

Date: - 20/01/2018



Prabhakar Patil Education Society's Arts, Commerce
and Science College Veshvi, Alibag

Notice

All the students of F.Y.B.com, S.Y.B.com and T.Y.B.com are hereby informed that Department of Commerce has organized value added programme on "Soft Skills" for 6 days which will held on 29th Jan, 2018 to 3rd Feb, 2018. Interested Students can contact Dr. Rasika Mhatre for further details.

R. Patil

Co-ordinator

R. Patil

HOD of
Commerce

S. Patil

I/c principal
I/C PRINCIPAL
Prabhakar Patil Education Society's
Arts, Commerce & Science College
Veshvi - Alibag

A Certificate Course in Business Communication

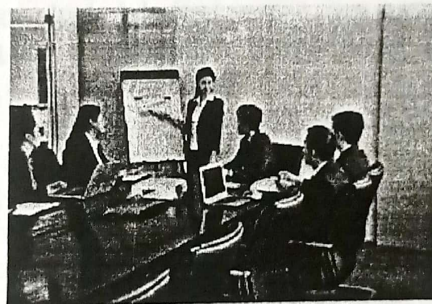
Conducted by

The Kings' English Academy and Training Consultancy,

Alibaug

For the Students of B.Com.

PNP College, Veshvi



Topics Covered:

1. Presentation skill
2. Group Discussions
3. Interview skills
4. Workplace Communication: Meetings and Conferences



Presentation Skill

Presenting information clearly and effectively is a key skill to get your message or opinion across. Today, presentation skills are required in almost every field. A presentation is a means of communication which can be adapted to various speaking situations, such as talking to a group, addressing a meeting or briefing a team.

Principles of Effective PowerPoint Presentations:

1. Know your audience
2. Know the purpose
3. Keep it simple
4. Keep it brief
5. Choose your fonts wisely
6. Use illustrations: images, diagrams and charts
7. Use verbal and non - verbal skills

Group Discussion:

"Group" is a collection of individuals who have regular contact and frequent interaction and who work together to achieve a common set of goals. "Discussion" is the process whereby two or more people exchange information or ideas in a face-to-face situation to achieve a goal.

"Group Discussion", popularly labelled as GD, is a methodology used by an organization (company, institute, business school etc.) to gauge whether the candidate has certain personality traits. GDs form an important part of the short-listing process for recruitment or admission in a company. In this methodology, a group of candidates is given a topic or a situation and some time to think about the same. Then the candidates are asked to discuss it among themselves for a specific duration. It is a systematic exchange of information, views and opinions about a topic, problem, issue or situation among the members of a group who share some common objectives.

Tips for success in a GD

- Understand the topic thoroughly
- Initiate only if you are confident about your knowledge
- Be a good listener
- Be clear on your points
- Respond, rather than react
- Be proactive, rather than critical
- Be respectful, even when you disagree
- Be aware of your body language
- Use positive language



Interview skills

Your life and career depend upon getting and keeping jobs. Jobs may come your way easily. Only, you need to face interviews to bag them. Such interviews in which you can express your abilities and obtain personal and material satisfaction.

You may not naturally be good at presenting yourself in the best possible light in an interview situation. But a small investment in improving your self-presentation skills can produce a large increase in the end result. That is why you need to face your interviews with full preparation.

Employers want to know that you are qualified for a position, but they also want to know that you will fit in with the company culture.

Here are some FAQs about Personal Interviews.

Q. What do interviewers ask about?

A. Interviews typically ask about:

- Your early life
- Education and qualifications
- Occupational training
- Work experiences
- Interests outside of school and work
- How you match up to the job specifications

Q. What do they want to know from these questions?

A. They want to know

- Your personality
- Personal values
- Abilities
- Motivation
- Relationships with others

Q. What do they expect from you?

A. They expect a confident and factual response. You should look honest, realistic and convincing. You should be assertive and enthusiastic, yet polite and well-mannered. You should be mentally strong and emotional stable. You should possess communication skill.

