



JSPM, Latur

Swami Vivekanand Mahavidyalaya, Latur

P-74, MIDC, Kalamb Road, Latur-413512

DVV CLARIFICATION

1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

HEI Input : 5

DVV Clarification	HEI Response
Input has been updated excluding the value added course "Personality and Soft Skill Development" as there is separate metric for it; And also Repetition of value added courses in every academic year during the assessment period will be consider as one as per NAAC SOP; HEI to provide approval letter for starting the value added course; Also HEI to provide circular, brochure, report, syllabus covered , attendance sheet duly signed by attendees for the following value added course: 1) Beauty Parlour Training 2)MSCIT 3)Smart Commerce Certificate	In response to the DVV partner's clarification, the following document has been provided of five add on courses. <ol style="list-style-type: none">1. Approval letter2. Notice/ Circular3. Brochure4. Report5. Attendance



College Code: 971

Swami Rammand Teerth Marthwada University, Nanded Affiliated

Swami Vivekanand Mahavidyalaya, Latur

J. S. P. M. Campus, P- 74, M.I.D.C. Kallamb Road, Latur

Office (02382) 222250 email: svmlatur@gmail.com

:President:
Shree Shivajirao Patil Kavekar
(Ex. MLA)

: I/c Principal:
Dr. Bondage S.D.
Cell. 7972787515

To,

IQAC Coordinator,

Swami Vivekanand Mahavidyalaya,

Latur.

Dt. 3rd Aug 2023

Sub:- Permission for Certificate Course in Academic year 2023-24

Respected Sir,

It is our immense pleasure to start certificate course on different topics as it is needed to develop the students' career. The Courses their syllabus is defined by concerned HODs, after discussion with their team members and also approved by IQAC, as per the demand of the students. The List of the course and details are given below. Please consider the same.

Sr. No.	Course Name	Duration	Expected No of Students	Course Coordinator
1	Personality and Soft Skill Development	30 Days	30	Asst. Prof. Rachana Agrawal
2	Tally ERP	30 Days	15	Asst. Prof. Rachana Agrawal
3	MSCIT	30 Days	15	Asst. Prof. Kadri Sabiya


IQAC Coordinator
Swami Vivekanand Mahavidyalaya
LATUR


I/c Principal
Swami Vivekanand Mahavidyalaya
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Certificate

This is to certify that Mr./Miss Jagdish Sagar Ram
of School / College Swami Vivekanand Mahavidyalaya, Latas
Participated in the MSCIT event held on 16th, Oct 2023 in

School / College. He / She stood First / Second / Third


Activity In-Charge
Co-Ordinator


Managing Director
Swami Vivekanand Mahavidyalaya

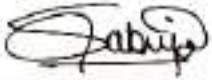


Certificate



This is to certify that Mr./Miss Pethan Nagmahi Gaffar
of School / College Swami Vivekanand Mahavidyalaya, Latur has
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Anurag Chargo
Co-Ordinator
SVM Latur


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Swami Manoj
Mahavidyalaya
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Certificate Course

MS CIT

(2023-2024)

Certificate Course : MS CIT

Duration : 30 Days

S. No	Topic
1	Basics & Windows
2	MS Word
3	MS Excel
4	MS Word
5	MS PowerPoint
6	MS Outlook & Computer Networking (Internet)

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Detail Syllabus



Unit I : Basics & Windows

Introduction, Meaning, Definition, basic of storage and input output device, importance of computer in business and number system.

Unit II: Using MS-Word

Meaning and role of word processing, documents in MS word, features of MSWORD, creation and saving of word document, searching, opening, closing and printing a document, copying, moving and cutting text in word, cut, paste, moving text between documents, changing case, fonts, applying bold, underline and italic, insertion of pictures, symbols and special characters, page setting, margin styles and settings, table creation in word document, columns and rows insertion, deletion, formatting a document, formatting toolbar, table and border toolbar, border shading dialogue, bullet and numbering, mail merge procedure in word, using forms, labels and envelopes, use of help in word document.

Unit III: MS-Excel

Structure of worksheet and its usage in commercial applications, creating worksheet and its usage in commercial applications, creating worksheet in MS EXCEL, formatting and layout of worksheet, Excel Templates, working with range, rows, columns, total, sorting, formatting Toolbars, moving cell contents, alignment of worksheet text, border Colour, handling workbook, working with formulas and functions – SUM, PRODUCT, AVERAGE, COUNT, MAX, MIN, SQRT etc., Chart in Excel, Types, Graphs, Axes, Variable, Labels, Legends, Titles, Analysis of Data in Excel, Exploring built in function of Excel, sharing data with other desktop applications.

Unit IV: MS-Power Point

Presentation in Business with Power Point; Creation of Slides, adding Object, Movies, Sound, Animation, Styles of Presentation and linking Procedures, Slides Colour Scheme, background, Custom Animation, Slide Transition, Slide Show.

