

Bunts Sangha's
S.M.Shetty College of Science, Commerce and Management Studies, Powai, Mumbai -
400076

NAAC Accredited 'A' Grade
IMC RBNQ Certificate of Merit 2019
ISO 21001:2018 Certified

Department of Commerce and Allied Subjects

ACTIVITY APPROVAL FORM

Program: 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:



Bunts Sangha's
S.M.Shetty College of Science, Commerce and Management Studies, Powai,
Mumbai - 400076




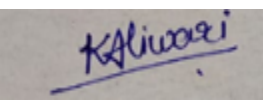
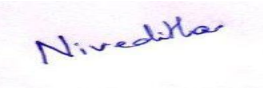

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Minutes of the Meeting

The Commerce Departmental meeting was held on 20th January 2023 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 for all the students of our department 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	 <small>Scanned with CamScanner</small>
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	
Mr. Chirag Chadan -Member of Commerce Department	

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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: 24/01/2023

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 6th Feb, 2023. 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.

We are planning to collect the amount from the students from 30th Jan, 2023 through the college Cosmos Bank account by online mode.

Requesting for your kind approval please.
Thanking You

Ms. Sahana Raviyassad
(BAF & BBI Coordinator)

Dr. Sandeep Singh
General Manager (A & A)

CS Uttam Shetty
Secretary

Dr. Sridhara Shetty
PRINCIPAL 24/01/2023

CA Jagdish Shetty
Treasurer

Uttar Mohandas Shetty
Vice Chairman

Vasant Shetty Palimar
Vice Chairman

B. R. Shetty
Chairman

Collection and Reimbursement

24/1/23

24/1/23

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TIME TABLE

DATE	DAY	TIME
6/3/2023	THURSDAY	12 to 2 PM
7/3/2023	FRIDAY	12 to 2 PM
9/3/2023	SATURDAY	12 to 2 PM
11/3/2023	MONDAY	12 to 2 PM
14/3/2023	TUESDAY	12 to 2 PM
15/3/2023	WEDNESDAY	12 to 2 PM
16/3/2023	THURSDAY	12 to 2 PM
17/3/2023	FRIDAY	12 to 2 PM
18/3/2023	MONDAY	12 to 2 PM
20/3/2023	TUESDAY	12 to 2 PM
21/3/2023	WEDNESDAY	12 to 2 PM
23/3/2023	THURSDAY	12 to 2 PM
24/3/2023	FRIDAY	12 to 2 PM
25/3/2023	SATURDAY	12 to 2 PM
27/3/2023	MONDAY	12 to 2 PM
29/3/2023	WEDNESDAY	12 to 2 PM

Names of faculties who had taken sessions:

- 1. Mr. Hemant Karekar**
- 2. Mr. Vinay Shahapurkar**
- 3. Ms. Avneet Kaur**

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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/NpBHb3iqUc1AQL9i9>

<https://chat.whatsapp.com/LItjJWYiFRv9lCdFAMn4nt>

Payment mode will be provided after registration

In case of queries, please contact:

Asst.Prof. Avneet Kaur

avneetk@smsheettyinstitute.org

Asst. Prof. Vinay Shahpurkar

vinays@smsheettyinstitute.org

Asst. Prof. Sahana Ravi Prasad

sahanar@smsheettyinstitute.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.

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FEES COLLECTION NOTICE

 ***IMPORTANT MESSAGE*** 

Dear Students,

Congratulations to all of you for selecting appropriate certificate course for yourself 🙌🙌

