



B.C.A.College

Principal

President

Secretary

Dr. V. V. Mahajan | Mr. S. B. Tanpure | Mrs. P. M. Tarakh |

♥ Devmurti Tq.Dist.Jalna | № 9423748305, 9359532363

Ref No:

/20Date. /

Sagar BCA College, Devmurti, Jalna

Add on Certificate course 2024-25

Sr. No	Name of the course	Course code	Name of Coordinator	No of Student Enrolled
1	Certificate course in tally	Add on 24-25 0001	Prof. Suradkar D.E	25
2	Certification course in personality development	Add on 24-25 0002	Prof. Suradkar D.E	24
3	Certificate course in carrier Guidance of UPSC / MPSC	Add on 24-25 0003	Prof. Najardhane N.D	25
4	Certification course in programming	Add on 24-25 0004	Prof. Solanke K.K	24
5	Certificate course in MIS	Add on 24-25 0005	Prof. Najardhane N.D	25
6	Certification course in Event	Add on 24-25 0006	Dr. Ashish Kumar	23

Add on / certificate Course Year 2024-25





Sagar college

Devmurti Tq.Dist.Jaina

President

Principal

Becretary

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Dr.Khandekar S.S.

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Add on Certificate Course Department Of Management Science Course Name: Tally

Co-ordinator Name: Suradkar D.E Duration : 35 Hrs.

Unit I	Concept of Accounting, Definition, Objective of Accounting and, Bookkeeping, Double Entry system, Comparative study of manual Accounting writing and Computerized Accounting system.
Unit II	Types of Accounting, Journal Book Journal Entry, Ledger Posting, Concepts of Trail Balance, Final Account, Profit & Loss Account and BalanceSheet.
Unit III	Fundamentals of tally ERP-9, Create Accounting Masters in Tally ERP -9, Company Information, Account Info,& Inventory Info, Types of Vouchers Receipts, Invoice,Bill, Journal Entry.
Unit IV	Accounting & Inventory Vouchers, Bills Details, Cost center, Interest calculation, Tax (GST,TDS,VAT) Report





Sagar college

President

Principal

Becretary

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Dr.Khandekar S.S 9370434507

9359532363



Department Of Management Science

Course Name: PERSONALITY DEVELOPMENT

Co-ordinator Name: Suradkar D.E

Duration: 35 Hrs.

Objectives:

Personal development goals are objectives you set to improve your character, skills and capabilities. Setting these goals involves assessing yourself and identifying the areas in which you can improve to maximize your potential. To get started with personal development, you should create a plan with actionable steps.

Syllabus Content:

UNITI INTRODUCTION TO PERSONALITY DEVELOPMENT

(7)

The concept personality- Dimensions of theories of Freud & Erickson- personality significant ofpersonality development. The concept of success and failure: What is success? - Hurdles in achieving success - Overcoming hurdles Factors responsible for success What is failure - Causes of failure. SWOTanalyses.

UNIT HATTITUDE & MOTIVATION

(10)

Attitude - Concept - Significance - Factors affecting attitudes - Positive attitude Advantages-Negativeattitude - Disadvantages Ways to develop positive attitude - Difference between personalities having positive and negative attitude. Concept of motivation Significance - Internal and external motives - Importance of self- motivation- Factors leading to de-motivation

UNIT III SELF MANAGEMENT

(10)

Understanding of life story- Focusing on Internal narratives- Managing change, confusion and uncertainty-Sharpening the Intellect-Schooling the mind- Socializing the individual

Unit IV: ACADEMIC COPING STRATEGIES

(8)

Memory- Art of listening- Note making-Seminar presentation- Art of learning and writing guidelines- How to study.

References:

- James, O., & Whittakar. (1970). Introduction to Psychology (pp-459-494). London: W.B. Sanders Company.
- Bugulski, B.R. (1960). An Introduction to Principles of Psychology, New York: The Bobbs-Manin Company Inc.
- Boring, E.G., Long Field, H.S., & Weld, H.P. (1963). Foundations of Psychology, New Delhi: Asia Publishing House.

Program Outcomes:

Course Outcomes: The student will be able to understand, analyze develop and exhibit accurate sense of self. Think ritically, demonstrate knowledge of personal beliefs and values and a commitment to continuing personal reflection and reassessment.

Sagar BCA College



Secretary

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Dr.Khandekar 8.8. \$\$ 9370434507

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Add on Certificate Course Department Of Management Science

Course Name: UPSC & MPSC



Co-ordinator Name: Najardhane N.D

Duration: 35 Hrs.

Course Outcomes:

Student seeking admission for B.A. program is expected to imbue with following quality which help them in their future life to achieve the expected goals.

- 1) Realization of human values.
- 2) Sense of social service.
- 3) Responsible and dutiful citizen.
- 4) Critical temper
- 5) Creative ability.

Unit I	Fundamental Information of Competitive Exam, Nature, scope & objective.
Unit II	Types of Competitive Exam, UPSC, MPSC, SSC, RRB, LIC, and BANK PO.
Unit III	Introduction of UPSC & MPSC, Nature of UPSC & MPSC. Introduction of GS-I & GS-II (CSAT) paper. Selection Process, Information of Syllabus & Question paper, Steps of Exam Preliminary Exam, Main Exam & Interview Process.
Unit IV	Information about Books Special (State Board & NCERT, INDIA YEAR BOOK) Various types of News Paper & Magazine.





Secretary

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Dr.Khandekar S.S. **929370434507**

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Course Name: MIS

Duration: 35 Hrs

Co-ordinator Name: Najardhane N.D.

Objective of Course:

Provide the knowledge of contemporary issues related to the field of managing information systems, Develop knowledge and skills required to work effectively in a profession. Enhance self-confidence, ability to make proper decisions and effective communication.