Q. What about appearance?

A. First Impression is the last impression, they say. So you should

- Dress smartly. Wear formals.
- Hair-do should be professional.
- Keep jewellery and cosmetics to a minimum.
- Stand/ sit erect.
- Smile

Q. What preparation is needed?

A. You should be prepared to answer questions based on

- Your domain



- The company you wish to join
- Your Personal Life
- Yours goals: short term and long term
- Your strengths and weaknesses
- Your interests, likes and dislikes
- General Knowledge
- General Awareness

Types of job interviews:

1. First / Screening/ Elementary interviews
2. Behavioural Interviews
3. Stress interviews
4. Case Interviews
5. Competency Based Interviews
6. Group Interviews
7. On the Spot Interviews
8. Phone Interviews
9. Video Interviews
10. Coffee, Lunch and Dinner Interviews
11. Final interviews

Types of interviews while already in job:

1. Promotion/ appraisal interview:

Objective: to check whether an employee is fit for the promotion

The interviewers evaluate your performance. Focus is on your efficiency as well as effectiveness. Tasks accomplished and unaccomplished are considered. Teamwork and leadership qualities are tested.

2. Counselling interview:

Objective: To help an employee resolve his/ her personal/ career matters

These are usually conducted by HR managers/ personnel. The nature of problems is discussed with a view to find out solutions. Many job-related problems can be resolved through such interviews.

3. Grievance interview:

Objective: Responding to complaints

An employee may have a grievance with the functioning of the organisation. The employee may complain against some injustice. Grievance interviews are conducted to discuss such matters and find a way out.

4. Correctional interviews:

Objective: Correcting the behaviour of an employee



When an employee violates the standards of conduct, this type of interview is conducted. The employer may take corrective action or disciplinary measures against the employee.



5. Exit interviews:

Objective: Last meeting with an employee who is leaving the organisation. The reasons why the employee is leaving are discussed. The employee is informed about balance leaves, PF, status of group insurance etc. This interview tries to wash out misunderstandings if any, so that good relations with the ex-employee are maintained.

Tips to face an interview successfully:

1. Come prepared and relaxed.
2. Be aware of your body language.
3. Show confidence and not overconfidence.
4. Give specific examples from your past experiences when answering questions.
5. Avoid negativity.
6. Be strong mentally and emotionally.

Workplace Communication

Meetings

Meetings are a necessity for any organization. They are opportunities for members of the team or the company to exchange ideas and discuss objectives. If you hold an effective meeting, you can fulfil your goals while saving time, money, and talent.

Meetings are important because in meetings

- Conflicts are resolved
- Better decisions are made
- Everyone gets an opportunity to learn and improve
- Time, effort, and money are well spent
- A space is created for giving each other feedback
- Team members realize their importance
- Relations among the teammates are strengthened
- Team mates and colleagues are better understood through non-verbals

Conferences

Definition: A conference is an event or large gathering of individuals or members of one or several organizations, for discussing matters of common interest.

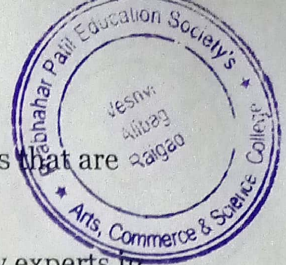
Why attend conferences?

Attending an industry conference or seminar is one of the best things you can do for the future of your business. These conferences are designed to give you a variety of usable



content on relevant subjects. They keep you up-to-date with the latest changes that are occurring within the industry.

Conferences offer the opportunity for you to be introduced to several industry experts in a short amount of time. They allow you to network with others who work in your field. An industry expert who's a good seminar speaker provides you with an insight that is beneficial to your work and industry.



11 benefits of attending a conference or seminar:

1. Learning new information from presenters
2. Networking with new people within your field
3. The ability to share your ideas and get immediate feedback from credible individuals
4. Knowing the latest technologies that can potentially help grow your business
5. Locating possible investors for your business
6. Chance to buy new products or services that are usually at marked-down prices specifically for the event
7. Getting answers to your business questions and challenges from credible individuals
8. Collecting of presentation materials to take home with you for later reference and study
9. Learning of free resources you can try
10. Learning about facts and statistics that will help you to better understand the market and industry
11. Building traffic to your website by passing your business cards or brochures

Modern methods of conferencing

Tele conferencing

Teleconferencing among multiple participants in two or more locations is a strategic communication tool. It is arranged by many companies with multiple locations and dispersed employees. Business cyclical shifts and economic downturns tend to see a rise in the use of teleconferencing facilities. Used judiciously and strategically, teleconferencing can enhance organizational productivity, engage employees at all levels and reduce travel budgets.

Advantages of Teleconferencing

- Saves Time
- Saves travel expenses
- Saves travel energy
- Helpful and easy in record keeping
- Allows constant communication-readiness



- Enhances productivity

Disadvantages of Teleconferencing

- Technical challenges
- Limitations on sharing details
- No opportunity to mark body language
- Team dynamics are discouraged
- Participants may not always be 100% present
- Teleconferences may be taken lightly as one is not 'seen' by others

The Importance of Video Conferencing

The rapid development of mobile Internet in recent years has resulted in modernizing the way of communication in business. Video conferencing is a way of communicating more easily and conveniently. There are several ways in which video conferencing is important and essential to the success of one company.

