



PUNE DISTRICT EDUCATION ASSOCIATION'S

# **ANANTRAO PAWAR COLLEGE**

PIRANGUT. TAL. MULSHI. DIST. PUNE 412 115



## **COURSES-BROUCHURE**



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



**2021-22**



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



**Academic Year: 2021-22**

<b>Name of the Add-on/ Certificate/ Value added program</b>	<b>:</b>	<b>Diploma in Office Administration and Secretarial Practices</b>
<b>Duration</b>	<b>:</b>	<b>One Year</b>
<b>Number of Students Enrolled</b>	<b>:</b>	<b>30</b>

<b>INDEX</b>	
<b>Sr.No.</b>	<b>Document</b>
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  
2021-22**

**Notice**

Date: 28/06/2021

All Students admitted for “Diploma in Office administration and secretarial practices” course for academic year 2021-22. Here by informed that, your regular classes of this course are starting from 01/07/2021. Attendance of all students is mandatory for these lectures.

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

# DIPLOMA AND CERTIFICATE COURSES (2021-22)

## 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.



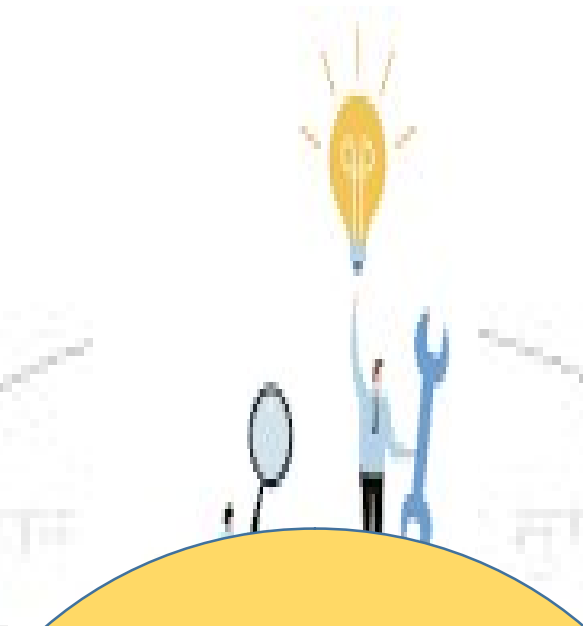
*Sharmila R. Chaudhari*  
**Dr. Sharmila R. Chaudhari**  
 Principal

**Anantrao Pawar College, Pirangut**

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



## **DIPLOMA AND CERTIFICATE COURSES (2021-2022)**





PUNE DISTRICT EDUCATION ASSOCIATION'S  
ANANTRAO PAWAR COLLEGE, PIRANGUT  
TAL. - MULSHI, DIST. - PUNE, PUNE - 412 115.

Academic Year 2021-22

**DEPARTMENT OF D.VOC**  
**Diploma In Office Administration Secretarial Practices**  
**STUDENTS LIST**  
**2021-22**

S. No.	Name of the Student	Signature
1	GAIKWAD NEHA SANDIP	<u>Neha</u>
2	MARGALE DATTATRAY AABA	<u>MA</u>
3	BHALERAO POONAM ANIL	<u>Poonam</u>
4	BHAYAGUDE ADITI NAVNATH	<u>A.N.B.</u>
5	KORE ROHINI SIDHESHWAR	<u>Kure</u>
6	SARODE NISHA MAHAVIR	<u>Sarode</u>
7	SAPKAL TRUPTI ANAND	<u>Trupti</u>
8	RAJGURU NEHA DATTATRAY	<u>Neeraj</u>
9	GAIKWAD OMKAR ANKUSH	<u>Omkar</u>
10	SHINDE SAKSHI VIJAY	<u>Shinde</u>
11	JADHAV RAJASHRI DATTATRAY	<u>Rajashri</u>
12	SHINDE DIPESH DIGAMBAR	<u>Dipesh</u>
13	MARNE GANESH RAJESH	<u>Marne</u>
14	FALE ANKITA KAILAS	<u>Fale</u>
15	MANKAR ANIKET RAGHUNATH	<u>A</u>
16	GADE AKSHADA VITTHAL	<u>Akshada</u>
17	SUPEKAR SWATI DATTATRYA	<u>Swati</u>
18	DAPKE ADINATH MADHAV	<u>Adinath</u>
19	PAWALE NISHA LAXMAN	<u>Nisha</u>
20	BHINTADE SANCHITA SANJAY	<u>Sanchita</u>
21	BHOYANE SHRUTIKA SANJAY	<u>Shrutika</u>
22		

23	BHOYANE PRIYANKA DATTATRAY	<i>my</i>
24	JORI PRIYANKA PRABHAKAR	<i>Des.</i>
25	BHILARE AARTI MANOHAR	<i>A.m. Shilpa</i>
26	JADHAV SAKSHI SURESH	<i>Dee</i>
27	DHANAVE SAKSHI BALASAHEB	<i>Yalshi</i>
28	LANDAGE SNEHA RAMDAS	<i>18</i>
29	WAGHAWALE DNYANESHWARI KISHOR	<i>Dee</i>
30	DAHIBHATE SAKSHI RAMBHAU	<i>Dee</i>

*[Signature]*  
Co-ordinator

*[Signature]*  
D.Voc. Co-ordinator

*[Signature]*  
Principal  
Principal  
Anantrao Pawar College, Pirangut  
Tal. Mulshi, Dist. Pune-412



## 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	4	60	Paper I	Theory	4	60
Paper II	Theory	4	60	Paper II	Theory	4	60
Paper III	Theory	4	60	Paper III	Theory	4	60
Paper IV	Practical	4	120	Paper IV	Practical	4	120
Paper V	Practical	4	120	Paper V	Practical	4	120
Paper VI	Practical	4	120	Paper VI	Practical	4	120
Hands on Training	Hands on Training	06	180	Hands on Training	Hands on Training	06	180
		30	720			30	720
<b>Total Credits in a year 60/ 1440 Hrs</b>							





## Diploma in Office Administration:-

### Outline of the Syllabus

Semester I		Semester II	
<b>Theory Paper I DOA 111</b>	<b>Core Subject: - OFFICE ADMINISTRATION – I (60 L)</b>	<b>Theory Paper I DOA 211</b>	<b>Core Subject: OFFICE ADMINISTRATION – II (60 L)</b>
<b>Theory Paper II DOA 112</b>	<b>SECRETARIAL PRACTICE-I (60 Lectures)</b>	<b>Theory Paper II DOA 212</b>	<b>SECRETARIAL PRACTICE - II (60 Lectures)</b>
<b>Theory Paper III DOA 113</b>	<b>COMPUTER - I (60 L)</b>	<b>Theory Paper III DOA 213</b>	<b>COMPUTER - II (60L)</b>
<b>Practical Paper I DOP 114</b>	<b>practical based on Office Administration– I (30 p)</b>	<b>Practical Paper I DOP 214</b>	<b>practical based on Office Administration– II (30 p)</b>
<b>Practical Paper II DOP 115</b>	<b>Practical based on Secretarial Practice Part I (30 P)</b>	<b>Practical Paper II DOP 215</b>	<b>practical based on Secretarial Practice Part II (30 P)</b>
<b>Practical Paper III DOP 116</b>	<b>practical based on Basics of Computer - I (30 P)</b>	<b>Practical Paper III DOP 216</b>	<b>practical based on Basics of Computer - II (30 P)</b>



### Semester: - First (30 Credits)

#### Course Outcome: -

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.

Acquire the knowledge of Management Process.

Understand and apply the management function.

