



**PRAHLADRAI DALMIA LIONS COLLEGE
OF COMMERCE AND ECONOMICS**

ISO 9001:2015 CERTIFIED

DEPARTMENT OF BACHELOR'S OF COMMERCE (B.COM)

INVITES ALL THE STUDENTS FOR

Certificate Course on Yoga

**AIM: TO POSSESS EMOTIONAL
STABILITY.**

**COURSE BEGINS ON: 7TH AUGUST 2021
DURATION: 30 HOURS**

**ALL THE STUDENTS WILL BE AWARDED WITH FREE
CERTIFICATE ON SUCCESSFUL COMPLETION OF THE
ACTIVITY**

**FOR MORE DETAILS CONTACT DR. SUNITA TIDKE, COURSE
COORDINATOR**

**Dr. Kiran Mane,
I/C Principal**



**PRAHLADRAI DALMIA LIONS COLLEGE
OF COMMERCE & ECONOMICS
ISO 9001: 2015 Certified**

Certificate Course on Yoga

Objectives

The Certificate Course on Yoga aims to introduce participants to the profound principles and practices of yoga, cultivating physical vitality, mental clarity, and emotional balance. The course **seeks to educate, enhance physical well-being and promote mental clarity** of the participants.


Course Content and Syllabus

1. **Yoga Philosophy and History:** Exploring the origins and evolution of yoga, including an introduction to key texts like the Yoga Sutras and the Bhagavad Gita.
2. **Yoga Asanas (Poses):** Learning and practicing a variety of yoga poses, focusing on alignment, benefits, and modifications for different levels of practitioners.
3. **Pranayama (Breathing Techniques):** Understanding and practicing various pranayama techniques that involve controlled breathing to enhance vitality and balance the body's energy.
4. **Meditation and Mindfulness:** Introduction to meditation techniques and mindfulness practices to cultivate inner awareness and mental clarity.
5. **Yogic Anatomy and Physiology:** Exploring the body's energy systems (chakras and nadis) and their relevance to yoga practice, as well as understanding basic human anatomy.
6. **Yoga Ethics and Lifestyle:** Learning about the ethical principles of yoga, such as ahimsa (non-violence) and satya (truthfulness), and integrating them into daily life.
7. **Yoga Teaching Methodology:** Understanding how to create and structure yoga classes, including sequencing, cueing, and adapting classes for different student needs.

Outcomes

Upon successful completion of the 5-months Certificate Course on Yoga, participants can anticipate the following outcomes:

- Yoga Competence
- Physical Vitality
- Stress Resilience
- Mind-Body Synchronization


**DR. SUNITA TIDKE
(Course Coordinator)**




**I/C - PRINCIPAL
PRAHLADRAI DALMIA LIONS COLLEGE OF
COMMERCE AND ECONOMICS
SUNDER NAGAR, MALAD (W),
MUMBAI - 400 064.**



PRAHLADRAI DALMIA LIONS COLLEGE OF COMMERCE AND ECONOMICS

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ORGANIZED BY DEPARTMENT OF B.COM & FOUNDATION COURSE
UNDER THE AEGIS OF IQAC

Invites all the Students for
**CERTIFICATE COURSE ON HUMAN
VALUES & ETHICS**



**AIM: To create awareness, conviction & commitment to
values for improving the quality of life through education**

Course Begins on: 11th September 2021

Duration: 30 Hours

**All the Students will be Awarded with Free
Certificate on Successful Completion of the Activity**

For More Details Contact Ms. Seema Shukla, Course Coordinator

Dr. Kiran Mane,
I/C Principal



**PRAHLADRAI DALMIA LIONS COLLEGE
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Certificate Course on Human Values and Ethics

Objectives

The Certificate Course on Human Values and Ethics seeks to:

- Instill an understanding of the importance of human values and ethical conduct.
- Cultivate a sense of moral responsibility and ethical awareness.
- Encourage introspection and reflection on personal values and actions.

Course Content and Syllabus

1. **Introduction to Human Values:** Understanding the meaning and significance of human values, including how they shape individual character and influence societal well-being.
2. **Universal Human Values:** Exploring core human values such as truth, compassion, non-violence, love, humility, integrity, and justice.
3. **Ethical Decision Making:** Learning how to make ethical decisions based on principles and values, considering the well-being of oneself and others.
4. **Self-awareness and Self-development:** Reflecting on one's own values, strengths, and areas for growth, and working towards personal transformation.
5. **Ethics in Professional Life:** Exploring the application of human values in various professions, including business, healthcare, education, and public service.
6. **Social Responsibility:** Examining the role of individuals and communities in promoting social welfare and addressing societal challenges through value-based actions.
7. **Mindfulness and Values:** Exploring mindfulness practices to cultivate self-awareness, emotional intelligence, and alignment with chosen values.
8. **Ethics in the Digital Age:** Addressing ethical considerations related to technology, social media, and digital interactions.
9. **Values and Well-being:** Exploring the link between practicing human values and enhancing overall well-being, both mental and emotional.
10. **Service and Giving:** Examining the concept of selfless service and how contributing to the welfare of others aligns with human values.

Outcome

Upon successful completion of Certificate Course on Human Values and Ethics, participants can expect to:

- Develop a heightened awareness of the significance of ethical behavior.
- Foster a sense of empathy, compassion, and respect for others.
- Cultivate virtuous character traits that contribute to a harmonious society.

Seema

**MS. SEEMA SHUKLA
(Course Coordinator)**



Dhamee
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MUMBAI - 400 064.**



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UNDER THE AEGIS OF IQAC

Invites all the Students for

CERTIFICATE COURSE ON GANDHIAN IDEOLOGY

**AIM: TO PLAN AND CARRY OUT ACTIVITIES FOR THE
PROMOTION OF GANDHIAN IDEALS AND PHILOSOPHY**



COURSE BEGINS ON: 30TH NOVEMBER 2021

DURATION: 30 HOURS

**ALL THE STUDENTS WILL BE AWARDED WITH FREE
CERTIFICATE ON SUCCESSFUL COMPLETION OF THE
ACTIVITY**

For More Details Contact Dr. Sunita Tidke, Course Coordinator

**Dr. Kiran Mane,
I/C Principal**



**PRAHLADRAI DALMIA LIONS COLLEGE
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Certificate course on Gandhian Ideology

Objective

The Certificate Course on Gandhian Ideology aims to:

- Introduce participants to the life, philosophy, and principles of Mahatma Gandhi.
- Foster an understanding of nonviolent resistance and civil disobedience.
- Encourage critical thinking and discussions about Gandhian concepts.


Course Content and Syllabus

1. **Introduction to Mahatma Gandhi:** Understanding the life, background, and historical context of Mahatma Gandhi, and his significance in the Indian independence movement.
2. **Principles of Nonviolence (Ahimsa):** Exploring Gandhi's philosophy of nonviolence as a means for social change, conflict resolution, and personal transformation.
3. **Satyagraha and Civil Disobedience:** Studying the concepts of satyagraha (truth force) and civil disobedience, and their role in resistance against injustice.
4. **Economic Equality:** Studying Gandhi's views on equitable distribution of resources and the elimination of economic disparities.
5. **Women's Empowerment:** Understanding Gandhi's advocacy for women's rights, gender equality, and their active participation in social and political life..
6. **Peace and Conflict Resolution:** Examining Gandhi's efforts to promote peace, reconciliation, and the resolution of conflicts through nonviolent means.
7. **Gandhi's Influence Today:** Analyzing how Gandhian principles continue to inspire social movements, political leaders, and activists worldwide.
8. **Practical Applications of Gandhian Ideals:** Exploring how Gandhian ideology can be applied to contemporary challenges such as poverty, inequality, and environmental sustainability.

Outcome

Upon successful completion of the Certificate Course on Gandhian Ideology, participants can anticipate:

- A comprehensive grasp of Mahatma Gandhi's principles and their relevance.
- An ability to apply nonviolent ideals to contemporary societal issues.
- Enhanced critical thinking and communication skills through engaging discussions.


DR. SUNITA TIDKE
(Course Coordinator)




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MUMBAI - 400 064.



Prahladrai Dalmia Lions College of Commerce & Economics
Sunder Nagar, Malad (West), Mumbai, 400 064

6th August, 2021

NOTICE

The Department of Business Communication is conducting a **Course on Soft Skills and Communication in English** for students of TYBCom from Monday to Friday 11.00 to 12.00 on Google Meet. This course will commence from 10 August 2021.

1. Soft skills - Introduction
2. Emotional Intelligence
3. Working with EI
4. Self Awareness
5. Self Confidence
6. Self management
7. Creating a Resume
8. Video Resume
9. Interviews
10. Video Interviews
11. Group Discussion
12. Improving Communication skills through life-long learning
13. Leadership skills
14. Conflict Management
15. Stress management
16. Time Management
17. Improving Pronunciation
18. Improving Vocabulary and Grammar through Audio-video
19. SWOT Analysis
20. Self Introduction
21. Mock Interviews
22. Public speaking
23. Presentation Skills
24. Business Etiquettes

All students who are interested need to fill in the registration form:

<https://forms.gle/GpEuUeGze1XaTmBM7>

Registration On First Come-First-Serve Basis Only – Only 100 Seats

LAST DATE OF FILLING IN THE FORM - 9th August 2021 .

Course will be conducted by Ms. Emelia Noronha, HOD, Dept of Business Communication

E. Noronha

Prof. Emelia Narona
(Course Coordinator)

Madhavi

Dr. Madhavi Nighoskar
Vice- Principal-Degree

Emelia
VC - PRINCIPAL
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SUNDER NAGAR, MALAD (W),
MUMBAI - 400 064.

DI/N-STD/Gen/00



Schedule

Sr. No.	Date	No. of students	Topic taken up
1	10-Aug-21	76	Soft skills Introduction
2	11-Aug-21	76	Emotional Intelligence
3	13-Aug-21	47	Working with EI – Self Awareness
4	18-Aug-21	53	Working with EI –
5	20-Aug-21	48	Self Confidence
6	24-Aug-21	43	Self management 1
7	25-Aug-21	43	Self Management 2
8	26-Aug-21	45	Creating a Resume
9	27-Aug-21	43	Video Resume
10	30-Aug-21	41	Interviews
11	01-Sep-21	43	Interviews
12	02-Sep-21	21	Video Interviews
13	03-Sep-21	37	Group Discussion
14	06-Sep-21	25	Group Discussion
15	08-Sep-21	28	Improving Communication skills through life-long learning 1
16	09-Sep-21	32	Improving Communication skills through life-long learning 2
17	15-Sep-21	33	Self Introduction
18	16-Sep-21	26	Leadership skills
19	18-Sep-21	28	Conflict Management
20	07-Oct-21	25	Stress management
21	14-Oct-21	25	Time Management
22	15-Oct-21	37	Improving Pronunciation
23	18-Oct-21	5	Project Presentation by student on one topic
24	19-Oct-21	13	Project Presentation by student on one topic
25	20-Oct-21	5	Project Presentation by student on one topic
26	22-Oct-21	21	Project Presentation by student on one topic
27	24-Oct-21	47	Project Presentation by student on one topic
28	26-Oct-21	13	Project Presentation by student on one topic
29	27-Oct-21	5	Project Presentation by student on one topic
30	28-Oct-21	28	Swot Analysis No. 1
31	29-Oct-21	42	Swot Analysis No. 2

Emelia
Prof. Emelia Narona
 (Course Coordinator)

Madhavi
Dr. Madhavi Nigheekar
 Vice- Principal-Degree

Emelia
VC - PRINCIPAL
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Prahladrai Dalmia Lions College of Commerce & Economics

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The Department of Business Communication

Course on Soft Skills and Communication in English

for students of TYBCom
from Monday to Friday
11.00 to 12.00pm

 Google Meet



-  SOFT SKILLS - INTRODUCTION
-  EMOTIONAL INTELLIGENCE
-  CREATING A RESUME AND VIDEO RESUME
-  INTERVIEWS, VIDEO AND MOCK INTERVIEWS
GROUP DISCUSSION AND PUBLIC SPEAKING
-  LEADERSHIP SKILLS, CONFLICT MANAGEMENT,
STRESS AND TIME MANAGEMENT
-  IMPROVING PRONUNCIATION, VOCABULARY
AND GRAMMER
-  BUSINESS ETIQUETTE AND SWOT ANALYSIS

This course will commence
from 10 August 2021.

Course will be conducted by Ms. Emelia Noronha,
HOD, Dept. of Business Communication



Prahladrai Dalmia Lions College of Commerce & Economics

Sunder Nagar, S. V. Road, Malad (West), Mumbai – 400064.

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Certificate Course on Soft skills and Communication in English – Course Code - CSSC202122

Objectives:

1. To acquaint students with Soft Skills
2. To make students understand the processes of improving Emotional Intelligence Quotient
3. To enhance communication skills of students with reference to Job selection Processes – Resume, Interview, Group discussion.

Learning Outcomes :

After the completion of this course students will be able to:

1. Conduct a Self Analysis – SWOC
2. Demonstrate a basic understanding of the need of emotional intelligence
3. Create a short video presentation on self introduction
4. Create a resume and upload it on LinkedIn

Syllabus:

Unit 1 : Emotional Intelligence

Unit 2 : Communication Skills in English

Unit 1 : Emotional Intelligence

Module 1:

Introduction to Emotional Intelligence

Need and Importance of Emotional Intelligence

Competencies of EI

Module 2 :

Self Awareness – Need & Importance

Processes of self awareness – SWOC

Emotional Awareness, Need for Accurate self awareness

Module 3:

Self Management – relationships of self managements and self confidence

Steps of Self Management - Self control , Trustworthiness, Conscientiousness,

Adaptability, Innovativeness, Achievement orientation, Initiative, Optimism

Module 4:

Social Awareness through Empathy

Meaning, Need & Importance of Empathy

Cultivating Empathy



Module 5:

Organisational Awareness - Political Awareness, leveraging Diversity

Gender Sensitivity

Module 6:

Leadership – leadership styles, qualities of good leadership

Conflict management

Module 7:

Time management – Need, benefits, process

10 Techniques of time management - SMART Goals, The Eisenhower Matrix / The Eisenhower box, Kanban Board,

Do Deep Work, and key results, The Pomodoro Technique, OKR - Objectives,

SCRUM, BoJo - The bullet journal, Tracking, GTD - Getting things done.

Module 8:

Stress management – Need and Importance , Processes of managing stress

Unit 2 :

Communication Skills in English

Module 1:

Interviews – Need and Importance , Preparing for an Interview, Types of Interviews, Video interview , Group Discussion

Module 2 :

Preparing a Resume using Canva, Preparing a video resume, Importance of LinkedIn and other social media

Module 3:

English Language skills – Pronunciation, Vocabulary and Grammar, Public speaking, Presentation Skills, Business Etiquettes

Module 4:

Learning English as a Lifelong skill – using the internet to enhance English language skills

Teaching learning methodology:

Online sessions via Google Meet, use of Google Classroom, Group discussions, Mock interviews.

Tests, Quizzes, Assignments & Project presentations to be used for grading purpose.

Certificate will be given on the basis of following criteria:20:40:40

Attendance: 60 Percent attendance is compulsory – 20 percent marks allotted

Assignments : 1 Best assignment out of 2 will be counted for grading: 40 percent marks allocated

Classroom interaction, Group discussion, Mock Interview & presentation: 40 percent marks allocated.



Prof. Emelia Narosa
(Course Coordinator)

D/PN-STD/Gen/00



Dr. Madhavi Nigheskar
Vice- Principal-Degree



U.C. - PRINCIPAL
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MUMBAI - 400 084.





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NOTICE

Date - 10/01/2022

B.Com (Accounting and Finance) In association with Placement Cell

Value Added Certificate Course in Time Management (30 hours)

"The common man is not concerned about the passage of time; the man of talent is driven by it."

(DEGREE & SFC)

The Bachelor of Accounting and Finance programme in association with Placement Cell of Prahladrai Dalmia Lions College of Commerce and Economics is organizing a value added course of 30 Hours for students of all programmes (both Degree and SFC) on **"Time Management"**. The first 100 students to register can avail the benefits of this course.

Course Details:

Subject: Time Management

Days for the assigned course: Fridays and Saturdays (starting from 15th January, 2022)

Registration Link: <https://forms.gle/ENegqPJ4KQn11zxcg8>

Registration shall be on first come first serve basis on or before 13th january, 2022.


Registered students who have completed the course will be provided with e-certificates.

For further updates join or connect us with

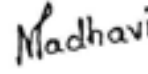
Whatsapp Group Link: <https://chat.whatsapp.com/LFxFjX92WuqChlbsG9pIJG>



Prof. Sailee Shringarpure
BAF - Coordinator

DI/N-STD/GEN/00


Prof. Subhashini Naikar
Vice-Principal-SFC
& Placement Convener




Dr. Madhavi Nighoskar
Vice-Principal-Degree


Dr. Kiran Mane
I/C Principal

I/C - PRINCIPAL
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COMMERCE AND ECONOMICS,
SUNDER NAGAR, MALAD (W),
MUMBAI - 400 064.

TIME MANAGEMENT VALUE ADDED COURSE MODULE WISE DISTRIBUTION

Module to be covered	Contents of the module	Hours distribution
Module 1	1.1 Why time management?	10 hours
Module 2	2.1 Key issues faced in time management	10 hours
Module 3	3.1 Quiz 3.2 Sheets	5 hours
Module 4	4.1 Question and Answer on sheets 4.2 Case Study	5 hours

S.H.S.

Prof. Sailee Shringarpure
BAF - Coordinator

S.Naikar

Prof. Subhashini Naikar
Vice-Principal-SFC
& Placement Convener

Madhavi

Dr. Madhavi Nighoskar
Vice-Principal-Degree

K.Mane

Dr. Kiran Mane
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**Self Financed Courses - BAF Program In Association with
Placement Cell
Organizes**

30 HOURS VALUE ADDED CERTIFICATE COURSE ON "TIME MANAGEMENT"

CONNECT WITH US FOR ANY QUERIES

BAF Program

**Prof. Sailee Shringarpure –
BAF Coordinator**

Prof. Sneha Hathi

Prof. Shilpi Dey

Prof. Sarita Jha

Prof. Rahul Yadav

Prof. Aditi Save

Placement Cell

**Prof. Subhashini Naikar –
Placement Cell Convenor**

Prof. Sailee S

Prof. Varsha T

Prof. Manisha J

Prof. Mohini N

Prof. Satish Pandey

Prof. Rupali Mishra

Prof. Namrata P

Prof. Shilpi Dey

Prof. Namrata N

COURSE HIGHLIGHTS

- A comprehensive course comprising of 30 hours which can be useful for a lifetime.
- Resources will remain with students for a lifetime.
- e-Certificate will be provided on successful course completion
- Limited 100 Seats
- Course commencing from 15th January 2022

Registration link <https://forms.gle/AQupq3EXDTxDPrD28>

Join WhatsApp group

<https://chat.whatsapp.com/LFxFjX92WuqChlbsG9plJG>

**★ ★ Grab this golden opportunity and Register now for
Free! ★ ★**

Follow us on Instagram @pdlc_baf

https://instagram.com/pdlc_baf?igshid=1huxic6i0s3i5



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Date: 19th January, 2022

TIMETABLE AND SCHEDULE FOR TIME MANAGEMENT VALUE ADDED COURSE

(DEPARTMENT OF BAF & PLACEMENT- 2021-2022)

The Schedule for the Value Added Course shall be as follows:

Sr. No.	Date	Day	Time	Topic
1.	15/01/2022	Saturday	2:00 pm to 3:30 pm	Why time management? Objectives of time management. Sequence How to make effective use of time
2.	16/01/2022	Sunday	11:00 am to 1:30 pm	Importance of schedule and timetable Knowledge on how to priorities Issues faced in time management
3.	21/01/2022	Friday	3:00 pm to 4:30 pm	Key issues faced in time management. How to overcome the problems of time management
4.	22/01/2022	Saturday	3:00 pm to 4:30 pm	Tricks to manage time effectively. Importance of To Do's.
5.	28/01/2022	Friday	3:00 pm to 4:30 pm	Quiz Sheets Analysis of log sheets and quizzes. Overview of activity
6.	29/01/2022	Saturday	3:00 pm to 4:30 pm	Quiz Sheets Analysis of log sheets and quizzes. Overview of activity
7.	04/02/2022	Friday	3:00 pm to 4:30 pm	Question and Answer on sheets Time waster analyses Case Study
8.	05/02/2022	Saturday	3:00 pm to 4:30 pm	Question and Answer on sheets Time waster analyses Case Study



- ❖ E-Certificate will be issued after attending all the sessions & after filling all the sessions' feedback forms.
- ❖ Google meet link: <https://meet.google.com/tkd-gbzh-cop>
- ❖ Google classroom link
<https://classroom.google.com/c/NDU2MDc5OTkwODgz?cjc=ewhyn5p>
- ❖ For any queries kindly contact: Prof. Sailee Shringarpure and Prof. Subhashini Naikar.



