

SREE NARAYANA GURU COLLEGE OF COMMERCE

NOTICES OF CERTIFICATE COURSES

ACADEMIC YEAR

2021-2022

**This document contains institutional programme brochure/notice
for Certificate/Value added programs**

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SREE NARAYANA GURU COLLEGE OF COMMERCE

**CERTIFICATE COURSE ON
TEACHINGS OF SREE NARAYANA
GURU - HUMAN VALUES**

ACADEMIC YEAR

2021-2022



SREE NARAYANA GURU COLLEGE OF COMMERCE

P.L.Lokhande Marg, Chembur (West), Mumbai- 400089

(Re-accredited by NAAC Grade 'B' CGPA 2.45 (2019 – 24)

Permanently Affiliated to University of Mumbai, recognized by UGC U/s.2(f) and 12 B

Managed by Sree Narayana Mandira Samiti

IQAC ORGANISES

CERTIFICATE COURSE ON HUMAN VALUES- TEACHINGS AND PHILOSOPHIES OF SREE NARAYANA GURU

Sree Narayana Guru College is planning to start a certificate course on human values focusing on the teachings and philosophies of Sree Narayana Guru. The intended learning outcome of this course is based on imparting philosophies of Guru, his messages for social upliftment, human values like brotherhood, trust, social equality etc.

WHO ALL CAN ATTEND?

The beneficiaries involved here would be the students of Sree Narayana Guru College across different departments and years. The maximum class size is expected to be 40 students per batch. The students would be admitted on first come first serve basis. The medium of instruction to be used will be English. The teaching method would be online as of now using Zoom platform. Expert/guest lectures also would be conducted to enhance the knowledge of the students. The assessment tools would include assignments, attendance/class interaction in the lecture and an exam at the end of the course. Students would be awarded course certificate after successful completion of the same. A minimum of 40% attendance would be considered mandatory for obtaining the course certificate. Lectures would be beginning on 23rd August and would be held twice in a week in the evening with 30 lectures in total. Further details would be shared in the whatsapp group.

Interested students are required to register using the link mentioned below and also join the Whatsapp group.

<https://forms.gle/ZAcJqrMFZgDeYw9Q6>

<https://chat.whatsapp.com/GXi4MpEqwqO9CB3Esv0NEb>

FOR ANY QUERIES-KINDLY CONTACT NAVEENA SURESH (WHATSAPP)-9969874177

Naveena



[Signature]
Principal
Sree Narayana Guru College of Commerce
P. L. Lokhande Marg,
Chembur, Mumbai - 400089



SREE NARAYANA GURU COLLEGE OF COMMERCE

**CERTIFICATE COURSE ON
NEW HIRE TRAINING & PERSONALITY
DEVELOPMENT FOR EMPLOYABILITY
SKILLS**

ACADEMIC YEAR

2021-2022



SREE NARAYANA GURU COLLEGE OF COMMERCE

RE-ACCREDITED BY NAAC (GRADE-'B'-CGPA 2.45) [2019-2024]

(PERMANENTLY AFFILIATED TO UNIVERSITY OF MUMBAI & RECOGNISED BY UGC-u/s 2(f)&12B)
MANAGED BY SREE NARAYANA MANDIRA SAMITI (REGD.)

LANDE MARG, CHEMBUR, MUMBAI, MAHARASHTRA, INDIA, PIN CODE - 400 089 Tel.: 022-25263131 / 25263132 | 25263122 E-mail : sngcollege86@yahoo.co.in / sngcollegeprincipal@gmail.co

NOTICE

22nd October, 2021

It is hereby informed to all the students of First Year of all the programmes that "The Language Club" of Sree Narayana Guru College of Commerce is going to introduce Certificate Course on "Personality Development and the Art of Public Speaking" from 15th November, 2021. The interested students can register by filling the following registration form using the link:

<https://docs.google.com/forms/d/1lp8Nwj9we3sPAWdLse0oFaLFKNgvSo88HcPYM7Yf7s4/edit>

IMPORTANT FEATURES OF THE PROGRAMME:

- 1) No registration fees.
- 2) The said Certificate Course will groom the students with respect to Personality Development and English Speaking.
- 3) Special sessions would be held by a well-known personality who is an expert in Grooming and Personality Development sessions
- 4) Authenticate Certificate will be provided after successful completion of **30 hours** course.
- 5) The Course will be online as well as offline.