Planning organizing, staffing, directing and controlling meet the challenges of modern Management.

#### Paper: - I: -Core Subject: - OFFICE ADMINISTRATION – I (60 L)

1.	<b>Introduction to Office Administration</b>	04
	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	<b>Office Organization:</b>	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.	
<b>3</b>	<b>Office Infrastructure</b>	<b>08</b>
	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.	
<b>4</b>	<b>Office Communication</b>	<b>10</b>
	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.	
<b>5.</b>	<b>Introduction to Management:</b> 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.	<b>08</b>
<b>6</b>	<b>Introduction to Marketing Management:</b> 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.	<b>10</b>
<b>7</b>	<b>Introduction to Human Resource Management:</b> Human Resource Management and Labour Relations- Introduction, Definition, Importance, Scope, Elements, Advantages, Disadvantages.	<b>06</b>
<b>8</b>	<b>Introduction to Inventory Management:</b> Procurement and Inventory Management- Introduction, Definition, Importance, Scope, Elements, Advantages, Disadvantages.	<b>04</b>

#### 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
6. Principles of Management - Koontz & O'Donnel
7. The Management Process - R S Davar

8. Essentials of Management - Koontz & O' Donnel Tralel McGraw Hill Publishing House
9. Business Administration - Mritunjoy Banerjee
10. 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.
4. Understand Double entry system and principles.
5. Record the business transactions in journal, ledger and trail balance.
6. Apply depreciation methods and prepare bank reconciliation statement.
4. Prepare financial statements and company final accounts.
8. Know the concepts of cost and management accounting.
9. Know the concepts of Auditing with its significance and role in accounting.

Paper II: - SECRETARIAL PRACTICE-I (60 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
6	Book Keeping and Accounting: Introduction, Basis, Definition, Usage, Advantages, Application	08
7	Trial Balance: Introduction, Basis, Definition, Usage, Advantages, Application.	08
8	Introduction to Computerized Accounting Packages: Introduction, Basis, Definition, Usage, Advantages, Application.	08

**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.  
 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 III: - COMPUTER - I (60 Lectures)

1	Introduction: Introduction to Computer, Basics of computer and Windows	06
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.	18
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.	12
4	Computer Hardware: Introduction, Projector, Printer, Xerox, Scanning.	06
5	Computer Online Communication: Introduction, Types, Advantages, Uses, Conference Calls, Zoom meetings, Online Training, Record management.	18

### References:-

Absolute Beginner's Guide to Computer Basics, Michael Miller.  
 Fundamental of Computers, AkashSaxena, Kratika Gupta.  
 Fundamentals of Information Technology, Alexis and Mathew.  
 Computer Fundamentals, P.K. Sinha.  
 Principles of Typewriting, D.P. Bhatia and S.S. Sangal.



**Paper IV: - Practical Based on Paper I (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 V: - Practical Based on Paper II (30 P)**

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 VI: - Practical Based on Paper III (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: - Office Administration-I (60 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.
7. To help the students gain understanding of the functions and responsibilities of managers.
8. To provide them tools and techniques to be used in the performance of the managerial job in various fields of management.

1	<b>Business or organization</b> : 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
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2	<b>Office Systems and automation:</b> 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	<b>Record keeping:</b> Introduction, meaning, purpose of record keeping, features of effective record keeping, type of files, procedure of classification, methods of filing.	05
4	<b>Travel Arrangements:</b> Introduction, Objectives, Significance, Procedure.	03
5	<b>Facilities Management:</b> 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
6	Sales, Marketing and Customer Services Management- Introduction, Meaning, Definition, Nature, Scope, Characteristics, Advantages, Applications.	04
7	Human Resource Management and Labour Relations, Recruitment and Orientation: Introduction, Meaning, Definition, Nature, Scope, Characteristics, Advantages, Applications.	08
8	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.	12

#### 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
6. Ao T V, Pereira D F, Recent Experiences in Human Resources Development.Pareek Uday,
7. Rao, Designing and Managing Human Resource Systems.Spencer Lyte M,
8. Calculating Human Resource Costs and Benefits.Cascio Wayne F,
9. Costing Human Resources: The Financial Impact of Behaviour.



**Paper: - II: SECRETARIAL PRACTICE – II (60 L)**

**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.
4. 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.
5. To lay a foundation for the preparations of financial statements from incomplete record.
6. To lay a foundation for understanding the Accounting procedure for Material cost and price methods

1	<b>Business Law and Ethics:</b> Introduction, Types Of Business Laws, Meaning Of Ethics, Significance, Role, Relevance, Advantages.	10
2	<b>Organization Of The Meetings:</b> Meaning, Importance, Types Of Meetings, Meeting Room Booking, Time Sheet Maintenance.	10
3	<b>Records Management:</b> Importance, Good Filing System, Classification And Arrangement Of Files, Filing Equipment, Methods, Indexing, Filing Routine, Manual, Records Retention, Evaluation, Records Making, Discarding.	10
4	<b>Business Communication:</b> Introduction, Need, Scope, Types, Spoken English, Letter, Minutes, Reports, Advertisement, Notice Writing.	06
5	Advance Booking Keeping: Procedure Of Booking Keeping The Transactions, Procurement Of Record.	06
6	Trial Balance, Profit And Loss Account, Balance Sheet: Procedure And Preparation Of Trial Balance, Profit And Loss Account, Balance Sheet With Practical Examples.	08
7	Introduction to Computerized Accounting Packages- Tally, ERP, SAP	02
8	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.	08

**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  
 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



### Paper III: - Computer-II (60 L)

#### 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	<b>Advanced MS Office:</b> 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 Presentation: Slide Video, Animation etc.	20
2	<b>Cyber Security-</b> Meaning, role, significance, use of cyber security. Internet surfing, Email, Messaging, Down Loading, Up Loading, File Management.	20
3	<b>Use of Hardware and Online Communication:</b> Projector, Printer, Xerox, Scanning. Conference Calls, Zoom meetings, WhatsApp, Telegram Group Creation, Google Forms, Analysis.	20

#### 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 IV: - Practical Based on Paper I (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 V: - Practical Based on Paper II (30 P)**



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



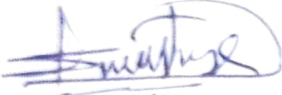


**Paper VI: - Practical Based on Paper III (30 P)**


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
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

  
सह सचिव



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

## **METHODS OF EVALUATION, PASSING, AND EVALUATION CRITERIA:- 2021-22**

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

- a. Internal assessment
- b. Practical Examination
- c. 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:-

- a. Written examination
- b. Quiz
- c. Presentations
- d. Projects
- e. Assignments
- f. Tutorials
- g. 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 - (Total Marks: 100)**

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

**Time: Three Hours**

**Total Marks: 70**

- 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  
Q. 4) Attempt any **four out of six** -20Marks

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

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

**Practical Papers: Paper IV,V & VI (Total Marks: 150)**

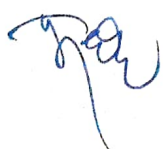
**Internal Evaluation- Total- 100 Marks** (Applicable to both Semester I & II)


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

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

- 1) Questions on Project/ Presentation/Home Assignment/Tutorial - **50 Marks**      **Time: One 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



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



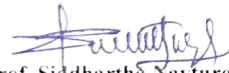
PDEA's  
Anantrao Pawar College, Pirangut, Tal. Mulshi, Dist.: Pune  
Diploma in Office Administration and Secretarial Practices


