Department of Commerce and Allied Subjects

ACTIVITY APPROVAL FORM

Program: Online Short Term Certificate Course in Networks & G-Suite Fundamentals

Need:

1. Computers are a necessity for professional environments in the 21st century and not knowing how to do basic troubleshooting can be a drawback for job seekers.
2. In addition, specialized professionals in computer technology such as software designers and programmers of any organization rely heavily on computers.
3. Therefore, basic or advanced knowledge of computer technology can have a number of advantages for the career of students..

Objective: The course is a certificate level course, with an aim to equip the students with the vital skill set, that is, necessary to cope up with the ever-changing scenario in the IT sphere. The course is designed in such a manner, so that it not only educates an individual with the basic skill set but also enhances the ability of the individual to easily grasp the new changes in the dynamic IT field. The course may also be considered as an ideal course for re-skilling an individual and technological advancement.

Content: Introduction to Computer Concepts,GUI Based Operating Systems,Internet , www, Browser Concepts,Email and Collaboration,G-Suite Fundamentals etc.

Duration: 32 hours

Venue: Training through Virtual/Online Learning Platform

Fees: 500/- per student

Proposed By: Department of Commerce and Allied Subjects

Verified By:
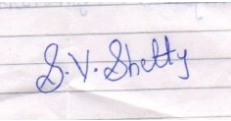
Minutes of the Meeting

The Commerce Departmental Zoom meeting was held on 10th January 2022 at 12:30 pm. Issues discussed are as follows:

1. It was informed that the Department of Commerce and Allied Subjects is going to offer one more certificate course on "Networks & G-suite Fundamentals" for all the students of the college, which will be majorly beneficial for the commerce students of First Year.

2. It was also decided that an orientation session will be organized on Zoom for all the students of our college on 20th January 2022 where students will be informed about the details of the course, course benefits, along with the fees (Rs500/-)

3. It was informed that a whatsapp message will be prepared stating the required information about the course, date and time of the orientation session.

4. On the basis of the orientation session, students can register for the course and pay the fees online through NEFT to a college bank account. Payment information will be provided to all the interested students through whatsapp messages. Period of at least 10 days should be given to students to pay the fees during the covid situation

5. It was decided that a separate Whtasapp group will be created for the students who pay the fees and all the course related information, notices, lectures link will be provided in that whatsapp group

6. It was also decided that the course shall start in the month of February itself so that course can get over before students' Semester Exams

7. It was also informed that Asst. Prof. Avneet Kaur will be the Convenor of the certificate course.

Teachers who attended the meeting:

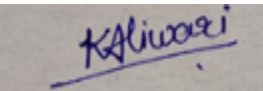| Name	Signature
Ms Sahana Raviprasad- BAF BBI Coordinator	
Mr. Virendra Singh-Member of Commerce Department	
Ms. Avneet Kaur - Member of Commerce Department	
Ms. Komal Tiwari- Member of Commerce Department	
Ms. Niveditha Shetty- Member of Commerce Department	
Ms. Swati Shetty-Member of Commerce Department	

Bunts Sangha's
S.M.Shetty College of Science, Commerce and Management Studies, Powai, Mumbai – 400076
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IMC RBNQ Certificate of Merit 2019
ISO 21001:2018 Certified

Department of Commerce and Allied Subjects

PERMISSION LETTER FROM MANAGEMENT
Certificate Course in Networks & G-Suite Fundamentals

BUNTS SANGHA'S
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT STUDIES.
Powai, Mumbai – 400076

DEPARTMENT OF COMMERCE & ALLIED SUBJECTS

PERMISSION LETTER FROM MANAGEMENT
Certificate Course in Networks & G-Suite Fundamentals

Date: 17/01/2022

The Chairman
Powai Education Committee
Powai, Mumbai 400076.

