

Women's Education Society's
ABASAHEB GARWARE
INSTITUTE OF MANAGEMENT STUDIES, Sangli

S.T. Stand Road, Khanbhag, Sangli 416416.

Phone: 0233-2332811/12 Fax: 0233-2332812, E-mail: agimssangli@gmail.com Web: www.agims.org.in



Date: 12/08/2017

Notice

Add On Courses
MBA (Semester I & III) (2017-18)

It is informed to all the students of MBA I & II that institute is going to provide you Certificate Course on Conversational English. Students who are interested in this course should submit their name to their respective class's coordinator.



Subodh
For Vc. Director,
Abasaheb Garware Institute of
Management Studies, Sangli.

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Date: 09/01/2018

Notice

Add On Courses
MBA (Semester II & IV) (2017-18)

It is informed to all the students of MBA I & II that institute is going to provide you Certificate Course on Educational Management. Students who are interested in this course should submit their name to their respective class's coordinator.



Subul
for I/c. Director,
Abasaheb Garware Institute of
Management Studies, Sangli.

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INSTITUTE OF MANAGEMENT STUDIES**

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**Certificate Course in Educational Management
Syllabus**

Duration: 8 weeks (46 hours)

Credits: 4

Course Outcomes:

After completing the course, the student teacher will be competent in:

1. applying the various dimensions of management models to the school environment
2. maximizing the human resource potential for efficient functioning of the institution
3. communicating effectively the decisions, programmes and expectations of the management
4. organizing efficiently to minimize stress and nurture talent to create a congenial school climate

Unit I – Management Model 20 hrs.

- 1.1 Management as an Art and Science of an organization
- 1.2 Management and maintenance of Physical and material resources to optimize access to teaching, organize and implement instructions.
- 1.3 Management and coordination of school function / classroom organization
- 1.4 Strategies for maximizing Teacher Potential as an enterprising manager
- 1.5 Classroom Assessment Techniques
- 1.6 Pedagogy – Management connection

Unit II – Foundations in Management 10 hrs.

- 1.2 Roles of Managers: Interpersonal roles, informational roles, decision roles, employability quotient – graduate attributes, industry – academic conclave

Unit III -Leadership styles of HM and Teachers – Demand Driven Skills 26 hrs.

- 3.1 Decision making
- 3.2 Effective communication,
- 3.3 Goal performance relationship,
- 3.4 Time management – skills,
- 3.5 Stress management / comfort management,
- 3.6 Talent management

References:

1. Alka Kalra (1977) Efficient School Management and Role of Principals, APH Publishing Corporation, New Delhi.
2. Bagley, Classroom Management, New York Macmillan



M. M. M. M.
I/c. Director,
Abasaheb Garware Institute of
Management Studies, Sangli.

Abasaheb Garware Institute of Management Studies, Sangli.

Attendance Sheet

Course 7 : Certificate course in Educational Management MBA (Even Semester) (2020-2021)

Sr. No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
1	Mahajan Shruti Shrinivas	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
2	Mane Vidya Prakash	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
3	Nawale Snehal Ankush	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
4	Patil Ankita Dilip	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
5	Pukale Rupali Ekanath	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
6	Sawant Kirti Arvind	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
7	Shikalgar Sadiya Ramjan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
8	Shinge Priyanka Arun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
9	Sisal Mayuri Mahadev	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
10	Todkar Shaila Jagdish	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
11	Waghmare Supriya Uttam	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
12	Bhosale Apurva Subhash	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
13	Chavan Anandi Tanaji	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	Chavan Ashwini Shivaji	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	Chougule Darshani Sanjay	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	Dixit Swarada Ravindra	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	Ghorpade Asavari Manik	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	Hingalaje Sushanti Ajit	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	Jamboti Jyoti Dipak	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	Kakade Ashwini Bapuso	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	Kamble Tejaswi Bhimrao	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	Kumatkar Anagha Anil	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	Mali Shivani Ravindra	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	Kadam Swapnali Bhimrao	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	Khilare Kajal Gabru	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

(Signature)
I/c. Director,

Abasaheb Garware Institute of Management Studies, Sangli.