Interested Students can contact Dr. Rajesh Nair for any queries on 9833212173 or on drrajesh.nair1@gmail.com

Principal,

Dr. Ravindran Karathadi

Principal

Sree Narayana Guru
College of Commerce

P. L. Lokhande Marg,
Chembur, Mumbai 400 089.

CONTENT OF THE COURSE**Module One: Developing Positive Attitude**

- 1) Importance of Attitude – The benefits of having a Positive Attitude.
- 2) The need and requirement of a Positive Attitude.
- 3) Winning Strategies for Success.
- 4) Factors that hold us back from Attaining Success.
- 5) Motivating self and others.

Module Two: Self Esteem and Goal Setting

- 6) Developing Self- Esteem.
- 7) Subconscious mind and Habits.
- 8) Importance of goal setting and how to achieve the set goals.
- 9) Values and Vision

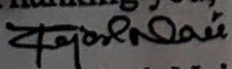
Module Three: Effective Public Speaking and Positive Personality


- 10) To speak without Fear of “what others think”
- 11) Using Language for better Public Speaking
- 12) Presentation Skills.
- 13) The Art of Public Speaking.

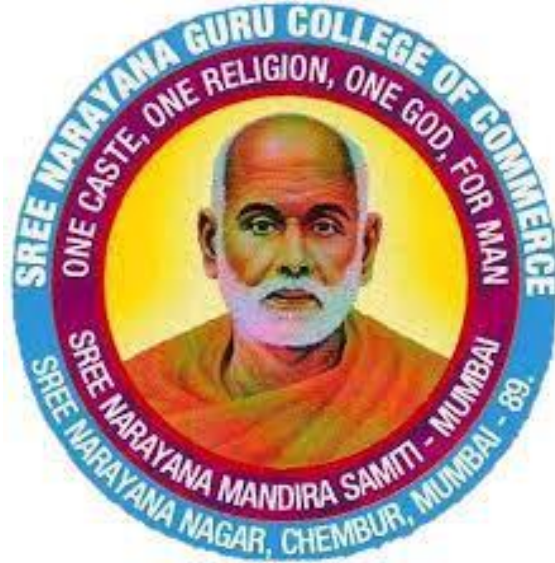
Module Four: Professional Grooming and Business Etiquettes:

This module will deal with the Professional Grooming aspects, what body language to maintain in business meetings, what kind of Etiquettes and Dress code to be followed in Professional set up.

The total duration of the course would be for 30 hours.

Thanking you,

Dr. Rajesh Nair


IOAC
Coordinator

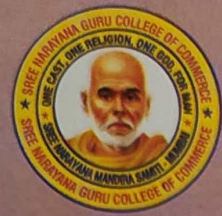


SREE NARAYANA GURU COLLEGE OF COMMERCE

**CERTIFICATE COURSE ON
B. SMART**

ACADEMIC YEAR

2021-2022



SREE NARAYANA GURU COLLEGE OF COMMERCE

(LINGUISTIC MINORITY INSTITUTION)

RE-ACCREDITED BY NAAC (GRADE 'B'-CGPA 2.45) [2019-2024]

AFFILIATED TO UNIVERSITY OF MUMBAI & RECOGNISED BY UGC-u/s 2(f)&12B

MANAGED BY SREE NARAYANA MANDIRA SAMITI (REGD.)

P. L. LOKHANDE MARG, CHEMBUR, MUMBAI - 400 089. ☎ 9326063380 / 9326083775 ✉ sngcollege86@yahoo.co.in / sngcollegeprincipal@gmail.com

Notice

Date: 14th February, 2022

It is hereby informed to all the students of all the programmes that the BSCIT department is going to introduce a **Certificate Course on "B. Smart (Data Science, Cloud Computing, Mobile App. Development, CCNA)"** from 2nd March, 2022 till 24th March 2022.

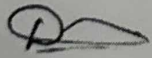
Time of the certificate Course - 11.30AM till 1.30PM (2 hours)

By focusing on these features, certificate courses in Data Science, Cloud Computing, Mobile App Development, and CCNA equip students with the knowledge, skills, and credentials they need to succeed in today's competitive job market.

Important Features Of The Programme: .

1. The course will be of 34 hours
2. Authentic Certificate will be provided after successful completion of the 34 hours course.
3. No registration fees.

Interested students can register themselves with the programme coordinator - Prof. Tulsi Mohan Adal.


Dr. Ravindran Karathadi
Principal



Principal
Sree Narayana Guru
College of Commerce
P. L. Lokhande Marg,
Chembur, Mumbai 400 089.

