



# S.I.W.S.

N.R. SWAMY COLLEGE OF COMMERCE & ECONOMICS  
AND

SMT. THIRUMALAI COLLEGE OF SCIENCE

Plot No. 337, Sewri Wadala Estate, Major R. Parameshwaran Marg, Wadala,  
Mumbai - 400 031

**Academic Year 2018-19**

**Criteria 1.2.3**

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*[Signature]*  
PRINCIPAL  
S.I.W.S. N.R. Swamy College of  
Commerce & Economics and  
Smt. Thirumalai College of Science,  
Wadala, Mumbai - 400 031



# S.I.W.S.

**N.R. SWAMY COLLEGE OF COMMERCE & ECONOMICS  
AND SMT. THIRUMALAI COLLEGE OF SCIENCE**


Plot No. 337, Sewri - Wadala Estate,  
Major R. Parameshwaran Marg, Wadala, Mumbai - 400 031

18-02-2019


**Department of Accountancy**

**2018 – 2019**

<b>Type of Activity</b>	:	Certificate Course
<b>Course Code</b>	:	18101
<b>Theme</b>	:	Tally Ace
<b>Duration</b>	:	December 18, 2018 to January 31, 2019 (60 Hours)
<b>Collaboration</b>	:	CBD IT Solutions Private Limited
<b>Resource Person</b>	:	Mr. Shantanu Kishor Joshi
<b>Objective</b>	:	<ol style="list-style-type: none"><li>1. To give the in- house students exposure to Computerisation of Accounting</li><li>2. Build their employability skills</li><li>3. Motivate them to step further and also add on to their existing knowledge in the field of Accountancy.</li></ol>
<b>Number of Participants (Enrolled)</b>	:	26
<b>Number of Participants (Completed)</b>	:	24
<b>Outcome</b>	:	<ol style="list-style-type: none"><li>1. Qualified students will be placed in organisations for doing Accounting work</li><li>2. Self employment opportunities for doing Accounting work on behalf of small business</li><li>3. Knowledge about compliance of TDS</li></ol>

  
CA. Vaibhav Banjan  
IQAC Coordinator &  
Vice Principal (Commerce)



  
Dr. Usha Iyer  
Principal  
PRINCIPAL  
S.I.W.S. N.R. Swamy College of  
Commerce & Economics and  
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Wadala, Mumbai - 400 031



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N.R. SWAMY COLLEGE OF COMMERCE & ECONOMICS AND  
SMT. THIRUMALAI COLLEGE OF SCIENCE

337, Major R. Parameshwaran Marg, Sewri-Wadala Estate, Opposite  
Aditya Jyot Eye Hospital, Wadala, Mumbai - 400031.

18<sup>th</sup> February, 2019

## DEPARTMENT OF ACCOUNTANCY

in collaboration with

### CBD IT Solutions Private Limited

organised

### CERTIFICATE COURSE IN 'TALLY ACE'

### REPORT

Department of Accountancy in Collaboration with Tally Solutions Private Limited, the creator of the widest prevalent Accounting software package viz. 'Tally' started a Certificate Course in Tally (Accounting Package) for the students of B.Com and B.com (Accountancy and Finance) on 18<sup>th</sup> December, 2018. The above course known as 'Tally Ace' was inaugurated by our Principal Dr. Usha Iyer with a batch of 26 students.

#### ABOUT THE COURSE:

- + The course conducted by TALLY Solutions Private Limited is of 60 hours duration consisting of on Computer training
- + Certificate of passing is issued by TALLY Solutions Private Limited alongwith the assurance of Placement assistance.

#### OBJECTIVES:

1. To give the in- house students exposure to Computerisation of Accounting
2. Build their employability skills
3. Motivate them to step further and also add on to their existing knowledge in the field of Accountancy.





## COURSE CURRICULUM: Tally ACE

- 1) Fundamentals of Accounting
- 2) Maintaining chart of Accounts
- 3) Maintaining stock keeping units
- 4) Recording day to day transactions
- 5) Accounts receivable and payable
- 6) MIS Reports
- 7) Introduction to GST
- 8) Recording vouchers with TDS

## COURSE SCHEDULE:

Sr. No.	Topic	Duration
1	Fundamentals of Accounting	4 Hours
4	Maintaining Recording Day to Day transactions	12 Hours
3	Maintaining stock keeping units	8 Hours
4	Recording Day to Day transactions	12 Hours
5	Accounts Receivable and Payable	6 Hours
6	MIS Reports	4 Hours
7	Introduction to GST	6 Hours
8	Recording Vouchers with TDS	8 Hours

**DURATION: 60 Hours**

## FACULTY:

- ✚ The training is given fully by Instructors and Resource persons from TALLY Solutions Private Limited followed by Online Examination conducted by the said Company.

## EVALUATION METHOD:

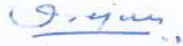
Online exam will be conducted by Tally Solutions Pvt Ltd., Bangalore and Certificates issued to students getting minimum 40% and above marks.





**OUTCOME:**

- Qualified students will be placed in organisations for doing Accounting work
- Self employment opportunities for doing Accounting work on behalf of small business
- Knowledge about compliance of TDS and GST



CA. Vaibhav Banjan

IQAC Coordinator &

Vice Principal (Commerce)



Dr. Usha Iyer

Principal

S.I.W.S. N.R. Swamy College of  
Commerce & Economics and  
Smt. Thirumalai College of Science,  
Wadala, Mumbai - 400 031

18<sup>th</sup> February, 2019

# DEPARTMENT OF ACCOUNTANCY

## CERTIFICATE COURSE IN 'TALLY ACE'

ACADEMIC YEAR: 2018-19

### PHOTO GALLERY



The session was inaugurated and welcome address by Principal Dr. Usha Iyer. Seen with the Resource Person, Vice-Principal CA. Vaibhav Banjan, Teachers and participants on 18<sup>th</sup> December, 2018.



Students attending the first introductory session on Tally Ace on 18<sup>th</sup> December, 2018.







Principal Dr. Usha Iyer congratulating the students for having enrolled for this course along with the importance of this course on 18<sup>th</sup> December, 2018.



Principal Dr. Usha seen with Vice Principal CA. Vaibhav Banjan, HOD CA. Dhiren Kanabar, along with teachers and Participants on Final Test on 31<sup>st</sup> January, 2019.







Principal Dr. Usha Iyer wishing the students for the Final Test on  
31 January, 2019.



*CA. Vaibhav Banjan*

CA. Vaibhav Banjan  
IQAC Coordinator &  
Vice Principal (Commerce)

18<sup>th</sup> February, 2019

*Dr. Usha Iyer*

Dr. Usha Iyer  
Principal  
PRINCIPAL  
S.I.W.S. N.R. Swamy College of  
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Plot No. 337, Sewri-Wadala Estate, Major R. Parameshwaran Marg, Wadala, Mumbai - 400 031

*Department of Accountancy organises*

Certificate Course on

**'TALLY ACE'**

**2018-19**

**COURSE SCHEDULE**

Sr. No.	Topic	Duration
1	Fundamentals of Accounting	4 Hours
2	Maintaining Recording Day to Day transactions	12 Hours
3	Maintaining stock keeping units	8 Hours
4	Recording Day to Day transactions	12 Hours
5	Accounts Receivable and Payable	6 Hours
6	MIS Reports	4 Hours
7	Introduction to GST	6 Hours
8	Recording Vouchers with TDS	8 Hours

  
CA. Vaibhav Banjan

IQAC Coordinator &  
Vice Principal (Commerce)



  
Dr. Usha Iyer

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337, Major R. Parameshwaran Marg, Sewri-Wadala Estate,  
Wadala, Mumbai – 400031.

**Certificate Course on Tally Ace - Participants List**

Sr No.	Student Name	Student Email	Course Name
1	Vaishnavi nagarajan achary	abs10vaishu@gmail.com	TallyACE Combo (Physical Book+ certification)
2	Naidu Ajith Kumar	ajithkumarnaidu859@gmail.com	TallyACE Combo (Physical Book+ certification)
3	Akshay Mandawakar	akkimandavkar886@gmail.com	TallyACE Combo (Physical Book+ certification)
4	Ruchita Shety	shetty.ruchita@yahoo.com	TallyACE Combo (Physical Book+ certification)
5	Prachi Jaguste	prachijaguste123@gmail.com	TallyACE Combo (Physical Book+ certification)
6	Hrushikesh Jejurkar	rushikeshjejurkar19@gmail.com	TallyACE Combo (Physical Book+ certification)
7	Mahalaxmi Raja Konar	mahalaxmiraja070@gmail.com	TallyACE Combo (Physical Book+ certification)
8	Shetty Yash Ratnakar	yashshetty119@gmail.com	TallyACE Combo (Physical Book+ certification)
9	Singh Ashish Rajesh	singhashishsinghash7@gmail.com	TallyACE Combo (Physical Book+ certification)
10	Pasi Shalini	shalinipasi020@GMAIL.COM	TallyACE Combo (Physical Book+ certification)
11	APARNA RAMU SABBANI	aparnasabbani2000@gmail.com	TallyACE Combo (Physical Book+ certification)
12	Neha Ganesh Jain	jainneha9922@gmail.com	TallyACE Combo (Physical Book+ certification)
13	Krishna Chaudhari	krishnachaudhari4883@gmail.com	TallyACE Combo (Physical Book+ certification)
14	Kartik Kesharwani	kesharwanikartik80@gmail.com	TallyACE Combo (Physical Book+ certification)
15	Pragnesh Pawar	pragnesh.pawar.1@gmail.com	TallyACE Combo (Physical Book+ certification)
16	GHOSH DEEPAK LALMOHAN	deep8850502348@gmail.com	TallyACE Combo (Physical Book+ certification)
17	Khan Gulafsha	khangulafsha1224@gmail.com	TallyACE Combo (Physical Book+ certification)
18	Saurabh Ashok Singh	saurabhpratiksha98@gmail.com	TallyACE Combo (Physical Book+ certification)
19	Vasantha Krishana	Vasanthakrishna2000@gmail.com	TallyACE Combo (Physical Book+ certification)
20	Surya Subapathi	suryaarun052@gmail.com	TallyACE Combo (Physical Book+ certification)
21	Mahesh Dongare	maheshdongre1998@gmail.com	TallyACE Combo (Physical Book+ certification)
22	Idrisi Md Faisal	faisalidrisi905@gmail.com	TallyACE Combo (Physical Book+ certification)
23	Sayed Aajam Munwar	sayedaajam0229@gmail.com	TallyACE Combo (Physical Book+ certification)
24	Shaikh Samreen	shaikhsamreen663@gmail.com	TallyACE Combo (Physical Book+ certification)
25	Sunil Rakesh Mishra	mishrasunil0406@gmail.com	TallyACE Combo (Physical Book+ certification)
26	Teja Yadav	tejalme kala@gmail.com	TallyACE Combo (Physical Book+ certification)