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Certificate Course in Soft Skills Syllabus

Credits: 4

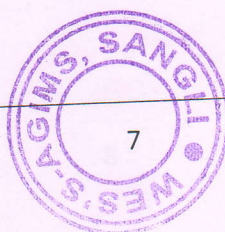
Duration: 8 weeks (42 hours)

Course Outcomes:

After completing the course, the student teacher will be competent in:

1. fostering efficient communication skills and interpersonal skills
2. reflecting on leadership qualities for working collaboratively.
3. acquiring employability in diversified roles in the contemporary society

S.Nos.	DESCRIPTION	Contact Hours
1	<p>➤ COMMUNICATION SKILLS</p> <ul style="list-style-type: none"> • International Phonetic Alphabet (IPA) Symbols • Speaking with grammatical accuracy • Oral - Planning, Delivering Presentation • Pronunciation • Academic Writing • Communication as a skill for career building 	6
2.	<p>➤ INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Verbal Communication • Non-verbal Communication • Listening Skill • Negotiation • Problem-Solving • Decision-Making • Assertiveness 	6
3	<p>➤ PUBLIC SPEAKING</p> <ul style="list-style-type: none"> • Overcoming Fear • Knowing Your Audience • Researching Your Topic • Effective Content • Encouraging Audience Participation • Effective Content • Articulation (audible, clear, effective, eliminating slang) • Developing Public Speaking Techniques • Body Language (personal space, appearance, gestures) 	6
4	<p>➤ LEADERSHIP AND TEAM MANAGEMENT</p> <ul style="list-style-type: none"> • Qualities of a Good Leader • Leadership Styles • Decision Making • Intrapersonal Skills • Interpersonal Skills • Problem Solving 	6



[Signature]
I/c. Director,

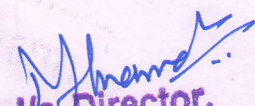
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	<ul style="list-style-type: none"> • Critical Thinking • Negotiation Skills 	
5	<p>➤ CONFLICT MANAGEMENT</p> <ul style="list-style-type: none"> • Strategies for dealing with conflict (compete or fight, collaboration, compromise or negotiate denial or avoidance, Smoothing over the problem). • Essential Skills for Handling Conflict (describe the situation, express your feelings, specify what you want, develop assertiveness) • Recognizing Emotions (managing emotion, empathy, emotional intelligence) • Mediation Skills • Dealing with Criticism 	6
6	<p>➤ DECISION MAKING</p> <ul style="list-style-type: none"> • Decision making process (recognize problem, analyze problem, consider goals, look for alternatives, select the best alternative, put decision into action, accept responsibility, evaluate results. • Creativity • Critical Thinking • Ingenuity • Innovation • Resourcefulness • Flexibility • Confidence Building • Fostering a decision making culture 	6
7	<p>➤ TIME MANAGEMENT</p> <ul style="list-style-type: none"> • Identifying Time Wasters • Time Management Tips 	6
TOTAL		42

References:

1. Handbook provided by College
2. Butterfield, J. (2017). Soft Skills for Everyone
3. Dhanavel, S.P. (2010). English and Soft Skills, Orient BlackSwan Pvt. Ltd., Hyderabad.




V.C. Director,
Abasaheb Garware Institute of
Management Studies, Sangli.

Abasaheb Garware Institute of Management Studies, Sangli.