Syllabus

Sree Narayana Guru College of Commerce

RE ACCREDITED BY NAAC WITH GRADE 'B' (CGPA 2.45)

(PERMANENTLY AFFILIATED TO THE UNIVERSITY OF MUMBAI)

MANAGED BY: SREE NARAYANA MANDIRA SAMITI (REGD)

P.L. LOKHANDE MARG, CHEMBUR, MUMBAI - 400089.

Certificate Course on

B. Smart (Data Science, Cloud Computing, Mobile App. Development, CCNA)

Academic Year 2021-2022

Curriculum

B Smart Syllabus

Introduction to Data Science

- Overview of Data Science and its applications
- Introduction to Data Analysis using Python
- Basic statistics for Data Science
- Introduction to Machine Learning concepts
- Hands-on exercises and projects

Cloud Computing Fundamentals

- Understanding Cloud Computing basics
- Overview of Cloud Service Models (IaaS, PaaS, SaaS)
- Introduction to major Cloud platforms (AWS, Azure, Google Cloud)
- Hands-on exercises on Cloud platforms
- Cloud storage services and deployment

Mobile App Development Basics

- Introduction to Mobile App Development platforms (Android, iOS)

- Overview of mobile app development frameworks (React Native, Flutter)
- Basics of UI/UX design for mobile apps
- Hands-on exercises on building simple mobile apps
- Introduction to advanced features in mobile app development

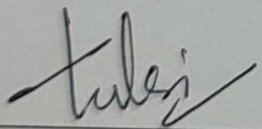
Introduction to CCNA (Cisco Certified Network Associate)

- Overview of Networking fundamentals
- Introduction to Cisco devices and IOS (Internetwork Operating System)
- Understanding IP addressing and subnetting
- Introduction to Routing and Switching concepts
- Hands-on labs on basic networking configurations

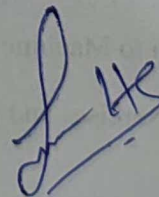
Advanced CCNA and Final Projects

- Routing protocols (RIP, EIGRP, OSPF) and Switching concepts (VLANs, STP, VTP)
- WAN Technologies (Frame Relay, PPP) and Network Security principles
- Hands-on labs on configuring WAN connections and implementing basic security measures
- Review of key concepts covered in the course
- Final projects and assessments on Data Science, Cloud Computing, Mobile App Development, and CCNA
- Presentation of final projects and certificate distribution

Signature: _____



Ms. Tulsi Adal



ICOAC Coordinator

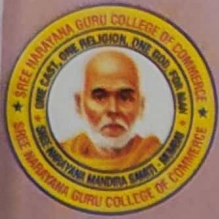


SREE NARAYANA GURU COLLEGE OF COMMERCE

**CERTIFICATE COURSE ON
SELF-DEVELOPMENT AND
CONFIDENCE BUILDING MEASURES**

ACADEMIC YEAR

2021-2022



SREE NARAYANA GURU COLLEGE OF COMMERCE

(LINGUISTIC MINORITY INSTITUTION)

RE-ACCREDITED BY NAAC (GRADE-'B'-CGPA 2.45) [2019-2024]

AFFILIATED TO UNIVERSITY OF MUMBAI & RECOGNISED BY UGC-u/s 2(f)&12B

MANAGED BY SREE NARAYANA MANDIRA SAMITI (REGD.)

P. L. LOKHANDE MARG, CHEMBUR, MUMBAI - 400 089. ☎ 9326063380 / 9326083775 ✉ sngcollege86@yahoo.co.in / sngcollegeprincipal@gmail.com

23rd July, 2021

Notice

The Department of BMS and BFM, in collaboration with the IQAC, is pleased to announce an online certificate course on "Life Skills and Youth Leadership" tailored for degree college students.

Course Details:

Duration: 30 hours

Cost: Free of charge

Session Conductors: Corporate trainers

Tentative Start Date: August 2nd, 2021

Timings: 2:00 pm to 4:00 pm

Registration:

To register for the course, please visit the following link: [Registration Link](#)

Additional Information:

After registration, participants are requested to join the WhatsApp group using the following link:
[WhatsApp Link](#)

Contact Persons:

For any queries or assistance, please feel free to contact:

Miss Rishita Shukla: 9833144530

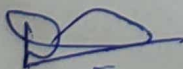
Miss Roslin Swamidasan: 9892672685

Mrs. Naveena Suresh: 9969874177

Miss Vaidehi Thakor: 9511644725

Dr. Rajesh Nair: 9833212173

We encourage all interested students to take advantage of this valuable opportunity to enhance their life skills and leadership capabilities.


