



PUNE DISTRICT EDUCATION ASSOCIATION'S

ANANTRAO PAWAR COLLEGE

PIRANGUT. TAL. MULSHI. DIST. PUNE 412 115



COURSES-BROUCHURE



CERTIFICATE, ADD-ON, SHORT-TERM & DIPLOMA COURSES



2020-21



Pune District Education Association's
Anantrao Pawar College, Pirangut,
Tal. - Mulshi, Dist. - Pune.



Academic Year: 2020-21

| | | |
|---|----------|---|
| Name of the Add-on/ Certificate/ Value added program | : | Diploma in Office Administration and Secretarial Practices |
| Duration | : | One Year |
| Number of Students Enrolled | : | 35 |

| INDEX | |
|---------------|--|
| Sr.No. | Document |
| 1 | Notice/Brochure (Name of the program,) |
| 2 | List of students enrolled (with signature of students) |
| 3 | Syllabus (curriculum, assessment procedures) |
| 4 | Time-Table (duration) |
| 5 | Report (Summary report) |
| 6 | Attendance sheet |
| 7 | Model certificate |

Pune District Education Association's
Anantrao Pawar College, Pirangut
Tal: Mulshi, Dist:Pune, 412115




“Diploma in Office administration and secretarial practices”
Academic Year
2020-21

Notice

Date: 28/06/2020

All Students admitted for “Diploma in Office administration and secretarial practices” course for academic year 2020-21. Here by informed that, your regular online classes of this course are starting from 01/07/2020. Attendance of all students is mandatory for these online lectures. Link will be provided to your what's app group.


Principal
Dr. Sharmila Chaudhari
Principal
Anantrao Pawar College, Pirangut
Tal: Mulshi, Dist: Pune-412115

DIPLOMA AND CERTIFICATE COURSES (2020-21)

A Diploma in Office Administration and Secretarial Practice

CLASS: Open to all students of the college

DURATION: 01 YEAR

COORDINATOR: Prof. Siddhartha Navture

CONTACT NO.:9403771520

Objectives of the Course:

- To familiarise the students with the activities in a modern office.
- Understand the facilities provided to the staff working in the office.
- To know the role of secretary in the organization.

Syllabus

| Sr. No. | Name of the Course | Course Content(s) | Lectures (Hrs) | | Intake | Course Fee (Rs.) |
|---------|--|---|----------------|-----|--------|------------------|
| | | | T* | PP* | | |
| 1 | Office Administration and Secretarial Practice | Business and Office Administration – I | 36 | | 60 | 2000 |
| 2 | | Management-I | 36 | | | |
| 3 | | Secretarial Practice-I | 36 | | | |
| 4 | | Accounting, Auditing And Financial Management – I | 36 | | | |
| 5 | | Computer - I | 36 | | | |
| 6 | | Practical Based on Paper I & II | | 30 | | |
| 7 | | Practical Based on Paper III & IV | | 30 | | |
| 8 | | Practical Based on Paper V | | 30 | | |
| 9 | | Business and Office Administration-II | 36 | | | |
| 10 | | Management-II | 36 | | | |
| 11 | | Secretarial Practice – II | 36 | | | |
| 12 | | Accounting, Auditing And Financial Management- II | 36 | | | |
| 13 | | Computer-II | 36 | | | |
| 14 | | Practical Based on Paper I and II | | 30 | | |
| 15 | | Practical Based on Paper III & IV | | 30 | | |
| 16 | | Practical Based on Paper V | | 30 | | |

T*- Theory P*- Practical

Learning Outcomes: Understanding the various administrative systems required in an office.

- Develop effective filing system.
- Manage office equipment efficiently.
- Discuss the roles and responsibilities of personal secretary.
- Prepare agenda and minutes of meeting.

Job Opportunities: MNCs, Government departments, private offices, banks, schools, colleges, hotels, travel agencies, financial institutions, and more.



Sharmila R. Chaudhari
Dr. Sharmila R. Chaudhari
 Principal

Anantrao Pawar College, Pirangut

"Your skill can be either an asset or a liability"

DIPLOMA AND CERTIFICATE COURSES (2020-21)



PDEA'S
ANANTRAO PAWAR COLLEGE, PIRANGUT
D.VOC
DIPLOMA IN OFFICE ADMINISTRATION AND SECRETARIAL PRACTICES

STUDENT LIST 2020-21

| SR.NO | STUDENT NAME | SIGN |
|-------|------------------------------|-------------------|
| 1 | UDHAN TEJASWINI TATYASAHEB | T.T. Uddhan |
| 2 | HARPUDE VAISHNAVI DATTATARAY | V.D. Harpude |
| 3 | SARODE NISHA MAHAVIR | N.M. Sarode |
| 4 | KATKAR SACHIN VASANT | Katkar Sachin |
| 5 | GOLE RUTUJA BABAN | R.Gole |
| 6 | SAGVEKAR SIDDHI SUBHASH | Siddhi |
| 7 | PAWALE RUSHIKESH SANJAY | Pawale R.S |
| 8 | AIR RENUKA SHERBAHDUR | S.R. Air |
| 9 | PAWAR SWAT SUNIL | Pawar S |
| 10 | ADHAV SHUBHANGI BALU | Kajal |
| 11 | SHEDE AKSHAY MANIK | Ash |
| 12 | SURYAVANSHI KAJAL MARUTI | Suryavanshi Kajal |
| 13 | KORE ROHINI SIDHESHWAR | Kore |
| 14 | PAWAR KAVITA PRABHAKAR | Kavita |
| 15 | DHAMALE VAISHNAVI NANDKUMAR | Dhama |
| 16 | SATAV SAURABH SUNIL | S. Satav |
| 17 | CHIPADE VAIBHAV KISHOR | Vaibhav |
| 18 | ANDHARE ADESH UJWALA | A.A. Adesh |
| 19 | GOLE PRATIKSHA TUKARAM | Gole P.T. |
| 20 | BODAKE SHIVANI SHIVAJI | Shivani |
| 21 | HALANDE NIKHIL LAXMAN | Nikhil Halande |
| 22 | DEVKAR MANSI SHATRUGHANA | Mansi |
| 23 | SAYYAD ALIM SALIM | Sayyad |
| 24 | SHINDE PRIYANKA CHANDRAKANT | Shinde |
| 25 | MORE MAYUR VITTHAL | More M.V |
| 26 | MARNE ABHISHEK RAMESH | Abhishek R.M. |
| 27 | BHOSALE POONAM TUKARAM | Poonam |
| 28 | ZORE NAKUBAI BABU | Zore Nakubai |
| 29 | DHAMALE ASHA BHARAT | Asha |
| 30 | CHAVAN AARTI VISHNU | AV |
| 31 | ZUNJURKE SHIVANI MAHESH | SHIVANI |
| 32 | KANDARE GANESH BABAN | G.B. Kandhare |
| 33 | PAWAR SAKSHI TUKARAM | |
| 34 | SHINDE SAYALI DIGAMBAR | Shinde |
| 35 | ISAVAKAR KOMAL SOMNATH | |


CO ORDINATOR


D.VOC HEAD


PRINCIPAL

Principal
Anantrao Pawar College, P.
Tal. Murshi Dist. Purba

SYLLABUS OF DIPLOMA IN OFFICE ADMINISTRATION

As per the guidelines of NSQF it is expected to include Skill component of the courses can vary from 60 % to 70% of the total credits, and the balanced credits shall be of general education component. In this syllabus Skill component is of 60% and General Component is of 40% i.e. respectively 18 credits and 12 Credits for Practical's and Theory.

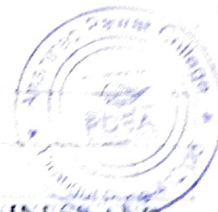
Semester wise Papers and Workload.



| Semester I | | | | Semester II | | | |
|--------------------------------------|-------------------|---------|-----|-------------------|-------------------|---------|-----|
| Papers | Type | Credits | Hrs | Papers | Type | Credits | Hrs |
| Paper I | Theory | 2.4 | 36 | Paper I | Theory | 2.4 | 36 |
| Paper II | Theory | 2.4 | 36 | Paper II | Theory | 2.4 | 36 |
| Paper III | Theory | 2.4 | 36 | Paper III | Theory | 2.4 | 36 |
| Paper IV | Theory | 2.4 | 36 | Paper IV | Theory | 2.4 | 36 |
| Paper V | Theory | 2.4 | 36 | Paper V | Theory | 2.4 | 36 |
| Paper VI | Practical | 4 | 120 | Paper VI | Practical | 4 | 120 |
| Paper VII | Practical | 4 | 120 | Paper VII | Practical | 4 | 120 |
| Paper VIII | Practical | 4 | 120 | Paper VIII | Practical | 4 | 120 |
| Hands on Training | Hands on Training | 06 | 180 | Hands on Training | Hands on Training | 06 | 180 |
| | | 30 | 720 | | | 30 | 720 |
| Total Credits in a year 60/ 1440 Hrs | | | | | | | |

Diploma in Office Administration:-

Outline of the Syllabus



| Semester I | | Semester II | |
|-----------------------------|---|-----------------------------|--|
| Theory Paper I DOA 111 | Core Subject: - Business and Office Administration (36 L) | Theory Paper I DOA 211 | Core Subject: BUSINESS AND OFFICE ADMINISTRATION - II (36 L) |
| Theory Paper II DOA 112 | MANAGEMENT-I (36 Lectures) | Theory Paper II DOA 212 | MANAGEMENT - II (36 Lectures) |
| Theory Paper III DOA 113 | SECRETARIAL PRACTICE-I (36 Lectures) | Theory Paper III DOA 213 | SECRETARIAL PRACTICE - II (36 Lectures) |
| Theory Paper IV DOA 114 | ACCOUNTING, AUDITING AND FINANCIAL MANAGEMENT - I (36 Lectures) | Theory Paper IV DOA 214 | ACCOUNTING, AUDITING AND FINANCIAL MANAGEMENT- II (36 Lectures) |
| Theory Paper V DOA 115 | COMPUTER - I (36 L) | Theory Paper V DOA 215 | COMPUTER - II (36L) |

Semester: - First (30 Credits)

Course Outcome: -

1. Knowledge of Work Environments

Describe the changing work environment and the skills needed by the administrative assistant to function in such an environment.

Conduct Internet searches to locate sites that provide information on careers, salaries, administrative skills, and other business information.

Administrative Skills

Use word processing software to correctly format and complete business documents in mailable formats.

Produce complex documents containing graphics and tables with relative speed and efficiency.

Produce multiple documents required by a variety of office settings.

Accurately key mailable documents at 50 words per minute.

Oral and Written Communication Skills

Use good human relations skills, in interpersonal interactions, as well as verbal and written communications.

Develop a written presentation on an assigned topic.

Edit, format, proofread, and compose correspondences that meet course mailability requirements and business standards.

Personal Development

Analyze a variety of self-assessment surveys and make recommendations for personal improvements.

Paper: - I: -Core Subject: - BUSINESS AND OFFICE ADMINISTRATION – I (36 L)



| | | |
|-----------|--|-----------|
| 1. | Introduction to Office Administration | 08 |
| | Introduction, Definitions, Meaning, Importance, Functions of Office Administration. Overview of Office Administration: Qualities required in an office assistant, Daily routine of an office assistant, Office supplies. | |
| 2 | Office Organization: | 10 |
| | Office Organization: Definition, Characteristics, Importance of Office Organization, Benefits of Good Office Organization, Principles of Office Organization Formal and Informal Organization, Types of Organization, Organization Chart, Office Manuals, Authorities and Responsibilities, Delegation of Work, Centralization and Decentralization of Authority. Meetings- Types of meetings, Types of Committees, Meeting terminologies. | |
| 3 | Office Infrastructure | 08 |
| | Office Accommodation: Introduction, Principles, Location, Office Building, Office Layout, Preparing the Layout., Office Environment: Lighting, Office Ventilation, Interior, Noise, Dust, Physical Hazards, Sanitary, Cleanliness, Security, Secrecy, Sanitization, Fire Fighting Equipments, Temperature Control, Drinking Water, Pantry Management. | |
| 4 | Office Communication | 10 |
| | Office Systems: Telephone usage- Telephone Manners, Etiquettes, Voice mail Etiquettes. Mailing Services- Incoming Mail, Outgoing Mail Fundamentals activities | |

of mail handling department, Mail automation. Hospitality- Reception, Etiquettes as a host, Etiquettes as an invitee, Etiquettes of using Elevators, Escalators, Etiquettes of using stair case, Etiquettes of using a door, Table manners of using table. Flow of Work, Procedures, SOPs, Reception.