Attendance Sheet

Course 6 : Certificate Course in Soft Skills (Even Semester) (2018-19)

Sr.N o.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Athavale Meenal Jagannath	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	Bhandare Disha Satyajit	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	Chougule Ketaki Satish	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	Gurav Megha Uftam	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	Jadhav Reshma Dinkar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	Jadhav Spurti Mohan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	Jagtap Prajakta Shiriram	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	Jamboti Jyoti Deepak	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	Kanase Swati Raghunath	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	Kavade Snehal Chandrakant	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	Awati Supriya Babaso	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	Bankapure Prachi Pravin	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	Chavan Poonam Babaso	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	Chavan Priyanka Anil	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	Chavan Ruruja Mahadev	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	Chavan Snehal Suresh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	Chavan Vibhavari Ashok	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	Dudhal Jyoti Bhanudas	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	Gurav Bhagyashree Arjun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	Hankare Vaibhavi Manik	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	Jadhav Urmila Gajanan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	Jamade Rituja Dilip	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	Kamble Pranali Dayanand	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	Koli Varsha Lalaso	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	Koshit Sheetal Digambar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	Koshiti Aishwarya Mahadev	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	Kulkarni Ashwini Mukund	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	Lokapure Shweta Prakash	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P



(Signature)

I/C. Director,
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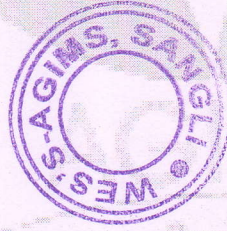


Date: 02/08/2018

Notice

Add On Courses
MBA (Semester I & III) (2018-19)

It is informed to all the students of MBA I & II that institute is going to provide you Certificate Course on Counselling Skills. Students who are interested in this course should submit their name to their respective class's coordinator.



[Signature]
For /c. Director,
Abasaheb Garware Institute of
Management Studies, Sangli.

कीर्तिः श्रीगणेश नारीणां स्मृतिर्मेघा धृतिः कथा

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Date: 15/01/2019

Notice

Add On Courses
MBA (Semester II & IV) (2018-19)

It is informed to all the students of MBA I & II that institute is going to provide you Certificate Course on Soft Skills. Students who are interested in this course should submit their name to their respective class's coordinator.

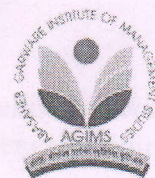


W. S. J.
Pd/c. Director,
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Certificate course in counseling skill

Syllabus

Duration: 16 weeks (50 hours)

Credits: 4

Course Outcomes:

After completing the course, the student teacher will be competent in:

1. Analyzing the scope of counseling in shaping human behavior with a focus on socio-cultural context.
2. acquiring theoretical perspectives on counseling and its techniques
3. developing appropriate skills for counseling
4. exploring the possibilities of application in different counseling techniques

Unit 1: Basics in Counseling 10hrs

- 1.1 Concept: Need, meaning, scope, factors and common terminology.
- 1.2 Historical Perspectives: Emergence and growth of counseling psychology, counseling movement in India. Present status of counseling.
- 1.3 Theoretical Approaches to Counseling: Classification - directive/nondirective/ eclectic, affectively, behaviorally, cognitively oriented approaches, family therapy. Psycho-education, and community developing a pragmatic therapeutic position.
- 1.4 Ethical Issues: Meaning, issues in relationships and counseling psychology research.

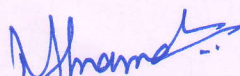
Unit 2: Process of Counseling 10 hrs

- 2.1 Initiating counseling: Preparation and intake procedures, establishing rapport, termination of and response to initial interview.
- 2.2 Establishing Structure: Attending behavior, observation, non-verbal behavior, listening, verbal patterning and communication responses, silence, use of questions, transference and counter-transference, regarding and respect in counseling relationship, involuntary clients, client expectation.
- 2.3 Termination of counseling: Termination of session and termination of counseling, variables affecting counseling process.

Unit III: School Counseling 10 hrs.

- 1.1 Meaning, nature and need for counseling services within schools.
- 1.2 Government directives and initiatives; developing counseling skills.
- 1.3 Identifying common classroom issues that require counseling.
- 1.4 Role of an educator as a first point-of-contact.
- 3.5 Making referrals to School Counselors.




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Practical Activities 20 hrs.

- Psychological Assessment: Administration, scoring and interpretation of emotional intelligence test.
- Techniques and Skills of Counseling: Relaxation, Systematic Desensitization, Assertiveness training, Operant conditioning, Technique, Cognitive Behavior Modification, Biofeedback.
- Transactional analysis, Individual and Group counseling, etc. (Students would be exposed to above techniques and would prepare a detailed report).
- Field visit to various agencies of guidance and counseling centers and study its organizational structures, functions and achievements.
- Workings in the Guidance / Counseling center, i.e. take up one case and prepare a report under the guidance of professional in the center.