**TIME - TABLE**


**2021 – 2022 – W.E.F. – 01/08/2021**

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

Paper I	Introduction to Office Administration	(Mr. KiranInamdar)	Paper V	Practical based on Paper II	(Prof.SiddharthaNavture)
Paper II	Secretarial Practice	(Prof.SiddharthaNavture)	Practical : Paper VI	Practical based on Paper V	Prof. Vilas Karvande
Paper III	Computer	Prof. Vilas Karvande			
Paper IV	Practical based on Paper I	(Mr. KiranInamdar)			

  
Prof. Siddhartha Navture  
Co- Ordinator

  
Dr. P. B. Cholkar  
Nodal Officer

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





Pune District Education Association's

# Anantrao Pawar College, Pirangut

Tal. Mulashi, Dist. Pune - 412 115

Academic Year - 2021 - 2022



## Diploma In Office Administration and Secretarial Practices

Subject :- ~~Practical Based~~ Basic Computer

Month:- Jan - 2022

Name Of The Teacher :- Prof. Kazvande

Sr. No.	Name of the Student	Date:	3/1/22	4/1/22	5/1/22	6/1/22	8/1/22	10/1/22	11/1/22	12/1/22	13/1/22	15/1/22
		Day										
		Time										
1	GAIKWAD NEHA SANDIP		A	Neha	Neha	Neha	Neha	A	Neha	Neha	Neha	A
2	MARGALE DATTATRAY AABA		PM	PM	PM	PM	PM	PM	A	PM	A	PM
3	BHALERAO POONAM ANIL		A	Poonam		Poonam	A	Poonam	A	Poonam	A	Poonam
4	BHAYAGUDE ADITI NAVNATH		A.N.B	A.N.B	A.N.B		A.N.B	A.N.B	A.N.B	A	A.N.B	A.N.B
5	KORE ROHINI SIDHESHWAR		Sub	Sub	Sub	Sub	Sub	Sub	Sub	Sub	A	Sub
6	SARODE NISHA MAHAVIR		Sub	A	Sub	Sub	Sub	Sub	Sub	Sub	Sub	Sub
7	SAPKAL TRUPTI ANAND		Sub	Sub	Sub	Sub	Sub	Sub	Sub	Sub	Sub	A
8	RAJGURU NEHA DATTATRAY		Sub	Sub	Sub	A	Sub	A	Sub	Sub	Sub	Sub
9	GAIKWAD OMKAR ANKUSH		Om	Om	Om	Om	Om	Om	Om	Om	Om	Om
10	SHINDE SAKSHI VIJAY		Sub	Sub	Sub	Sub	A	Sub	A	Sub	Sub	Sub
11	JADHAV RAJASHRI DATTATRAY		Rajashri	A	Rajashri	Rajashri	Rajashri	A	Rajashri	Rajashri	A	Rajashri
12	SHINDE DIPESH DIGAMBAR		Sub	Sub	Sub	Sub	Sub	Sub	Sub	Sub	Sub	Sub
13	MARNE GANESH RAJESH		Ganesh	Ganesh	Ganesh	Ganesh	A	Ganesh	A	A	Ganesh	Ganesh
14	FALE ANKITA KAILAS		Fale	Fale	Fale	Fale	Fale	A	Fale	Fale	A	Fale
15	MANKAR ANIKET RAGHUNATH		ANIKET	ANIKET	ANIKET	ANIKET	ANIKET	ANIKET	ANIKET	ANIKET	ANIKET	ANIKET
16	GADE AKSHADA VITTHAL		AKS	AKS	AKS	AKS	AKS	AKS	AKS	AKS	AKS	AKS
17	SUPEKAR SWATI DATTATRYA		Sub	Sub	A	Sub	A	Sub	A	Sub	Sub	Sub

18	DAPKE ADINATH MADHAV	<u>ml</u>	<u>ml</u>	<u>ml</u>		<u>ml</u>	<u>ml</u>	<u>ml</u>		<u>ml</u>	
19	PAWALE NISHA LAXMAN	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>		<u>ml</u>		<u>ml</u>	<u>ml</u>	<u>ml</u>
20	BHINTADE SANCHITA SANJAY	<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>		<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>
21	BHOYANE SHRUTIKA SANJAY	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>
22	BHOYANE PRIYANKA DATTATRAY	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>	
23	JORI PRIYANKA PRABHAKAR	<u>fu</u>		<u>fu</u>	<u>fu</u>	<u>fu</u>		<u>fu</u>	<u>fu</u>		<u>fu</u>
24	BHILARE AARTI MANOHAR	<u>AMBhilar</u>		<u>AMBhilar</u>		<u>AMBhilar</u>	<u>AMBhilar</u>	<u>AMBhilar</u>	<u>AMBhilar</u>	<u>AMBhilar</u>	<u>AMBhilar</u>
25	JADHAV SAKSHI SURESH	<u>JSS</u>	<u>JSS</u>	<u>JSS</u>	<u>JSS</u>	<u>JSS</u>	<u>JSS</u>	<u>JSS</u>	<u>JSS</u>	<u>JSS</u>	
26	DHANAVE SAKSHI BALASAHEB	<u>sakshi</u>	<u>sakshi</u>	<u>sakshi</u>	<u>sakshi</u>	<u>sakshi</u>	<u>sakshi</u>	<u>sakshi</u>	<u>sakshi</u>	<u>sakshi</u>	<u>sakshi</u>
27	LANDAGE SNEHA RAMDAS	<u>f</u>		<u>f</u>	<u>f</u>	<u>f</u>	<u>f</u>		<u>f</u>	<u>f</u>	<u>f</u>
28	WAGHAWALE DNYANESHWARI KISHOR	<u>DkW</u>	<u>DkW</u>	<u>DkW</u>	<u>DkW</u>	<u>DkW</u>	<u>DkW</u>	<u>DkW</u>	<u>DkW</u>	<u>DkW</u>	<u>DkW</u>
29	DAHIBHATE SAKSHI RAMBHAU	<u>SPO</u>	<u>SPO</u>	<u>SPO</u>	<u>SPO</u>		<u>SPO</u>		<u>SPO</u>	<u>SPO</u>	
30	ATHAVALE VANSHREE CHANDRAKANT	<u>HA</u>	<u>HA</u>	<u>HA</u>	<u>HA</u>	<u>HA</u>	<u>HA</u>	<u>HA</u>	<u>HA</u>	<u>HA</u>	<u>HA</u>

  
Coordinator

  
D.Voc. Coordinator

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



## Anantrao Pawar College, Pirangut

Tal. Mulashi, Dist. Pune - 412 115

Academic Year - 2021 - 2022

## Diploma In Office Administration and Secretarial Practices


Subject :- Practical Based on Physics Month :- Jan - 2022 Name Of The Teacher :- Prof. Kavande

