Sagar BCA College Devmurti Jalna

Add on / Certificate Courses Year

2022-23

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President Principal Secretary
Dr.Khandekar S.S.
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Date /20

SAGAR BCA COLLEGE DEVMURTI,TQ.DIST.JALNA

Add on Certificate Course

Department Of Management Science

Course Name : Tally

Co-ordinator Name : Prof. 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 Balance Sheet.

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

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SAGAR BCA COLLEGE DEVMURTI, TQ.DIST.JALNA

Date: / /20

Add on Certificate Course

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 :

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 (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 critically, demonstrate knowledge of personal beliefs and values and a commitment to continuing personal reflection and reassessment.

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SAGAR BCA COLLEGE DEVMURTI, TQ.DIST.JALNA

Add on Certificate Course

Department Of Management Science

Course Name : Guidance for 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.

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Date /20

SAGAR BCA COLLEGE DEVMURTI TQ.DIST.JALNA

Add on Certificate Course

Department Of Management Science

Course Name : Programming Fundamentals

Co-ordinator Name : Prof. K.K. Solanke **Duration : 30 Hrs.**

About this Course :

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

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SAGAR BCA COLLEGE DEVMURTI, TQ.DIST.

Add on Certificate Course

Department Of Management Science

Course Name : Programming Fundamentals

Co-ordinator Name : Prof. K.K. Solanke **Duration : 30 Hrs.**

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 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

Lectures : Introduction to Types, Types and Formatted Output, Type Conversion, Everything Is a Number, Struct for a Rectangle, Uses of Typedef, Enumerated Types, A Duke Software Engineering Student on the Importance of Planning

18 readings : Converting between Decimal and Binary, Looking under the Hood, Basic Data Types, char, int float and double, Printing redux, Expressions Have Types, Type Conversion, Casting, Overflow and Underflow, "Non-numbers", Strings, Images, Sound and Video, Structs, Typedef, Enumerated Types

Practice exercises : Decimal, Hex, and Binary, Basic Data Types, Expressions Have Types, "Non-numbers", Complex, Custom Data Types, Types

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 sorting data. This module will reinforce the importance of being specific when you write an 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

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Date. / /20

Add on Certificate Course

Department Of Management Science

Course Name : MSS-DSS

Co-ordinator Name : Najardhane N.D. **Duration : 34 Hrs.**

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.

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

Reference Book :

- **Management Information Systems by Jawadekar Author(s):** Jawadekar, W. S.**Edition**: 2nd edition **Publisher**: Tata McGraw Hill (TMH)
- 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.

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SAGAR BCA COLLEGE DEVMURTI, TQ.DIST.JALNA

Date. / /20

Add on Certificate Course

Department Of Management Science

Course Name : Certificate Course in Event Management

Co-ordinator Name : Namrata Deshmukh **Duration : 30 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

Lecture 1: Principles of project/Event Management. From concept to reality (5)
Understanding project management - resources - activities - risk management - delegation - project selection - role of the Event Manager.

Lecture 2: Preparing a proposal (5)
Conducting market research - establishing viability - capacities - costs and facilities - plans - timescales - contracts.
Clarity - analysis - estimating attendance - media coverage - advertising - budget - special considerations - evaluating success.

Lecture 3: Crisis Management plan (5)
Crisis planning - prevention - preparation - provision - action phase - handling negative publicity - structuring the plan.

Lecture 4: Seeking sponsors (5)
Different types of sponsorship - definition - objectives - target market - budget - strategic development - implementation - evaluation.

Lecture 5: Organizing the event (5)
Purpose - venue - timing - guest list - invitations - food & drink - room dressing - equipment - guest of honor - speakers - media - photographers - podium - exhibition.

Lecture 6: Marketing tools
Types of advertising - merchandising - give a ways - competitions - promotions - website and text messaging.