Dr. Ravindran Karathadi
Principal

Principal
Sree Narayana Guru
College of Commerce
P. L. Lokhande Marg,
Chembur, Mumbai - 400 089



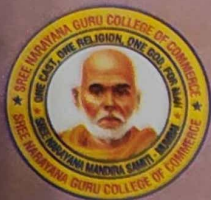


SREE NARAYANA GURU COLLEGE OF COMMERCE

**CERTIFICATE COURSE ON
HOW TO CRACK BANKING EXAM**

ACADEMIC YEAR

2021-2022



SREE NARAYANA GURU COLLEGE OF COMMERCE

(LINGUISTIC MINORITY INSTITUTION)

RE-ACCREDITED BY NAAC (GRADE-'B'-CGPA 2.45) [2019-2024]

AFFILIATED TO UNIVERSITY OF MUMBAI & RECOGNISED BY UGC-u/s 2(f)&12B

MANAGED BY SREE NARAYANA MANDIRA SAMITI (REGD.)

P. L. LOKHANDE MARG, CHEMBUR, MUMBAI - 400 089. ☎ 9326063380 / 9326083775 ✉ sngcollege86@yahoo.co.in / sngcollegeprincipal@gmail.com

Date: 1st February, 2022

NOTICE

All the students are hereby informed of the launch of our **Certificate Course on Banking Exam**, aimed at equipping you with the essential skills necessary to excel in your professional journey.

"Certificate Course in Banking Exam"

It is based on IBPS, SBI, RBI Preliminary Exam Syllabus

Duration: 30 hrs

Beginning date of lectures: 10th Feb, 2022

Lectures: Online and Offline

Fee: 500 Rs.

Number of students' intake: 40

Registration link:

<https://docs.google.com/forms/d/e/1FAIpQLSflkjsGzp3sB3aTecslbvDIEiMpMmBMjQ0Q1GMGj-OCntUobg/viewform>

Whats app link: <https://chat.whatsapp.com/ByH80GXYeyp23Ar5xAAJDI>

Last date for Registration: 8th Feb, 2022

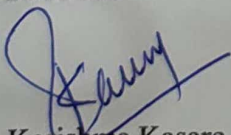
For further details please contact the following faculties:

Dr. Karishma Kasare 8879367064


Mr. Priyadarshan S. 9833206066

Mr. Iyer P.

91726 53060


Dr. Karishma Kasare
Incharge




Dr. Ravindran Karathadi
Principal

Principal
Sree Narayana Guru
College of Commerce
P. L. Lokhande Marg,
Chembur, Mumbai 400 089

SREE NARAYANA GURU COLLEGE OF COMMERCE, CHEMBUR
 DEPARTMENT OF BANKING AND INSURANCE
 CERTIFICATE COURSE OF BANKING EXAM
 SYLLABUS CONTENT

Syllabus

Duration : 30 hrs

Introduction:

This course is based on Banking Preliminary exam syllabus and its preparation. After completing graduation students will become eligible to write banking Clerk and PO exams. Therefore, to make them prepare for this, course and syllabus has been framed.

Objective of Course:

- To Impart the knowledge of English Language.
- To Inculcate Reasoning and Numerical Ability.
- To Inculcate competency of the students.

English Language	Reasoning Ability	Numerical Ability
Reading Comprehension	Logical Reasoning	Profit and Loss
Tenses Rules	Alphanumeric	Quadratic Equations
Cloze Test (Fill in the Blanks)	Series Alphabetic	Approximation and Simplification
Jumbled Paragraphs	Series Order and Ranking	Mixtures and Alligations
Idioms and Phrases	Data Sufficiency	Simple Interest and Compound Interest
Multiple Meaning Error Spotting	Coded Inequalities	Surds and Indices
Preposition Rules	Direction Sense Test	Time and Work
	Seating Arrangements	Speed, Time and Distance
	Puzzles	Mensuration: Cone, Sphere, Cylinder
	Tabulation	Data Interpretation
	Syllogism	Ratio and Proportion and Percentage
	Input-Output	Number Systems
	Coding and Decoding	Sequences and Series
	Blood Relations	Permutation and Combination
		Probability

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Handwritten signature and text: ION S Coordinator



SREE NARAYANA GURU COLLEGE OF COMMERCE

**CERTIFICATE COURSE ON
ADVANCED EXCEL**

ACADEMIC YEAR

2021-2022

Sree Narayana Guru College of Commerce

RE ACCREDITED BY NAAC WITH GRADE 'B' (CGPA 2.45)

(PERMANENTLY AFFILIATED TO THE UNIVERSITY OF MUMBAI)

MANAGED BY: SREE NARAYANA MANDIRA SAMITI (REGD)

P.L. LOKHANDE MARG, CHEMBUR, MUMBAI - 400089.