Sr. No.	Name of the Student	Date:	17/1/22	18/1/22	19/1/22	20/1/22	22/1/22	24/1/22	25/1/22	27/1/22	29/1/22	31/1/22
		Day										
		Time										
1	GAIKWAD NEHA SANDIP		Neha	Neha	A	Neha	Neha	Neha	A	Neha	Neha	Neha
2	MARGALE DATTATRAY AABA		Margale	A	Margale	Margale	A	Margale	A	Margale	A	Margale
3	BHALERAO POONAM ANIL		Poonam	A	Poonam	A	Poonam	Poonam	A	Poonam	Poonam	Poonam
4	BHAYAGUDE ADITI NAVNATH		A.N.B	A.N.B	A	A.N.B	A.N.B	A.N.B	A.N.B	A.N.B	A	A.N.B
5	KORE ROHINI SIDHESHWAR		Rohini	Rohini	Rohini	Rohini	Rohini	Rohini	Rohini	Rohini	Rohini	Rohini
6	SARODE NISHA MAHAVIR		Sarode	Sarode	Sarode	Sarode	Sarode	Sarode	Sarode	Sarode	Sarode	A
7	SAPKAL TRUPTI ANAND		Trupti	Trupti	Trupti	Trupti	Trupti	Trupti	Trupti	Trupti	Trupti	A
8	RAJGURU NEHA DATTATRAY		Rajguru	Rajguru	Rajguru	A	Rajguru	A	Rajguru	A	Rajguru	A
9	GAIKWAD OMKAR ANKUSH		Omkar	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar
10	SHINDE SAKSHI VIJAY		Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi
11	JADHAV RAJASHRI DATTATRAY		Rajashri	A	Rajashri	A	Rajashri	A	Rajashri	Rajashri	Rajashri	A
12	SHINDE DIPESH DIGAMBAR		Dipesh	Dipesh	Dipesh	Dipesh	Dipesh	Dipesh	Dipesh	Dipesh	Dipesh	A
13	MARNE GANESH RAJESH		Ganesh	Ganesh	A	A	Ganesh	Ganesh	Ganesh	A	Ganesh	Ganesh
14	FALE ANKITA KAILAS		Fale	A	Fale	Fale	Fale	A	Fale	A	Fale	Fale
15	MANKAR ANIKET RAGHUNATH		Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	A	Aniket
16	GADE AKSHADA VITTHAL		Akshada	Akshada	Akshada	Akshada	Akshada	Akshada	Akshada	Akshada	Akshada	Akshada
17	SUPEKAR SWATI DATTATRYA		Swati	A	Swati	A	Swati	A	Swati	Swati	Swati	Swati

18	DAPKE ADINATH MADHAV	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>
19	PAWALE NISHA LAXMAN	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>
20	BHINTADE SANCHITA SANJAY	<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>		<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>
21	BHOYANE SHRUTIKA SANJAY	<u>mm</u>	<u>mm</u>	<u>mm</u>	<u>mm</u>			<u>mm</u>	<u>mm</u>	<u>mm</u>	<u>mm</u>
22	BHOYANE PRIYANKA DATTATRAY	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>
23	JORI PRIYANKA PRABHAKAR	<u>JA</u>	<u>JA</u>		<u>JA</u>		<u>JA</u>		<u>JA</u>	<u>JA</u>	<u>JA</u>
24	BHILARE AARTI MANOHAR	<u>AMBhilar</u>	<u>AMBhilar</u>	<u>AMBhilar</u>		<u>AMBhilar</u>	<u>AMBhilar</u>	<u>AMBhilar</u>	<u>AMBhilar</u>		<u>AMBhilar</u>
25	JADHAV SAKSHI SURESH	<u>JSS</u>	<u>JSS</u>	<u>JSS</u>	<u>JSS</u>	<u>JSS</u>	<u>JSS</u>	<u>JSS</u>	<u>JSS</u>	<u>JSS</u>	<u>JSS</u>
26	DHANAVE SAKSHI BALASAHEB	<u>sakshi</u>	<u>sakshi</u>	<u>sakshi</u>	<u>sakshi</u>	<u>sakshi</u>	<u>sakshi</u>	<u>sakshi</u>	<u>sakshi</u>	<u>sakshi</u>	<u>sakshi</u>
27	LANDAGE SNEHA RAMDAS	<u>f</u>	<u>f</u>	<u>f</u>		<u>f</u>	<u>f</u>	<u>f</u>		<u>f</u>	<u>f</u>
28	WAGHAWALE DNYANESHWARI KISHOR	<u>DkW</u>	<u>DkW</u>	<u>DkW</u>	<u>DkW</u>	<u>DkW</u>	<u>DkW</u>	<u>DkW</u>	<u>DkW</u>	<u>DkW</u>	<u>DkW</u>
29	DAHIBHATE SAKSHI RAMBHAU	<u>SRD</u>	<u>SRD</u>	<u>SRD</u>	<u>SRD</u>	<u>SRD</u>		<u>SRD</u>		<u>SRD</u>	<u>SRD</u>
30	ATHAVALE VANSHREE CHANDRAKANT	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>

  
Coordinator

  
D.Voc. Coordinator

  
Principal  
Anant Rao Pawar College, Pirangut  
Tal. Mulshi, Dist. Pune-412116





Pune District Education Association's

**Anantrao Pawar College, Pirangut**


Tal. Mulashi, Dist. Pune - 412 115

**Academic Year - 2021 - 2022****Diploma In Office Administration and Secretarial Practices**

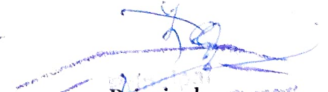
Subject :- Secretarial Practice-II Month:- Jan 2022 Name Of The Teacher :- Nature S.B.

Sr. No.	Name of the Student	Date:	18/1/22	18/1/22	19/1/22	21/1/22	22/1/22	24/1/22	24/1/22	28/1/22	29/1/22	31/1/22
		Day										
		Time										
1	GAIKWAD NEHA SANDIP		Nehe	Nehe	Nehe	Nehe	Nehe	Nehe	Nehe	Nehe	Nehe	A
2	MARGALE DATTATRAY AABA		Don	Don	Don	Don	Don	Don	Don	Don	Don	Don
3	BHALERAO POONAM ANIL		PDA	PDA	PDA	PDA	PDA	PDA	PDA	PDA	PDA	PDA
4	BHAYAGUDE ADITI NAVNATH		A.N.B	A.N.B	A	A.N.B	A.N.B	A	A.N.B	A.N.B	A.N.B	A.N.B
5	KORE ROHINI SIDHESHWAR		Full	Full	Full	Full	Full	Full	Full	Full	A	Full
6	SARODE NISHA MAHAVIR		Sandip	Sandip	Sandip	Sandip	Sandip	Sandip	Sandip	A	A	Sandip
7	SAPKAL TRUPTI ANAND		Suy	Suy	Suy	Suy	Suy	Suy	Suy	Suy	Suy	Suy
8	RAJGURU NEHA DATTATRAY		Prade	Prade	Prade	A	Prade	A	Prade	Prade	Prade	Prade
9	GAIKWAD OMKAR ANKUSH		Omka	Omka	Omka	Omka	Omka	Omka	Omka	Omka	Omka	Omka
10	SHINDE SAKSHI VIJAY		vi	vi	vi	vi	vi	vi	vi	A	vi	vi
11	JADHAV RAJASHRI DATTATRAY		Rajdhar		Rajdhar	A	Rajdhar	A	Rajdhar	Rajdhar	A	Rajdhar
12	SHINDE DIPESH DIGAMBAR		dy	dy	dy	dy	dy	dy	dy	dy	dy	dy
13	MARNE GANESH RAJESH		Ganne	Ganne	Ganne	Ganne	A	Ganne	A	Ganne	A	Ganne
14	FALE ANKITA KAILAS		A	Pale	Pale	Pale	A	Pale	Pale	Pale	A	Pale
15	MANKAR ANIKET RAGHUNATH		A	A	A	A	A	A	A	A	A	A
16	GADE AKSHADA VITTHAL		vit	vit	vit	vit	vit	vit	vit	vit	vit	vit
17	SUPEKAR SWATI DATTATRYA		Swat	Swat	A	Swat	Swat		Swat	Swat	Swat	Swat