**Summary of Batch**

Pass	Not appeared
24	0

**CA. Vaibhav Banjan**  
IQAC Coordinator &  
Vice-Principal (Commerce)



**Dr. Usha Iyer**  
Principal  
S.I.W.S. N.R. Swamy College of  
Commerce & Economics and  
Smt. Thirumalai College of Science,  
Wadala, Mumbai - 400 031



# Certificate of Merit

This certificate is awarded to  
**Shetty Yash Ratnakar**  
for successfully completing  
**TallyACE**  
and securing Grade A

Place of Issue: Bengaluru  
Date Certified: 16-Feb-2019  
Release: 6.1



*Manish*

**Manish Chowdhary**  
Chief Executive Officer  
Tally Education Pvt. Ltd.

*Shruti*  
PRINCIPAL

S.I.W.S. N.R. Swamy College of  
Commerce & Economics and  
Smt. Thirumalai College of Science,  
Wadala, Mumbai - 400 031

Certificate No: 904121604  
Institute Name  
SIWS College

## Syllabus

# TallyACE

Fundamentals of Accounting

Maintaining Chart of Accounts in Tally.ERP 9

Maintaining Stock Keeping Units (SKU)

Recording Day-to-Day Transactions in Tally.ERP 9

Accounts Receivable and Payable Management

MIS Reports

Goods and Services Tax (GST)

Recording Vouchers with Tax Deducted at Source (TDS)



## Overall Grade

Grade	Description
A <sup>+</sup>	$\geq 75\%$
A	$\geq 60\% < 75\%$
B	$\geq 36\% < 60\%$
Not Pass	$< 36\%$

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**Tally**

POWER OF SIMPLICITY



# Certificate of Merit

This certificate is awarded to

**Neha Ganesh Jain**

for successfully completing

**TallyACE**

and securing Grade A

Place of Issue: Bengaluru  
Date Certified: 18-Feb-2019  
Release: 6.1



*Manish*

**Manish Chowdhary**  
Chief Executive Officer  
Tally Education Pvt. Ltd.

*Smt. Thirumalai*

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S.I.W.S. N.R. Swamy College of  
Commerce & Economics and  
Smt. Thirumalai College of Science,  
Wadala, Mumbai - 400 031

Certificate No: 902121768  
Institute Name  
SIWS College

Tally Education Pvt. Ltd., a group company of Tally Solutions Pvt. Ltd., is the only entity authorised to issue certifications on Tally.

This certificate can be verified at [www.tallyeducation.com](http://www.tallyeducation.com)



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**N.R. SWAMY COLLEGE OF COMMERCE & ECONOMICS AND  
SMT. THIRUMALAI COLLEGE OF SCIENCE**

(Affiliated to the University of Mumbai)

PLOT NO. 337, SEWREE – WADALA ESTATE, MAJOR R. PARAMESHWARAN MARG, WADALA, MUMBAI – 400031

**DEPARTMENT OF ACCOUNTANCY**

In Collaboration with

**CBD IT SOLUTIONS PRIVATE LIMITED**

Organizes

**CERTIFICATE COURSE ON 'TALLY ACE'**

(with TDS & GST)

- The Course is open to All Degree College Students
- Course fee : Rs. 4000/- Only
- Certificate will be provided by Tally Education Private Limited, Bengaluru 560 068
- Registered students can join our whatsapp group for further communication

<https://chat.whatsapp.com/BHiHkM7hLucDdKXt3LgLCA>

- The Duration of the Course is 60 hours (Theory and Practical)

**THE COURSE STARTS FROM 18<sup>TH</sup> DECEMBER, 2018.**

**CA Dhiren Kanabar**

Head, Department of Accountancy

**CA Vaibhav Banjan**

Vice Principal (Commerce) & I.Q.A.C. Coordinator

**Dr. Usha Iyer**

Principal

**For Queries:**

Prof. Helen Selvaraj

9930027323/9833525718

Prof. Sushanti Wandrekar

9920269622



**PRINCIPAL**

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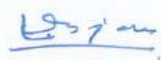
Plot No. 337, Sewree - Wadala Estate,  
Major R. Parameshwaran Marg, Wadala, Mumbai - 400 031

**Date: 10 August 2018**


**Department of Business Communication**  
**2018- 2019**

<b>Type of Activity</b>	:	Certificate Course
<b>Course Code</b>	:	18102
<b>Theme</b>	:	Essential Communication Skills II
<b>Duration</b>	:	July 27,2018 to August 4,2018 (30 Hours)
<b>Collaboration</b>	:	N.A.
<b>Resource Person</b>	:	Dr. Saroja Ganapathy, Ph.D. IIT Mumbai Prof Anusha Ramanathan, Visiting faculty member, TISS, Mumbai Ms Ananya Mani, freelance communication trainer Dr Archana Upadhyay, HPCL, Mumbai
<b>Objective</b>	:	<ul style="list-style-type: none"><li>To familiarize students with the complexity of the communication process</li><li>Enable students to organize their thoughts in a meaningful and logical manner</li><li>To lay the foundation for creating socially sensitive and employable graduates</li></ul>
<b>Number of Participants (Enrolled)</b>	:	49
<b>Number of Participants (Completed)</b>	:	43
<b>Outcome</b>	:	<ul style="list-style-type: none"><li>Students would be familiarized with oral, written, group communication skills and the basics of facing job selection interviews</li><li>Participants would be in a position to negotiate and present ideas in an effective manner at interviews</li><li>Participants will learn how to draft emails and create impactful SOP</li></ul>

  
Convener

  
Vice Principal



  
Principal  
PRINCIPAL  
S.I.W.S. N.R. Swamy College of  
Commerce & Economics &  
Smt. Thirumalai College of Science,  
Wadala, Mumbai 400 031



# S.I.W.S.

**N.R. SWAMY COLLEGE OF COMMERCE & ECONOMICS &  
SMT. THIRUMALAI COLLEGE OF SCIENCE**

MAJOR R. PARAMESHWARAN MARG, SEWREE – WADALA ESTATE,  
PLOT NO. 337, WADALA, MUMBAI – 400 031.

**Department of Business Communication**

**2018-2019**

**Name of the Certificate Course:**

Essential Communication Skills-II

**Course Duration:**

8 Lectures

Friday, 27 July 2018- Saturday, 4 August 2018- 1 week program

(30 Hours)

**Introduction:**

The certificate course conducted by the Dept. of English is designed keeping in mind the demands of the world of work. Although the thrust of the course is communication, it aims at contributing towards the overall development of students.

The course comprises elements like-Sounds of the English Language, Report Writing and Drafting Emails and SOP, Presentation Skills, Business Etiquette and Grooming and Group Communication. The certificate course is open to students of all streams and experts from academia and the corporate world engage sessions at the course.

**Objectives:**

- . To familiarise students with the complexity of the communication process
- . Enable students to organise their thoughts in a meaningful and logical manner
- . To lay the foundation for creating socially sensitive and employable graduates







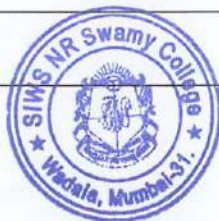
# S.I.W.S.

## N.R. SWAMY COLLEGE OF COMMERCE & ECONOMICS & SMT. THIRUMALAI COLLEGE OF SCIENCE

MAJOR R. PARAMESHWARAN MARG, SEWREE – WADALA ESTATE,  
PLOT NO. 337, WADALA, MUMBAI – 400 031.

