



Maratha Vidya Prasark Samaj's

Law College, Nashik

Certificate course on Drafting, Pleading and Conveyancing

About the institute :

Maratha Vidya Prasarak Samaj's Law College is an institution established in 2004 by Maratha Vidya Prasarak Samaj, a trust registered under Bombay Public Trust Act and also a society registered under Societies Registration Act. The College is affiliated to Savitribai Phule Pune University and it is recognized by the Bar Council of India.

Presently the College conducts three years LL.B. course and five years B.A. LL.B. course. The College has good infrastructure with latest technology, well-qualified staff, an excellent library and hostel facility for girls within the college campus.

Drafting, Pleading and Conveyancing :

Certain professional skills are required by an Advocate - the skill of drafting, conveyances and pleadings. An advocate can develop this skill by practicing purposive writing, articulation, legal research, qualities of language, its clarity and precision. The object of the course is to develop these advocacy skills amongst the students. This course aims to acquaint the students with basic principles as to the skill of drafting of various types of Applications, Petitions, Notices, Plaints, Written Statements, etc. The goal of the course is to help the students to understand application of substantive and procedural laws in drafting, pleading and conveyance.

Course Content :

- Introduction
- Plaint
- Written Statement
- Writ
- Appeal
- Power of Attorney
- General POA
- Special POA
- Development Agreement
- Sale Deed
- Live & License
- Partnership Agreement
- Gift Deed
- Mortgage Deed
- Will
- Lease Deed

Course Structure :

- Total Contact Hours – 30 Hours.
- Course Duration: 15 days
- Lecture Mode – Offline.
- A completion certificate shall be provided to each successful student.

Contact :

Maratha Vidya Prasark Samaj's

Law College

Udoji Maratha Boarding Campus,
Beside MVP Samajs KBT College of Engineering,
Gangapur Road, Nashik-422013.

(0253) 2319292, 2232292

mvplaw@rediffmail.com

mvplawnsk@gmail.com



M.V.P. SAMAJ'S

LAW COLLEGE, NASHIK

Certificate Course on 'Drafting, Pleading and Conveyancing' Completion Certificate

This is to certify that

_____ has successfully

completed the certificate course on 'Drafting, Pleading and Conveyancing' organized by M.V.P.

Samaj's Law College, Nashik during academic year 2021-22.

Course Co-ordinator

Asst. Prof. Rahul Ballal

Date

Principal

DR. S. N. Kulkarni



Maratha Vidya Prasark Samaj's
Law College, Nashik

Certificate course on Alternative Dispute Resolution

Free
Course

About the Institute :

Maratha Vidya Prasarak Samaj's Law College is an institution established in 2004 by Maratha Vidya Prasarak Samaj's a trust registered under Bombay Public Trust Act and also a society registered under Societies Registration Act. The College is affiliated to Savitribai Phule Pune University and it is recognized by the Bar Council of India.

Presently the College conducts three years LL.B. course and five years B.A. LL.B. course. The College has good infrastructure with latest technology, well-qualified staff, an excellent library and hostel facility for girls within the college campus.

Alternative Dispute Resolution System :

The course is designed to make the students understand the concept and issues related with Alternative Dispute Resolution. This course will enhance their ability to analyze and understand issues relating to Alternative Dispute Resolution.

This course on Alternative Dispute Resolution explains various dispute resolution methods and techniques in situations where parties to the dispute are unable to reach an agreement without resorting to litigation, which is a lengthy and time-consuming process.

As, we are very well aware of how the litigation process in India is slow, time-consuming and very much against business transactions, all commercial and business related transactions, therefore, have clauses related to alternate dispute resolution clauses and arbitration clauses. Even, courts nowadays in order to quickly resolve the issues refer parties to Alternate dispute resolutions, this course enables you to understand what exactly is ADR?, what are the processes involved, and what Act governs the laws related to arbitration.

Course Content :

- * Introduction
- * What is alternative dispute resolution?
- * How did the concept of ADR arise?
- * Pros and cons of ADR
 - * Pros of ADR
 - * Cons of ADR
- * Types of ADR methods
 - * Arbitration
 - *Main Types of arbitral proceedings
 - Ad Hoc Arbitration
 - Institutional Arbitration

- * Mediation
- * Negotiation
- * Conciliation

- Difference between mediation and conciliation

LokAdalats :

The content in the course is to make the student broaden their understanding of the subject and enhance their professional skills. This course will enhance the ability of a scholar to carry out meaningful debates on international politics, challenges like global power politics, terrorism and so on. It would be endeavor to have the erudite and strengthened Indian foreign policy initiatives to base our discussions on wide range of topics.

Course Structure :

- Total Contact Hours – 30 Hours.
- Course Duration: 15 days
- Lecture Mode – Offline.
- A completion certificate shall be provided to each successful student.

Course Benefits :

- a unique combination of statutory, contractual, strategic and industry-specific insights.
- How to use arbitration to successfully settle conflicts.
- Short description of mediation and conciliation.
- Practical training on the subject.

