



Seminar on "Health & Safety"

"AIDS Awareness Program"

2019-2020

Date: 21/06/2019

NOTICE

December 1 is observed as World AIDS Day every year. The theme of World AIDS Day 2020 is "Global solidarity, resilient services". With this regard our college "**Pragnya College of Management & Computer Studies**" also aimed for the same. Hence a seminar has been conducted for AIDS awareness by **Dr. Rukhsar Usman Jagot**.

All the students are hereby informed that "**Pragnya College of Management & Computer Studies**", **Pune** is organising a seminar on "AIDS Awareness Program" in the college campus. Students are advised to attend the session on date "**24/06/2019**" positively on the given schedule.

S.No.	Name of the program	Day & Date	Time	Year
1.	A Seminar on "AIDS Awareness Program"	Monday 24/06/2019	11:00 AM – 12:00 PM	All Year Students





Date: 25/06/2019

MINUTES

A Seminar Report on "AIDS Awareness Program"

World AIDS Day is observed every year on the 1st of December. The first World AIDS Day was observed in the year 1988 and it has been observed every year since to unite the forces spread worldwide in the fight against AIDS, to show support for those who are living with AIDS, and to remember those who have died while struggling with AIDS. To create this awareness in the students "Pragnya College of Management & Computer Studies" conducted a seminar on "**AIDS Awareness Program**".

This seminar has been conducted on "24/06/2019" with the presence of our **Prof. Vishwanath Jha** by welcoming her with flower & blossom. Then after **Dr. Rukhsar Usman Jagot** had told us about how to show support for those who are living with AIDS, and to remember those who have died while struggling with AIDS. With the help of the above seminar, we came to know about AIDS (Acquired Immunodeficiency Syndrome) severely reduces the body's capacity to fight against foreign invaders like bacteria, viruses, and other microorganisms. As a result, even the mildest of ailments can transform into major complications and may even cause death. The following things are understood with the help of the above seminar:

1. People become more vigilant about the disease and try to adopt measures to prevent them.
2. It encourages all the people to get tested and know their health condition.
3. An organization gets benefitted if they have all the information about the health condition of their employees.
4. It helps people to understand the type of treatments available for HIV infected people.

All the students of BBA, BCA and B.Com has participated and gather the information about the following Disease.





Pragnya Educational Trust's

Pragnya College of Management & Computer Studies

Schedule for Internal Seminar on "Auditing & Taxation"

Session 2019-2020

Date: 02/07/2019

Notice

All the students of T.Y. B.Com are hereby informed that internal seminar for the subject "Auditing & Taxation" has been scheduled on dated (06/07/2019), Saturday.

All the Final year students of B.Com stream are instructed to attend the seminar positively on the given schedule.

Sr. No.	Topic	Date & Day	Stream
1.	Auditing & Taxation	06/07/2019, Saturday	Final Year B.Com





Pragnya Educational Trust's

Pragnya College of Management & Computer Studies

B.Com Semester V (2019-2020)

Date: 08/07/2019

MINUTES

Internal Seminar on Auditing & Taxation

An internal Seminar on Banking & Finance for the students of **Pragnya College of Management & Computer Studies** of B.Com Final Year stream was organised at the Institute from **10 am to 12 pm on 06/07/2019** for the session **2019-2020** has been conducted. Auditing & Taxation are two different terms. Auditing is an official verification and examination of accounts and records, like financial accounts of a company. Whereas, Taxation is a process of government for collecting money from its citizens to pay for public services.

Hence to throw some light in this area the seminar was conducted by **Principal Prof. Dr. Asha Yadwadkar**. The following points have been covered during the sessions:

1. **Introduction to Auditing:** Auditing is crucial to ensure that companies represent their financial positioning fairly and accurately and in accordance with accounting standards. Few types of Internal Audits, External Audits and Government Audits.
2. **Company Audit:** Companies need to learn how to prepare for an audit. Getting financial records audited can be stressful. However, preparation and planning can help ensure you can achieve a smooth and successful audit.
3. **Verifications and valuation of Assets & liabilities:** Verification deals with the examination of the ownership rights, their existence and possession together with valuation. Conversely, Valuation is all about ascertainment of the actual worth of the assets and liabilities of an enterprise in monetary terms, which the enterprise depicts in the Balance Sheet.
4. **Direct & Indirect Taxes:** Direct and indirect taxes are totally opposite in every way. Direct taxes are paid directly to the government and are levied on one's income and profits. However, indirect taxes are totally opposite and are paid to the government if one makes any purchases of goods and services.

In total 25 students of B.Com Semester V have attended the sessions. In the valedictory address, the Principal congratulated both the participants and the resource persons for organizing the programme successfully and requested the participants to constantly improve upon their skills and competencies for their personal and professional growth.



Sr. No.	T.Y. B.Com Students	Signature
1	Patel Yash Javer	Yash
2	Gokhale Adwait Yogesh	Adwait
3	Dhole Shubham Shrikant	Shubham
4	Agrawal Ojas	Ojas
5	Bhartiya Swapnil Sham	Swapnil
6	ChistAhmer Ejaz	Ahmer
7	ToijamRomen Singh	Romen
8	Chaudhary Shasank Rajesh	SHASHANK
9	Patil Nisha Vijay Kumar	Nisha
10	Pardeshi Rishab Lakesh	Rishab
11	Pais Alex Louis	Alex
12	RananawareRushikesh Pradeep	Rushikesh
13	Marda Akhilesh Vijay	Akhilesh
14	Bora Parshwa Sunil	Parshwa
15	Parakh Purva Atul	Purva
16	Kalyan K. Pawan	Pawan
17	Khan Amjad Sardar	Amjad S.
18	Sahu Gopal Raju	Gopal
19	Biyani Rajat Sunil	Rajat
20	Vikram Singh Potai	Vikram
21	Ganesh Ashok Gupta	Ashok
22	Choudhary Pradip Kishanlal	Pradip
23	Armor DeekshitaKaapil	Deekshita
24	Bhaldar Najeeb Nazir	Najeeb
25	Nihal Nazir Bhaldar	NAZIR





Pragnya Educational Trust's

Pragnya College of Management & Computer Studies

Schedule for Internal Seminar on "Banking & Finance"

Session 2019-2020

Date: 22/07/2019

All the students of T.Y. B.Com are hereby informed that internal seminar for the subject "**Banking and Finance**" has been scheduled on dated (25/07/2019), Thursday. All the Final year students of B.Com stream are instructed to attend the seminar positively on the given schedule.