### Curriculum:

Sr. No.	Topic	Details	Duration
1	Introducing the sounds of English	Introduction to phonetics. The difference between vowels, syllables and consonants. Distinguishing between stress and un-stress Understanding pronunciation and its use	4 hours
		Practical element: Application of rules, identifying standard and received pronunciation	3 hours
2.	Report Writing and drafting emails and Negotiation Skills	Introduction to report writing. The contents of a formal report. Suggestions to write reports in an appealing manner. Using language to one's advantage while negotiating at personal and professional communication Introduction to the use of social media platforms.	4 hours
		Practical element-Application: Using negotiation skills to handle day-to-day situations	2 hours
		Practical element-Application: Situations provided to compose formal reports	2 hours
3.	Managing Presentations, Business Etiquette and Drafting SOP	Presenting ideas in a cohesive and comprehensive manner. Using technology to one's advantage in putting across ideas. Introduction to SOP and suggestions for drafting SOP.	6 hours
		Practical element-Application: Topics provided to make presentations	3 hours
		Practical element-Application: Situations provided to draft SOP.	2 hours
4.	Strides in career building	Introduction to Interview skills and tips for facing interviews	2 hours
		Practical element-Application: Conduct of Mock interviews	2 hours





# S.I.W.S.

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PLOT NO. 337, WADALA, MUMBAI – 400 031.

### **Eligibility Criteria**

- Students from all streams can apply.
- Attendance in all the Sessions is compulsory to get the final certificate

### **Resource People:**

Dr. Saroja Ganapathy, Ph.D. IIT Mumbai

Prof Anusha Ramanathan, Visiting faculty member, TISS, Mumbai

Ms Ananya Mani, freelance communication trainer

Dr Archana Upadhyay, HPCL, Mumbai

### **Evaluation Method:**

Students are evaluated on written and spoken skills

### **Outcome:**

- Students would be familiarized with oral, written, group communication skills and the basics of facing job selection interviews
- Participants would be in a position to negotiate and present ideas in an effective manner at interviews
- Participants will learn how to draft emails and create impactful SOP







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PLOT NO. 337, WADALA, MUMBAI – 400 031.

### Prospects:

The course will initiate students in the world of work. It will encourage them to begin the thought process of communicating in an effective manner. It will lay the foundation for creating employable and socially sensitive graduates.

### Course Fees:

SIWS Students: Rs.750/-

Ms. Kirti Y. Nakhare  
Course Co-ordinator

CA Vaibhav Banjan  
Vice Principal

Dr. Usha Iyer  
Principal

10 August, 2018



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MAJOR R. PARAMESHWARAN MARG, SEWRI - WADALA ESTATE,  
PLOT NO. 337, WADALA, MUMBAI - 400 031.

2 July, 2018

## Essential Communication Skills-II

The Department of Business Communication announces the course on communication titled Essential Communication Skills-II. The course will be organised between 27 July, 2018- 4 August 2018. It will cover aspects related to communication and career development.

Interested students may contact Kirti Y. Nakhare- 9820538709

Course Convenor

Kirti Y. Nakhare

Principal

Dr Usha S. Iyer

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Wadala, Mumbai-400 031







S.I.W.S. College

Department of English

Essential Communication Skills - II

Dr. Saroja Ganapathy

Attendance Sheet

Date: 27/7/18

27/7

28/7 (10:15-12:30)

Roll No.	Name	Session I	Session II
3281	Vandana Nishad	Vandana	Vandana
3330	Tanvi D. Sengupta	Tanvi	Tanvi
3277	Chitra Naidu	Chitra	Chitra
3460	Snehalakshmi V. Lakshmi	Snehalakshmi	Snehalakshmi
9074	Praurati M. Patil	Praurati	Praurati
9051	Shaikh Shabanoor	Shabanoor	Shabanoor
9054	Das Himanti Saman	Himanti	A
	Priyanka Jaiswal	Priyanka	Priyanka
8113	Priyanka K. Dhanuk	Priyanka	Priyanka
8135	Priyanka Prakash	Priyanka	Priyanka

*[Signature]*

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Wadala, Mumbai 400 031





27/7      28/7

Roll No:	Name	Session I	Session II
4099	Shabana Shaikh	Shabana	Shabana
9103	Azmi Javeria	Azmi	Azmi
9110	Khan Sufiya	<del>Khan</del>	<del>Khan</del>
9114	Shamim Shaikh	Shamim	Shamim
9109	KHAN AJEEM	Khan Ajeem	Khan Ajeem
9104	Mehul Kumar	Mehul	Mehul
9119	Narayan Solanki	Narayan d.	Narayan d.
9106	Narrest Gupta	Narrest	Narrest
9107	Rishiraj Gupta	Rishiraj	Rishiraj
30002	Clinton Bonfield	Bonfield	Bonfield
30011	Anthony Gonzalez	Anthony	Anthony
30008	Nimesh Dhakan	Nimesh	A
24061	Manikandan K	Manik	A
14090	Triphulin Fernandes	Triphulin	Triphulin
14012	Valeni Anand Goshi	Valeni	Valeni
24003	Kamrul Beeli	Kamrul	A
34043	Ruchita Shetty	Rshetty	Rshetty
34034	R. Chinna Chitra	Chitra	Chitra
34045	Saurabh Singh	Singh	Singh
14023	Francis Konaga	Francis	Francis
124060	Vigneshi Mungon	Vigneshi	
8113	Paiyanku		

*[Signature]*

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Commerce & Economics &  
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Wadala, Mumbai 400 031





27/7

28/7

Roll No:	Name	Session I	Session II
AF 35032	Aashin A. Shaikh	Aashin	Aashin
AF 35018	Pranali S. Matkar	Pranali	Pranali
AF 35023	Deepali S. Jadhav	Deepali	Deepali
BMM 20008	Prasenjit Jadhav	Prasenjit	Prasenjit
BEI 25026	Nitafar Khan	Nitafar	Nitafar
BI 25044	Namrata Rai	Namrata	Namrata
MS	Rachana Rathod	Rachana	Rachana
MS	Rose Druello	Rose	Rose
BOM 4320	Smriti Rambhria	Smriti	Smriti
Bcom 3264	Jayesh Mishra	Jayesh	Jayesh
Bcom 4033	Rikesh Gupta	Rikesh	Rikesh
Bcom 3268	Bhurat Gell lot	Bhurat	Bhurat
Bcom 3153	Rahul Jain	Rahul	Rahul
	Ruchita Shetty		A
AM 30017	Yogita Motwani	A	Yogita
BMM 82022	Shivani Salun	A	Shivani
BEI 24030	Morni	A	Morni
BEI 24038	Padmavati	A	Padmavati
BEI 24013	Ganesh	A	Ganesh

*Principals*

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S.I.W.S. N.R. Swamy College of  
Commerce & Economics &  
Smt. Thirumalai College of Science,  
Wadala, Mumbai 400 031







S.I.W.S. College

Department of English

Essential Communication Skills - II

Attendance Sheet

10:30 - 12:30

Date: 30 July, 2018

Anusha Ramanathan

Roll No:	Name	Session I	Session II
3264	Jayesh Mishra	Jayesh	Jayesh
3281	Vandana Nishad	Vandana	Vandana
3320	Tanvi D. Bagwekar	Tanvi	Tanvi
3460	Sreelakshmi Vilakitha Haridasan	Sreelakshmi	Sreelakshmi
3277	Chitra Naidu	Chitra	Chitra
8113	Priyanka K. Dhanuk	Priyanka	Priyanka
8135	Priyanka Pralapati	Priyanka	Priyanka
4099	Shabana Shaikh	Shabana	Shabana
24030	Morni	Morni	Morni
24033	Morni Devi	Morni	Morni

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Commerce & Economics &  
Smt. Thirumalai College of Science,  
Wadala, Mumbai 400 031





Roll No:	Name	Session I	Session II
25044	Namrata Rai	Namrata	Namrata
32022	Shivani. Salmi	Shivani	Shivani
9051	Shaukh Shabanoor.	Shabanoor	Shabanoor
9074	Patil Pranali.	Pranali	Pranali
14023	Francis. Konga	Francis	Francis
14070	TRIPHULIN FERNANDES	Triphulin	Triphulin
14012	Valeni Anand Groshi	Valeni	Valeni
34045	Sourabh Singh	Sourabh	Sourabh
34043	Ruchita Shetty	Ruchita	Ruchita
34034	Chinna Chitra	Chinna	Chinna
	Priyanka R. Jaiswar	Priyanka	Priyanka
9054	Das Himanti Samas	D. Himanti	D. Himanti
30017	Yogita Morwani	Yogita	Yogita
30008	Prasmit Jadhav	Prasmit	Prasmit
35032	Aashin A. Shaikh	Aashin	Aashin
35018	Pranali S. Markar	Pranali	Pranali
30011	ANTHONY GONSALVES	Anthony	Anthony
30007	NINESH DHARAN	Ninesh	Ninesh
30002	CLINTON BANFIELD	Clinton	Clinton
4320	Smit Remblua	Smit	Smit

*[Signature]*

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Wadala, Mumbai 400 031





Roll No:	Name	Session I	Session II
9103	Azmi Javeria	AZMI	AZMI
9114	Shaikh Shamim	SHAIKH	SHAIKH
9110	Khan Sufya	KHAN	KHAN
	Rachana Rathod.	Rachana	Rachana
	Rose D'Mello	Rose	Rose
	Bharat Desai	Bharat	Bharat
	Rahul Sair	Rahul	Rahul
	Rikesh Gupta	Rikesh	Rikesh
	Narayan Solanki	Narayan	Narayan
	Rishiraj Gupta	Rishiraj	Rishiraj
	Mehul Kaman	Mehul	Mehul
	Namast Gupta	Namast	Namast