Lecture 7: Media tools
Media invitations - photo-calls - press releases - TV opportunities - radio interviews. (5)

Lecture 8: Promotional tools
Flyers - posters - invitations - website - newsletters - e zone - blogs - tweets. (5)

References book:

- **3rd Edition** Sustainable Event Management A Practical Guide *By Meegan Jones*

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Date.09/06/2023

Sagar BCA College,Devmurti,Jalna

Add on certificate course 2022-23

No	Name of The Course	Course code	Name of Coordinator	No of students enrolled
1	Certification course in tally	Addon22-23_001	Prof.Suradkaar DE	25
2	Certification course in personality development	Addon22-23_002	Prof.Suradkaar DE	25
3	Certification course in Carreer Guidance of upsc/mpsc	Addon22-23_003	Prof.Najardhane N.D	24
4	Certification course in programming fundamental	Addon22-23_004	Prof.Solanke K.K	25
5	Certification course in MIS	Addon22-23_005	Prof.Najardhane N.D	24
6	Certification course in Event Management	Addon22-23_006	Prof.Namrata deshmukh	24

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Certificate Course
In
Tally

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SAGAR BCA COLLEGE * DEVMURTI, TQ.DIST.JALNA *

Sagar BCA College Devmurti, Jalna

Subject: TALLY

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

Duration : 35 Hr.

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 Balance Sheet.
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

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Date: - 10/02/2022

Sagar BCA College Devmurti, Jalna

Notice

All HODs are informed to submit your proposal for short-term courses to be run for the year **2022-23** on or before 20 March 2022

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

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Sagar BCA College Devmurti, Jalna

Date:- **16/02/2022**

Department of Commerce & Management

Notice

All the staff members hereby informed that the departmental meeting is held on 12 Feb 2022 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

Head
Department of Management
Sagar BCA College, Jalna.

Principal
Sagar BCA College, Jalna.

Staff members:

1) Prof. Nojadhare N.D

2) Prof. Sueadkar P.E

3) Mes. Patil S.P.

4)

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Date: 15/02/2022

Department of Commerce & Management

Minutes of the Meeting

The meeting was held on 12 Feb 2022 at 2 p.m. in the department of Commerce & Management. The following discussions are based on the following agenda.

1) **Certificate course in Tally** :-

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
Department of Management
Sagar BCA College, Jalna.

Principal
Sagar BCA College, Jalna.

Following staff members were present for this meeting.

1. Prof. Najardhane N.D
2. Prof. Sweadkar D.E
3. Mrs. Patil S.P
4. Mr. Harshavardhan Tapure

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Date : 22/09/2022

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 June 2022 at 12 pm to discuss the following issues:

1) Approving the proposals for short-term courses for the year **2022-23**
2) Discussion on MOU with industry partners.

Coordinator

Academic Planning Board

Sagar BCA College Devmurti, Jalna

Principal
Sagar BCA College, Jalna.

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Sagar BCA College Devmurti, Jalna

Date : 03/07/2022

Notice

All students of B.C.A., 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 11 July 2022 Those who are interested please contact course coordinator D.E. Suradkar before 10 July 2022

Head
Department of Management
Sagar BCA College, Jalna.

HOD

Principal
Sagar BCA College, Jalna.

Principal

Sagar BCA College Devmurti,Jalna.

Prashanti Nagar Navha Road , Jalna

Course Name: Certificate Course in Tally **Course Code: Addon22-23_001**

Name of the students: Vikas Pinaji Magre **Total Marks: 30**

Note:

1.All question are compulsory.

2.attempt only one option ,multiple attempt of single questions option will consider as 0 marks.

3. mark your option by tick only.

4.all questions carry 02 marks.

1.Tally Package is developed by_____

a) Tally solution

b)tally corporation

c)tally company

d)tata company

2. tally can provide_____to reach company

a)password security

b)no security

c)barrier

d)wrapper

3._____is the Shortcut to export a report to different formate in Tally.

a)Alt+2

b)Alt+A

c)Alt+C

d)Alt+E

4.Tally supports_____accounting types

a)cash

b)payroll

c)inventory

d)all of them

5._____is the shortcut to set date in tally

a)F6

b)F5

c)F4

d)F2

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6)Tally can maintain _____accounts.
a)tax accounts
b)liabilities accounts
c)both a & b
d) none of them

7)Tally allows data entry in_____language(s).
a)only tamil
b)only English
c)only hindi
d)many Indian/Asian

8.Tally generates_____reports(s)automatically based on voucher/journal entries.
a)balance sheet
b)stock report
c)profit & loss account
d)all of them

9. Financial Year period is
a)1 april to 31 march
b) 1 January to 31 December
c) 1 June to 31 July
d) none of these

10._____is the shortcut to inventory buttons from accounting voucher in tally
a)Alt+F1
b)Ctrl+F1
c)F7
d)F8

11._____is the shortcut to company info from gateway of tally.
a)F1
b)Alt+F1
c)Alt+F2
d)Alt+F3

12._____is the shortcut to change the language in Tally.
a)Alt+D
b)Alt+Q
c)Alt+P
d)Alt+G

13._____is the shortcut to shut a company in Tally.