Sr. No.	Topic	Date & Day	Stream
1.	Banking & Finance	(25/07/2019), Thursday	Final Year B.Com



Pragnya College of Management & Computer Studies

B.Com Semester V (2019-2020)

Date: 26/07/2019

MINUTES

Internal Seminar on Banking & Finance

An internal Seminar on Banking & Finance for the students of **Pragnya College of Management & Computer Studies** of B.Com Final Year stream was organised at the Institute from **10 am to 12 pm on 25/07/2019** for the session **2019-2020** has been conducted. Bank is very old institution that is contributing toward the development of any economy and is treated as an important service industry in the modern world. Economic history shows that development has started everywhere with the banking system and its contribution towards financial development of a country is the highest in the initial stage. Modern banks play an important part in promoting economic development of a country.

The seminar was inaugurated by the faculty of our College, **Prof. Vishwanath Jha** in the presence of our **Principal Prof. Dr. Asha Yadwadkar**. The following points has been covered during the sessions:

1. **Safeguard Deposits:** Bank serves the main purpose of accepting deposits from public and safeguarding it. It guarantees the safety of funds to customers for depositing their money in their accounts.
2. **Provide Loans:** It advances loan to customers at both short-term and long-term basis as per their needs. Bank provides loans out of the deposit that they receive and charges interest on the amount from customers.
3. **Encourage Savings:** Banking institutions have an efficient role in encouraging saving habits among people. It motivates people for saving and depositing their earnings in bank accounts by paying them a fixed rate of interest on their deposited amount regularly.
4. **Capital Formation:** Banking accelerates the capital formation rate within the country. It extends credit to various sectors of the economy from time to time which helps in uninterrupted continuation of all growth and development activities. Different industries and businesses approach banks for fulfilling their financial needs.
5. **Currency Issue:** Banking organizations does the purpose of issuing currency which is served as a legal tender in country. Central bank of our country (i.e. RBI) prints and issues all currency notes for the public.
6. **Enhances Living Standards:** It assists the people in improving their quality of life by providing them credit. Bank enables customers in purchasing high quality and costly goods on credit basis or hire purchase system.
7. **Generates Employment:** Banking organizations also helps in generating large employment opportunities within the country. It helps companies in extending their activities by providing them credit as per their needs. This will result in increase in human resource requirement for various positions. In addition to this, a large section of economy is working within the banking sector.

In total **25 students of B.Com Semester V** has attended the sessions. In the valedictory address, the Principal congratulated both the participants and the resource persons for organizing the programme successfully and requested the participants to constantly improve upon their skills and competencies for their personal and professional growth.



The list of the Students that have attended the Seminar

Sr. No.	T.Y. B.Com Students	Signature
1	Patel Yash Javer	Yash
2	Gokhale Adwait Yogesh	Adwait
3	Dhole Shubham Shrikant	Shubham
4	Agrawal Ojas	Ojas
5	Bhartiya Swapnil Sham	Swapnil
6	ChistAhmer Ejaz	Ahmer
7	ToijamRomen Singh	Romen
8	Chaudhary Shasank Rajesh	SHASANK
9	Patil Nisha Vijay Kumar	Nisha
10	Pardeshi Rishab Lakesh	Rishab
11	Pais Alex Louis	Alex
12	RananawareRushikesh Pradeep	Rushikesh
13	Marda Akhilesh Vijay	Akhilesh
14	Bora Parshwa Sunil	Parshwa
15	Parakh Purva Atul	Purva
16	Kalyan K. Pawan	Pawan
17	Khan Amjad Sardar	Amjad S.
18	Sahu Gopal Raju	Gopal
19	Biyani Rajat Sunil	Rajat
20	Vikram Singh Potai	Vikram
21	Ganesh Ashok Gupta	Ashok
22	Choudhary Pradip Kishanlal	Pradip
23	Armor DeekshitaKaapil	Deekshita
24	Bhaldar Najeeb Nazir	Najeeb
25	Nihal Nazir Bhaldar	NAZIR





Pragnya Educational Trust's

Pragnya College of Management & Computer Studies

Handewadi Pune

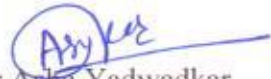
Date: 03 August 2019

NOTICE

It is hereby informed to all the students of Pragnya College (**Semester I, III & V**) that a three-day workshop on Soft Skills Training is being organised in the college dated (**7th, 9th, 13th**) in the month of August. This is a good platform for our students to learn the soft skills, which will be very beneficial for their future.

As we have outsourced training of soft skills with "**Nilaya ICATS Institute of Commerce**", **Pune**. All the students are hereby directed to attend this training program without fail and get benefitted by this workshop.

Schedule for Training Program	
10:00 AM to 11:00 AM	Training session I
11:00 AM to 12:00 PM	Break
12:00 AM to 01:00 PM	Training Session II


Prof. Dr. Asha Yadwadkar
(Principal)

Pragnya College of Management & Computer Studies

Principal
Pragnya College of Mgmt. & Comp. Studies
Pune-411028.



Pragnya Educational Trust's

Pragnya College of Management & Computer Studies

Handewadi Pune

Schedule for Soft Skill/Skill Based Courses

In Collaboration with Nilaya ICATS Institute of Commerce

Session 2019-2020

(Month-August,2019)

Date/Date	Session I: 10 a.m. -11 a.m.		Session II: 12 a.m. – 1 p.m.	
	Semester I	Subject	Semester III/ V	Subject
Day 1 7 th Aug	Topic 1	Problem Solving	Topic 1	Problem Solving
	Topic 2	Communication	Topic 2	Communication
Day 2 9 th Aug	Topic 1	Time Management	Topic 1	Time Management
	Topic 2	Team Work	Topic 2	Team Work
Day 3 13 th Aug	Topic 1	Critical Thinking	Topic 1	Critical Thinking
	Topic 2	Interpersonal Skills	Topic 2	Interpersonal Skills

Dr.Asha Yadwadkar
(Principal)

Pragnya College of Management & Computer Studies

Principal
Pragnya College of Mgmt. & Comp. Studies
Pune-411028.