References:-

1. Modern Office Management – By Mills, Geoffrey
2. Office Management – By Dr. R.K. Chopra , Priyanka Gauri
3. Office Management – By R.S.N. Pillai
4. Office Management – By K.L.Maheshwari , R.K . Maheshwari
5. Modern Office Management : Principles and Techniques – By J.N.Jian , P.P.Singh



Course Outcomes:

1. Acquire the knowledge of Management Process.
2. Understand and apply the management function.
3. Planning organizing, staffing, directing and controlling meet the challenges of modern Management.

Paper II: - Core Subject: - MANAGEMENT-I (36 Lectures)

| | | |
|----|--|----|
| 1. | Introduction to Management: Office Management: Meaning, definition, Importance, Principals of Office Management, Elements of Office Management, Functions of Office Management, Office Manager, Functional Office Management, Administrative Office Management, Information Management. | 08 |
| 2 | Introduction to Marketing Management: Sales: Introduction, Definition, Importance, Scope, Elements, Advantages, Disadvantages. Marketing: Introduction, Definition, Importance, Scope, Elements, Advantages, Disadvantages. Customer Services- Introduction, Definition, Importance, Scope, Elements, Advantages, Disadvantages. | 10 |
| 3 | Introduction to Human Resource Management: Human Resource Management and Labour Relations- Introduction, Definition, Importance, Scope, Elements, Advantages, Disadvantages. | 06 |
| 4 | Introduction to Inventory Management: Procurement and Inventory Management- Introduction, Definition, Importance, Scope, Elements, Advantages, Disadvantages. | 04 |
| 5 | Basic Economics: Introduction, Definition, Importance, Scope, Elements, Advantages, Disadvantages. | 04 |
| 6 | Event Management: Introduction, Definition, Importance, Scope, Elements, Advantages, Disadvantages, Types of events. | 04 |

References:-

1. Principles of Management - Koontz & O'Donnell

2. The Management Process - R S Davar
3. Essentials of Management - Koontz & O' Donnel Tralee McGraw Hill Publishing House
4. Business Administration - Mritunjoy Banerjee
5. Principles & Practice - T N Chhabra, Dhanapat Rai & Co. of Management.



Course Outcome: -

1. To familiarize the students with the activities of a modern office.
2. Role of a Private Secretary in an office besides gaining essential skills in handling of various office operations.
3. To know the functions of Executive Assistant to write rapidly and accurately, the knowledge of art of writing spoken sounds with the help of principles.

Paper III: - SECRETARIAL PRACTICE-1 (36 Lectures)

| | | |
|---|---|----|
| 1 | Secretary: Definition, need and importance, appointment and dismissal, work, duties, rights and liabilities, memorandum of association and secretary, articles of association and secretary, prospectus and secretary. | 08 |
| 2 | Company: Definition, nature and kinds, company formation and incorporation, promoter, capital subscription, company and association, memorandum and articles, prospectus and statements, meetings and Company Act. | 10 |
| 3 | Organization of the Meetings, various meetings, procedures and arrangements | 06 |
| 4 | Records Management: Introduction, meaning, Importance, Characteristics, Advantages, Good Filing System, Classification and Arrangement of Files, Filing Equipment, Methods, Indexing, Filing Routine, Manual, Records Retention, Evaluation, Records Making, Discarding of documents. | 07 |
| 5 | Communication: Spoken English, Letter, Minutes, Reports, Advertisement, Notice writing | 05 |

References:-

Sinha, K.K., Business Communication, Galgotia and Sons, New Delhi.
P.K. Ghosh, "Office Management", Sultan Chand & Sons. New Delhi
Chawla, Shailesh K. Essential Business Communication, Mayur Paper Back.
Campbell, Jeremy, Grammatical Man. Simon & Schuster.

Course Outcome: -

1. Understand Double entry system and principles.
2. Record the business transactions in journal, ledger and trail balance.
3. Apply depreciation methods and prepare bank reconciliation statement.
4. Prepare financial statements and company final accounts.
5. Know the concepts of cost and management accounting.
6. Know the concepts of Auditing with its significance and role in accounting.

Paper IV:-ACCOUNTING, AUDITING AND FINANCIAL MANAGEMENT – I (36 Lectures)

| | | |
|---|---|----|
| 1 | Booking Keeping and Accounting: Introduction, Basis, Definition, Usage, Advantages. | 08 |
|---|---|----|



| | | |
|---|--|----|
| | Application | |
| 2 | Trial Balance: Introduction, Basis, Definition, Usage, Advantages, Application. | 08 |
| 3 | Introduction to Computerized Accounting Packages: Introduction, Basis, Definition, Usage, Advantages, Application. | 10 |
| 4 | Cost and Management Accounting: Introduction, Meaning, Significance, Usage, Elements, Role. | 05 |
| 5 | Auditing: Introduction, Meaning, Significance, Usage, Elements, and Role. | 05 |

References:-

S.R.N Pillai & Bhagavathi Introduction to Accountancy S.Chand & Company Ltd New Delhi
 J.R. Monga, Basic Financial Accounting, Mayur Paper backs, Darya Gang, New Delhi
 S.N. Maheshwari, Financial Accounting, Vikas Publication, New Delhi
 P.C. Tulsian, Financial Accounting, Tata McGraw Hill, New Delhi
 Ashok Sehgal and Deepak Sehgal, Fundamentals of Financial Accounting, Taxmann, New Delhi
 R. NarayanaSwamy, "Financial Accounting" PHI Pvt., New Delhi
 Ashok Sehgal and Deepak Sehgal, Fundamentals of Financial Accounting, Taxmann, New Delhi
 CA (Dr.) P.C. Tulsian S.C. Gupta S. Financial Accounting Chand Publication New Delhi.

Course Outcomes: -

1. Apply Information Technology in business
2. Understand the computer basics related to hardware and software.
3. Acquire practical knowledge about MS Word, MS Excel, MS Power point and application.

Paper V: - COMPUTER - I (36 Lectures)

| | | |
|---|--|----|
| 1 | Introduction: Introduction to Computer, Basics of computer and Windows | 05 |
| 2 | MS Office: Introduction. Microsoft Word: Apply heading styles: Insert the table of contents, Update as needed, How to create a bibliography or works cited page in Word. Introduction to Excel: Microsoft Excel: Title Bar, Menu Bar, Column Headings, Row Headings, Name Box, Formula bar, Cell, Navigation buttons. Introduction to Power Point: Power Point Presentation: Table Of Content, Table Of Contents With Page Numbers In PowerPoint, The Table Of Contents In PowerPoint, Table Of Content Templates From Slide Uplift, Types Of Table Of Content Templates. | 15 |
| 3 | Introduction to Cyber Security: Cyber Security: Application security, Information or data security, Network security, Disaster recovery/business continuity planning, Operational security, Cloud security. Internet surfing, Email, Messaging, Down Loading, Up Loading File. | 09 |
| 4 | Computer Hardware: Introduction, Projector, Printer, Xerox, Scanning. | 03 |
| 5 | Computer Online Communication: Introduction, Types, Advantages, Uses, Conference Calls, Zoom meetings, Online Training, Record management. | 04 |

References:-

Absolute Beginner's Guide to Computer Basics, Michael Miller.
Fundamental of Computers, Akash Saxena, Kratika Gupta.
Fundamentals of Information Technology, Alexis and Mathew.
Computer Fundamentals, P.K. Sinha.
Principles of Typewriting, D.P. Bhatia and S.S. Sangal.
Microsoft Word 2010 Step by Step (Microsoft) by Joyce Cox and Joan Lambert.
MS Word 2000 Thumb Rules and Details, Snigdha Banerjee.
Word 2010 All-in-One For Dummies, Doug Lowe and Ryan C. Williams.



| | | |
|----|--|---|
| 1 | Booking Keeping : Journals 1 | 4 |
| 2 | Journals 2 | 4 |
| 3 | Journals 3 | 4 |
| 4 | Journals 4 | 4 |
| 5 | Journals 5 | 4 |
| 6 | Introduction to Computerised Accounting Packages 1 | 4 |
| 7 | Introduction to Computerised Accounting Packages 2 | 4 |
| 8 | Ledger Accounts 3 | 4 |
| 9 | Ledger Accounts 4 | 4 |
| 10 | Ledger Accounts 5 | 4 |
| 11 | Financial Statements. 1 | 4 |
| 12 | Financial Statements. 2 | 4 |
| 13 | Financial Statements. 3 | 4 |
| 14 | Financial Statements. 4 | 4 |
| 15 | Trial Balance 1 | 4 |
| 16 | Trial Balance 2 | 4 |
| 17 | Trial Balance 3 | 4 |
| 18 | Trial Balance 4 | 4 |
| 19 | Trial Balance 5 | 4 |
| 20 | Cost and Management Accounting 1 | 4 |



| | | |
|----|----------------------------------|---|
| 21 | Cost and Management Accounting 2 | 4 |
| 22 | Cost and Management Accounting 3 | 4 |
| 23 | Cost and Management Accounting 4 | 4 |
| 24 | Cost and Management Accounting 5 | 4 |
| 25 | Cost and Management Accounting 6 | 4 |
| 26 | Introduction to Auditing 1 | 4 |
| 27 | Introduction to Auditing 2 | 4 |
| 28 | Introduction to Auditing 3 | 4 |
| 29 | Introduction to Auditing 4 | 4 |
| 30 | Introduction to Auditing 5 | 4 |

Paper VII: - Practical Based on Paper III (30 P)

| | | |
|----|---|---|
| 1 | Business Law and Ethics 1 | 4 |
| 2 | Business Law and Ethics 2 | 4 |
| 3 | Organisation of the Meetings 1 | 4 |
| 4 | Organisation of the Meetings 2 | 4 |
| 5 | Communication, Spoken English | 4 |
| 6 | Records Management 1 | 4 |
| 7 | Records Management 2 | 4 |
| 8 | Records Management 3 | 4 |
| 9 | Letter, Minutes, Reports | 4 |
| 10 | Good Filing System 1 | 4 |
| 11 | Good Filing System 2 | 4 |
| 12 | Classification and Arrangement of Files 1 | 4 |
| 13 | Classification and Arrangement of Files 2 | 4 |
| 14 | Classification and Arrangement of Files 3 | 4 |



| | | |
|----|---|---|
| 15 | Classification and Arrangement of Files 4 | 4 |
| 16 | Advertisement | 4 |
| 17 | Notice writing | 4 |
| 18 | Methods | 4 |
| 19 | Filing Equipment 1 | 4 |
| 20 | Filing Equipment 2 | 4 |
| 21 | Filing Equipment 3 | 4 |
| 22 | Filing Equipment 4 | 4 |
| 23 | Filing Equipment 5 | 4 |
| 24 | Indexing 1 | 4 |
| 25 | Indexing 2 | 4 |
| 26 | Filing Routine 1 | 4 |
| 27 | Filing Routine 2 | 4 |
| 28 | Business Law and Ethics | 4 |
| 29 | Organisation of the Meetings 1 | 4 |
| 30 | Organisation of the Meetings 2 | 4 |