Respected Sir,

This is to inform you that the Department of Commerce & Allied Subjects is conducting an online 'Certificate Course in Networks & G-Suite Fundamentals' for undergraduate students (open for all courses) tentatively from 2nd February, 2022. **The total duration of the course is 32 hours.**

This course has essentially been conceived with an idea of giving an opportunity to the students to attain computer literacy thereby contributing to increased and speedy PC penetration in different walks of life. It provides theoretical background as well as in-depth knowledge of Software packages. After completing the course the learner should be able to use the computer for basic purposes of preparing his personal/business letters, viewing information on the Internet (the web), receiving and sending mails, preparing his business presentations, preparing small databases etc. The fee for the course is **Rs. 500/- per student.**

Requesting for your kind approval please.

Thanking you,

Ms. Sahana Raviprasad
(BAF & BBI Coordinator)

PRINCIPAL   ACCOUNTS MANAGER   GENERAL MANAGER (A & A)
18/01/2022

Department of Commerce and Allied Subjects

TIME TABLE

DATE	DAY	TIME
10/2/2022	THURSDAY	1.30PM
11/2/2022	FRIDAY	1.30PM
12/2/2022	SATURDAY	1.30PM
14/2/2022	MONDAY	1.30PM
15/2/2022	TUESDAY	1.30PM
16/2/2022	WEDNESDAY	1.30PM
17/2/2022	THURSDAY	1.30PM
18/2/2022	FRIDAY	1.30PM
21/2/2022	MONDAY	1.30PM
22/2/2022	TUESDAY	1.30PM
23/2/2022	WEDNESDAY	1.30PM
24/2/2022	THURSDAY	1.30PM
25/2/2022	FRIDAY	1.30PM
26/2/2022	SATURDAY	1.30PM
28/2/2022	MONDAY	1.30PM
2/3/2022	WEDNESDAY	1.30PM

Names of faculties who had taken sessions:
1. Ms. Sangeeta Pradhan
2. Mr. Vinay Shahapurkar
3. Ms. Avneet Kaur

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Department of Commerce and Allied Subjects

NOTICE

Greetings of the Day!

Dear Students,

It gives us immense pleasure to introduce *CERTIFICATE COURSE IN NETWORKS & G-SUITE FUNDAMENTALS* for the advancement of your academic prospects.

Duration: *32Hours programme* that will be conducted through online mode.

OBJECTIVES OF THE COURSE:

- To equip an individual to use computers for professional as well as day to day use.
- To provide theoretical as well as in-depth knowledge of Softwares.
- To develop and enhance the existing computer skills and technological advancement.
- To create documents using G-Suite - Google docs, Google sheets and Google Slides.

HIGHLIGHTS:

1. *VALUE ADDITION TO YOUR CV*

Certificate of Course completion will be provided to all students which can be incorporated by students in their CV as a value addition apart from Regular Degree.

2. It enhances the ability of the individual to easily grasp the new changes in the dynamic IT field.

FEES: Rs. 500/-

Course Start Month: February

For *registration*, please join the WhatsApp group and fill the below link:
https://forms.gle/6vUmpKF3nrRDznbV8

https://chat.whatsapp.com/LltjJWYiFRv9ICdFAmn4nt

Payment mode will be provided after registration

In case of queries, please contact:
Asst.Prof. Avneet Kaur
avneetk@smshettyinstitute.org
Asst. Prof. Vinay Shahpurkar
vinays@smshettyinstitute.org
Asst. Prof. Sahana Ravi Prasad
sahanar@smshettyinstitute.org

Regards,
Department of Commerce & Allied Subjects(BAF & BBI Department)

An orientation session has been organized for all the students across all the departments to provide the necessary information about the course.

<div align="center">

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Department of Commerce and Allied Subjects

</div>

FEES COLLECTION NOTICE -22nd JAN'22

🟥 *IMPORTANT MESSAGE* 🟥

Dear Students,
Congratulations to all of you for selecting appropriate certificate course for yourself 👏 👏

* 📅 We are starting the course by 7th February2022*

So you are required to pay an amount of *Rs 500/- by 31st January,2022*

You are all requested to pay the fees and Upload the payment confirmation in the Google form at the end of this message.