MINUTES

Activity Report On 3 Days Soft Skill Training Program

Soft Skills is a very popular term nowadays, used to indicate personal & transversal competencies such as language and Communication capability, also ability of working in team and other personality traits. Soft skills are strategic to be successful in personal and professional life then is essential for the students when they try to obtain any kind of Job.

In order to improve these abilities, “**Pragnya College of Management & Computer Studies**” has conducted a 3 days Soft Skills Training Program, along with outsourced team members “**Nilaya ICATS Institute of Commerce**”, Pune dated (7th, 9th & 13th) in the month of August.

Learning Objectives:

Following are the topics which has been covered:

1. **Problem Solving-** Problem solving skills are the ability to identify problems, brainstorm and analyse answers, and implement the best solutions. The students will really get benefitted if they are trained in this particular soft skill.
2. **Communication** – communication involves how you convey and receive information, interact with others and even tackle issues such as potential conflicts in the workplace.
3. **Time Management** – Time management is the process of organising and planning how to divide your time between different activities. If get it right, the work will be end smarter and done in a lesser time.
4. **Team Work** – Team work skills involve your ability to work cooperatively with others. Regardless of your role, you need to able to work well with others. With this skill students will be able to manage the work efficiently.
5. **Critical Thinking** – Critical thinking is the ability to think clearly and rationally, understanding the logical connection between ideas.
6. **Interpersonal Skills** – People with strong interpersonal skills tend to build good relationships and can work well with others. They understand family, friends, co-workers and clients well.

Methodology:

1. Experiential Learning
2. Ample use of role plays
3. Share real life examples, share their experiences and also facilitate discussions to address students' queries.

At the end of these Programs, students gain confidence to understand their quality and their gaps. They get the zeal to work on their weak areas and with a firm conviction all the students can do best in their future.





Here are the list of students attended Soft Skills 2019-2020

Sr. No.	Name of the Students	Class	Signature
1	BHANGALE HIMANSHU RAMLAL	F.Y.B.B.A.	Himanshu
2	BHATI CHETNA MOHANLAL	F.Y.B.B.A.	Chetna
3	BHAVSAR SIDDHANT HEMANT	F.Y.B.B.A.	Siddhant
4	BHOME TEJAS ANIL	F.Y.B.B.A.	Tejas
5	BHUSE RUSHIKESH AMOL	F.Y.B.B.A.	Rushikesh
6	BORADE OMKAR VIJAY	F.Y.B.B.A.	Omkar
7	BORADE ROHIT RAMESHWAR	F.Y.B.B.A.	Rohit
8	DESHPANDE PRATHAMESH PRAFULL	F.Y.B.B.A.	Prathamesh
9	DEVNOOR ROHAN BABU	F.Y.B.B.A.	Rohan
10	DHAMDHERE NISHANT DILIP	F.Y.B.B.A.	Nishant
11	GADEKAR TULSHI MANGESH	F.Y.B.B.A.	Tulshi
12	GAIKWAD ANIKET SACHIN	F.Y.B.B.A.	Aniket
13	GANDHI SHIVAM NITIN	F.Y.B.B.A.	Shivam
14	JADHAO SHUBHAM VASANTRAO	F.Y.B.B.A.	Shubham
15	KADAM DHANRAJ LAXMAN	F.Y.B.B.A.	Dhanraj
16	KADAM SUMIT BALAJI	F.Y.B.B.A.	Sumit
17	KADULKAR INDRANI GANESH	F.Y.B.B.A.	Indrani
18	KHIWANSARA AYUSH ALPESH	F.Y.B.B.A.	Ayush
19	KOTHAWALA MUSTAFA ALISAGAR	F.Y.B.B.A.	Mustafa
20	MAID SHUBHAM PRADEEP	F.Y.B.B.A.	Shubham
21	MANGLEKAR OMKAR PRADIP	F.Y.B.B.A.	Omkar
22	MHASKE KEDAR NITIN	F.Y.B.B.A.	Kedar
23	NAMBIAR PRANAV PURUSHOTHAM	F.Y.B.B.A.	Pranav
24	PANDEY VISHAL DEEPNARAYAN	F.Y.B.B.A.	Vishal
25	PATEL VARAD AMIT	F.Y.B.B.A.	Varad
26	PATEL YASH NAYANBHAI	F.Y.B.B.A.	Yash
27	PATHAN MUHAZIB MUKHTAR	F.Y.B.B.A.	Muhammed
28	PAWAR SAMIKSHA MANISH	F.Y.B.B.A.	Samiksha
29	RAO MANAV RAJENDRA	F.Y.B.B.A.	Manav
30	RASKAR KAUSTUBH DNYANESHWAR	F.Y.B.B.A.	Kaustubh
31	RATHOD KHUSHI DEVRAJ	F.Y.B.B.A.	Khushi
32	SHAHA SAKSHI MAHENDRA	F.Y.B.B.A.	Sakshi
33	SHAHA SAMBHAV SANDEEP	F.Y.B.B.A.	Sambhav
34	SOLANKI KUSHAL KALPESH	F.Y.B.B.A.	Kushal
35	SOMANI SARTHAK MANGESH	F.Y.B.B.A.	Sarthak
36	SUBHEDAR ATHARV UMESH	F.Y.B.B.A.	Atharv
37	SUTRAVE AKSHITA PRAKASH	F.Y.B.B.A.	Akshita
38	THAKUR DEEPAK HARISHCHAND	F.Y.B.B.A.	Deepak





Pragnya College of Management & Computer Studies

Schedule for Career Guidance & Student Counselling

Session 2019-2020

Date: 16/08/2019

Notice

It is hereby informed to all the students of Pragnya College of Management & Computer Studies of **(Semester VI)** that a workshop on **Career Guidance & Student Counselling** Training is being organised in the college dated **(20/08/2019)**, **Tuesday** in the month of February. The students are able to clearly understand the career exploration process and how their own skills and interest match up to a chosen career path.

We in collaboration with "**Nilaya ICATS Institute of Commerce**", **Pune** is organising this program. All the students are hereby directed to attend this training program without fail and get benefitted by this workshop.