24/02/2022

Notice

Certificate Course on Advance Excel

Academic Year 2021-2022

We are pleased to announce a **Certificate Course on Advance Excel** aimed at equipping you with essential skills in Microsoft Excel. In today's professional world, proficiency in Excel is not just an advantage but a necessity. Therefore, we encourage all students across all programs to participate in this training.

Course Details:

- Course: MS Excel Basic Skills Training
- Course Fee: Rs. 300/-
- Course Duration: 30 Hours
- Batch Size: 40 Students

Course Objectives:

1. Gain basic skills needed to operate and navigate MS Excel effectively.
2. Identify, gather, and input data into a spreadsheet accurately.
3. Successfully create, copy, and paste formulas and functions.
4. Learn to print specific areas of the spreadsheet for better documentation.
5. Understand Excel as a powerful tool for manipulating and analyzing data.

For any queries or further information, please contact Prof. Tulsi Adal.

Don't miss out on this excellent opportunity to enhance your skill set and excel in your academic and professional endeavors.

Incharge: Tulsi



[Signature]
Principal

Principal
Sree Narayana Guru
College of Commerce
P. L. Lokhande Marg,
Chembur, Mumbai - 400 089

Syllabus

SREE NARAYANA GURU COLLEGE OF COMMERCE
P. L. LOKHANDE MARG, CHEMBUR (W)

Department of
Mathematics & Information Technology

Presents

Certificate Course on Advance Excel

Course Goals:

Each student will gain the basic skills needed to operate and navigate MS Excel. Identify, gather and input data into a spreadsheet. Successfully create, copy and paste formulas and functions. Successfully print areas of the spreadsheet. Identify Excel as a tool used for manipulating data.

Course Objectives:

Identify ways of utilizing Excel as a tool. Students will be able to create a spreadsheet. Students will successfully record data and be able to create, copy and paste formulas and functions. Students will acquire information using various resources. Review of standard and formatting toolbars and menus within Excel. Review of worksheets, workbooks, cells, columns, rows and Excel cursors. Introduction of basic use of formulas in Excel. Prepare charts and statistics. Use of vlookup, hlookup etc.

Syllabus:

Module 1: Excel Introduction

- An overview of screen, navigation, and basic spreadsheet concept.
- Various selection techniques
- Shortcut Keys

Module 2: Customizing Excel

- Customizing the Ribbon
- Using customized AutoCorrect
- Changing Excel's default option

Module 3: Using Basic functions

- Using basic function :- sum, average, max, min, count, counta
- Absolute, mixed and relative referencing



Module 4: Formatting and Proofing

- Formatting cells with number formats, font formats, alignment, boarder etc.
- Basic conditional formatting

Module 5: Mathematical Functions

- Using advanced function :- sumif, sumifs, countif, countifs, averageif, averageifs

Module 6: Text Functions, Date and Time Functions

- Upper, Lower, Proper
- Left, Right, Mid
- Trim, Len, Exact
- Concatenate
- Today, Now, Date

Module 7: Paste Special Techniques, Sorting and Filtering

- Paste formula, Paste format
- Paste validation
- Transpose table
- Sorting and filtering data

Module 8: Logical Functions & Lookup Functions

- If function, nested if
- Vlookup and Hlookup

Module 9: What if Analysis

- Goal Seek
- Scenario Analysis

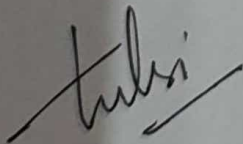
Module 10: Charts, Pivot table and Printing Worksheet

- Different types of charts (Pie, Bar, Column etc.)
- Pivot table
- Printing of Spreadsheet.

Course Fee: Rs. 300 /-

Course Duration: 30 Hrs.