Prof. Sailee Shringarpure
(BAF Coordinator)

Prof. Subhashini Naikar
(Vice Principal –SFC &
Placement Convener)

Dr. Kiran Mane
(I/C Principal)
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Sunder Nagar, Malad (West), Mumbai, 400 064
ISO 9001:2015 Certified

B.Com (Accounting and Finance)
In Association with
Placement Cell
Time Management

30 Hours Value Added Course

(DEGREE AND SFC)

MODULE WISE SYLLABUS TO BE COVERED

Sr.No	Name of Faculty	Module to be covered	Contents of the module	Hours distribution
1.	Prof. Subhashini Naikar & Prof. Rahul Yadav	Module 1	1.1 Why time management? 1.2 Objectives of time management. 1.3 Sequence 1.4 How to make effective use of time (Blend of Management Games)	10 hours
2.	Prof. Sailee Shringarpure & Prof. Sneha Hathi	Module 2	2.1 Key issues faced in time management 2.2 How to overcome the problems of time management 2.3 Tricks to manage time effectively 2.4 Importance of To Do's and Time log sheets	10 hours
3.	Prof. Sarita Jha & Prof. Aditi Save	Module 3	3.1 Quiz 3.2 Sheets	5 hours

			3.3 Analysis of log sheets and quizzes 3.4 Overview of activity (Gamming sessions)	
4.	Prof. Mohini Nadkarni & Prof. Varsha Tandel	Module 4	4.1 Question and Answer on sheets 4.2 Time waster analyses 4.3 Case Study , Gamming session	5 hours

SHS

Prof. Saitee Shringarpure
BAF - Coordinator

Snastar

Prof. Subhashini Naikar
Vice-Principal-SFC
& Placement Convener

Madhavi

Dr. Madhavi Nighoskar
Vice-Principal-Degree

Kiran Mane

Dr. Kiran Mane
I/C Principal

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NOTICE

Date: 20/09/2021

All the Degree and self-Finance students are hereby informed that Prahladrai Dalmia Lions College of Commerce and Economics in association with IIT Bombay Software Training Program is offering following FREE OF COST course.

Front Accounting- A free and open source accounting software useful for General Ledger, Bank accounts, Taxes, Bookkeeping, etc. related to a company.

Interested Students are requested to register their names

- ➔ *Registration Starts on:* 20th September 2021*
- ➔ *Registration Ends on: 26th September ,2021*
- ➔ Preparation Date: 27th September 2021 to 30th September 2021
- ➔ *Mode of Conduction: Online
- ➔ *Exam Date:* - 1st October 2021
- ➔ *Registration Link

<https://forms.gle/1jyTHaAQWgZ4i4849>

Study Material link-

https://spoken-tutorial.org/tutorial-search/?search_foss=FrontAccounting-2.4.7&search_language=English

Interested Students are requested to register their names. Registration link is as given below.

After registration kindly join *Telegram group using link

<https://t.me/joinchat/Hj6yYbxzIV-0gCF8>

After completing the Course Successfully, Students will get E-Certificate from IIT-BOMBAY.

Prof. Manisha Jadhav
Program Coordinator

DI/N-STD/GEN/00

Prof. Subhashini Naikar
Vice-Principal (SFC)



Prof. Madhavi Nighoskar
Vice-Principal (Degree)

Dr. Kiran Mane
I/C Principal
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Website: www.dalmialionscollege.ac.in

The Spoken Tutorial Approach

- Self explanatory - uses simple language
- Audio-video - uses multisensory approach
- Small duration - has better retention
- Learner-centred - learn at your own pace
- Learning by doing - learn and practice simultaneously
- Empowerment - learn a new Open Source Software

Target Audience

- Commerce Teachers
- Commerce Students
- Accountants
- Finance Professionals

Workshops

The Spoken Tutorial Team conducts workshops on several open source software that are useful for employment.

For more details, please write to contact@spoken-tutorial.org

Contact us

Email: contact@spoken-tutorial.org

Website: <http://spoken-tutorial.org>



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Spoken Tutorial
<http://spoken-tutorial.org>

FrontAccounting

Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching

National Mission on Education through Information and Communication Technology (NMEICT)

Funded by
MHRD, Government of India



What is FrontAccounting?

FrontAccounting is an open source software.

It is a web-based accounting software for small to medium-sized enterprises.

FrontAccounting is available for free. It is released under the GNU General Public License.

Download FrontAccounting from

<https://sourceforge.net>

Spoken Tutorials on FrontAccounting Series:

1. Installation of FrontAccounting on Linux OS
2. Installation of FrontAccounting on Windows OS
3. Setup in FrontAccounting
4. Banking and General Ledger
5. Items and Inventory
6. Sales in FrontAccounting
7. Purchases in FrontAccounting

Features of FrontAccounting software:

- Works on Linux, Windows and Mac operating systems
- Simple with clean and fast interface
- Automates accounting tasks
- Manages cash flow easily
- Reduces chances of error
- Personalized processes built to save time, money and anxiety
- Helps to manage all aspects of business - everything from job costing to inventory management to financial statements
- Gives a professional output
- Contains a number of ready to use reports

Benefits of using FrontAccounting:

- FrontAccounting is a free of cost and efficient accounting software.
- It provides support and upgradation from time to time.
- Accounting software knowledge is very much in demand among small and medium enterprises in India. But accounting software learning is not a part of the syllabus in commerce streams.
- FrontAccounting is a digital way to do the accounts. Learning this software will help students get a headstart in the job market.
- Only basic knowledge of computers is required to learn FrontAccounting.
- Anyone who learns the FrontAccounting software will be easily able to migrate to any commercial system like Tally.





Prahladrai Dalmia Lions College Of Commerce and Economics

ISO 9001:2015 CERTIFIED

Department of B.Com & Business communication

Invites all the Students for

CERTIFICATE COURSE ON PROFESSIONAL ETHICS

**Learning outcomes: Develop effective
communication skills .**

COURSE BEGINS ON: 8TH JUNE 2021

DURATION: 30 HOURS

*ALL THE STUDENTS WILL BE AWARDED WITH FREE CERTIFICATE
ON SUCCESSFUL COMPLETION OF THE ACTIVITY*

**For More Details contact Ms. Emelia Noronha,
HOD OF BC & Course Coordinator**

**Dr. Kiran Mane,
I/C Principal**



**PRAHLADRAI DALMIA LIONS COLLEGE
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Certificate Course on Professional Ethics

Objectives

The Certificate Course on Professional Ethics aims to:

- Instill an understanding of ethical principles and conduct in professional settings.
- Cultivate a sense of integrity, honesty, and responsibility in the workplace.
- Encourage critical thinking and ethical decision-making.

Course Content and Syllabus

1. **Introduction to Professional Ethics:** Understanding the importance of ethics in professional life and the impact of ethical behaviour on individuals and organizations.
2. **Ethical Theories:** Exploring different ethical theories and frameworks that guide ethical decision-making, such as deontology, utilitarianism, and virtue ethics.
3. **Code of Ethics and Conduct:** Studying industry-specific codes of ethics and professional standards that provide guidelines for ethical behavior within a particular field.
4. **Whistleblowing and Reporting:** Exploring the ethical considerations surrounding whistleblowing, reporting unethical behavior, and protecting those who report misconduct.
5. **Integrity and Honesty:** Learning about the values of integrity and honesty in professional interactions, including honesty in communication and representation.
6. **Respect and Fairness:** Examining the principles of respect and fairness in dealing with colleagues, clients, customers, and stakeholders.
7. **Privacy and Data Protection:** Understanding the importance of safeguarding privacy and sensitive information, especially in the digital age.
8. **Professional Relationships:** Exploring ethical guidelines for establishing and maintaining professional relationships, including boundaries and conflicts.
9. **Responsibility to Clients/Customers:** Discussing the duty to provide accurate information, meet expectations, and prioritize client/customer interests.
10. **Corporate Social Responsibility:** Examining how organizations can integrate ethical and social responsibilities into their business practices.

Outcome

Upon successful completion of the Certificate Course on Professional Ethics, participants can expect to:

- Develop a strong foundation in professional ethics and conduct.
- Enhance their ability to navigate ethical dilemmas in various professional scenarios.
- Acquire skills to make ethical decisions that align with personal and organizational values.


Prof. Emelia Narona
(Course Coordinator)




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DEPARTMENT OF SELF-FINANCED COURSE

INVITES ALL THE STUDENTS FOR

BASICS OF ACCOUNTING

**LEARNING OUTCOMES: BUSINESS DECISION
GUIDANCE.**

Course Begins on: 12th August 2021

Duration: 30 Hours

**ALL THE STUDENTS WILL BE AWARDED WITH FREE
CERTIFICATE ON SUCCESSFUL COMPLETION OF THE ACTIVITY**

**FOR MORE DETAILS CONTACT MR. PANKAJ JAIN,
COURSE COORDINATOR**

**Dr. Kiran Mane,
I/C Principal**



**PRAHLADRAI DALMIA LIONS COLLEGE
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Certificate course on Basic of Accounting

Objectives

The Certificate Course on Basics of Accounting aims to:

- Provide participants with a foundational understanding of accounting principles.
- Equip participants with skills to record, analyze, and interpret financial transactions.
- Enhance financial literacy and enable participants to make informed financial decisions.

Course Content and Syllabus

1. **Introduction to Accounting:** Understanding the purpose of accounting, its role in business, and the importance of accurate financial reporting.
2. **Financial Statements:** Learning about the three main financial statements—balance sheet, income statement, and cash flow statement—and how they present a company's financial performance and position.
3. **Accounting Principles:** Exploring generally accepted accounting principles (GAAP) and their application in recording transactions and preparing financial statements.
4. **Double-Entry Accounting:** Understanding the concept of double-entry bookkeeping, debits and credits, and how transactions are recorded in the accounting equation (Assets = Liabilities + Equity).
5. **Recording Transactions:** Learning how to record various types of transactions, including sales, purchases, expenses, and revenues, using journals and ledgers.
6. **Chart of Accounts:** Creating and understanding a chart of accounts, which organizes accounts based on their nature and helps in categorizing financial transactions.
7. **Ethics in Accounting:** Exploring ethical considerations and professional conduct in accounting, including principles like objectivity and confidentiality.

Outcome

Upon successful completion of the Certificate Course on Basics of Accounting, participants can expect to:

- Gain proficiency in fundamental accounting concepts and terminology.
- Develop the ability to prepare and interpret financial statements.
- Enhance their financial decision-making skills for personal and professional contexts.

Pankaj

**MR. PANKAJ JAIN
(Course Coordinator)**



Principals
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MUMBAI - 400 064.**



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COMMERCE AND ECONOMICS**

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ORGANIZED BY SELF FINANCED COURSE

Invites all the Students for

CERTIFICATE COURSE ON DIRECT TAXATION

**AIM: TO PROVIDE THE STUDENTS WITH A COMPREHENSIVE
UNDERSTANDING OF BASIC CONCEPTS OF INCOME TAX**

COURSE BEGINS ON: 15TH SEPTEMBER 2021

DURATION: 30 HOURS

All the Students will be Awarded with Free
Certificate on Successful Completion of the Activity

**FOR MORE DETAILS CONTACT MR. RAHUL YADAV
COURSE COORDINATOR**

Dr. Kiran Mane,
I/C Principal



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OF COMMERCE & ECONOMICS
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Certificate Course on Direct Taxation

Objective

The Certificate Course on Direct Taxation aims to:

- Introduce participants to the fundamentals of direct taxation laws and regulations.
- Enhance participants' understanding of income tax principles and their applications.
- Equip participants with skills to navigate and comply with direct taxation requirements.


Course Content and Syllabus

1. **Introduction to Direct Taxes:** Understanding the basics of direct taxation, its importance in revenue generation, and its impact on the economy.
2. **Income Tax Laws:** Studying the Income Tax Act and related regulations, including concepts of taxable income, exemptions, deductions, and calculation of tax liabilities for individuals and businesses.
3. **Corporate Taxation:** Exploring taxation related to corporations, including concepts like the corporate tax rate, deductions, depreciation, and tax planning for businesses.
4. **Tax Planning and Avoidance:** Learning strategies for legal tax planning, minimizing tax liabilities, and understanding the difference between tax planning and tax evasion.
5. **Tax Deductions and Exemptions:** Understanding various tax deductions available to individuals and businesses, such as deductions for investments, charitable contributions, and housing loans.
6. **Tax Compliance and Filing:** Exploring the process of tax return filing, due dates, documentation requirements, and penalties for non-compliance.

Outcome

Upon successful completion of the 6-month Certificate Course on Direct Taxation, participants can expect to:

- Gain a comprehensive understanding of direct taxation laws and provisions.
- Develop proficiency in calculating income tax and filing tax returns.
- Be well-prepared to manage personal and professional taxation matters effectively.


MR. RAHUL YADAV
(Course Coordinator)




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**PRAHLADRAI DALMIA LIONS COLLEGE
OF COMMERCE AND ECONOMICS**

ISO 9001:2015 CERTIFIED

Department of Bachelor's of Commerce (B.Com)

Invites all the Students for



Certificate Course on Yoga

AIM: To practice mental hygiene..

Course Begins on: 4th August 2020

Duration: 30 Hours

**ALL THE STUDENTS WILL BE AWARDED WITH FREE
CERTIFICATE ON SUCCESSFUL COMPLETION OF THE ACTIVITY**

For More Details Contact Dr. Sunita Tidke, Course Coordinator

Dr. Kiran Mane,
I/C Principal



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OF COMMERCE & ECONOMICS
ISO 9001: 2015 Certified**

Certificate Course on Yoga

Objectives

The Certificate Course on Yoga aims to introduce participants to the profound principles and practices of yoga, cultivating physical vitality, mental clarity, and emotional balance. The course **seeks to educate, enhance physical well-being and promote mental clarity** of the participants.


Course Content and Syllabus

1. **Yoga Philosophy and History:** Exploring the origins and evolution of yoga, including an introduction to key texts like the Yoga Sutras and the Bhagavad Gita.
2. **Yoga Asanas (Poses):** Learning and practicing a variety of yoga poses, focusing on alignment, benefits, and modifications for different levels of practitioners.
3. **Pranayama (Breathing Techniques):** Understanding and practicing various pranayama techniques that involve controlled breathing to enhance vitality and balance the body's energy.
4. **Meditation and Mindfulness:** Introduction to meditation techniques and mindfulness practices to cultivate inner awareness and mental clarity.
5. **Yogic Anatomy and Physiology:** Exploring the body's energy systems (chakras and nadis) and their relevance to yoga practice, as well as understanding basic human anatomy.
6. **Yoga Ethics and Lifestyle:** Learning about the ethical principles of yoga, such as ahimsa (non-violence) and satya (truthfulness), and integrating them into daily life.
7. **Yoga Teaching Methodology:** Understanding how to create and structure yoga classes, including sequencing, cueing, and adapting classes for different student needs.

Outcomes

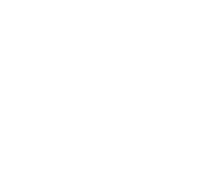
Upon successful completion of the 5-months Certificate Course on Yoga, participants can anticipate the following outcomes:

- Yoga Competence
- Physical Vitality
- Stress Resilience
- Mind-Body Synchronization


**DR. SUNITA TIDKE
(Course Coordinator)**




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Prahladrai Dalmia Lions College of Commerce and Economics

ISO 9001 : 2015 CERTIFIED

ORGANIZED BY DEPARTMENT OF B.COM & FOUNDATION COURSE

UNDER THE AEGIS OF IQAC

Invites all the Students for



**CERTIFICATE COURSE ON
HUMAN VALUES & ETHICS**



AIM: UNDERSTAND THE MORAL VALUES THAT OUGHT TO
GUIDE THE PROFESSION

**COURSE BEGINS ON: 3RD SEPTEMBER 2020
DURATION: 30 HOURS**

ALL THE STUDENTS WILL BE AWARDED WITH FREE
CERTIFICATE ON SUCCESSFUL COMPLETION OF THE ACTIVITY

For More Details Contact Ms. Seema Shukla, Course Coordinator

Dr. Kiran Mane,
I/C Principal



**PRAHLADRAI DALMIA LIONS COLLEGE
OF COMMERCE & ECONOMICS
ISO 9001: 2015 Certified**

Certificate Course on Human Values and Ethics

Objectives

The Certificate Course on Human Values and Ethics seeks to:

- Instill an understanding of the importance of human values and ethical conduct.
- Cultivate a sense of moral responsibility and ethical awareness.
- Encourage introspection and reflection on personal values and actions.

Course Content and Syllabus

1. **Introduction to Human Values:** Understanding the meaning and significance of human values, including how they shape individual character and influence societal well-being.
2. **Universal Human Values:** Exploring core human values such as truth, compassion, non-violence, love, humility, integrity, and justice.
3. **Ethical Decision Making:** Learning how to make ethical decisions based on principles and values, considering the well-being of oneself and others.
4. **Self-awareness and Self-development:** Reflecting on one's own values, strengths, and areas for growth, and working towards personal transformation.
5. **Ethics in Professional Life:** Exploring the application of human values in various professions, including business, healthcare, education, and public service.
6. **Social Responsibility:** Examining the role of individuals and communities in promoting social welfare and addressing societal challenges through value-based actions.
7. **Mindfulness and Values:** Exploring mindfulness practices to cultivate self-awareness, emotional intelligence, and alignment with chosen values.
8. **Ethics in the Digital Age:** Addressing ethical considerations related to technology, social media, and digital interactions.
9. **Values and Well-being:** Exploring the link between practicing human values and enhancing overall well-being, both mental and emotional.
10. **Service and Giving:** Examining the concept of selfless service and how contributing to the welfare of others aligns with human values.

