Notice

Date: 21 /09 /2022

Dear all students of MBA I & II all Faculty members, non-teaching and are hereby informed that, JSIMR is offering Add on Course on—Spoken English for 30 clock hour sessions, followed by an examination and certification of the same .

<u>This is compulsory Course for all students admitted to the respective class for the respective academic year.</u>

Course	Class	Duration	Time	Name of Course	Class room No.
MBA-I	MBA I(A)	1/10/2022 to 31/10/2022	1.30 to 2.30pm	Add on Course on Spoken English	
	MBA I(A)	1/10/2022 to 31/10/2022	1.30 to 2.30pm	Add on Course on— MS-Office	
	MBA I(B)	1/10/2022 to 31/10/2022	3.00 to 4.00pm	Add on Course on Spoken English	
	MBA I(B)	1/10/2022 to 31/10/2022	3.00 to 4.00pm	Add on Course on— MS-Office	
	MBA I(A&B)	2/11/2022	2.00 to 4.00pm	Personality development	
MBA-II	MBA II(A)	6/11/2022 to 9/12/2022	1.30 to 2.30pm	Add on Course on Spoken English	
	MBA II(A)	6/11/2022 to 9/12/2022	1.30 to 2.30pm	Add on Course on— MS-Office	
	MBA II(B)	6/11/2022 to 9/12/2022	3.00 to 4.00pm	Add on Course on Spoken English	
	MBA II(B)	6/11/2022 to 9/12/2022	3.00 to 4.00pm	Add on Course on— MS-Office	
	MBA I(A&B)	12/12/2022	2.00 to 4.00pm	Personality development	

Note-1) Add on course will be daily after college hours .2) Student Must Have minimum 75% Attendance 3) Student must attend the Exam and must secure Minimum 40 Marks.4) Exam will be practical oriented.5) Attendance is compulsory for all students.

***Without attendance for exam certificate will not be issued

Prof. Reuben Umap	Dr. Umesh B Nath	Dr. Manohar Karade
Coordinator	HOD	Director

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Hadapsar, Pune - 411 028

Notice

Date: 21 /09 /2022

Details of faculties teaching to add on course are as follows

Course	Class	Name of Course	Name of the Faculty
MBA	MBA-I & II	Add on Course on Spoken English	Prof. Reuben Umap
	MBA-I & II	Add on Course on MS-Office	Dr. Santhosh Samuel
	MBA-I & II	Personality Development	Dr. Manohar Karade
		.	

Prof. Reuben Umap	Dr. Umesh B Nath	Dr. Manohar Karade
Coordinator	HOD	DIRECTOR

Course Duration – 30 hrs.   **Course Coordinator – Prof. Reuben Umap**

Course Overview: This course is designed to teach how to use the many features of MS Word to create documents, publications, and complete tasks that require the use of a word processor for business purpose.

Course Objectives -

1. To make aware and application of word document for organizational use and effective presentation with power point.

2. Simple Excel for beginner for data entry and draw graphs and tables. Uses excel for basic calculations.

Course Outcome – Student will be able to work on word, excel and power point Platform.

Marks of the Exam -100   Exam duration – 3hrs   Evaluation of students - Practical based

Ms. word   **(10 hrs)**

- ✓ Creating, editing,
- ✓ saving and printing text documents
- ✓ Font and paragraph formatting
- ✓ Simple character formatting
- ✓ Inserting tables, smart art, page breaks
- ✓ Using lists and styles
- ✓ Working with images
- ✓ Using Spelling and Grammar check
- ✓ Understanding document properties
- ✓ Mail Merge

Ms. Excel   **(10 hrs.)**

- ✓ Spreadsheet basics
- ✓ Creating, editing, saving and printing spreadsheets
- ✓ Working with functions & formulas
- ✓ Modifying worksheets with color & auto formats
- ✓ Graphically representing data : Charts & Graphs
- ✓ Speeding data entry : Using Data Forms
- ✓ Analyzing data : Data Menu, Subtotal, Filtering Data
- ✓ Formatting worksheets Securing & Protecting spreadsheets

Ms. Power Point   **(8hrs.)**

- ✓ Opening, viewing, creating, and printing slides
- ✓ Applying auto layouts
- ✓ Adding custom animation
- ✓ Using slide transitions
- ✓ Graphically representing data : Charts & Graphs
- ✓ Creating Professional Slide for Presentation.