	Concept, Definition, Characteristics, Objectives, Role and inn pact of MIS, Management as a	10
Unit-I	Concept, Definition, Characteristics, Objectives, Role and Int. page 3	-
1 1 1 1	control system	2
Unit-II	MIS: A support to the management Application of MIS, Organization Decision making process, Organizational decision making &	5
Unit-III	Application of MIS, Organization Decision manager	1
	MIS and decision making.	1 -
Unit-IV	MIS and decision making. Information: A quality product. IT enabled services, e business, wireless technologies etc Information system in business, Computer based In formation system, limitation and)
Unit-V	Information system in business, Computer succession	4
	disadvantages of MIS Human as an Information processor, knowledge and knowledge management system, business	4
Unit-VI	Human as an Information processor, knowledge and	
Cinc 11	intelligence	

Reference Book:

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- Management Information Systems by Jawadekar Author(s): Jawadekar, W. S.Edition: 2nd edition Publisher:
- Management Information Systems: Conceptual Foundations. Structure & Development by DavisAuthor(s): Davis, G/ Olson, M.Edition: 2nd edition Publisher: Tata McGraw Hill (TMH) Publications India

Program Outcomes:

- Analyze a complex computing problem and to apply principles of computing and other relevant disciplines
- Design, implement and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.

Certificate Course In **Tally**

Subject: TALLY Co-ordinator Name: Asst. Prof. D. E. Suradkar

Duration: 35 Hr.

	Concept of Accounting, Definition, Objective of Accounting and,
Unit I	Concept of Accounting, Definition, Objective of Accounting,
	Bookkeeping ,Double Entry system, Comparative study of manual
	Accounting writing and Computerized Accounting system.
-	Types of Accounting, Journal Book Journal Entry, Ledger Posting,
Unit II	Types of Accounting, Journal Book
	Concepts of Trail Balance, Final Account, Profit & Loss Account
	and Balance Sheet.
	Fundamentals of tally ERP-9, Create Accounting Masters in Tally
Unit III	Fundamentals of tally ERP-9, Create Accounting
Omit III	ERP -9, Company Information, Account Info,& Inventory Info,
	Types of Vouchers Receipts, Invoice ,Bill, Journal Entry.
Unit IV	Accounting &Inventory Vouchers, Bills Details, Cost center,
Unit IV	Interest calculation, Tax (GST ,TDS, VAT) Report

Date: 12/08/2024

Notice

The members of the Academic Planning Board are here informed to attend a meeting of the Academic Planning Board at meeting hall in 16 Aug 2024 at 12 pm to discuss the following issues:

- 1) Approving the proposals for short-term courses for the year 2024-25
- 2) Discussion on MOU with industry partners.

Coordinator

Academic Planning Board

Sagar BCA College Devmurti, Jalna

BCA COLLEGE & VIII

PRINCIPAL
Sagar BCA College
Prashanti Nagar, Jalna

Date: 18/08/2024

Notice

All Hods and teachers are informed that proposals to start subject Related / Value added/short term, Certificate courses submitted to APB/ CDC were evaluated and discussed in the meeting. The following courses are sanctioned for the academic year 2024-25 The concern coordinators are suggested to follow the guidelines mentioned in the course brochure submitted to CDC/APB. After completing the course, the report should be submitted to Principal.

Sr. No	Department name	Name of Certificate Course
1	Commerce & Management, Science & Technology, Interdisciplinary	Certificate course in tally
2	Commerce & Management, Science &	Certification course in personality development Certificate course in carrier
3	Commerce & Management, Science &	Guidance of UPSC / MPSC Certification course in
4	Commerce & Management, Science & Technology, Interdisciplinary Commerce & Management, Science & Wanagement, S	programming Certificate course in MIS
5	Technology, Interdisciplinary Commerce & Management, Science &	Certification course in Event
6	Technology, Interdisciplinary	Management

PRINCIPAL
Sagar BCA College
Prashanti Nagar, Jalna

Principal

Date: 03/01/2025

Notice

All students of B.C.A., BCS I,II,III year here by informed that the department of Commerce & Management is going to conduct the Certificate course in Tally. The Certificate course and classes will started from 20 Feb 2025. Those who are interested please contact course coordinator D.E. Suradkar before 31 Jan 2025.

HOD

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Department of Management Sagar BCA College, Jalna. Principal



Date: 12/02/2025

Notice

All HODs are informed to submit your proposal for short-term courses to be run for the year 2024-25on or before March 2025

You are expected to submit the copies of the proposal to the coordinator of the Academic Planning Board. Your proposal should include the following points:

- 1. Title of the Course
- 2 Duration of the Course (Not less than 30 hrs)
- 3. Syllabus of the course
- 4. Evaluation pattern
- 5. Name of the course Coordinator

HOD

Department of Managemy Sagar BCA College, Jal

Principal

Date: 14/02/2025

Department of Commerce & Management

Notice

All the staff members hereby informed that the departmental meeting is held on 16 Feb 2025 at 2 p.m. in the department of Commerce & Management.

The agenda of the meeting is:

- 1. Discussion & selection of topic for the course
- 2. To design the syllabus
- 3. To design the timetable for the course
- 4. To prepare the list of requirements for this course
- 5. To prepare a proposal
- 6. Allotment of faculty

1. Prof. Nyjardhane. D. 2. Prof. Amit Kymar mayryd
2. Prof. Saradkar D. E. June J.
3. Prof. Saradkar D. E.

Principal

Date: 17/02/2025

Department of Commerce & Management

Minutes of the Meeting

The meeting was held on 16 Feb 2025 at 2 pum. in the department of Commerce & Management. The following discussions are based on the following agenda.

We discussed different topics in Commerce & Management. We have prepared a proposal for sanctioning this course & forwarded it to the Principal, IQAC & Academic Planning board. We decide the course objectives. We also discussed the advantages of this course for students. We prepared a syllabus including time duration. We have also allotted the faculty for this course.