18	DAPKE ADINATH MADHAV	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>
19	PAWALE NISHA LAXMAN	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>
20	BHINTADE SANCHITA SANJAY	<del>Sanchita</del>	<del>Sanchita</del>	<del>Sanchita</del>	<del>Sanchita</del>	<del>Sanchita</del>	<del>Sanchita</del>	<del>Sanchita</del>	<del>Sanchita</del>	<del>Sanchita</del>
21	BHOYANE SHRUTIKA SANJAY	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>
22	BHOYANE PRIYANKA DATTATRAY	<del>BP</del>	<del>BP</del>	<del>BP</del>	<del>BP</del>	<del>BP</del>	<del>BP</del>	<del>BP</del>	<del>BP</del>	<del>BP</del>
23	JORI PRIYANKA PRABHAKAR	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>
24	BHILARE AARTI MANOHAR	<del>AMBlulac</del>	<del>AMBlulac</del>	<del>AMBlulac</del>	<del>AMBlulac</del>	<del>AMBlulac</del>	<del>AMBlulac</del>	<del>AMBlulac</del>	<del>AMBlulac</del>	<del>AMBlulac</del>
25	JADHAV SAKSHI SURESH	<del>JCS</del>	<del>JCS</del>	<del>JCS</del>	<del>JCS</del>	<del>JCS</del>	<del>JCS</del>	<del>JCS</del>	<del>JCS</del>	<del>JCS</del>
26	DHANAVE SAKSHI BALASAHEB	<del>talshi</del>	<del>talshi</del>	<del>talshi</del>	<del>talshi</del>	<del>talshi</del>	<del>talshi</del>	<del>talshi</del>	<del>talshi</del>	<del>talshi</del>
27	LANDAGE SNEHA RAMDAS	<del>f</del>	<del>f</del>	<del>f</del>	<del>f</del>	<del>f</del>	<del>f</del>	<del>f</del>	<del>f</del>	<del>f</del>
28	WAGHAWALE DNYANESHWARI KISHOR	<del>DkW</del>	<del>DkW</del>	<del>DkW</del>	<del>DkW</del>	<del>DkW</del>	<del>DkW</del>	<del>DkW</del>	<del>DkW</del>	<del>DkW</del>
29	DAHIBHATE SAKSHI RAMBHAU	<del>SPD</del>	<del>SPD</del>	<del>SPD</del>	<del>SPD</del>	<del>SPD</del>	<del>SPD</del>	<del>SPD</del>	<del>SPD</del>	<del>SPD</del>
30	ATHAVALE VANSHREE CHANDRAKANT	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>	<del>mtk</del>

  
Coordinator

  
D.Voc. Coordinator

  
Principal  
Principal's Office  
Principal's Office





Pune District Education Association's

**Anantrao Pawar College, Pirangut**

Tal. Mulashi, Dist. Pune - 412 115

Academic Year - 2021 - 2022

**Diploma In Office Administration and Secretarial Practices**


Subject :- Secretarial Practices II Month :- Jan - 22 Name Of The Teacher :- Navtux S.B

Sr. No.	Name of the Student	Date:	3/1/22	4/1/22	5/1/22	7/1/22	8/1/22	9/1/22	10/1/22	11/1/22	12/1/22	14/1/22	15/1/22
		Day											
		Time											
1	GAIKWAD NEHA SANDIP		Nehe	Nehe	Nehe	Nehe	Nehe	Nehe	Nehe	Nehe	Nehe	Nehe	Nehe
2	MARGALE DATTATRAY AABA		Dom	Dom	Dom	Dom	Dom	Dom	Dom	Dom	Dom	Dom	Dom
3	BHALERAO POONAM ANIL		Poonam	Poonam	Poonam	A	Poonam	A	Poonam	A	Poonam	A	Poonam
4	BHAYAGUDE ADITI NAVNATH		A.N.B	A.N.B	A.N.B	A.N.B	A	A.N.B	A.N.B	A.N.B	A.N.B	A.N.B	A.N.B
5	KORE ROHINI SIDHESHWAR		Rohini	Rohini	Rohini	Rohini	Rohini	Rohini	Rohini	Rohini	Rohini	Rohini	Rohini
6	SARODE NISHA MAHAVIR		Sarode	Sarode	Sarode	Sarode	Sarode	Sarode	Sarode	Sarode	Sarode	Sarode	Sarode
7	SAPKAL TRUPTI ANAND		Suy	Suy	Suy	Suy	Suy	Suy	Suy	Suy	Suy	Suy	A
8	RAJGURU NEHA DATTATRAY		Rajguru	Rajguru	Rajguru	A	Rajguru	Rajguru	A	Rajguru	A	Rajguru	Rajguru
9	GAIKWAD OMKAR ANKUSH		Omkar	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar
10	SHINDE SAKSHI VIJAY		Sakshi	Sakshi	Sakshi	A	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi
11	JADHAV RAJASHRI DATTATRAY		Rajashri	Rajashri	A	Rajashri	A	A	Rajashri	Rajashri	Rajashri	A	Rajashri
12	SHINDE DIPESH DIGAMBAR		Dipesh	Dipesh	Dipesh	Dipesh	Dipesh	Dipesh	Dipesh	Dipesh	Dipesh	Dipesh	Dipesh
13	MARNE GANESH RAJESH		Marne	Marne	Marne	A	Marne	A	A	Marne	Marne	Marne	Marne
14	FALE ANKITA KAILAS		Fale	A	Fale	A	Fale	Fale	Fale	Fale	Fale	Fale	Fale
15	MANKAR ANIKET RAGHUNATH		Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket
16	GADE AKSHADA VITTHAL		Akshada	Akshada	Akshada	Akshada	Akshada	Akshada	Akshada	Akshada	Akshada	Akshada	Akshada
17	SUPEKAR SWATI DATTATRYA		Swati	A	Swati	Swati	A	Swati	Swati	A	Swati	Swati	Swati

18	DAPKE ADINATH MADHAV	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>
19	PAWALE NISHA LAXMAN	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>	<u>ml</u>
20	BHINTADE SANCHITA SANJAY	<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>
21	BHOYANE SHRUTIKA SANJAY	<u>sm</u>	<u>sm</u>	<u>sm</u>	<u>sm</u>	<u>sm</u>	<u>sm</u>	<u>sm</u>	<u>sm</u>	<u>sm</u>	<u>sm</u>
22	BHOYANE PRIYANKA DATTATRAY	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>
23	JORI PRIYANKA PRABHAKAR	<u>JP</u>	<u>JP</u>	<u>JP</u>	<u>JP</u>	<u>JP</u>	<u>JP</u>	<u>JP</u>	<u>JP</u>	<u>JP</u>	<u>JP</u>
24	BHILARE AARTI MANOHAR	<u>AMBhilar</u>	<u>AMBhilar</u>	<u>AMBhilar</u>	<u>AMBhilar</u>	<u>AMBhilar</u>	<u>AMBhilar</u>	<u>AMBhilar</u>	<u>AMBhilar</u>	<u>AMBhilar</u>	<u>AMBhilar</u>
25	JADHAV SAKSHI SURESH	<u>JS</u>	<u>JS</u>	<u>JS</u>	<u>JS</u>	<u>JS</u>	<u>JS</u>	<u>JS</u>	<u>JS</u>	<u>JS</u>	<u>JS</u>
26	DHANAVE SAKSHI BALASAHEB	<u>JS</u>	<u>JS</u>	<u>JS</u>	<u>JS</u>	<u>JS</u>	<u>JS</u>	<u>JS</u>	<u>JS</u>	<u>JS</u>	<u>JS</u>
27	LANDAGE SNEHA RAMDAS	<u>f</u>	<u>f</u>	<u>f</u>	<u>f</u>	<u>f</u>	<u>f</u>	<u>f</u>	<u>f</u>	<u>f</u>	<u>f</u>
28	WAGHAWALE DNYANESHWARI KISHOR	<u>DW</u>	<u>DW</u>	<u>DW</u>	<u>DW</u>	<u>DW</u>	<u>DW</u>	<u>DW</u>	<u>DW</u>	<u>DW</u>	<u>DW</u>
29	DAHIBHATE SAKSHI RAMBHAU	<u>SRO</u>	<u>SRO</u>	<u>SRO</u>	<u>SRO</u>	<u>SRO</u>	<u>SRO</u>	<u>SRO</u>	<u>SRO</u>	<u>SRO</u>	<u>SRO</u>
30	ATHAVALE VANSHREE CHANDRAKANT	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>