Internet   **(2hrs.)**

- ✓ Understanding how to search/Google
- ✓ bookmarking and Going to a specific website
- ✓ Copy and paste Internet content into your word file and emails
- ✓ Understanding social media platforms such as Facebook¬ & Many more learn with best practices

Book Fundamentals of computer –P.K. Singha ,Fundamentals of computer –V. Rajaraman

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Date

Time-

Marks of the Exam -100

Exam duration – 3hrs

Ms. Word

30

A) Prepare a MBA Time table

10

B) Prepare Resume

10

C) Send Resume to any 5 Organizations using Mail merge Facility

10

Ms. Excel

35

A) Prepare Invoice

10

B) Prepare Mark sheet with chart

15

C) Prepare Paysheet

10

Ms. Power Point

30

A) Prepare a Power point Presentation on Jayawantrao Sawant Institute of Management & Research

(Note :-Minimum 12 Slides first slide includes name of College, Student, Subject and Last slide includes thank You)

10

B) Prepare Powerpoint Presentations on any IT Company

(Note:-Minimum 12 Slides first slide includes name of College, Student, Subject and Last slide includes thank You)

10

C) Prepare a Powerpoint Presentation on Future Trends in IT

10

(Note: - Minimum 12 Slides first slide includes name of College, Student, Subject and Last slide includes thank You)

Prof. Reuben Umap	Dr. Umesh B Nath	Dr. Manohar Karade
Coordinator	HOD	Director

Course Duration – 30 hrs.

Course Coordinator –Prof. Reuben Umap

Marks of the Exam -100

Exam duration – 3hrs.

Evaluation of students- Practical based

Mode of Exam – MCQS & Class room presentation

Course Overview:

Learning English is very important. The format of the class would include theory classes on etiquette and manners, grammar & vocabulary.

Conversation classes f or building fluency. Group discussion classes including debates, thought processing, language check etc.

Course Goals:

The purpose of the course is to synchronize educational fineness with human excellence, to promote self- development and creativity in a stress free atmosphere, to emphasize on providing the most modern and sophisticated learning environment coupled with the Indian heritage. Moreover, it is to develop a more qualified and learned society.

The Goal is to create a student where English speaking capability can be harnessed by each and every individual to increase his/her potential to succeed in their professional and personal life. We seek to liberate the person from his inability to communicate in the corporate language of India, which is English.

Course Objectives:

- To Frame grammatically correct sentences in English.

- Fluently speak in English in any situation.

- Express yourself in groups of people confidently.

- Able to present ones thoughts more effectively.

- Participate at higher levels in Group Discussions and meetings.

- Present yourself more confidently in personal interviews.

- Deliver effective presentations and enhance the quality of content in e-mails

Course Outcome

After completion of the above course student will able to understand how to use grammar effectively in the communication.

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1. Basic Grammar   10 Session

Prescriptive/descriptive approaches grammaticality acceptability –appropriateness-grammar in context grammar in spoken & written

GRAMMER

1. TENSE
2. Subject Verb Agreement
3. Voice
4. Antonyms
5. Synonyms
6. Prefix and Suffix
7. Parts of Speech
8. Narration
9. Writing on a given Topic

2. Words & phrases used for conversation   05 Session

Making statements, questions, order & suggestions – denying –rejecting-disagreeing-possibility-ability, permission, obligations etc.

1. Dialogues
2. Public speech
3. Telephonic Conversation
4. Writing skills

3. Writing Welcome Speech & Vote of Thanks.   03 Session

4. PRINCIPLES OF PUBLIC SPEAKING   03 Session

1. Definition and Purpose
2. Process
3. Guidelines
4. Helpful Expressions of Introduction & Conclusion
5. Taking Command of audience attention span
6. Role of Accent, Tone ,Intonation
7. Body Language
8. Types: Speech, Elocution, Extempore, debate etc.

5. PRE JOB TRANING   05 Session

1. Listening & Reading Comprehension /Telephonic skill (oral communication & listening Practice)
2. GD , Interview Techniques
3. Specific activities in writing skills.
4. Writing Application for Jobs.
5. CV Writing

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6. Presentation Skills   04 Session

a. Planning & structuring Presentation

b. Tricks to develop rapport with the audience and different types of audiences.

c. Effective use of Chalk & talk with use of LCD & Power point.