Outcome

Upon successful completion of Certificate Course on Human Values and Ethics, participants can expect to:

- Develop a heightened awareness of the significance of ethical behavior.
- Foster a sense of empathy, compassion, and respect for others.
- Cultivate virtuous character traits that contribute to a harmonious society.

Seema

**MS. SEEMA SHUKLA
(Course Coordinator)**



Dharmendra
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and Economics**

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organized by Department of b.com & foundation course

Under the aegis of IQAC

Invites all the Students for

CERTIFICATE COURSE ON GANDHIAN IDEOLOGY

AIM: TO TO PROMOTE GANDHIAN VALUES

COURSE BEGINS ON: 8TH NOVEMBER 2020

DURATION: 30 HOURS

**ALL THE STUDENTS WILL BE AWARDED WITH FREE
CERTIFICATE ON SUCCESSFUL COMPLETION OF THE ACTIVITY**

For More Details Contact Dr. Sunita Tidke, Course Coordinator

**Dr. Kiran Mane,
I/C Principal**





**PRAHLADRAI DALMIA LIONS COLLEGE
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Certificate course on Gandhian Ideology

Objective

The Certificate Course on Gandhian Ideology aims to:

- Introduce participants to the life, philosophy, and principles of Mahatma Gandhi.
- Foster an understanding of nonviolent resistance and civil disobedience.
- Encourage critical thinking and discussions about Gandhian concepts.


Course Content and Syllabus

1. **Introduction to Mahatma Gandhi:** Understanding the life, background, and historical context of Mahatma Gandhi, and his significance in the Indian independence movement.
2. **Principles of Nonviolence (Ahimsa):** Exploring Gandhi's philosophy of nonviolence as a means for social change, conflict resolution, and personal transformation.
3. **Satyagraha and Civil Disobedience:** Studying the concepts of satyagraha (truth force) and civil disobedience, and their role in resistance against injustice.
4. **Economic Equality:** Studying Gandhi's views on equitable distribution of resources and the elimination of economic disparities.
5. **Women's Empowerment:** Understanding Gandhi's advocacy for women's rights, gender equality, and their active participation in social and political life..
6. **Peace and Conflict Resolution:** Examining Gandhi's efforts to promote peace, reconciliation, and the resolution of conflicts through nonviolent means.
7. **Gandhi's Influence Today:** Analyzing how Gandhian principles continue to inspire social movements, political leaders, and activists worldwide.
8. **Practical Applications of Gandhian Ideals:** Exploring how Gandhian ideology can be applied to contemporary challenges such as poverty, inequality, and environmental sustainability.

Outcome

Upon successful completion of the Certificate Course on Gandhian Ideology, participants can anticipate:

- A comprehensive grasp of Mahatma Gandhi's principles and their relevance.
- An ability to apply nonviolent ideals to contemporary societal issues.
- Enhanced critical thinking and communication skills through engaging discussions.


DR. SUNITA TIDKE
(Course Coordinator)




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Department of B.Com & Business communication

Invites all the Students for

**CERTIFICATE COURSE ON SOFT SKILL AND
COMMUNICATION IN ENGLISH**

**Learning outcomes: Develop effective communication
skills .**

*Course Begins on: 7th August 2020
Duration: 30 Hours*

*ALL THE STUDENTS WILL BE AWARDED WITH FREE CERTIFICATE
ON SUCCESSFUL COMPLETION OF THE ACTIVITY*

**For More Details contact Ms. Emelia Noronha,
HOD OF BC & Course Coordinator**

**Dr. Kiran Mane,
I/C Principal**



Prahladrai Dalmia Lions College of Commerce & Economics

Sunder Nagar, S. V. Road, Malad (West), Mumbai – 400064.

ISO 9001:2015 Certified

Certificate Course on Soft skills and Communication in English

–

Objectives:

1. To acquaint students with Soft Skills
2. To make students understand the processes of improving Emotional Intelligence Quotient
3. To enhance communication skills of students with reference to Job selection Processes – Resume, Interview, Group discussion.

Learning Outcomes :

After the completion of this course students will be able to:

1. Conduct a Self Analysis – SWOC
2. Demonstrate a basic understanding of the need of emotional intelligence
3. Create a short video presentation on self introduction
4. Create a resume and upload it on LinkedIn

Syllabus:

Unit 1 : Emotional Intelligence

Unit 2 : Communication Skills in English

Unit 1 : Emotional Intelligence

Module 1:

Introduction to Emotional Intelligence

Need and Importance of Emotional Intelligence

Competencies of EI

Module 2 :

Self Awareness – Need & Importance

Processes of self awareness – SWOC

Emotional Awareness, Need for Accurate self awareness

Module 3:

Self Management – relationships of self managements and self confidence

Steps of Self Management - Self control , Trustworthiness, Conscientiousness,

Adaptability, Innovativeness, Achievement orientation, Initiative, Optimism

Module 4:

Social Awareness through Empathy

Meaning, Need & Importance of Empathy

Cultivating Empathy

Module 5:

Organisational Awareness - Political Awareness, leveraging Diversity
Gender Sensitivity

Module 6:

Leadership – leadership styles, qualities of good leadership
Conflict management

Module 7:

Time management – Need, benefits, process
10 Techniques of time management - SMART Goals, The Eisenhower Matrix / The Eisenhower box, Kanban Board,
Do Deep Work, and key results, The Pomodoro Technique, OKR - Objectives, SCRUM, BoJo - The bullet journal, Tracking, GTD - Getting things done.

Module 8:

Stress management – Need and Importance , Processes of managing stress

Unit 2 :

Communication Skills in English

Module 1:

Interviews – Need and Importance , Preparing for an Interview, Types of Interviews, Video interview , Group Discussion

Module 2 :

Preparing a Resume using Canva, Preparing a video resume, Importance of LinkedIn and other social media

Module 3:

English Language skills – Pronunciation, Vocabulary and Grammar, Public speaking, Presentation Skills, Business Etiquettes

Module 4:

Learning English as a Lifelong skill – using the internet to enhance English language skills

Teaching learning methodology:

Online sessions via Google Meet, use of Google Classroom, Group discussions, Mock interviews. Tests, Quizzes, Assignments & Project presentations to be used for grading purpose.

Certificate will be given on the basis of following criteria:20:40:40

Attendance: 60 Percent attendance is compulsory – 20 percent marks allotted

Assignments : 1 Best assignment out of 2 will be counted for grading: 40 percent marks allocated

Classroom interaction, Group discussion, Mock Interview & presentation: 40 percent marks allocated.


Prof. Emelia Narona
(Course Coordinator)




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NOTICE




2nd April, 2020

“Add on Course”

This Notice is to inform you all that Prahladrai Dalmia Lions College of Commerce & Economics is organizing add on course on “**Field Technicians Computing and peripherals**” on **14 April, 2020 in online mode at your own pace.**

Registration is free of cost.

We request All the students to register themselves before 12th April, 2020.

		
Prof. Madhavi Nighoskar	Prof. Subhashini Naikar	Dr. Kiran Mane
(Vice- Principal, Degree)	(Vice- Principal, SFC)	(I/c Principal)

DI/N-STD/GEN/00

Date: 2nd April, 2020



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Facilitator Guide



Sector
Electronics

Sub-Sector
IT Hardware

Occupation
After Sales Support

Reference ID: ELE/Q4601, Version 1.0
NSFQ Level: 4

**Field
Technician
(Computing
and
Peripherals)**

Model Curriculum

Field Technician – Computing and Peripherals

SECTOR: ELECTRONICS
SUB-SECTOR: IT HARDWARE
OCCUPATION: AFTER SALES SERVICE
REF ID: ELE/Q4601 VERSION 1.0
NSQF LEVEL: 4





Certificate

COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARD

Is hereby issued by the

Electronics Sector Skills Council of India

for

Skilling Content : Field Technician- Computing and Peripherals

Complying to National Occupational Standards of

Job Role/QP : Field Technician- Computing and Peripherals, QP No : ELE/Q4601 Level 4

Date of Issuance : 08th May 2017

Valid up to* : 07th May 2018

*Valid upto the next QP Review Date or the date
mentioned above (whichever is earlier)



Authorized Signatory
Electronics Sector Skills Council of India



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FIELD TECHNICIAN – COMPUTING AND PERIPHERALS


CURRICULUM / SYLLABUS

This course encompasses 4 out of 4 National Occupational Standards (NOS) of “Field Technician - Computing and Peripherals” Qualification Pack issued by “Electronic Sector Skill Council”.

Program Name	Field Technician – Computing and Peripherals		
Qualification Pack Name & Reference ID. ID	ELE/Q4601 VERSION 1.0		
Version No.	1.0	Version Update Date	07-May-2017
Pre-requisites to Training	12 th Pass/ Diploma Graduate		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Ability to build interpersonal relationships, and have a customer centric approach • Develop critical thinking and conduct root cause analysis – Problem solving • Business Communication, email etiquette • Working with office package for reporting and documentation – MS-Word, Excel, PowerPoint • Installing and configuring the networking, servers and storage systems • Attending to field calls from client and Handle Complaints for system trouble shooting and repairs • Knowing the importance of SLAs and Company Processes 		



Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Hardware Essentials</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 22:00</p> <p>Corresponding NOS Code ELE/N4602 ELE/N4603</p>	<ul style="list-style-type: none"> • Understanding the different component of computer , Assembly of system • Troubleshooting of the system • To understand layout, Components and from factors of mother board. • To understand the form factors ,slot types and different memory types • To identify the types of Storage. To Recognize the methods of storage and different hardware components used storage. • To identify the types of hardware components in the computer and differentiate it. • To understand the methods of troubleshooting storage, power supplies • To understand types of printer and scanner To recognize features used • Recognize the types of laptop devices and to understand note book concepts. • Recognize of the component of computer, troubleshooting and installing and configuring of operating system and it drives. • To understand importance of work etiquette. To understand the methods safety measure to be used • This will be Multiple question types. • Presenting their learnt knowledge 	<ul style="list-style-type: none"> • Desktops • Laptops • Netbooks and Notebooks • Laser Printers • Ink Jet Printers • Dot Matrix Printers • Power adapters for each
2	<p>Network Essentials</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 22:00</p> <p>Corresponding NOS Code ELE/N4602 ELE/N4603</p>	<ul style="list-style-type: none"> • To understand the networking, OSI Concepts Recognize the Network technologies. • To understand the types of application functionality • To understand the colour coding for the Ethernet cable to be crimping. Recognize network adaptor configuration • Recognize the network designed structure. • To understand the different configuration methods of device • To understand method of self-motivation, self confidence. • This will be Multiple question type. • Presenting their learnt knowledge 	<ul style="list-style-type: none"> • Post cards • Screw Driver • Cables (RJ45) • Network switch • Routers 
3	<p>Windows 7/10 Essentials</p>	<ul style="list-style-type: none"> • To understand features of windows client ,performance information ,tool configuration 	<ul style="list-style-type: none"> • Videos • Powerpoint • Laptop

	<p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 22:00</p> <p>Corresponding NOS Code ELE/N4602 ELE/N4603</p>	<ul style="list-style-type: none"> To understand the methods of installation, upgrading and its features To understand the method Configuring, maintaining, backup and recovery Recognize the methods of installation, configuration, system security, maintaining of backup, recovery and backup. To understand the method basic functions to be done, service to be provided, communicate effectively in formal situations. This will be Multiple question type. Presenting their learnt knowledge 	<ul style="list-style-type: none"> Projector Projector Screen White Board
4	<p>Windows Server</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 22:00</p> <p>Corresponding NOS Code ELE/N4602 ELE/N4603</p>	<ul style="list-style-type: none"> To understand Directory services and different functional levels To understand methods of installing configuring Directory services. To understand the methods of disaster recovery and backup. Recognize the method of implementing secure domain, administrating and creation of user, maintaining group policies. To understand the goals set, improving the reading skills This will be multiple question type. Presenting their learnt knowledge 	<ul style="list-style-type: none"> Videos Powerpoint Laptop Projector Projector Screen White Board
5	<p>Linux Server</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 22:00</p> <p>Corresponding NOS Code ELE/N4602 ELE/N4603</p>	<ul style="list-style-type: none"> Recognize the Linux features, basic commands To understand the methods of installing, configuring server and services To understand the method of fault analysis, filesystem corruption. To understand method of installing, configuring network adaptor, basic services, managing of storage. To understand the impact, body language, verbal communication, comprehension. This will be Multiple question type. Presenting their learnt knowledge 	<ul style="list-style-type: none"> Videos Powerpoint Laptop Projector Projector Screen White Board
6	<p>IT Security fundamentals</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 25:00</p> <p>Corresponding NOS Code</p>	<ul style="list-style-type: none"> To understand the method of installing, configuring, outlook and concepts of anti-virus. To understand the methods of identifying types and indication of virus, worms, Trojan etc. To understand the compatibility issues and common errors. Recognize basic security risks To understand method s of system vulnerability and fixing them and methods of measure to prevent 	<ul style="list-style-type: none"> Videos Powerpoint Laptop Projector Projector Screen White Board 

	ELE/N4602 ELE/N4603	<p>them.</p> <ul style="list-style-type: none"> To understand methods of having positive attitude, awareness, prioritize. This will be Multiple question type. Presenting their learnt knowledge 	
7	<p>Concepts of ITIL v3</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 22:00</p> <p>Corresponding NOS Code ELE/N4601 ELE/N9909</p>	<ul style="list-style-type: none"> To understand the method of monitoring, measuring and reporting To understand the Method of CSF, KPIs and Activity. To understand the methods of SLA, timeliness, response and resolution data To understand the problem management process flow, Determination resolution To Understand the methods Problem management, tracking report and control measures To understand the methods for learning new things at your work. This will be Multiple question type. Presenting their learnt knowledge 	<ul style="list-style-type: none"> Videos Powerpoint Laptop Projector Projector Screen <p>White Board</p>
8	<p>Final Assessment</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 23:00</p> <p>Corresponding NOS Code ELE/N4601 ELE/N4602 ELE/N4603 ELE/N9909</p>	<ul style="list-style-type: none"> There will be two types of assessment <ul style="list-style-type: none"> Multiple choice Scenario based 	
	<p>Total Duration</p> <p>Theory Duration 120:00</p> <p>Practical Duration 180:00</p>	<p>Unique Equipment Required:</p> <ul style="list-style-type: none"> Cable Crimping Tool Desktop Digital Multimeter Dot Matrix Printer ESD Gloves Ink Jet Printer Insulation Tape Lan Tester Laptop Lead Solder Motherboard Diagnoser Multi-Function Laser Printer Network Switch Post Cards Router 	

		<ul style="list-style-type: none">• Scanner• Screw Driver Set• Soldering Flux• Soldering Iron
--	--	--

Grand Total Course Duration: **300 Hours 00 Minutes**

(This syllabus/ curriculum has been approved [Electronics Sector Skills Council of India](#))



Annexure A: TRAINER Pre-Requisites

Trainer Prerequisites for Job role: “Field Technician - Computing and Peripherals” mapped to Qualification Pack: “ELE/ Q4601 Version1.0”

Sr. No.	Area	Details
1	Job Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “ELE/Q4601 version 1.0 ”.
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for Earn and keep oneself updated with the latest in the mentioned field quality and for developing others; well-organised and focused, eager to le.
3	Minimum Educational Qualifications	12th Standard Pass with 2 Years Industry Experience.
4a	Domain Certification	Certified for Job Role: “Field Technician – Computing & Peripherals” mapped to QP: “ELE 4601 ”. Minimum accepted score 70 %
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/1402”. Minimum accepted score =70%
5	Experience	2 year of relevant Industrial and Trainer Exp.



Annexure B: ASSESSMENT Criteria

Assessment Criteria for Field Technician - Computing and Peripherals	
Job Role	Field Technician - Computing and Peripherals
Qualification Pack	ELE/ Q4601 version 1.0
Sector Skill Council	Electronic

Sr. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2	The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5	To pass the Qualification Pack, every trainee should score a minimum of 70% in each NOS
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

Element	Performance Criteria	Total Marks (400)	Marks Allocation		
			Out Of	Theory	Skills Practical
1. ELE/N4 601 Engage with customers	PC1. call the customer based on inputs logged into customer care	100	3	1	2
	PC2. greet the customer and listen to their problem attentively		3	1	2
	PC3. check with customer about time for visit, field work and confirm location		4	2	2
	PC4. follow etiquette when interacting with customers as per company policy such as politeness and patience		6	2	4
	PC5. seek feedback from the customers on completion of work		4	2	2
	PC6. understand location requirement for placement of system during and after installation		2	1	1
	PC7. seek inputs to understand symptoms for the problem faced		4	2	2