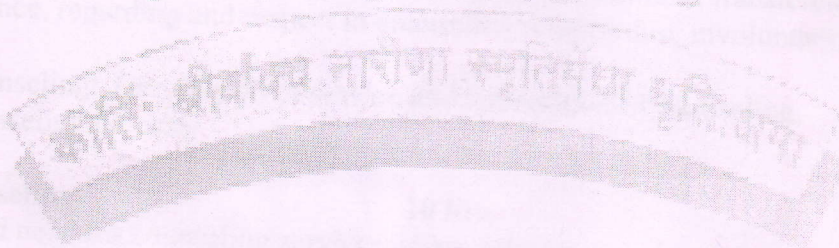
References:

1. Dash (2003) – Guidance services schools, Formin
2. ant Publishers and Distributors, New Delhi.
3. InduDeve (1984) : The Basic Essentials of Counseling, Sterling Private Limited, New Delhi.
4. Jaffeey.A. Kotrer and Elian Kothat (1993) - Teacher is a Counselor, Sage Publications, London.
5. Joneja, G.K. (1997) : Occupational information in Guidance, NCERT, New Delhi.



M. M. Mame
I/c. Director,

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Women's Education Society's

Abasaheb Garware Institute of Management Studies, Sangli.

Attendance Sheet

Course 3 : Certificate Course in Counseling Skill (Odd Semester) (2018-19)

Sr. No.	Student's Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
28	Kamble Pramali Dayanand	P						P									P																	
29	Khankar Kirti Vijayrao		P																															
30	Koli Amruta Ashok			P																														
31	Koli Komal Sitaram		P																															
32	Koli Manali Murlidhar		P																															
33	Koli Varsha Lalaso		P																															
34	Koshit Sheetal Digambar		P																															
35	Koshit Aishwarya Mahadev		P																															
36	Kulkarni Ashwini Mukund		P																															
37	Lokapure Shweta Prakash		P																															
38	Magdum Lipika Jaykumar		P																															



Abasaheb
I/c. Director,
Abasaheb Garware Institute of
Management Studies, Sangli.

ABASAHEB GARWARE INSTITUTE OF MANAGEMENT STUDIES

S.T. Stand Road, Khanbhag, Sangli 416416.
Phone: 0233-2332811/12 Fax: 0233-2332812, E-mail: agimssangli@gmail.com Web: www.agims.in

Certificate Course in Event Management Syllabus

Hours 30

Subject: Event Management

OBJECTIVES:

- To help the students to gain insights into marketing aspects of Event Management.
- To equip the students to develop and implement Marketing strategies through events.
- To prepare students for careers in event management.

Module: 1

What are Events - Events defined, Event management, Types of events, Key Elements of Events

(brief description): Event infrastructure, clients, event organizers, venue, media. Event marketing, 5 C's of Events, Event designing.

Why Events - Event as a marketing tool.

Module: 2

Concept of market in events, segmentation and targeting of the market for events, positioning in events and the concept of event property. event hierarchy,

MODULE: 3

Concept of pricing in events - Risk rating.

Concept of promotion in events - networking components.

MODULE: 4

Event management - Planning, organizing, staffing, leading, coordinating and controlling. Strategic market planning: Event Life Cycle - Meaning, Process

MODULE: 5

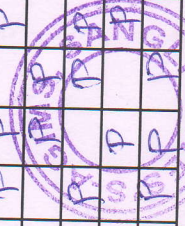
Evaluation of event performance - Evaluation process.