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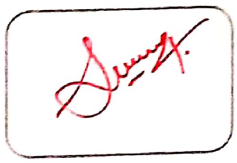
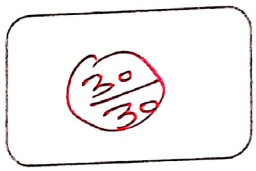
a)F1
b)Alt+F1
c)Alt+F2
d)Alt+F3

14._____Is the shortcut to change the accounting period from gateway of tally
a)F1
b)Alt+F1
c)Alt+F2
d)Alt+F3

15. Tally is a
(a) spreadsheet
b)accounting
(c) publishing
(d) animation





Signature of Examiner

Marks Obtain

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Certificate Course In Personality Development

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SAGAR BCA COLLEGE * DEVMURTI, TQ.DIST. JALNA

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 (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.

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- 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.

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Date:- 11/02/ 2022

Department of Computer Science

Notice

All the staff members hereby informed that the departmental meeting is held on 11 Feb 2022 at 1 p.m. in the department of Computer Science.

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

Head
Department of Management
Sagar BCA College, Jalna.

Principal
Sagar BCA College, Jalna.
Principal

Staff members:

1) Prof. Syradkar D.E

2) Prof: Najardhane N.D

3) Mr. Harshvardhan Tanpure

4)

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Sagar BCA College, Devmurti Jalna

Date: 11/02/2022

Department of Computer Science

Minutes of the Meeting

The meeting was held on 11 Feb 2022 at 1 p.m. in the department of Computer Science. The following discussions are based on the following agenda.

1) **Certificate course in Personality Development :-**

We discussed different topics in Computer Science. 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: - Ast.Prof.Suradkar D.E

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

Head
Department of Management
Sagar BCA College, Jalna.
Head

Principal
Sagar BCA College, Jalna.
Principal

Following staff members were present for this meeting.

1. prof. Najandhane N.D
2. prof Suradkar D.E
3. Mrs Patil S.P.
4. Mr Harshvardhan Tanpure

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Date: - 16/03/2022

Department of Computer Science

Proposal for organizing

A Certificate course in Personality Development

To,

The Principal
Sagar BCA College Devmurti Jalna

Respected Sir,

Department of Computer Science is planning to organize a **Personality Development.** This course will be organized for Under Graduate & Post Graduate students. The intake capacity is 40 students for this course. The duration of the course will be about 35 hours. This course will be held during July 2022 The copy of the syllabus is attached with this proposal for your reference. The staff members of the department will work as faculty for this course. Prof.Suradkar D.E is appointed as a course coordinator for this course.

Thanking You.

Head
Head

Principal
Principal

Sagar BCA College, Devmurti, Jalna

Department of Computer Science

Date : 01/07/2022

Notice

All students of B.C.A., & B.Sc. I,II,III year here by informed that the department of Computer Science is going to conduct the **Personality Development** . The Certificate course and classes will started from 18 July 2022 Those who are interested please contact course coordinator Mr. Jayash Minase before 16 July 2022.

Head
Department of Management
Sagar BCA College, Jalna.
HOD

Principal
Sagar BCA College, Jalna.
Principal

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Sagar BCA College Devmurti, Jalna

Department of Computer Science

Date : 01/07/2022

Notice

All students of Post Graduation here by informed that the department of Computer Science is going to conduct the **Personality Development** . The Certificate course and classes will started from 18 July 2022 Those who are interested please contact course coordinator Prof.Suradakar D.E before 16 July 2022

Head
Department of Management
Sagar BCA College, Jalna.

HOD

Principal
Sagar BCA College, Jalna.