Paper VIII: - Practical Based on Paper V (30 P)

| | | |
|----|----------------------------|---|
| 1 | Introduction to Computer 1 | 4 |
| 2 | Introduction to Computer 2 | 4 |
| 3 | Basics and Windows | 4 |
| 4 | Basics and Windows | 4 |
| 5 | Microsoft Word 1 | 4 |
| 6 | Microsoft Word 2 | 4 |
| 7 | Microsoft Word 3 | 4 |
| 8 | Microsoft Word 4 | 4 |
| 9 | Microsoft Word 5 | 4 |
| 10 | Microsoft Word 6 | 4 |
| 11 | Microsoft Word 7 | 4 |



| | | |
|----|----------------------------|---|
| 12 | Microsoft Excel 1 | 4 |
| 13 | Microsoft Excel 2 | 4 |
| 14 | Microsoft Excel 3 | 4 |
| 15 | Microsoft Excel 4 | 4 |
| 16 | Microsoft Excel 5 | 4 |
| 17 | Microsoft Excel 6 | 4 |
| 18 | Microsoft Excel 7 | 4 |
| 19 | Microsoft Excel 8 | 4 |
| 20 | Power Point Presentation 1 | 4 |
| 21 | Power Point Presentation 2 | 4 |
| 22 | Power Point Presentation 3 | 4 |
| 23 | Power Point Presentation 4 | 4 |
| 24 | Power Point Presentation 5 | 4 |
| 25 | Power Point Presentation 6 | 4 |
| 26 | Power Point Presentation 7 | 4 |
| 27 | Power Point Presentation 8 | 4 |
| 28 | Internet surfing 1 | 4 |
| 29 | Internet surfing 2 | 4 |
| 30 | Internet surfing 3 | 4 |

Semester: - Second (30 Credits)

Paper: - I: - Core Subject: - Business and Office Administration-II (36 L)

Course Outcomes:

1. Discuss the role of management in the workplace.
2. Discuss the levels and functions of management.
3. Identify and describe challenges that affect administrative managers.
4. Discuss the major areas of management: human resources, leadership and communications, administrative services, and workplace systems and technology.
5. Discuss emerging elements impacting administrative management practices.
6. Define a computer system and discuss the use of networks within the system.



| | | |
|---|--|----|
| 1 | Business or organization : Basics of business Policy, objectives, significance, role, Vision, Mission of an Organization, Office Accommodation, Preparing the Layout, Open and Private Offices, New Trends in Office Layout. | 10 |
| 2 | Office Systems and automation: Introduction to office system and automation, benefits of office automation, limitations of office automation, Duplicating machine, photocopying machine, FAX (Facsimile), Dictaphone, desktop publishing, time recording machine, document shredder, telecom equipments. Flow of Work, Procedures, SOPs, Reception and Hospitality. | 10 |
| 3 | Record keeping: Introduction, meaning, purpose of record keeping, features of effective record keeping, type of files, procedure of classification, methods of filing. | 05 |
| 4 | Travel Arrangements: Introduction, Objectives, Significance, Procedure. | 05 |
| 5 | Facilities Management: General Insurance, Tax Returns, Calculations of Electricity Bills, Corporation Taxes, Utility Bills calculations, control and payments etc. Office Stationery and Supplies, Procurement, Keeping the cost down, storage, Re order quantity, issue of stationery and supplies, control. | 08 |

References:-

1. Modern Office Management – By Mills, Geoffrey
2. Office Management – By Dr. R.K. Chopra , Piranha Gauri
3. Office Management – By R.S.N. Pillai
4. Office Management – By K.L.Maheshwari , R.K . Maheshwari
5. Modern Office Management : Principles and Techniques – By J.N.Jian , P.P.Singh

Paper: - II: - Management-II

Course Outcomes:

1. To help the students gain understanding of the functions and responsibilities of managers.
2. To provide them tools and techniques to be used in the performance of the managerial job in various fields of management.

| | | |
|---|---|----|
| 1 | Sales, Marketing and Customer Services Management- Introduction, Meaning, Definition, Nature, Scope, Characteristics, Advantages, Applications. | 06 |
| 2 | Human Resource Management and Labour Relations, Recruitment and Orientation: Introduction, Meaning, Definition, Nature, Scope, Characteristics, Advantages, Applications. | 08 |



| | | |
|---|--|----|
| 3 | Procurement and Inventory Management: Introduction, Meaning, Significance, Need, Objectives, Advantages, Disadvantages, Uses, Applications | 05 |
| 4 | Economics- Meaning, Nature, Scope and Importance of Business Economics, Concept of Micro and Macro Economics, Tools for Economic Analysis- Functional Relationship, Schedules, Graphs and Equations, Basic Concepts: Household, Consumer, Firm, Plant and Industry, Goals of Firms- Economic and Non Economic. | 08 |
| 5 | Event Management- Introduction, Meaning, Definition, Nature, Scope, Characteristics, Advantages, Types of Events. | 05 |

References:-

Ao T V, Pereira D F, Recent Experiences in Human Resources Development. Pareek Udai, Rao,
 Designing and Managing Human Resource Systems. Spencer Lyte M,
 Calculating Human Resource Costs and Benefits. Cascio Wayne F,
 Costing Human Resources: The Financial Impact of Behaviour.
 Marketing Management Philip Kotler Pearson Publication
 Marketing Management Rajan Saxena McGraw Hill Education
 Microeconomics B. Douglas Bernheim and Michael D. Whinston Tata McGraw Hill New York
 Special Events: Twenty-First Century Global Event ... Joe Goldblatt
 Production Management, S. Chand, Martand T. Telsang

Paper: - III: SECRETARIAL PRACTICE – II

Course Outcomes:

1. Students are familiarizing with the activities in a modern office.
2. Students are familiarize smooth functioning of any organization the facilities provided to the
3. staff working in the office, the working environment, tools and equipments used in office.

| | | |
|---|---|----|
| 1 | Business Law and Ethics: Introduction, Types Of Business Laws, Meaning Of Ethics, Significance, Role, Relevance, Advantages. | 10 |
| 2 | Organization Of The Meetings: Meaning, Importance, Types Of Meetings, Meeting Room Booking, Time Sheet Maintenance. | 10 |
| 3 | Records Management: Importance, Good Filing System, Classification And Arrangement Of Files, Filing Equipment, Methods, Indexing, Filing Routine, Manual, Records Retention, Evaluation, Records Making, Discarding. | 10 |
| 4 | Business Communication: Introduction, Need, Scope, Types, Spoken English, Letter, Minutes, Reports, Advertisement, Notice Writing. | 06 |

References:

Chhabra, T.N., Modern Business Organization, New Delhi, Dhanpat Rai & Sons.

Duggal, Balraj, Office Management and Commercial Correspondence, Kitab Mahal, New Delhi.
P.K. Ghosh, "Office Management", Sultan Chand & Sons, New Delhi
R.K. Chopra, Office Management, Himalaya Publishing House



Paper IV: - ACCOUNTING, AUDITING AND FINANCIAL MANAGEMENT- II

Course Outcomes:

1. To lay down a theoretical foundation for the recording of financial transactions concerning specialized area related to non-corporate entities and for preparing the related accounts or statements.
2. To lay a foundation for the preparations of financial statements from incomplete record.
3. To lay a foundation for understanding the Accounting procedure for Material cost and price methods

| | | |
|---|--|----|
| 1 | Advance Booking Keeping: Procedure Of Booking Keeping The Transactions, Procurement Of Record. | 08 |
| 2 | Trial Balance, Profit And Loss Account, Balance Sheet: Procedure And Preparation Of Trial Balance, Profit And Loss Account, Balance Sheet With Practical Examples. | 10 |
| 3 | Introduction to Computerized Accounting Packages- Tally, ERP, SAP | 03 |
| 4 | Cost And Management Accounting- Meaning Of Cost And Management Accounting, Calculation And Ascertainment Of Cost, Elements Of Cost, Cost Sheet. Management Accounting- Meaning, Importance, Role, Decision Making, Practical Approach. | 10 |
| 5 | Introduction To Auditing- Introduction, Definition, Types, Vouching, Checking, Errors, Detection Of Frauds, Auditor Role And Responsibilities. | 05 |

References:

J.R. Monga, Basic Financial Accounting, Mayur Paper backs, Darya Gang, New Delhi
S.N. Maheshwari, Financial Accounting, Vikas Publication, New Delhi
P.C. Tulsian, Financial Accounting, Tata McGraw Hill, New Delhi
Ashok Sehgal and Deepak Sehgal, Fundamentals of Financial Accounting, Taxmann, New Delhi
R. NarayanaSwamy, "Financial Accounting" PHI Pvt., New Delhi
Ashok Sehgal and Deepak Sehgal, Fundamentals of Financial Accounting, Taxmann, New Delhi

Paper V: - Computer-II

Course outcomes:

1. Apply Information Technology in business
2. Understand the advanced concepts in computer basics related to hardware and software.
3. Acquire practical knowledge about MS Word, MS Excel, MS Power point and application.

| | | |
|---|--|----|
| 1 | Advanced MS Office: Introduction, Use of MS Office in Modern Businesses, Microsoft Word: Advanced Learning Of Word, Page Formatting, Macros, Lists, References And Citations, Track Changes. Microsoft Excel: Advanced Excel, Formulas, Lookup, Macros, Worksheets, Graphs, Analysis. Power Point | 16 |
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| | | |
|---|--|----|
| | Presentation: Slide Video, Animation etc. | |
| 2 | Cyber Security - Meaning, role, significance, use of cyber security. Internet surfing, Email, Messaging, Down Loading, Up Loading, File Management. | 10 |
| 3 | Use of Hardware and Online Communication : Projector, Printer, Xerox, Scanning. Conference Calls, Zoom meetings, WhatsApp, Telegram Group Creation, Google Forms, Analysis. | 10 |

References:

1. Microsoft Word 2010 Step by Step (Microsoft) by Curtis Frye.
2. Excel 2010 for Dummies, Greg Harvey.
3. Teach Yourself VISUALLY Excel 2010, Paul McFedries.
4. PowerPoint 2010 All-in-One for Dummies, Peter Weverka.
5. Microsoft Office PowerPoint 2010 Step by Step (Microsoft) by Joyce Cox and Joan

Paper VI: - Practical Based on Paper I and II (30 P)

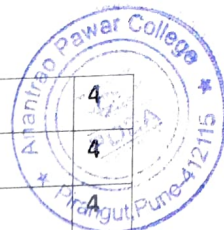
| | | |
|----|---|---|
| 1 | Photocopying machine, FAX (Facsimile) 1 | 4 |
| 2 | Photocopying machine, FAX (Facsimile) 2 | 4 |
| 3 | Photocopying machine, FAX (Facsimile) 3 | 4 |
| 4 | Dictaphone, desktop publishing 1 | 4 |
| 5 | Dictaphone, desktop publishing 2 | 4 |
| 6 | time recording machine | 4 |
| 7 | Human Resource Management 1 | 4 |
| 8 | Human Resource Management 2 | 4 |
| 9 | Human Resource Management 3 | 4 |
| 10 | document shredder, telecom equipments 1 | 4 |
| 11 | document shredder, telecom equipments 2 | 4 |
| 12 | Staff Relations 1 | 4 |
| 13 | Staff Relations 2 | 4 |
| 14 | Staff Relations 3 | 4 |
| 15 | Staff Relations 4 | 4 |
| 16 | Staff Relations 5 | 4 |
| 17 | Recruitment and Orientation 1 | 4 |



| | | |
|----|---|---|
| 18 | Recruitment and Orientation 2 | 4 |
| 19 | Recruitment and Orientation 3 | 4 |
| 20 | Recruitment and Orientation 4 | 4 |
| 21 | Office Stationery and Supplies 1 | 4 |
| 22 | Office Stationery and Supplies 2 | 4 |
| 23 | Office Stationery and Supplies 3 | 4 |
| 24 | issue of stationery and supplies, control 1 | 4 |
| 25 | issue of stationery and supplies, control 2 | 4 |
| 26 | issue of stationery and supplies, control 3 | 4 |
| 27 | issue of stationery and supplies, control 4 | 4 |
| 28 | Office Accommodation, Preparing the Layout, | 4 |
| 29 | Open and Private Offices, New Trends in Office Layout 1 | 4 |
| 30 | Open and Private Offices, New Trends in Office Layout 2 | 4 |