  
Coordinator

  
D.Voc. Coordinator

  
Principal  
Anantnagar College Pirangut  
Tal. Mulshi, Dist. Pune-412115



Pune District Education Association's

# Anantrao Pawar College, Pirangut

Tal. Mulashi, Dist. Pune - 412 115

Academic Year - 2021 - 2022



## Diploma In Office Administration and Secretarial Practices

Subject :- Office Administration Month :- Jan - 2022 Name Of The Teacher :- Prof. Inamdar K.

Sr. No.	Name of the Student	Date:	24/1/22	31/1/22	5/4/22	6/1/22	7/1/22	10/1/22	11/1/22	12/1/22	13/1/22	14/1/22
		Day										
		Time										
1	GAIKWAD NEHA SANDIP		Neha	Neha	Neha	Neha	Neha	Neha	Neha	Neha	Neha	Neha
2	MARGALE DATTATRAY AABA		Dattatray	Dattatray	Dattatray	Dattatray	Dattatray	A	Dattatray	Dattatray	Dattatray	Dattatray
3	BHALERAO POONAM ANIL		A	Poonam	A	Poonam	A	Poonam	A	Poonam	A	Poonam
4	BHAYAGUDE ADITI NAVNATH		A.N.B	A.N.B	A	A.N.B	A.N.B	A.N.B	A.N.B	A.N.B	A.N.B	A.N.B
5	KORE ROHINI SIDHESHWAR		Rohini	Rohini	Rohini	Rohini	Rohini	Rohini	Rohini	Rohini	Rohini	Rohini
6	SARODE NISHA MAHAVIR		Nisha	Nisha	Nisha	Nisha	Nisha	Nisha	Nisha	Nisha	Nisha	Nisha
7	SAPKAL TRUPTI ANAND		Trupti	Trupti	Trupti	Trupti	Trupti	Trupti	Trupti	Trupti	Trupti	Trupti
8	RAJGURU NEHA DATTATRAY		Neha	Neha	Neha	Neha	Neha	Neha	Neha	Neha	Neha	Neha
9	GAIKWAD OMKAR ANKUSH		Omkar	Omkar	A	Omkar	Omkar	A	Omkar	Omkar	Omkar	Omkar
10	SHINDE SAKSHI VIJAY		A	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi
11	JADHAV RAJASHRI DATTATRAY		Rajashri	Rajashri	A	Rajashri	Rajashri	Rajashri	Rajashri	Rajashri	Rajashri	Rajashri
12	SHINDE DIPESH DIGAMBAR		Dipesh	Dipesh	Dipesh	Dipesh	Dipesh	Dipesh	Dipesh	Dipesh	Dipesh	Dipesh
13	MARNE GANESH RAJESH		Ganesh	Ganesh	A	Ganesh	Ganesh	A	Ganesh	Ganesh	Ganesh	Ganesh
14	FALE ANKITA KAILAS		Fale	A	Fale	Fale	Fale	Fale	Fale	Fale	A	Fale
15	MANKAR ANIKET RAGHUNATH		Aniket	A	A	A	A	A	A	A	A	A
16	GADE AKSHADA VITTHAL		A	A	A	A	A	A	A	A	A	A
17	SUPEKAR SWATI DATTATRYA		Swati	A	Swati	A	Swati	A	Swati	A	Swati	Swati



18	DAPKE ADINATH MADHAV	<u>unt</u>	<u>unt</u>		<u>unt</u>	<u>unt</u>	<u>unt</u>	<u>unt</u>	<u>unt</u>	<u>unt</u>	<u>unt</u>
19	PAWALE NISHA LAXMAN	<u>unt</u>	<u>unt</u>	<u>unt</u>	<u>unt</u>	<u>unt</u>	<u>unt</u>	<u>unt</u>	<u>unt</u>	<u>unt</u>	<u>unt</u>
20	BHINTADE SANCHITA SANJAY	<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>	<u>Sanchita</u>
21	BHOYANE SHRUTIKA SANJAY	<u>nm</u>	<u>nm</u>	<u>nm</u>			<u>nm</u>	<u>nm</u>	<u>nm</u>	<u>nm</u>	<u>nm</u>
22	BHOYANE PRIYANKA DATTATRAY	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>
23	JORI PRIYANKA PRABHAKAR	<u>JP</u>	<u>JP</u>	<u>JP</u>	<u>JP</u>	<u>JP</u>	<u>JP</u>	<u>JP</u>	<u>JP</u>	<u>JP</u>	<u>JP</u>
24	BHILARE AARTI MANOHAR	<u>AMBilare</u>		<u>AMBilare</u>	<u>AMBilare</u>	<u>AMBilare</u>	<u>AMBilare</u>	<u>AMBilare</u>	<u>AMBilare</u>	<u>AMBilare</u>	<u>AMBilare</u>
25	JADHAV SAKSHI SURESH	<u>JSS</u>	<u>JSS</u>	<u>JSS</u>	<u>JSS</u>	<u>JSS</u>	<u>JSS</u>		<u>JSS</u>	<u>JSS</u>	<u>JSS</u>
26	DHANAVE SAKSHI BALASAHEB	<u>Jalshi</u>	<u>Jalshi</u>	<u>Jalshi</u>	<u>Jalshi</u>	<u>Jalshi</u>	<u>Jalshi</u>	<u>Jalshi</u>	<u>Jalshi</u>	<u>Jalshi</u>	<u>Jalshi</u>
27	LANDAGE SNEHA RAMDAS	<u>L</u>		<u>L</u>		<u>L</u>		<u>L</u>	<u>L</u>		<u>L</u>
28	WAGHAWALE DNYANESHWARI KISHOR	<u>DkW</u>	<u>DkW</u>	<u>DkW</u>	<u>DkW</u>	<u>DkW</u>	<u>DkW</u>	<u>DkW</u>	<u>DkW</u>	<u>DkW</u>	<u>DkW</u>
29	DAHIBHATE SAKSHI RAMBHAU	<u>SPD</u>		<u>SPD</u>		<u>SPD</u>	<u>SPD</u>		<u>SPD</u>		<u>SPD</u>
30	ATHAVALE VANSHREE CHANDRAKANT	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>

Coordinator  
Coordinator

D.Voc. Coordinator  
D.Voc. Coordinator

Principal  
Principal  
Anant Rao Pawar College Pirangut  
Tal. Mulshi Dist. Pune-412105





Pune District Education Association's

# Anantrao Pawar College, Pirangut

Tal. Mulashi, Dist. Pune - 412 115

Academic Year - 2021 - 2022



## Diploma In Office Administration and Secretarial Practices


Subject :- Office Administration Month :- Jan - 2022 Name Of The Teacher :- Inamdar K.