* 📅 We are starting the course by 7th February 2023*

So you are required to pay an amount of *Rs 500/- by 31st January, 2023*

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

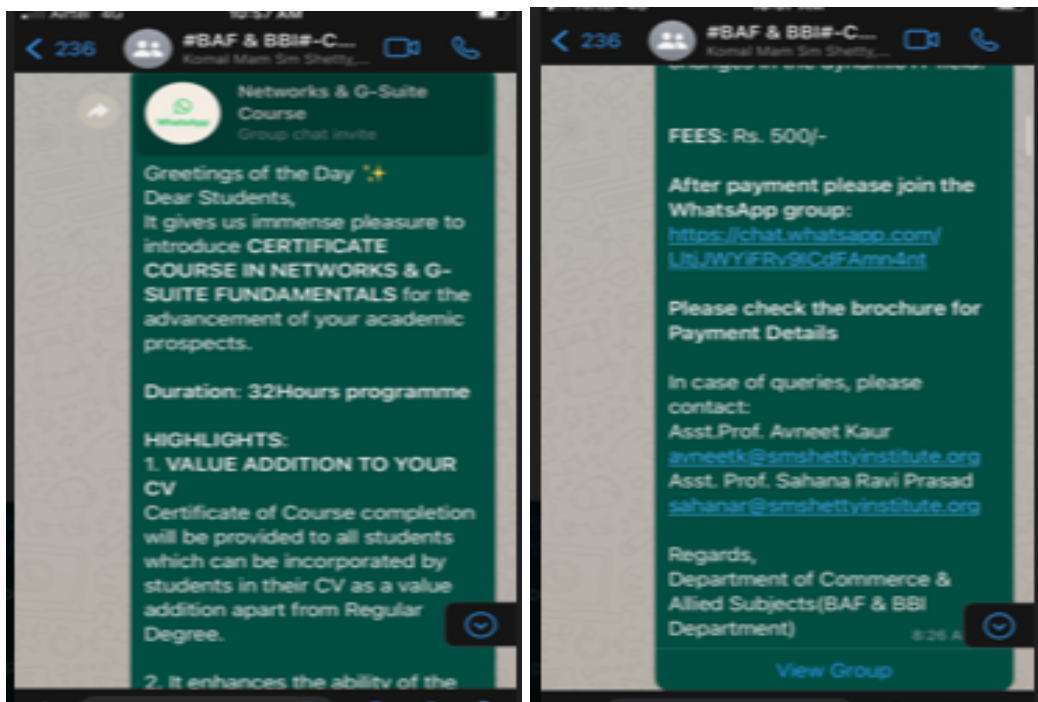
*AFTER YOUR PAYMENT, UPLOAD A SCREENSHOT OF YOUR PAYMENT IN THE GOOGLE FORM BELOW *

<https://forms.gle/B7RUC84wfD6keM67A>

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POSTER

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**Department Of Commerce &
Allied Subjects**
Presents
CERTIFICATE COURSE ON

**'Networks & G-Suite
Fundamentals'**

**FEES:
500/-**

Duration of the programme : 32 hours

OBJECTIVE 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.

For Any Queries Contact

Prof. Avneet Kaur
+9198927 72990
(Convenor)

Prof. Sahana Raviprasad
+91 9004315883
(Co-ordinator)

PAYMENT DETAILS:

BRANCH : S.M.SHETTY COLLEGE PO

ADDRESS : S.M.SHETTY HIGH SCH & JR.
COLLEGE,KOPRI POWAI, MUMBAI- 400076

PHONE NUMBER: 022-25703557
IFSC CODE: COSB0000919
A/C NUMBER: 919050102356

**Join the WhatsApp Group After
Payment**

[CLICK HERE](#) 

**Last date of Payment:
5th February ,2023.**

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Department of Commerce and Allied Subjects

REPORT

Event: Certificate Program in Networks & G-Suite Fundamentals

Duration: 32 hours

Venue: 6TH FLOOR IT LAB

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 6th March, 2023 and was completed on 29th March, 2023. Total 27 students of first year BBI registered and paid for the course and were awarded certificates after successful completion of the course.