**Women's Education Society's
Abasaheb Garware Institute of Management Studies, Sangli.
Attendance Sheet**

Copurse 8 Certificate Course in Event Management (Even Semester) (2017-2018)

Sr. No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Dhale Aishwarya Jagannath	P																														
2	Ghatage Sarika Vijay	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	Ghongade Chaitali Chandrakant	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	Hadimani Aishwarya Sanjay	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	Kulkarni Pornima Jagannath	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	Kurdekar Megha Maruti	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	Melage Rohini Kumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	Mhaisale Priyanka Suresh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	Mohite Madhuri Arvind	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	Patil Archana Balawant	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	MOHITE ANJALI RAVSAHEB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	PATIL JYOTI JAYAWANT	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	PATIL POOJA MAHAVIR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	PATIL PRANOTI PRATIKSHA BABAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	PATIL PRIYANKA LILADHAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	PATIL SHRUTIKA CHANDRAKANT	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	PATIL SMITA TANAJI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	PATIL SNEHAL RAMCHANDRA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	PAWAR SHITAL SUBHASH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	PUJARI SHWETA RAGHU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	RAJPUT AISHVARYA SATISH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	SALUNKHE RUTUJA UTTAM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	SHAIKH NOURIN ILIYAS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	SHELAKHE GEETA RANGRAV	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	SHINDE DIPALI ARUN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	SHIVJATAK PRATIBHA RAVINDRA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	SURYAWANSHI MADHURI LAXMAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	SURYAWANSHI SHWETA SHIVAJI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29	TANDALE AKANKSHA CHANDRAKANT	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30	THOMBARE NAMRATA DATTATRAY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31	WALE NIKITA SHARAD	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P



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Date: 17/09/2019

Notice

Add On Courses
MBA (Semester I & III) (2019-20)

It is informed to all the students of MBA I & II that institute is going to provide you Certificate Course on Event Management. Students who are interested in this course should submit their name to their respective class's coordinator.



Subir
for I/c. Director,
Abasaheb Garware Institute of
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Date: 11/01/2020

Notice

Add On Courses
MBA (Semester II & IV) (2019-20)

It is informed to all the students of MBA I & II that institute is going to provide you Certificate Course on Computer Education. Students who are interested in this course should submit their name to their respective class's coordinator.



Mulshi
for Vc. Director,
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Certificate Course in Conversational English


Syllabus

Credits: 4

Duration: 14 weeks (50 Hours)

Unit No:	Description	Contact Hours
Unit I	Unit I Phonetics Sounds of English – Vowels, Consonants and Diphthongs	10
Unit II	Vocabulary Words used for day today communication	10
Unit III	Common Communication Functions Module I - Greetings and Introducing oneself Module II – Personal Information Module III – Hobbies and Interest Module IV – Everyday Activities Module V – Directions and Instructions Module VI – Job Interviews Module VII – Visiting places Module VIII – Enquiring Module IX – Thanking people and responding to thanks Module X – Apologing and responding to sorry Module XI – Permission to do something	20
Unit -IV	Grammar Important parts of speech, Auxiliary verbs, Tenses, Active & Passive voice, Direct and reported speech	10
	Total	50




I/c. Director,
Abasaheb Garware Institute of
Management Studies, Sangli.

23	Ghorpade Asavari Manik	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	Hingalaje Sushanti Ajit	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	Jamboti Jyoti Dipak	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	Kakade Ashwini Bapuso	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	Kamble Tejaswi Bhimrao	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	Kumathekar Anagha Anil	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29	Mali Shivani Ravindra	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P



(Handwritten Signature)
 I/c. Director,
 Abasaheb Garware Institute of
 Management Studies, Sangli.

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Certificate Course in Computer Education

Syllabus

Duration: 16 weeks (60 Hours)