	PC8. ask open and close-ended questions to understand the specific problem		4	2	2
	PC9. inform customer about the replacement or repair process		4	2	2
	PC10. enquire about warranty coverage		3	1	2
	PC11. educate about other useful products and annual maintenance contract		3	1	2
	PC12. summarise the problem to customer and suggest the possible solutions		5	2	3
	PC13. inform customers on whether the module has to be replaced or repaired with reasons		5	2	3
	PC14. explain the customers on time taken, repair process and possible cost for the service or inclusion under warranty		5	2	3
	PC15. seek customer's approval for further service		5	2	3
	PC16. provide note to customers about the problem(s), actions taken and the cost associated and retain a copy		5	2	3
	PC17. provide appropriate invoice for any purchase of module or parts by customer		5	2	3
	PC18. interact with customer on time within the specified Service Level Agreement (SLA) time		3	1	2
	PC19. identify the customer's requirement and identify the resources and record		3	1	2
	PC20. accurately assess the problem and suggest appropriate solutions		3	1	2
	PC21. offer the right service as per customer's requirements		3	1	2
	PC22. communicate problem effectively in order to secure customer's confidence		4	2	2
	PC23. gauge customer satisfaction with the installation and placement of device		4	2	2
	PC24. maintain no repeat or second escalation from customer		4	1	3
	PC25. achieve customer satisfaction on engagement behaviour such as listening to complaints or appropriate dressing		3	1	2
	PC26. achieve 100% customer satisfaction and positive feedback		3	1	2
	TOTAL		100	40	60
2.		100			
ELE/N4	PC1. check site conditions		1	0	1
602	PC2. check and ensure any tailor-made programs required by the customer		1	0	1
Install,	PC3. open the packaging of new product and take out the hardware carefully		1	0	1
config	PC4. connect all the hardware devices such as CPU, Monitor, Keyboard, Mouse, as per the specifications of the system		2	1	1
ure	PC5. in case of laptop, connect battery, plug in and switch on the system		2	1	1
and					
setup	PC6. follow standard operating procedure while handling		1	1	1
hardw					
are					

system	hardware modules such as handling PCB with ESD standards			
	PC7. follow the standard operating procedure for installation of each model of hardware devices and comply with them	2	1	1
	PC8. place the system at a location as preferred by customer	2	1	1
	PC9. install the hardware / devices as per standard operating procedure	2	1	1
	PC10. ensure that appropriate device and model specific procedure is followed as per installation manual	2	1	1
	PC11. maintain zero-material defect during material handling by following standard operating procedure	2	1	1
	PC12. carry tools and manuals as per installation manual	1	0	1
	PC13. understand the peripheral requirements of customers and ensure all hardware are available	3	1	2
	PC14. understand the placement requirement of peripheral equipment such as printers, modems, etc., as per customer preferences	3	1	2
	PC15. connect the peripheral devices with the system as per the standard procedure followed for each equipment	4	2	2
	PC16. install the peripherals, connect the appropriate peripheral such as printer, scanner to the system and run the installed program for set up	4	2	2
	PC17. follow the safety procedures while handling and installing the equipment	4	2	2
	PC18. install and configure peripherals as standard operating procedure	4	2	2
	PC19. ensure the placement of peripherals are as per customer requirement	3	1	2
	PC20. install the operating system and appropriate application software as per customer preference	5	2	3
	PC21. install additional software as per standard customer requirement	5	2	3
	PC23. switch on the system and peripherals and check for effective functioning	2	1	1
	PC24. check and ensure the functionality of system, peripherals and applications	3	1	2
	PC25. ensure product functions are tested and demo given to the customer after hardware, software, operating system and peripheral integration with reference to the installation manual	3	1	2
	PC26. ensure that customer is satisfied	2	1	1
	PC27. measure and meet multipart calls norm against benchmark	2	1	1
	PC28. complete the installation within the agreed Turn Around Time (TAT)	3	1	2
	PC29. complete the call closure in single visit	3	1	2
	PC30. complete the task with the quality benchmark of the	2	1	1

	company				
	PC31. understand the customer requirement and queries on the hardware		2	1	1
	PC32. educate customer on use of and procedures to be followed in operation of hardware		1	0	1
	PC33. inform customer about warranty and other terms and conditions on the hardware devices		1	0	1
	PC34. inform about cost estimates for any other new installations		2	1	1
	PC35. provide adequate information about the hardware devices, operating procedure, maintenance, etc., to the customer		1	0	1
	PC36. address the queries and issues raised by the customer on device		1	0	1
	PC37. inform customers clearly about warranty, and product terms and conditions		1	0	1
	PC38. provide customers on all the appropriate documents including invoice		1	0	1
	PC39. understand the work requirement from superior, periodically		1	0	1
	PC40. report to superior on the work completed		1	0	1
	PC41. escalate the customer issues and problems that cannot be handled at field level		2	1	1
	PC42. document the work completed on the company ERP software for tracking and future references		1	0	1
	PC43. achieve 100% on-time completion of field installation with reference to agreed target and time		3	2	1
	PC44. submit feedback form on customer satisfaction level with respect to the product installation		3	2	1
	PC45. find solutions to customer complaints and queries unresolved in the field		2	1	1
	PC46. report work status and prepare documentation as per company standards		2	1	1
			100	40	60
3.		100			
ELE/N4	PC1. listen carefully to concerns registered by customer at customer care		3	1	2
603	PC2. interact with customer on telephone for better understanding of concern before the visit		3	1	2
Troubleshoot and replace faulty module	PC3. commence field trip based on type of complaint		2	1	1
	PC4. carry the troubleshooting instructions sheets		3	1	2
	PC5. understand the warranty, terms and conditions with relation to the product		3	1	2
	PC6. identify the type of problem and carry relevant tools and equipment based customer complaint and standard operating procedure		3	1	2

PC7. assess whether replacement or repair of module may be required	3	1	2
PC8. carry only 100% approved and verified field replaceable parts for repairing or replacing	2	1	1
PC9. decide on whether it can be repaired in field or at company's test centre	3	1	2
PC10. understand the problems experienced by the customer	2	1	1
PC11. use equipment such as 'power on self test' (POST) card to identify the common errors and issues in the system which does not start up	3	1	2
PC12. conduct root-cause analysis and identify the likely problem area	3	1	2
PC13. disassemble and check each part of computing system such as SMPS, Memory, Hard disk to isolate the failed module	3	1	2
PC14. follow standard operating procedure while handling hardware modules such as handling PCB with ESD standards	3	1	2
PC15. in case of peripherals, check all parts such as print head, lens, led display to isolate faulty module	3	1	2
PC16. make decision on whether the part can be replaced or component should be repaired	3	1	2
PC17. identify the solution design where the module to be replaced or software to be installed or updated	3	1	2
PC18. decide on whether to replace module or send to repair centre	2	1	1
PC19. if the module has to be replaced, disassemble the system, remove and replace and re-assemble the system	2	1	1
PC20. if soldering needs to be done, use manual hand soldering iron unit to solder the components or parts	3	1	2
PC21. if there is any operating system error, software related issues, reinstall the software or fixing the issues	3	1	2
PC22. fix the common problems faced with peripherals and networking devices	3	1	2
PC23. escalate the problems which cannot be addressed at field level to the superior for servicing at company's repair stations	2	1	1
PC24. coordinate with remote technical helpdesk to seek any assistance on field	2	1	1
PC25. follow appropriate safety procedures while handling tools such as soldering iron	3	2	1
PC26. test 100% products or functions are tested after new hardware modules or software is installed	2	1	1
PC27. understand clearly the requirement before field visit	2	1	1
PC28. report percentage of call closure in multiple visits against benchmark	1	1	0
PC29. ensure no sub-standard or unverified parts are used in replacing	2	1	1

	PC30. complete the function within the agreed Turn Around Time (TAT)		2	1	1
	PC31. complete the call closure in single visit		1	1	0
	PC32. complete the task with the quality benchmark of the company		1	1	0
	PC33. meet monthly or daily target given		1	1	0
	PC34. inform customer about the problem, action to be taken		1	0	1
	PC35. inform customer on adequate information about hardware device or software		2	1	1
	PC36. instruct customer on use of and procedures to be followed for operating the system or hardware		2	1	1
	PC37. confirm acceptance before replacing module or sending for repairs to company		1	1	0
	PC38. inform customer about warranty and other terms and conditions on the replaced or repaired hardware devices		2	1	1
	PC39. provide relevant documents to customers on completion of work		1	0	1
	PC40. achieve 100% satisfaction with customer on post sales service		1	0	1
	PC41. receive the work order from the superior or customer care about the complaint registered		2	1	1
	PC42. report on the work load and completion status		1	0	1
	PC43. find solutions to customer complaints and queries that are unresolved in the field		2	1	1
	PC44. escalate the problems that cannot be resolved at field level with reason		1	0	1
	PC45. report 100% on time completion of field repair or hardware replacement with reference to agreed target and time or reasons for not meeting target		1	0	1
	PC46. submit the feedback form on customer satisfaction level with respect to the product repair		1	0	1
	PC47. accurately report work status through proper documentation as per company's standards		1	0	1
	PC48. create knowledge bank on the complex repairs made through documentation		1	0	1
	TOTAL		100	40	60
4.		100			
ELE/N9 909 Coordinate with colleagues	PC1. understand and assess work requirements		5	2	3
	PC2. understand the targets and incentives		5	2	3
	PC3. understand new operating procedures and constraints		5	2	3
	PC4. report problems in the field		5	2	3
	PC5. resolve personnel issues		5	2	3
	PC6. receive feedback on work standards and customer satisfaction		5	2	3
	PC7. communicate any potential hazards at a particular		5	2	3

location			
PC8. meet given targets		5	2
PC9. deliver work of expected quality despite constraints		5	2
PC10. receive positive feedback on behaviour and attitude shown during interaction		5	2
PC11. interact with colleagues from different functions and understand the nature of their work		10	4
PC12. receive spares from tool room or stores; deposit faulty modules and tools to stores		10	4
PC13. pass on customer complaints to colleagues in a respective geographical area		10	4
PC14. assist colleagues with resolving field problems resolve conflicts and achieve smooth workflow		10	4
PC15. follow the company policy during cross functional interaction		10	4
	TOTAL	100	40
		60	





PRAHLADRAI DALMIA LIONS COLLEGE OF COMMERCE & ECONOMICS

ISO 9001: 2015 Certified

NOTICE




1st February, 2020

“Add on Course”

This Notice is to inform you all that Prahladrai Dalmia Lions College of Commerce & Economics is organizing add on course of total 240 hours (Theory duration – 106 hours and practical duration – 134 hours) on “**Airline Customer Service Executive**” on **11 February, 2020 in online mode at your own pace.**

Registration is free of cost.

We request all the students to register themselves before 10th February, 2020.

		
Prof. Madhavi Nighoskar	Prof. Subhashini Naikar	Dr. Kiran Mane
(Vice- Principal, Degree)	(Vice- Principal, SFC)	(I/c Principal)

DI/N-STD/GEN/00

Date: 1st February, 2020



I/C - PRINCIPAL
PRAHLADRAI DALMIA LIONS COLLEGE OF
COMMERCE AND ECONOMICS,
SUNDER NAGAR, MALAD (W),
MUMBAI - 400 064.

QUALIFICATION PACK – OCCUPATIONAL STANDARDS FOR AEROSPACE & AVIATION INDUSTRY



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What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

Contact Us:

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Introduction

Qualifications Pack – Airline Customer Service Executive

OCCUPATION: Customer Service

SECTOR: AEROSPACE AND AVIATION

SUB-SECTOR: Airline

OCCUPATION: Customer Service

REFERENCE ID: AAS/Q0301

ALIGNED TO: NCO-2015/ 3429.10

Brief Job Description: Airline Customer Service Executive, is responsible for the administrative and customer service functions. Customer service executives are responsible for meeting the needs and safety requirements of passengers and airport personnel. They assist customers before and after a flight. Customer service executives also provide support to other airport personnel, including pilots and engineers.

Personal Attributes: An Airline Customer Service Executive's attributes would include good communication skills, good inter-personal skills and customer centricity.



Job Details

Qualifications Pack Code	AAS/Q0301		
Job Role	Airline Customer Service Executive		
Credits (NSQF)	TBD	Version number	1.0
Sector	Aviation & Aerospace	Drafted on	05/09/2016
Sub-sector	Airline	Last reviewed on	20/02/2017
Occupation	Customer Service	Next review date	20/02/2020
NSQC Clearance On	NA		

Job Role	Airline Customer Service Executive
Role Description	Airline Customer Service Executive assists customers before and after a flight. Customer service executives also provide support to other airport personnel, including pilots and engineers.
NSQF	4
Minimum Educational Qualifications	Class XII
Maximum Educational Qualifications	Not applicable
Training (Suggested)	Aviation Security (Bureau of Civil Aviation Security)
Minimum Job Entry Age	18 years
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> 1. AAS/N0502 Follow safety and security procedures 2. AAS/N0301 Passenger check-in 3. AAS/N0303 Passenger Boarding 4. AAS/N0302 Manage lounge services 5. AAS/N0304 Manage passenger complaint at airport 6. AAS/N0501 Take action to deal with incidents, accidents and emergencies in the aviation security environment 7. AAS/N0503 Work Effectively in a Team <p>Optional: Not Applicable</p>
Performance Criteria	As described in the relevant OS units

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Job Role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
OS	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
NOS	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard, which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational Context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.



Model Curriculum

Airline Customer Service Executive

SECTOR: AEROSPACE AND AVIATION
SUB-SECTOR: AIRLINE
OCCUPATION: CUSTOMER SERVICE
REF ID: AAS/Q0301
NSQF LEVEL: 4



 Skill India Start-Up - Grow-Up	 Aerospace & Aviation Sector Skill Council	 N·S·D·C National Skill Development Corporation
<h2>Certificate</h2> <p>CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS is hereby issued by the</p> <p>AEROSPACE & AVIATION SECTOR SKILL COUNCIL (AASSC) for the</p> <p>MODEL CURRICULUM</p> <p>Complying to National Occupational Standards of Job Role/Qualification Pack : 'Airline Customer Service Executive' QP No. 'AAS/Q0301 NSQF level 4'</p>		
Date of issuance : 01 September 2017 Valid up to : 31 August 2018 * Valid up to the next review date of the Qualification Pack		 (Authorised signatory) Aerospace & Aviation Sector Skill Council (AASSC)



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Airline Customer Service Executive


CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Airline Customer Service Executive”, in the “Aerospace & Aviation” Sector/Industry and aims at building the following key competencies amongst the learner


Program Name	Airline Customer Service Executive		
Qualification Pack Name & Reference ID.	AAS/Q0301		
Version No.	1.0	Version Update Date	20 – 02 - 2017
Pre-requisites to Training	Class XII		
Training Outcomes	<p>After completing this programme, participants will be able to;</p> <ul style="list-style-type: none"> • Handle the administrative and customer service functions responsibly. • Meet the needs and safety requirements of passengers and airport personnel. • Assist customers before and after a flight. • Provide support to other airport personnel, including pilots and engineers. • Identify and use basic tools, equipment & materials; Understanding of carrying out tool box, machinery equipment for its operation. • Acquire basic communication skills and good inter-personal skills. • Ability to stand and walk for long periods of time consistent kneeling, squatting and reaching above the head with caution to avoid accidents. 		



This course encompasses 7 out of 7 National Occupational Standards (NOS) of “Airline Customer Service Executive” Qualification Pack issued by “SSC: Aerospace & Aviation Sector Skill Council (AASSC)”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Follow safety and security procedures Theory Duration (hh:mm) 25:00 Practical Duration (hh:mm) 23:00 Corresponding NOS Code AAS/N0502</p>	<p>Candidates will be able to;</p> <ul style="list-style-type: none"> comprehend the organisation's safety and security policies and procedures comprehend the regulatory guidelines on safe conduct of operations and maintenance of conditions to thwart any acts of unlawful interference report any identified breaches of safety, and security policies and procedures to the designated person coordinate with other resources at the workplace (within and outside the organisation) to achieve safe and secure environment identify and mitigate any safety and security hazards like illness, accidents, fires or acts of unlawful interference if it falls within the limits of individual's authority report any hazards outside the individual's authority to the relevant person in line with organisational procedures and regulatory guidelines follow organisation's emergency procedures for incidents or accidents, fires or acts of unlawful interference identify and recommend opportunities for improving health, safety, and security to the designated person ensure completion of all health and safety records are updates and procedures well defined 	<p>White/Black board, Markers, computer and projector, trainer's guide, student handbook, Charts regarding health & hygiene, fire-fighting, first aid, chart of prohibited items, Screening & search equipment – hand-held metal detector, doorframe metal detector, Under chassis inspection mirror, torch, Chart of parking layout, traffic markings, signals, cones, barriers, marking tape, signage, jackets. Chart on traffic signals and symbols, walkie-talkie, personal protective equipment (PPE) (consisting of high visibility safety jacket & safety shoes)</p>
2	<p>Passenger Check-In Theory Duration (hh:mm) 13:00 Practical Duration (hh:mm) 19:00 Corresponding NOS Code AAS/N0301</p>	<p>Candidates will be able to;</p> <ul style="list-style-type: none"> receive passengers in a courteous manner at the check in counter identify the bona fide passengers with their passenger name record(PNR) in accordance with the airline procedure and an acceptable identification document as per regulatory requirements take appropriate action to deal with passengers who are unfit or incapable of air travel as per organisation and or regulatory guidelines “check-In” the passenger in the departure control system as per 	<p>White/Black board, Markers, computer and projector, trainer's guide, student handbook, walkie-talkie, video films demonstrating typical passenger reception procedures,</p> 

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>organisation procedures</p> <ul style="list-style-type: none"> • allocate seat, services and facilities to bonafide passengers according to their requests and their eligibility • “check-In” the bag(s) of the passenger, if any, while ensuring that the bag(s) are within prescribed limits • enter the details of the bag(s) into the departure control system and print the baggage tag(s) • tag the bag(s) appropriately. • ensure that the copy of the baggage tag(s) is affixed on the boarding card of the passenger • deal with any observed discrepancies in line with policies and procedures of the organisation • provide boarding pass to passenger(s) • handover all the documents to the passenger and brief the passenger on the details of the departing flight • escalate any safety or security concerns about passengers 	
3	<p>Passenger boarding Theory Duration (hh:mm) 13:00 Practical Duration (hh:mm) 19:00 Corresponding NOS Code AAS/N0303</p>	<p>Candidates will be able to;</p> <ul style="list-style-type: none"> • gather the information of flight and the departure gate • announce boarding of the flight in clear and concise manner as per boarding sequence • ensure that the boarding announcements are as per defined organisation procedures • deal with passengers in a courteous manner at all times • ask for the boarding pass at the boarding gate • scan and cross verify the boarding pass • inspect the boarding pass for airport security stamp • assign a porter/helper to special needs passenger, if required • direct the passengers to the aircraft through the aerobridge or coach • reconcile the passenger headcount and escalate any deficiency through the appropriate channel 	<p>White/Black board, Markers, computer and projector, trainer’s guide, student handbook,</p>
4	<p>Manage lounge services Theory Duration (hh:mm) 13:00 Practical Duration (hh:mm) 19:00 Corresponding NOS Code</p>	<p>Candidates will be able to;</p> <ul style="list-style-type: none"> • receive and greet the passengers at the lounge service desk • verify the eligibility of the passenger to access the lounge services based on organisation policies • ensure to record all the details of the passenger at the lounge service desk 	<p>White/Black board, Markers, computer and projector, trainer’s guide, student handbook, jackets, batons, whistle, lights, and communication, tag scanners/access control</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	AAS/N0302	<ul style="list-style-type: none"> • keep the passenger informed about the boarding gate for the flight and the boarding time • provide passengers with newspapers, food and drink, when requested • operate equipment in the executive lounge • resolve queries from passengers in a courteous and friendly manner • dress appropriately at all times • maintain high levels of hygiene • make announcements at appropriate times to make sure that passengers board their flights in a timely manner • deal effectively and politely with passengers during flight delays 	devices, Charts regarding safety & security, health & hygiene, fire-fighting, first aid, prohibited items,
5	Manage passenger complaints at airport Theory Duration (hh:mm) 13:00 Practical Duration (hh:mm) 19:00 Corresponding NOS Code AAS/N0304	Candidates will be able to; <ul style="list-style-type: none"> • deal with passengers in a courteous manner at all times • examine passengers' tickets and baggage tag identification to identify appropriate reference/sequence numbers • explain the lost baggage procedure to passengers in a clear and concise manner • record the details of the bag(s) as per checklist defined by the organisation • raise the complaint within the airline system(s) using appropriate processes • communicate to the passenger his/her rights to claim compensation and the process to receive compensation for delayed or lost bag(s) as per organisation policies and regulatory guidelines • escalate the complaint based on the situation and the passenger's reaction • deal with passengers in a courteous manner at all times • examine passengers' tickets and baggage tag identification to identify appropriate reference/sequence numbers • inspect bag(s) for alleged pilferage or damage and attempt to verify the alleged claims by the passenger • explain the claims procedure to passengers in a clear and concise manner • record the passenger complaint and details of the pilferage/damage as per organisation procedures and regulatory guidelines 	White/Black board, Markers, computer and projector, trainer's guide, student handbook, jackets, batons, whistle, lights, and communication, tag scanners/access control devices, Charts regarding safety & security, health & hygiene, fire-fighting, first aid, prohibited items, 