*(Signature)*

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S.I.W.S. College

Department of English

Essential Communication Skills - II

Attendance Sheet

Date: 31 July 2018

Anusha Ramnathan  
: Critical Reasoning

Roll No:	Name	Session I	Session II
9107	Gupta Rishiraj Vishwanath	<del>RS</del>	<del>RS</del>
9119	Narayan Jiva Solanki	Narayan J.	Narayan J.
9106	Narveet Gupta	<del>NG</del>	<del>NG</del>
3264	Jayesh Mishra	Jayesh	Jayesh
9109	KHAN AJEEM	<del>Ajeem</del>	<del>Ajeem</del>
9104	Mehul Kumar	<del>Mehul</del>	<del>Mehul</del>
2470	Sangak Sheth	<del>Sheth</del>	<del>Sheth</del>
9103	Azmi Javeva	<del>Azmi</del>	<del>Azmi</del>
9110	Khan Sufiya	<del>Sufiya</del>	<del>Sufiya</del>
9114	Sharkh Shamim	<del>Sharkh</del>	<del>Sharkh</del>

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Smt. Thirumalai College of Science,  
Wadala, Mumbai: 400 031





Roll No:	Name	Session I	Session II
	Radhona Rathod.	Radhona	Radhona
	Rose T. Mello	Rose	Rose
30007	Nimesh Dhakar	Nimesh	Nimesh
25044	Namrata Rai	Namrata	Namrata
32022	Shivani Satri	Shivani	Shivani
35032	Arshin A. Shaikh	Arshin	Arshin
35018	Pranali S. Mankar	Pranali	Pranali
35012	Deepali Sanjay Tadhev	Deepali	Deepali
39008	Prasenjit Tadhev	Prasenjit	Prasenjit
30017	Yogita Monwani	Yogita	Yogita
30001	Clinton Bonfield	Clinton	Clinton
30011	Anthony Goncalves	Anthony	Anthony
14023	Francis Konaga	Francis	Francis
14020	TRIPHUOTIN FERNANDES	Triphutin	Triphutin
34015	Saurabh Singh	Saurabh	Saurabh
25026	Khan Nilofar	Nilofar	Nilofar
34043	Ruchira Shetty	Ruchira	Ruchira
34034	R. Chinna Chitrea	R. Chinna	R. Chinna
	Priyanka R. Jainwar	Priyanka	Priyanka
2644	Shreha V. K	Shreha	Shreha

*Shreha*

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Smt. Thirumalai College of Science,  
Wadala, Mumbai 400 031





Roll No:	Name	Session I	Session II
2631	Seema Gupta		
4074	Patil Pranali	<u>Pranali</u>	<u>Pranali</u>
9051	Shaikh Shabenoos	<u>Shabenoos</u>	<u>Shabenoos</u>
4099	Shobana Sheikh	<u>Shobana</u>	<u>Shobana</u>
8113	Priyanka K. Dhanuk	<u>Priyanka</u>	<u>Priyanka</u>
8135	Priyanka Pralapati	<u>Priyanka</u>	<u>Priyanka</u>
3460	Sreelakshmi Nilakithala Haridasan	<u>Sreelakshmi</u>	<u>Sreelakshmi</u>
3330	Tanvi D. Sagarwarkar	<u>Tanvi</u>	<u>Tanvi</u>
3281	Vandana Nishad	<u>Vandana</u>	<u>Vandana</u>
3277	Chitra Nacla	<u>Chitra</u>	<u>Chitra</u>
	Shruti Bhagwat	<u>Bhagwat</u>	<u>Bhagwat</u>

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S.I.W.S. College

Department of English

Essential Communication Skills - II

Attendance Sheet

Date: 1 August, 2018

Dr Archana Upadhyay

Roll No:	Name	Session I	Session II
3281	Vandana Nishad	Vandana	
3277	Chitra Naidu	Chitra	
3460	Sreelakshmi Vikittala Hombkar	Sreelakshmi	
3830	Tanvi D. Sagarakar	Tanvi	
4099	Shabana Shaikh	Shabana	
8113	Priyanka . K. Dhanuk.	Priyanka	
8135	Priyanka . Prajapati	Priyanka	
9051	Shaikh Shabenoora	Shabenoora	
9074	Patil Pravnali	Pravnali	
2644	Sneha V.K	Sneha	


*Anne*

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Smt. Thirumalai College of Science,  
Wadala, Mumbai - 400 031





Roll No:	Name	Session I	Session II
30017	Yogita Mohanani	Yogita	
32022	Shivani Sahu	Shivani	
9062	Priyanka R. Jaiswar	<del>Priyanka</del>	
9054	Das Himanti Saman	D. Himanti	
25026	Nilofar Khan	Nilofar	
30008	Prasenjit Jadhav	Prasenjit	
9103	Azmi Javeeda	Azmi	
9114	Shalikh Shamm	Shalikh	
9110	Khan Sufiya	Khan	
14012	Valeni Groshe	Valeni	
14023	Francis Konaga	Francis	
14090	TRIPHULIN FERNANDES	Triphulin	
34040	Sansabh Singh	Sansabh	
34043	Ruchita Shetty	Ruchita	
30001	Clinton Barfield	Barfield	
30011	Anthony Conalves	Anthony	
30007	Nimesh Dhakan	Nimesh	
	Rose Dmello	Rose	
	Rachna Rathod	Rachna	
	Rahul Jain	Rahul	

  
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Roll No:	Name	Session I	Session II
4033	Rikesh Gupta	<del>Rikesh</del>	
9104	Mehul Kumar	Mehul	
9109	KHAN - AJEEM	Ajeem Khan	
9106	Narveet Gupta	Narveet	
9119	Narayan Jiva Solanki	Narayan J.	
9107	Rishiraj Gupta	Rishiraj	
2470	Sanyak. S. Sheth	Sanyak S.	Sanyak S.
3264	Jaysh Mishra	Jaysh	
35032	Aashin A. Shaikh	Aashin	
3012	Deepali Tadkar	Deepali	
25044	Namrata Rai	Namrata	
	Bhanat - Kumar	Bhanat	

*(Signature)*

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Ananya Nani



S.I.W.S. College  
Department of English  
Essential Communication Skills - II

Attendance Sheet

Date: 2 August, 2018 & 3 August 2018

Presentation  
Skills  
2 August  
2018

3 August  
2018

Roll No:	Name	Session I	Session II
3281	Vandana Nishad	Vandana	<del>Vandana</del>
3277	Chitra Naidu	Chitra	Chitra
3460	Sreelakshmi Vilakithala Khaidar	Sreelakshmi	Sreelakshmi
3330	Sagadekar Tanvi	<del>Tanvi</del>	<del>Tanvi</del>
4099	Shabana Shaikh	Shabana	Shabana
8135	Priyanka Pralapati	Priyanka	Priyanka
8113	Priyanka K. Dhanuk	Priyanka	Priyanka
9051	Shaikh Shabanoor	Shabanoor	
9074	Patil Praval	Praval	
9110	Khan Sufiya		

*(Signature)*

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Roll No:	Name	2 August		3 August	
		Session I	Session II	Session I	Session II
9103	Azmi Javria				
9114	Shamim Shaikh				
22644	Sudha V.K				
9054	Das Himant Saman				
9062	Priganka R. Jaiswar				
34046	Sansukh Singh				
34045	Chitra				
34043	Ruchika Shetty				
4012	Yaleni Anand				
14023	Francis. Konaga				
14040	Trishulin Fernandes				
30017	Yogita Morwani				
30007	Nimish Dhakan				
30001	Clinton Banford				
30011	Anthony Goncalves				
	Rose Donello				
	Kashama Katarvel				
9109	KHAN ABEEM				
9104	Mehul Kumar				
9106	Narveet Gupta				

*[Signature]*

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Smt. Thirumalai College of Science,  
Wadala, Mumbai 400 031





Roll No:	Name	2 August		3 August	
		Session I	Session II	Session I	Session II
9119	Narayan Solanki	Narayan-2	Narayan-2		
9107	Rishiraj Gupta	<del>Rishiraj</del>	<del>Rishiraj</del>		
2470	Sanyak Sheth	<del>Sheth</del>	<del>Sheth</del>		
4033	Rikesh Gupta	<del>Rikesh</del>			
3264	Jayesh Mishra	Jayesh	Jayesh		
35018	Pranali Matkar	<del>Pranali</del>	<del>Pranali</del>		
35032	Arshin A Shaikh	<del>Arshin</del>	<del>Arshin</del>		
35012	Deepali Sadhan	Deepali	Deepali		
25044	Namrata Rai	Namrata	Namrata		
	Shruti Bhagwat	Shruti	Shruti		
	Bharat K.				
	Rahul Jain				
	Nilofar Khan				
	Shivani Salvi				
	Shreya V.K	Shreya V.K			

*Shreya*

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Wadala, Mumbai 400 031





2018-19 Attendance sheet



S.I.W.S. College  
Department of English  
Essential Communication Skills - II

Attendance Sheet *Ananya Mani*

Date: 4 August, 2018

Roll No:	Name	Session I	Session II
3271	Vandana Nishad	Vandana	Vandana
3277	Chitra Naidu	Chitra	Chitra
3460	Sreelakshmi Vilakithala Haridasan	Sreelakshmi	Sreelakshmi
3330	Sogarekar Tanvi D.	Tanvi	Tanvi
4099	Shobana Shaikh	Shobana	Shobana
8113	Priyanka K. Dhenuk	Priyanka	Priyanka
2644	Sneha V.K	Sneha	Sneha
9062	Priyanka R. Jaisankar	Priyanka	Priyanka
9054	Das Himant Sarmu	D. Himant	D. Himant
34043	Ruchita Shetty	R Shetty	R Shetty