Credits: 4

	Description	Contact Hours
Unit I	Introduction to Computers Fundamentals, anatomy, classification, input-output devices, types of memory devices, operating system basics and types of software.	10
Unit II	Graphical User Interface (GUI) and Windows Desktop OS Getting started with Windows, securing and manipulating work with Windows Operating System. Saving and retrieving files from secondary storage devices. (CD and Pen drive).	10
Unit III	Internet Basics Introduction to internet of things: e-mail, surfing, browsing, chatting, search engines and websites. Accessing and browsing the internet for relevant information: Google.com, Kiddle.com, Courseera.com, Edex, SWAYAM ,Animations, Remixing media and feedback analysis using Google forms	20
Unit -IV	MS Office Packages: <ul style="list-style-type: none"> • MS Word – Customizing word documents, pursuing objects, comments and tables. • MS Excel – Worksheets, simple functions, charts and graphs. • MS Power point – Creating, customizing and showcasing presentations. • MS Publisher - Creating letters, greetings, newsletters and web pages. • MS Access – Creating database: Primary, secondary keys, forms, queries and reports. 	20
	Total	60

References:

- 1) Glence Publishers – California – text books
- 2) Digital Learning - Journal [www.digital learning](http://www.digitallearning.com).
- 3) Kumar K.L. Educational Technology, New Age Institutional (P) Limited Publishers



M. Shinde
I/c. Director,
Abasaheb Garware Institute of
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Attendance Sheet

Course 2 Certificate course in Computer Education MBA (Odd Semester) (2020-2021)

Sr. No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Kadam Swapnali Bhimrao	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	Khilare Kajal Gabru	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	Mahajan Shruti Shrinivas	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	Mane Vidya Prakash	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	Nawale Snehal Ankush	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	Patil Ankita Dilip	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	Pukale Rupali Ekanath	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	Sawant Kirti Arvind	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	Shikalgar Sadiya Ramjan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	Shinge Priyanka Arun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	Sisal Mayuri Mahadev	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	Todkar Shaila Jagdish	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	Waghmare Supriya Uttam	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	Bhosale Apurva Subhash	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	Chavan Anandi Tanaji	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	Chavan Ashwini Shivaji	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	Chougule Darshani Sanjay	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	Dixit Swarada Ravindra	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	Ghorpade Asavari Manik	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	Hingalaje Sushanti Ajit	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	Jamboti Jyoti Dipak	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	Kakade Ashwini Bapuso	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	Kamble Tejaswi Bhimrao	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	Kumathekar Anagha Anil	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	Mali Shivani Ravindra	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P



Abasaheb
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Date: 05/07/2021

Notice

Add On Courses
MBA (Semester II & IV) (2021-22)

It is informed to all the students of MBA I & II that institute is going to provide you Certificate Course on MS Office. Students who are interested in this course should submit their name to their respective class's coordinator.



Abhishek
For I/c. Director,
Abasaheb Garware Institute of
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Date: 04/01/2020

Notice

Add On Courses
MBA (Semester I & III) (2021-22)

It is informed to all the students of MBA I & II that institute is going to provide you Certificate Course on Advanced Computer Education. Students who are interested in this course should submit their name to their respective class's coordinator.



Subul
for I/c. Director,
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Certificate course in Advanced Computer Education

Syllabus

Duration: 8 weeks (35 hours)

Credits: 4

Course Outcomes:

After completing the course, the student teacher will be competent in:

- exploring the components and different types of e-learning and use various instructional design for development of e-content package.
- appreciating the academic potential of web 2.0 technologies for web-based learning, mobile learning and blended learning
- developing a positive attitude and ethical approach towards use of emerging technologies in education
- demonstrating skills in using technological tools in teaching learning process

Unit I: New trends in e-learning

15hrs

- 1.1. E-learning and Blended learning: Definition, advantages, characteristics
- 1.2. Barriers – components of e-learning-Computer Based Technology(CBT), Web Based Technology(WBT) and virtual classroom – types of e-learning BI, CT, WBI, synchronous and Asynchronous.
- 1.3. Learning Management Systems (LMS) and Course Management Systems (CMS), Online learning, LMS/CMS Software, Blackboard, Moodle, Desire to learn, Webinar, Massive online open course (MOOC)
- 1.4. Critical analysis of MOOC course

Unit II: Modern Applications in Education

10 hrs.