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> • issue appropriate documents to passengers • process internal paperwork relating to damage in line with the organisation procedures and raise the complaint within the airline system(s) using appropriate processes • communicate to the passenger his/her rights to claim the compensation and the process to claim the compensation in line with organisation policy and procedure 	
6	<p>Take actions to deal with incidents, accidents and emergencies in the aviation security environment Theory Duration (hh:mm) 16:00 Practical Duration (hh:mm) 16:00 Corresponding NOS Code AAS/N0501</p>	<p>Candidates will be able to;</p> <ul style="list-style-type: none"> • comprehend the probability and severity of emergency situations • take action to deal with emergencies, incidents or accidents in line with the organisation's procedures and regulatory guidelines • make sure the action planned does not increase the risk or threat to self and others • consider the needs of others when taking action • keep all the relevant and appropriate person(s) informed on action taken in line with organisation's procedures • get help from the appropriate sources in situation(s) that are outside your own authority or ability • document all actions taken to mitigate risks/emergencies in line with organisation procedures and regulatory guidelines 	<p>White/Black board, Markers, computer and projector, trainer's guide, student handbook, jackets, batons, whistle, lights, and communication, tag scanners/access control devices, Charts regarding safety & security, health & hygiene, fire-fighting, first aid, prohibited items,</p>
7	<p>Work Effectively in a Team Theory Duration (hh:mm) 13:00 Practical Duration (hh:mm) 19:00 Corresponding NOS Code AAS / N0503</p>	<p>Candidates will be able to;</p> <ul style="list-style-type: none"> • display courteous and helpful behaviour at all times. • take opportunities to enhance the level of assistance offered to colleagues. • meet all reasonable requests for assistance within acceptable workplace timeframes. • complete allocated tasks as required. • seek assistance when difficulties arise. • use questioning techniques to clarify instructions or responsibilities. • identify and display a non-discriminatory attitude in all contacts with customers and other staff members. • observe appropriate dress code and presentation as required by the workplace, job role and level of customer contact. 	<p>White/Black board/ Chart paper, Markers/Computer and projector, trainer's guide, student handbook, video film demonstrating typical questioning techniques</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> • follow personal hygiene procedures according to organisational policy and relevant legislation. • interpret, confirm and act on workplace information, instructions and procedures relevant to the particular task • interpret, confirm and act on legal requirements in regard to antidiscrimination, sexual harassment and bullying. • ask questions to seek and clarify workplace information. • plan and organise daily work routine within the scope of the job role • prioritise and complete tasks according to required timeframes • identify work and personal priorities and achieve a balance between competing priorities 	
	<p>Total Duration(hh:mm) 240:00</p> <p>Theory Duration (hh:mm) 106:00</p> <p>Practical Duration (hh:mm) 134:00</p>	<p>Typical access control devices for passenger information system, hand held ticket scanners, Charts & documentation on passenger information control system software, charts and documents on regulation regarding hand baggages, security & safety procedures, charts & documents on complaint recording & escalation/action procedures, passenger claims procedures, CPR or Emergency Breathing Apparatus, Bomb threat contingency plan</p>	

Grand Total Course Duration: 240 Hours, 0 Minutes

(This syllabus/ curriculum has been approved by SSC: Aerospace & Aviation Sector Skill Council)



Trainer Prerequisites for Job role: “Airline Customer Service Executive” mapped to Qualification Pack: “AAS/Q0301”

Sl. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “AAS/Q0301”.
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	Graduate (in any subject)
4a	Domain Certification	Statutory Certificate from Aerospace & Aviation Sector Skill Council (AASSC) for Job Role: “Airline Customer Service Executive” mapped to QP: “AAS/Q0301”. Minimum accepted score for domain certification will be 80%.
4b	Platform Certification	Recommended that the Trainer is certified for the job role “Trainer” mapped to the Qualification Pack : “MEP/Q 0102”. Minimum accepted percentage as per respective SSC guidelines is 80%.
5	Experience	2-3 years of experience.



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Airline Customer Service Executive

Qualification Pack: AAS/Q0301

Sector Skill Council: Aerospace and Aviation Sector Skill Council

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 60% in aggregate
6. The marks are allocated PC wise, however, every NOS will carry a weightage in the total marks allocated to the specific QP

Assessment outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
1. AAS/N0502 Follow safety and security procedures	PC 1. comply with the organisation's safety and security policies and procedures	100	10	5	5
	PC 2. comply with the regulatory guidelines on safe conduct of operations and maintenance of conditions to thwart any acts of unlawful interference		10	5	5
	PC 3. report any identified breaches of safety, and security policies and procedures to the designated person		10	5	5
	PC 4. coordinate with other resources at the workplace (within and outside the organisation) to achieve safe and secure environment		20	10	10
	PC 5. identify and mitigate any safety and security hazards like illness, accidents, fires or acts of unlawful interference if it falls within the limits of individual's authority		10	5	5
	PC 6. report any hazards outside the individual's authority to the relevant person in line with organisational procedures and regulatory guidelines		20	10	10

Marks Allocation

	PC 12. handover all the documents to the passenger and brief the passenger on the details of the departing		10	5	5
	PC 13. escalate any safety or security concerns about passengers		5	2	3
		Total	100	41	59
3. AAS/N0303 Passenger boarding	PC1. gather the information of flight and the departure gate	100	10	4	6
	PC2. announce boarding of the flight in clear and concise manner as per boarding sequence		10	4	6
	PC3. ensure that the boarding announcements are as per defined organisation procedures		10	4	6
	PC4. deal with passengers in a courteous manner at all times		10	4	6
	PC5. ask for the boarding pass at the boarding gate		10	4	6
	PC6. scan and cross verify the boarding pass		10	4	6
	PC7. Inspect the hand baggage tag for airport security stamp		10	4	6
	PC8. assign a porter/helper to special needs passenger, if required		10	4	6
	PC9. direct the passengers to the aircraft through the aerobridge or		10	4	6
	PC10. reconcile the passenger headcount and escalate any deficiency through the appropriate channel		10	4	6
		Total	100	40	60
4.AAS/N0302 Manage lounge services	PC1. receive and greet the passengers at the lounge service desk	100	10	4	6
	PC2. verify the eligibility of a bonafide passenger to access the lounge services based on organisation		10	4	6
	PC3. ensure to record all the details of the passenger at the lounge service		10	4	6
	PC4. keep the passenger informed about the boarding gate for the flight and the boarding time		5	2	3

Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Marks Allocation	
				Theory	Skills Practical
	PC5. provide passengers with newspapers, food and drink, if they ask		10	4	6
	PC6. operate equipment in the executive lounge		10	4	6
	PC7. resolve queries from passengers in a courteous and friendly manner		10	4	6

	PC8. dress appropriately at all times		10	4	6
	PC9. maintain high levels of hygiene		10	4	6
	PC10. make announcements at appropriate times to make sure that passengers board their flights in a timely manner		5	2	3
	PC11. deal effectively and politely with passengers during flight delays		10	4	6
		Total	100	40	60
5. AAS/N0304 Manage passenger complaints at airport	PC1. deal with passengers in a courteous manner at all times	100	5	2	3
	PC2. examine passengers' tickets and baggage tag identification to identify appropriate reference/ sequence numbers		5	2	3
	PC3. explain the lost baggage procedure to passengers in a clear and concise manner		5	2	3
	PC4. record the details of the bag(s) as per checklist defined by the organisation		5	2	3
	PC5. raise the complaint within the airline systems using appropriate processes		10	4	6
	PC6. communicate to the passenger his/her rights to claim compensation and the process to receive compensation for delayed or lost bag(s) as per organisation policies and regulatory guidelines		10	4	6
	PC7. escalate the complaint based on the situation and the passenger's reaction		5	2	3
	PC8. deal with passengers in a courteous manner at all times		5	2	3
	PC9. examine passengers' tickets and baggage tag identification to identify appropriate reference/sequence numbers		5	2	3
	PC10. inspect bag(s) for alleged theft or damage and attempt to verify the alleged claims by the passenger		10	4	6

Assessment outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
	PC11. explain the claims procedure to passengers in a clear and concise manner		10	4	6
	PC12. record the passenger complaint and details of the theft/damage as per organisation procedures and regulatory guidelines		5	2	3

	PC13. issue appropriate documents to passengers		5	2	3
	PC14. process internal paperwork relating to damage in line with the organisation procedures and raise the complaint within the airline systems using appropriate processes		10	4	6
	PC15. communicate to the passenger his/her rights to claim the compensation and the process to claim the compensation in line with organisation policy and procedure		5	2	3
		Total	100	40	60
6. AAS/N0501 Take action to deal with incidents, accidents and emergencies in the aviation security environment	PC1. comply with the probability and severity of emergency situations	100	20	10	10
	PC2. take action to deal with emergencies, incidents or accidents in line with its organisation's procedures and regulatory guidelines		20	10	10
	PC 3. make sure the action planned does not increase the risk or threat to oneself and others		10	5	5
	PC 4. consider the needs of others when taking action		10	5	5
	PC 5. keep all the relevant and appropriate person(s) informed on action taken in line with organisation's procedures		10	6	4
	PC 6. get help from the appropriate sources in situation that are outside your own authority or ability		20	10	10
	PC 7. document all actions taken to mitigate risks/ emergencies in line with organisation procedures and regulatory guidelines		10	5	5
		Total	100	51	49



Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Marks Allocation		
			Out of	Theory	Skills Practical
7. AAS / N0503 Work Effectively as a Team	PC1. display courteous and helpful behaviour at all times.	100	8	3	5
	PC2. take opportunities to enhance the level of assistance offered to colleagues.		7	3	4
	PC3. meet all reasonable requests for assistance within acceptable workplace timeframes.		8	3	5
	PC4. complete allocated tasks as required.		4	1	3
	PC5. seek assistance when difficulties arise.		3	1	2
	PC6. use questioning techniques to clarify instructions or responsibilities.		7	3	4
	PC7. identify and display a non-discriminatory attitude in all contacts with customers and other staff members.		7	3	4
	PC8. observe appropriate dress code and presentation as required by the workplace, job role and level of customer contact.		7	3	4
	PC9. follow personal hygiene procedures according to organisational policy and relevant legislation.		7	3	4
	PC10. interpret, confirm and act on workplace information, instructions and procedures relevant to the particular task.		7	3	4
	PC11. interpret, confirm and act on legal requirements in regard to anti-discrimination, sexual harassment and bullying.		7	3	4
	PC12. ask questions to seek and clarify workplace information.		7	3	4
	PC13. plan and organise daily work routine within the scope of the job role.		7	3	4
	PC14. prioritise and complete tasks according to required timeframes.		7	3	4
	PC15. identify work and personal priorities and achieve a balance between competing priorities.		7	3	4
Total			100	42	58





PRAHLADRAI DALMIA LIONS COLLEGE OF COMMERCE & ECONOMICS

ISO 9001 : 2015 Certified

NOTICE

Date: 9/03/2021

All the Degree and self-Finance students are hereby informed that IIT Bombay Software Training Program is offering following course.

Introduction to Computers Absolute basic tutorials.

Interested Students are requested to register their names

- ➔ *Registration Starts on:* 15 th March 2021*
- ➔ *Registration Ends on: 20th March ,2021*
- ➔ Preparation Date: 21st March 2021 to 28th March 2021
- ➔ *Mode of Conduction: Online
- ➔ *Registration Fees: Free of Cost
- *Exam Date:* will be informed later
- ➔ *Registration Link

<https://forms.gle/PS6ZEeXq6rFybUbY9>

Study Material link-

https://spoken-tutorial.org/tutorial-search/?search_foss=Introduction+to+Computers&search_language=English

Interested Students are requested to register their names. Registration link is as given below.

After registration kindly join *Telegram group using link

<https://t.me/joinchat/Hj6yYbxzIV-0gCF8>

After completing the Course Successfully, Students will get E-Certificate from IIT-BOMBAY.

Prof. Manisha Jadhav
Program Coordinator

DI/N-STD/GEN/00

Prof. Subhashini Naikar
Vice-Principal (SFC)

Prof. Madhavi Nighoskar
Vice-Principal (Degree)

Dr. Kiran Mane
I/C Principal



I/C - PRINCIPAL
PRAHLADRAI DALMIA LIONS COLLEGE OF
COMMERCE AND ECONOMICS
SUNDER NAGAR, MALAD (W).
MUMBAI - 400 064.

Sunder Nagar, Swami Vivekanand Road, Malad (West), Mumbai – 400064.
Tel.: +912228725792 ♦ 28732270 ♦ E-mail: dalmialionscollege@gmail.com
Website: www.dalmialionscollege.ac.in

About the Spoken Tutorial project

- Self explanatory - uses simple language
- Audio-video - uses multisensory approach
- Small duration - has better retention
- Learner-centered - learn at your own pace
- Learning by doing - learn and practice
- Simultaneous empowerment - learn a new FLOSS

Target Audience

Students

The Spoken Tutorial Project Team conducts workshops on Introduction to Computers and other FLOSS using spoken tutorials and gives certificates to those who pass an online test.

For more details, please write to contact@spoken-tutorial.org

The Spoken Tutorial Project is funded by the National Mission on Education through Information and Communication Technology, Ministry of Human Resource Development, Government of India.

Contact Us:
Email: contact@spoken-tutorial.org
Website: <https://spoken-tutorial.org>



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Spoken Tutorial
<https://spoken-tutorial.org>



Introduction to Computers

National Mission on Education through Information and Communication Technology (NMEICT)
www.sakshat.ac.in
Funded by MHRD, Government of India.



Introduction

These Spoken Tutorials help the beginners to learn the basics about computer components and Using Gmail and Google drive. It is easy to learn for beginners

The following things are explained in this series

Computer

Various components of a computer and their connections
Connecting to a Printer and take a test print

Gmail

Create a Gmail account
Compose Option for Emails
Format the email text.
Attach files to emails

Google Drive

Share files via Google Drive
Insert a photo or link into an email and about the Compose window options
Creating a document, a spreadsheet and a presentation

Uploading files & folders



Spoken Tutorials in Introduction to Computers series

Getting to know computers
Printer Connection
Introduction to Gmail
Compose Options for Email
Google Drive Options





**Prahladrai Dalmia Lions College
Of Commerce and Economics**

ISO 9001:2015 CERTIFIED

DEPARTMENT OF SELF - FINANCED COURSE

Invites all the Students for

**CERTIFICATE COURSE ON BASIC OF
ACCOUNTING**

Learning outcomes: Accurate Transaction Record

**Course Begins on: 5th August 2020
Duration: 30 Hours**

**All the Students will be Awarded with Free Certificate
on Successful Completion of the Activity**

**For More Details Contact Mr. Pankaj Jain,
Course Coordinator**

**Dr. Kiran Mane,
I/C Principal**



**PRAHLADRAI DALMIA LIONS COLLEGE
OF COMMERCE & ECONOMICS
ISO 9001: 2015 Certified**

Certificate course on Basic of Accounting

Objectives

The Certificate Course on Basics of Accounting aims to:

- Provide participants with a foundational understanding of accounting principles.
- Equip participants with skills to record, analyze, and interpret financial transactions.
- Enhance financial literacy and enable participants to make informed financial decisions.

Course Content and Syllabus

1. **Introduction to Accounting:** Understanding the purpose of accounting, its role in business, and the importance of accurate financial reporting.
2. **Financial Statements:** Learning about the three main financial statements—balance sheet, income statement, and cash flow statement—and how they present a company's financial performance and position.
3. **Accounting Principles:** Exploring generally accepted accounting principles (GAAP) and their application in recording transactions and preparing financial statements.
4. **Double-Entry Accounting:** Understanding the concept of double-entry bookkeeping, debits and credits, and how transactions are recorded in the accounting equation (Assets = Liabilities + Equity).
5. **Recording Transactions:** Learning how to record various types of transactions, including sales, purchases, expenses, and revenues, using journals and ledgers.
6. **Chart of Accounts:** Creating and understanding a chart of accounts, which organizes accounts based on their nature and helps in categorizing financial transactions.
7. **Ethics in Accounting:** Exploring ethical considerations and professional conduct in accounting, including principles like objectivity and confidentiality.

Outcome

Upon successful completion of the Certificate Course on Basics of Accounting, participants can expect to:

- Gain proficiency in fundamental accounting concepts and terminology.
- Develop the ability to prepare and interpret financial statements.
- Enhance their financial decision-making skills for personal and professional contexts.

Pankaj

**MR. PANKAJ JAIN
(Course Coordinator)**



Principals
**I/C - PRINCIPAL
PRAHLADRAI DALMIA LIONS COLLEGE OF
COMMERCE AND ECONOMICS
SUNDER NAGAR, MALAD (W).
MUMBAI - 400 064.**



**PRAHLADRAI DALMIA LIONS COLLEGE OF
COMMERCE AND ECONOMICS**

ISO 9001 : 2015 CERTIFIED

ORGANIZED BY SELF FINANCED COURSE

Invites all the Students for

CERTIFICATE COURSE ON DIRECT TAXATION

**AIM: TO UNDERSTAND THE COMPUTATION OF
TAXABLE INCOME UNDER DIFFERENT HEADS.**

COURSE BEGINS ON: 04TH SEPTEMBER 2020

DURATION: 30 HOURS

**ALL THE STUDENTS WILL BE AWARDED WITH FREE CERTIFICATE ON
SUCCESSFUL COMPLETION OF THE ACTIVITY**

**FOR MORE DETAILS CONTACT MR. RAHUL YADAV
COURSE COORDINATOR**

Dr. Kiran Mane,
I/C Principal



**PRAHLADRAI DALMIA LIONS COLLEGE
OF COMMERCE & ECONOMICS
ISO 9001: 2015 Certified**

Certificate Course on Direct Taxation

Objective

The Certificate Course on Direct Taxation aims to:

- Introduce participants to the fundamentals of direct taxation laws and regulations.
- Enhance participants' understanding of income tax principles and their applications.
- Equip participants with skills to navigate and comply with direct taxation requirements.


Course Content and Syllabus

1. **Introduction to Direct Taxes:** Understanding the basics of direct taxation, its importance in revenue generation, and its impact on the economy.
2. **Income Tax Laws:** Studying the Income Tax Act and related regulations, including concepts of taxable income, exemptions, deductions, and calculation of tax liabilities for individuals and businesses.
3. **Corporate Taxation:** Exploring taxation related to corporations, including concepts like the corporate tax rate, deductions, depreciation, and tax planning for businesses.
4. **Tax Planning and Avoidance:** Learning strategies for legal tax planning, minimizing tax liabilities, and understanding the difference between tax planning and tax evasion.
5. **Tax Deductions and Exemptions:** Understanding various tax deductions available to individuals and businesses, such as deductions for investments, charitable contributions, and housing loans.
6. **Tax Compliance and Filing:** Exploring the process of tax return filing, due dates, documentation requirements, and penalties for non-compliance.

Outcome

Upon successful completion of the 6-month Certificate Course on Direct Taxation, participants can expect to:

- Gain a comprehensive understanding of direct taxation laws and provisions.
- Develop proficiency in calculating income tax and filing tax returns.
- Be well-prepared to manage personal and professional taxation matters effectively.


MR. RAHUL YADAV
(Course Coordinator)




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PRAHLADRAI DALMIA LIONS COLLEGE OF
COMMERCE AND ECONOMICS
SLINDER NAGAR, MALAD (W),
MUMBAI - 400 064.

CLASS CIRCULATION

Mn
27/6/19



Prahladrai Dalmia Lions College of Commerce & Economics

Sunder Nagar, Malad (West), Mumbai, 400 064.

ISO 9001:2015 Certified

Date: 22/06/2019

NOTICE

Department of Economics & Foundation Course is introducing Certificate Course in **BASIC FASHION DESIGNING**, which will commence from 01st July, 2019. The course will be free of cost for students and students will receive certificate after the completion of course.

Interested students can enroll for the course on or before 30th June, 2019 between 11.00 am- 12.00 noon to Prof. Seema Shukla.