Paper VII: - Practical Based on Paper III (30 P)

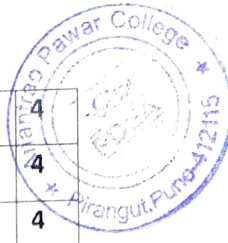
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|----|--------------------------------|---|
| 1 | Business Law and Ethics 1 | 4 |
| 2 | Business Law and Ethics 2 | 4 |
| 3 | Business Law and Ethics 3 | 4 |
| 4 | Business Law and Ethics 4 | 4 |
| 5 | Organisation of the Meetings 1 | 4 |
| 6 | Organisation of the Meetings 2 | 4 |
| 7 | Organisation of the Meetings 3 | 4 |
| 8 | Organisation of the Meetings 4 | 4 |
| 9 | Organisation of the Meetings 5 | 4 |
| 10 | Records Management 1 | 4 |
| 11 | Records Management 2 | 4 |



| | | |
|----|---|---|
| 12 | Records Management 3 | 4 |
| 13 | Records Management 4 | 4 |
| 14 | Records Management 5 | 4 |
| 15 | Classification and Arrangement of Files 1 | 4 |
| 16 | Classification and Arrangement of Files 2 | 4 |
| 17 | Classification and Arrangement of Files 3 | 4 |
| 18 | Classification and Arrangement of Files 4 | 4 |
| 19 | Classification and Arrangement of Files 5 | 4 |
| 20 | Classification and Arrangement of Files 6 | 4 |
| 21 | Communication, Spoken English, | 4 |
| 22 | Filing Equipment 1 | 4 |
| 23 | Filing Equipment 2 | 4 |
| 24 | Filing Routine 1 | 4 |
| 25 | Filing Routine 2 | 4 |
| 26 | Letter writing | 4 |
| 27 | Minutes | 4 |
| 28 | Reports | 4 |
| 29 | Advertisement | 4 |
| 30 | Notice writing | 4 |

Paper VIII: - Practical Based on Paper V (30 P)

| | | |
|----|--------------------|---|
| 1 | Cyber Security 1 | 4 |
| 2 | Cyber Security 2 | 4 |
| 3 | Cyber Security 3 | 4 |
| 4 | Internet surfing 1 | 4 |
| 5 | Internet surfing 2 | 4 |
| 6 | Internet surfing 3 | 4 |
| 7 | Internet surfing 4 | 4 |
| 8 | Internet surfing 5 | 4 |
| 9 | Email, Messaging 1 | 4 |
| 10 | Email, Messaging 2 | 4 |



| | | |
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| 11 | Email, Messaging 3 | 4 |
| 12 | Email, Messaging 4 | 4 |
| 13 | Email, Messaging 5 | 4 |
| 14 | Email, Messaging 6 | 4 |
| 15 | Down Loading, Up Loading 1 | 4 |
| 16 | Down Loading, Up Loading 2 | 4 |
| 17 | Down Loading, Up Loading 3 | 4 |
| 18 | Down Loading, Up Loading 4 | 4 |
| 19 | Down Loading, Up Loading 5 | 4 |
| 20 | Down Loading, Up Loading 6 | 4 |
| 21 | Projector, Printer, Xerox, Scanning 1 | 4 |
| 22 | Projector, Printer, Xerox, Scanning 2 | 4 |
| 23 | Projector, Printer, Xerox, Scanning 3 | 4 |
| 24 | Projector, Printer, Xerox, Scanning 4 | 4 |
| 25 | Projector, Printer, Xerox, Scanning 5 | 4 |
| 26 | Projector, Printer, Xerox, Scanning 6 | 4 |
| 27 | Calls, Zoom meetings 1 | 4 |
| 28 | Calls, Zoom meetings 2 | 4 |
| 29 | Calls, Zoom meetings | 4 |
| 30 | Calls, Zoom meetings | 4 |

Principal
Anantrao Pawar College
Pirangut, Tal. Mulshi, Dist. Pune - 412115

METHODS OF EVALUATION, PASSING, AND EVALUATION CRITERIA: - 2020-21

The evaluation of students will be done on three parameters:-

- Internal assessment
- Practical Examination
- Semester End/ University examination

For university examination, question papers will be set for seventy marks (three hours duration) Evaluation will be done on a continuous basis, three times during each semester. Internal assessment will be of 30 marks.

The colleges need to adopt any three out of the following methods for internal assessment:-

- Written examination
- Quiz
- Presentations
- Projects
- Assignments
- Tutorials
- Oral examination

STANDARD OF PASSING.

A candidate is required to obtain 40% marks in Internal Assessment, Practical Examination and Semester End University Examination.

It means that passing separately at internal assessment, practical examination and semester end university examination is compulsory.

Theory Papers: Paper I, II, III, IV & V - (Total Marks:60)

Question Paper Format (Semester-I&II End Exam)

***External Evaluation:**

Time: One Hours

Total Marks: 30

Total Question:30 Objective type question - 30Marks

Internal Evaluation-

Total- 30 Marks (Applicable to both Semester I & II)

- 1) Objective type Test (on prescribed texts)- **10 Marks**
- 2) Project/Group Discussion/Tutorial/Home Assignment/Seminar/Participation in a Classroom Activity- **20 Marks.**

Practical Papers: Paper VI, VII, VIII (Total Marks: 150)

Internal Evaluation- Total- 100 Marks (Applicable to both Semester I & II)

- 1) Project- **50 Marks**
- 2) Participation in a Classroom Activity- **20 Marks**
- 2) Tutorial/Home Assignment/Seminar - **30 Marks**

***External Evaluation: Semester End Exam (Semester-I& II) Total- 50 Marks**

50 Marks Time: Two Hour

- Q. 1) Attempt any **three out of five** - 15 Marks
- Q. 2) Attempt any **three out of five** - 15 Marks
- Q. 3) Attempt any **two out of four** - 20 Marks

PDEA's
Anantrao Pawar College, Pirangut, Tal. Mulshi, Dist.: Pune
Diploma in Office Administration and Secretarial Practices



TIME - TABLE
2020 – 2021

| TIME | THEORY/ PRACTICAL | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------------------|----------------------|-----------|-----------|-----------|-----------------------|------------------------|-------------------------|
| 02.00-2.45 PM | THEORY | PAPER -I | PAPER -I | PAPER -I | PAPER -III | PAPER -III | PAPER- III |
| 2.45.-3.30 PM | THEORY | PAPER -II | PAPER -II | PAPER -II | PAPER -IV | PAPER IV | PAPER IV |
| 3.30-4.15 PM | THEORY | PAPER V | PAPER -V | PAPER -V | | | |
| 03.30-05.30. PM | PRACTICAL | | | | PRACTICAL PAPER VI | PRACTICAL PAPER VII | PRACTICAL PAPER VIII |

| | | | | | |
|-----------|--|-------------------------|-------------------------|--------------------------------------|-------------------------|
| Paper I | Introduction to Office Administration | (Mr. KiranInamdar) | Paper V | Computer | (Prof. SatishUdhan) |
| Paper II | Management | (Mr. KiranInamdar) | Practical : Paper VI | Practical based on Paper I&II | (Mr. KiranInamdar) |
| Paper III | Secretarial Practice | (Dr. Ganesh Chauadhari) | Practical Paper VII | Practical based on Paper III & IV | (Dr. Ganesh Chauadhari) |
| Paper IV | Accounting, auditing and Financial Management | (Dr. AbhayPatil) | Practical Paper VIII | Practical based on Paper V | (Prof. SatishUdhan) |

Prof. Siddhartha Navture
Co- Ordinator

Dr. P. B. Cholke
Nodal Officer

Dr. S. R. Chaudhari
Principal
Principal
Anantrao Pawar College, Pirangut
Tal. Mulshi, Dist. Pune-412105



**PUNE DISTRICT EDUCATION ASSOCIATION'S
ANANTRAO PAWAR COLLEGE, PIRANGUT
TAL. - MULSHI, DIST. - PUNE, PUNE - 412 115.
Academic Year 2020-21**

DEPARTMENT OF D.VOC

Office Administration and Secretarial Practices

2020-21

Report


This time is which gives importance to focus on developing students' various skills. The student will seek their career with the help of acquiring practical knowledge and skills. The ability to use newly acquired knowledge in daily life is remained crucial.

The student should draw their focus to business orientated in the global environment in addition to traditional knowledge. Students now need to have a practical understanding in addition to their academic knowledge. Students should be able to develop a more professional mindset, a business-oriented attitude, a variety of professional abilities, and the ability to start their own businesses as they advance in their education. One year course called "Training Management" has been created in Anantrao Pawar College with the goal of getting jobs at Mulshi's industrial to uproot students' financial issues by developing a several of skills. Overall, 35 students were admitted for this program.

All the admitted students have successfully completed the course. The students were internally assessed for this. The students who completed training and they received certificates. Principal Dr. Sharmila Chaudhari, Vice Principal Dr. Mahendra Avghade, and D.VOC Department Coordinator Dr. Pravin Cholke gives special guidance to the success of this course. Prof. Siddhartha Navture, the Office Administration and Secretarial Practices course's coordinator, observed its course work.


Co-ordinator


D.Voc. Co-ordinator


Principal
Principal
Anantrao Pawar College, Pirangut
Tal. Mulshi, Dist. Pune-412115

पुणे जिल्हा शिक्षण मंडळाचे,
अनंतराव पवार महाविद्यालय, पिरंगुट
डिप्लोमा इन ऑफिस अॅडमिनिस्ट्रेशन

२०२०-२१

उपस्थिती

Close Participants (10)

- Dr. Ganesh Chaudhari
- Kiran Bhandari
- Kabir Pathol
- Pandhari Pappan
- Pratikumar Jogale
- Sankosh Gur
- Lekshman
- Shahu Singh
- Shinde Sunil
- Vinodh Dhole

2:04

Dr. Ganesh Chaudhari
Kiran Bhandari

9:43 Close Participants (6)

- Chaudhari Ganesh
- Ashwini Tale
- Ganesh Kishorebhar
- Sankosh Tale
- Vinodh Dhole
- Vishal Chavhan