Course Outcome

After completion of the above course student will able to give professional & effective presentations. Student will face the interview confidently.

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Marks of the Exam -50

Q1. Extempore Speech

Q2. Self introduction

Q.3 Group Discussion

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ADD ON SYLLABUS

(2021-2024)

Course Overview: This course is designed to teach how develop personality And how it is useful in students employability.

Course Objectives -
1. To make aware of personality aspects.   2. How to enhance personality

Course Outcome – Student will be able to build positive personality with effective body language

Course Duration – 30 hrs.   **Marks of the Exam -**100 ourse Coordinator – Prof. Reuben Umap

Evaluation of students – Class room presentations (Introduction/ Group discussions /Presentations/Debates/ role play)

UNIT I

The concept of personality - Dimensions of personality – Theories of Freud & Erickson- Significance of personality development. The concept of success and failure: What is success? - Hurdles in achieving success - Overcoming hurdles - Factors responsible for success – What is failure - Causes of failure. SWOT analysis.

UNIT II

Attitude & Motivation Attitude - Concept - Significance - Factors affecting attitudes - Positive attitude – Advantages –Negative attitude- Disadvantages - Ways to develop positive attitude - Differences between personalities having positive and negative attitude. Concept of motivation - Significance – Internal and external motives - Importance of self- motivation- Factors leading to de-motivation

UNIT III

Self-esteem Term self-esteem - Symptoms - Advantages - Do's and Don'ts to develop positive self-esteem – Low self-esteem - Symptoms - Personality having low self-esteem - Positive and negative self- esteem. Interpersonal Relationships – Defining the difference between aggressive, submissive and assertive behaviours - Lateral thinking.

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UNIT IV

Other Aspects of Personality Development Body language - Problem-solving - Conflict and Stress Management - Decision-making skills - Leadership and qualities of a successful leader – Character building -Team-work – Time management - Work ethics –Good manners and etiquette.

UNIT V

Employability Quotient Resume building- The art of participating in Group Discussion – Facing the Personal (HR & Technical) Interview -Frequently Asked Questions - Psychometric Analysis - Mock Interview Sessions.

Books

Organisational Behaviour – Suja Nair – HPH

Organisational Behaviour – K. Ashwathappa – HPH

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Marks of the Exam -100

Q1. Self introduction

Q2. Mock Interview

Q.3 Role Play

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Notice

Date: 22/11/2022

Dear students all of MBA-II, Faculty members, non-teaching are hereby informed that, JSIMR is offering Add on Course of Global Talent Track (GTT) for 15days, i.e. from 12/12/2022 to 29/12/2022, 10.00am to 4.00pm. followed by examination and certification.

This is compulsory Course for all MBA II year students only for A.Y. 2022-23. Follow the bellow time table.

Prof. Reuben Umap
Coordinator

Dr. Umesh B Nath
HOD

Dr. Manohar Karade
Director

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Date: December 12, 2022, to December 29, 2022

Duration: 10:00 AM to 4:00 PM

Objectives:

1. To provide students with a comprehensive understanding of various aspects of business management and personal development.

2. To enhance students' practical skills such as time management, stress management, and effective communication.

3. To prepare students for the challenges of the job market by offering guidance on resume writing, interview skills, and professional etiquette.

4. To in still confidence and professionalism in students, enabling them to excel in team environments and contribute effectively to organizational goals.

5. To facilitate practical application of theoretical knowledge through industrial visits and mock interviews.

Training Modules:

1. **CEO Circle - Understanding Yourself**
   • Explored self-awareness and understanding personal strengths and weaknesses.
2. **SWOT Analysis**
   • Taught the technique of analysing strengths, weaknesses, opportunities, and threats for effective decision-making.
3. **Building Felt Confidence**
   • Strategies for enhancing self-confidence and assertiveness.
4. **Listening Skills**
   • Importance of active listening and techniques for effective communication.
5. **Time Management**
   • Techniques and tools for efficient time utilization and productivity enhancement.
6. **Stress Management**
   • Coping mechanisms and stress reduction strategies for maintaining well-being in a professional environment.
7. **Business Etiquette**
   • Guidelines for professional conduct and etiquettes in business settings.
8. **Professionalism and Teamwork**
   • Emphasized the importance of professionalism and collaboration in a team environment.
9. **Grooming and Body Language**
   • Insights into the significance of grooming and non-verbal communication in professional interactions.
10. **Perception Management**
    • Techniques for shaping and managing personal and professional perceptions.
11. **Interview Types & Skills**
    • Preparation for different types of interviews and honing interview skills.
12. **Resume /CV Writing**
    • Guidelines for crafting impactful resumes and CVs.