Sr. No.	Name of the Student	Date: 19/1/22	18/1/22	19/1/22	20/1/22	21/1/22	24/1/22	25/1/22	27/1/22	28/1/22	31/1/22
1	GAIKWAD NEHA SANDIP	Nehe	Nehe	Nehe	Nehe	Nehe	Nehe	Nehe	Nehe	Nehe	Nehe
2	MARGALE DATTATRAY AABA	DM	DM	DM	DM	DM	DM	DM	DM	DM	DM
3	BHALERAO POONAM ANIL	A	Poonam	A	Poonam	A	Poonam	A	Poonam	A	Poonam
4	BHAYAGUDE ADITI NAVNATH	A.N.B.	A.N.B.	A.N.B.	A.N.B.	A.N.B.	A.N.B.	A.N.B.	A.N.B.	A.N.B.	A.N.B.
5	KORE ROHINI SIDHESHWAR	huk	huk	huk	huk	huk	huk	huk	huk	huk	huk
6	SARODE NISHA MAHAVIR	Sardesh	Sardesh	Sardesh	Sardesh	Sardesh	Sardesh	Sardesh	Sardesh	Sardesh	Sardesh
7	SAPKAL TRUPTI ANAND	guy	guy	guy	guy	guy	guy	guy	guy	guy	guy
8	RAJGURU NEHA DATTATRAY	Rude	Rude	Rude	A	Rude	A	Rude	Rude	Rude	Rude
9	GAIKWAD OMKAR ANKUSH	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar
10	SHINDE SAKSHI VIJAY	huk	huk	huk	huk	huk	huk	huk	huk	huk	huk
11	JADHAV RAJASHRI DATTATRAY	Rajesh	A	Rajesh	A	Rajesh	A	Rajesh	A	Rajesh	A
12	SHINDE DIPESH DIGAMBAR	huk	huk	huk	huk	huk	huk	huk	huk	huk	huk
13	MARNE GANESH RAJESH	Ganesh	Ganesh	Ganesh	A	A	Ganesh	A	Ganesh	A	Ganesh
14	FALE ANKITA KAILAS	Fale	Fale	A	Fale	Fale	A	Fale	Fale	A	Fale
15	MANKAR ANIKET RAGHUNATH	A	A	A	A	A	A	A	A	A	A
16	GADE AKSHADA VITTHAL	2115	2115	2115	2115	2115	2115	2115	2115	2115	2115
17	SUPEKAR SWATI DATTATRAYA	Rude	A	Rude	Rude	Rude	Rude	A	Rude	Rude	Rude

18	DAPKE ADINATH MADHAV	<u>mt</u>	<u>mt</u>		<u>mt</u>	<u>mt</u>	<u>mt</u>	<u>mt</u>	<u>mt</u>	<u>mt</u>	<u>mt</u>
19	PAWALE NISHA LAXMAN	<u>uht</u>	<u>uht</u>	<u>uht</u>	<u>uht</u>	<u>uht</u>	<u>uht</u>	<u>uht</u>	<u>uht</u>	<u>uht</u>	<u>uht</u>
20	BHINTADE SANCHITA SANJAY	<u>sanchita</u>	<u>sanchita</u>	<u>sanchita</u>	<u>sanchita</u>	<u>sanchita</u>	<u>sanchita</u>	<u>sanchita</u>	<u>sanchita</u>	<u>sanchita</u>	<u>sanchita</u>
21	BHOYANE SHRUTIKA SANJAY				<u>mg</u>	<u>mg</u>	<u>mg</u>	<u>mg</u>	<u>mg</u>	<u>mg</u>	
22	BHOYANE PRIYANKA DATTATRAY	<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>			<u>BP</u>	<u>BP</u>	<u>BP</u>	<u>BP</u>
23	JORI PRIYANKA PRABHAKAR	<u>JA</u>	<u>JA</u>	<u>JA</u>		<u>JA</u>		<u>JA</u>	<u>JA</u>	<u>JA</u>	<u>JA</u>
24	BHILARE AARTI MANOHAR	<u>AMBlikre</u>		<u>AMBlikre</u>	<u>AMBlikre</u>	<u>AMBlikre</u>	<u>AMBlikre</u>		<u>AMBlikre</u>	<u>AMBlikre</u>	<u>AMBlikre</u>
25	JADHAV SAKSHI SURESH	<u>JS</u>	<u>JS</u>	<u>JS</u>		<u>JS</u>		<u>JS</u>	<u>JS</u>	<u>JS</u>	<u>JS</u>
26	DHANAVE SAKSHI BALASAHEB	<u>jalshi</u>	<u>jalshi</u>	<u>jalshi</u>	<u>jalshi</u>	<u>jalshi</u>	<u>jalshi</u>	<u>jalshi</u>	<u>jalshi</u>	<u>jalshi</u>	<u>jalshi</u>
27	LANDAGE SNEHA RAMDAS	<u>f</u>	<u>f</u>		<u>f</u>	<u>f</u>	<u>f</u>	<u>f</u>	<u>f</u>	<u>f</u>	<u>f</u>
28	WAGHAWALE DNYANESHWARI KISHOR	<u>DKW</u>	<u>DKW</u>	<u>DKW</u>	<u>DKW</u>	<u>DKW</u>	<u>DKW</u>	<u>DKW</u>	<u>DKW</u>	<u>DKW</u>	<u>DKW</u>
29	DAHIBHATE SAKSHI RAMBHAU	<u>SPD</u>	<u>SPD</u>	<u>SPD</u>		<u>SPD</u>		<u>SPD</u>	<u>SPD</u>	<u>SPD</u>	<u>SPD</u>
30	ATHAVALE VANSHREE CHANDRAKANT	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>	<u>VA</u>

  
Coordinator

  
D.Voc. Coordinator

  
Principal  
Anantnagar Pawar College, Pirangut  
Tal. Mutshi, Dist. Pune-411015.



**PUNE DISTRICT EDUCATION ASSOCIATION'S  
ANANTRAO PAWAR COLLEGE, PIRANGUT  
TAL. - MULSHI, DIST. - PUNE, PUNE - 412 115.  
Academic Year 2021-22**

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**DEPARTMENT OF D.VOC**

**Office Administration and Secretarial Practices**

**2021-22**

**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, 30 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  
Anantrao Pawar College, Pirangut  
Tal. Mulshi, Dist. Pune-412115



# SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND PUNE 411 007



## Passing Certificate

This is to certify that -

Smt. SARODE NISHA MAHAVIR

Mother's Name:-ANITA

has appeared for the

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

examination held in month of April 2022 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.

Passing Certificate issued by Savitribai Phule Pune University shall be treated as the Provisional Degree Certificate till the candidate gets his/her degree certificate in the ensuing Convocation ceremony.

Seat No. : 3303

P.R.No. : 2021242290

College code: 0866

Mahesh Kakade  
Director

DATE: 17 MARCH 2023

Board of Examinations & Evaluation



# SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND PUNE 411 007



## Passing Certificate

This is to certify that -

Smt. SAPKAL TRUPTI ANAND

Mother's Name:-SUNITA

has appeared for the

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

examination held in month of April 2022 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.

Passing Certificate issued by Savitribai Phule Pune University shall be treated as the Provisional Degree Certificate till the candidate gets his/her degree certificate in the ensuing Convocation ceremony.

Seat No. : 3304

P.R.No. : 2021242287

College code: 0866

**Mahesh Kakade**  
Director

Board of Examinations & Evaluation

DATE: 17 MARCH 2023



# SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND PUNE 411 007



## Passing Certificate

This is to certify that -

Shri GAIKWAD OMKAR ANKUSH

Mother's Name:-MEENA

has appeared for the

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

examination held in month of April 2022 and declared to have passed the examination with 'A' grade.