2:14

Ashwini Tale

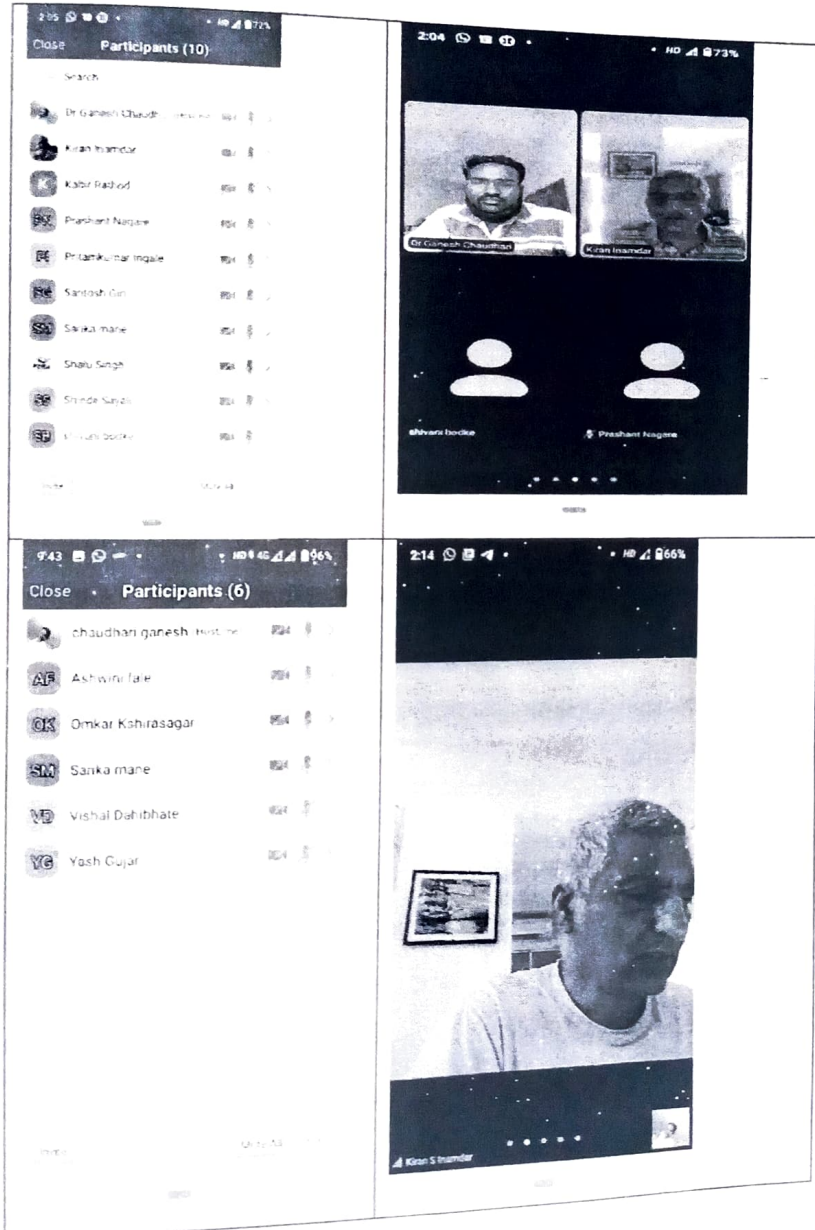
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अनंतराव पवार महाविद्यालय, पिरंगुट
ता. मुळशी, जि. पुणे-४१२११५.

पुणे जिल्हा शिक्षण मंडळाचे ,
अनंतराव पवार महाविद्यालय, पिरंगुट
डिप्लोमा इन ऑफिस अँड मिनिस्ट्रेशन
२०२०-२१
उपस्थिती



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अनंतराव पवार महाविद्यालय, पिरंगुट
ता. मुळशी, जि. पुणे-४१२११५.

Pune District Education Association
Anantrao Pawar College
Pirangut, Mulshi, Dist., Pune.

Diploma in Office Administration and Secretarial Practices

Attendance 2020-2021

2:53

Close

Participants (9)

Search

Satish Udhan (Host, me)

Kiran Inamdar

Kore Rohini

Nisha sarode

renuka air

Rutuja gole

Shinde Sayali

Siddhi sagvekar

Swati Pawar

Invite

Mute All

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2:55

Close

Participants (16)

Search

Satish Udhan (Host, me)

Kiran Inamdar

Rajeshwari Nalawade

Akshada lande

Kajal Suryavanshi

Nisha sarode

renuka air

Shinde Sayali

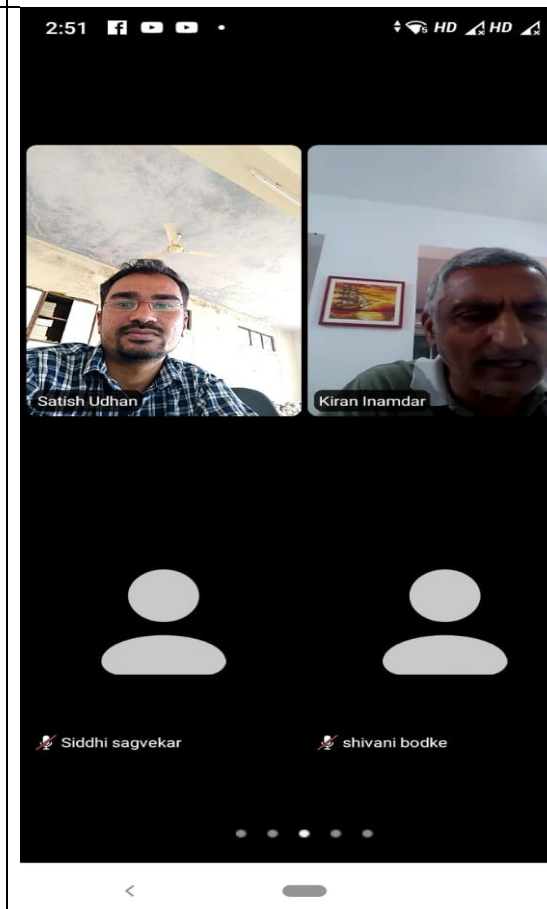
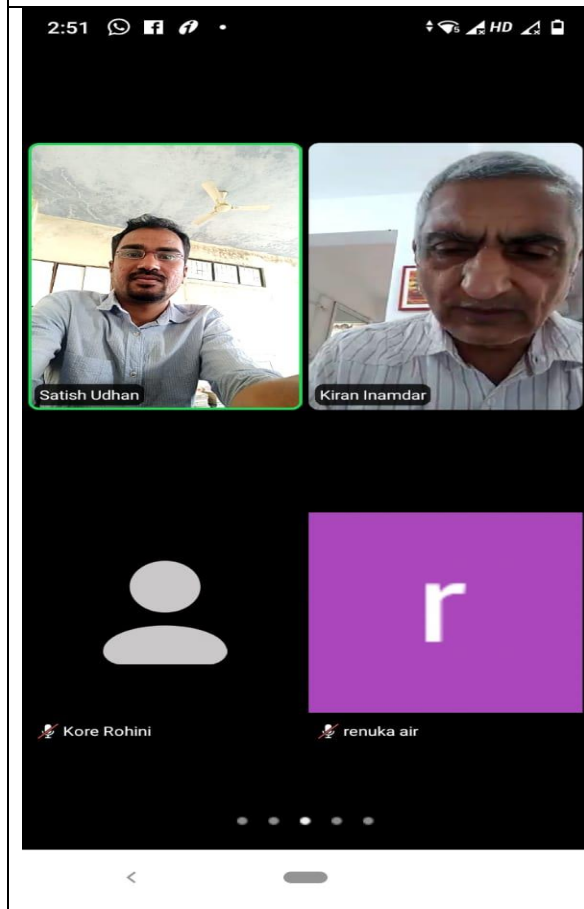
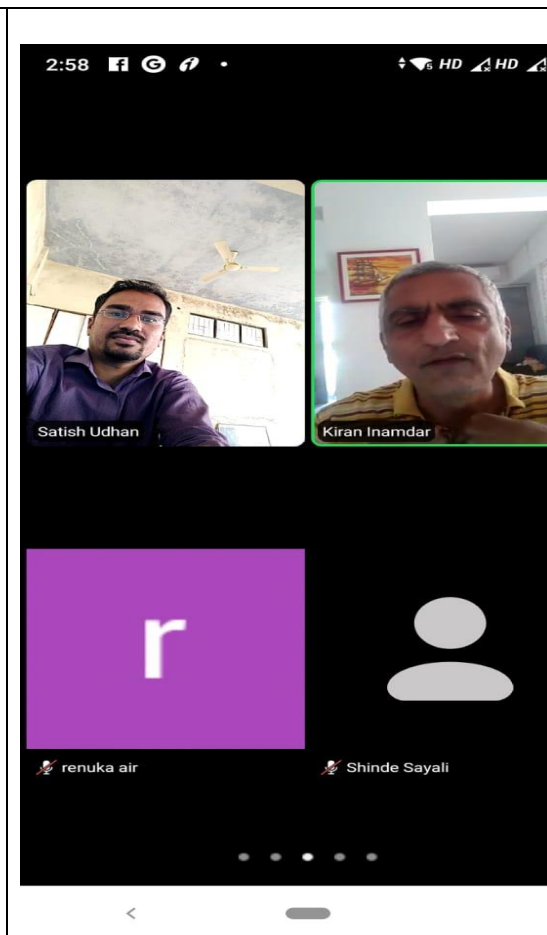
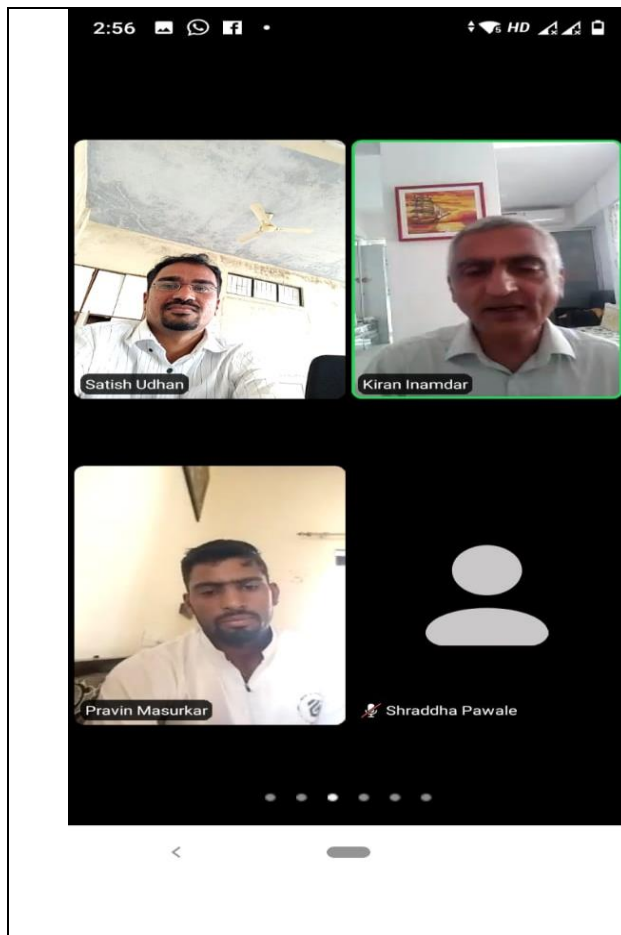
Shraddha Pawale