Course Coordinator: Asst. Prof. Dr. N. D. Najardhane

In this way, we have discussed the above issues & implemented them.

Head

Following staff members were present for this meeting.

Following staff members were present for this meeting.

1 Prof. Nejardhuna N'D

2 Prof. Suradkan D. E

3 Lalit Kumar Tripathi

4 Vaibhar vande

1 Mullit

Principal

Sagar Deri	p -t Doymurti Jalna
Prashanit Nagar	Nava Road Devmurti Jalna
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****	**************************************
******************* Course in Tally	· · · · · · · · · · · · · · · · · · ·
Course Name Certificate Course in Tally	1/ la un Million
****** Simil Dirak	- Chart
Course Name Certificate Course in Tally **********************************	
*All Question are Compulsory:	
*All Question are compared	.o
1. What type of application software is Tally	(1
A. Statistics package	
B. Spreadsheet package	
D. All of these	
D. All of these	
2. Tally package is developed by	
A. Peutronics	
B. Tally Solutions	
C. Coral Softwares	
D. Vedika Softwares 3. Which menu appears after starting Tally	for the first time?
A. Gateway of Tally	
B. Company Info	
C. Display	
D. None of these	
4. Latest version of Tally package is	
A. 8.1	
В. 4.93	
C. 8.1	
D. 5.3.2	
Oldest version of tally was	
A. 5.2	
B. 5.5.2	
~ 402	1
D. None of these Which option is used in Tally to make c	hanges in created company:
6. Which option is used in Tany	
A. Select Company B. Shut Company	
B. Shut Company	
D. None of these	Garage in Tally?
D. None	u is selected to create a new Company in Tally?
Which option from Company IIIo. Her	
B. Create Company	
a Croote	a stat
D. New Company	Info Menu to divide company data into two financial
on the option is selected from Company	Into Mena to division
Which option	
years? A. Change Tally Vault	
Constit Company Date	
D. New Company	

9. Which option is used to copy company's data into pen drive or CD?
A. Backup
B. Restore
C. Split Company Data
D. Copy Data
10. Which option is used to place data taken in pen drive or CD to Appropriate place in Tally?
A. Backup
B. Restore
C. Split Company Data
D. None of these
H. How many type of company can be created in tally?
A 2
B. 4
C. 1
D. None of these
12. Which option is used in Tally to close opened Company?
A. Alter
B. Shut Company
C. Create Company
D. Select Company
13. Which shortcut key is used to take print of any report in Tally?
A. Ctrl+P
B. Shift+P
C. Alt+P
D. Alt+Ctrl+P
D. Alt Carry in Microsoft Excel
14. Which shortcut key is used to export data of any company in Microsoft Excel
spreadsheet or in any other company?
A. Alt+P
Alt+E
C. Alt+O
D. Alt+S
15 Which shortcut key is used for Select Company in Tally?
15 Which shortcut key is door
A. Fl
B. Alt+Fl C. F3
D. Alt+F3
D. 700
$\int X \cdot \sqrt{30}$
$\sim 10^{11}$

Þ

Tally Answer Key:

	ANS	WER KEY	
Q.No	Answer	Q.No	Answer
1	С	9	a
2	a	10	b
3	b	11	a
4	d	12	b
5	d	13	С
6	С	14	b
7	b	15	С
8	c		

Certificate Course In MIS

Course Name: certification course in MIS-DSS

Co-ordinator Name: Asst.Prof. Suradkar D.E.

Duration: 34hr

Objective of Course:

Provide the knowledge of contemporary issues related to the field of managing information systems, Develop knowledge and skills required to work effectively in a profession, Enhance self-confidence, ability to make proper decisions and effective communication.

	Ol initiae	(10)
Unit-1	Concept, Definition, Characteristics,	
	Objectives, Role and inn pact of MIS,	
	Management as a control system	(2)
Unit-2	MIS: A support to the management	(5)
Unit-3	Application of MIS, Organization	(3)
	Decision making process,	
	Organizational decision making &	
	MIS and decision making.	(8)
Unit-4	Information: A quality product. IT	
	enabled services, e business, wireless	
	technologies etc	(5)
Unit-5	Information system in business, Computer based In	
	formation system, limitation and	
	disadvantages of MIS	(1)
11-1-6	Human as an Information processor,	(4)
Unit-6	knowledge and knowledge	
	management system, business	
	intelligence	

Reference Book:

- Management Information Systems by Jawadekar Author(s): Jawadekar, W. Publisher: Tata McGraw Hill (TMH) S.Edition: 2nd edition
- Management Information Systems: Conceptual Foundations, Structure & Development by DavisAuthor(s): Davis, G/Olson, M.Edition: 2nd edition Publisher: Tata McGraw Hill (TMH) Publications India

Program Outcomes:

- Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.
- Design, implement and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.

Date: 17/02/2025

Department of Commerce & Management & Science and Technology

Minutes of the Meeting

The meeting was held on 16 Feb 2025 at 2 pm. in the department of Commerce & Management. The following discussions are based on the following agenda.

1) Certificate course in MIS

We discussed different topics in Commerce & Management. We have prepared a proposal for sanctioning this course & forwarded it to the Principal, IQAC & Academic Planning board. We decide the course objectives. We also discussed the advantages of this course for students. We prepared a syllabus including time duration. We have also allotted the faculty for this course.

Course Coordinator: Asst. Prof. Dr. N. D. Najardhane

In this way, we have discussed the above issues & implemented them.

Head

Following staff members were present for this meeting.

Prof. Syradkar D. E Swell Prof. Syradkar D. E Swell Prof. Lalit Kymar Tripothi Mrs. Patil SIP.

Principal

Date: 14/02/2025

Department of Commerce & Management & Science and Technology

Notice

All the staff members hereby informed that the departmental meeting is held on 16 Feb 2025 at 2 p.m. in the department of Commerce & Management.