Principal

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Sagar BCA College Devmurti, Jalna

Prashanti Nagar,Jalna

Course Name - Certification Course in Personality Development Course Code – Addon22-23_002

Name of the Student Kapil Gautam Gade. Total Marks – 30

Note-

1. All Questions are Compulsory.

2. Attempt only one Option, Multiple attempt of Single Questions option, will consider as 0 marks.

3. Mark your option by tick.

4. All Questions carry 02 marks.

1. Communication helps officials to the employees.

A. Eliminate C. Threaten

D. motivate D. apprise

2. Means checking whether the earlier stages of reading were followed promptly or not.

A. Survey C. Read

B. Question D-Review

3. The document that is used to communicate within the organization is called

A. letter C. e-mail

B. memo D. telex

D

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4. Identify the adverb in the sentence, 'I work more on the product development side.'

A. I

C. More

B. work

D. the

5. While listening, when we assess what the speaker is speaking, it is,

A. comprehensive listening

C. systematic listening

D. critical listening

B. dialogic listening

6. Identify the polite method of beginning a business letter

A. We are forced to refuse

C. We find it difficult to believe

B. We demand to know from you

D. We appreciate your prompt reply

7. Pick the pronoun from the sentence; 'She was quite good looking'

A. She

C. Quite

B. Was

D. Good looking

8.The subject in the job application is written

A. before the salutation

C. before the complimentary close

B. after the salutation.

D. after the complimentary close

9. should be provided in a resume only on request

A. Telephone number

C. Educational qualification

B. Reference

D. Work experience

10. is a document that can be used as an evident in legal cases.

A. Notice

C. Agenda

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B. Minutes of a meeting D. Memo

11. Identify the type of sentence: The boy climbed up to the top of the tower.

A. Simple C. Complex

B. Compound D. Superlative

12. involves processing and reconstructing the data, but_____ is letting the sounds beat your eardrums.

A. Listening, hearing B. Hearing, listening

C. Casual listening, focused listening D. None of the above

13. The and is also helpful for the listener to understand the meaning.

A. Tone, behavior C. Tone, attitude

D. Tone, intensity B. Pitch, tone

14. Using lecturers, handouts we acquire information from acquire information through.

A. Tutors, fellow learners C. Students, tutors

B. Other sources, tutors D. None of the above

15. The general categories of communications are -

A. Speech, writing C. Electronic communication

B. Printing D. All of the above

Signature of Examiner/Moderator

26/30

Marks Obtain

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DEVMURTI, TQ. DIST. JALNA

Certificate Course In Career Guidance for UPSC/MPSC Examination

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Devmurti, Tq. Dist. Jalna

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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.
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.

Program Outcomes:

You'll be surprised to experience about your demand in related governments job

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Devmurti, Tq. Dist. Jalna

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Date:- 13/02/2023

Department of Commerce & Management

Notice

All the staff members hereby informed that the departmental meeting is held on 13 Feb 2023 at 1 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

Head
Department of Management
Sagar BCA College, Jalna.

Principal
Sagar BCA College, Jalna.

Staff members:

1) Prof. Suradkar D. E

2) Prof. Nojaedhan · N·D.

3) Mr. Haesharaedhan Tarpure

4)

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Date:-13/2/2022

Department of Commerce & Management

Minutes of the Meeting

The meeting was held on 13 Feb 2022 at 1 p.m. in the department of Commerce & Management. The following discussions are based on the following agenda.

1) **Certificate course in Career Guidance for UPSC & MPSC Examination :-**

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
Department of Management
Sagar BCA College, Jalna.

Principal
Sagar BCA College, Jalna.

Staff members:

1) Prof. Suradkar D.E

2) Prof. Nojadhane N.D

3) Mrs. Patil S.P.

4) Mr. Madhavadhan Tanpure

Sagar BCA College Devmurti, Jalna

Date: - 16/03/2022

Department of Commerce & Management

Proposal for organizing

A Certificate course in Career Guidance for UPSC & MPSC Examination

To,

The Principal
Sagar BCA College Devmurti, Jalna

Respected Sir,

Department of Commerce & Management is planning to organize a certificate course in **Career Guidance for UPSC & MPSC Examination.** This course will be organized for Under Graduate & Post Graduate students. The intake capacity is 40 students for this course. The duration of the course will be about 35 hours. This course will be held during August 2022 The copy of the syllabus is attached with this proposal for your reference. The staff members of the department will work as faculty for this course. **Asst. Prof. Najardhane N.D** is appointed as a course coordinator for this course.

Thanking You.

Head
Department of Management
Sagar BCA College, Jalna.

Head

Principal
Sagar BCA College, Jalna.