Batch Size: 40 Students



Tulsi Adal
Coordinator



IQAC Coordinator



SREE NARAYANA GURU COLLEGE OF COMMERCE

**CERTIFICATE COURSE ON
PRIME IT**

ACADEMIC YEAR

2021-2022

SREE NARAYANA GURU COLLEGE OF COMMERCE

P.L.Lokhande marg, Chembur (W), Mumbai

Date: September 6, 2021

NOTICE

We are delighted to inform you that Sree Narayana Guru College of Commerce, in partnership with Prime IT Institution, will be offering a Certificate Course on Financial Accounting, designed to equip students with essential skills in accounting.

Course Details:

Duration: 30 hours

Dates: October 1st, 2021, to October 30th, 2021

The registration for this course is now open. Interested students are requested to register at the earliest. The last date for registration is September 20th, 2021. To register, kindly meet Ms. Rishita (Coordinator, BMS Department) during office hours.

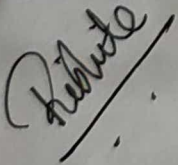
This certificate course provides an excellent opportunity for students to deepen their understanding of financial accounting principles and practices, enhancing their employability and career prospects in the field of finance.

We encourage all interested students to seize this valuable learning opportunity and register before the deadline.

For further information or inquiries, please do not hesitate to contact the BMS Department.

Thank you.

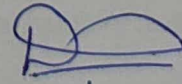
Sincerely,



Rishita Sukhla

Co-ordinator

BMS Department



Principal

Sree Narayana Guru
College of Commerce
P. L. Lokhande Marg,
Chembur, Mumbai 400 089

Course Duration: 30 hours

Course Overview: The Tally with Financial Accounting course integrates the study of financial accounting principles with hands-on training in using Tally software. Students will learn essential accounting concepts and simultaneously gain proficiency in recording transactions, generating reports, and analyzing financial data using Tally.

Course Objectives:

1. Understand fundamental financial accounting concepts and principles.
2. Develop proficiency in using Tally software for recording transactions and managing accounts.
3. Learn how to prepare and interpret financial statements using Tally.
4. Gain practical experience in using Tally for inventory management, payroll processing, and GST accounting.
5. Apply financial accounting knowledge to real-world scenarios using Tally software.

Course Outline:

1. Introduction to Financial Accounting
 - Overview of financial accounting principles and standards
 - Importance of financial accounting in business
 - Basic accounting equations and concepts
2. Introduction to Tally Software
 - Overview of Tally software features and functionalities
 - Installation and setup of Tally software
 - Navigation and user interface of Tally
3. Company Creation and Configuration in Tally
 - Creating a new company in Tally
 - Configuration of company settings: fiscal year, currency, taxation details, etc.
 - Setting up chart of accounts and ledgers in Tally
4. Recording Transactions in Tally
 - Entering and editing accounting vouchers in Tally: sales, purchases, payments, receipts, journal entries, etc.
 - Allocating transactions to appropriate ledgers and groups
 - Understanding voucher types and their significance in Tally
5. Financial Statements Preparation in Tally
 - Generating financial statements in Tally: Balance Sheet, Profit and Loss Statement, Cash Flow Statement
 - Customizing and printing financial reports in Tally
 - Analyzing financial data using Tally reports
6. Inventory Management in Tally
 - Managing stock items and groups in Tally
 - Recording stock transactions: purchases, sales, stock transfers, etc.
 - Valuation of inventory using different methods in Tally
7. Payroll Processing in Tally
 - Setting up payroll information in Tally: employee details, salary structures, deductions, etc.
 - Processing payroll transactions in Tally: salary disbursement, statutory deductions, etc.
 - Generating payroll reports and payslips in Tally
8. Goods and Services Tax (GST) Accounting in Tally
 - Understanding GST concepts and regulations
 - Configuring GST in Tally: tax rates, GSTIN, etc.
 - Recording GST transactions and generating GST reports in Tally
9. Integration of Tally with Financial Accounting Concepts
 - Applying financial accounting concepts to Tally transactions and reports
 - Understanding the impact of financial transactions on financial statements in Tally
10. Practical Exercises and Projects



- Hands-on practice sessions to reinforce learning and proficiency in using Tally for financial accounting
- Completion of real-world accounting tasks and projects using Tally software

Assessment:

- Regular quizzes and exercises to assess understanding of financial accounting concepts and Tally features
- Practical assignments and projects to evaluate application of financial accounting knowledge in Tally software
- Final assessment or examination to measure overall competency in Tally with Financial Accounting.

Praduta
Incharge



[Signature]
ICQAC Coordinator