The agenda of the meeting is:

- 1. Discussion & selection of topic for the course
- 2. To design the syllabus
- 3. To design the timetable for the course
- 4. To prepare the list of requirements for this course
- 5. To prepare a proposal
- 6. Allotment of faculty

Staff Members.

Prof. Najardham D.E Swurt. Prof. Lalit Kymon

Principal

Date: 12/02/2025

Notice

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- 1. Title of the Course
- 2 Duration of the Course (Not less than 30 hrs)
- 3. Syllabus of the course
- 4. Evaluation pattern
- 5. Name of the course Coordinator

HOD



Principal
PRINCIPAL
Sagar BCA College
Prashanti Nagar, Jalna

Prashanit Nagar Nava Road Devmurti Jalna

Course Name Certificate Course in MIS Course Code: Addon 2024-25_005
Name of the Student: TOTALET TUS-CROW Total Marks: 30
*All Question are Compulsory:
Management information systems (MIS)
1. create and share documents that support day-today office activities
2. process business transactions (e.g., time cards, payments, orders, etc.)
3. capture and reproduce the knowledge of an expert problem solver
use the transaction data to produce information needed by managers to run the business
The term used to describe those people whose jobs involve sponsoring and funding the project to develop, operate, and maintain the information system is
information worker
internal system user
3. systems owner
4. external system user
The person who ensures that systems are developed on time, within budget, and with acceptable quality is a
1. systems designer
2 project manager
3. systems owner
4. external system user
Which one of the following is not a business driver for an information system?
business process redesign
knowledge asset management
13. proliferation of networks and the Internet
4ity and privacy
A task of developing a technical blueprint and specifications for a solution that fulfills the business requirements is undertaken in the following phase of the system development process
system initiation
system implementation
3. system analysis
A cyctem design
If a university sets up a web-based information system that faculty could access to record student grades and to advise students, that would be an example of a/an
VI. CRM

2. intranet

- 3. ERP
 4. extranet
 Which of the
 1. enterpri
- Which of the following is not a technology driver for an information system?
 - 1. enterprise applications
 - 2. object technologies
 - Chowledge asset management
 - collaborative technologies
- 8 Which of the following is a deliverable of the system implementation phase in a formal system development process?
 - Technical hardware and software solution for the business problem
 - business problem statement
 - 3. statement of the system users' business requirements
 - 4. technical blueprint and specifications for a solution that fulfills the business requirements
- An information system that supports the planning and assessment needs of executive management is
 - DSS
 - 2. TPS
 - 3. ERP
 - 4. None of the above
- 10 Decision makers who are concerned with tactical (short-term) operational problems and decision making are
 - 1.middle managers
 - 2. executive managers
 - 3. supervisors
 - mobile managers
- The application of information to scan an organisation's environment is:
 - 1. external communication.
 - 2. information overload.
 - 13. sensing.
 - 4. internal communication.
- 12When a bank uses information to launch a personalised credit card product this:
 - manages risks.
 - 2. creates a new opportunity.
 - dads value.
 - 4. reduces costs.
- When a bank uses business performance management software to monitor its performance in differences regions this:
 - reduces costs.
 - manages risks.
 - adds value.
 - creates a new opportunity.

When a bank offers web self-service for customers to answer their questions, the primary outcome is:

- adds value.
- manages risks.
- reduces costs.
 - creates a new opportunity.

15 The general transformation cycle for information is:

- information to data to knowledge.
- 2. knowledge to data to information.
- 3. data to knowledge to information.
- 4. data to information to knowledge.

28 30

Q. No	Answers
2	4
3	3
4	2
5	3
6	4
7	2
8	3
	1
9	4
10	1
11	3
12	3
13	2
14	3
15	4

Certificate Course In Personality Development

PERSONALITY DEVELOPMENT

Coordinator Name: D.E. Suradkar

Hours-35hr

Objectives:

Personal development goals are objectives you set to improve your character, skills and capabilities. Setting these goals involves assessing yourself and identifying the areas in which you can improve to maximize your potential. To get started with personal development, you should create a plan with actionable steps.

Syllabus Content:

UNIT I INTRODUCTION TO PERSONALITY DEVELOPMENT (7)

The concept personality- Dimensions of theories of Freud & Erickson- personality - significant ofpersonality development. The concept of success and failure: What is success? - Hurdles in achievingsuccess - Overcoming hurdles - Factors responsible for success - What is failure -Causes of failure. SWOTanalyses.

UNIT II ATTITUDE & MOTIVATION

(10)

Attitude - Concept - Significance - Factors affecting attitudes - Positive attitude - Advantages -Negativeattitude - Disadvantages - Ways to develop positive attitude - Difference between personalities havingpositive and negative attitude. Concept of motivation - Significance -Internal and external motives -Importance of self-motivation- Factors leading to de-motivation

UNIT III SELF MANAGEMENT

Understanding of life story- Focusing on Internal narratives- Managing change, confusion and uncertainty-Sharpening the Intellect-Schooling the mind- Socializing the individual

Unit IV: ACADEMIC COPING STRATEGIES

Memory- Art of listening- Note making-Seminar presentation- Art of learning and writing guidelines- How to study.

References:

James, O., & Whittakar. (1970). Introduction to Psychology (pp-459-494). London: W.B. Sanders Company.

Bugulski, B.R. (1960). An Introduction to Principles of Psychology, New York: The

Bobbs-Manin Company Inc.

Boring, E.G., Long Field, H.S., & Weld, H.P. (1963). Foundations of Psychology, New Delhi: Asia Publishing House.

Program Outcomes:

Course Outcomes: The student will be able to understand, analyze develop and exhibit accurate sense of self. Think critically, demonstrate knowledge of personal beliefs and values and a commitment to continuing personal reflection and reassessment.