Principal

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Sagar BCA College Devmurti, Jalna

Date :01/07/2022

Notice

All students of B.C.A. I, II, III year here by informed that the department of Commerce & Management is going to conduct the **Certificate course in Career Guidance for UPSC & MPSC Examination**. The Certificate course and classes will started from 18 July 2022.Those who are interested please contact course coordinator Mr. Najardhane N.D before 10 August 2022

Head
Department of Management
Sagar BCA College, Jalna.
HOD

Principal
Sagar BCA College, Jalna.
Principal

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Sagar BCA College Devmurti, Jalna

Prashanti Nagar, Jalna.

Subject: Certified course in Carrier Guidance in UPSC/MPSC **Code: : Addon22-23_003**

Name of student Avinash Dinkar Kude **Total marks: 30**

Note-

1. All Questions are Compulsory.

2. Attempt only one Option, Multiple attempt of Single Questions option will consider as 0 marks.

3. Mark your option by tick.All Questions carry 02 marks.

Q.1. The 'Dalong Village' covering an area of 11.35 sq. km. has recently (May 2017) been declared as a Biodiversity Heritage Site under Section 37(1) of the Biological Diversity Act, 2002. The village is situated in the Indian State of-

(A) Manipur

(B) Madhya Pradesh

(C) Mizoram

(D) Maharashtra

Q. 2. is the first woman to head a public sector bank.

A) Arundhati Bhattacharya

(B) Shikha Sharma

(C) Chanda Kochar

D) Usha Ananthasubramanyan

.3 World Tourism Day is celebrated on-

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(A) September 12

(B) September 25

(C) September 27

(D) September 29

Q.4. Where is Bose Institute?

(A) Dispur

(B) Kolkata

(C) Mumbai

(D) New Delhi

Q.5. When is the International Yoga Day celebrated ?

(A) June 21

(B) March 21

(C) April 22

(D) May 31

Q.6. The two-day festival 'North East Calling', is organized by which ministry?

(A) Ministry of Development of North Eastern Region (DoNER)

(B) Ministry of External Affairs

(C) Ministry of Home Affairs

(D) Ministry of Defence

Q.7. When Government of India confers the "Highest Civilian Honor for Women" by presenting "Nari Shakti Puraskars" ?

(A) June 5

(B) 8th March, every year, International Women's Day

(C) June 21

(D) April 7

Q. 8. The motif of 'Hampi with Chariot' is printed on the reverse of which currency note ?

(A) One Rupee Note

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(B) Rs. 500 note

(C) Rs. 50 note

(D) Rs. 1000 note

Q.9. Election Commission of India has decided that the voter's identification shall be mandatory in the elections at the time of poll. Which of the following shall be the main document of identification of a voter ?

(A) Voter Slip

(B) Electoral Photo Identity Cards (EPIC)

(C) Indelible ink mark

(D) Electoral rolls

10 'Line of Blood' is a book written by whom?

(A) Bairaj Khanna

(B) Ursula Vernon

(C) Amal El-Mohtar

(D) Diksha Basu

Q. 11. Should all train engines operated by coal be converted to electric engines?

(A) Yes, coal engines pollute the environment more than electric engines

(B) Yes, electric engines are more powerful and efficient

(C) No, we do not have enough electric power to cater to the need of domestic use

(D) No, we have enough coals to run train engines

Q. 12 The order of the tricolour of the Indian Flag from top to bottom is in which of the following sequences?

(A) Saffron, White with 24-spoke Wheel, Green

(B) Green, White with 24-spoke Wheel, Saffron

(C) Saffron, White with 22-spoke Wheel, Green

(D) Green, White with 22-spoke Wheel, SaffronQ.13. The Insurance Regulatory and Development Authority (IRDA) is a -

(A) Statutory Body

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(B) Constitutional Body

(C) Non Governmental Organization

(D) Advisory Body

Q.14. major in-stream use of water is for -

(A) producing hydroelectric power

(B) dissolving industrial wastes

(C) agricultural irrigation

(D) domestic use

15. Which of the following pairs is/ are correctly matched?

1. Francis Collins: Mapping human genome
2. Sergey Brin : Google Search Engine
3. Jimmy Wales: Wikipedia

(A) 1 and 2

(B) 2 and 3

(C) 3 only

(D) 1, 2 and 3

V. V. Good

30/30

Signature Of Examiner

Marks

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Certificate Course In Programming Fundamental

PRINCIPAL
Sagar BCA College
Devmurti, Tq. Dist. Jalna

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SAGAR BCA COLLEGE
DEVMURTI, TQ. DIST. JALNA

Programming Fundamentals

Duration 30 Hours

Language English

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,

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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

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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 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.