13. **Job Application Filling**
    - Practical insights into filling job applications effectively.
14. **Group Discussion**
    - Strategies for participating constructively in group discussions and assessments.
15. **Mock Interviews**
    - Simulated interview scenarios to practice and refine interview skills.
16. **Accounting: Introduction to Financial Accounting**
    - Fundamentals of financial accounting including principles, concepts, and conventions.
17. **Journal, Ledger, and Sub-Ledger**
    - Practical aspects of journalizing and ledger maintenance.
18. **Closing & Adjusting Entries/Trial Balance**
    - Understanding closing entries and preparation of trial balance.
19. **Reconciliations**
    - Techniques for reconciling financial records and statements.
20. **Final Accounts-Trading /P&L and Balance Sheet**
    - Preparation and analysis of trading, profit & loss, and balance sheet accounts.
21. **Basic Accounting Terms**
    - Introduction to fundamental accounting terminologies.
22. **Industry & Domain Overview F&A**
    - Insights into the finance and accounting industry and its dynamics.
23. **Accounts Payable (P2P)**
    - Understanding the accounts payable cycle including invoicing and payments.
24. **Accounts Receivable (O2C)**
    - Overview of the accounts receivable cycle encompassing order management and collections.
25. **General Ledger (R2R)**
    - Understanding the general ledger process and reconciliation to reporting cycle.
26. **Digital Literacy: MS Office**
    - Proficiency development in Microsoft Office tools - Word, PowerPoint, and Excel.
27. **Industrial Visit**
    - Practical exposure through an industrial visit to apply theoretical knowledge in real world scenarios.
28. **Module Assessments**
    - Evaluation of understanding and proficiency through assessments covering various modules.

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HOD

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SR.NO	DATE	Module	Sub module	Duration
1	12-12-2022	CEO Circle Understanding you	SWOT Analysis	8
			building 'felt Confidence Listening Skills'	
			Time Management	
			Stress Management	
2	13-12-2022	Business Etiquette	Professionalism and Team Work	8
			Grooming and Body language	
			Perception Management ARO	
3	14-12-2022	Interview Types & skills	Resume /CV Writing	8
			Job Application Filling	
			Group Discussion	
4	15-12-2022	Mock Interviews	F2F Interview (One to one/Panel)	
			Mock interview	
5	16-12-2022 19-12-2022	Accounting	Introduction to Financial Accounting	16
			Accounting Principles/Concepts and Conventions	
			Golden rules of accounting	
			GAAP/IFRS	
			Journal, Ledger and Sub-Ledger Closing & Adjusting Entries/Trial Balance	
			Reconciliations	
5	20-12-2022	Accounting	Final Accounts-Trading /P&L and Balance Sheet	
			Basic Accounting Terms	
			Journal Entries/Enterprise resource planning- ERP	
			Industry & domain overview F&A	
			Jargons - Technical terms of F&A	
			Job Market /Major players in the market - F&A	
6	21-12-2022	P2P	Accounts Payable- Introduction	16
			P2P cycle	
			Invoicing/Payment	
			Month end activities	
	22-12-2022		Industry & domain overview P2P	
			Jargons - Technical terms of P2P	
			Job Market /Major players in the market - P2P	
7	23-12-2022 24-12-2022	O2C	Account Receivable -Introduction	16
			O2C Cycle	
			Order Management/Cash Application	
			Collections/Deductions	
			Industry & domain overview O2C	
			Jargons - Technical terms of O2C	
			Job Market /Major players in the market - O2C	
8	26-12-2022	R2R	General Ledger -R2R	16
			R2R cycle	
			R2R process	
			Industry & domain overview R2R	
			Jargons - Technical terms of R2R	
			Job Market /Major players in the market - R2R	
9	27-12-2022	Digital Literacy	Ms office *Word "PowerPoint "Excel	16
10	28-12-2022	Industrial visit 1	Industrial visit 1/Mock interview	8
11	29-12-2022	Module assessments	FOA/AP/AR/GL/Aptitude test/Mock interview	8
			Total Hours	120

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