Date: 12/02/2025

Notice

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You are expected to submit the copies of the proposal to the coordinator of the Academic Planning Board. Your before March 2025 proposal should include the following points:

- 1. Title of the Course
- 2 Duration of the Course (Not less than 30 hrs)
- 3. Syllabus of the course
- Evaluation pattern
- 5. Name of the course Coordinator



HOD

Department of Management

Sagar BCA

Principal

Date: 14/02/2025

Department of Commerce & Management & Science and Technology

Notice

All the staff members hereby informed that the departmental meeting is held on 16 Feb 2025 at 2 p.m. in the department of Commerce & Management.

The agenda of the meeting is:

- 1. Discussion & selection of topic for the course
- 2. To design the syllabus
- 3. To design the timetable for the course
- 4. To prepare the list of requirements for this course
- 5. To prepare a proposal
- 6. Allotment of faculty



Staff Members.

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Prof. Najardhane N.D. W. D. Dung.
Prof. Synadkan D. E. Dung.
Prof. Lalit Kymon Triputhi
Prof. Lalit Kymon Triputhi

3.

Principal

Sagar BCA College

Prashanti Nagar, Jalna

Date: 17/02/2025

Department of Commerce & Management & Science and Technology

Minutes of the Meeting

The meeting was held on 16 Feb 2025 at 2 pm. in the department of Commerce & Management. The following discussions are based on the following agenda.

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Course Coordinator: Asst. Prof. Suradkar D.E.

In this way, we have discussed the above issues & implemented them.

Principal Head Prof. Najardhare N.P Sagar BCA College
Prof. Amit Kyman mayrya Amanyu Prashanti Nagar, Jalna
Prof. Syradkyn D.E Jumy.
Prof. Lalit Kyman Tripothi Following staff members were present for this meeting.

Prashanit Nagar Nava Road Devmurti Jalna

Prashanit Nagar Nava Road Devmuru Janua

Name of the Student: Halke Rahul Gyanoba Total Marks: 30
*All Question are Compulsory:
is a relatively enduring pattern of thoughts, feelings, and
behaviour which differentiates individuals.
a. personality
b. hobbies
c. social interaction
d. none of the above
2. Which of the following is a key component of personality?
a. Memory power
b. Eye colour
e. Characteristic way of behaviour
d. Dressing sense
3. How is personality defined?
a. By one's bank balance
b. By one's height
b. By one's height e. By one's characteristic way of thinking, feeling, and behaviour
d. By one's fashion sense
4.What distinguishes an individual's personality from another?
The number of friends
1 2.00
b. The type of car they drive C. Their characteristic way of thinking, feeling, and behavior
Cut air hair
d. The colour of their hand
5. Which of the following is the
a) Social interaction
b) Genetic factors
c) Physical appearance
Weather patterns

6. How does a positive mindset affect our perceptions? a) It highlights only negative aspects (b) It helps us see positive aspects c) It leads to pessimism d) It has no impact on perception 7. What activity is suggested to start the day positively? a. Checking emails b. Watching television c. Looking at the mirror and smiling d. Sleeping late 8. What can contribute to having a pleasant day? a. Negative thinking b. Avoiding challenges Le. Starting the day with a smile d. Ignoring opportunities for growth 9. What is emphasized as an important aspect of learning a positive attitude? a) Avoiding mistakes (b) Embracing mistakes as learning experiences c) Ignoring mistakes d) Denying the existence of mistakes _10.What is a recommended approach for identifying strengths and weaknesses? a) Comparing oneself to others b) Ignoring personal attributes c) Seeking external validation (d) Engaging in self-assessment 11. What attitude should be adopted while evaluating oneself? a) Hopelessness b) Negativity Positivity d) Criticism 12.What trait should be adopted to navigate through various situations effectively?

Scanned with OKEN Scanner

- Uncertainty
 - f. Shyness
 - La Confidence
 - h. Hesitation

13. What is personality development primarily concerned with?

- a) Acquiring material possessions
- b) Enhancing physical appearance
- c) Improving social media presence
- Cultivating characteristics and behaviours

14. What role does self-awareness play in personality development?

- a. It hinders growth
- b. It fosters ignorance
- It promotes introspection and growth
 - d. It encourages conformity

15. How can individuals work on their weaknesses in the context of personality development?

- a. By ignoring them
- b. By denying their existence
- By seeking constructive feedback and addressing them
 - d. By making them to stand out

Junu .

Personality Development

Answer Key:

- 1) Ans: a. Personality
- 2) Ans: c. Characteristic way of behaviour
- Ans: c. By one's characteristic way of thinking, feeling, and behaviour
- 4) Ans: c. Their characteristic way of thinking, feeling, and behaviour
- 5) Ans: d. Weather patterns
- 6) Ans: b. It helps us see positive aspects
- 7) Ans: c. Looking at the mirror and smiling
- 8) Ans: c. Starting the day with a smile
- 9) Ans: b. Embracing mistakes as learning experiences
- 10) Ans: d. Engaging in self-assessment
- 11) Ans: c. positivit
- 12) Ans: c. Confidence
- 13) Ans: d. Cultivating characteristics and behaviours
- 14) Ans: c. It promotes introspection and growth
- 15) Ans: c. By seeking constructive feedback and addressing them

Certificate Course In Programming Fundamental

Programming Fundamentals

Language English

Duration 30 Hours

Co-ordinator Name: Asst. Prof. K.K. Solanke Sagar BCA College Devmurti, Jalna

About thisCourse

)

Programming is an increasingly important skill, whether you aspire to a career in software development, or in other fields. This course is the first in the specialization Introduction to Programming in C, but its lessons extend to any language you might want to learn. This is because programming is fundamentally about figuring out how to solve a class of problems and writing the algorithm, a clear set of steps to solve any problem in its class. This course will introduce you to a powerful problem-solving process—the Seven Steps—which you can use to solve any programming problem. In this course, you will learn how to develop an algorithm, then progress to reading code and understanding how programming concepts relate to algorithms.