Contact :

Maratha Vidya Prasark Samaj's

Law College

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Beside MVP Samajs KBT College of Engineering,
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(0253) 2319292, 2232292
mvplaw@rediffmail.com
mvplawnsk@gmail.com





M.V.P. SAMAJ'S
LAW COLLEGE, NASHIK

Alternative Dispute Resolution System Certificate course completion certificate

This is to certify that

*Has successfully completed the Certificate course on Alternative Dispute
Resolution System*

Organised by M.V.P. Samaj's Law College, Nashik

Date

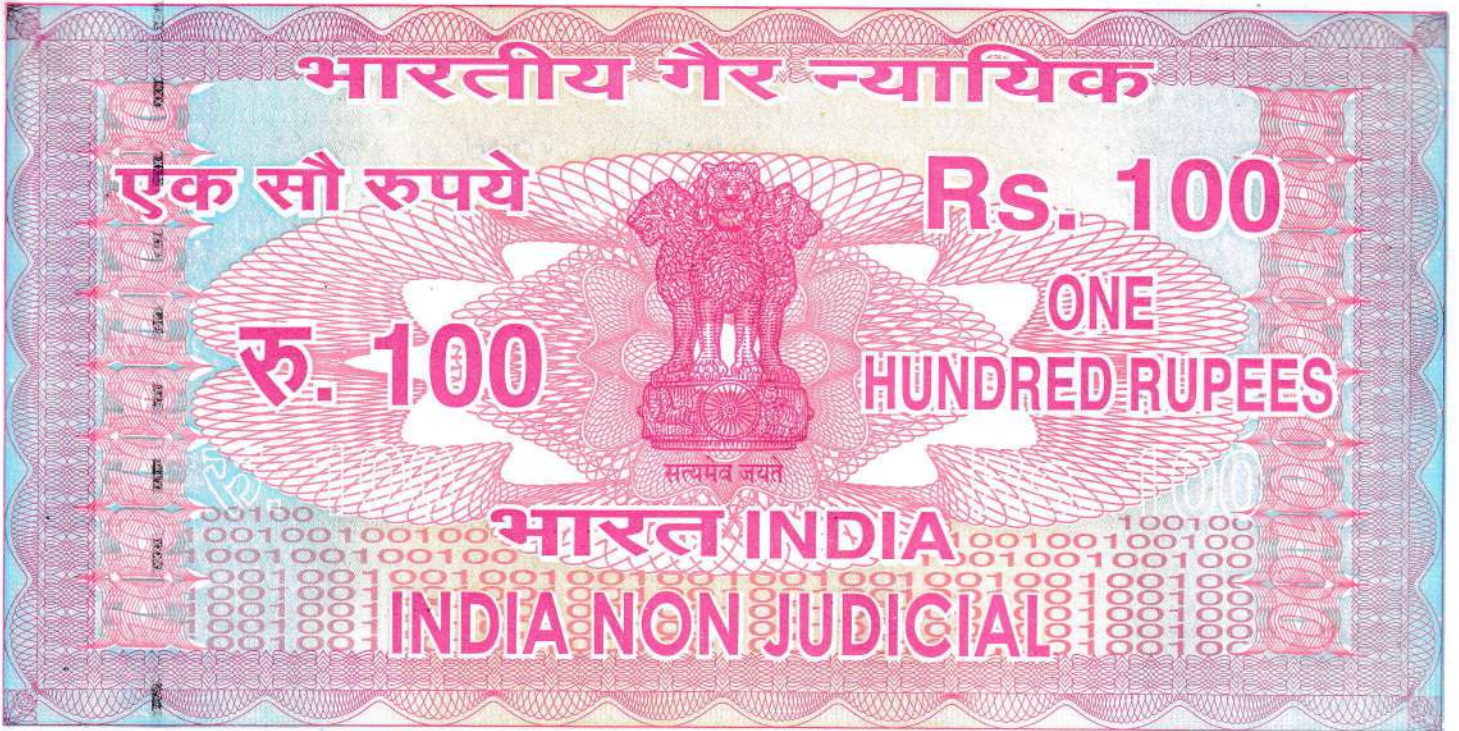
13th April 2022

Co-ordinator

Prof. Manoj Pekhale

Principal

Dr. S. N. Kulkarni



महाराष्ट्र MAHARASHTRA 2022

27AA 061551



Agreement

THIS AGREEMENT is made and executed at Nashik Date:

BETWEEN

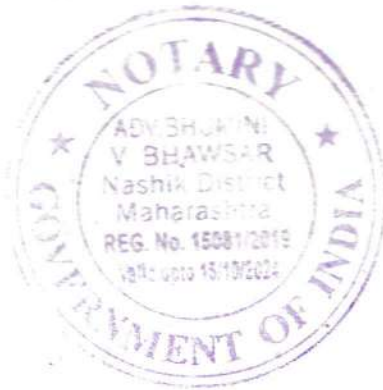
Maratha Vidya Prasarak Samaj's Law College, Nashik having its office & campus at Shivajinagar, Gangapur Road, Nashik a college run by Maratha Vidya Prasarak Samaj, Nashik (TAN-_____, GST NO._____) a registered Trust under Bombay Public Trust Act, 1950 & a Society registered under The Societies Registration act, 1860 having Central office at: Shivajinagar, Gangapur Road, Nashik 422 002 , both are represented by the Principal Dr. Sandhya T. Gadakh hereinafter collectively referred to as "COLLEGE" (which term shall wherever the context so requires, mean and includes its successors and assigns) of the "FIRST PART"