*Ananya Mani*

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Commerce & Economics &  
Smt. Thirumalai College of Science,  
Wadala, Mumbai 400 031





Roll No:	Name	Session I	Session II
34034	Chiteta		
9110	Khan Sufiya	<del>Chiteta</del>	<del>Chiteta</del>
9103	Shamim Shaikh	<del>Chiteta</del>	<del>Chiteta</del>
9114	Azmi Javeria	<del>Chiteta</del>	<del>Chiteta</del>
30011	Anthony Goncalves	<del>Chiteta</del>	<del>Chiteta</del>
30001	Clinton BANFIELD	<del>Chiteta</del>	<del>Chiteta</del>
30007	Nimesh Dhawan	<del>Chiteta</del>	<del>Chiteta</del>
9107	Rishiraj Gupta	<del>Chiteta</del>	<del>Chiteta</del>
3264	Jayesh Mishra	<del>Chiteta</del>	<del>Chiteta</del>
2470	Samyakt Sheth	<del>Chiteta</del>	<del>Chiteta</del>
32017	Yogita Motwani	<del>Chiteta</del>	<del>Chiteta</del>
35044	Namrata Rai	<del>Chiteta</del>	<del>Chiteta</del>
25026	Nilofar Khan	<del>Chiteta</del>	<del>Chiteta</del>
30008	Prasenjit Jadhav	<del>Chiteta</del>	<del>Chiteta</del>
	Rose DiMello	<del>Chiteta</del>	<del>Chiteta</del>
	Rachana Rattiod	<del>Chiteta</del>	<del>Chiteta</del>
30022	Shivani Jalvi	<del>Chiteta</del>	<del>Chiteta</del>
9109	KHAN AJEEM	<del>Chiteta</del>	<del>Chiteta</del>
9106	Narvesh Gupta	<del>Chiteta</del>	<del>Chiteta</del>
9104	Mehul Kumar	<del>Chiteta</del>	<del>Chiteta</del>
9119	Narayan Solanki	Narayan S	Narayan S
	Ratnat Jain	<del>Chiteta</del>	<del>Chiteta</del>
	Bhurat K	<del>Chiteta</del>	<del>Chiteta</del>
30033	Ritesh A. Gupta	<del>Chiteta</del>	<del>Chiteta</del>
35012	Deepal Jadhav	<del>Chiteta</del>	<del>Chiteta</del>
35032	Arshin A. Shaker	<del>Chiteta</del>	<del>Chiteta</del>

*[Handwritten Signature]*

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SYBMS 14013  
SYBMS 14010  
SYBMS 14012  
SY(BAF) 34045  
M.Com II  
S.V. BSc 8135

Francis Kanchana  
FERNANDES TRENHOREAN  
Vallani Goshi  
Suresh Singh  
Smita Bhaswad  
Prasanna Piyasika

Honor  
Jale  
Jale  
Jale  
Pragnan  
Pragnan

*AMS*

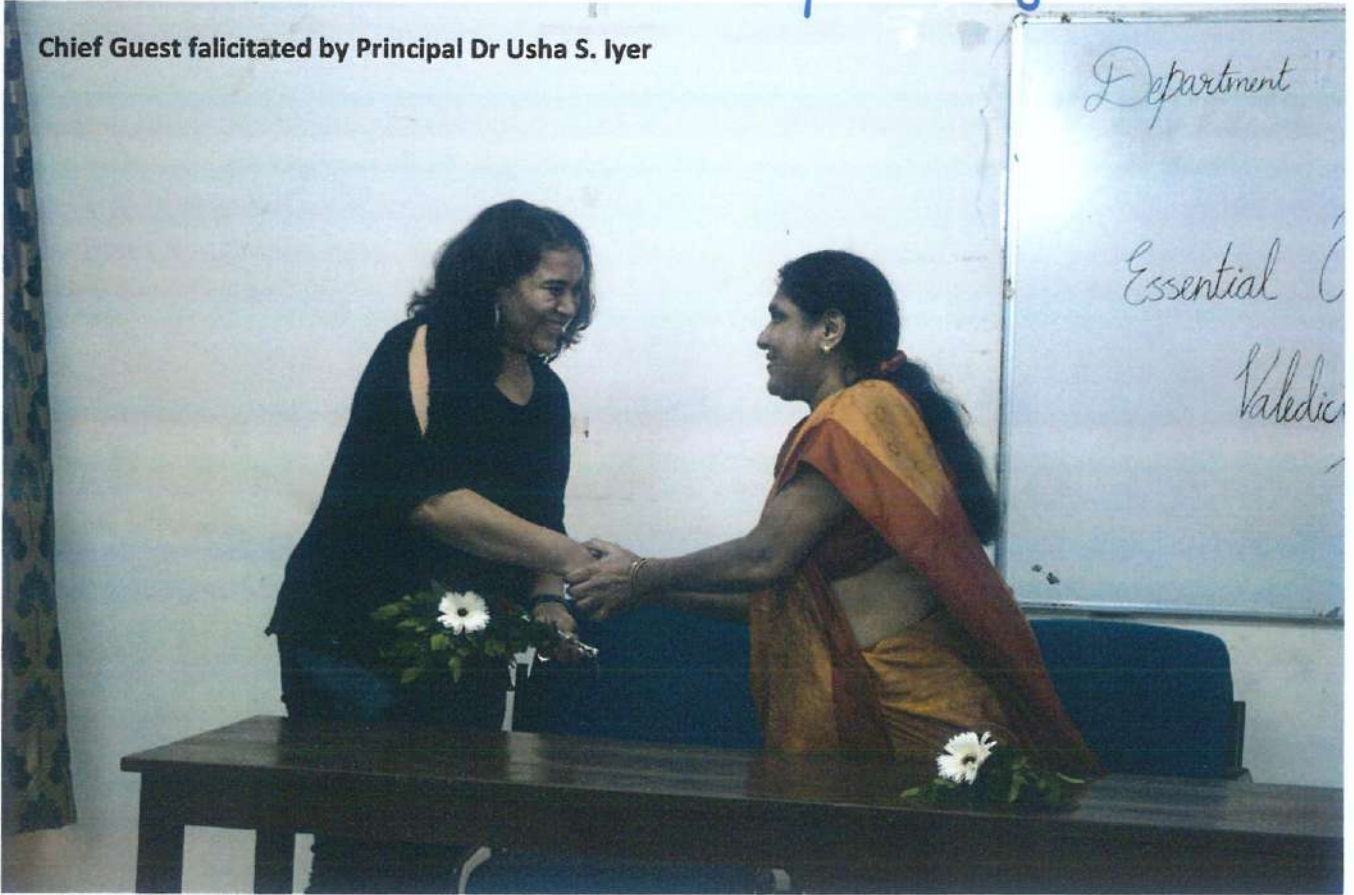
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Wadala, Mumbai 400 031





# Essential Communication Skills 27 July - 4 August 2018

Chief Guest felicitated by Principal Dr Usha S. Iyer



Feedback from Students

*Usha S. Iyer*  
PRINCIPAL  
S.I.W.S. N.R. Swamy College of  
Commerce & Economics &  
Smt. Thirumalai College of Science,  
Wadala, Mumbai 400 031