Syllabus- What you will Learn from this course

WEEK 1

Introduction - This module introduces a powerful process for solving any programming problem—the Seven Steps. You will learn how to approach a programming problem methodically, so you can formulate an algorithm that is specific and correct. You will work through examples with sequences of numbers and graphical patterns to develop the skill of algorithm development.

Lectures

Why you should learn to programs, Stepping through an algorithm, Testing an algorithm for a Numerical Sequence, A Pattern Squares, Testing a Pattern of Squares, Drawing a Rectangle,

Closest Point, Generalizing Closets Point.

Reading

Programming: Plan First, Then Code Overview of the Seven Steps Algorithms Step 1: Work an Example Yourself Step 2: Write Down What You Just Did Step 3: Generalize Your Steps Step 4: Test Your Algorithm A Pattern of Squares Next Steps

Practice Exercises

Steps Algorithm Practice Algorithms

WEEK 2

Reading Code - In this module, you will learn to read code this means you will be able to execute a piece of code by hand, and clearly illustrate what each statement does and what the state of the program is. Understanding how to read code is the only way to be sure you can write correct code. By the end of this module, you will be able to read and understand code with functions, conditional statements, iteration, and other fundamental techniques.

Lectures

Why You Should Learn to Read Code
Declaring and Assigning a Variable
Examples of Expressions
Using Functions for Abstraction
Execution of Function Calls
Printing Example
Execution of If/Else
Execution of Switch/Case

While Loops Equivalent For and While Loops Execution of Nested Loops Execution of Continue

Reading

Declaring a Variable Assigning a Variable **Expressions with Common Operators** Anatomy of a Function How to Evaluate a Function Scope Printing Conditional Statements If/Else Switch/Case Shorthand Loops for Repetition While Loops Do/While Loops For Loops Continue and Break Higher-level Meaning

Practice exercises

Variables and Expressions
Functions
Printing
Logical Operators
Conditional Statements
While Loops
Loops
Reading Code

WEEK 3

Types-Everything is a number to a computer, but types determine the size and interpretation of numbers. In this module you will learn about types beyond integers, both their conceptual representations, and their hardware representations in binary. You both their conceptual representations, and their hardware representations in binary. You will learn basic data types, "non-number" types, and complex, custom types, as well as will learn basic data types, "non-number" types, and complex, custom types, as well as some important caveats, so you will avoid type-related programming mistakes.

WEEK 4

Project -You have learned a lot about designing algorithms and the programming concepts that will help you implement them. For this project, you will develop and test your own algorithm for algorithm and provide an opportunity for you to do so yourself, for a very common computational task: sorting.

Importance of Writing a Specific Algorithm Introduction to Sorting

Reading Sample PB&J Algorithm with Feedback

Practice exercise Writing a Sorting Algorithm

> PRINCIPAL Sagar BCA College Prashanti Nagar, Jalna



Date: 17/02/2025

Department of Commerce & Management & Science and Technology

Minutes of the Meeting

The meeting was held on 16 Feb 2025 at 2 pm. in the department of Commerce & Management. The following discussions are based on the following agenda.

1) Certificate course in Programming Fundamental

We discussed different topics in Commerce & Management. We have prepared a proposal for sanctioning this course & forwarded it to the Principal, IQAC & Academic Planning board. We decide the course objectives. We also discussed the advantages of this course for students. We prepared a syllabus including time duration. We have also allotted the faculty for this course.

Course Coordinator: Asst. Prof. K.K. Solanke

In this way, we have discussed the above issues & implemented them.

Head

Following staff members were present for this meeting.

Prof. Najandhane N.P. Amit Prof. K.K. solanke Khrolant. Prof. synadkan D.E. Smurt. Prof. Amit Kuman Maynya

Sagar BCA College Prashanti Nagar, Jaina

Principal

Date: 14/02/2025

Department of Commerce & Management & Science and Technology

Notice

All the staff members hereby informed that the departmental meeting is held on 16 Feb 2025 at 2 p.m. in the department of Commerce & Management.

The agenda of the meeting is:

- 1. Discussion & selection of topic for the course
- 2. To design the syllabus
- 3. To design the timetable for the course
- 4. To prepare the list of requirements for this course
- 5. To prepare a proposal
- 6. Allotment of faculty



Staff Members.

1.

Prof. Najardham N'D ()
Prof. Saradkan D'E Sumult
Prof Lalitkymon Tripathi

Sagar BCA College Prashanti Nagar, Jalna

Principal

Date: 12/02/2025

Notice

All HODs are informed to submit your proposal for short-term courses to be run for the year 2024-25on or before March 2025

You are expected to submit the copies of the proposal to the coordinator of the Academic Planning Board. Your proposal should include the following points:

- 1. Title of the Course
- 2 Duration of the Course (Not less than 30 hrs)
- 3. Syllabus of the course
- 4. Evaluation pattern
- 5. Name of the course Coordinator



lies.