Sandhya T. Gadakh
PRINCIPAL

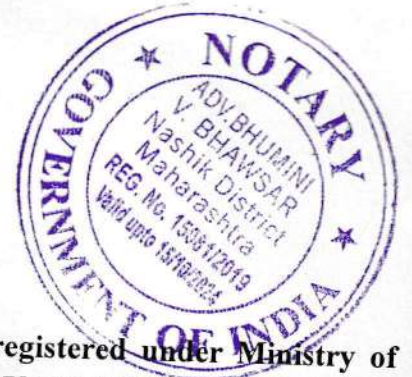
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फक्त प्रतिज्ञापत्रासाठी (अनुच्छेद-४)

| | |
|--|--|
| प्रतिज्ञापत्र कोणाकडे सादर करावयाचे | श्री. शिवाजी |
| प्रतिज्ञापत्रासाठीचे कारण | पुस्तक |
| मुद्रांक विकत घेणाराचे नाव व रहिवाशी पत्ता | श्री. शिवाजी पवले पुस्तकालय श्री. शिवाजी पुस्तकालय श्री. शिवाजी पुस्तकालय श्री. शिवाजी |
| मुद्रांक विक्री बाबतची नोंद वही क्रमांक व दिनांक | ३४४७० - १९/०२/२०२२ |
| मुद्रांक विकत घेणाराची सही | |
| परवानाधारक मुद्रांक विक्रेत्याची सही व परवाना क्रमांक तसेच मुद्रांक विक्रीचे ठिकाण/पत्ता | संजय मुरलीधर गांगुडे मुद्रांक विक्रेता (परवाना क्र. ८३/२००९) गुरुकृपा, शिवाजी रोड, सीबीएस, नाशिक |



AND



“ROJGAR AVM CAREER MARGDARSHAN KENDRA a firm registered under Ministry of Micro, Small and Medium Enterprises (MSME Registration No. UDYAM-MH-33-0201712) GST No. Not Applicable through its proprietor Mr. Shreyas Satish Kulkarni(PAN-BJPPK5392G), having Registered office at 201,Shriram Society,Pandit Naka, Gotheghar, Shahapur Dist.Thane -421 601 and Opp. Dominoz Pizza,Dsouza Colony,College Road Nashik-422 005. hereinafter collectively referred to as RCMK (which term shall wherever the context so requires, means and include its owner, directors, representatives, successors-in-office and assigns) of the “SECOND PART”

Whereas, First Part is a college run by MVP Samaj and it is in a trade of imparting graduation/ post-graduation level education to its students.

AND Whereas, Second Part “RCMK” is in the profession of providing training and education in Accountancy, Information Technology, Vocational Courses & Soft Skills through the use of computer-based systems & android application(app). RCMK guides students for Job Vacancies & Self Employment.

AND WHEREAS both parties shown interest to have the college tie-up with each other, to conduct extra curriculum activity & to impart training of the RCMK courses for college students at the college premises;

AND WHEREAS RCMK agreed to impart Training of the courses in full & modular at the college premises itself, without however making college liable in any manner whatsoever;

NOW THEREFORE IN CONSIDERATION OF THE PREMISES AND MUTUAL COVENANTS AND PROMISES MADE HEREINAFTER THE PARTIES HERETO AGREE AS FOLLOWS –

1. DEFINATIONS:

- 1.1. The term “Commencement” shall mean the date of signing of agreement.
- 1.2. The term “Centre” shall mean the Classrooms/Lab at College premises.
- 1.3. The term “Month” shall mean a calendar month and “Year” shall mean an academic year (i.e. from Dec. 2022 to April 2025) subject to completion of the course. For each batch, the course is not complete the above period will extend accordingly.

2. RESPONSIBILITY:**FIRST PART:**

- 2.1. The College shall provide the infrastructure like classrooms and computers.
- 2.2. The College shall provide students for each batch.
- 2.3. The College shall look after the maintenance of classrooms and computers.
- 2.4. The College shall be expected to render full support and co-operation During the Functioning of the entire courses at the College premises.
- 2.5. The College will collect the fees from the students and payment (80 % of total fees) will be made to "Rojgar Avm Career Margdarshan Kendra".
- 2.6. The college will pay 50% of fees to RCMK at commencement of courses & remaining 50% after completion of courses

Second PART:

- 2.6. RCMK will provide the Course Contents/Notes & Recorded Sessions through android application and certificates to the students.
- 2.7. RCMK will conduct the Examinations of the students.
- 2.8. If required it will train the Faculties of the First part.
- 2.9. It will be responsibility of RCMK to complete quality training for mention courses & try to provide placement assistance to students or information about nearby vacancies.