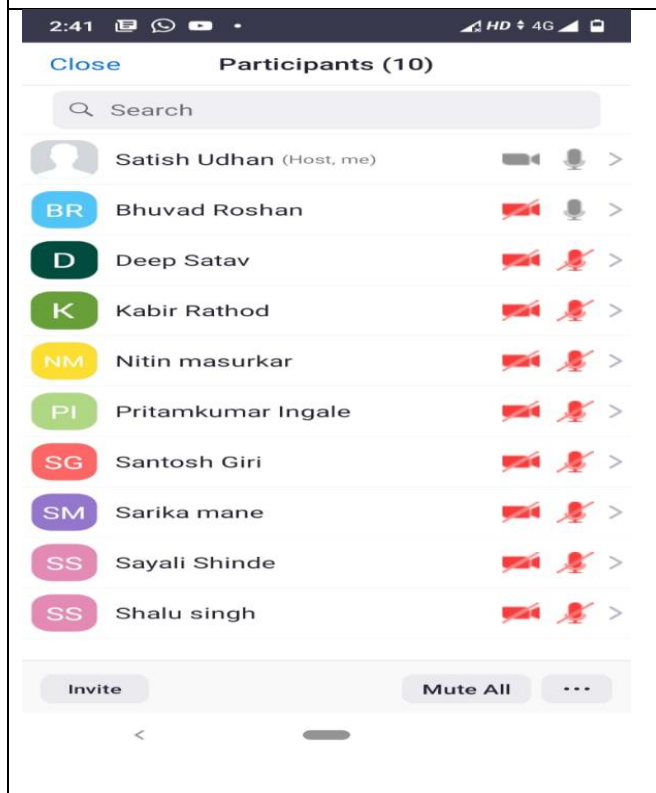
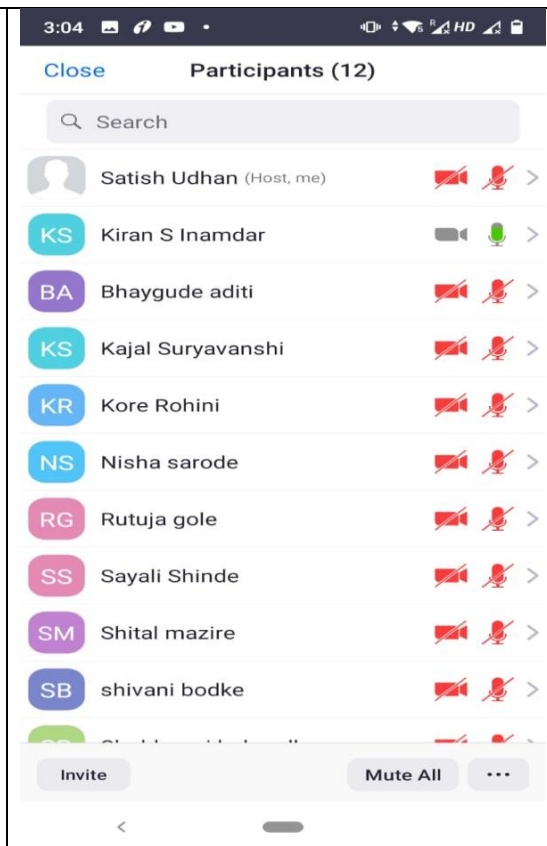
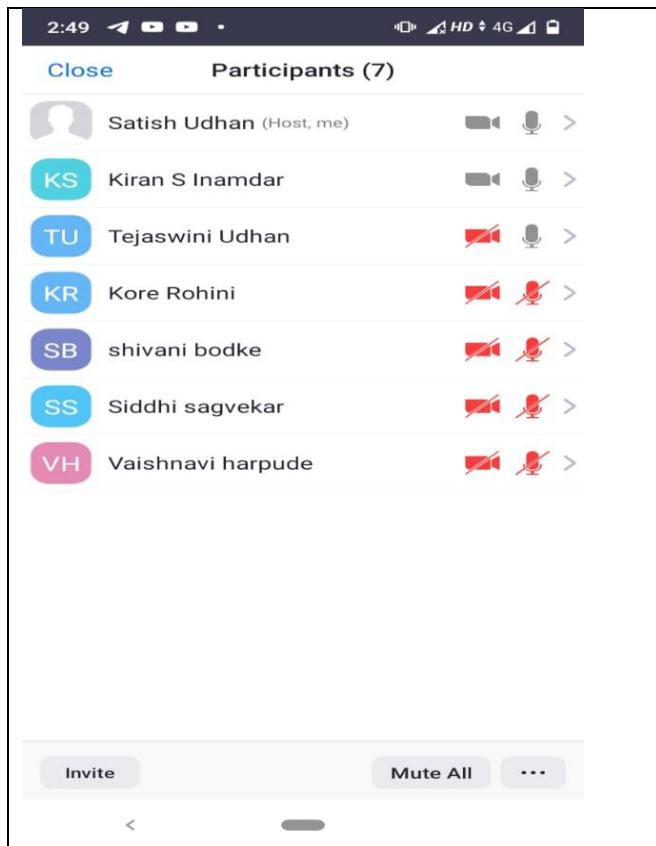
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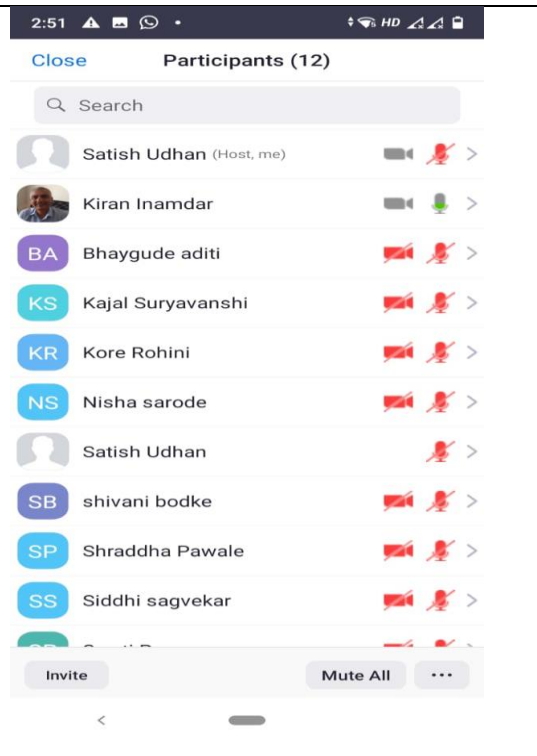
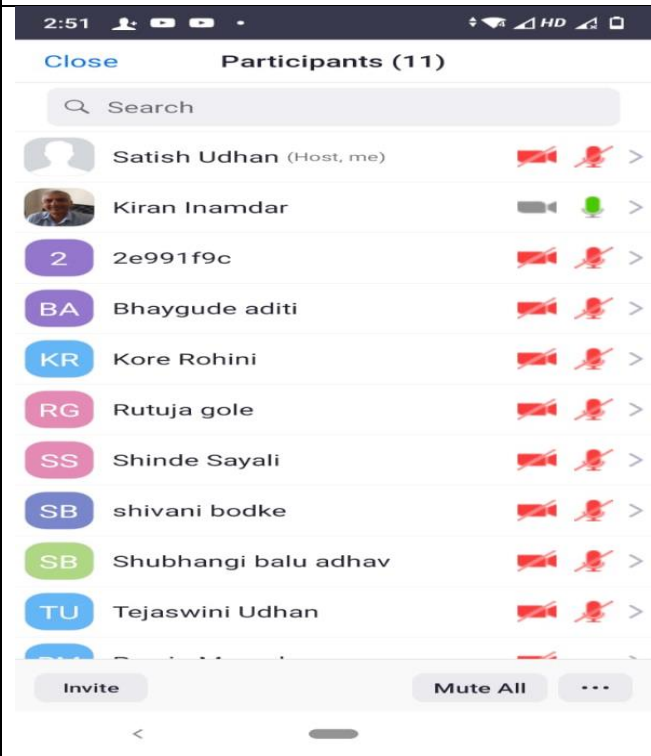
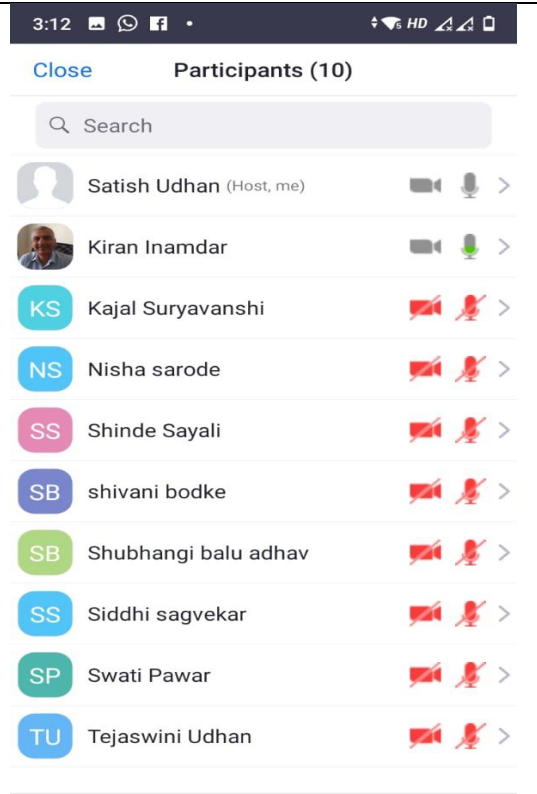
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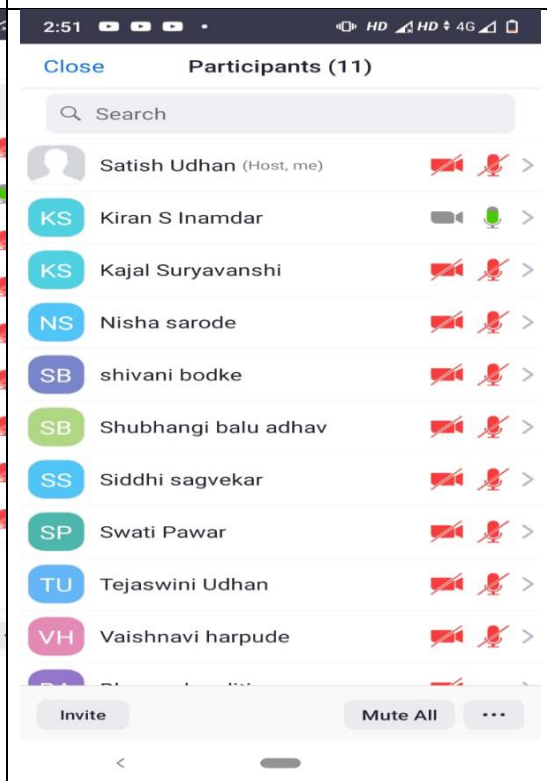
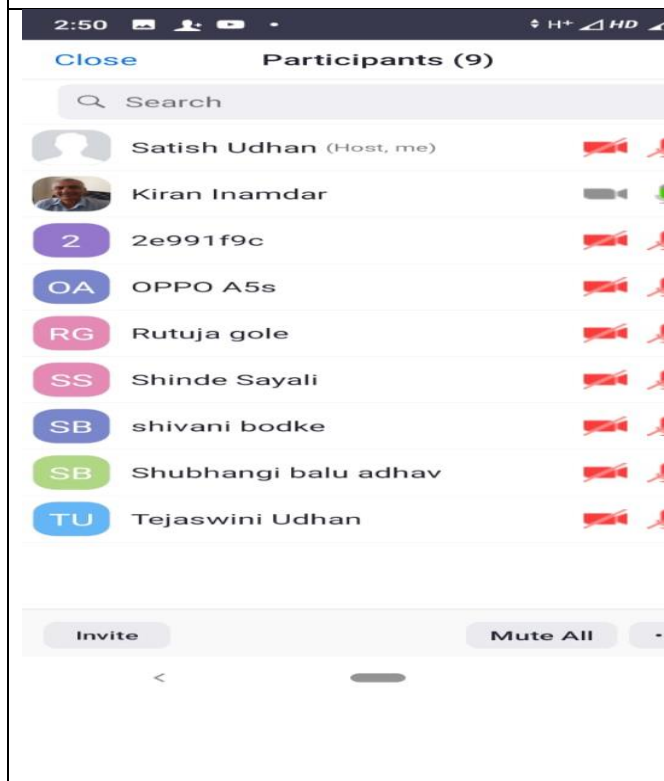
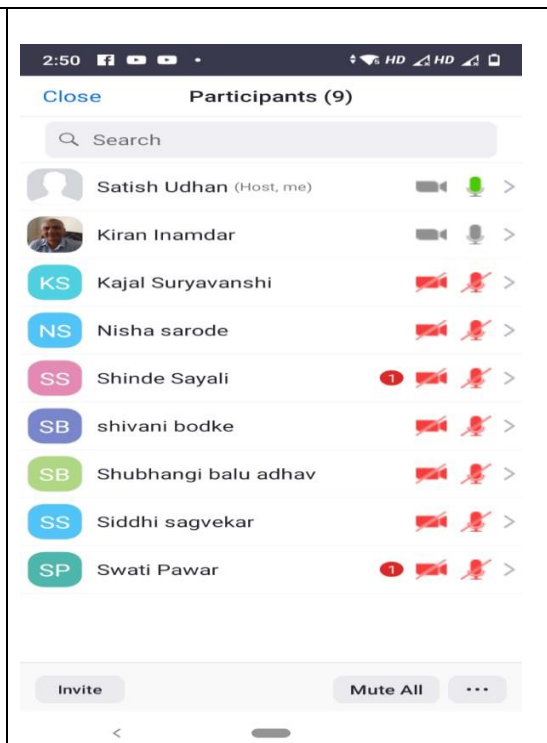