- 3.1 Web 2.0 Technologies and their educational implication – wikis, blogs, podcasts, social media, structural conferencing, instant messaging and e-portfolios – Google apps in education : Google + Gmail, Google Drive, Google Forum, Google Translator, Google Sites etc.
- 3.2 Generating Google apps in teaching and learning process
- 3.3 Creating online test and discussion
- 3.4 Video making and video editing




M. M. M. M.
I/c. Director,

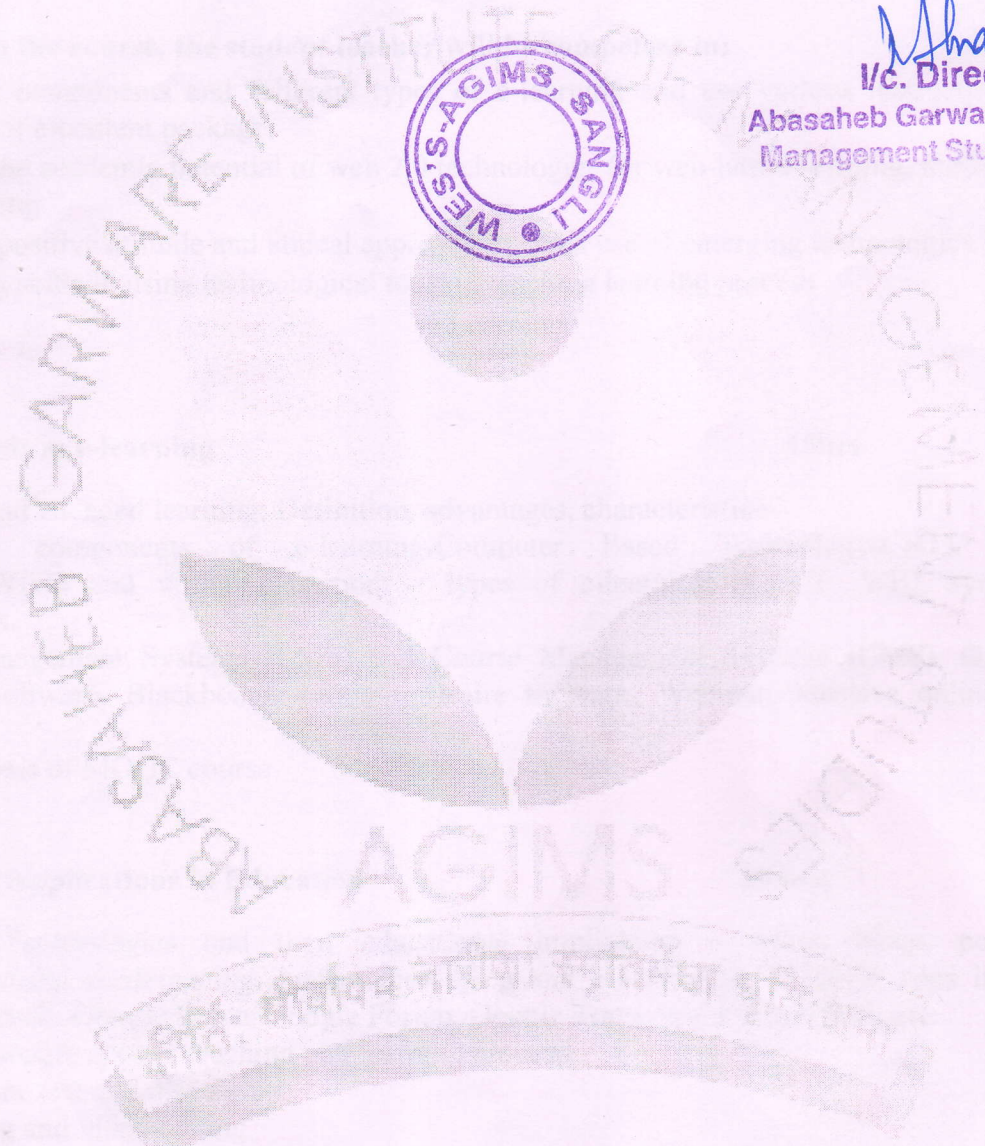
**Abasaheb Garware Institute of
Management Studies, Sangli.**

References :

1. Agarwal J.C. (1995) Essential of Educational Technology : Teaching Learning Innovations in Education, Delhi Vikas Publishing House Pvt. Limited
2. Barron.A (1998) Designing Web-based training. British Journal of Education Technology, 29 (4), 355-371
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V.C. Director,
Abasaheb Garware Institute of
Management Studies, Sangli.



