

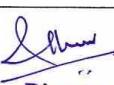
Course Content

Duration:35 hrs.

Sr. No.	Syllabus Content	Total Hrs.
A)	<ul style="list-style-type: none"> • Innovation <p>Innovation- Meaning, Characteristics, Purpose/ goals of innovation, Sources of innovation, Types of innovation. Differences between invention and innovation, Innovation and entrepreneurship, Sustainability and Innovation, Innovation Management Strategies</p>	10 Hrs.
Practical	<ol style="list-style-type: none"> 1. Exercise on idea generation using brain storming exercise within the class room. 2. To visit any organization and study their innovative business practices 	07 Hrs.
B)	<ul style="list-style-type: none"> • Creativity <p>What is Creativity, Components of Creativity, Creativity Process and Techniques for improving creativity process, Mechanism of Thinking? Barriers to creativity, Organization and personal factors to promote creativity. Principles and Techniques for Creative Ideas, Six Hat Thinking Exercises and Lateral Thinking Exercises. Methods and Tools for Creative Problem Solving</p>	10 Hrs.
Practical	Visit to any creative entrepreneur and understand his/her creativity and also study the impact of his/her creativity on his/her business.	08 Hrs.

Reference Books:-

1. Khandwala, N. Pradip (2009). Lifelong Creativity – An Unending Quest, New Delhi: Tata McGraw Hill
2. Drucker, F. Peter (2015). Innovation and Entrepreneurship, UK: Elsevier, John Wiley
3. Christensen, M. Clayton, Raynor, E. Michael (2003). The Innovators Solution, Harvard Business School Press Boston
4. De Bono, Edward (2008). Creativity Workout: 62 Exercises to unlock Your Most Creative Ideas, 2/e; Amorata Press


Director
 Jeechab Chavan Institute of
 Management & Research, Malwadi (Masur)





NOTICE

Date: 20/02/2018

This is to notify all the students of **MBA-II** that the **Add-on course of Basics of English and communication skills will commence from 25 February 2018** as per the below schedule in the seminar hall. All the students are requested to register their names with Prof. Ms. B.S.Dol and enroll for the course. The course duration will be 30 hours.

The Schedule of above said course will be displayed on the notice board separately.



A handwritten signature in black ink, appearing to read "Dr. A.P."

I/c. Director

Vishwakarma Dadasaheb Chavan Institute of
Management & Research, Malwadi (Masur)



A handwritten signature in black ink, appearing to read "Dr. J. Bhawar".

Director

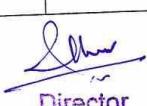
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Note:-

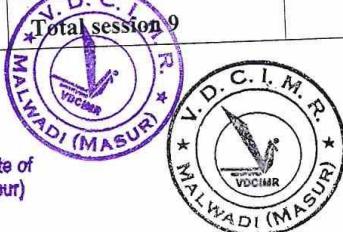
We are planning to conduct the Add on Program on Financial literacy for MBA II students. This program will make each and every participant aware of financial knowledge. Candidates participating in this program and successfully completing it will get the certificate of program completion of Add on Program on Financial literacy.

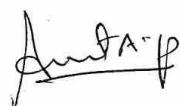
Schedule: - Add on Program on Financial literacy time table 30 Hrs.

Sr. No	Session	Time	Day & Date	Hours
1.	Session 01	11.20am to 01.20pm 02.00pm to 04.00pm	sunday 25/02/2018	04
2.	Session 02	2.00pm to 3.00pm 3.00pm to 4.00pm	Saturday 03/03/2018	02
3.	Session 03	09.00am to 11.00pm 11.20pm to 01.20pm	Sunday 4/03/2018	04
4.	Session 04	2.00pm to 3.00pm 3.00pm to 4.00pm m	Saturday 10/03/2018	02
5.	Session 05	09.00am to 11.00am 11.30am to 01.30pm	Sunday 11/03/2018	04
6.	Session 06	2.00pm to 3.00pm 3.00pm to 4.00pm	Saturday 17/03/2018	02
7.	Session 07	09.00am to 11.00am 11.30am to 01.30pm 02.00pm to 04.00pm	Sunday 18/03/2018	06
8.	Session 08	2.00pm to 3.00pm 3.00pm to 4.00pm	Saturday 24/03/2018	02
9.	Session 09	09.00am to 11.00am 02.00pm to 04.00pm	Sunday 25/03/2018	04
		Total session 9	Total hours 30	


Director

Vishwakarma Dadasaheb Chavhan Institute of
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FINANCIAL LITERACY

Introduction:

To students, financial literacy refers to the ability to understand and apply different financial skills effectively, including personal financial management, budgeting, and saving. Financial literacy makes individuals become self-sufficient, so that financial stability can be accomplished. Financial literacy refers to the knowledge and understanding of various financial products. It helps individuals manage their money, personal finances, investment, and tax planning.

Common examples of financial products include stocks, exchange-traded funds (ETFs), mutual funds, real estate investment trusts (REITs), bonds, derivatives contracts (such as options, futures, and swaps), checks, certificates of deposit (CDs), bank deposits, and loans.

When more people will participate in the market, there will be a gradual shift in the economy, businesses will flourish, GDP will increase, the market will expand, etc. India needs to have strong financial markets to become a developed economy.

When stocks rise, people invested in the equity markets gain wealth. This increased wealth often leads to increased consumer spending, as consumers buy more goods and services when they're confident they are in a financial position to do so.

Overall, only 7.4% of India are registered BSE investors. Why less people invest in stock market in India? The reason for this is lack of awareness, anxiety about risk, high returns, and a need for risk-free investments that give stable returns.

Therefore the Govt. of India has brought forth the New Education Policy (NEP) 2020. That includes financial literacy at an early stage of school education in India.



A handwritten signature in black ink that reads "Anil A.P." followed by a small dot.


Director
Vishwakarma Dadasheb Chavan Institute of
Management & Research, Malwadi (Masur)

Financial Literacy Course Content

Sr. No.	Session Details	Duration (Hrs)	Practical/Theory
1.	Stock Fundamentals: <ul style="list-style-type: none">• Equity/Share,• Earning Per Share (EPS),• Price-to-Earning Ratio (PE),• Book Value Per Share (BVPS).• All other fundamental concepts will be discussed.	5	Theory
2.	Forex: <ul style="list-style-type: none">• Dollar Index, Currency Gains and Losses.• Effects of Govt. Deficits• Cross Currency Effects• Effects of Trade Deficits & Surpluses	5	Theory
3.	Share Price Trends: <ul style="list-style-type: none">• Lagging Indicators/data, Future Data,	2	Theory & On-Screen Practical
4.	Industry / Service Sectors: <ul style="list-style-type: none">• Sectors, Sector Drivers,• Bonds and Govt. Financing and its effects,	2	Theory
5.	<ul style="list-style-type: none">• Bonus, Stock Split, and Rights.	2	Theory
6.	<ul style="list-style-type: none">• How to choose stocks and F&O	2	Theory
7.	FNO: <ul style="list-style-type: none">• Futures and Options calculation at expiry etc.	12	Theory & On-screen Practical
Total		30	
Certificates will be awarded to students on successful completion of the course			



Director



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