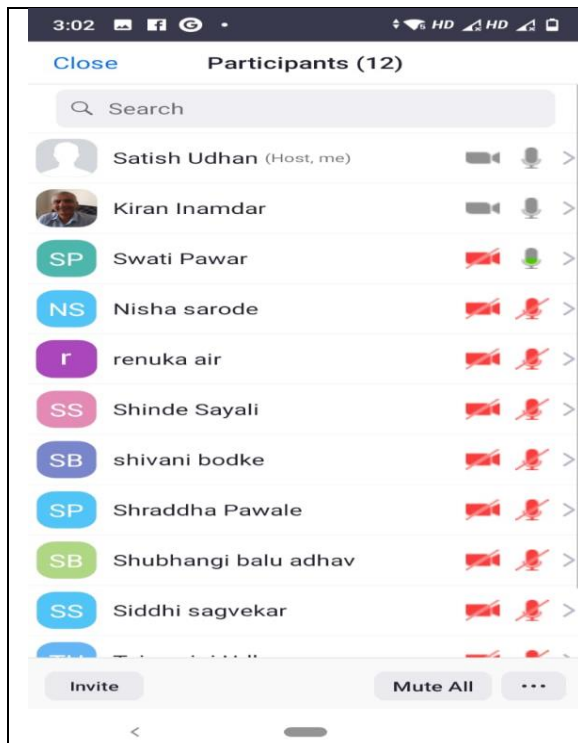
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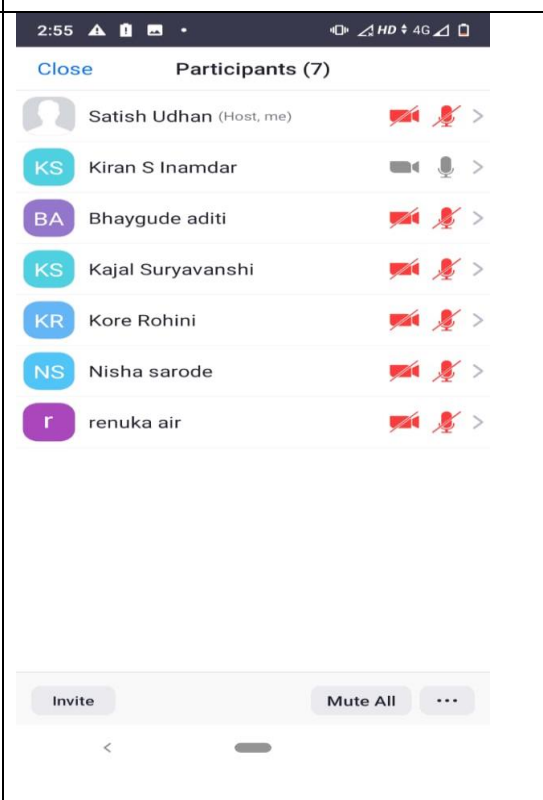
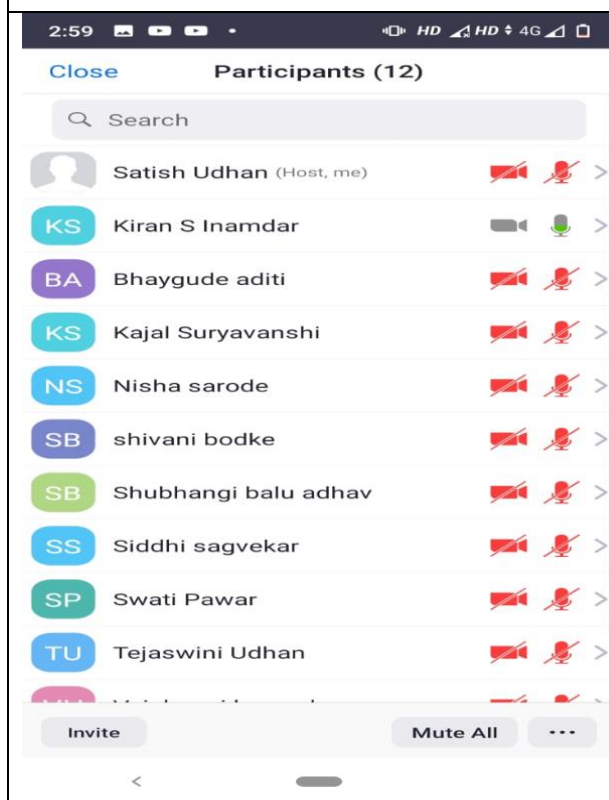
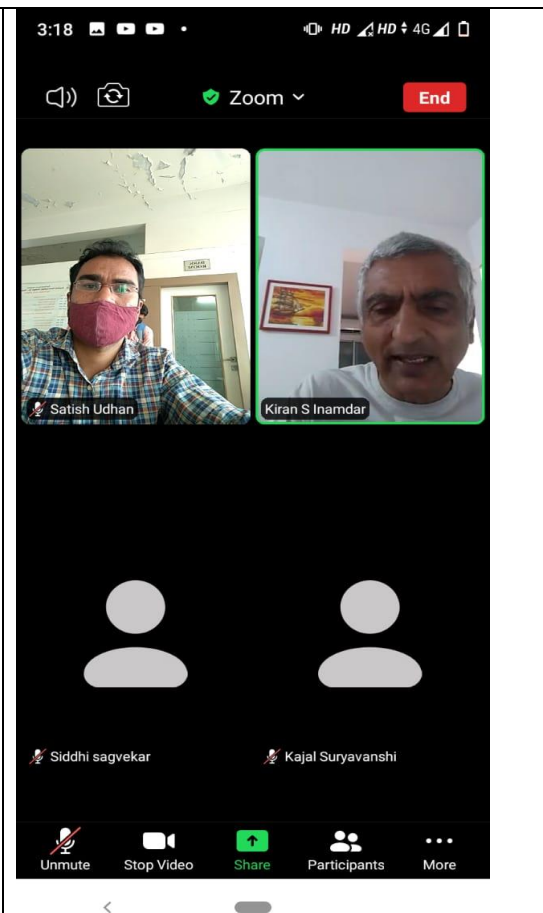
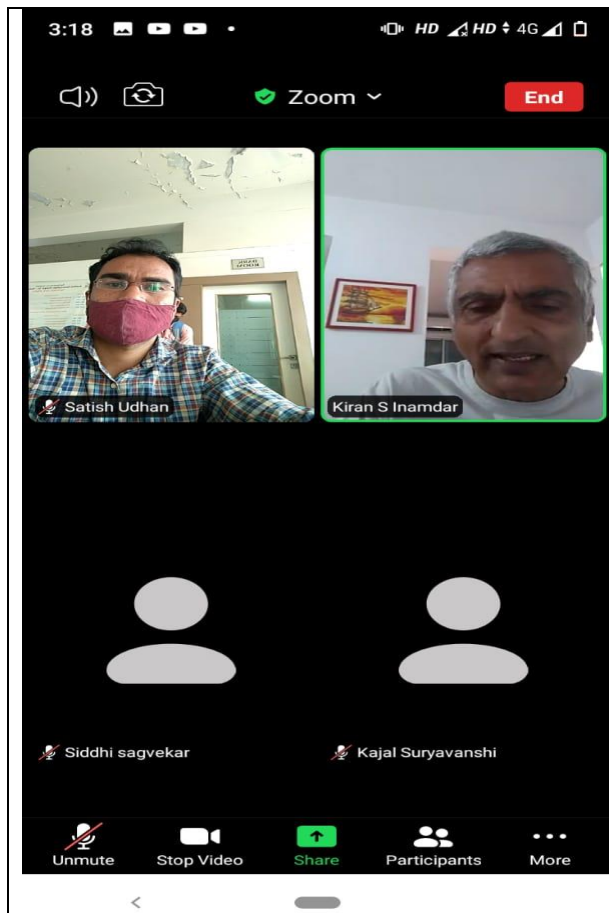
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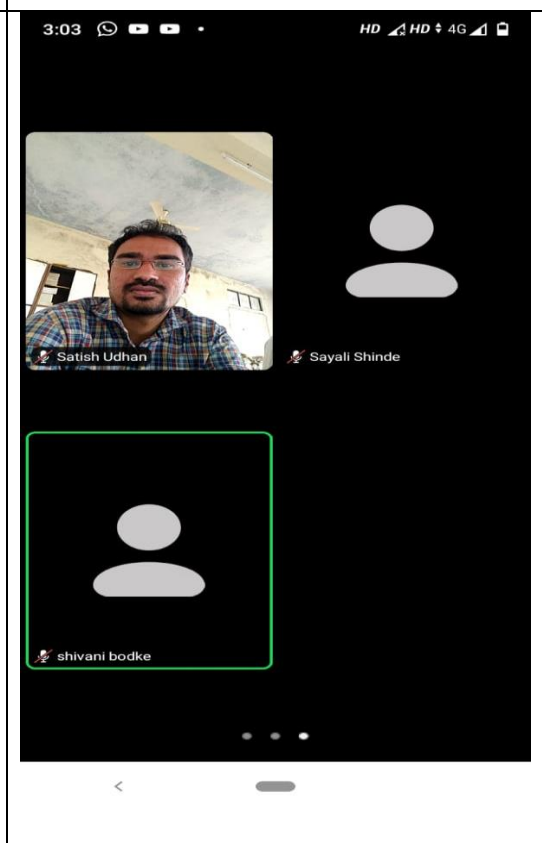
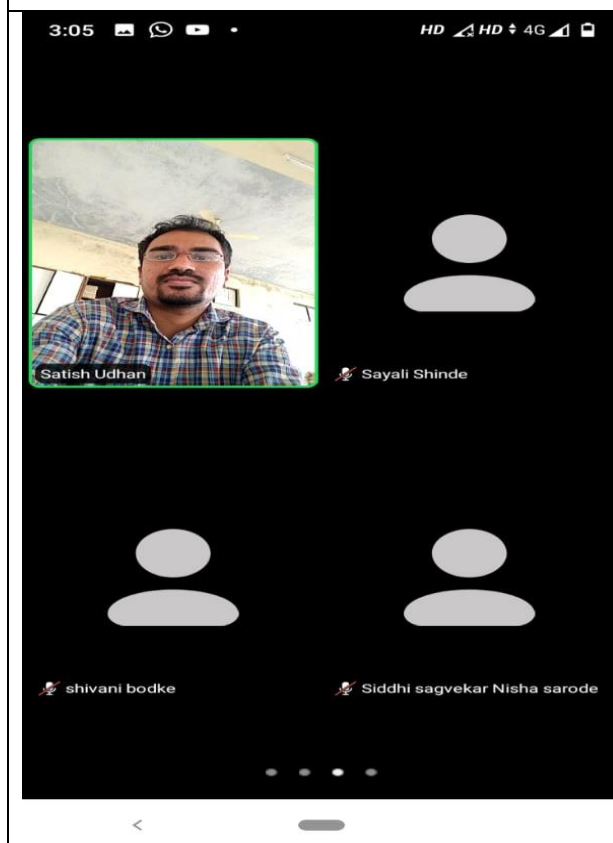
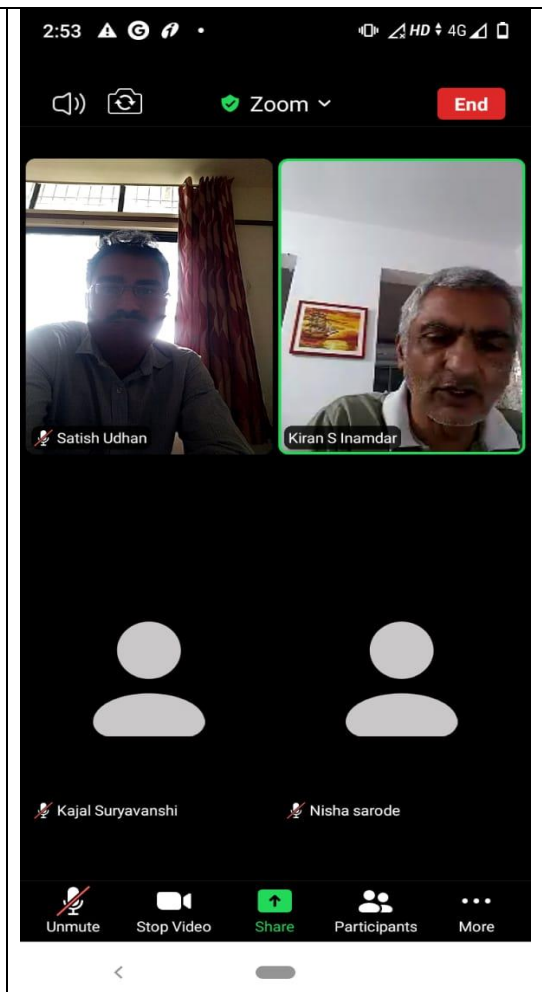
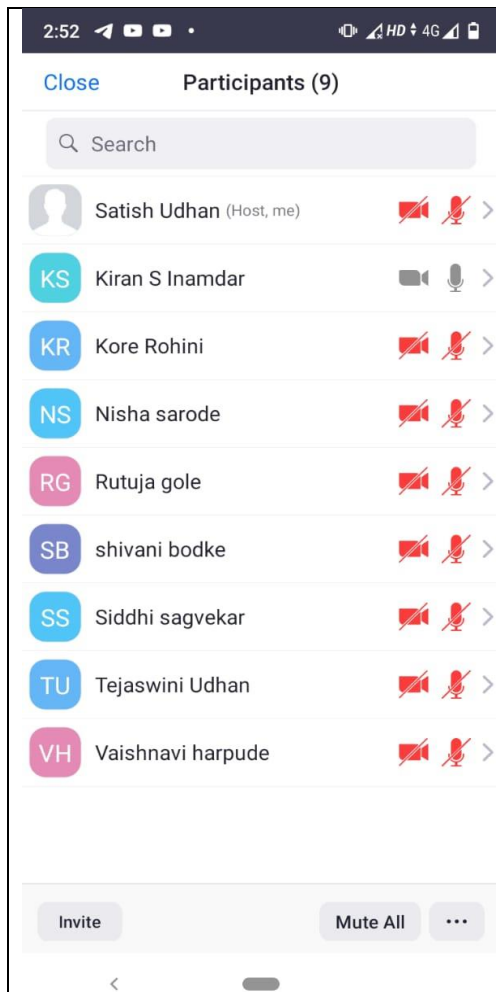