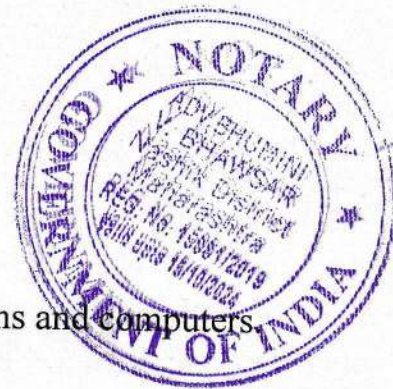
3. ACADEMIC COMMITTEE:

An academic committee shall be formed by Second Part to monitor the syllabus, progress of the course and fees structure as may be presently applicable including any increase there at.

4. ACADEMIC EXECUTION:

1. The courses: 1) "Office Automation" 30 Hours , 2) "Data Management (Advanced Excel)" 30 Hours, 3) "Accounting using Tally Prime GST" 60 Hours. Course contents as enclosed in the Annexure attached.
2. RCMK will provide contents/notes for the same.
3. College would carry on the internal announcement of the courses to their students, encouraging them to enroll for other courses. Second part would support College for such activities by holding seminars regarding the courses of RCMK in their classrooms.
4. In case of any change, modifications or alterations to the above terms the same shall be subject to written approval from both the parties.

For Rojgar AVM Career Margdarshan Kendra



5. FEES SHARING:

- 5.1 The total fees for the course is Rs. 390/-(For any two courses) & Rs.490/-(For three courses) and the sharing will be the First will get **20%** of the fees collected from the students for mobilization, infrastructure, manpower, coordinator honorarium etc.
- 5.2 The Second part will get **80%** of the total gross collection from the students.
- 5.3 The Fees will be collected by College and the college will pay 50% of fees to RCMK at commencement of courses & remaining 50% after completion of courses.
- 5.4 G.S.T is not applicable in above fees. TDS will be deducted as per rules.

6. MANPOWER:

- 6.1. Completion of training, Examination & Certification is responsibility of RCMK. and The Managerial and Non-Teaching staff required for the Centre shall be provided by the College.

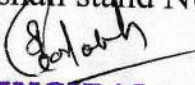
6.2 SECURITY:

College will have to bear the sole responsibility of the security of the computer and other things of the centre.

7. VALIDITY:

- 7.1. This agreement shall come into force from the date of signing and will be valid till until the completion of course.
- 7.2. Negotiations as to any extension of this agreement of another **month** to the terms of any such extension shall be taken up one (1) month prior to the expiry of this agreement subject to the approval of the Governing Body of the College and RCMK. The Agreement shall stand NULL & VOID thereupon.

8. TERMINATION:


PRINCIPAL
 M. V. P. Samaj's
 Law College, Nashik-2.

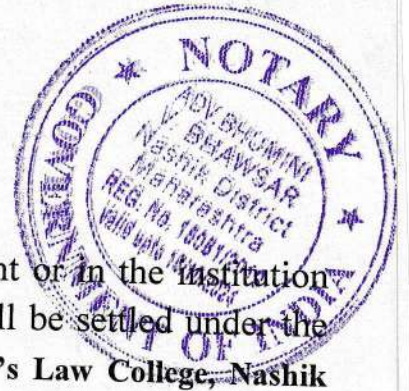
For Rojgar AVM Career Margdarshan Kendra


Proprietor

Except or otherwise provided, this agreement can be terminated by a three months prior written notice by either party during the tenure of agreement. RCMK will be responsible

9. ARBITRATION:

Any dispute or differences, which may arise out of this Agreement or in the institution there are, included any dispute relating to its validity or effect shall be settled under the Arbitration of person appointed by Maratha Vidya Prasarak Samaj's Law College, Nashik under the provisions of Arbitration & Conciliation Act, 1996.



10. JURISDICTION

All Legal Matters will be heard and settled in the City of Kalyan Jurisdiction only.

IN WITNESS WHEREOF the parties hereto have hereunto caused their respective Common Seal to be hereunto affixed the day, month and the year first above written.

[Handwritten signature]

PRINCIPAL
M. V. P. Samaj's
Law College, Nashik-2,
FIRST PART



For Rojgar AVM Career Margdarshan Kendra

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Proprietor

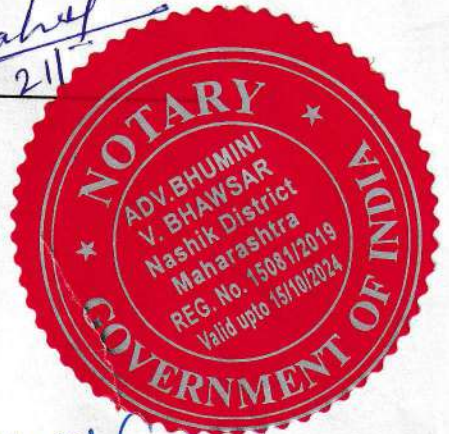
SECOND PART



Witness:

1. Name: Asst. Prof. Rahel Ballal
Address: M. V. P. Samaj's
Laed College,
Cangapur Road,
Nashik.

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211



2. Name: Mr. Parresh S. Kulkarni.
Address: Flat no. 30, Vijay Shrushti Apt,
Meri link Road,
Panchivati, Nashik.

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31 DEC 2022

BHUMINI V. BHAWSAR
Advocate & Notary, Govt. of India



AGREEMENT

**MARATHA VIDYA PRASARAK SAMAJ'S LAW
COLLEGE, NASHIK**

AND

ROJGAR AVM CAREER MARGDARSHAN KENDRA



List of Students Enrolled for Courses

| Sr.No | Name of Students | Office Automation | Tally with GST | Data Management(Excel) |
|-------|-----------------------------------|-------------------|----------------|------------------------|
| | | | | |
| 1 | AADESH PAITHANKAR | Y | Y | Y |
| 2 | AARTI PAWAR | Y | NO | Y |
| 3 | ABHISHEK SANJAY KOTHULE | NO | Y | Y |
| 4 | ADITYA SHIRODE | Y | Y | Y |
| 5 | AHER PRERNA PRAVIN | Y | Y | Y |
| 6 | AKANKSHA AVINASH ANAVKAR | NO | Y | Y |
| 7 | AKSHADA BHIMRAJ SANGALE | Y | Y | Y |
| 8 | AKSHADA SANJAY THAKARE | Y | Y | Y |
| 9 | AMRUTA PANDURANG GAIKWAD | Y | Y | Y |
| 10 | ANIKET SANJAY KHATALE | Y | Y | Y |
| 11 | ASMITA SUNIL NAGARE | NO | Y | Y |
| 12 | AVHAD KAVITA BABAN | Y | Y | Y |
| 13 | BHARATI VIJAY SHAHANE | Y | Y | Y |
| 14 | CHAVAN AAYUSH DHARMENDRA | Y | Y | Y |
| 15 | CHINMAYEE THORE | Y | Y | NO |
| 16 | DAWANGE PRAGATI SANJAY | Y | Y | Y |
| 17 | DEEPALI BAVISKAR | Y | Y | Y |
| 18 | DESHMUKH SHUBHAM DIPAK | Y | Y | Y |
| 19 | DIGVIJAY JAGDISHCHANDRA CHAUDHARI | Y | Y | Y |
| 20 | GAIKWAD PRIYANKA BALASAHEB | Y | Y | Y |
| 21 | GANESH RAJENDRA MULE | NO | Y | Y |
| 22 | GAURAV THAKKER | Y | Y | Y |
| 23 | GAWALI GANESH RAMESH | Y | Y | Y |
| 24 | HARSHAD VIJAY CHAVAN | Y | Y | Y |
| 25 | HARSHADA VINAYAK NIKUMBH | Y | Y | Y |
| 26 | HARSHAL ANIL PATIL | Y | NO | Y |
| 27 | IDRISEE SHAMA WAKEEL AHMAD | Y | Y | Y |
| 28 | ISHRAT | Y | NO | Y |
| 29 | KANKATE TUSHAR MANIK | Y | NO | Y |
| 30 | KARTIK RAJENDRA JAYBHAVE | Y | Y | Y |
| 31 | KAVITA DHATRAK | Y | Y | Y |
| 32 | KHAN AHMED RAZA GULAM GAUS | Y | Y | Y |
| 33 | KOLI SHREEHARI RAVINDRA | Y | Y | Y |
| 34 | KOMAL TUPE | Y | Y | Y |
| 35 | KSHIRSAGAR MOHAN KERUJI | Y | Y | Y |
| 36 | MADHURI SUDHAKAR SHIRODE | Y | Y | Y |
| 37 | MAIND GAYATRI RAJENDRA | Y | Y | Y |
| 38 | MARUTI CHANDRAKANT KADAM | Y | Y | Y |
| 39 | MAYUR RAJENDRA PAWAR | Y | NO | Y |
| 40 | MEGHA AHER | Y | Y | Y |
| 41 | MEGHA NIVRUTTI GARE | Y | Y | Y |
| 42 | NAVALE SHITAL BHAUSAHEB | Y | Y | Y |
| 43 | NIKITA BHAVAR | Y | Y | Y |
| 44 | NIKITA SANJAY KHARAT | Y | Y | Y |
| 45 | OM ZAMBARE | Y | Y | Y |
| 46 | OMKAR AMBEKAR | Y | Y | Y |
| 47 | PARADHE SIMA BAPU | Y | Y | Y |
| 48 | PARDESHI KOMAL DEEPAK | Y | Y | Y |
| 49 | PARESH N. JOSHI | Y | Y | Y |
| 50 | PARIKH NAVITA KISHOR | Y | Y | Y |
| 51 | POOJA SANTOSH PAWAR | Y | Y | Y |
| 52 | PATIL VIKKY CHINTAMANRAO | Y | Y | Y |
| 53 | PRAGATI KSHIRSAGAR | Y | Y | Y |
| 54 | PRAGYA RAJ | Y | NO | Y |