Session I: 10 a.m. -12 p.m. T.Y. B.Com		Date & Day	Session II: 02 p.m. – 04 p.m. T.Y. BBA/BCA	
Semester VI	T.Y. B.com	(20/08/2019), Tuesday	Semester VI	T.Y. BBA/BCA





Date: 21/08/2019

MINUTES

Activity Report On Career Guidance & Student Counselling

The career counselling programs aim at providing assistance to the students in choosing a major career path. A career counsellor can be a valuable resource whether you are recently graduated or looking to change careers. Career counsellors have professional and interpersonal skills that can help with finding and preparing for a career.

With reference to the above **"Pragnya College of Management & Computer Studies"** has conducted a "Career Guidance & Student Counselling" Training Program, along with outsourced team members **"Nilaya ICATS Institute of Commerce", Pune** dated 20/08/2019.

Preparing ahead of time can help you get the most out of your session with a career counsellor. Here are a few questions that have been discussed....

1. Building your strengths: Strengths may include things like research skills, communication, problem-solving abilities, teamwork, interpersonal skills and technical skills. Your career counsellor may help you uncover your strengths. Then, you can work together to evaluate specific steps that you can take to build on these strengths to pursue a career. If you are seeking employment, your counsellor may help you articulate these strengths for interviews.
2. Improving the weaknesses: Interviewers will often ask about your weaknesses. Learning to identify these is just as important as taking steps to improve on them. It is okay to acknowledge your weaknesses because everyone has them.
3. Current Job Market for my Industry: Evaluating job outlooks and the expected demand for an industry can help you improve your chances of finding employment following graduation. Career counsellors have access to resources that can help you when making career decisions
4. Preparation for an upcoming Interview: Preparing for an interview can give you the confidence you need to do well. Career counsellors can be an excellent resource for improving your interview techniques. They can help you rehearse answers to common questions. They can also provide feedback on ways to improve your interview answers.

At the end of these sessions, all the 33 students of T.Y. B.com, BBA, BCA students gain confidence to understand their quality and their knowledge. They get the zeal to work on their weak areas and with a firm conviction all the students can do best in their future.





The Final Year B.Com Students that have attended the program are as follows:

Career Counselling 2019-2020

Sr. No.	Student's Name	Course	Signature
1	PATEL YASH JAVER	T.Y.B.Com	Yash
2	GOKHALE ADWAIT YOGESH	T.Y.B.Com	Adwait
3	DHOLE SHUBHAM SHRIKANT	T.Y.B.Com	Shubham
4	AGRAWAL OJAS	T.Y.B.Com	Ojas
5	BHARTIYA SWAPNIL SHAM	T.Y.B.Com	Swapnil
6	CHIST AHMER EJAZ	T.Y.B.Com	Ahmer
7	TOIJAM ROMEN SINGH	T.Y.B.Com	Romen
8	CHAUDHARY SHASANK RAJESH	T.Y.B.Com	SHASANK
9	PATIL NISHA VIJAY KUMAR	T.Y.B.Com	Nisha
10	PARDESHI RISHAB LAKESH	T.Y.B.Com	Rishab
11	PAIS ALEX LOUIS	T.Y.B.Com	Alex
12	RANANAWARE RUSHIKESH PRADEEP	T.Y.B.Com	Rushikesh
13	MARDA AKHILESH VIJAY	T.Y.B.Com	Akhilesh
14	BORA PARSHWA SUNIL	T.Y.B.Com	Parshwa
15	PARAKH PURVA ATUL	T.Y.B.Com	Purva
16	KALYAN K. PAWAN	T.Y.B.Com	Pawan
17	KHAN AMJAD SARDAR	T.Y.B.Com	Amjad S.
18	SAHU GOPAL RAJU	T.Y.B.Com	Gopal
19	BIYANI RAJAT SUNIL	T.Y.B.Com	Rajat
20	VIKRAM SINGH POTAI	T.Y.B.Com	Vikram
21	GANESH ASHOK GUPTA	T.Y.B.Com	Ashok
22	CHOUDHARY PRADIP KISHANLAL	T.Y.B.Com	Pradip
23	ARMOR DEEKSHITA KAAPIL	T.Y.B.Com	Deekshita
24	BHALDAR NAJEEB NAZIR	T.Y.B.Com	Najeeb
25	NIHAL NAZIR BHALDAR	T.Y.B.Com	NAZIR
26	CHAVANKE ROHIT ARUN	T.Y.B.B.A	ROHIT
27	KAUTHALKAR RAKSHIT RAVINDRA	T.Y.B.B.A	Rakshit
28	JAIN SALONI PRAKASH	T.Y.B.B.A	Saloni
29	CHILLAL KOUSTUBH VILAS	T.Y.B.B.A	Koustubh
30	SURYAWANSHI OMKAR SANJAY	T.Y.B.B.A	Omkar
31	YADAV POONAM RAMPRASAD	T.Y.B.B.A	Poonam
32	KAMBLE SHUBHAM VIJAY	T.Y.B.B.A	Shubham
33	AMIT KUMAR	T.Y. B.B.A(C.A.)	Amit





Pragnya Educational Trust's

Pragnya College of Management & Computer Studies

Schedule for Communication Skill development Programme

Session 2019-2020

Date: 09/10/2019

Notice

All the students of S.Y. B.Com are hereby informed to attend the session on dated (12/10/2019, Saturday) positively on the given schedule.

Session I: 10 a.m. -12 p.m. S.Y. B.Com	
Topics	Subject
Topic 1	Commonly Confused words & Basic Grammar
Topic 2	Business Email Writing
Topic 3	Telephonic Etiquettes
Topic 4	Drafting Business/officials' letters





Pragnya College of Management & Computer Studies

B.Com Semester III (2019-2020)

Date: 14/10/2019

MINUTES

Internal Seminar on Communication Skill development Programme

A one-day workshop on Communication Skills Development for the students of **Pragnya College of Management & Computer Studies** of B.Com Second Year stream was organised at the Institute from **10 am to 12 pm on 12/10/2019 , Saturday** for the session **2019-2020**.

The workshop was inaugurated by the faculty of our College, **Prof. Badshah Patel** in the presence of our very own **Director Mr. Kumar Jha**. In his inaugural speech our faculty urged the participants to make use of the workshop to the maximum extent possible in order to enhance their communication skills – both oral and written.