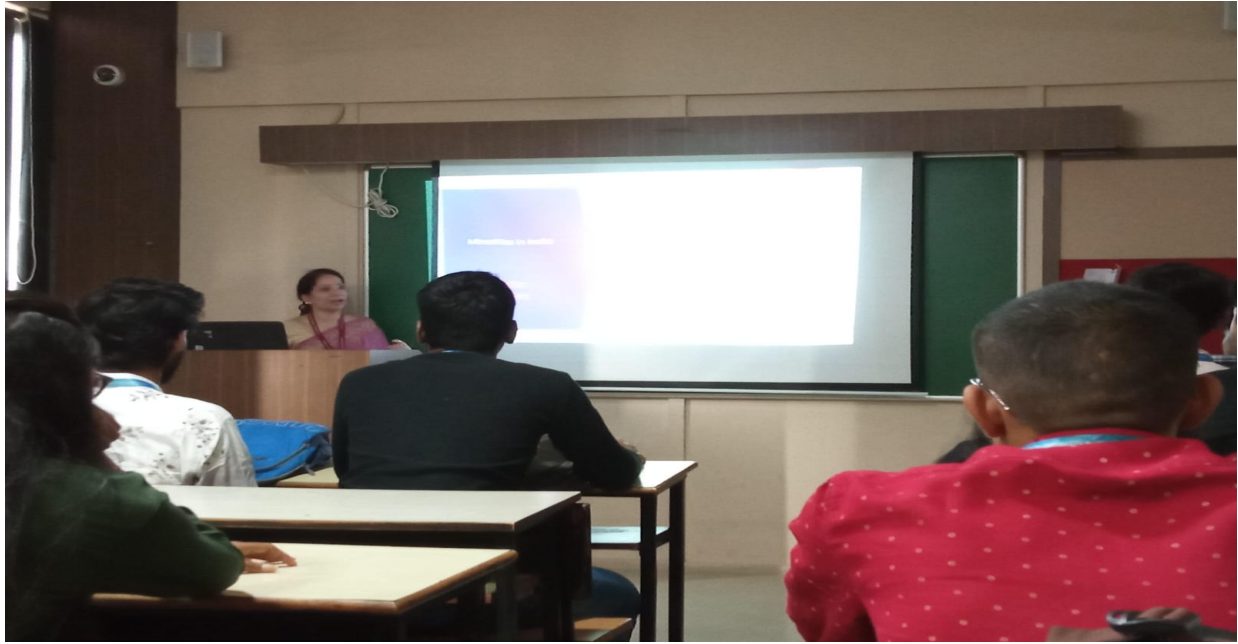


Asst. Prof. Avneet Kaur
Course Convener



Prof. Sahana Raviprasad
Coordinator (BAF & BBI)

GLIMPSES OF THE SESSION



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LIST OF PARTICIPANTS

S.NO	STUDENT NAME	CLASS
1	Hitanshi Mohit Desai	FYBBI
2	Dhruv Purushottam Dhoke	FYBBI
3	Sarvesh shetty	FYBBI
4	Nisha	Fybbi
5	Kaikasha shaikh	Fybbi
6	Sumit	FYBBI
7	Priya sapariya	Fybbi
8	Khushi Agrahari	Fybbi
9	Vikrant Sakpal	FYBBI
10	Dinesh Bendar	FYBBI
11	Vidhi Jagdale	FYBBI
12	Kush	FYBBI
13	Ajay Narendra jain	FYBBI
14	Pavan Parmar	FFBBI
15	kavya shettigar	FYBBI
16	Arya Mangesh Nikale	FYBBI
17	Namo singh	Fybbi
18	Abhijeet Sangade	FYBBI
19	Pinky Sahani	FYBBI
20	SAYBA KHAN	FYBBI
21	Mayuri Suryakant Sawant	FYBBI
22	Shivanshi Tiwari	FYBBI
23	Sohan kudke	FYBBI

24	DEVESH TIWARI	FYBBI
25	BHAVNA BHOGLA	FYBBI
26	VIVEK SHAH	FYBBI
27	Akshata Sawant	FYBBI

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**ATTENDANCE OF CERTIFICATE COURSE IN “NETWORKS & G-SUITE
FUNDAMENTALS”**