Here are the payment details-

Branch- S.M.SHETTY SCHOOL PO

Address- S.M.SHETTY HIGH SCH & JR. COLL, KOPRI POWAI, MUMBA -400076

Phone No.: 022-25703557
IFSC- COSB0000919

A/C NO: 919050102356

Imp- Students should enter payment Comments as NETWORKS & G-Suite- BAF & BBI CERTIFICATE COURSE
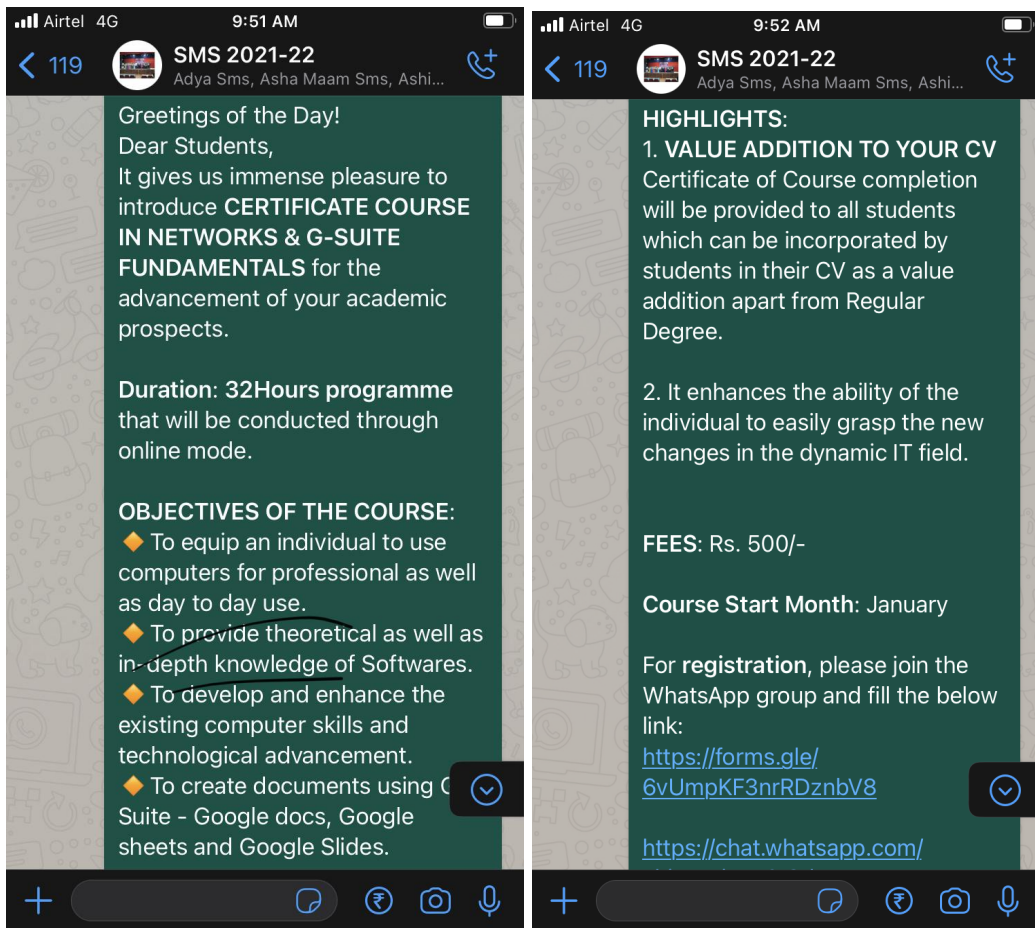
*AFTER YOUR PAYMENT, UPLOAD A SCREENSHOT OF YOUR PAYMENT IN THE GOOGLE FORM BELOW *
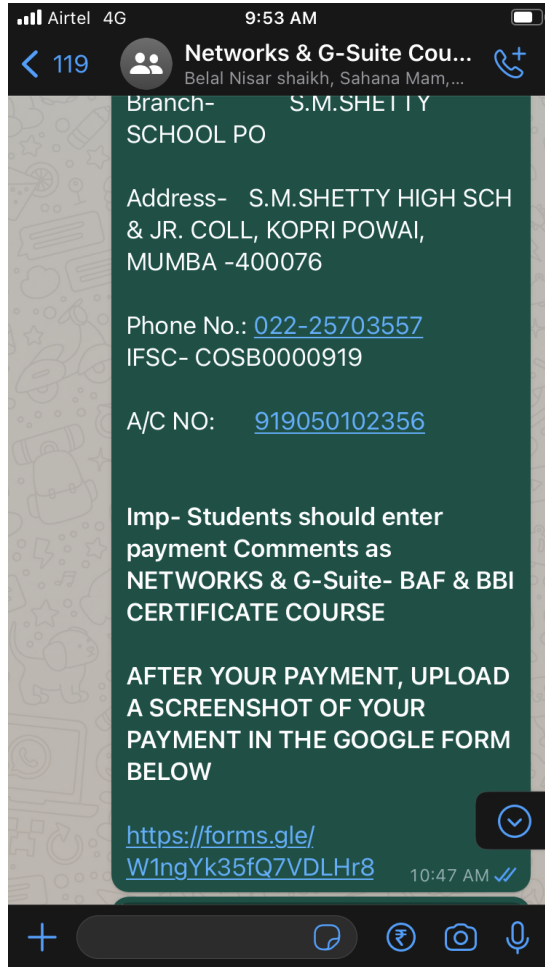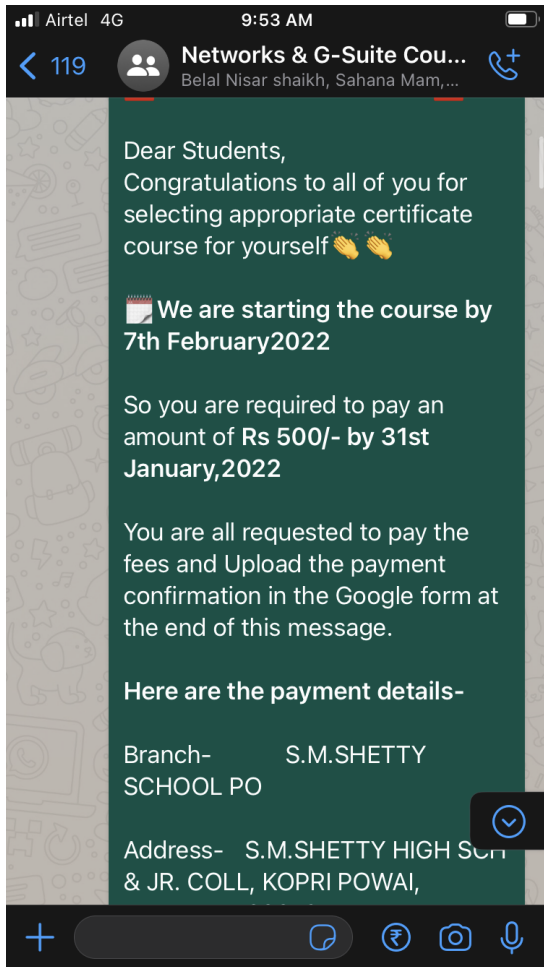
https://forms.gle/W1ngYk35fQ7VDLHr8