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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 sorting data. This module will reinforce the importance of being specific when you write an 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

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Devmurti, Tq. Dist. Jalna

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Sagar BCA College Devmurti,Jalna

Date:10/02/2022

Department of Commerce & Management

Notice

All the staff members hereby informed that the departmental meeting is held on 11 Feb 2021 at 1 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

Head
Department of Management
Sagar BCA College, Jalna.

Principal

Staff Member:

1) Prof. Nojaedhane N.D.
2) Prof. Solanke K.K
3) Prof Suradkar D.E
4)

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Sagar BCA College Devmurti, Jalna

Date: 16/02/2022

Department of Computer Science

Minutes of the Meeting

The meeting was held on 11 Feb 2022 at 1 p.m. in the department of Computer Science. The following discussions are based on the following agenda.

1) **Certificate course in Programming Fundamental** :-

We discussed different topics in Computer Science. 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
Head
Department of Management
Sagar BCA College, Jalna.

Principal

Following staff members were present for this meeting.

1. Prof. K.K Solanke
2. Prof. Nojardhan N.D
3. Prof. Suradkar D.E
4.

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Sagar BCA College

Prashanti Nagar Devmurti, Jalna

Course Name-Certificate Course in Programming Fundamental Course Code – Addon22-23_004

Name of the Student Kunal Ravindra Jaytap Total Marks – 30

Note-
1. All Questions are Compulsory.
2. Attempt only one Option, Multiple attempt of Single Questions option will consider as 0 marks.
3. Mark your option by tick.
4. All Questions carry 02 marks

1. Which of the following is NOT a type of algorithm?
A. Program
B. Flowchart
C. Decision Table
D. Pseudocode

2. The symbol that represents comments in a flowchart is
A. A procedure symbol
B. An annotation symbol
C. A flow line
D. A subroutine

3. The part of a decision table in which all the conditions, based on which a decision is made, is written is:
A. Condition Applied
B. Condition Stub
C. Action Taken
D. Action Stub

. which the translator program converts assembly language program into equivalent machine anguage program?
. Compiler
B. Linker
Assembler
D. Interpreter

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6. Which language makes use of mnemonics instead of numeric op-codes & symbolic names for data locations instead of numeric address?

A. Machine Language
B. Assembly Language
C. None
D. High Level Language

8. Which of the programming language is said to be machine independent language?

A. High Level Language
B. Machine Language
C. Assembly Language
D. All the Above

7. Which of the translator program converts high level language into its equivalent machine language?

A. Interpreter
B. Linker
C. Assembler
D. Compiler

8. Which program takes multiple object program files" fits them together to assemble them into the program's final executable form?

A. Assembler
B. Interpreter
C. Compiler
D. Linker

9. Winch of the language is sometimes also referred as self-documenting' language?

A. High Level Language
B. Machine Language
C. Assembly Language
D. None of the above

10. Which of the language is said to be one of the oldest high level languages?

A. BASIC
B. COBOL
C. PASCAL
D. FORTRAN

11. Which of the language was designed to solve the scientific & engineering problems?

A. FORTRAN
B. PASCAL
C. BASIC
D. COBOL

12. Who developed the language FORTRAN?

A. Grace Hopper
B. John Kemeny
C. John Backus
D. None of the above

13. When was the language FORTRAN developed?

A. 1960
B. 1957
C. 1980
D. 1972

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14. Which of the language became the first standardized language?

A.COBOL
B. BASIC
C. PASCAL
D. FORTRAN

15. Who developed the language COBOL?

A. Nicklaus Wirth
B. John Backus
C. Grace Hopper
D. John Kemeny

Signature of Examiner/Moderator

28/30

Marks Obtain

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Certificate Course
In
MIS

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Sagar BCA College
Devmurti, Tq. Dist. Jalna

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SAGAR BCA COLLEGE ★ DEVMURTI, TQ.DIST.JALNA ★

Sagar BCA College Devmurti, Jalna

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.