- It helps increase efficiency
- It helps save cost
- It is Functional not only for meeting, but also for training
- It gives an opportunity to mark body language of the others
- It helps organize meetings independent of time
- It can be organized at a short notice
- It is more reliable than telephone-conferencing

Communication for Public Relations

Public relations is seen as a vital part of maintaining the organization's image. It communicates organisation's message to its customers, investors and the general public. A positive perception of a company or non-profit can increase its sales and improve its bottom line through healthy public relations.

Roles of PR Department

- Building image of the organisation
- Keeping customers, investors, media and general public informed about the organisation
- Using proper media for connecting with people
- Keeping the organisation in the spotlight at various events
- Maintaining Community Relations

Importance of PR

PR builds relationships to advance, promote, and benefit the reputation of an organisation. It gains allies, advocates and supporters. It demonstrates to funding agencies that you are making a difference and actually have results. It can lead to strong community and industrial partnerships, and even financial support.

Soft Skill 29/01/18 to 03/02/18



Short Term / Bridge/ Certificate :- Soft – Skills In communication Course of 6 days



- Aim :- To aware students about Soft skills in communication.
- Objectives :- to gain knowledge about Soft skills
- Target Class :- All Classes of commerce
- Implementation:- the informative programme was carried out well by the resource person and different topics including soft skills were discussed.
- Outcome:- students have knowledge regarding use of soft skills. Students got their presentation skills enhanced
- Hurdles/Limitations:- the total session was conducted in English
- Future scope :- they will be able to understand the communication strategies that prove to be very useful in business management..
- Feedback
- Photographs
- Report :- This programme is held on 29th January to 3rd February 2018 at 11.00 to 12.30 p.m. For this programme Mrs. Shruti Desai – Raje is called as a Resource Person. She gave motivational speech on how to use soft skills in routine life as well as she delivered demonstration on Group Discussion , PPT presentation
- Students :- 60 students & 4 staff members attend this programme

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Prabhakar Patil Education Society's Arts, Commerce and Science College,

Veshvi - Alibag, Raigad

DEPARTMENT OF COMMERCE

NOTICE

Date:05/03/2021

All the Students of Commerce are hereby informed that, Department of Commerce has organised value added programme on "Financial Markets" for 6 days which will held on 08/03/2021 to 13/03/2021. Interested students can contact Dr. Rasika Mhatre/ Prof. Priti Patil for further details.

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H.O.D. Faculty of Commerce
Prabhakar Patil Education Society's
Arts, Commerce and Science College,
Veshvi, Alibag

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Veshvi - Alibag



Certificate Courses :- Financial Markets
(Department of Commerce)

Basics of Stock Market, Fundamental Analysis

Objectives of the course

To teach the learners stock market trading and make them aware of the tools for selecting stock for investment

Course Outcome

1. Learners will understand the concept of trading in stock market.
2. Understand Fundamental Analysis to be done before investing in Equity Market.
3. Understand Technical Analysis and the various charts used to predict the movement in the share prices.
4. Will be able to trade in the stock market independently.

Number of hours

30-36 hours

Certificate Details

Certificates will be issued by Prabhakar Patil Education Society's Arts, Commerce & Science College Veshvi – Alibag after successful completion of the course and submission of assignment and Feedback forms

Course contents (Syllabus)

Basics of Stock Market

1. Share and share capital.
2. What is stock?
3. Practical examples of Stock
4. What is stock market?
5. Features of stock market

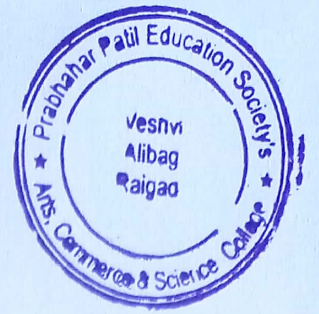


6. Functions of stock market
7. Functions of SEBI
8. Stock exchanges in INDIA
9. NSE – Nifty.
10. BSE – Sensex.
11. Arbitrage
12. . Hedging.
13. Stock Broker
14. Demat Account
15. How Demat works
16. Dematerialisation of Shares.
17. .Important terms in stock market
18. .Benefits of investing in shares