The following points has been covered during the sessions:

1. During the first session of the workshop, **Prof. Badshah Patel** made a presentation on Basic Writing Skills which covered areas like Punctuation, Commonly Confused words and Basic Grammar. After the presentation, the participants were asked few questions on these areas and their performance was evaluated and necessary feedback on how to improve these skills was given.
2. In the second session, a presentation on Business Email Writing, which gave necessary tips and guidelines on drafting formal emails, was followed by the participants' drafting emails in groups on their own on some given topics. They were made to read out the drafts and necessary corrections and clarifications were suggested by the resource person.
3. During the first session in the afternoon, the participants were given some useful information on telephone etiquettes. Then they were given some exercises and role play sessions where they were asked to use appropriate language – both formal and informal – while making telephonic conversations.
4. In the last session, the resource person gave some useful information and tips on drafting business/official letters and the participants were asked to work in groups and write out formal letters making use of the tips and following the guide lines given.

In total 52 students of B.Com Semester III has attended the sessions. In the valedictory address, the Principal congratulated both the participants and the resource persons for organizing the programme successfully and requested the participants to constantly improve upon their skills and competencies for their personal and professional growth. The program ended with a vote of thanks by Prof. Badshah Patel.



Communication Report B.Com 2019-2020

Sr. No.	Name of the Students	Course	Signature
1	RAI SAGAR SANJAY	S.Y.B.Com	<u>Sagar</u>
2	DUBEY UJWAL SHYAMNARAYAN	S.Y.B.Com	<u>Shubh</u>
3	JANGAM KOMAL TRIMBAK	S.Y.B.Com	<u>Trimbak</u>
4	ARE CHETAN MURLI	S.Y.B.Com	<u>Murli</u>
5	OSTWAL OM GANESH	S.Y.B.Com	<u>Ganesh</u>
6	BHANDARI MANAV RAHUL	S.Y.B.Com	<u>Rat</u>
7	OSWAL UMESH AMRUT	S.Y.B.Com	<u>Amr</u>
8	GUNDECHA SHRENIK NILESH	S.Y.B.Com	<u>Nilesh</u>
9	WAGHILE MEGHRAJ ANIL	S.Y.B.Com	<u>Anil</u>
10	SINGH SUMANT KUMAR SIPAHI SINGH	S.Y.B.Com	<u>Sumant</u>
11	OSWAL MITESH RANJIT	S.Y.B.Com	<u>Ranjit</u>
12	CHAVAN MANSI DIPAK	S.Y.B.Com	<u>Dipak</u>
13	PATIL JAYESH DILIP	S.Y.B.Com	<u>Dilip</u>
14	KODRE SHIVAM MANOJ	S.Y.B.Com	<u>Manoj</u>
15	KULKARNI SAUMITRA SHRIRAM	S.Y.B.Com	<u>Shriram</u>
16	BHUTADA AYUSH PAVAN	S.Y.B.Com	<u>Pavan</u>
17	GAIKWAD TEJAS KIRAN	S.Y.B.Com	<u>Kiran</u>
18	SRIVASTAVA AVANI ANJANI	S.Y.B.Com	<u>Anjani</u>
19	GADWALKAR POOJA ARUN	S.Y.B.Com	<u>Pooja</u>
20	KASTURE AKSHAYKUMAR CHANDRAKANT	S.Y.B.Com	<u>Chandrakant</u>
21	ARNE SHUBHANGI RAJESH	S.Y.B.Com	<u>Rajesh</u>
22	MENON VIVEK MOHAN	S.Y.B.Com	<u>Mohan</u>
23	VIJAPURE AJIT MANOJ	S.Y.B.Com	<u>Ajit</u>
24	BHATI DINESH RAMESH	S.Y.B.Com	<u>Ramesh</u>
25	JANGID YASH HEMARAM	S.Y.B.Com	<u>Hemaram</u>
26	CHAVAN ESHWAJIT MANOJ	S.Y.B.Com	<u>Manoj</u>
27	THANKAR TAMEEM AZIM	S.Y.B.Com	<u>Azim</u>
28	DWIVEDI ABHILASH RAMGOPAL	S.Y.B.Com	<u>Ramgopal</u>
29	SINGH ABHISHEK MINTU	S.Y.B.Com	<u>Mintu</u>
30	SURVE SIDDHANT SANTOSH	S.Y.B.Com	<u>Santosh</u>
31	C YASEEN M	S.Y.B.Com	<u>C. Yaseen M</u>
32	BHUTADA PANKAJ GOVINDRAM	S.Y.B.Com	<u>Bhutada Pankaj Govindram</u>
33	KACHWALLA ALISAGAR ABBAS	S.Y.B.Com	<u>ABBS</u>
34	KONDAMURI VENKAT MONESH SHREENIVASULU	S.Y.B.Com	<u>Monesh</u>
35	AGARKAR PRIYANKA NIRAJ	S.Y.B.Com	<u>Niraj</u>
36	BADERA SHRUSTI ANIL	S.Y.B.Com	<u>Anil</u>
37	MORE UTKARSHA SANTRAM	S.Y.B.Com	<u>Santram</u>
38	YADAV POONAM RAMNATH	S.Y.B.Com	<u>Ramnath</u>
39	KANKARIYA AKASH PRAKASH	S.Y.B.Com	<u>Prakash</u>
40	BAYAS AMISHA MANISH	S.Y.B.Com	<u>Manish</u>
41	PAWAR SAKSHI SATISH	S.Y.B.Com	<u>Sakshi</u>
42	MULANI SAMIR RAMJAN	S.Y.B.Com	<u>Samir</u>
43	SAWARE SAMIR PASHA	S.Y.B.Com	<u>Samir</u>
44	DHINDLE SNEHAL SUBHASH	S.Y.B.Com	<u>Snehal</u>



46	LADDHA TEJASVI PRAKASH	S.Y.B.Com	Tejasvi
47	TIWARI SHIVKUMAR SANDEEPKUMAR	S.Y.B.Com	Shivkumar
48	RAKA MANAV PRASHANT	S.Y.B.Com	Manav
49	PANDIT APURVA SUNIL	S.Y.B.Com	Apurva
50	PAWAR RITIK RANJEET	S.Y.B.Com	Ritik
51	SATHE PARIKSHEET SANJEEV	S.Y.B.Com	Parik
52	GUGALE NISHA UNESH	S.Y.B.Com	Nisha





Pragnya Educational Trust's

Pragnya College of Management & Computer Studies

Schedule for Communication Skill development Programme

Session 2019-2020

Date: 18/11/2019

NOTICE

All the students of F.Y. BBA are hereby informed to attend the session on dated (20/11/2019 , Wednesday) positively on the given schedule.