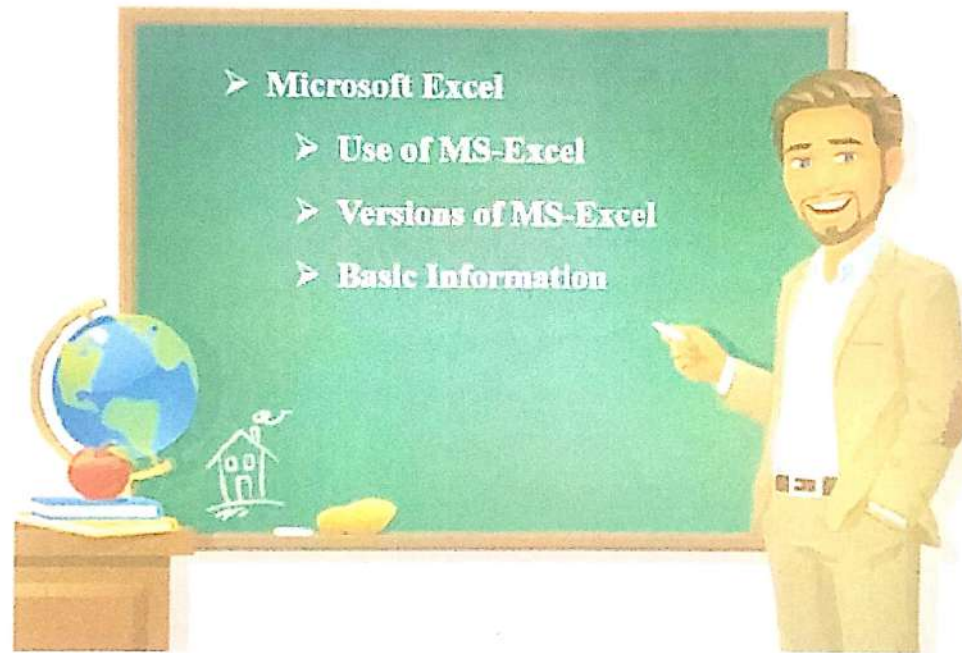


| Sr.No | Name of Students | Automation | OSI | Management(excel) |
|-------|-------------------------------------|------------|-----|-------------------|
| 55 | PRANALI BANCHODE | Y | Y | Y |
| 56 | PRANALI RUPWATE | Y | Y | Y |
| 57 | RAUNDAL SALONI DEEPAK | Y | Y | Y |
| 58 | RUNILA MORADE | Y | Y | Y |
| 59 | SACHIN AABAJI MAHAJAN | NO | Y | Y |
| 60 | SAKSHI GORE | Y | Y | Y |
| 61 | SANDHYA GADAKH | Y | Y | Y |
| 62 | SANIKA MANDLIK | Y | NO | Y |
| 63 | SARIKA BHISE | Y | Y | Y |
| 64 | SARIKA ROKADE | Y | Y | Y |
| 65 | SAURABH SONAVANE | Y | Y | Y |
| 66 | SAVITA SUKDEV AVHAD | Y | Y | Y |
| 67 | SEEMA WARUNGSE | Y | Y | Y |
| 68 | SHAHEDA BEGUM ABDUL MAJID CHAUDHARY | Y | Y | Y |
| 69 | SHIVSHANKAR ATMARAM TARE | Y | NO | Y |
| 70 | SHLOK MANOJ GAIKWAD | Y | Y | Y |
| 71 | SHRUTIKA SHRIPAD PALSHIKAR | Y | Y | Y |
| 72 | SHUBHAM ANIL GANGURDE | Y | NO | Y |
| 73 | SHUBHAM SANJAY UGALE | Y | NO | Y |
| 74 | SNEHAL JADHAV | Y | Y | Y |
| 75 | SONALI DESHMUKH | Y | Y | Y |
| 76 | SONAWANE PALLAVI BHAUSAHEB | Y | Y | Y |
| 77 | SUNAYANA EKNATH MUTADAK | Y | Y | Y |
| 78 | SUYOG SANJAY GORE | Y | Y | Y |
| 79 | SUYOG SURESH DEORE | Y | Y | Y |
| 80 | SWAPNIL PAWAR | Y | Y | Y |
| 81 | TEJAS BHIVAJI BHAVALE | Y | NO | Y |
| 82 | TEJAS UGALE | Y | Y | Y |
| 83 | TEJASWINI MARUTI KALE | Y | Y | Y |
| 84 | TEJASWINI NANDKISHOR BANUBAKODE | Y | NO | Y |
| 85 | TUSHAR ASWALE | Y | Y | Y |
| 86 | VIGNESH GHAG | Y | Y | Y |
| 87 | VIJAY HARIBHAU CHAUDHARI | Y | Y | Y |
| 88 | VISHAKHA MANGESH SHINDE | Y | Y | Y |
| 89 | WALUNJ ASHWINI MADHUKAR | Y | Y | Y |
| 90 | YOGESH PATIL | Y | Y | Y |
| 91 | MONIKA JAGTAP | NO | Y | Y |
| | | 85 | 79 | 90 |





Learning Objectives:



Shreyas Sir's
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S 2 Company Operations Create, Select, Alter, Shut, Delete

Copy link

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange O: Import E: Export M: E-mail P: Print F1: Help

Select Company

| Data Path/Name | Number | Period |
|---------------------------------|--------|-----------------------|
| | | Create Company |
| | | Select Remote Company |
| | | Specify Path |
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| C:\Users\Public\TallyPrime\data | | |
| ◆ Up | | |