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SMS 2021-22
Adya Sms, Asha Maam Sms, Ashi...

Greetings of the Day!
Dear Students,
It gives us immense pleasure to introduce **CERTIFICATE COURSE IN NETWORKS & G-SUITE FUNDAMENTALS** for the advancement of your academic prospects.

Duration: 32Hours programme that will be conducted through online mode.

OBJECTIVES OF THE COURSE:
◆ To equip an individual to use computers for professional as well as day to day use.
◆ To provide theoretical as well as in-depth knowledge of Softwares.
◆ To develop and enhance the existing computer skills and technological advancement.
◆ To create documents using G Suite – Google docs, Google sheets and Google Slides.

SMS 2021-22
Adya Sms, Asha Maam Sms, Ashi...

HIGHLIGHTS:
1. **VALUE ADDITION TO YOUR CV**
Certificate of Course completion will be provided to all students which can be incorporated by students in their CV as a value addition apart from Regular Degree.

2. It enhances the ability of the individual to easily grasp the new changes in the dynamic IT field.

FEES: Rs. 500/-

Course Start Month: January

For **registration**, please join the WhatsApp group and fill the below link:
https://forms.gle/
6vUmpKF3nrRDznbV8

https://chat.whatsapp.com/

Dear Students,
Congratulations to all of you for selecting appropriate certificate course for yourself 👏👏

📝We are starting the course by 7th February2022

So you are required to pay an amount of **Rs 500/- by 31st January,2022**

You are all requested to pay the fees and Upload the payment confirmation in the Google form at the end of this message.

Here are the payment details-

Branch-   S.M.SHETTY SCHOOL PO

Address-   S.M.SHETTY HIGH SCH & JR. COLL, KOPRI POWAI,

Branch-   S.M.SHETTY SCHOOL PO

Address-   S.M.SHETTY HIGH SCH & JR. COLL, KOPRI POWAI, MUMBA -400076

Phone No.: 022-25703557
IFSC- COSB0000919

A/C NO: 919050102356

Imp- Students should enter payment Comments as NETWORKS & G-Suite- BAF & BBI CERTIFICATE COURSE

AFTER YOUR PAYMENT, UPLOAD A SCREENSHOT OF YOUR PAYMENT IN THE GOOGLE FORM BELOW

https://forms.gle/W1ngYk35fQ7VDLHr8   10:47 AM ✓✓

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POSTER

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REPORT

Event: Certificate Program in Networks & G-Suite Fundamentals

Duration: 32 hours

Venue: Hybrid Mode

Scope: Registered and paid Students of Undergraduate and Postgraduate Courses (All Streams) of our college

Objective: The course is a certificate level course, with an aim to equip the students with the vital skill set, that is, necessary to cope up with the ever-changing scenario in the IT sphere. The course is designed in such a manner, so that it not only educates an individual with the basic skill set but also enhances the ability of the individual to easily grasp the new changes in the dynamic IT field. The course may also be considered as an ideal course for re-skilling an individual and technological advancement.

Highlights- 32 Hours Certificate Program in Networks & G-Suite Fundamentals was organized by the Department of Commerce & Allied Subjects of our college Fees of the course was Rs 500/-. The certificate course started on 10th February, 2022 and was completed on 2nd March,2022 . Total 30 students of various programs registered and paid for the course and were awarded certificates after successful completion of the course. (Students attending the course - BAF – 18 students, BBI – 12 students).

Asst. Prof. Avneet Kaur   Prof. Sahana Raviprasad
   Course Convener   Coordinator (BAF & BBI)

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LIST OF PARTICIPANTS

S.NO	STUDENT NAME	CONTACT NUMBER(WHATSAPP NUMBER)	CLASS
1	Kavya Acharya	9082628326	FYBAF
2	Mahek ganatra	8454852338	Fybaf
3	Diksha Poojary	9930585049	Fybaf
4	Nidhi Patel	9372659933	FYBBI
5	Saiprasad Amin	8928721989	Fybbi
6	Krish Bhasin	7304140237	FYBAF
7	Thripti Suvarna	9324176656	FYBAF
8	Viraj Kotian	9820871879	FYBAF
9	Shubham Yadav	9820824043	Fybbi
10	Paraskar Tejashree shrikrishna	8369749739	FYBAF
11	MAYURI DAL	9819738702	FYBBI
12	Mansi Vikrant pawar	9324138733	FYBBI
13	Akash Yadav	7021682260	FYBBI
14	Shreyas Santosh Raut	9892670484	FYBAF
15	Tejas Sadanand Rai	9967978963	FYBAF
16	Yashraj singh	9987967980	FYBAF
17	Aryan Billawa	9172105227	FYBAF
18	Mitul Poojari	9867844077	FYBBI
19	Harshita Puthran	9987573321	FYBBI
20	Deepak pawar	9324036122	FYBBI
21	Amit Verma	8657845988	Fybbi