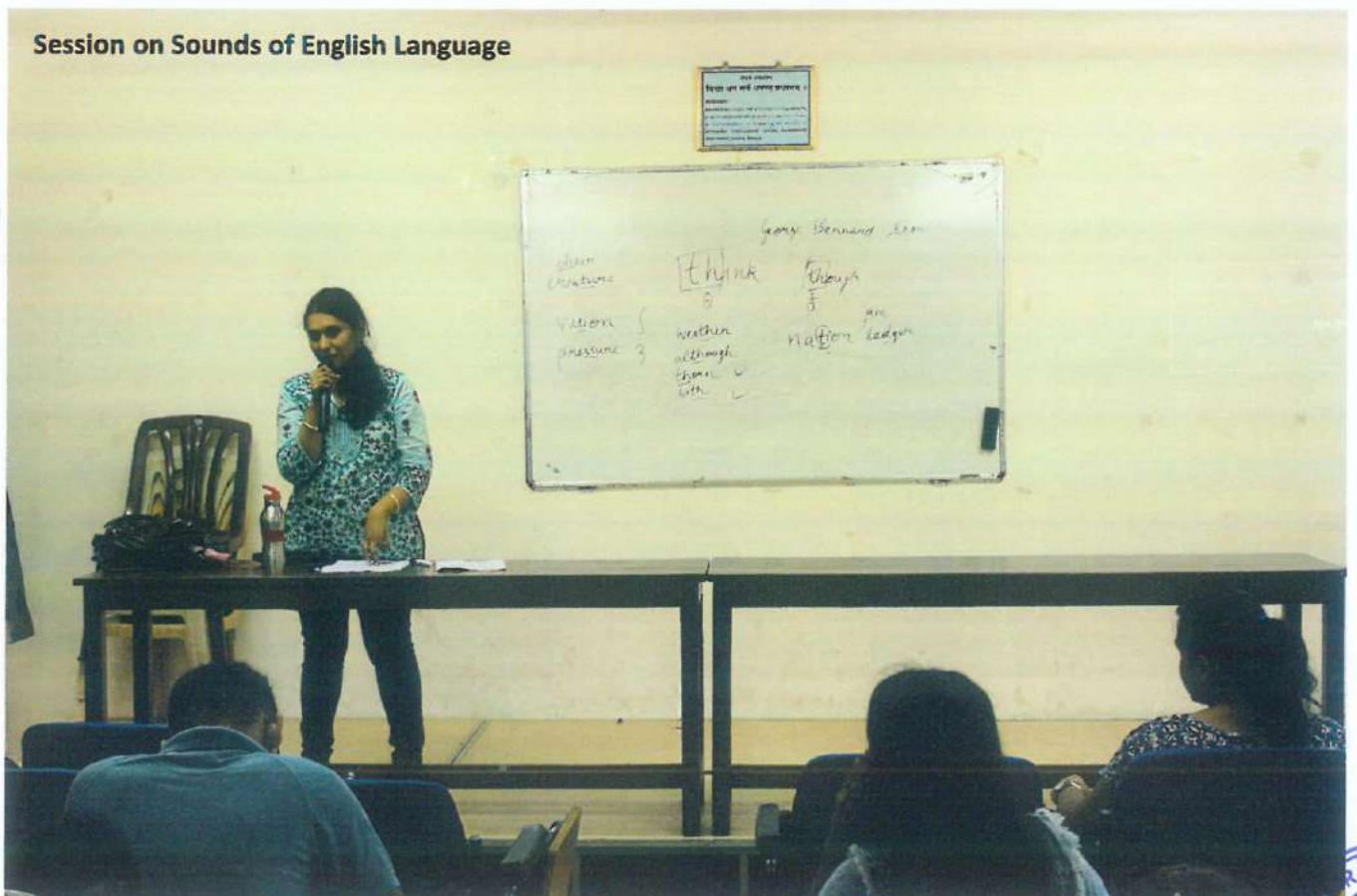




Dignitaries on dias for Valedictory Function



Session on Sounds of English Language





Feedback Session



Session by Dr Saroja Ganpathy





**CRITICAL REASONING**

- ① Argument against Man
- ② Argument using Popularity
- ③ ~~Wrong~~ Wrong Authority
- ④ ~~Over~~ Over reasoning
- ⑤ Hasty Generalisation
- ⑥ Causation - Correlation
- ⑦ Post Hoc Ergo Propter  
After This ∴ of the
- ⑧ Red Herring
- ⑨ Slippery Slope
- ⑩ Non Sequitur  
[Does not follow]


Teenagers are energetic →

Some teenagers are energetic →

Only teenagers are energetic →

There is a wire loose somewhere

Loose wire somewhere




Critical Thinking Session by Ms Anusha Ramnathan



*Anusha*

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Wadala, Mumbai- 400 031





**S.I.W.S.**

**N. R. Swamy College of Commerce and Economics  
&  
Smt. Thirumalai College of Science**

**Department of Business Communication**

Organized  
Course titled

**"Essential Communication Skills" II**

CERTIFICATE

**Awarded to**

Mr/ Ms JAYESH MISHRA

of S.Y.B.COM

*for successfully completing the course from  
27<sup>th</sup> July, 2018 to 4<sup>th</sup> August, 2018.*



Date: 4<sup>th</sup> August, 2018

*K. S. Mishra*  
Course Coordinator

*V. S. Mishra*  
Principal



*V. S. Mishra*  
PRINCIPAL  
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Commerce & Economics &  
Smt. Thirumalai College of Science,  
Wadala, Mumbai 400 031





# S.I.W.S.

N.R. SWAMY COLLEGE OF COMMERCE & ECONOMICS &  
SMT. THIRUMALAI COLLEGE OF SCIENCE

Plot No. 337, Sewree - Wadala Estate,  
Major R. Parameshwaran Marg, Wadala, Mumbai - 400 031

12-05-2019

## Department of Computer Science


2018 - 2019

- Type of Activity : Short Term Government Certified Professional Course
- Course Code : 18103
- Theme : Cyber Security
- Duration : May 1,2019 To May 9,2019 (30 Hours)
- Collaboration : IDEMI
- Resource Person : Mr. Sourabh Patil
- Objective :
- Plan a vulnerability assessment and penetration test for a network
  - Execute a penetration test using standard hacking tools in an ethical manner
  - Report on the strengths and vulnerabilities of the tested network
  - Identify legal and ethical issues related to vulnerability and penetration testing
- Number of Participants (Enrolled) : 22
- Number of Participants (Completed) : 22
- Outcome :
- The participants were able to understand the principles of Cyber Security and their tools.

  
Convener



  
Vice Principal

  
Principal  
**PRINCIPAL**  
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Commerce & Economics And  
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Wadala, Mumbai - 400 031.





**S.I.W.S.**

**N.R. SWAMY COLLEGE OF COMMERCE AND ECONOMICS &  
SMT. THIRUMALAI COLLEGE OF SCIENCE**



In association with

**Institute for Design of Electrical Measuring Instruments**



**Is organizing a Short term course on, 'Cyber Security'**

Cyber security principles are designed to safe guard website and web applications from attackers seeking to disrupt, delay,alter or redirect the flow of data.

**Highlights of course:**

- \* Knowledge about all types of attacks and it's solution as well as prevention and detection of it.
- \* Certificate by IDEMI (A Government of India Society)
- \* Course taught by leading experts in the field from all over India
- \* Course material will be provided
- \* Online exam and a Certificate by IDEMI (A Government of India Society)
- \* Job oriented training

Date: May 01 to May 09,2019

**Contact:**

Mr. Ayyappan Iyer - **9029003467**

Mrs. Suchita Revankar - **8779631993**

**Venue: Room No. CB 109 (Computer Lab)**

**Other courses in the offing:** Ethical Hacking, Networking, Digital Marketing, Export Management.

**Eligibility XII std or above.**



S.I.W.S.N.R. Swamy College of  
Commerce & Economics And  
Smt. Thirumalai College of Science  
Wadga, Mumbai - 400 031.

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**S.I.W.S.**  
**N.R. SWAMY COLLEGE OF COMMERCE & ECONOMICS &  
SMT. THIRUMALAI COLLEGE OF SCIENCE**  
Plot No. 337, Sewree-Wadala Estate,  
Major R. Parameshwaran Marg, Wadala, Mumbai - 400 031  
(Affiliated to the University of Mumbai)

April 30, 2019

**Short Term Certification Course on "Cyber Security"**  
**In Collaboration with**  
**Institute for Design of Electrical Measuring Instruments**  
**Curriculum**

Module	Topic	Duration
I	<ul style="list-style-type: none"><li>• Cyber Ethics-Hacking Introduction</li><li>• Information Gathering 1</li><li>• Information Gathering 2</li><li>• Scanning 1, Scanning 2</li><li>• Google Hacking Database</li></ul>	04 Lectures 06 Practicals
II	<ul style="list-style-type: none"><li>• Virus, Worms – Virus Analysis,</li><li>• Trojans &amp; Backdoors</li><li>• Sniffers &amp; keyloggers</li><li>• Social Engineering</li><li>• Email, DNS, IP spoofing</li><li>• HoneyPots</li></ul>	04 Lectures 06 Practicals
III	<ul style="list-style-type: none"><li>• Website Hacking &amp; Security</li><li>• Mobile &amp; Wireless Security</li><li>• System Hacking &amp; Security</li><li>• Live demonstration of KALI, LINUX, Hacking, Phishing, Sniffing, Firewall, Networking and accessing Android devices.</li></ul>	04 Lectures 06 Practicals

*S.R.S.*  
Convener

*Anand*  
30/4/2019  
Vice Principal

*S. H. K.*  
Principal



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Wadala, Mumbai - 400 031





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SMT. THIRUMALAI COLLEGE OF SCIENCE  
Plot No. 337, Sewree-Wadala Estate,  
Major R. Parameshwaran Marg, Wadala, Mumbai - 400 031  
(Affiliated to the University of Mumbai)

Short Term Certification Course on

“Cyber Security”

In Collaboration with

Institute for Design of Electrical Measuring Instruments

Schedule of a course

Date: 30/04/2019

Sr. No	Date	Time
1	01/05/2019	2 PM – 5 PM
2	02/05/2019	2 PM – 5 PM
3	03/05/2019	2 PM – 5 PM
4	04/05/2019	2 PM – 5 PM
5	05/05/2019	2 PM – 5 PM
6	06/05/2019	2 PM – 5 PM
7	07/05/2019	2 PM – 5 PM
8	08/05/2019	2 PM – 5 PM
9	09/05/2019	2 PM – 5 PM
10	09/05/2019	5 PM – 8 PM

*S.P.S.*  
Convener

*Anneel*  
Vice Principal

*V.S. Srinivas*  
Principal



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(Affiliated to the University of Mumbai)

10/05/2019

## **Short Term Certification Course on “Cyber Security”**

**In Collaboration with**

**Institute for Design of Electrical Measuring Instruments**

### **Summary Report**

The Department of Computer Science in collaboration with IDEMI, Mumbai (Under Ministry of MSME, Govt of India) organized a Short Term Certification Course on “Cyber Security” from May 01 2019 to May 09, 2019. The course is designed to give you a foundational look at today’s cyber security landscape and provide you with the tools to evaluate and manage security protocols in information.