Session I: 10 a.m. -12 p.m. F.Y. BBA	
Semester I	Subject
Topic 1	Commonly Confused words & Basic Grammar
Topic 2	Business Email Writing
Topic 3	Telephonic Etiquettes
Topic 4	Drafting Business/officials' letters





BBA Semester I (2019-2020)

Date: 21/11/2019

MINUTES

Internal Seminar on Communication Skill development Programme

A one-day workshop on Communication Skills Development for the students of **Pragnya College of Management & Computer Studies** of BBA First Year stream was organised at the Institute from **10 am to 12 pm on 20/11/19, Wednesday** for the session **2019-2020**.

The workshop was inaugurated by the faculty of our College, **Prof. Badshah Patel** in the presence of our very own **Director Mr. Kumar Jha**. In her inaugural speech our principal urged the participants to make use of the workshop to the maximum extent possible in order to enhance their communication skills – both oral and written.

The following points has been covered during the sessions:

1. During the first session of the workshop, **Prof. Smita Mishra** made a presentation on Basic Writing Skills which covered areas like Punctuation, Commonly Confused words and Basic Grammar. After the presentation, the participants were asked few questions on these areas and their performance was evaluated and necessary feedback on how to improve these skills was given.
2. In the second session, a presentation on Business Email Writing, which gave necessary tips and guidelines on drafting formal emails, was followed by the participants' drafting emails in groups on their own on some given topics. They were made to read out the drafts and necessary corrections and clarifications were suggested by the resource person.
3. During the first session in the afternoon, the participants were given some useful information on telephone etiquettes. Then they were given some exercises and role play sessions where they were asked to use appropriate language – both formal and informal – while making telephonic conversations.
4. In the last session, the resource person gave some useful information and tips on drafting business/official letters and the participants were asked to work in groups and write out formal letters making use of the tips and following the guide lines given.

In total 38 students of BBA Semester I has attended the sessions. In the valedictory address, the Principal congratulated both the participants and the resource persons for organizing the programme successfully and requested the participants to constantly improve upon their skills and competencies for their personal and professional growth. The program ended with a vote of thanks by **Prof. Smita Mishra**.



Here are the list of students attended the seminar Communication Report BBA 2019-2020

Sr. No.	Name of the Students	Class	Signature
1	BHANGALE HIMANSHU RAMLAL	F.Y.B.B.A.	Himanshu
2	BHATI CHETNA MOHANLAL	F.Y.B.B.A.	chetna
3	BHAVSAR SIDDHANT HEMANT	F.Y.B.B.A.	Siddhant
4	BHOME TEJAS ANIL	F.Y.B.B.A.	Tejas
5	BHUSE RUSHIKESH AMOL	F.Y.B.B.A.	Rushikesh
6	BORADE OMKAR VIJAY	F.Y.B.B.A.	Omkar
7	BORADE ROHIT RAMESHWAR	F.Y.B.B.A.	Rohit
8	DESHPANDE PRATHAMESH PRAFULL	F.Y.B.B.A.	Prathamesh
9	DEVNOOR ROHAN BABU	F.Y.B.B.A.	Rohan
10	DHAMDHARE NISHANT DILIP	F.Y.B.B.A.	Nishant
11	GADEKAR TULSHI MANGESH	F.Y.B.B.A.	Tulshi
12	GAIKWAD ANIKET SACHIN	F.Y.B.B.A.	Aniket
13	GANDHI SHIVAM NITIN	F.Y.B.B.A.	Shivam
14	JADHAO SHUBHAM VASANTRAO	F.Y.B.B.A.	Shubham
15	KADAM DHANRAJ LAXMAN	F.Y.B.B.A.	Dhanraj
16	KADAM SUMIT BALAJI	F.Y.B.B.A.	Sumit
17	KADULKAR INDRANI GANESH	F.Y.B.B.A.	Indrani
18	KHIWANSARA AYUSH ALPESH	F.Y.B.B.A.	Ayush
19	KOTHAWALA MUSTAFA ALISAGAR	F.Y.B.B.A.	Mustafa
20	MAID SHUBHAM PRADEEP	F.Y.B.B.A.	Shubham
21	MANGLEKAR OMKAR PRADIP	F.Y.B.B.A.	Omkar
22	MHASKE KEDAR NITIN	F.Y.B.B.A.	Kedar
23	NAMBIAR PRANAV PURUSHOTHAM	F.Y.B.B.A.	Pranav
24	PANDEY VISHAL DEEPNARAYAN	F.Y.B.B.A.	Vishal
25	PATEL VARAD AMIT	F.Y.B.B.A.	Varad
26	PATEL YASH NAYANBHAI	F.Y.B.B.A.	Yash
27	PATHAN MUHAZIB MUKHTAR	F.Y.B.B.A.	Muhammed
28	PAWAR SAMIKSHA MANISH	F.Y.B.B.A.	Samiksha
29	RAO MANAV RAJENDRA	F.Y.B.B.A.	Manav
30	RASKAR KAUSTUBH DNYANESHWAR	F.Y.B.B.A.	Kaustubh
31	RATHOD KHUSHI DEVRAJ	F.Y.B.B.A.	Khushi
32	SHAHA SAKSHI MAHENDRA	F.Y.B.B.A.	Sakshi
33	SHAHA SAMBHAV SANDEEP	F.Y.B.B.A.	Sambhav
34	SOLANKI KUSHAL KALPESH	F.Y.B.B.A.	Kushal
35	SOMANI SARTHAK MANGESH	F.Y.B.B.A.	Sarthak
36	SUBHEDAR ATHARV UMESH	F.Y.B.B.A.	Atharv
37	SUTRAVE AKSHITA PRAKASH	F.Y.B.B.A.	Akshita
38	THAKUR DEEPAK HARISHCHAND	F.Y.B.B.A.	Deepak





Pragnya Educational Trust's

Pragnya College of Management & Computer Studies

Schedule for ICT/Commuting Skill Based Courses

In Collaboration with TATC Coaching Centre

Session 2019-2020

Date: 05/12/2019

Notice

All the students of F.Y. B.Com. are hereby informed that **Pragnya College of Management & Computer Studies**, Pune is organising a **Proficiency Training Programme** on Applications of MS Excel through ICT mode. Students are advised to attend the session on dated **7th, 9th, 10th December** positively on the given schedule.