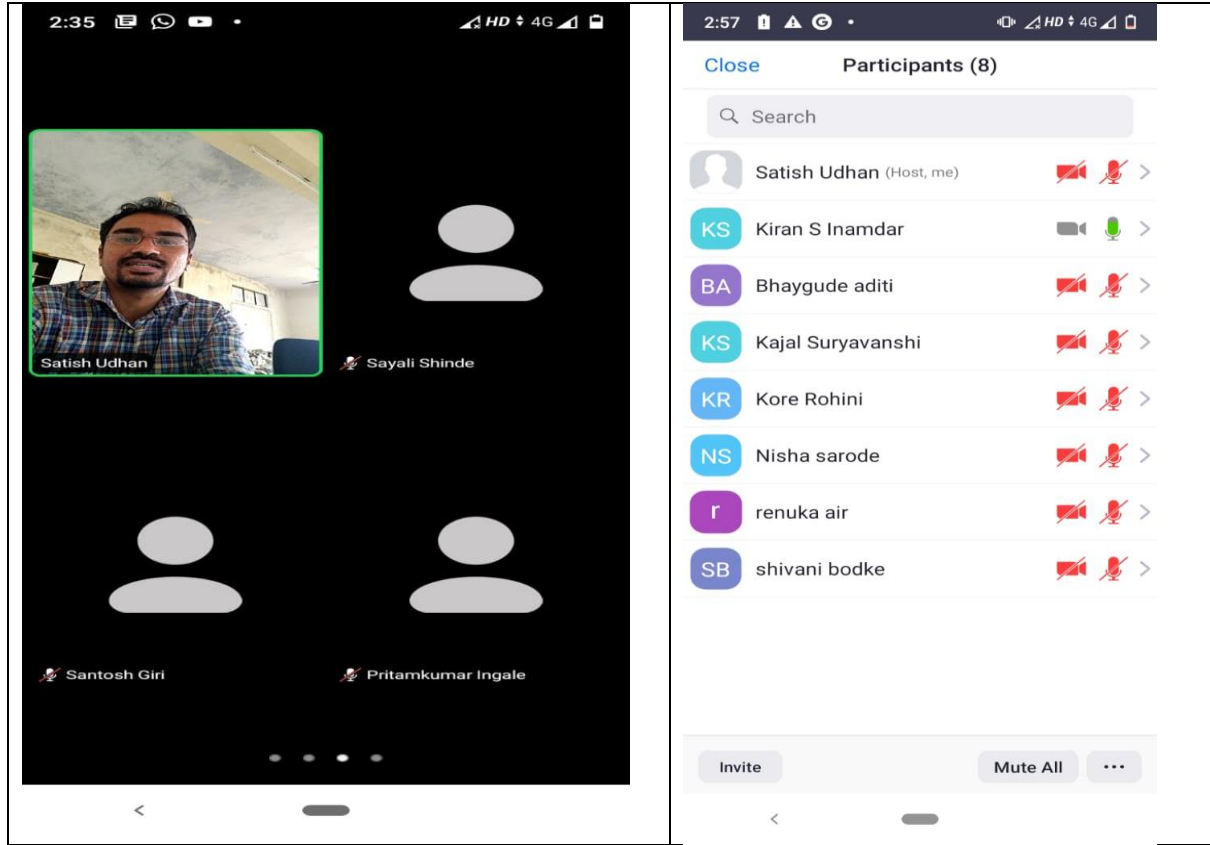












[Signature]
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Nodal officer.

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अनंतराव पवार महाविद्यालय, विरंगुट
ता. मुळशी, जि. पुणे-४१२११५.



SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND PUNE 411 007



STATEMENT OF MARKS / GRADES FOR DIPLOMA IN VOC. (OFFICE ADMINISTRATION & SECRETARIAL PRACTICES)

SEAT NO. 4102

CENTRE 1

PERM REG. NO.: 2021189891

NAME HARPUDE VAISHNAVI DATTATARAY

MOTHER : SWATI

COLLEGE / SCHOOL

0866 P.D.S.M.'S ANANTRAO PAWAR COLLEGE, PIRANGUT, PUNE

YEAR : APRIL 2021

| SEM. | NAME OF THE COURSE | INT | UEX | TOT | DITS | ADE | GP |
|--------------------------------|--|-------|-----|-------|------|-----------|------|
| 1 | DOA111 BUSINESS OF OFFICE ADMINISTRATION-I | 18 | 24 | 42 | P | 2.4A | 19.2 |
| | DOA112 MANAGEMENT-I | 20 | 18 | 38 | P | 2.4A | 19.2 |
| | DOA113 SECRETARIAL PRACTICE-I | 18 | 16 | 34 | P | 2.4B+16.8 | |
| | DOA114 ACCOUNTING,AUDITING AND FINANCIAL MANAGEMENT-I | 16 | 14 | 30 | P | 2.4B | 14.4 |
| | DOA115 COMPUTER-I | 20 | 16 | 36 | P | 2.4A | 19.2 |
| | DOP116 PRACTICAL PAPER-I & HANDS ON TRAINING | 62 | 28 | 90 | P | 6.0A | 048 |
| | DOP117 PRACTICAL PAPER-II & HANDS ON TRAINING | 56 | 30 | 86 | P | 6.0B+ | 042 |
| | DOP118 PRACTICAL PAPER-III & HANDS ON TRAINING | 56 | 30 | 86 | P | 6.0B+ | 042 |
| 2 | DOA211 BUSINESS OF OFFICE ADMINISTRATION-II | 20 | 18 | 38 | * | 2.4A | 19.2 |
| | DOA212 MANAGEMENT-II | 16 | 26 | 42 | * | 2.4A | 19.2 |
| | DOA213 SECRETARIAL PRACTICE-II | 20 | 28 | 48 | * | 2.4A+21.6 | |
| | DOA214 ACCOUNTING,AUDITING AND FINANCIAL MANAGEMENT-II | 16 | 22 | 38 | * | 2.4A | 19.2 |
| | DOA215 COMPUTER-II | 22 | 20 | 42 | * | 2.4A | 19.2 |
| | DOP216 PRACTICAL PAPER-IV & HANDS ON TRAINING | 58 | 26 | 84 | * | 6.0B+ | 042 |
| | DOP217 PRACTICAL PAPER-V& HANDS ON TRAINING | 60 | 34 | 94 | * | 6.0A | 048 |
| | DOP218 PRACTICAL PAPER-VI & HANDS ON TRAINING | 60 | 42 | 102 | * | 6.0A | 048 |
| SGPA : (1) 7.360(2) 7.880 | | | | TOTAL | | 60.0 | 457 |
| TOT.MARKS : 930/1500 (62.00%) | | CGPA: | | 7.62 | | | |
| FINAL GRADE : A | | | | | | | |

Director

! - Not considered for calculation of final grade

Medium of instruction: English

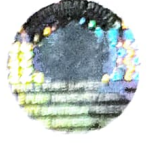
Board of Examinations & Evaluation

DATE: 24 MAR 2022

SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND PUNE 411 007



Passing Certificate

This is to certify that -

Smt. HARPUDE VAISHNAVI DATTATARAY

Mother's Name: -SWATI

has appeared for the

D.VOC.(OFF.ADM.& S.P.)

examination held in month of April 2021 and declared to have passed the examination with 'A' grade.

This is further to certify that she is eligible for the aforesaid Degree Certificate, whenever she applies for the same at the University Convocation.

Seat No. : 4102

P.R.No. : 2021189891

College code: 0866

Mahesh Kakade
Director

Board of Examinations & Evaluation

DATE: 24 MARCH 2022

SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND PUNE 411 007



Passing Certificate

This is to certify that -

Smt. PAWAR KAVITA PRABHAKAR

Mother's Name: -REKHA

has appeared for the

D.VOC. (OFF. ADM. & S.P.)

examination held in month of April 2021 and declared to have passed the examination with 'A' grade.

This is further to certify that she is eligible for the aforesaid Degree Certificate, whenever she applies for the same at the University Convocation.

Seat No. : 4110

P.R.No. : 2021189910

College code: 0866

Mahesh Kakade
Director

Board of Examinations & Evaluation

DATE: 24 MARCH 2022

SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND PUNE 411 007



Passing Certificate

This is to certify that -

Smt. DHAMALE VAISHNAVI NANDKUMAR

Mother's Name: -ASHWINI

has appeared for the

D.VOC. (OFF. ADM. & S.P.)

examination held in month of April 2021 and declared to have passed the examination with 'A' grade.

This is further to certify that she is eligible for the aforesaid Degree Certificate, whenever she applies for the same at the University Convocation.

Seat No. : 4111

P.R.No. : 2021189900

College code: 0866

Mahesh Kakade
Director

Board of Examinations & Evaluation

DATE : 24 MARCH 2022

SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND PUNE 411 007

**Passing Certificate**

This is to certify that -

Smt. ISAVAKAR KOMAL SOMNATH

Mother's Name: -ASHA

has appeared for the

D.VOC. (OFF.ADM.& S.P.)

examination held in month of April 2021 and declared to have passed the examination with 'A+' grade.

This is further to certify that she is eligible for the aforesaid Degree Certificate, whenever she applies for the same at the University Convocation.

Seat No. : 4115

P.R.No. : 2021189889

College code: 0866

Mahesh Kakade

Director

Board of Examinations & Evaluation

DATE: 24 MARCH 2022