Mnighoskar

Prof. Madhavi Nighoskar
Vice Principal, HOD



N.N.Pandey

Dr. N.N.Pandey
Principal

PRINCIPAL

**PRAHLADRAI DALMIA LIONS COLLEGE OF
COMMERCE AND ECONOMICS
SUNDER NAGAR, MALAD (W),
MUMBAI - 400 064.**

DI/N-STD/Gen/00



**Prahladrai Dalmia Lions College of Commerce &
Economics**

Sunder Nagar, Malad (West), Mumbai, 400 064

ISO 9001:2015 Certified

Date: 22/06/2019

**TIME TABLE
FOR
VALUE ADDED COURSE IN BASIC FASHION DESIGNING
Under
DEPARTMENT OF ECONOMICS & FOUNDATION COURSE
ACADEMIC YEAR 2019-2020**

DAYS	TIME
Monday	11.00-12.00
Wednesday	11.00-12.00
Friday	11.00-12.00

Prof. Seema Shukla
Course- Co-ordinator


Dr. N.N. Pandey

PRINCIPAL
PRAHLADRAI DALMIA LIONS COLLEGE OF
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SUNDER NAGAR, MALAD (W),
MUMBAI - 400 064.

DI/N-STD/Gen/00



PRAHLADRAI DALMIA LIONS COLLEGE OF COMMERCE AND ECONOMICS

ISO 9001 : 2015 CERTIFIED

ORGANIZED BY DEPARTMENT OF ECONOMICS & FOUNDATION COURSE
UNDER THE AEGIS OF IQAC

SKILL DEVELOPMENT COURSE IN BASIC DESIGNING

Starts from July
onwards
2019-2020

Dr. N.N Pandey
Principal & Senate Member
Dr. Madhavi Nighoskar
Department of economics, HOD
Vice principal - (Degree)
Ms. Seema Shukla
Course Coordinator
Department of Economics

**BASIC
FASHION DESIGNING**





PRAHLADRAI DALMIA LIONS COLLEGE OF COMMERCE & ECONOMICS

ISO 9001: 2015 Certified

CERTIFICATE COURSE IN FASHION DESIGNING

OBJECTIVES OF THE COURSE:

The focus is to help student recognize their true potential and develop their aptitude in their area of expertise. After these sessions, student will be able to:

- Define 'fashion design'
- Explain and describe types of fashion design

COURSE DURATION: 30 Hours

Syllabus:

Module Name	Hours
Module 1. Design Concept: Introduction, Elements of fashion, Fashion Terminology, Fashion cycle History of Fashion: Introduction, History of Indian Costume, Traditional jewellery of India Textile design: Introduction, Fibre, Yarn, Fabric Illustration: Free hand sketching Pattern Making: standard measurements, Technical terms in tailoring, How to take body measurements, Different types of child's sleeves, collars, skirts, jump suit, layout of frock, submission of record Clothing Constructions: Basic hand stitches Surface ornamentation: Basic embroidery stitches, Decorative stitches	10
Module 2. Design concept: Colours, Psychology of colours, Elements of design, Principle of design History of Fashion: History of American costume, History of French costume Illustration: Weight distribution, Draw head and hairstyle, pencil shading, Textures, Dress draping Pattern Making: Different types of sleeves, collars, salwars, kameez, nighty, gown Clothing Construction: Different of types of seams, pockets, Necklines, pleats, Tucks Surface Ornamentation: Traditional handwork of different states of India, Metal Embroidery, Ribbon and Mirror work, Warli painting and tie& dye	10
Module 3. Design Concept: Silhouettes and figures, Classification of skirts, Necklines collars, sleeves, Portfolio presentation History of Fashion: History of Greek costume, History of Egyptian costume Illustration: Stylization, Colouring, Accessories, Basic garment shapes	10




Pattern making: Sari Blouse, Kurtas, Pyjama
Surface Ornamentation: Different types of Fabric Painting
Clothing Construction: Garment stitching of designer frock, skirt & top, salwar & kameez, sari blouse

Student Fees: Free of cost.

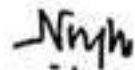
Remuneration: 350/- Per hour

Tentative Time Table

Day	Time	Room No
Wednesday	11.00 to 12.00	F3
Thursday	11.00 to 12.00	F3
Friday	11.00 to 12.00	F3


Prof. Seema Shukla
Course- Co-ordinator




Dr. N.N. Pandey
Principal

PRINCIPAL
PRAHLADRAI DALMIA LIONS COLLEGE OF
COMMERCE AND ECONOMICS
SUNDER NAGAR, MALAD (W),
MUMBAI - 400 064.

DI/N-STD/Gen/00



**Prahladrai Dalmia Lions College of Commerce &
Economics**

Sunder Nagar, Malad (West), Mumbai, 400 064

Date: 04th July 2019

NOTICE

Department of Commerce is introducing Employability Enhancement Certificate Course in **TOURISM AND TRAVEL MANAGEMENT**, which will commence from 09th July, 2019 at 11.00 am in Class room no. S2.

Prof. Sharada Gaitonde
HOD

DI/N-STD/Gen/00



Dr. N.N. Pandey
Principal

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PRAHLADRAI DALMIA LIONS COLLEGE OF
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SUNDER NAGAR, MALAD (W),
MUMBAI - 400 064.



PRAHLADRAI DALMIA LIONS COLLEGE OF COMMERCE & ECONOMICS

ISO 9001: 2015 Certified

CERTIFICATE COURSE IN TOURISM AND TRAVEL MANAGEMENT

Objective of the course :

This course is designed to familiarize students with the Tourism industry. This course focuses on Beginning, Evolution & Development of Tourism, its' Significance, and Tourism as Organization. Th course will promote students to learn :

1. A conceptual framework of tourism
2. The fundamental concepts of Travel and tourism industry.
3. The Tourism Development Strategies with reference to resources

COURSE DURATION : 40 Hours

SYLLABUS

Module Name	Hours
MODULE - I- Introduction to Tourism	
Introduction to tourism - Definition and History, Components of tourism and Forms of tourism	05 Hours
Role of transport in development of tourism	
Tourism resources- patterns and perspectives	
Tourism Development Strategies	
Tourism Organizations	
MODULE - II- Tourism in India	
Growth of tourism in India	05 Hours
Tourism resources in India - Zone wise Study of Tourist places in India	
Potential Indian tourism development	
MODULE - III- Practical in Tourism	
Telecommunication and ICT in tourism , e-documentation, e-commerce, Importance of Online Portals	05 Hours



Planning the itinerary, Highlights of a tour brochure			
Day	Time	Room No.	
Monday	11.00 to 12.00	S3	
Tuesday	11.00 to 12.00	S3	
Importance of documentation for travel- Passports, Visas, Frontier Formalities			
Travel Agency and its functions, tour operators, IATA procedures			
MODULE - IV- Project			15 Hours

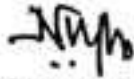
Student Fees- Free of cost.

Remuneration : 350/- Per hour

Tentative Time Table


Prof. Sharada Gaitonde
HOD




Dr. N.N. Pandey
Principal

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Prahladrai Dalmia Lions College Of Commerce and Economics

ISO 9001:2015 CERTIFIED

Department of Bachelor's of Commerce (B.Com)

**Invites all the Students for
Certificate Course on Yoga**



**AIM: To enable the student
to have good health.**

**Course Begins on: 12th August 2019
Duration: 30 Hours**

**All the Students will be Awarded with Free
Certificate on Successful Completion of the Activity**

For More Details Contact Dr. Sunita Tidke, Course Coordinator

**Dr. N.N Pandey,
Principal**



PRAHLADRAI DALMIA LIONS COLLEGE
OF COMMERCE & ECONOMICS
ISO 9001: 2015 Certified

Certificate Course on Yoga

Objectives

The Certificate Course on Yoga aims to introduce participants to the profound principles and practices of yoga, cultivating physical vitality, mental clarity, and emotional balance. The course **seeks to educate, enhance physical well-being and promote mental clarity** of the participants.

Course Content and Syllabus

1. **Yoga Philosophy and History:** Exploring the origins and evolution of yoga, including an introduction to key texts like the Yoga Sutras and the Bhagavad Gita.
2. **Yoga Asanas (Poses):** Learning and practicing a variety of yoga poses, focusing on alignment, benefits, and modifications for different levels of practitioners.
3. **Pranayama (Breathing Techniques):** Understanding and practicing various pranayama techniques that involve controlled breathing to enhance vitality and balance the body's energy.
4. **Meditation and Mindfulness:** Introduction to meditation techniques and mindfulness practices to cultivate inner awareness and mental clarity.
5. **Yogic Anatomy and Physiology:** Exploring the body's energy systems (chakras and nadis) and their relevance to yoga practice, as well as understanding basic human anatomy.
6. **Yoga Ethics and Lifestyle:** Learning about the ethical principles of yoga, such as ahimsa (non-violence) and satya (truthfulness), and integrating them into daily life.
7. **Yoga Teaching Methodology:** Understanding how to create and structure yoga classes, including sequencing, cueing, and adapting classes for different student needs.

Outcomes

Upon successful completion of the Certificate Course on Yoga, participants can anticipate the following outcomes:

- Yoga Competence
- Physical Vitality
- Stress Resilience
- Mind-Body Synchronization

DR. SUNITA TIDKE
(Course Coordinator)



Dr. N.N. Pandey
Principal
PRINCIPAL
PRAHLADRAI DALMIA LIONS COLLEGE OF
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SUNDER NAGAR, MALAD (W),
MUMBAI - 400 064



Prahladrai Dalmia Lions College of Commerce and Economics

ISO 9001 : 2015 CERTIFIED

ORGANIZED BY DEPARTMENT OF B.COM & FOUNDATION COURSE

UNDER THE AEGIS OF IQAC

Invites all the Students for

**CERTIFICATE COURSE ON HUMAN
VALUES & ETHICS**



AIM: TO INTEGRATE MORAL VALUES

Course Begins on: 6th September 2019

Duration: 30 Hours

All the Students will be Awarded with Free
Certificate on Successful Completion of the Activity

For More Details Contact Ms. Seema Shukla, Course Coordinator

Dr. N.N Pandey,
Principal



PRAHLADRAI DALMIA LIONS COLLEGE
OF COMMERCE & ECONOMICS
ISO 9001: 2015 Certified

Certificate Course on Human Values and Ethics

Objectives

The Certificate Course on Human Values and Ethics seeks to:

- Instill an understanding of the importance of human values and ethical conduct.
- Cultivate a sense of moral responsibility and ethical awareness.
- Encourage introspection and reflection on personal values and actions.

Course Content and Syllabus

1. **Introduction to Human Values:** Understanding the meaning and significance of human values, including how they shape individual character and influence societal well-being.
2. **Universal Human Values:** Exploring core human values such as truth, compassion, non-violence, love, humility, integrity, and justice.
3. **Ethical Decision Making:** Learning how to make ethical decisions based on principles and values, considering the well-being of oneself and others.
4. **Self-awareness and Self-development:** Reflecting on one's own values, strengths, and areas for growth, and working towards personal transformation.
5. **Ethics in Professional Life:** Exploring the application of human values in various professions, including business, healthcare, education, and public service.
6. **Social Responsibility:** Examining the role of individuals and communities in promoting social welfare and addressing societal challenges through value-based actions.
7. **Mindfulness and Values:** Exploring mindfulness practices to cultivate self-awareness, emotional intelligence, and alignment with chosen values.
8. **Ethics in the Digital Age:** Addressing ethical considerations related to technology, social media, and digital interactions.
9. **Values and Well-being:** Exploring the link between practicing human values and enhancing overall well-being, both mental and emotional.
10. **Service and Giving:** Examining the concept of selfless service and how contributing to the welfare of others aligns with human values.

Outcome

Upon successful completion of Certificate Course on Human Values and Ethics, participants can expect to:

- Develop a heightened awareness of the significance of ethical behavior.
- Foster a sense of empathy, compassion, and respect for others.
- Cultivate virtuous character traits that contribute to a harmonious society.

Seema

MS. SEEMA SHUKLA
(Course Coordinator)



N.N. Pandey
Dr. N.N. Pandey
Principal

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Commerce and Economics*
ISO 9001:2015 CERTIFIED

organized by Department of b.com & foundation course

Under the aegis of IQAC

Invites all the Students for

CERTIFICATE COURSE ON GANDHIAN IDEOLOGY

**AIM: TO OFFER SUITABLE COURSES ON
GANDHIAN THOUGHT**

**COURSE BEGINS ON: 7TH NOVEMBER 2019
DURATION: 30 HOURS**

**ALL THE STUDENTS WILL BE AWARDED WITH FREE
CERTIFICATE ON SUCCESSFUL COMPLETION OF THE ACTIVITY**

For More Details Contact Dr. Sunita Tidke, Course Coordinator

Dr. N.N Pandey,
Principal





**PRAHLADRAI DALMIA LIONS COLLEGE
OF COMMERCE & ECONOMICS
ISO 9001: 2015 Certified**

Certificate course on Gandhian Ideology

Objective

The Certificate Course on Gandhian Ideology aims to:

- Introduce participants to the life, philosophy, and principles of Mahatma Gandhi.
- Foster an understanding of nonviolent resistance and civil disobedience.
- Encourage critical thinking and discussions about Gandhian concepts.

Course Content and Syllabus

1. **Introduction to Mahatma Gandhi:** Understanding the life, background, and historical context of Mahatma Gandhi, and his significance in the Indian independence movement.
2. **Principles of Nonviolence (Ahimsa):** Exploring Gandhi's philosophy of nonviolence as a means for social change, conflict resolution, and personal transformation.
3. **Satyagraha and Civil Disobedience:** Studying the concepts of satyagraha (truth force) and civil disobedience, and their role in resistance against injustice.
4. **Economic Equality:** Studying Gandhi's views on equitable distribution of resources and the elimination of economic disparities.
5. **Women's Empowerment:** Understanding Gandhi's advocacy for women's rights, gender equality, and their active participation in social and political life..
6. **Peace and Conflict Resolution:** Examining Gandhi's efforts to promote peace, reconciliation, and the resolution of conflicts through nonviolent means.
7. **Gandhi's Influence Today:** Analyzing how Gandhian principles continue to inspire social movements, political leaders, and activists worldwide.
8. **Practical Applications of Gandhian Ideals:** Exploring how Gandhian ideology can be applied to contemporary challenges such as poverty, inequality, and environmental sustainability.

Outcome

Upon successful completion of the Certificate Course on Gandhian Ideology, participants can anticipate:

- A comprehensive grasp of Mahatma Gandhi's principles and their relevance.
- An ability to apply nonviolent ideals to contemporary societal issues.
- Enhanced critical thinking and communication skills through engaging discussions.

**DR. SUNITA TIDKE
(Course Coordinator)**



**Dr. N.N. Pandey
Principal
PRINCIPAL
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COMMERCE AND ECONOMICS
SUNDER NAGAR, MALAD (W),
MUMBAI - 400 064.**



Prahladrai Dalmia Lions College Of Commerce and Economics

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Department of B.Com & Business communication

Invites all the Students for

CERTIFICATE COURSE ON SOFT SKILL AND COMMUNICATION IN ENGLISH

**Learning outcomes: self-confident individuals by
mastering interpersonal skills, team management
skills, and leadership skills.**

*Course Begins on: 6th August 2019
Duration: 30 Hours*

*ALL THE STUDENTS WILL BE AWARDED WITH FREE CERTIFICATE
ON SUCCESSFUL COMPLETION OF THE ACTIVITY*

**For More Details contact Ms. Emelia Noronha,
HOD OF BC & Course Coordinator**

**Dr. N.N Pandey,
Principal**



Prahladrai Dalmia Lions College of Commerce & Economics

Sunder Nagar, S. V. Road, Malad (West), Mumbai – 400064.

ISO 9001:2015 Certified

Certificate Course on Soft skills and Communication in English

Objectives:

1. To acquaint students with Soft Skills
2. To make students understand the processes of improving Emotional Intelligence Quotient
3. To enhance communication skills of students with reference to Job selection Processes – Resume, Interview, Group discussion.

Learning Outcomes :

After the completion of this course students will be able to:

1. Conduct a Self Analysis – SWOC
2. Demonstrate a basic understanding of the need of emotional intelligence
3. Create a short video presentation on self introduction
4. Create a resume and upload it on LinkedIn

Syllabus:

Unit 1 : Emotional Intelligence

Unit 2 : Communication Skills in English

Unit 1 : Emotional Intelligence

Module 1:

Introduction to Emotional Intelligence

Need and Importance of Emotional Intelligence

Competencies of EI

Module 2 :

Self Awareness – Need & Importance

Processes of self awareness – SWOC

Emotional Awareness, Need for Accurate self awareness

Module 3:

Self Management – relationships of self managements and self confidence

Steps of Self Management - Self control , Trustworthiness, Conscientiousness,

Adaptability, Innovativeness, Achievement orientation, Initiative, Optimism

Module 4:

Social Awareness through Empathy

Meaning, Need & Importance of Empathy

Cultivating Empathy

Module 5:

Organisational Awareness - Political Awareness, leveraging Diversity

Gender Sensitivity

Module 6:

Leadership – leadership styles, qualities of good leadership

Conflict management

Module 7:

Time management – Need, benefits, process

10 Techniques of time management - SMART Goals, The Eisenhower Matrix / The Eisenhower box, Kanban Board,

Do Deep Work, and key results, The Pomodoro Technique, OKR - Objectives,

SCRUM, BoJo - The bullet journal, Tracking, GTD - Getting things done.

Module 8:

Stress management – Need and Importance , Processes of managing stress

Unit 2 :

Communication Skills in English

Module 1:

Interviews – Need and Importance , Preparing for an Interview, Types of Interviews, Video interview , Group Discussion

Module 2 :

Preparing a Resume using Canva, Preparing a video resume, Importance of LinkedIn and other social media

Module 3:

English Language skills – Pronunciation, Vocabulary and Grammar, Public speaking, Presentation Skills, Business Etiquettes

Module 4:

Learning English as a Lifelong skill – using the internet to enhance English language skills

Teaching learning methodology:

Online sessions via Google Meet, use of Google Classroom, Group discussions, Mock interviews.

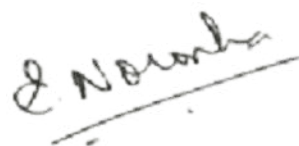
Tests, Quizzes, Assignments & Project presentations to be used for grading purpose.

Certificate will be given on the basis of following criteria:20:40:40

Attendance: 60 Percent attendance is compulsory – 20 percent marks allotted

Assignments : 1 Best assignment out of 2 will be counted for grading: 40 percent marks allocated

Classroom interaction, Group discussion, Mock Interview & presentation: 40 percent marks allocated.



MS. EMELIA NORONHA
(Course Coordinator)



Dr. N.N. Pandey
Principal

PRINCIPAL
PRAHLADRAI DALMALIONS COLLEGE OF
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SUNTER NAGAR, MALAD (W),
LL-15/A1 - 400 064



PRAHLADRAI DALMIA LIONS COLLEGE OF COMMERCE & ECONOMICS

NOTICE

14/01/2019

A 30 hour certificate course on "Value education" will be conducted for the students. Interested students are requested to enroll for the same to the course coordinator on or before 25/01/2019. The course will be conducted at free of cost for the students. Certificate for successful completion will be given to the students.