We are organising it with our training partner of ICT skills with "**TATC Coaching Centre**", **Pune**. All the students are hereby directed to attend this training program without fail and get benefitted by this workshop.

S.No.	Name of the capability enhancement program	Date	Time	Year
1.	Business & Accounting Software (MS Excel)	7th, 9th, 10th December	11:00 AM – 1:00 PM	F.Y. B.Com





Pragnya Educational Trust's

Pragnya College of Management & Computer Studies

2019-2020

Date: 11/12/2019

MINUTES

Activity Report on ICT Training (MS EXCEL) Sessions

Microsoft Excel is the world's leading spreadsheet program for organising and manipulating data using rows and columns. With its extensive feature set, affordability and user-friendly design, it's a valuable addition to any work.

In order to improve these abilities, "Pragnya College of Management & Computer Studies" has conducted a 3 days seminar on ICT Skills Training Program, along with our team members "TATC Coaching Centre", Pune" in the month of December dated (7th, 9th, 10th). The Following faculties has conducted the program:

1. Mr. Sachin, TATC Coaching Centre", Pune
2. Prof. (Dr.) Asha Yadwadkar, Principal, Pragnya College of Mgt& C.S.
3. Prof. Sunita Kanadikar, Prof. ,Pragnya College of Mgt& C.S.

Learning Objectives:

1. Introduction to various tabs of MS Word/Excel
2. Automatic Figure and Table numbering
3. Automatic Table of Contents creation.
4. Data analysis and visualization.
5. Drawing effective plots for report/pape.

The program was conducted successfully on with 30 students of First Year B.Com students during the academic year 2019-2020.



Following are the List of students that have attended the sessions: ICT Excel 2019-2020

Sr. No.	F.Y.B.com Students Name	Day 1	Day 2	Day 3
1	MADGE PRASHANT LAXMAN	Prashant	Prashant	Prashant
2	MAMIDI NAYOMI DEVAPRASAD	Nayomi	Nayomi	Nayomi
3	MANE ATHARVA SATISH	Atharva	Atharva	Atharva
4	MANE VIDYA SURYAKANT	Vidya	Vidya	Vidya
5	MULANI TANAZ MUNIR	Tanaz	Tanaz	Tanaz
6	NAIK MAYURI PRATIK	Mayuri	Mayuri	Mayuri
7	NANAWARE SAIKUMAR BIRJU	Sai	Sai	Sai
8	NARSAPURAM ASWANI YARUKALAI AH	Aswani	Aswani	Aswani
9	NEDARAPALLI JAMES BALAVENKATAIAH	James	James	James
10	OSWAL MANAV SHITAL	Manav	Manav	Manav
11	OSWAL RISHABH RAJESH	Rishabh	Rishabh	Rishabh
12	PALKAR ABHISHEK SANJAY	Abhishek	Abhishek	Abhishek
13	PAREKH NIDHI SWAPNESH	Nidhi	Nidhi	Nidhi
14	PARMAR RINKU DHANNARAM	Rinku	Rinku	Rinku
15	PATERE ABHISHEK MANGESH	Abhishek	Abhishek	Abhishek
16	PATIL MANISHA SUNIL	Manisha	Manisha	Manisha
17	PATIL PRATHAMESH PADMAKAR	Prathamesh	Prathamesh	Prathamesh
18	PATOLE PARTH RAJU	Parth	Parth	Parth
19	PAWAR AAKANKSHA ANANT	Aakanksha	Aakanksha	Aakanksha
20	PAWAR PRANAV RAJENDRA	Pranav	Pranav	Pranav
21	PAWAR TEJAS SANJAY	Tejas	Tejas	Tejas
22	PRASAD GUDDI SUNIL	Guddi	Guddi	Guddi
23	PUNDE MAYURI VIJAY	Mayuri	Mayuri	Mayuri
24	RAGASANI VENKAT TIRUPATI	Venkat	Venkat	Venkat
25	RAI AKSHATA ARVIND	Akshata	Akshata	Akshata
26	RAJAWAT KUYER LOKENDRA	Kuyera	Kuyera	Kuyera
27	RAMANI YASH BHAVESH	Yash	Yash	Yash
28	RANDIVE SANKALP GORAKH	Sankalp	Sankalp	Sankalp
29	ROY ADIPRIYA AJAY	Adipriya	Adipriya	Adipriya
30	SANKE SANTOSH SHANKAR	Sanke	Sanke	Sanke





Pragnya Educational Trust's

Pragnya College of Management & Computer Studies

Schedule for ICT/Commuting Skill Based Courses

In Collaboration with TATC Coaching Centre

Session 2019-2020

Date: 04/01/2020

Notice

All the students of F.Y. B.Com. are hereby informed that **Pragnya College of Management & Computer Studies, Pune** is organising a training programme on Applications of Tally through ICT mode. 3 Days training program has been conducted and the students are advised to attend the sessions on dated **(8th, 9th & 10th) January 2020** positively on the given schedule.

We are organising it with our training partner of ICT skills with "**TATC Coaching Centre, Pune**". All the students are hereby directed to attend this training program without fail and get benefitted by this workshop.

S.No.	Name of the capability enhancement program	Date	Time	Year
1.	Business & Accounting Software (Tally. ERP 9)	(8th, 9th & 10th) January 2020	11:00AM – 1:00 PM	F.Y. B.Com





Pragnya Educational Trust's

Pragnya College of Management & Computer Studies

2019-2020

Date: 11/01/2020

MINUTES

Activity Report on ICT Training (Tally. ERP) Sessions

The 3 days programme on Accounting with Tally.ERP 9 would be enable the students to record the business transactions and manage the accounts information for an organisation using the popular Tally Business Accounting Software. In addition, students will be able to solve his/her day-to-day tasks efficiently by using the various office productivity tools generally used for financial analysis and report making.