22	Shreyas Amin	7506954038	Fybaf
23	Mrugaja Chavan	9967899705	FYBAF
24	Hetvi Rampariya	9372527464	FYBAF
25	Anushka Mishra	9167146202	Fybaf
26	Vishwa jadhav	8591494294	FY BBI
27	Vaishnavi Santosh Salunkhe	8452800556	Fybbi
28	Tanisha Jayakumar	9324457856	FYBAF
29	Siddharth Gaikwad	8657373953	FYBAF
30	Vikyath Shetty	7738126043	FYBAF

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ATTENDANCE OF CERTIFICATE COURSE IN "NETWORKS & G-SUITE FUNDAMENTALS"

S.NO	Name	10/2/2022	11/2	12/2	14/2	15/2	16/2	17/2	18/2	21/2	22/2	23/2	24/2	25/2	26/2	28/2	2/3
1	Kavya Acharya	1	1	1		1	1	1		1		1	1	1		1	1
2	Mahek ganatra	1	1						1					1			
3	Diksha Poojary	1			1					1		1		1			
4	Nidhi Patel	1	1		1	1	1	1		1		1	1		1	1	1
5	Saiprasad Amin	1		1	1		1			1	1		1			1	1
6	Krish Bhasin	1		1	1		1		1			1					
7	Thripti Suvarna	1		1		1	1		1	1	1		1	1	1		1
8	Viraj Kotian	1	1				1			1			1		1	1	1
9	Shubham Yadav	1	1		1		1		1	1			1		1		1
10	Paraskar Tejashree shrikrishna	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
11	MAYURI DAL	1	1	1				1	1					1			
12	Mansi Vikrant pawar	1		1				1					1				
13	Akash Yadav	1	1	1		1	1	1			1		1		1		1
14	Shreyas Santosh Raut	1		1		1	1	1			1	1	1		1	1	1
15	Tejas Sadanand Rai	1	1		1	1	1	1		1	1	1		1	1	1	1
16	Yashraj singh	1			1		1				1			1			
17	Aryan Billawa	1		1	1		1			1		1	1	1	1	1	1
18	Mitul Poojari		1			1	1			1			1				
19	Harshita Puthran	1		1				1				1		1			
20	Deepak pawar		1	1	1	1	1	1	1				1		1	1	1
21	Amit Verma	1		1	1	1		1		1	1	1				1	1
22	Shreyas Amin	1	1	1	1	1	1			1	1	1		1	1	1	1
23	Mrugaja Chavan	1	1	1	1	1	1	1		1		1	1	1		1	1
24	Hetvi Rampariya	1			1						1		1	1			
25	Anushka Mishra	1		1		1		1	1		1	1	1	1	1		1
26	Vishwa jadhav	1		1	1		1	1		1	1	1	1				1
27	Vaishnavi Santosh Salunkhe	1	1	1		1	1			1		1		1	1	1	1
28	Tanisha Jayakumar		1	1		1	1	1		1	1		1	1	1	1	1
29	Siddharth Gaikwad	1			1		1	1		1	1	1	1		1	1	1
30	Vikyath Shetty	1	1		1		1	1		1	1	1	1		1		1

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FINAL RESULTS

Candidate Name	Final Result
Amit verma	Pass
Viraj Kotian	Pass
Thripti Suvarna	Pass
Nidhi patel	Pass
Tejas Rai	Pass
Tejashree paraskar	Pass
Aryan Billawa	Pass
Kavya Acharya	Pass
Vikyath Vijay Shetty	Pass
Vaishnavi Santosh Salunkhe	Pass
Shreyas Amin	Pass