S.NO	NAME OF THE STUDENT	CLASS	6/3	7/3	9/3	11/3	13/3	14/3	15/3	16-03	17/3	18/3	20/3	21-03	23-03	24-03	25/3	27-03	29-03
1	Hitanshi Mohit Desai	FYBBI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	Dhruv Purushottam Dhoke	FYBBI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	Sarvesh shetty	FYBBI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	Nisha	Fybbi	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	A	P
5	Kaikasha shaikh	Fybbi	P	P	A	P	P	P	P	A	P	P	P	A	A	A	P	P	A
6	Sumit	FYBBI	P	P	A	P	P	P	P	P	P	P	A	P	P	A	P	P	A
7	Priya sapariya	Fybbi	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P
8	Khushi Agrahari	Fybbi	P	P	A	P	P	A	P	A	P	P	P	P	P	A	P	P	P
9	Vikrant Sakpal	FYBBI	P	P	P	P	P	A	A	A	P	P	P	A	A	A	P	P	A
10	Dinesh Bendar	FYBBI	P	P	P	P	P	P	P	A	P	P	A	P	A	A	P	A	A
11	Vidhi Jagdale	FYBBI	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
12	Kush	FYBBI	P	P	A	A	A	A	P	P	P	P	P	P	A	A	P	A	A
13	Ajay Narendra jain	FYBBI	P	P	P	P	A	P	A	A	P	P	P	A	A	A	P	A	A
14	Pavan Parmar	FFBBI	P	P	P	P	A	P	A	A	P	P	P	A	A	A	P	A	A
15	kavya shettigar	FYBBI	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P
16	Arya Mangesh Nikale	FYBBI	P	P	A	P	A	A	A	A	P	P	P	A	A	A	P	A	A
17	Namo singh	Fybbi	P	P	P	P	P	P	A	P	P	P	P	A	A	A	P	A	A
18	Abhijeet Sangade	FYBBI	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	A
19	Pinky Sahani	FYBBI	P	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	A
20	SAYBA KHAN	FYBBI	P	P	P	P	P	A	P	A	P	P	A	A	A	A	P	A	A
21	Mayuri Suryakant Sawant	FYBBI	P	P	P	P	P	P	P	A	P	P	A	A	P	P	P	A	P

22	Shivanshi Tiwari	FYBBI	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	Sohan kudke	FYBBI	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P
24	DEVESH TIWARI	FYBBI	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A
25	BHAVNA BHOGLA	FYBBI	P	P	P	P	P	P	P	A	P	P	P	A	A	A	P	P	A
26	VIVEK SHAH	FYBBI	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A
27	Akshata Sawant	FYBBI	P	P	P	P	P	A	P	A	P	P	A	P	P	P	P	P	A

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FINAL RESULTS

Candidate Name	Final Result
Hitanshi Mohit Desai	Pass
Dhruv Purushottam Dhoke	Pass
Sarvesh shetty	Pass
Nisha	Pass
Kaikasha shaikh	Pass
Sumit	Pass
Priya sapariya	Pass
Khushi Agrahari	Pass
Vikrant Sakpal	Pass
Dinesh Bendar	Pass
Vidhi Jagdale	Pass
Kush	Pass
Ajay Narendra jain	Pass
Pavan Parmar	Pass
kavya shettigar	Pass
Arya Mangesh Nikale	Pass
Namo singh	Pass
Abhijeet Sangade	Pass

Pinky Sahani	Pass
SAYBA KHAN	Pass
Mayuri Suryakant Sawant	Pass
Shivanshi Tiwari	Pass
Sohan kudke	Pass
DEVESH TIWARI	Pass
BHAVNA BHOGLA	Pass
VIVEK SHAH	Pass
Akshata Sawant	Pass

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CERTIFICATE SAMPLE COPY



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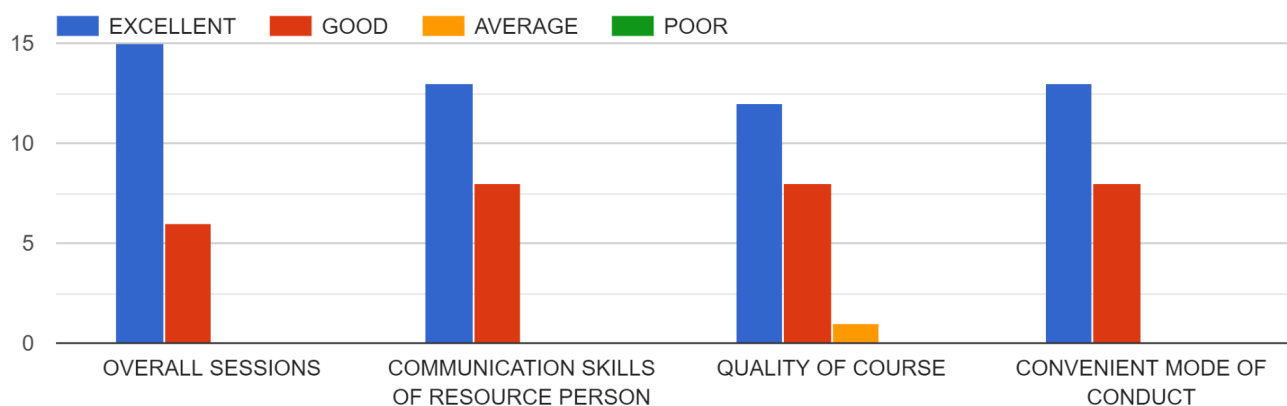
Department of Commerce and Allied Subjects