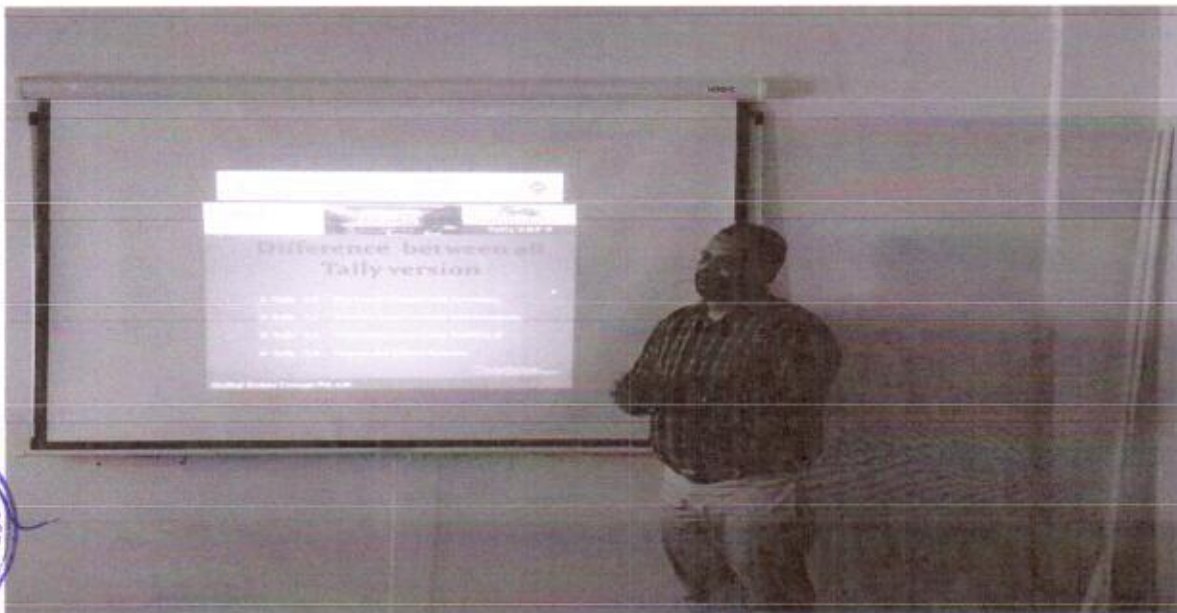
In order to improve these abilities, "Pragnya College of Management & Computer Studies" has conducted a 3 days Seminar on dated (8th, 9th, 10th) January , 2020 ICT Skills Training Program, along with our team members "TATC Coaching Centre", Pune". The Following faculties has conducted the program:

1. Mr. Sachin, TATC Coaching Centre", Pune
2. Prof. Aadil Rashid, Vice Principal, Pragnya College of Mgt & C.S.
3. Prof. Sunita Kanadikar, Prof., Pragnya College of Mgt & C.S.

Learning Objectives:

1. Learn how to create professional documents and format texts and paragraphs.
2. Modify a worksheet by entering and selecting the data in it.
3. Perform calculations and print workbook contents.
4. Understand and apply basic principles of accounting.
5. Understand the basic features associated with Tally.
6. Identify the key components of Tally
7. Process and record the business transactions and manage the accounts information.

The program was conducted successfully with 30 students of First Year B.Com students during the academic year 2019-2020.



Following are the List of students that have attended the sessions: ICT Tally 2019-2020

Sr. No.	F.Y.B.com Students Name	Day 1	Day 2	Day 3
1	AYER BHIM DEV.	Bhim	Bhim	Bhim
2	SAHIL AHMED SULTAN	Ahmed	Ahmed	Ahmed
3	ADMANE NIKHIL RAJENDRA	Nikhil	Nikhil	Nikhil
4	AGAWANE VAISHNAVI NITIN	Vaishnavi	Vaishnavi	Vaishnavi
5	AREKAR ABHISHEK MOHAN	Abhishek	Abhishek	Abhishek
6	BAMBOLI CHANDANI VINOD	Chandani	Chandani	Chandani
7	BANSAL RIYA RAJKUMAR	Riya	Riya	Riya
8	BANSAL SEJAL UMESH	Sejal	Sejal	Sejal
9	BEKWADKAR KISHOR MADHUKAR	Kishor	Kishor	Kishor
10	BHAGAT DEEPAK MANOJ	Deepak	Deepak	Deepak
11	CHUDHARY JEETENDER RAVINDER	Jeetender	Jeetender	Jeetender
12	DADMODE SUYASH RAJESH	Suyash	Suyash	Suyash
13	DANGI SHUBHAM SANJAY	shubham	shubham	shubham
14	DAS RANJANKUMAR BISHNUPADA	Ranjan	Ranjan	Ranjan
15	DESAI MOHAN SOMNATH	somnath	somnath	somnath
16	DESHMUKH SUSHIL ANANTRAO	SUSHIL	SUSHIL	SUSHIL
17	DHUMAL PRANAV VISHWAS	Pranav	Pranav	Pranav
18	DHUMAL PUSHKARAJ MAHENDRA	Pushkaraj	Pushkaraj	Pushkaraj
19	GADKER MOZES DAVID	Mozes	Mozes	Mozes
20	GAIKWAD OMKAR AMAR	OMKAR	OMKAR	OMKAR
21	GAJMAL SAMEER SHARAD	sameer	sameer	sameer
22	HORA SANJAM VARINDER	Sanjam	Sanjam	Sanjam
23	HOTCHANDANI ASHISH THAKUR	Ashish	Ashish	Ashish
24	KHANDVE AISHWARYA SUNIL	Aishwarya	Aishwarya	Aishwarya
25	KHATIB SHAGUFTA SADIQUE	Shagufa	Shagufa	Shagufa
26	KOKANE SHIVAM GOKUL	Shivam	Shivam	Shivam
27	KOKARE AKASH KIRAN	AKASH	AKASH	AKASH
28	KOLI KRISHNA RAJU	Krishna	Krishna	Krishna
29	KONDE YASH TANAJI	YASH	YASH	YASH
30	MACHARALLA RAMKRISHNA GURRAIAH	RamKrish	RamKrish	RamKrish