Tentative Timings for the course :

Monday 3 -4.40

Thrusday 3-4.40

Venue:

class room t 8

Prof.Saraswathy kumar
Course Coordinator



Dr.N.N.Pandey
Princioal

PRINCIPAL

**PRAHLADRAI DALMIA LIONS COLLEGE OF
COMMERCE AND ECONOMICS
SUNDER NAGAR, MALAD (W),
MUMBAI - 400 064.**

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PRAHLADRAI DALMIA LIONS COLLEGE OF COMMERCE & ECONOMICS

VALUE EDUCATION ***Certificate Course***



COURSE TITLE→ Value Education

COURSE DURATION→ 30 hours

DATE→ 28/02/2019

TIME→ 3.00 p.m. to 4.40 p.m.

DAYS→ Monday & Thursday

**THE COURSE WILL BE FREE OF
COST FOR THE STUDENTS**

**INTERESTED STUDENTS MUST
ENROLL!**

Contact the Course Co-ordinator:

Ms. Saraswathy Kumar

3rd Floor Staffroom



PRAHLADRAI DALMIA LIONS COLLEGE OF COMMERCE & ECONOMICS

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VALUE EDUCATION

OBJECTIVE:

1. The course aims at explaining the core concepts of **value** system which is rooted in Indian philosophy, culture, religion and its importance in managing one's life.
2. The course helps the learner to build a sound mind, socially acceptable behavior.

COURSE DURATION : 30 Hours

SYLLABUS

SR.NO	MODULE	HOUR
1.	Bhagavad gita : Yoga of Knowledge; Sankhya Yoga	6 hours
2	Bible lessons	6 hours
3.	Chanakya in you Reading Arthasasthra	4 hours
4.	Meditation	2 hours
5.	Yoga	2 hours
6.	Nutrition and diet	2 hour

7.	Law of attraction	6 hours
8.	Autobiography of swami Vivekananda	2 hours

Student Fees- Free of cost.

Remuneration : Free of cost

Tentative Time Table

Tuesday : 1.00pm-2.00pm

Wednesday: 1.00pm-2.00pm


Prof. Saraswathy kumar
Course Coordinator




Dr. N.N. Pandey
Principal

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SUNDER NAGAR, MALAD (W),
MUMBAI - 400 064.

**Prahladrai Dalmia Lions College
Of Commerce and Economics**

ISO 9001:2015 CERTIFIED

DEPARTMENT OF BACHELOR'S OF COMMERCE (B.COM)

INVITES ALL THE STUDENTS FOR

Certificate Course on Yoga

**AIM: Integrating the body, mind,
and thoughts so as to work for good
ends.**



Course Begins on: 18th August 2018

Duration: 30 Hours

**All the Students will be Awarded with Free
Certificate on Successful Completion of the Activity**

FOR MORE DETAILS CONTACT DR. SUNITA TIDKE, COURSE COORDINATOR

**Dr. N.N Pandey,
Principal**



**PRAHLADRAI DALMIA LIONS COLLEGE
OF COMMERCE & ECONOMICS
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Certificate Course on Yoga

Objectives

The Certificate Course on Yoga aims to introduce participants to the profound principles and practices of yoga, cultivating physical vitality, mental clarity, and emotional balance. The course **seeks to educate, enhance physical well-being and promote mental clarity** of the participants.

Course Content and Syllabus

1. **Yoga Philosophy and History:** Exploring the origins and evolution of yoga, including an introduction to key texts like the Yoga Sutras and the Bhagavad Gita.
2. **Yoga Asanas (Poses):** Learning and practicing a variety of yoga poses, focusing on alignment, benefits, and modifications for different levels of practitioners.
3. **Pranayama (Breathing Techniques):** Understanding and practicing various pranayama techniques that involve controlled breathing to enhance vitality and balance the body's energy.
4. **Meditation and Mindfulness:** Introduction to meditation techniques and mindfulness practices to cultivate inner awareness and mental clarity.
5. **Yogic Anatomy and Physiology:** Exploring the body's energy systems (chakras and nadis) and their relevance to yoga practice, as well as understanding basic human anatomy.
6. **Yoga Ethics and Lifestyle:** Learning about the ethical principles of yoga, such as ahimsa (non-violence) and satya (truthfulness), and integrating them into daily life.
7. **Yoga Teaching Methodology:** Understanding how to create and structure yoga classes, including sequencing, cueing, and adapting classes for different student needs.

Outcomes

Upon successful completion of the Certificate Course on Yoga, participants can anticipate the following outcomes:

- Yoga Competence
- Physical Vitality
- Stress Resilience
- Mind-Body Synchronization

**DR. SUNITA TIDKE
(Course Coordinator)**



**Dr. N.N. Pandey
Principal
PRINCIPAL
PRAHLADRAI DALMIA LIONS COLLEGE OF
COMMERCE AND ECONOMICS
SUNDER NAGAR, MALAD (W),
MUMBAI - 400 064**



PRAHLADRAI DALMIA LIONS COLLEGE OF
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ORGANIZED BY DEPARTMENT OF B.COM & FOUNDATION COURSE
UNDER THE AEGIS OF IQAC

Invites all the Students for
**CERTIFICATE COURSE ON HUMAN
VALUES & ETHICS**



AIM: TO CREATE AWARENESS, CONVICTION & COMMITMENT TO
VALUES FOR IMPROVING THE QUALITY OF LIFE THROUGH EDUCATION

COURSE BEGINS ON: 6TH SEPTEMBER 2018
DURATION: 30 HOURS

ALL THE STUDENTS WILL BE AWARDED WITH FREE
CERTIFICATE ON SUCCESSFUL COMPLETION OF THE ACTIVITY

For More Details Contact Ms. Seema Shukla, Course Coordinator

Dr. N.N Pandey,
Principal



**PRAHLADRAI DALMIA LIONS COLLEGE
OF COMMERCE & ECONOMICS
ISO 9001: 2015 Certified**

Certificate Course on Human Values and Ethics

Objectives

The Certificate Course on Human Values and Ethics seeks to:

- Instill an understanding of the importance of human values and ethical conduct.
- Cultivate a sense of moral responsibility and ethical awareness.
- Encourage introspection and reflection on personal values and actions.

Course Content and Syllabus

1. **Introduction to Human Values:** Understanding the meaning and significance of human values, including how they shape individual character and influence societal well-being.
2. **Universal Human Values:** Exploring core human values such as truth, compassion, non-violence, love, humility, integrity, and justice.
3. **Ethical Decision Making:** Learning how to make ethical decisions based on principles and values, considering the well-being of oneself and others.
4. **Self-awareness and Self-development:** Reflecting on one's own values, strengths, and areas for growth, and working towards personal transformation.
5. **Ethics in Professional Life:** Exploring the application of human values in various professions, including business, healthcare, education, and public service.
6. **Social Responsibility:** Examining the role of individuals and communities in promoting social welfare and addressing societal challenges through value-based actions.
7. **Mindfulness and Values:** Exploring mindfulness practices to cultivate self-awareness, emotional intelligence, and alignment with chosen values.
8. **Ethics in the Digital Age:** Addressing ethical considerations related to technology, social media, and digital interactions.
9. **Values and Well-being:** Exploring the link between practicing human values and enhancing overall well-being, both mental and emotional.
10. **Service and Giving:** Examining the concept of selfless service and how contributing to the welfare of others aligns with human values.

Outcome

Upon successful completion of Certificate Course on Human Values and Ethics, participants can expect to:

- Develop a heightened awareness of the significance of ethical behavior.
- Foster a sense of empathy, compassion, and respect for others.
- Cultivate virtuous character traits that contribute to a harmonious society.

Seema

**MS. SEEMA SHUKLA
(Course Coordinator)**



N.N. Pandey
**Dr. N.N. Pandey
Principal**

**PRINCIPAL
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MUMBAI - 400 064**



PRAHLADRAI DALMIA LIONS COLLEGE OF COMMERCE AND ECONOMICS

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organized by Department of B.com & Foundation Course

Under the aegis of IQAC

Invites all the Students for

CERTIFICATE COURSE ON GANDHIAN IDEOLOGY

AIM: TO PLAN AND CARRY OUT ACTIVITIES FOR THE
PROMOTION OF GANDHIAN IDEALS AND PHILOSOPHY

COURSE BEGINS ON: 19TH NOVEMBER 2018

DURATION: 30 HOURS

ALL THE STUDENTS WILL BE AWARDED WITH FREE
CERTIFICATE ON SUCCESSFUL COMPLETION OF THE ACTIVITY

For More Details Contact Dr. Sunita Tidke, Course Coordinator

Dr. N.N Pandey,
Principal





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Certificate course on Gandhian Ideology

Objective

The Certificate Course on Gandhian Ideology aims to:

- Introduce participants to the life, philosophy, and principles of Mahatma Gandhi.
- Foster an understanding of nonviolent resistance and civil disobedience.
- Encourage critical thinking and discussions about Gandhian concepts.

Course Content and Syllabus

1. **Introduction to Mahatma Gandhi:** Understanding the life, background, and historical context of Mahatma Gandhi, and his significance in the Indian independence movement.
2. **Principles of Nonviolence (Ahimsa):** Exploring Gandhi's philosophy of nonviolence as a means for social change, conflict resolution, and personal transformation.
3. **Satyagraha and Civil Disobedience:** Studying the concepts of satyagraha (truth force) and civil disobedience, and their role in resistance against injustice.
4. **Economic Equality:** Studying Gandhi's views on equitable distribution of resources and the elimination of economic disparities.
5. **Women's Empowerment:** Understanding Gandhi's advocacy for women's rights, gender equality, and their active participation in social and political life..
6. **Peace and Conflict Resolution:** Examining Gandhi's efforts to promote peace, reconciliation, and the resolution of conflicts through nonviolent means.
7. **Gandhi's Influence Today:** Analyzing how Gandhian principles continue to inspire social movements, political leaders, and activists worldwide.
8. **Practical Applications of Gandhian Ideals:** Exploring how Gandhian ideology can be applied to contemporary challenges such as poverty, inequality, and environmental sustainability.

Outcome

Upon successful completion of the Certificate Course on Gandhian Ideology, participants can anticipate:

- A comprehensive grasp of Mahatma Gandhi's principles and their relevance.
- An ability to apply nonviolent ideals to contemporary societal issues.
- Enhanced critical thinking and communication skills through engaging discussions.

DR. SUNITA TIDKE
(Course Coordinator)



Dr. N.N. Pandey
Principal

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**Prahladrai Dalmia Lions College
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Department of B.Com & Business communication

Invites all the Students for

**CERTIFICATE COURSE ON SOFT SKILL AND
COMMUNICATION IN ENGLISH**

**Learning outcomes: to represent your approach to life
and work.**

*Course Begins on: 10th August 2018
Duration: 30 Hours*

*ALL THE STUDENTS WILL BE AWARDED WITH FREE CERTIFICATE
ON SUCCESSFUL COMPLETION OF THE ACTIVITY*

**For More Details contact Ms. Emelia Noronha,
HOD OF BC & Course Coordinator**

**Dr. N.N Pandey,
Principal**



Prahladrai Dalmia Lions College of Commerce & Economics

Sunder Nagar, S. V. Road, Malad (West), Mumbai – 400064.

ISO 9001:2015 Certified

Certificate Course on Soft skills and Communication in English

Objectives:

1. To acquaint students with Soft Skills
2. To make students understand the processes of improving Emotional Intelligence Quotient
3. To enhance communication skills of students with reference to Job selection Processes – Resume, Interview, Group discussion.

Learning Outcomes :

After the completion of this course students will be able to:

1. Conduct a Self Analysis – SWOC
2. Demonstrate a basic understanding of the need of emotional intelligence
3. Create a short video presentation on self introduction
4. Create a resume and upload it on LinkedIn

Syllabus:

Unit 1 : Emotional Intelligence

Unit 2 : Communication Skills in English

Unit 1 : Emotional Intelligence

Module 1:

Introduction to Emotional Intelligence

Need and Importance of Emotional Intelligence

Competencies of EI

Module 2 :

Self Awareness – Need & Importance

Processes of self awareness – SWOC

Emotional Awareness, Need for Accurate self awareness

Module 3:

Self Management – relationships of self managements and self confidence

Steps of Self Management - Self control , Trustworthiness, Conscientiousness,

Adaptability, Innovativeness, Achievement orientation, Initiative, Optimism

Module 4:

Social Awareness through Empathy

Meaning, Need & Importance of Empathy

Cultivating Empathy

Module 5:

Organisational Awareness - Political Awareness, leveraging Diversity

Gender Sensitivity

Module 6:

Leadership – leadership styles, qualities of good leadership

Conflict management

Module 7:

Time management – Need, benefits, process

10 Techniques of time management - SMART Goals, The Eisenhower Matrix / The Eisenhower box, Kanban Board,

Do Deep Work, and key results, The Pomodoro Technique, OKR - Objectives,

SCRUM, BoJo - The bullet journal, Tracking, GTD - Getting things done.

Module 8:

Stress management – Need and Importance , Processes of managing stress

Unit 2 :

Communication Skills in English

Module 1:

Interviews – Need and Importance , Preparing for an Interview, Types of Interviews, Video interview , Group Discussion

Module 2 :

Preparing a Resume using Canva, Preparing a video resume, Importance of LinkedIn and other social media

Module 3:

English Language skills – Pronunciation, Vocabulary and Grammar, Public speaking, Presentation Skills, Business Etiquettes

Module 4:

Learning English as a Lifelong skill – using the internet to enhance English language skills

Teaching learning methodology:

Online sessions via Google Meet, use of Google Classroom, Group discussions, Mock interviews.

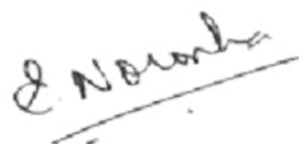
Tests, Quizzes, Assignments & Project presentations to be used for grading purpose.

Certificate will be given on the basis of following criteria:20:40:40

Attendance: 60 Percent attendance is compulsory – 20 percent marks allotted

Assignments : 1 Best assignment out of 2 will be counted for grading: 40 percent marks allocated

Classroom interaction, Group discussion, Mock Interview & presentation: 40 percent marks allocated.



MS. EMELIA NORONHA
(Course Coordinator)



Dr. N.N. Pandey
Principal

PRINCIPAL
PRAHLADRAI DALMALIONS COLLEGE OF
COMMERCE AND ECONOMICS
SUNTER NAGAR, MALAD (W),
LL-15/A1 - 400 064



VALUE ADDED COURSES

महाराष्ट्र व्यवसाय प्रशिक्षण मंडळ
MAHARASHTRA BUSINESS TRAINING BOARD



"An Educational Project of
Lovers Club of Malad Borivli College Charitable Trust"

SEED PROGRAMME

is Affiliated to

SKILL DEVELOPMENT AND VOCATIONAL TRAINING INSTITUTE OF INDIA

*is
under*





SDVTIISM
Skill Development &
Vocational Training
Institute of India

Value Added Courses

DO YOU KNOW ?



*"An Educational Project of
Lions Club of Malad Borivli College Charity Trust"*

Do you know
now SEED Programme
is **Affiliated** to
SDVTII.

“ ”
Do you know
the fees of SEED
Value Added Courses
is just
Rs 2500/-.

Do you know
there are
18 different value
added courses
offered.

“ ”
Do you know
Certificate is
recognized from
MBTB & SDVTII.

Do you know
SDVTII & MBTB
Certificate fetches
Interest free loan
upto **50,000/-**.
(with conditions apply).

“ ”
Do you know
Courses are **valid**
across India.

Value Added Courses

Affiliated to
SKILL DEVELOPMENT AND VOCATIONAL
TRAINING INSTITUTE OF INDIA(SDVTII)



1. State level SDVTII certification along with SEED Certificate -

Benefits of this state level certificate are:

- a) Registration with Employee Exchange.
- b) Interest free loan upto Rs.50,000/- for starting your own business subject to time to time renewal of terms and conditions by nationalized banks.
- c) Preference for Job Opportunities in various government sectors where there will be reservations for skilled manpower.
- d) Preference for Job Opportunities in private sectors, since the private players are now looking for manpower with extra skills along with academic qualifications.

ADD on values
of SDVTII Affiliation

महाराष्ट्र व्यवसाय प्रशिक्षण मंडळ
MAHARASHTRA BUSINESS TRAINING BOARD





Value Added Courses *Milestone Achievement*



An Educational Project of
1987, CLP of Maharashtra State Council, Mumbai

Skills Regalia
Intercollegiate Event
(3 Competition)



Inauguration of SEED
and SDVTII

Drishtant
Job Fair
(24 Companies)



Panel Discussion on
16th Dec

Aptitude
Test



Panel Discussion on
14th Dec

Website: www.dalmlionscollege.ac.in
Facebook: Seedskillsregalia@gmail.com

Prahladrai Dalmia Lions College of
Commerce & Economics Campus
Contact No. 022 2873 5792

Email: seed@dalmlionscollege.ac.in
Instagram: [Seedskillsregalia](https://www.instagram.com/Seedskillsregalia)

To,
The Director,
Skill Development and Vocational Training Institute of India,
Malad (West), Mumbai.

Dear Sir,


In continuation with our meeting dated 1st May, 2017, we are happy to inform you that we hereby accept your proposal for tie-up and express our readiness to get affiliated as a skill centre of Skill Development and Vocational Training Institute of India (SDVTII). The tie-up will be subject to mutual agreement of the following terms and conditions:

1. SDVTII will provide affiliation along with examination and certification for Junior and Degree College as proposed earlier.
2. SDVTII will provide know-how, support in finalizing course curriculum, placement tie-up, online and offline examinations, assessment, certification, faculty selection support and advice for obtaining appropriate government skill schemes to your organization.
3. Both the organization's co-branding will be done as mutually agreed upon and students will be provided with SDVTII and SEED Certificates.
4. **Financial Term:** Charges of SDVTII will be as follows:
(A) Rs. 5000/- as one time affiliation fees
(B) Rs. 350/- (Rs. 250/- for MBT BOARD to be paid directly to Board) per student as examination and certification charges.

Herewith attaching a cheque of Rs.5000/- as one time affiliation fees and filled Centre Affiliation Form.

Thanking you,

Yours Faithfully,


Lion Sharad S. Ruia

Chairman- Governing Council



An educational project of

LIONS CLUB OF MALAD BORIVALI COLLEGE CHARITY TRUST

Prahladrai Dalmia Lions College Campus, Sunder Nagar, S. V. Road, Malad (W), Mumbai - 400 064.

T: +91-22 2873 2270 Email: seed@dalmialionscollege.ac.in

This is to certify that



Student Enrichment & Employment Development Programme

An educational project of

LIONS CLUB OF MALAD BORIVALI COLLEGE CHARITY TRUST

is Affiliated to

**Skill DEVELOPMENT AND VOCATIONAL TRAINING
INSTITUTE of INDIA**

at Malad (West), Mumbai, India.