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

Reference Book:

- **Management Information Systems by Jawadekar Author(s):** Jawadekar, W. **S.Edition:** 2nd edition **Publisher:** Tata McGraw Hill (TMH)
- **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.

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Sagar BCA College Devmurti, Jalna

Date:16/02/2022

Department of Commerce & Management

Minutes of the Meeting

The meeting was held on 13 Feb 2022 at 1 p.m. 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. Najardhane N.D

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

Head
Department of Management
Sagar BCA College, Jalna.

Principal
Sagar BCA College, Jalna.

Following staff members were present for this meeting.

1. Prof. Suradkar D.E
2. Prof. Najardhane N.D
3. Mrs. Patil S.P
4. Mr. Harshvardhan Tanpure

Sagar BCA College Devmurti, Jalna

Date: - 16/03/2022

Department of Commerce & Management

Proposal for organizing

A Certificate course in MIS

To,

The Principal

Sagar BCA College Devmurti Jalna

Respected Sir,

Department of Commerce & Management is planning to organize a certificate course in MIS. This course will be organized for Under Graduate & Post Graduate students. The intake capacity is 40 students for this course. The duration of the course will be about 35 hours. This course will be held during August 2022 The copy of the syllabus is attached with this proposal for your reference. The staff members of the department will work as faculty for this course. **Asst. Prof. Suradkar D.E** is appointed as a course coordinator for this course.

Thanking You.

Head
Department of Management
Sagar BCA College, Jalna.

Head

Principal
Sagar BCA College, Jalna.

Principal

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Sagar BCA College Devmurti, Jalna

Date : 22/11/2022

Notice

All the students of B.Sc. I, II, III year here by informed that the department of Commerce & Management is going to conduct the **Certificate course in MIS.** The Certificate course and classes will started from 18 July2022 .Those who are interested please contact course coordinator Prof.Najardhane N.D. before 10 August 2022.

Head
HOD
Department of Management
Sagar BCA College, Jalna.

Principal
Sagar BCA College, Jalna.
Principal

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Sagar BCA College

Prashanti Nagar Devmurti, Jalna

Course Name-Certificate Course In Management Information System Course Code –: Addon22-23_005

Name of the Student Raj Gajanan Gawai Total Marks – 30

Note-
1. All Questions are Compulsory.
2. Attempt only one Option, Multiple attempt of Single Questions option will consider as 0 marks.
3. Mark your option by tick.
4. All Questions carry 02 marks

1. The information of MIS comes from the
A. internal source
B. external source
C. both internal and external source
D. none of the above

2. The back bone of any organization is
A. information
B. employee
C. management
D. capital

3) AI is the short form of
A. artificial information
B. artificial intelligence
C. artificial integration
D. none of the above

4 The advantage(s) of transistors are they
A. are portable
B. are more reliable
C. consume less power all
D. all of the above

A)

5) The flow of information through MIS is need dependent
B. organization dependent
C. information dependent
D. management dependent

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6. The elements of control will consist of
A. authority, direction, management
B. authority, direction, information
C. authority, application, management
D. authority, application, information

7. Internal information for MIS may come from any one of the following department.
A. customers care department
B. hr department
C. marketing department
D. production department

8. Audit gives details about _____to Account Payable System
A. account balance
B. transaction
C. expenditure
D. all of the above

9. One byte is made of
A. four bits
B. eight bits
C. twelve bits
D. sixteen bits

10. MIS normally found in a manufacturing organization will not be suitable in the_____
A. service sector
B. banking sector
C. agriculture sector
D. all of the above

11.details are given by Management to Marketing Service System.
A. customer
B. employee
C. supplier
D. none of the above

12. The basic component(s) of DSS is (are)
A. database
B. model base
C. dss software system
D. all of the above

13.GDSS is the short form of
A group decision support system
B. group discussion support system
C. group decision service system

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D. group discussion support source

14. Decision trees could be represented in different ways such as
A. bottom to top
B. left to right
C. top to bottom
D. all of the above

15. The types of data transmission modes are
A. half duplex., duplex., singlex
B. half duplex., duplex., simplex
C. half duplex., duplex., half singlex
D. singlex, duplex, half triplex

Signature of Examiner/Moderator

30/30
Marks Obtain

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Certificate Course In Event Management

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Devmurti, Tq. Dist. Jalna

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SAGAR BCA COLLEGE ★ DEVMURTI, TQ.DIST.JALNA ★

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 **(10)**

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 - timescales - contracts.