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

Passing Certificate issued by Savitribai Phule Pune University shall be treated as the Provisional Degree Certificate till the candidate gets his/her degree certificate in the ensuing Convocation ceremony.

Seat No. : 3305

P.R.No. : 2021242307

College code: 0866

**Mahesh Kakade**  
Director

Board of Examinations & Evaluation

DATE: 17 MARCH 2023



# SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND PUNE 411 007



## Passing Certificate

This is to certify that -

Smt. SHINDE SAKSHI VIJAY

Mother's Name:-SUNITA

has appeared for the

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

examination held in month of April 2022 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.

Passing Certificate issued by Savitribai Phule Pune University shall be treated as the Provisional Degree Certificate till the candidate gets his/her degree certificate in the ensuing Convocation ceremony.

Seat No. : 3306

P.R.No. : 2021242309

College code: 0866

Mahesh Kakade

Director

Board of Examinations & Evaluation

DATE: 17 MARCH 2023



# SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND PUNE 411 007



## Passing Certificate

This is to certify that -

Shri SHINDE DIPESH DIGAMBAR

Mother's Name:-MANISHA

has appeared for the

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

examination held in month of April 2022 and declared to have passed the examination with 'A' grade.

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

Passing Certificate issued by Savitribai Phule Pune University shall be treated as the Provisional Degree Certificate till the candidate gets his/her degree certificate in the ensuing Convocation ceremony.

Seat No. : 3307

P.R.No. : 2021242311

College code: 0866

**Mahesh Kakade**  
Director

DATE: 17 MARCH 2023

Board of Examinations & Evaluation



# SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND PUNE 411 007



## Passing Certificate

This is to certify that -

Shri MARNE GANESH RAJESH

Mother's Name: -MANISHA

has appeared for the

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

examination held in month of April 2022 and declared to have passed the examination with 'A' grade.

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

Passing Certificate issued by Savitribai Phule Pune University shall be treated as the Provisional Degree Certificate till the candidate gets his/her degree certificate in the ensuing Convocation ceremony.

Seat No. : 3308

P.R.No. : 2021242291

College code: 0866

**Mahesh Kakade**  
Director

Board of Examinations & Evaluation

DATE: 17 MARCH 2023



# SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND PUNE 411 007



## Passing Certificate

This is to certify that -

Smt. BHINTADE SANCHITA SANJAY

Mother's Name:-RANJANA

has appeared for the

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

examination held in month of April 2022 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.

Passing Certificate issued by Savitribai Phule Pune University shall be treated as the Provisional Degree Certificate till the candidate gets his/her degree certificate in the ensuing Convocation ceremony.

Seat No. : 3309

P.R.No. : 2021242295

College code: 0866

**Mahesh Kakade**  
Director

DATE: 17 MARCH 2023

Board of Examinations & Evaluation



# SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND PUNE 411 007



## Passing Certificate

This is to certify that -

Smt. JORI PRIYANKA PRABHAKAR

Mother's Name:-JIJA

has appeared for the

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

examination held in month of April 2022 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.

Passing Certificate issued by Savitribai Phule Pune University shall be treated as the Provisional Degree Certificate till the candidate gets his/her degree certificate in the ensuing Convocation ceremony.

Seat No. : 3310

P.R.No. : 2021242299

College code: 0866

**Mahesh Kakade**  
Director

Board of Examinations & Evaluation

DATE: 17 MARCH 2023



# SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND PUNE 411 007



## Passing Certificate

This is to certify that -

Smt. BHILARE AARTI MANOHAR

Mother's Name:-SEEMA

has appeared for the

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

examination held in month of April 2022 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.

Passing Certificate issued by Savitribai Phule Pune University shall be treated as the Provisional Degree Certificate till the candidate gets his/her degree certificate in the ensuing Convocation ceremony.

Seat No. : 3311

P.R.No. : 2021242301

College code: 0866

Mahesh Kakade

Director

Board of Examinations & Evaluation

DATE: 17 MARCH 2023



# SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND PUNE 411 007



## Passing Certificate

This is to certify that -

Smt. DHANAVE SAKSHI BALASAHEB

Mother's Name:-KAVITA

has appeared for the

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

examination held in month of April 2022 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.

Passing Certificate issued by Savitribai Phule Pune University shall be treated as the Provisional Degree Certificate till the candidate gets his/her degree certificate in the ensuing Convocation ceremony.

Seat No. : 3312

P.R.No. : 2021242289

College code: 0866

Mahesh Kakade

Director

DATE: 17 MARCH 2023

Board of Examinations & Evaluation



# SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND PUNE 411 007



## Passing Certificate

This is to certify that -

Smt. LANDAGE SNEHA RAMDAS

Mother's Name:-ANITA

has appeared for the

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

examination held in month of April 2022 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.

Passing Certificate issued by Savitribai Phule Pune University shall be treated as the Provisional Degree Certificate till the candidate gets his/her degree certificate in the ensuing Convocation ceremony.

Seat No. : 3313

P.R.No: : 2021242297

College code: 0866

Mahesh Kakade

Director

Board of Examinations & Evaluation

DATE: 17 MARCH 2023



# SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND PUNE 411 007



## Passing Certificate

This is to certify that -

Smt. WAGHAWALE DNYANESHWARI KISHOR

Mother's Name:-SUNITA

has appeared for the

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

examination held in month of April 2022 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.

Passing Certificate issued by Savitribai Phule Pune University shall be treated as the Provisional Degree Certificate till the candidate gets his/her degree certificate in the ensuing Convocation ceremony.

Seat No. : 3314

P.R.No. : 2021242313

College code: 0866

**Mahesh Kakade**  
Director

DATE: 17 MARCH 2023

Board of Examinations & Evaluation



# SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND PUNE 411 007



## Passing Certificate

This is to certify that -

Smt. DAHIBHATE SAKSHI RAMBHAU

Mother's Name:-VIMAL

has appeared for the

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

examination held in month of April 2022 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.

Passing Certificate issued by Savitribai Phule Pune University shall be treated as the Provisional Degree Certificate till the candidate gets his/her degree certificate in the ensuing Convocation ceremony.

Seat No. : 3315

P.R.No. : 2021242312

College code: 0866

**Mahesh Kakade**  
Director

DATE: 17 MARCH 2023

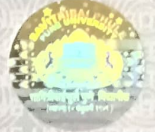
Board of Examinations & Evaluation



# SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND PUNE 411 007



## Passing Certificate

This is to certify that -

Smt. ATHAVALA VANSHREE CHANDRAKANT

Mother's Name:-ARATI

has appeared for the

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

examination held in month of April 2022 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.

Passing Certificate issued by Savitribai Phule Pune University shall be treated as the Provisional Degree Certificate till the candidate gets his/her degree certificate in the ensuing Convocation ceremony.

Seat No. : 3316

P.R.No. : 2021242303

College code: 0866

**Mahesh Kakade**  
Director

DATE: 17 MARCH 2023

Board of Examinations & Evaluation



# SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND PUNE 411 007



## Passing Certificate

This is to certify that -

Shri HALANDE NIKHIL LAXMAN

Mother's Name:-SINDHU

has appeared for the

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

examination held in month of April 2022 and declared to have passed the examination with 'A' grade.

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

Passing Certificate issued by Savitribai Phule Pune University shall be treated as the Provisional Degree Certificate till the candidate gets his/her degree certificate in the ensuing Convocation ceremony.

Seat No. : 3317

P.R.No. : 2021189909

College code: 0866

Mahesh Kakade

Director

DATE: 17 MARCH 2023

Board of Examinations & Evaluation