Head

Department of Humanitles Sagar BCA College; Jaina. Principal

Sagar BCA College Prashanti Nagar, Jalna

Prashanit Nagar Nava Road Devmurti Jalna

Course Name Certificate Course in Programing Fundamental Course Code: Addon 2024-25_002 Name of the Students = 72. 14
Name of the Student: Tadhav yash umakard Total Marks: 30
*All Question on Co.
*All Question are Compulsory:
1. What is programming?
a. The process of designing computer hardware
Lh—The process of writing instructions for a computer to perform tasks
c. The process of repairing computer software
d. The process of analyzing computer algorithms
2-What is a program or set of instructions that a computer can execute called?
a. Algorithm
b. Script
Le: Software
d. Compiler
3. What is the purpose of a programming language?
a. To write computer hardware specifications
b. To communicate with other programmers
Conformation between humans and computers
d. To design computer algorithms
4 What does "debugging" refer to in programming?
a. Writing code
b. Testing code
A. Fixing errors in code

d. Documenting code

5. Which of the following is NOT a high-level programming language?
a. C++
b. Python
C. Assembly language
d. Java
6. What is the purpose of a variable in programming?
To store data that can be changed during program execution
 To store data that cannot be changed during program execution
c. To perform mathematical calculations
d. To print output to the screen
7. Which data type is used to store whole numbers in programming?
a. Float
b. String
\c. Integer
d. Boolean
a value to the second of the following expression: 5 + 3 * 2?
8. What is the result of the following expression: 5 + 3 * 2?
a. 10
√b. 11 c. 16
d. 26
u. 20
9 Which of the following data types is used to store decimal numbers in programming?
a. Integer
b. String
C. Float
d. Boolean
10. What is the purpose of a string data type in programming?
a. To store numerical values
b. To store true/false values
To store text and characters
d. To perform mathematical operations

, 11. What is a "conditional statement" in programming?

- a. A statement that is always executed
- b. A statement that performs calculations
- A statement that makes decisions based on conditions
 - d. A statement that repeats a task

12. What is the purpose of a loop in programming?

- a. To perform a task only once
- b. To repeat a task multiple times
 - c. To make decisions
 - d. To store data

13. What is the result of the following code snippet?

- a "x is greater than 3"
 - b. "x is not greater than 3"
 - c. Both A and B
 - d. None of the above

14 What is the primary purpose of a "function" in programming?

- a. To store data
- b. To perform mathematical calculations
- _c__To group code into reusable blocks
 - d. To print output to the screen

15. Which loop type repeats a block of code as long as a specified condition is true?

- a. For loop
- While loop
 - c. Do-while loop
 - d. Foreach loop

Kkralanter. (30)

Answer Key of Programming fundamentals

1-b

2-c

3-c

4-c

5-c

6-a

7-с

8-ь

9-c

10-c

11-c

12-b

13-a

14-c

15-B

Certificate Course In-Event Management

Add on Short Term Course / Certificate Course

Department of Management Science

Co-ordinator name: Namrata Deshmukh

Course Title: Certificate Course in Event Management Duration: 33 Hrs

Course Description:

The purpose of this course is to enable the students to acquire a general knowledge about the "event management" and to become familiar with management techniques and strategies required for successful planning, promotion, implementation and evaluation of special events with a special focus on case studies of the events.

Expected Student Outcomes:

- 1. To acquire an understanding of the role and purpose(s) of special events in the organizations.
- 2. To acquire an understanding of the techniques and strategies required to plan successful special events.
- 3. To acquire the knowledge and competencies required to promote, implement and conduct special events.
- 4. To acquire the knowledge and competencies required to assess the quality and success of special events.

About classroom participation:

While the grade cannot be based on attendance per se, students should plan to be in class and ready to discuss the readings/ lectures. Students will be divided into small discussion groups at the beginning of the term, and topics for presentation will be assigned to each of group members.

CLASS SCHEDULE

Unit 1: Principles of project/Event Management: From concept to reality

Understanding project management - resources - activities - risk management - delegation project selection - role of the Event Manager.

Preparing a proposal

Conducting market research - establishing viability - capacities - costs and facilities - plans -

Clarity - analysis - estimating attendance - media coverage - advertising - budget - special considerations - evaluating success.

Date: 17/02/2025

Department of Commerce & Management & Science and Technology

Minutes of the Meeting

The meeting was held on 16 Feb 2025 at 2 pm. in the department of Commerce & Management. The following discussions are based on the following agenda.

1) Certificate course in Event Management

We discussed different topics in Commerce & Management. We have prepared a proposal for sanctioning this course & forwarded it to the Principal, IQAC & Academic Planning board. We decide the course objectives. We also discussed the advantages of this course for students. We prepared a syllabus including time duration. We have also allotted the faculty for this course.

Course Coordinator: Asst. Prof. Dr. Ashish Kumar

In this way, we have discussed the above issues & implemented them.

Principal Head Prof. Najandhane N.D Sagar BCA College Prashanti Nagar, Jalna
Prof. Amitkaman maynya Amawyan Prashanti Nagar, Jalna
Prof. D. E. synadkar.

Summy. Following staff members were present for this meeting.

Date: 12/02/2025

Notice

All HODs are informed to submit your proposal for short-term courses to be run for the year 2024-25on or before March 2025

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SA DETAIL TO DIST IN

HOD

Head

Department (Sagar BCA (Management Jalna. Principal

PRÍNCIPAL

Sagar BCA College

Prashanti Nagar, Jaina

Date: 14/02/2025

Department of Commerce & Management & Science and Technology

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- 4. To prepare the list of requirements for this course
- 5. To prepare a proposal
- Allotment of faculty

Staff Members.

- Prof Nejardhone N.D (Num).
 Prof syradkar D.E Dum).
 Prof. mrs Patil s.P

Sagar BCA College Prashanti Nagar, Jalna

	rasnanit Nagar Nava Road Devmurti Jalna
	Course Name Certificate Course in Event Management Course Code: Addon 2024-25_006 Name of the Student: Gadetan Visha Ramesh_Total Marks: 30 *All Question are Course!
	*All Question are Compulsory:
	Q:1)The type that specifies what kind of event occurred is Sol:
	B:) even target C:) both event type and even target D:) interface
	Q:2) Which is the object on which the event occurred or with which the event is associated?
	A:) event type (B:) event target C:) both event type and even target D:) interface
	Q:3)In general, event handler is nothing but Sol: A:) function B:) interface C:) event D:) handler
	(Q:4)Which property specifies the property of the event? Q: Sol: A:) Type B:) Target (C:) Manner D:) Program
1	Q:5) The most important information a meeting planner can determine prior to an event
L	A:) Past events held by the group. B:) Expected attendance. C:) The budget. D:) Group demographics.
V	Q:6)The first area of expertise before becoming a special event consultant is:

A.) Food and Beverage.
B:) Catering sales
C:) Convention Services Manager.
D:) Marketing sales.
Q:7)Convention center events are used to be
Q:7)Convention center events are usually booked at least:
(A:) Eighteen months in advan
D.) I welly-lour months in a d
C.) Thirty-six months in advance
D:) Five years in advance.
Q:8) The mission of the is to educate, advance, and promote the special events
industry and its network of professionals along with related industries.
of professionals along with related mass
A:) CVB
vB:)-ISES
C:) IFEA
D:) CMS
D.) CIVIS
is the second stage in the event planning process.
is the second stage in the
A:) Planning
B:) Research
C:) Design
D:) Evaluation
Q:10)Inspiring the staff is a good reflection of which type of skill? Sol:
A:) Negotiating
B:) Leadership
C:) Project management
D:) Budgeting
Q:11) Which of the following is a not-for-profit organization that is located in almost every
city in the United States and Canada?
city in the United States and Canada.
· · · · · · · · · · · · · · · · · · ·
A:) MPI
B:) CSM
LE:TCVB
D:) CFEE
Q:12)Determining where a special event should be held, what the focus should be, and its
location helps answer the event planner's questions during which stage of the event
planning process?
P

- A:) Research
- B:) Design
- C:) Planning
- D:) Coordinating
- Q:13) Budgeting an event, negotiating contracts, arranging the speaker, and organizing audiovisual needs is part of which stage of the event planning process?
- A:) Research
- B:) Design
- (C:) Planning
- D:) Coordinating
- Q:14)Which of the following is the most popular type of event site used?
- A:) Hotel/resort
- B:) Convention center
- C:) Banquet hall
- D:) Club
- Q:15)The most important information a meeting planner can determine prior to an event is:
- A:) Past events held by the group.
- B:) Expected attendance.
- (C:) The budget.
 - D:) Group demographics.

Am.

Answer key of Event

Q. No	State of the state	
The second secon	Answers	Managment
2	A	
3	В	And the second s
4	Α	
	A	
5	C	
6	Α	
7	Α	
8	В	
9	С	
10	В	
11	C	
12	Α	
13	С	
14	A	
15	C	

Certificate Course In Career Guidance for UPSC/MPSC Examination

Sagar BCA College Devmurti Jalna Add on Short Term Course / Certificate Course Department Of Management Science Subject Name: Guidance for UPSC & MPSC

Co-ordinator Name: Najardhane N.D

Course Outcomes:

Student seeking admission for BCA program is expected to imbue with following quality which help them in their future life to achieve the expected goals.

- a. Realization of human values.
- b. Sense of social service.
- c. Responsible and dutiful citizen.
- d. Critical temper
- e. Creative ability.

Unit I:	Fundamental Information of Competitive Exam, Nature, scope &	
	objective.	
V	Types of Competitive Exam, UPSC, MPSC, SSC, RRB, LIC, and	
Unit II :	BANK PO.	
Jnit III :	Introduction of UPSC & MPSC, Nature of UPSC & MPSC. Introduction of GS-I & GS-II (CSAT) paper. Selection Process,	
	Information of Syllabus & Question paper, Steps of Exam	
	Preliminary Exam, Main Exam & Interview Process.	
nit IV :	Information about Books Special (State Board & NCERT, INDIA	
mar,	YEAR BOOK) Various types of News Paper& Magazine.	

You'll be surprised to experience about your demand in related governments job **Program Outcomes:**

Date: 14/02/2025

Department of Commerce & Management & Science and Technology

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- 6. Allotment of faculty

Staff Members.

Prof Najandhana N.D M. Swulf.
Prof Suradkan D. E
Prof Amit Kuman maunya
Amaunya 3.

Principal

Sagar BCA College Prashanti Nagar, Jalna

Date: 17/02/2025

Department of Commerce & Management & Science and Technology

Minutes of the Meeting

The meeting was held on 16 Feb 2025 at 2 pm. in the department of Commerce & Management. The following discussions are based on the following agenda.

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Course Coordinator: Asst. Prof. N.D. Najardhane

In this way, we have discussed the above issues & implemented them.

Head Following staff members were present for this meeting.

1

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Prof. Najardhana N'D Northi Prof. Suradkan D'E Surunt. Prof Lalitkamentripothi Prof Mrs Patt S.P

Sagar BCA College

Prashanti Nagar, Jalna

Date: 12/02/2025

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lepartment of Computer Science

Sagar BCA College, Jalna.

Principal

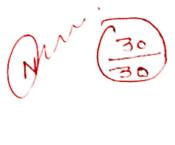
Sagar BCA College Prashanti Nagar, Jalna

Prashanit Nagar Nava Road Dev

Course Name MPSC/ UPSC	Cover Color to the
**************************************	***************************************
Name of the Student :	Course Code: Addon 2024-25_003
*All Question are Compulsory:	Course Code: Addon 2024-25_003 Baban Pakhore Total Marks: 30

Answer liq ling Indiq sciplines qel Nada
eling India
eling India
sciplines
nol Nada
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adabad
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Answer Key of MPSC / UPSC

- 1) India
- 2) Darjeeling, India
- 3) 6 disciplines (Physics, Chemistry, Medicine, Literature, Economics, Peace)
- 4) Rafael Nadal
- 5) Ahmadabad
- 6) Ian Lancaster Fleming
- 7) Walt Disney
- 8) Bernard Fantus
- 9) Shakunthala Devi
- 10) Turkey
- 11) Jaswanth Singh
- 12) Hague
- 13) Study of lakes
- 14) Kolkata
- 15) Rabindranath Tagore