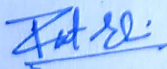
Date wise Time Table

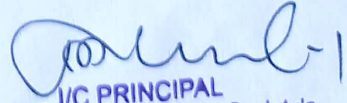
Sr. No.	Date	Content
1	08/03/2021	Share and share capital, What is stock? ,Practical examples of Stock
2	09/03/2021	What is stock market?, Features of stock market, Functions of stock market
3	10/03/2021	Functions of SEBI, Stock exchanges in INDIA, NSE – Nifty.
4	11/03/2021	BSE – Sensex, Arbitrage, Hedging.
5	12/03/2021	Stock Broker, Demat Account, How Demat works
6	13/03/2021	Dematerialisation of Shares, Important terms in stock market, Benefits of investing in shares

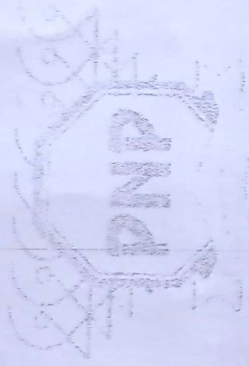


Short Term Course – Financial Market

- Committee Name : Commerce Department
- Name of the Committee head : Prof. Dr. Rasika Mhatre
- Members : Prof. Priti Patil, Prof. Mahesh Bendre
- Date : 08th Mar. 2021 to 13th Mar. 2021
- Time : 12PM to 01PM
- Venue : Google Meet (Online)
- No. of Student :
- Target Class : All Commerce Classes
- Aim : Know the ability of the students Marathi meaning of Accounting Words
- Objective : To teach the learners stock market trading and make them aware of the tools for selecting stock for investment
- Limitation : It became difficult to gathered all students.
- Future Scope : Students aware about share market scope in NSE & BSE, and the will able to invest in share market
- Report : This programme was held on 08th Mar. 2021 to 13th Mar. 2021 at 12.00 PM to 1:00PM For this Course we have taken all commerce students..


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Prabhakar Patil Education Society's

ARTS, COMMERCE & SCIENCE COLLEGE,

Veshvi, Tal. Alibag, Dist. Raigad

Certificate Course in

Introducing to Travel & Tourism

Organising Committee

Advisors

Mrs. Chitralekha Nrupal Patil

Mrs. Naimrata N. Patil

Course Coordinator

Mr. Dinesh Krishna Patil

Mrs. Prajakta Kavi

Guest Speaker

Dr. Nitin Vinayak Gaykawat

(Head Department Geography & Asst. Professor, Dr. Patangrao Kadam Mahavidyalaya, Sangali)

Ms. Swarali Madhavi

: VENUE:

PNP, Arts, Commerce And Science Sr. College,

Veshvi, Tal. Alibag, Dist. Raigad

13 December 2021, Monday





दि. ०३/१२/२०२१

मा. प्राचार्य


प्रभाकर पाटील प्रज्युक्शन सोसायटी
कला, वाणिज्य व विज्ञान महाविद्यालय
वेश्वी, अलिबाग - रायगड

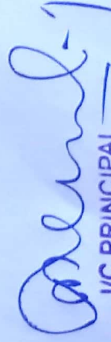
विषय :- 'ट्रॅव्हल अँड टुरिझम' आबोजन समिती
कार्यक्रम करण्याबद्दल परवानगी देण्याबाबत.

मा. प्रा. मंडम

मी. प्रा. दिनेश पाटील - भुगोल विभागप्रमुख
आमच्या विभागाभंतर्गत सन २०२१-२२ या वर्षी
वरिल नमुद केलेला कार्यक्रम होणार अक्षिप तरी
महाविद्यालयाच्या वतीने परवानगी देवार्की
ही नमू विनंती !

वरिल कार्यक्रमासाठी लागणारे सर्व
कागदपत्रे जोडलेली आहेत


आपला विश्वासू



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**Proposal
for
Certificate Course
Of
Geography**



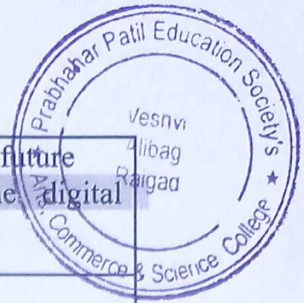
Mr. Dinesh K. Patil #7507840789/

Email Id: - dineshpatil15778@gmail.com

Name of the University: University of Mumbai

Name of the Department College : PNP College, Alibag, Raigad District

Name of the Programme	Certificate Course
Course Title	Introduction to Travel & Tourism
Semester	30 Teaching + 2 Field Visit (10 hours) =40 hours
Course Coordinators	Mr. Dinesh K. Patil Department In-charge
Course Development Team	Mr. Dinesh K. Patil Mrs. Prajakta Kavi
Advisors	Ms Chitrlekha Patil, Secretary, PNP Trust
Mode of Teaching	Digital online platform
Proposed Budget / Expenditure	Min: 40
Total Learner Intake	Max: 50
Total Fee Expected @1000/-per learner	Rs.40,000/-