Women's Education Society's
Abasaheb Garware Institute of Management Studies, Sangli.
 Attendance Sheet

Course 4 : Certificate Course in Advanced Computer Education (Odd Semester) (2021-22)

Sr. No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	Kadam Anjali Tanaji	P	P																														
2	Kadam Swapnali Bhimrao	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3	Khilare Kajal Gabru	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	Mahajan Shruti Shrinivas	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	Mane Vidya Prakash	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	Nawale Snehal Ankush	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	Patil Ankita Dilip	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	Pukale Rupali Ekanath	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	Sawant Kirti Arvind	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	Shikalgar Sadiya Ramjan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	Shinge Priyanka Arun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	Todkar Shaila Jagdish	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	Waghmare Supriya Uttam	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	Jadhav Jyoti Sunil	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	Kale Sarvada Shrikant	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	Kamble Shewta Ravaso	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	Kamble Snehal Pandurang	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	Karande Supriya Mahadev	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	Kore Sarika Bajrang	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	Ligade Supriya Shivaji	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	Londe Saloni Satish	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	Mali Kalyani Shrikant	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	Mane Aruna Shrikant	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	Mane Pooja Chandrakant	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	Mannikari Devyani Sunil	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	Mohite Kshitija Ramchandra	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	Nalavade Namrata Uttam	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	Nanadikar Amruta Mahendra	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29	Patil Harshali Gajendra	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P



Ic. Director,
 Abasaheb Garware Institute of

Women's Education Society's
Abasaheb Garware Institute of Management Studies, Sangli.
 Attendance Sheet

Course 4 : Certificate Course in Advanced Computer Education (Odd Semester) (2021-22)

Sr. No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
30	Shaikh Salsabila Yunus	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31	Shedabale Sonali Basvraj	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
32	Shinde Aishwarya Prakash	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
33	Shinde Nisha Sanjay	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
34	Shinde Swapnali Shamrao	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35	Shirote Pratiksha Kallappa	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
36	Suryawanshi Sakshi Sunil	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37	Sutar Manjusha Shrikant	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
38	Varekar Prajakta Meghraj	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39	Vitekar Vaishali Mallesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40	Waghmare Priyanka Vidyasagar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
41	Waghmare Sangita Sidharth	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P



(Signature)
 I/c. Director,
 Abasaheb Garware Institute of
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CERTIFICATE COURSE ON MS Office

Syllabus

30 Hours

Module 1: Ms. Word

- 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

Module 2: Ms. Excel

- Spreadsheet basics
- Working with functions & formulas
- Modifying worksheets with color & auto formats
- Graphically representing data: Charts & Graphs
- Speeding data entry: Using Data Forms
- Analysing data: Data Menu, Subtotal, Filtering Data
- Formatting worksheets
- Securing & Protecting spreadsheet

Module 3: Ms. Power Point

- Opening, viewing, creating, and printing slides
- Using slide transitions
- Graphically representing data: Charts & Graph



M. M. Mhamet
I/c. Director,

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Women's Education Society's
Abasaheb Garware Institute of Management Studies, Sangli.
 Attendance Sheet

Course 5 : Certificate Course on MS Office (Even Semester) (2021-22)

Str. No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
30	Patil Nilam Bhauso	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31	Patil Pratiksha Bhauso	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
32	Patil Shraddha Shital	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
33	Patil Shubhashree Rajaram	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
34	Patil Vaishnavi Shahaji	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35	Pawar Mayuri Dadaso	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
36	Pise Vaibhavi Shrikant	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37	Raut Sayali Bhalchandra	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
38	Sale Sonali Pandurang	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P



(Signature)
I/c. Director,
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Management Studies, Sangli.