Deepak.s.pawar	Pass
Shreyas Santosh Raut	Pass
Shubham yadav	Pass
Tanisha Jayakumar	Pass
Saiprasad Amin	Pass

Mrugaja Chavan	Pass
Anushka Mishra	Pass
Siddharth Gaikwad	Pass
Akash Sudama Yadav	Pass
Vishwa Jadhav	Pass

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CERTIFICATE SAMPLE COPY

BUNTS SANGHA'S
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE &
MANAGEMENT STUDIES, POWAI, MUMBAI -76
Permanently Affiliated to University of Mumbai
NAAC Accredited 'A' Grade
IMC RBNQ CERTIFICATE OF MERIT 2019
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Certificate of Appreciation

This is to certify that

Mr. /Ms. *Akash Sudama Yadav*

has successfully completed 32 hours Certificate Course in "Networks & G-Suite Fundamentals" scheduled from 10th Feb'2022 to 2nd March'2022 organised by Department of Commerce & Allied Subjects of Bunts Sangha's SM Shetty College of Science, Commerce & Management Studies, Powai, Mumbai.

Convenor
(Prof. Avneet Kaur)

Department Coordinator
(Prof. Sahana Raviprasad)

Principal
(Dr. Sridhara Shetty)

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S.M.Shetty College of Science, Commerce and Management Studies, Powai, Mumbai - 400076
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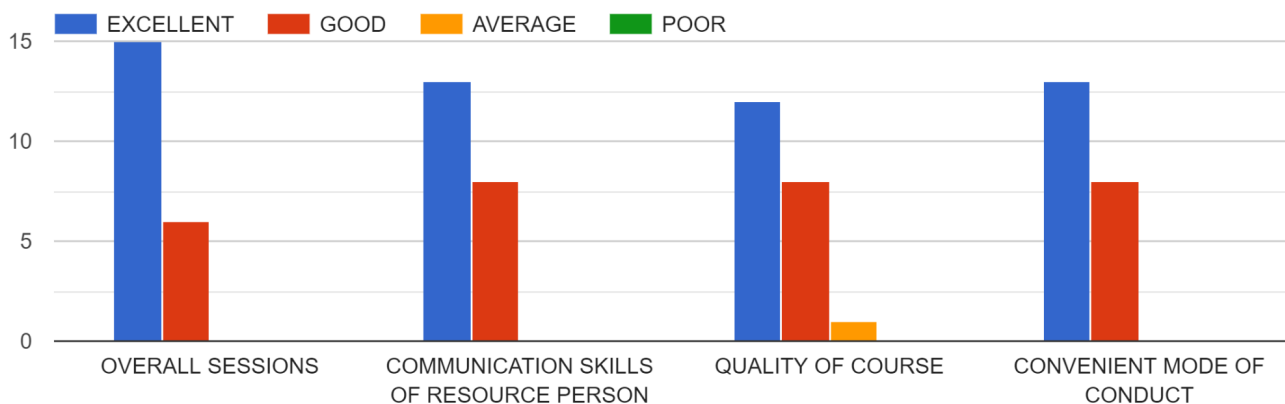**IMC RBNQ Certificate of Merit 2019**
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Department of Commerce and Allied Subjects

Feedback Analysis and Action Taken Report

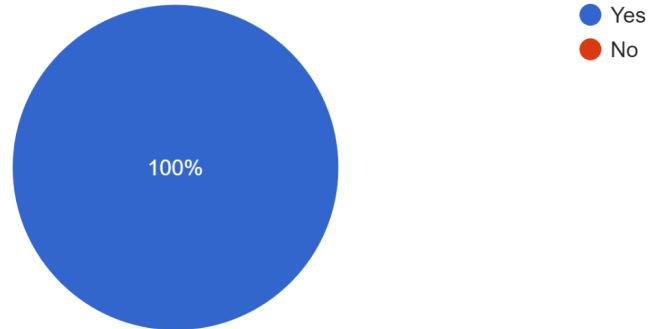**Event:** Online Short Term Certificate Course in Networks & G-Suite Fundamentals