Fee to Collaborating Institution	Nil/ Can consider collaborations in the future (A percentage can be paid to the digital platform/marketing team)
Percentage to Management	
Remuneration to Faculty	@Rs.500/- per lecture *30 (500*30=15000) Filed Visit 1000/- (2*1000=2000rs) Include TA & DA for the visit.
Eligibility :	Higher Secondary Certificate
Who will the course benefit?	Students of PNP College as well as any other colleges who wish to enrol

Rationale for the course:

The travel and tourism sector contributed 319 million jobs to the economy in 2021. Whether you're planning a trip or looking to work in travel, on this course, you will explore key brands and trends in travel and tourism.

You will learn about the structure of the travel and tourism industry and how it operates. You will learn where people travel, how they get there, and what they do when they arrive. You will also explore hotel and hospitality business strategy, food, and how to harness the power of social media when travelling or working abroad.

Objectives of the course:

- Help the learners develop an understanding of the nature of different tourism products.
- Provide insights into the process of developing and managing various tourism Packages
- Enhance the knowledge of students state wise diversified tourism of India

Expected Learning Outcomes: On the completion of the Course, learners are expected to:

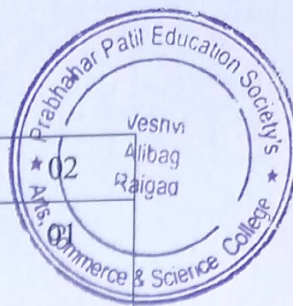
- Understand and can identify tourism products
- know the components of tourism products vie, domestic & international travel
- Understand the central, peripheral services and public services in tourism products.
- understand the role of Indian architectural heritage in the tourism industry,

- Know and apply the knowledge of Museums, art galleries and libraries, Fairs and festivals of India, To travel industry.
- Understand the role of handicrafts and textiles in tourism, the key features of Indian handicraft industry.
- Understand importance of passport and the legalities involved in it, the importance and
- Apply the concept of visa.



Organization of the course: Broad Syllabus Areas:

Units	Lectures
Unit – 1: Tourism	01
A. concepts, definitions and historical development	02
B. Types of tourists: tourist, traveller, excursionists;	02
C. Forms of tourism: inbound, outbound, domestic and international.	01
Unit – 2: Nature and forms of Travel/Tourism	02
A. Tourism System: Nature, Characteristics	02
B. components of tourism industry	01
C. Push-pull factors in Tourism.	01
Unit -3: Motivation for travel- basic travel motivators, early travel motivators.	02
A. Tourism Demand, Motivation of Tourism Demand.	01
B. Measuring Tourism Demand	01
C. Pattern and characteristic of tourism supply	01
D. Factors influencing tourism demand and supply	01
Unit -4: Organizations in tourism- need & factor	01
A. National Tourist Organizations,	01
B. Role and functions of Important Tourism Organizations: WTO, IATA, PATA, TAAI, WTTC. Seasonality & tourism	04



Unit – 5: Impacts of tourism at the destination	02
A. Its impact: socio-cultural,	
B. Environmental and economic.	01
C. Factors affecting the future of tourism business. Sociology of tourism.	02

Exercises/Tasks: Readings, Debates, Self-learning Quizzes, Book Reviews, Group Discussions, Presentations

Pedagogic Approach:

1. Participatory Learning
2. Experiential Learning
3. Thinking and Analytical Skills

Assessment plan:

20 marks: Market Demand (Tourist) Inventory: - Learners can choose any one of the following: Mock Interview, Group Discussion, and Debate.

10 marks: Supply and Competitiveness Inventory: Quiz

10 marks: Environmental and Biodiversity (Ecological) Footprint Inventories: Quiz

10 marks: Attractions Inventory: photography

Qualification for Obtaining of Certificate:

Learners should attend at least 80% of the sessions and attempt all four tasks.