#### **Objective:**

- Exhibit knowledge to secure corrupted systems, protect personal data, and secure computer networks in an Organization.
- Practice with an expertise in academics to design and implement security solutions.
- Understand key terms and concepts in Cryptography, Governance and Compliance.
- Develop cyber security strategies and policies
- Understand principles of web security and to guarantee a secure network by monitoring and analyzing the nature of attacks through cyber/computer forensics software/tools





**Resource Person:**

Mr.Sourabh Patil was the Resource Person for the session who was doing Cyber security Research and as well is an Ethical Hacker. Competent and skilled IT & Web Security person. Apart from this, have a passion and diligence for hacking, finding new bugs.

**Job Opportunities:**

- Ethical Hacker
- Forensic Investigator
- Penetration Tester
- Intrusion Analyst
- Technical person in the area of network secur

**Student Participation:** The student's participation for the Cyber Security and Ethical Hacking course was 22.

**Examination Process and Passing Criteria:**

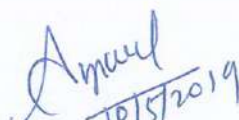
The students who have attended 90% of the class were eligible to appear for the exam. The Practical and Viva exam was conducted and students above 50% were considered under the Passing Criteria.

**Outcome**

- The participants were able to understand the principles of Cyber Security and their tools.
- Learner were able to understand about threats available on the internet.
- To understand criminal activities using internet.
- Learner were aware of protecting their data over the internet.

Date: 10/05/2019

  
Convener

  
Vice Principal

  
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(Affiliated to the University of Mumbai)

Date: 10/05/2019

**Short Term Certification Course on "Cyber Security"  
In Collaboration with  
Institute for Design of Electrical Measuring Instruments**

**PARTICIPATION LIST**

Sr. No	Student Name	Class
1	ANSARI DANISH	SYIT
2	VERMA SAURABH	FYIT
3	JAMIL SHAIKH	FYCS
4	BIKI ADAK	FYCS
5	FAISHAL KHAN	12 <sup>TH</sup>
6	HUMERA SIDDIQUE	12 <sup>th</sup>
7	NEHA KUBAL	FYIT
8	SHRADDHA PARAB	FYIT
9	AMIN MALIK	SYCS
10	ARMAN TOLE	FYCS
11	JYOTI MOURYA	FYIT
12	PRIYA BIND	FYIT
13	SAHIL JADHAV	FYIT
14	RIDDHI AMBRE	FYIT
15	RITIKA SWAMY	FYIT
16	PAVITRA KARUNANITH	FYIT
17	SHREE LAKSHI H	TYBCOM
18	PATEL SADAF NAAZ	FYIT
19	SHRUTI DEVALEKAR	FYIT
20	ASHWINI POOJARI	FYIT
21	NAMIRA SAYYED	FYIT
22	YOGESH PATIL	SYCS

  
Course Convener



  
Principal  
S.I.W.S. N.R. Swamy College of  
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Plot No. 337, Sewree - Wadala Estate,  
Major R. Parameshwaran Marg, Wadala, Mumbai - 400 031


23-04-2019

**Department of Commerce and Placement Cell**

**2018 - 2019**

- Type of Activity** : Soft Skills Course
- Course Code** : 18104
- Theme** : Grooming sessions for overall development
- Duration** : November 12, 2018 to December 12, 2018  
: January 8, 2019 to March 20, 2019 (100 hours)
- Collaboration** : Techno Serve
- Resource Person** : Ms. Steffi- Program Specialist, Techno Serve
- Objective** :
- To empower the final year students with the skills and attitude to enter competitive workforce
  - To provide a platform to the students to develop their overall personality
- Number of Participants (Enrolled)** : 129
- Number of Participants (Completed)** : 80
- Outcome** :
- Students were confident and prepared to face actual interviews
  - Students were able to get career counselling by way of proper guidance
  - Placement assistance provided a platform to the students to choose an appropriate career

  
Convener

  
Vice Principal



  
Principal

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## Department of Commerce

### Name of the Certificate Course:

Grooming sessions for overall development

**Course Duration:** 80 students were a part of the training program. The training was conducted in three batches. The first batch had 33 BCom students. It began on 12<sup>th</sup> November 2018 and got over on 12<sup>th</sup> December 2018.

The second batch had 29 BMS & BBI students. It began on 8<sup>th</sup> January 2019 and ended on 20<sup>th</sup> March 2019.

The third batch had 18 BAF students. It began on 8<sup>th</sup> January 2019 and got over on 20<sup>th</sup> March 2019.

### Introduction

Department of Commerce in association with an American NGO- Techno Serve conducted a "Grooming sessions for overall development" Techno Serve, through the Campus to Corporate Careers (C2C) Program, provides a transformative workforce readiness skills training for youth to make better career choices and build a strong career path. The program also provides placement support through corporate linkages with large and small firms. The basic idea of holding this course is to tackle the increasing need felt by fresh graduates - to sharpen and improve interview preparedness and make informed career choices after their graduation

### Objectives:

- To empower the final year students with the skills and attitude to enter competitive workforce.
- To provide a platform to the students to develop their overall personality.





## Curriculum:

TechnoServe, through the Youth Employability Program provides a transformative workforce readiness skills training for youth to make better career choices and build a strong career path. The program also provides placement support through corporate linkages with large and small firms. Our goal is to tackle the increasing need felt by fresh graduates - to sharpen and improve interview preparedness and make informed career choices after their graduation. Below is the outline of topics that would be covered across 45 sessions of the training. Each session would be at least 2 hours.

### 1. Personal and Professional Effectiveness (16sessions)

This module is focussed on bringing out the inner confidence, goals and passions of student participants, while introducing them to key concepts in goal setting, financial planning and interpersonal skill development. All parts of this module are activity based and case study driven.

- 1.1. Program Introduction
  - Introduction to the program
  - Expectation setting
  - Ground rules
- 1.2. Learning Environment and Self Awareness
  - Career-Counselling Survey
  - Team Work
  - Knowing yourself
  - Spheres of Self awareness
  - Personality Profiles
- 1.3. My Motivations (My Values)
  - Values and Motivation
  - Maslow's Need Hierarchy theory
- 1.4. Goal Setting
  - What are Goals?
  - Different types of Goals
  - Why is Goal Setting Important?
  - SMART Goals Technique
  - Priority and Prioritization
  - Barriers to achievement of goals
- 1.5. Communication and Interpersonal Skills
  - Elements of effective communication
  - Interpersonal relationships
  - Identify and resolve conflicts
  - Personal beliefs regarding division of labor between men and women
- 1.6. Communication and Persuasion





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- Johari Window
  - Persuasion
- 1.7. Decisionmaking
- Ability to describe and apply a decision making model
  - Ability to define and manage decision making influences and consequences
  - Ability to apply creative and critical thinking skills to decisionmaking
  - Ability to define the importance of time management and use time management tools
- 1.8. Financial Literacy
- Financial Personality
  - How can we achieve our savings goal?
  - Different types of financial organizations
  - How to open a bank account
- 1.9. Employment and Employability
- Ability to define formal and informal employment.
  - Ability to define employability and key employability skills.
  - Ability to write a CV and cover letter

### 2. Communicative English and Interview Preparation (7 sessions)

This module is focussed on introducing students to the basics in professional communication, communication dos and don'ts' as well as a conclusive guide to giving interviews and group discussion.

- 2.1. Communicative English-basics and necessity-0ary tip to communicate for interviews and the job
- 2.2. Complete Guide to Group Discussions
- 2.3. Complete Guide to Personal Interviews
- 2.4. What are Aptitude Tests? & Professional Networking - a guide for beginners
- 2.5. Vocabulary List for Entry Level Employees

### 3. Introduction to Industry and Career Orientation (8 sessions)

This module is focussed on setting job expectation with the students. The module explores career opportunities relevant to students from commerce background and gives them the reality v/s idealistic check on job markets. It will provide students with an in depth knowledge about different job domains as well as skill sets required to get the job and showcasing the career growth path for each role and domain.

- 3.1. Career Orientation
- 3.2. Introduction to Industry and Customer Support
- 3.3. Orientation to Sales
- 3.4. Orientation to Back-Office roles (HR, Admin and Finance & Accounting)
- 3.5. Computer Literacy - Primer to typing and Microsoft Excel
- 3.6. Mock Personal Interviews
- 3.7. Mock Group Discussion



### 4. Work Readiness (9 sessions)

This module is focussed on addressing the gap the students face while transitioning from campus to corporate as well as inculcating a sense of professionalism in them.





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### Unit 1 Professionalism

1. Best Practices of Offer Letter Acceptance
2. Joining the Workplace
3. How important is Professionalism
4. Demeanor

### Unit 2 Understanding Career Paths

1. Need to plan our career paths
2. Employee Pyramid in corporate sector

### Unit 3 Surviving Year 1

1. Maintaining a positive attitude before joining the workplace
2. Preventing a gap year

### Unit 4 Work Ethics, Feedback and Performance Appraisal

1. Meaning of Work Ethics
2. Criteria for performance appraisal
3. Giving and Receiving feedback

### Unit 5 Email Etiquettes

1. Basics to email Writing
2. Common abbreviations & common mistakes while writing emails

### Unit 6 Working in a Group

1. Assertive style of Communication
2. Team Meetings

### Unit 7 Presentations

#### 5. Career Counselling

2 session

This module is focused on guiding students both individually and in group and giving them the real picture of job market as well as making sure that the skills that our students possess match with their interest areas for jobs and try to bridge the gap as much as possible.