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

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Sagar BCA College Devmurti, Jalna

Date:- 16/02/2022

Department of Commerce & Management

Notice

All the staff members hereby informed that the departmental meeting is held on 13 Feb 2022 at 1 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

Head
Department of Management
Sagar BCA College, Jalna.
Head

Principal
Sagar BCA College, Jalna.
Principal

Staff members:

1) Prof. Surwadkar D.E
2) Prof. Najardhane N.D
3) Mrs. Patil S.P
4) Mr. Harshvardhan Tanpure
5) Mrs Namrata Deshmukh

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Sagar BCA College Devmurti,Jalna

Date: 16/02/2022

Department of commerce & Management

Minutes of the Meeting

This meeting was held on 13 feb 2022 at 2 P.M. In the department of commerce & Management .The Following discussion are based on the following agenda.

1) **Certificate course in Event Management:**

We discussed different topics in event management, we have prepared a proposal for sanctioning this course & forwarded it to the principal ,IQAC. 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: Mrs.Namrata Deshmukh

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

Head
Department of Management
Sagar BCA College, Jalna.

Principal
Sagar BCA College, Jalna.

Following staff members were present for this meeting

1) Prof. Surodkar D.E
2) Prof. Najardhane N.D
3) Mrs. Patil S.P
4) Mrs.Namrata Deshmukh

Sagar BCA College Devmurti,Jalna.

Prashanti Nagar Navha Road,Jalna

Course Name: Certificate Course in event management

Course Code: Addon22-23_006

Name of the students: Venus Vijay Waghmare

Total Marks: 30

Note:

1.All question are compulsory.
2.attempt only one option ,multiple attempt of single questions option will consider as 0 marks.
3. mark your option by tick only.
4.all questions carry 02 marks.

Q.1Which Department is Responsible for the publicity of the Event?
a. Programme Coordination Department
b. Hospitality Department
c. Promotion Coordination Department
d. Equipment Department

Q2. What are the 7 key elements of event management?
a. Event infrastructure, target audience, clients, event organizers, venue, media
b. Guest list, target audience, clients, event organizers, venue, media
c. Event infrastructure, money, clients, event organizers, venue,
d. Event infrastructure, target audience,

Q3. Who Ensures that the Team Sticks to budget of Event?
a. Event Planner
b.Event Assistant
c. Event Coordinator
d. None of Above

Q4. The Information that Event Proposals Should Include
a. Venue and Facilities offered
b. The Proposed Event Budget
c. Description of the Event
d.All of the Above

Q5. Which of these is Not an Event Management Company?
a. WOW Events
b.Avian ve
c. Wizcrafts
d.360 Degrees

Q6. Which of the following is the Most Popular type Event Site Used?
a. Convention Centre
b.Hotels/Resorts
c. Banquet Hall
d.Club

Q7. Which among the following is not an Event Planning Tool?
a. Maps
b.Models
c. Creative Brief
d. Run Sheet

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Q8. Events Can Be Classified on the Basis of their
a. Size, Type and Context
b.Location
c.Budget
d. Chief Guest

Q9. What do you mean by 'Freight'?
a. Venue
b. Decoration
c. Bulk Transportation
d. None of the Above

Q10. Event Marketing is_____
a. A good
b.Tangible
c. A service
d. A product

Q11. When booking a supplier, service, entertainer, etc., what Should you determine?
a. That they have Public Liability insurance
b. That they have attended events like yours in the past
c. That they will Fully Sponsor your Event
d. That they are most local option Available

Q12. Caps, TShirts, items of apparels are some example of
a. Promotional Products
b. Merchandising Items
c. Both a & b
d. None of the Above

Q13.An event can be described as
a.A public assembly for the purpose of celebration ,education, marketing or reunion
b. a movie making
c. a video making
d.attending a large gathering

Q.14 Events can be classified on the basis of their
a. size ,type and context
b.location
c.chief guest
d.budget

Q.15 Event management is considered one of the strategic
a.entertainment sector
b.message deliver
c.marketing and communication
d.fun factor

Signature of examiner

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30/30
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1-c
2-a
3-a
4-d
5-b
6-b
7-c
8-a
9-c
10-c
11-a
12-c
13-d
14-a
15-c

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