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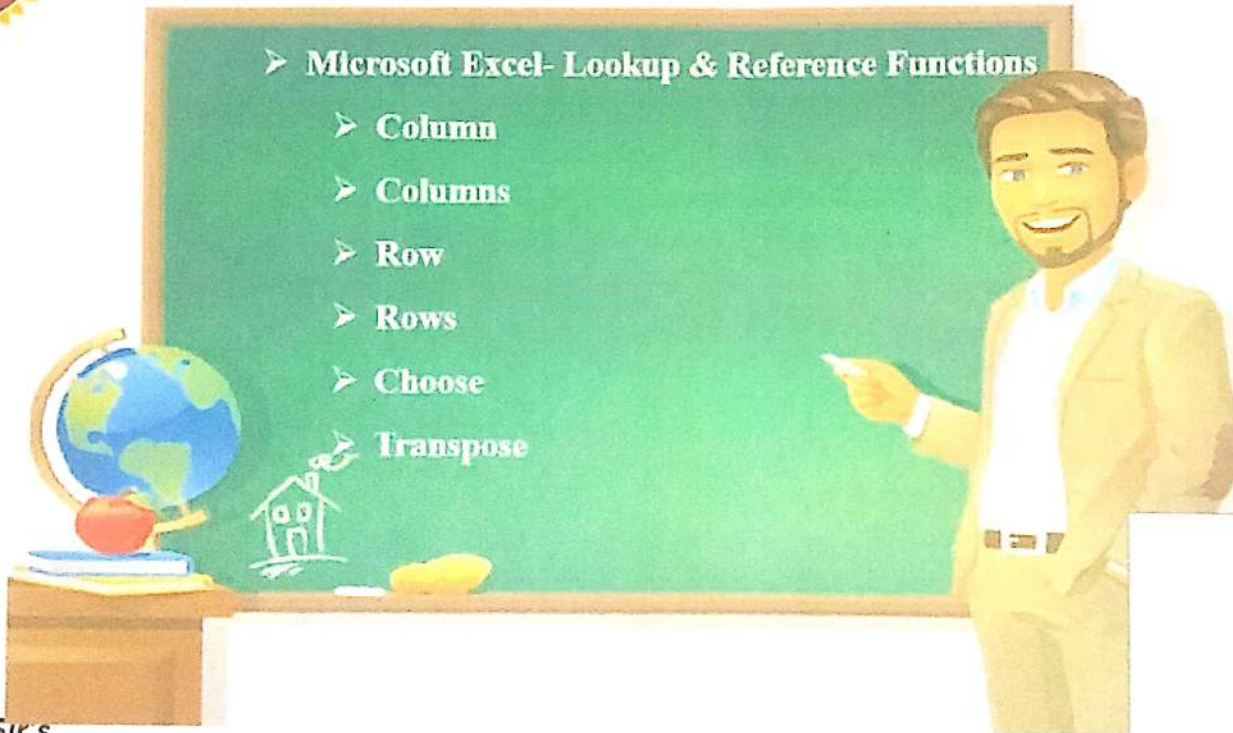
YouTube



Learning Objectives:

➤ Microsoft Excel- Lookup & Reference Functions

- Column
- Columns
- Row
- Rows
- Choose
- Transpose



Shreyas Sir's

Rojgar Avm Career Margdarshan Kendra™

www.rcmkwinners.com / info@rcmkwinners.com

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RCMK'S Certificate Course in Office Automation

Duration: 30Hours

Methodology of teaching: Classroom/Online teaching with Practical's & Assignments.

Assessment Techniques: The evaluation is of 100 Marks, where in the students has to obtain 40% for passing Scheme: 40 Marks MCQ test, 40 Marks Practical Exam 20 Marks for project & Assignments.

Syllabus

Microsoft Word (08 Hours)

Module 1 & 2: What is a Word processor package? Different examples of Word processor, what is MS Word and its various applications? The Word Screen, Creating a New Document, Working with Page Setup, File operations: Saving Files, Opening Files, Closing Files & Exiting, Use of Toolbars in MS-Office: It's Types, Displaying and Hiding Toolbars, Basic Formatting options: Bold, Underline, Italics, Fonts, Alignment, Color, etc., Different Views : Normal, Print Layout, Web Layout, Outline.

Module 3: Basic Editing Operations: Cut-Copy-Paste, Undo, Redo, Select All Format Painter, Find and replace commands, Zoom Options, Print Preview Options, Working with Bullets, Numbers & Multilevel Lists Paragraph Formatting – Alignment, Indentation, Spacing, Borders & Shading - Options, Header and Footer options, Background.

Module 4: Creating Multiple Columns, Creating Sections change case, Drop Cap effect. Using Styles, Creating Styles, using Auto format facility of Word Using Style Gallery, Creating new Styles, Using Templates of Word to create official documents like Memos, Resumes, etc.



Module 5 : Inserting Date and Time, Inserting Symbols, Files, Pictures, etc., Working with Tabs, Different types of Tabs, Auto text facility of Word, Using Hyperlink options. Spelling Checking: Choosing a Dictionary, Grammar Checking, Thesaurus Protecting documents, Hyphenation, Word Count, Auto correct facility - Adding, Deleting entries, Table Operations, Inserting Table in a Document, Inserting Rows & Columns Deleting rows, Columns, cells, Sorting Table data, converting text to tables and vice-versa. Printing a document in Word, various options of Print preview and printing.