- 5.1 In-training Counselling (2 sessions per student) with Group and Individual Counselling approaches. Here a career counselling survey will be administered at the start of the training
- 5.2 Post-training Counselling
- 5.3 Pre- and Post- Placement Counselling
- 5.4 Helpline Service





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### Eligibility Criteria

- Third Year students of any stream are eligible to attend the training sessions.

### Evaluation Method

Students were evaluated on the following:

1. Group Discussions
2. Power Point Presentations
3. Mock Interviews

### Outcome

- ✓ Students were confident and prepared to face actual interviews.
- ✓ Students were able to get career counselling by way of proper guidance.
- ✓ Placement assistance provided a platform to the students to choose an appropriate career.

### Placements:-

52 Students got placed (Enclosed Summary of the Placement Report)

### Trainer:

Ms. Steffi Cherian- Program Specialist

**Ms. Iyengar Subhashini**  
Chairperson, Commerce Association



**CA Vaibhav Banjan**  
Vice- Principal- Commerce

**Dr. Usha Iyer**  
Principal  
S.I.W.S. N.R. Swamy College of  
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Plot No. 337, Sewri - Wadala Estate,

Major R. Parameshwaran Marg, Wadala, Mumbai - 400 031

November 9, 2018

DEPARTMENT OF COMMERCE

DEPARTMENT OF COMMERCE in association with Technoserve is organising "Grooming Sessions for Overall Development" from November 12, 2018. Placement assistance and career counselling will be given to the students on successful completion of the program.

Interested students can give your names to:

1. Ms. Subhashini Iyengar
2. Mr. Ravindra Singh



**Dr. Usha Iyer  
Principal**

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**TECHNO SERVE**  
BUSINESS SOLUTIONS TO POVERTY

## Report to SIWS N. R. Swamy College of Commerce and Economics

### Principal and Head Coordinators

#### Subject: Training Report 2018-19

Stream	Batch Start No.	Batch Completion No.	Date Started	Date Complete	Placed No.	Trainer
BCom	33	33	12/11/2018	12/12/2018	26	Steffi Cherian
BMS& BBI	61	29	08/01/2019	20/03/2019	25	Steffi Cherian
BAF	35	18	08/01/2019	20/03/2019	16	Steffi Cherian
	129	80			67	


Total Placed students through TechnoServe is 67. We are continuing to place the remaining trained students.

#### Summary of training:

The students have enrolled for a 100-hour program including Personal effectiveness, Communication Readiness, Career Readiness and Work Readiness. 60 hours of training is delivered in class and 40 hours of mandatory training is made available to students on TechnoServe's proprietary online learning platform. The students also undergo individual counselling during the program.

#### Summary of placements:

Company Name	Number of Students Placed	Salary Offered
5Paisa Capital Limited	2	₹ 1,80,000 - 2,40,000
Asit C. Mehta	1	₹ 1,39,000
AU Small Finance Bank	1	₹ 1,80,000
Andromeda Sales and Distribution	1	₹ 1,42,000 - 2,20,000
ConnectQ Business Solutions	4	₹ 1,44,000
Epicenter Technologies	2	₹ 1,20,000 - 1,60,000
Eclerx	2	₹ 1,61,280
HDFC Securities	1	₹ 1,56,000
Hinduja Global Services	1	₹ 1,75,000
ICICI Bank	3	₹ 1,68,000
IXFI	1	₹ 3,00,000
Policy Boss	3	₹ 1,44,000 - 2,16,000

  
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Motilal Oswal	1	₹ 1,85,000
ICICI Lombard	4	₹ 1,32,000
Axis Securities	3	₹ 1,26,000
Sitel	2	₹ 1,68,000 - 2,40,000
HDB Financial Services	11	₹ 1,37,988 - 1,80,000
HDFC Life Insurance	5	₹ 2,20,000
IndusInd Bank	1	₹ 1,50,000 - 2,50,000
Kotak Mahindra Bank	5	₹ 1,70,000 - 1,80,000
ICICI Prudential	2	₹ 2,40,000
Angel Broking	1	₹ 1,56,000
Jana Bank	1	₹ 1,60,000
Reliance Jio	4	₹ 1,68,000
Self-Placed	5	
Total	67	



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List of Participants

S. No.	Name of Student	Course	Company
1	Abdul Azim	Bcom	Axis Securities
2	Abdul Hafeez	Bcom	
3	Aishwarya Shinde	Bcom	Sitel
4	Akshay Agravat	Bcom	
5	Alphiya Khan	Bcom	Hinduja Global Services
6	Ankita Sharma	Bcom	Axis Securities
7	Deepak Ghosh	Bcom	Axis Securities
8	Deepmala Rajbhar	Bcom	Policy Boss
9	Huzaifa Shaikh	Bcom	ICICI Lombard
10	Jay Fulwaria	Bcom	Asit C Mehta
11	Jemi Carelin	Bcom	ICICI Bank
12	Karan Siddula	Bcom	Lester
13	Kavita Pillai	Bcom	Epicenter Technologies
14	Mahalakshmi S. Rani	Bcom	Angel Broking
15	Mandar Juvekar	Bcom	HDFC Life Insurance
16	Naina Barai	Bcom	ICICI Bank
17	Nasima Siddiqui	Bcom	Policy Boss
18	Neha Jain	Bcom	
19	Pooja Prajapati	Bcom	
20	Pushpa Prajapati	Bcom	
21	Rachna Vishwakarma	Bcom	Sitel
22	Ramesh Paliya	Bcom	Calibehr Business Support Solutions
23	Reema Gupta	Bcom	AU Small Finance Bank
24	Sandhya Chaurasiya	Bcom	IndusInd Bank
25	Sangeeta Malik	Bcom	Epicenter Technologies
26	Saniya Shaikh	Bcom	
27	Shaikh Aafrin	Bcom	HDFC Securities
28	Shazma Shaikh	Bcom	
29	Subhasini Naidu	Bcom	Capital First
30	Suman Gupta	Bcom	Policy Boss
31	Sunita Dhangar	Bcom	HDB Financial Services
32	Tejaswita Jadhav	Bcom	HDFC Life Insurance
33	Vishal Thopte	Bcom	Forever Consultants
34	Anubhav Patel	BBi	Conneqt Business Solutions
35	Aruna Yadav	BBi	ConnectQ Business Solutions
36	Ayesha Pathan	BBi	
37	Hariharan Chettiar	BMS	ICICI Prudential
38	Himanshi Ajaonkar	BBi	ConnectQ Business Solutions
39	Kajol Singh	BBi	HDB Financial Services
40	Karan Sandesaria	BMS	Kotak Mahindra Bank
41	Kedar Bhatti	BBi	HDB Financial Services
42	Meghna Selvaraj	BMS	ICICI Lombard
43	Menaka Devdrandan	BBi	Kinjal Enterprise
44	Minal Sawant	BBi	Reliance Jio
45	Namrata Rai	BBi	HDB Financial Services



*Handwritten signature*

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46	Naved Mohammed	BMS	
47	Nitin Gupta	BBi	Jana Bank
48	Pooja Chaudhary	BMS	HDB Financial Services
49	Prabhakar Sandiwel	BBi	HDB Financial Services
50	Priti Joshi	BBi	
51	Priti Yadav	BMS	
52	Rahul Gupta	BMS	HDB Financial Services
53	Rajeshri Koriya	BMS	ICICI Lombard
54	Rakshita Kunder	BMS	Motilal Oswal
55	Ravi Dubey	BMS	HDB Financial Services
56	Ruchita Gupta	BBi	Kotak Mahindra Bank
57	Satyam Singh	BMS	ICICI Lombard
58	Sebastian Jency	BMS	Reliance Jio
59	Shaikh Afreen	BMS	Reliance Jio
60	Shaikh Anjum	BMS	HDB Financial Services
61	Sushil Patel	BMS	IXFI
62	Vishal Yadav	BBi	HDB Financial Services
63	Abhishek Giri	BAF	HDB Financial Services
64	Abhishek Gupta	BAF	ConnectQ Business Solutions
65	Aditya Nirgude	BAF	ICICI Prudential
66	Aditya Shirke	BAF	Kotak Mahindra Bank
67	Akash Raut	BAF	SPaisa Capital Limited
68	Arshin Shaikh	BAF	Kotak Mahindra Bank
69	Gyan Prakash	BAF	Andromeda Sales and Distribution
70	Pratik Yadav	BAF	HDFC Life Insurance
71	Pravin Sahu	BAF	HDFC Life Insurance
72	Rohan Thakkar	BAF	ICICI Bank
73	Shalini Pasi	BAF	
74	Shubham Pawar	BAF	
75	Srushti Shinde	BAF	Kotak Mahindra Bank
76	Sunil Mishra	BAF	Reliance Jio
77	Teja Yadav	BAF	SPaisa Capital Limited
78	Twinkle Chitroda	BAF	Eclerx
79	Yashashree Tate	BAF	Eclerx
80	Yogesh Tak	BAF	HDFC Life Insurance



  
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