SDVTII : SEED

Course Syllabus

DIPLOMA IN RETAIL MANAGEMENT

1. Introduction to Retail Management
2. Retail Strategies
3. Retail Merchandising
4. Store Planning and Layout
5. Retail Marketing and Advertising
6. Retailing in India and globalisation
7. Customer Relationship Management
8. Online Retailing
9. Role of Pricing in Retail Management
10. Case Studies

CERTIFICATE COURSE IN COMPUTER TECHNOLOGIES

1. Operating Systems
2. Word – Processing Skills
3. Spreadsheet Skills
4. E-Presentation Skills
5. Data Management Skills
6. IT Systems Maintenance Skills
7. Technology Security Skills
8. Emails, search engines and web application Skills
9. Mobile Technology Skills

CERTIFICATE COURSE IN E-TAXATION – DIRECT TAX

1. Income Tax - Concepts and Computation
2. Obtaining Permanent Account Number(PAN) Card
3. Online Portal of Income Tax Department
4. Forms of Income Tax Returns (ITR)
5. E-filing features of Income Tax



6. Tax Deduction / Collection at Source - Concepts and Computation
7. Obtaining Tax Deducted / Collected at Source(TAN) number
8. TRACES – Online Features
9. Forms of TDS / TCS Returns
10. E-filing features of TRACES

CERTIFICATE COURSE IN CAPITAL MARKET

1. Types of Markets – Primary & Secondary
2. Book building, IPOs and Listing
3. Trading, Clearing and Settlement
4. Mutual Funds
5. Depository and Demat Account
6. Financial Derivatives
7. Stock Futures and Stock Options
8. About Commodity Exchange
9. Online Trading (Practical)
10. Case Study of Selective Script (Practical)

DIPLOMA IN EVENT MANAGEMENT

1. Introduction of Event Management
2. Role of the Event Manager
3. Types of Events
4. Working with clients
5. Planning for an Event
6. Writing Events Contracts
7. Event Safety and Security
8. Preparation on the day of event
9. Marketing your event planning business

DIPLOMA IN TRAVEL & TOURISM

1. Overview of Travel and Tourism Industry
2. Forms of Tourism
3. Tourism components
4. Ticketing and documentation in tourism
5. Travel agency and tour operators.
6. Accommodation in tourism



7. Marketing in tourism
8. Tourism Industry in India
9. Latest trends in Travel & Tourism Industry
10. Challenges and opportunities in Travel & Tourism Industry
11. Case Studies

CERTIFICATE COURSE IN HARDWARE MAINTENANCE & NETWORKING

1. Introduction to Hardware Parts
2. Windows / Dos
3. CMOS / BIOS Utility
4. Hard Disk Formatting / Partitioning
5. Device Drivers Setup
6. Application Software Installation
7. LAN / WAN Concepts
8. Installation of Windows
9. LAN Setup, Proxy Setup
10. Assembling
11. Troubleshooting

CERTIFICATE COURSE IN DIGITAL MARKETING

1. Introduction to Digital Marketing
2. Importance of Website
3. Build your own marketing plan
4. Google apps for business
5. Introduction to Online Advertising
6. Search engine marketing
7. Display and Mobile advertising
8. Social media marketing
9. Video Advertising
10. Media Strategies and Implementation

CERTIFICATE COURSE IN DESK TOP PUBLISHING

1. Introduction to Computers
2. Windows
3. CorelDraw



4. Photoshop
5. InDesign
6. Assignments and Projects

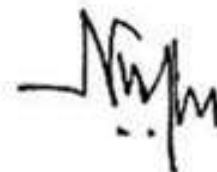
CERTIFICATE COURSE IN COMPUTERISED ACCOUNTING

1. Accounting Concepts
2. Tally Fundamentals
3. Accounting / Inventory Masters
4. Different vouchers and Debit/Credit notes
5. Bank Reconciliation Statements
6. Interest Calculations
7. Financial Analysis and Reporting
8. Inventory Analysis and Reporting



Prof. Subhashini Naikar

(Vice Principal – SFC)



Dr. N. N. Pandey

Principal

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SUNDER NAGAR, MALAD (W),
MUMBAI - 400 064.



CERTIFICATE COURSE IN E-COMMERCE

COURSE CONTENT

1. Defining E-commerce
2. The Development of E-commerce
3. E-commerce Marketing
4. Security Issues & Requirements
5. E-commerce Legal Considerations
6. International Legal Considerations
7. E-commerce Implementation Costs
8. Online Auctions
9. Customer Service Expectations of the E-commerce Experience.



DIPLOMA IN CERTIFIED ACCOUNTING PROFESSIONAL

COURSE CONTENT

I. IT Skills:

- Introduction to Computers
- Introduction to Word
- Introduction to Excel
- Introduction to PowerPoint

II. Accounting Skills:

- Introduction to Tally.ERP 9
- Computerized Accounting
- Accounting Masters
- Units of Measure
- Inventory Transactions
- Interest Calculations
- Reporting
- Service Tax
- Point of Sale
- Manual Accounting
- Golden Rules of Accounting
- Inventory Masters
- Accounting Transactions
- Bank Reconciliation Statement
- Order Processing
- Printing
- Value Added Tax
- Tax Deducted at Source.



DIPLOMA IN INTERNATIONAL BUSINESS

COURSE CONTENT

1. Concept and Importance of International Business
2. Foreign Direct Investment
3. International Business and its legal aspects
4. Role of World & Regional Organizations
5. Strategies in International Business
6. International Business and Marketing
7. Human Resource Management in International Business
8. Import and Export Policy in International Business
9. Current scenario of International Business in India



DIPLOMA IN JOURNALISM

COURSE CONTENT

1. Introduction to Journalism
2. Role and Impact of Media in society
3. Role and responsibilities of a journalist
4. Ethics, career and training in Journalism
5. Reporting and editing of Print media
6. Elements of photography
7. Cultural Education
8. Contemporary communication studies
9. Basic animation and Web designing
10. Broadcast Journalism : Television and Radio
11. Introduction to graphic production of printing
12. Film studies



DIPLOMA IN WEB DEVELOPMENT TECHNOLOGIES

COURSE CONTENT

I. Introduction to Java:

- Basic Program structure
- Expressions and Operators
- Inheritance
- Access Modifiers
- Threading, Files I/O
- JDBC and Swings
- Working with Menu
- Events Handling
- Working with tags
- Working with Forms
- Exception Handling
- Servlet Setup
- Processing HTTP Requests
- Handling Cookies
- Data Types and Variables
- Understanding classes
- Exception Handling
- Interfaces and Packages
- Applets, Handling Events
- Components in Java
- Data / Image Manipulation
- Introduction to JSP
- Implicit Objects
- Managing Files Input Output
- Session Tracking
- Processing HTML Form
- Accessing the Standard CGI Variables
- Session Tracking

II. Introduction to C#:

- Overview of C#
- Operators and Expressions
- Handling Arrays
- Structures and Enumerations
- Inheritance and Polymorphism
- I/O Operations
- Web Based Application Development
- Variables and Data Types
- Methods in C#
- Manipulating Strings
- Classes and Objects
- Interfaces, Operator Overloading
- Errors and Exception, Multithreading



III. **Introduction to VB .Net:**

- Using Visual Studio
- Program Control and Procedures
- Creating Custom Control
- File Access and Management
- Data Storage
- OOPS with VB .Net
- Working with Text, Number and Date
- Database Access with ADO .Net

IV. **Introduction to ASP.Net:**

- Creating Web Application
- Using web Services
- Database Access
- Debugging and Deployment



Prof. Subhashini Naikar

(Vice Principal – SFC)



Dr. N. N. Pandey

Principal

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MUMBAI - 400 064.





**Prahladrai Dalmia Lions College
Of Commerce and Economics**

ISO 9001:2015 CERTIFIED

Department of Bachelor's of Commerce (B.Com)

Invites all the Students for

Certificate Course on Yoga

**AIM: To integrate moral
values and to attain higher
level of consciousness.**



Course Begins on: 2nd August 2017

Duration: 30 Hours

**All the Students will be Awarded with Free
Certificate on Successful Completion of the
Activity**

For More Details Contact Dr. Sunita Tidke, Course
Coordinator

Dr. N.N Pandey,
Principal



PRAHLADRAI DALMIA LIONS COLLEGE
OF COMMERCE & ECONOMICS
ISO 9001: 2015 Certified

Certificate Course on Yoga

Objectives

The Certificate Course on Yoga aims to introduce participants to the profound principles and practices of yoga, cultivating physical vitality, mental clarity, and emotional balance. The course **seeks to educate, enhance physical well-being and promote mental clarity** of the participants.

Course Content and Syllabus

1. **Yoga Philosophy and History:** Exploring the origins and evolution of yoga, including an introduction to key texts like the Yoga Sutras and the Bhagavad Gita.
2. **Yoga Asanas (Poses):** Learning and practicing a variety of yoga poses, focusing on alignment, benefits, and modifications for different levels of practitioners.
3. **Pranayama (Breathing Techniques):** Understanding and practicing various pranayama techniques that involve controlled breathing to enhance vitality and balance the body's energy.
4. **Meditation and Mindfulness:** Introduction to meditation techniques and mindfulness practices to cultivate inner awareness and mental clarity.
5. **Yogic Anatomy and Physiology:** Exploring the body's energy systems (chakras and nadis) and their relevance to yoga practice, as well as understanding basic human anatomy.
6. **Yoga Ethics and Lifestyle:** Learning about the ethical principles of yoga, such as ahimsa (non-violence) and satya (truthfulness), and integrating them into daily life.
7. **Yoga Teaching Methodology:** Understanding how to create and structure yoga classes, including sequencing, cueing, and adapting classes for different student needs.

Outcomes

Upon successful completion of the Certificate Course on Yoga, participants can anticipate the following outcomes:

- Yoga Competence
- Physical Vitality
- Stress Resilience
- Mind-Body Synchronization

DR. SUNITA TIDKE
(Course Coordinator)



Dr. N.N. Pandey
Principal
PRINCIPAL
PRAHLADRAI DALMIA LIONS COLLEGE OF
COMMERCE AND ECONOMICS
SUNDER NAGAR, MALAD (W),
MUMBAI - 400 061



PRAHLADRAI DALMIA LIONS COLLEGE OF COMMERCE AND ECONOMICS

ISO 9001 : 2015 CERTIFIED

ORGANIZED BY DEPARTMENT OF B.COM & FOUNDATION COURSE

UNDER THE AEGIS OF IQAC

Invites all the Students for
**CERTIFICATE COURSE ON HUMAN
VALUES & ETHICS**



AIM: To inspire Moral and Social Values and Loyalty

Course Begins on: 8th September 2017

Duration: 30 Hours

**All the Students will be Awarded with Free Certificate on
Successful Completion of the Activity**

FOR MORE DETAILS CONTACT MS. SEEMA SHUKLA, COURSE COORDINATOR

Dr. N.N Pandey,
Principal



**PRAHLADRAI DALMIA LIONS COLLEGE
OF COMMERCE & ECONOMICS
ISO 9001: 2015 Certified**

Certificate Course on Human Values and Ethics

Objectives

The Certificate Course on Human Values and Ethics seeks to:

- Instill an understanding of the importance of human values and ethical conduct.
- Cultivate a sense of moral responsibility and ethical awareness.
- Encourage introspection and reflection on personal values and actions.

Course Content and Syllabus

1. **Introduction to Human Values:** Understanding the meaning and significance of human values, including how they shape individual character and influence societal well-being.
2. **Universal Human Values:** Exploring core human values such as truth, compassion, non-violence, love, humility, integrity, and justice.
3. **Ethical Decision Making:** Learning how to make ethical decisions based on principles and values, considering the well-being of oneself and others.
4. **Self-awareness and Self-development:** Reflecting on one's own values, strengths, and areas for growth, and working towards personal transformation.
5. **Ethics in Professional Life:** Exploring the application of human values in various professions, including business, healthcare, education, and public service.
6. **Social Responsibility:** Examining the role of individuals and communities in promoting social welfare and addressing societal challenges through value-based actions.
7. **Mindfulness and Values:** Exploring mindfulness practices to cultivate self-awareness, emotional intelligence, and alignment with chosen values.
8. **Ethics in the Digital Age:** Addressing ethical considerations related to technology, social media, and digital interactions.
9. **Values and Well-being:** Exploring the link between practicing human values and enhancing overall well-being, both mental and emotional.
10. **Service and Giving:** Examining the concept of selfless service and how contributing to the welfare of others aligns with human values.

Outcome

Upon successful completion of Certificate Course on Human Values and Ethics, participants can expect to:

- Develop a heightened awareness of the significance of ethical behavior.
- Foster a sense of empathy, compassion, and respect for others.
- Cultivate virtuous character traits that contribute to a harmonious society.

Seema

**MS. SEEMA SHUKLA
(Course Coordinator)**



N.N. Pandey
**Dr. N.N. Pandey
Principal**

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PRAHLADRAI DALMIA LIONS COLLEGE OF
COMMERCE AND ECONOMICS
SUNDER NAGAR, MALAD (W),
MUMBAI - 400 064**



**PRAHLADRAI DALMIA LIONS COLLEGE OF
COMMERCE AND ECONOMICS**

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**ORGANIZED BY DEPARTMENT OF B.COM & FOUNDATION COURSE
UNDER THE AEGIS OF IQAC**

**Invites all the Students for
Certificate Course on Gandhian Ideology**

**AIM: To acquire a contextual understanding of the meaning and
significance of the moral-political theory of Mohandas Karamchand Gandhi**

Course Begins on: 18th November 2017

Duration: 30 Hours

**All the Students will be Awarded with Free Certificate
on Successful Completion of the Activity**

FOR MORE DETAILS CONTACT DR. SUNITA TIDKE, COURSE COORDINATOR

**Dr. N.N Pandey,
Principal**



**PRAHLADRAI DALMIA LIONS COLLEGE
OF COMMERCE & ECONOMICS
ISO 9001: 2015 Certified**

Certificate course on Gandhian Ideology

Objective

The Certificate Course on Gandhian Ideology aims to:

- Introduce participants to the life, philosophy, and principles of Mahatma Gandhi.
- Foster an understanding of nonviolent resistance and civil disobedience.
- Encourage critical thinking and discussions about Gandhian concepts.

Course Content and Syllabus

1. **Introduction to Mahatma Gandhi:** Understanding the life, background, and historical context of Mahatma Gandhi, and his significance in the Indian independence movement.
2. **Principles of Nonviolence (Ahimsa):** Exploring Gandhi's philosophy of nonviolence as a means for social change, conflict resolution, and personal transformation.
3. **Satyagraha and Civil Disobedience:** Studying the concepts of satyagraha (truth force) and civil disobedience, and their role in resistance against injustice.
4. **Economic Equality:** Studying Gandhi's views on equitable distribution of resources and the elimination of economic disparities.
5. **Women's Empowerment:** Understanding Gandhi's advocacy for women's rights, gender equality, and their active participation in social and political life..
6. **Peace and Conflict Resolution:** Examining Gandhi's efforts to promote peace, reconciliation, and the resolution of conflicts through nonviolent means.
7. **Gandhi's Influence Today:** Analyzing how Gandhian principles continue to inspire social movements, political leaders, and activists worldwide.
8. **Practical Applications of Gandhian Ideals:** Exploring how Gandhian ideology can be applied to contemporary challenges such as poverty, inequality, and environmental sustainability.

Outcome

Upon successful completion of the Certificate Course on Gandhian Ideology, participants can anticipate:

- A comprehensive grasp of Mahatma Gandhi's principles and their relevance.
- An ability to apply nonviolent ideals to contemporary societal issues.
- Enhanced critical thinking and communication skills through engaging discussions.

**DR. SUNITA TIDKE
(Course Coordinator)**



**Dr. N.N. Pandey
Principal
PRINCIPAL
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SUNDER NAGAR, MALAD (W),
MUMBAI - 400 064.**



**Prahladrai Dalmia Lions College
Of Commerce and Economics**

ISO 9001:2015 CERTIFIED

Department of B.Com & Business Communication

Invites all the Students for

**CERTIFICATE COURSE ON SOFT SKILL AND
COMMUNICATION IN ENGLISH**

**Learning outcomes: self-confident individuals by
mastering interpersonal skills, team management
skills, and leadership skills.**

*Course Begins on: 8th August 2017
Duration: 30 Hours*

*ALL THE STUDENTS WILL BE AWARDED WITH FREE CERTIFICATE
ON SUCCESSFUL COMPLETION OF THE ACTIVITY*

**For More Details contact Ms. Emelia Noronha,
HOD OF BC & Course Coordinator**

**Dr. N.N Pandey,
Principal**



Prahladrai Dalmia Lions College of Commerce & Economics

Sunder Nagar, S. V. Road, Malad (West), Mumbai – 400064.

ISO 9001:2015 Certified

Certificate Course on Soft skills and Communication in English

Objectives:

1. To acquaint students with Soft Skills
2. To make students understand the processes of improving Emotional Intelligence Quotient
3. To enhance communication skills of students with reference to Job selection Processes – Resume, Interview, Group discussion.

Learning Outcomes :

After the completion of this course students will be able to:

1. Conduct a Self Analysis – SWOC
2. Demonstrate a basic understanding of the need of emotional intelligence
3. Create a short video presentation on self introduction
4. Create a resume and upload it on LinkedIn

Syllabus:

Unit 1 : Emotional Intelligence

Unit 2 : Communication Skills in English

Unit 1 : Emotional Intelligence

Module 1:

Introduction to Emotional Intelligence

Need and Importance of Emotional Intelligence

Competencies of EI

Module 2 :

Self Awareness – Need & Importance

Processes of self awareness – SWOC

Emotional Awareness, Need for Accurate self awareness

Module 3:

Self Management – relationships of self managements and self confidence

Steps of Self Management - Self control , Trustworthiness, Conscientiousness,

Adaptability, Innovativeness, Achievement orientation, Initiative, Optimism

Module 4:

Social Awareness through Empathy

Meaning, Need & Importance of Empathy

Cultivating Empathy

Module 5:

Organisational Awareness - Political Awareness, leveraging Diversity

Gender Sensitivity

Module 6:

Leadership – leadership styles, qualities of good leadership

Conflict management

Module 7:

Time management – Need, benefits, process

10 Techniques of time management - SMART Goals, The Eisenhower Matrix / The Eisenhower box, Kanban Board,

Do Deep Work, and key results, The Pomodoro Technique, OKR - Objectives,

SCRUM, BoJo - The bullet journal, Tracking, GTD - Getting things done.

Module 8:

Stress management – Need and Importance , Processes of managing stress

Unit 2 :

Communication Skills in English

Module 1:

Interviews – Need and Importance , Preparing for an Interview, Types of Interviews, Video interview , Group Discussion

Module 2 :

Preparing a Resume using Canva, Preparing a video resume, Importance of LinkedIn and other social media

Module 3:

English Language skills – Pronunciation, Vocabulary and Grammar, Public speaking, Presentation Skills, Business Etiquettes

Module 4:

Learning English as a Lifelong skill – using the internet to enhance English language skills

Teaching learning methodology:

Online sessions via Google Meet, use of Google Classroom, Group discussions, Mock interviews.

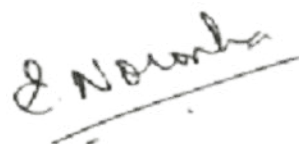
Tests, Quizzes, Assignments & Project presentations to be used for grading purpose.

Certificate will be given on the basis of following criteria:20:40:40

Attendance: 60 Percent attendance is compulsory – 20 percent marks allotted

Assignments : 1 Best assignment out of 2 will be counted for grading: 40 percent marks allocated

Classroom interaction, Group discussion, Mock Interview & presentation: 40 percent marks allocated.



MS. EMELIA NORONHA
(Course Coordinator)



Dr. N.N. Pandey
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LL-15/A1 - 400 064