Module 6 : Mail merge menu for mailing lists.

Project and Case study for various forms of letters and documents

Microsoft Excel Basics (10 Hours)

Module 1: What is a Spreadsheet Package? Advantages & Features of Excel as a Spreadsheet package, other examples of a spreadsheet packages, Worksheet Organization (rows, columns, and cells), Entering Text, Using Mouse and keyboard for Data entry, Using the mouse for Selecting Cells, Zooming options, Page Setup Options, File operations: New, Save, Save Workspace, Open, Close, Print Preview, Formatting operations: Bold, Underline, Italics, Alignment, Merge Cells & Center.

Module 2: Editing Cell entries with Edit command, working with the Go to command Using Toolbars: Format Painter, Cut-Copy-Paste, Color, Working with multiple sheets, moving between sheets Moving, Inserting & Renaming Sheets, Find / Replace option Rules for Arithmetic Operations: Performing basic operations Copying formulas, Inputting and Formatting Numbers Adjusting Column Widths, Inserting & Deleting Cells, Rows, Columns & Sheets.



Module 3: Working with Functions: Sum, Avg, Max, Min, Round, etc., Using Auto Format Cell Formatting: Alignment & Orientation, Fonts, Font Style & Sizes, Cell Borders, Background Colors & Patterns Number Formatting, Working with readymade Format Styles.

Module 4: Concept of Absolute, Relative and Mixed Referencing, Referencing Cells of other sheets in formula, If condition - simple and Nested if conditions (and or operators) Formatting Rows, Columns and Sheets.

Module 5: Working with Charts, Selecting different types of Charts Selecting Non-Adjacent Cell Ranges for Chart Plotting Formatting Charts, Adding a Secondary Axis, Adding Extra Text to a Chart. Spelling Checking, Auto correct options Protecting Worksheets, Naming Cell Ranges, Working with multiple windows, Hiding, Unhiding of Windows Split & Freeze Panes options, Fill option: Series Dates, etc.

Case study and Project : Excel for College Marksheet and Salary statement

Microsoft PowerPoint (08 Hours)

Module 1: What is PowerPoint, Features & applications Basic Operations: File- New, Save, Open Page Setup, using readymade templates Basic steps for planning a Presentation, Editing Operations, Find replace command in Power Point, creating a simple Slide, Moving from Slide to Slide, Editing Presentation.

Module 2: Using Formatting Commands on Slides, Changing the Slide Designs - Inserting Slide Number, Picture, Object, Working with Slide Masters, Inserting WordArt and Clipart Objects Tabs and Bullets, Using AutoShapes.

Module 3: Adding a Graph or Chart, Adding an Organizational Chart, Rearranging Using the Slide Sorter View, Rearrange Using the Outline View, Add Animation in the presentation, Check Your Setting in the Animation Settings Box, Slide Show Controls, Making handouts for your Audience.



Project for developing a Presentation based on a corporate theme

INTERNET with Google Tools Syllabus (03 Hours)

Module 1: Introduction to Internet, Internet Browser / WWW / Surfing / Search Engines, Understanding the Browser options, Using various search engines & Settings. E-Mail concept, Advantages of e-mailing, creating free E-mail Accounts on Gmail, Sending and Receiving E-mails, Sending Attachments with the mail. Google Power: configuration and settings for gmail - auto reply, forwarding messages, marking mails as Spams, search and advanced search options, Creating Rules to Process Messages, Blocking Unwanted Messages.

Module 2 : Using Google Drive to upload and download files, Sharing options for managing shared documents – giving access to select users, Using Google docs, google sheets and google Slides and its sharing options. Creating Google forms and tests/quiz, creating link for forms and attaching it to google sheets for responses, Creating Dashboards on google sheets.

Project and assignment on application of Google forms, google sheets and Slides

Computer Fundamentals (1 Hours)

Module 1: History of Computer, Parts of Computer, Input Devices, Output Devices, Processing Devices, Storage Devices, ALU,

Module 2: Software & Hardware, Types of Software, Types of Computer, Features of Windows 10

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Employability & Career Guidance Centre

CERTIFICATE

Certificate No.:20230876

Date: Sept. 2023

This is to certify that

Abhishek Sanjay Kothule

Has successfully completed

*RCMK's Certificate Course in Accounting Using Tally
Prime with GST*

& passes the exam held in the month of *Sept. 2023*

& was placed in the *A+* grade

Course Duration From: *May-2023 to June-2023*

Name of Center: *M.V.P. Samaj's Law College*

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रोजगार एवं करियर मार्गदर्शन केंद्र
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CERTIFICATE

Certificate No.:20230877

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Has successfully completed

RCMK's Certificate Course in Office Automation

& passes the exam held in the month of *Sept. 2023*

& was placed in the *A* grade

Course Duration From: *July-2023 to August-2023*

Name of Center: *M.V.P. Samaj's Law College*



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