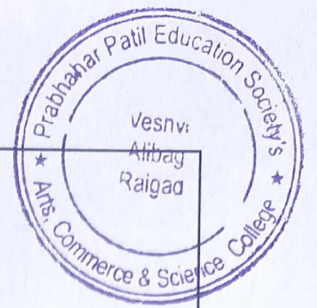
Project/Field Work: (Digital)

Visit various practical

Submitted on 9th July, 2021 by:
Mr. Dinesh K. Patil

Proposed Budget / Expenditure

Total Learner Intake	Min: 40
	Max: 50



Total Fee Expected @1000/- per learner	Rs.40,000/-
Remuneration to Faculty	@Rs.500/- per lecture *30 (500*30=15000) Filed Visit 1000/- (2*1000=2000rs) Including TA & DA for the visit.
Total	Excepted Fee :- 40,000/- Remuneration To faculty:- 15000 +2000 = 17,000/- Certificate Printing:- 15 * 40 = 600/- Remaining Amount :- 40,000-17,000 – 600 = 22,400/-





FACULTY OF ARTS

Organized value added course on

Fundamental of Computer and Internet Network

Conducted By Department of Hindi

CLASS: SYBA

Duration 15 Days

Syllabus Committee: Prof. Nisha Jamkar

Prof. Nikita Patil

Convener:

Prof. Pallavi Patil

Prof. Yogita Patil

S. N. Patil

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Fundamental Of Computer & Internet Access Course

About Us :

This course is specially designed for S.Y.B.A. students. Some of the students belong to remote or rural area's, they are unaware of computer system and internet. This fundamental of computer and internet access course, which is value added course to add values in the students to develop their skill.

The outcome of this course will be that the students get familiar with computer and can surf internet for a obtaining information.

SprNaik

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Co. Prof. Pallavi Patil
Co. Prof. Yogita Patil
Art's Faculty

To,
Principal,
PPES,
Arts, Commerce & Science College, Veshvi, Alibag

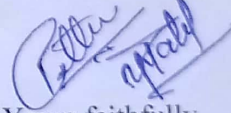
Sub – Permission to Conduct Short Term Course on Fundamentals Of Computer & Internet Access.


Our Arts faculty department is going to organize 15 days **Fundamentals Of Computer & Internet Access**. We make student feel comfortable understanding and learn basic concept of computer.

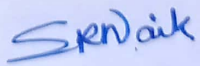
Total No. Of Hour - 30

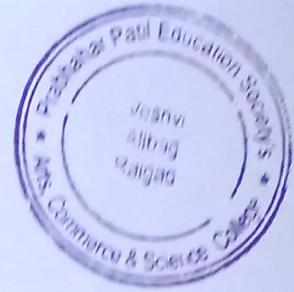
Program of executive – conducted for 15 day with 2 hours each.

Grant us permission to take **Fundamentals Of Computer & Internet Access Course**.


Yours faithfully


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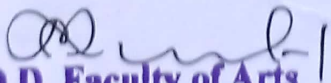
Fundamental Of Computer & Internet Access

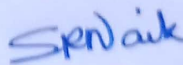
Welcome all Arts, Commerce And Science students to join our E-content development, Value Added course to giving students a great and deferent learning experience with ensured results. Our Arts Faculty has the right to conduct an **Fundamental Of Computer & Internet Access** and making students speak fluent English with neutral accent.

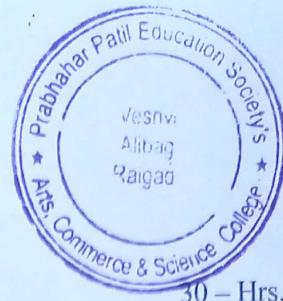
Objective – To Learn Fundamental Computer Operating.

Total No. Of hour – 30

Program of execution – conducted for 15 days, 2 hours each.


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Class – S.Y.B.A.

30 – Hrs.

Fundamental Of Computer & Internet Access

1) Basic Fundamental

04 Hours

- A) How to start and proper shut down computer.
- B) How to navigate to MS-Excel and MS-Power point.

2) MS- Excel

08 Hours

- A) Basic Excel
- B) Advanced Excel (Tool Bars, Shortcut Keys)

3) Web Searching

05 Hours

- A) Searching Key words
- B) Yahoo
- C) Google

4) PPT

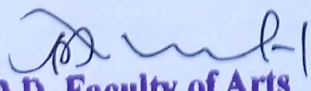
04 Hours

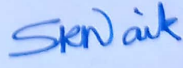
- A) Tool Bars
- B) Shortcut key
- C) Create Slide
- D) Slide show

5) E-Mail

05 Hours

- A) Create E-mail
- B) Send E-mail
- C) How to attachment file to send


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