Duration: 32hours

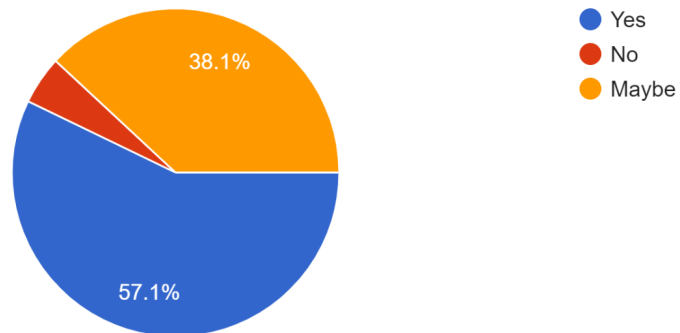KINDLY RATE THE VARIOUS ASPECTS OF THE CERTIFICATE COURSE

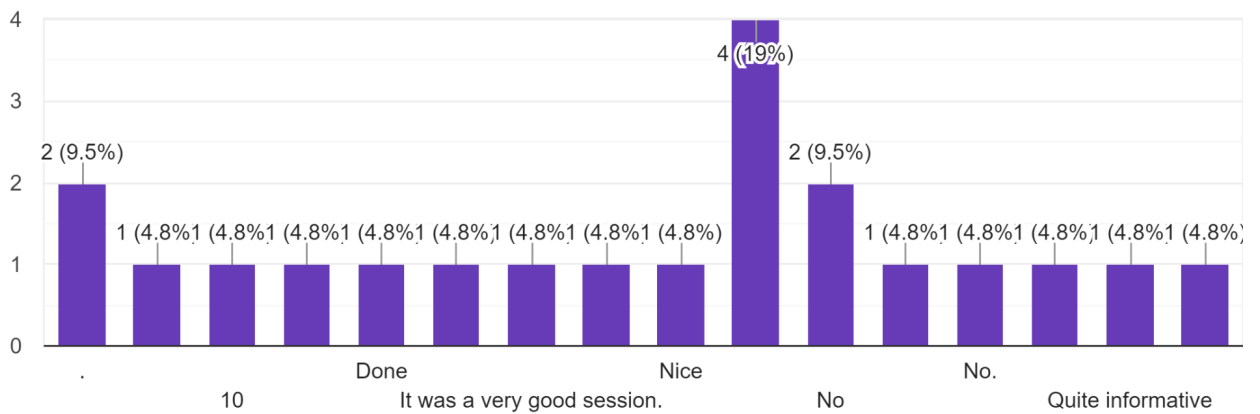## DID YOU FIND THE CERFICATE COURSE USEFUL?

21 responses

- Yes
- No

100%

WOULD YOU LIKE TO ATTEND MORE SUCH CERTIFICATE COURSES ON DIFFERENT TOPICS ORGANISED BY COMMERCE DEPARTMENT

21 responses

- Yes
- No
- Maybe

38.1%

57.1%

ANY OTHER SUGGESTIONS OR FEEDBACK

21 responses

Feedback received from the participants on all the parameters was positive and encouraging. Clearly participants felt that their knowledge has been improved after attending the certificate course and 100% students found the course useful. Suggestions were received regarding conducting more such events in the future for students.

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ACTION TAKEN REPORT

Action taken by Department of Commerce & Allied Subjects for the feedback provided on Certificate course in Networks & G-Suite Fundamentals.

Date	Feedback Received	Action Taken
10th February to 2nd March, 2022	- Participants found the session very relevant and helpful. Information regarding Networks and Google Suite was very informative and precisely explained. - Participants appreciated the efforts taken by the college to conduct this event.	The Department of Commerce & Allied Subjects will conduct such events in future.

Prof.Avneet Kaur
Convener

Prof. Sahana RaviPrasad
Co-ordinator(BAF BBI)