Feedback Analysis and Action Taken Report

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

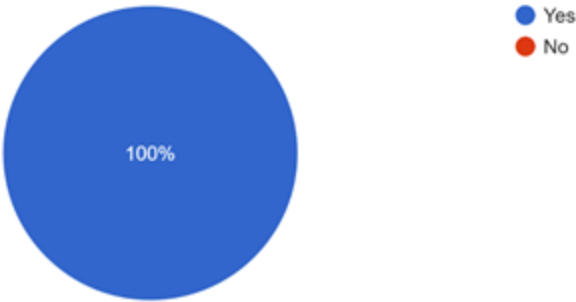
Duration: 32hours

KINDLY RATE THE VARIOUS ASPECTS OF THE CERTIFICATE COURSE



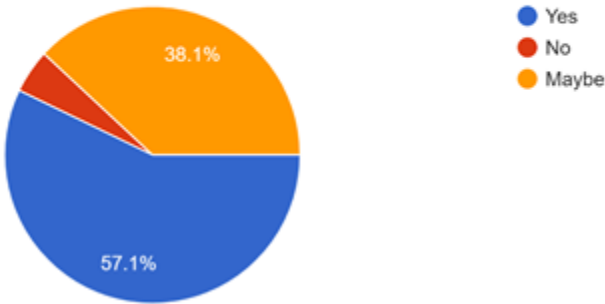
DID YOU FIND THE CERFICATE COURSE USEFUL?

27 responses



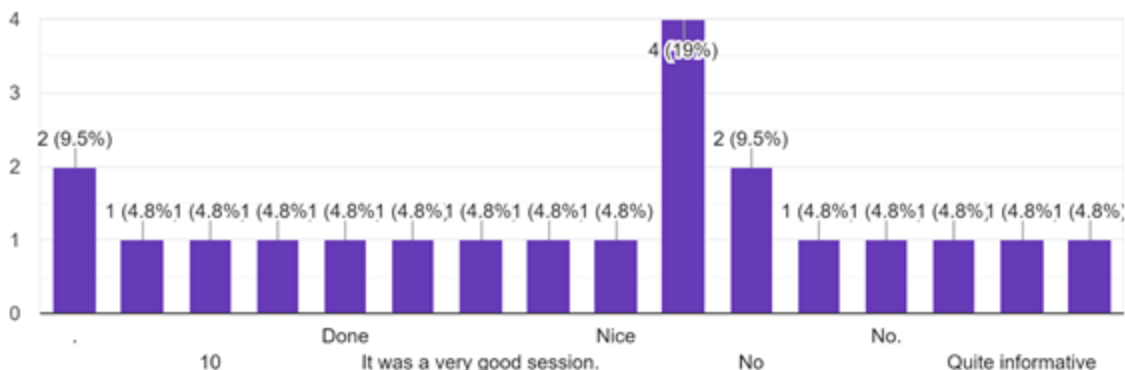
WOULD YOU LIKE TO ATTEND MORE SUCH CERTIFICATE COURSES ON DIFFERENT TOPICS ORGANISED BY COMMERCE DEPARTMENT

27 responses



ANY OTHER SUGGESTIONS OR FEEDBACK

27 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
6th March to 29th March, 2023	<ul style="list-style-type: none">● 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)