Unit V: MS-Outlook & Computer Networking (Internet)

Introduction, Importance of Internet, Internet & WWW, Internet & Email, Internet & E-Commerce, Social networking, Advantages & Disadvantages of Social Networking for Business

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Notice

Date: 19/8/2023

MSCIT

This is to inform for all the student of B.com, B.A, BSC ,& B.sc (Computer science) 1st, 2nd & 3rd this academic year 2022-2023 we are organising "MSCIT" for 30 days .It will start from 2nd Sep 2023 till 1st Oct 2023. Those who are interested can give their names to Asst. Prof. Kadri S. K. till 1stSep2023.

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List of the students

Following are the list of students enrolled for the -MSCIT -personal training course for the year 2023-2024

Sr.No	Name of Students
1	Chavan Kiran Sudhakar
2	Ghodke Sachin Gyandev
3	Shah Anjan Yokesubab
4	Mule Sanjay Bharat
5	Jadhav Abhay Manoj
6	Bhise Sumit Arun
7	Raut Aditya Mahadev
8	Swami Shivsamb Somnath
9	Pole Maruti Lavman
10	Admane Sidharth Anilush
11	Tadke Ranjit Govind
12	Sasane Sujata Kailas
13	Kolpe Prasad Bharat
14	Jogland Sagar Ram
15	Pathan Nagnabi Gafar

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Exam Notice

Date: 5/10/2023

MSCIT

This is to inform for all the student B.com, B.A, BSC ,& B.sc (Computer science) 1st ,2nd & 3rd those have join for value added course of "MSCIT"for academic year 2023-2024 for 30days. Exam will be conduct on 16th Oct 2023.

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Exam Result

MSCIT (2023-2024)

Total Marks :50

Sr.No	Name of Students	Marks	Sign	Remarks
1	Chavan Kiran Sudhakar	42	Yi-m-m	
2	Ghodke Sachin Gyandev	43	Sachin	
3	Shalk Aman Yakubab	39	Aman	
4	Mule Sanjay Bharat	40	Sanjay	3 rd
5	Jadhav Abhay Manoj	45	Abhay	3 rd
6	Bhise Sumit Arun	41	Sumit	
7	Raut Aditya Mahadev	47	Aditya	1 st
8	Swami Shivasamb Sornnath	40	Shivasamb	
9	Pole Maruti Laxman	42	Maruti	2 nd
10	Admane Sidharth Ankush	46	Sidharth	
11	Tadke Ranjit Govind	42	Ranjit	
12	Sasane Sujata Kailas	39	Sujata	
13	Kolpe Prasad Bharat	40	Prasad	
14	Jogdand Sagar Nam	35	Sagar	
15	Pathan Nagmabi Gafar	37	Nagmabi	

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Question Paper

MSCIT (2023-2024)

Date :15/10/2023

Time : 2 hr

Marks:50

1) Microsoft word is ____ software.

(A) Application (B) Compiler

(C) System

(D) Programming

2) Which is not in MS Word?

(A) Italic

(B) Magic tool

(C) Font(D) Bold

3) ____ cannot be used to work in MS Office.

(A) JoyStick

(B) Scanner

(C) Light Pen

(D) Mouse

4) Which is not an edition of MS Word?

(A) MS Word 2003

(B) MS Word 2007

(C) MS Word 2010

(D) MS Word 2020

5) The ____ works with the standard Copy and Paste commands.

(A) View tab

(B) Paragraph dialog box

(C) Office Clipboard

(D) All of these

6) What is the blank space outside the printing area on a page?

(A) Clipart

(B) Margins

(C) Header

(D) Footer

7) Which of the following is an example of page orientation?

(A) Landscape

(B) Subscript

(C) Superscript

(D) All

8) Formatting is performed on

(A) Text

(B) Table

(C) Menu

(D) Both (a) and (b)

9) Which of the following software is used for making a resume?

(A) MS Excel

(B) MS Word

(C) Dev C

(D) Java

10) Press ____ to open the help window in the MS Word document.

(A) F1

(B) F2

(C) F9

(D) F11

11) The ability to combine name and addresses with a standard document is called ____

(A) Document formatting

(B) Database management

(C) Mail merge

(D) Form letters

12) Which enables us to send the same letter to different people?

(A) Macros

(B) Template

(C) Mail merge

(D) None of above

Signature

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13) A word processor would most likely be used to

- a) Keep an account of money spent
- b) Do a computer search in media center
- c) Maintain an inventory
- d) Type a biography

14) What is gutter margin?

- a) Margin that is added to the left margin when printing
- b) Margin that is added to the right margin when printing
- c) Margin that is added to the binding side of the page when printing
- d) Margin that is added to the outside of the page when printing

15) Which can be used for quick access to commonly used commands and tools?

- a) Status bar b) Toolbar c) Menu bar d) Title bar

16) Which bar shows the current position as far as the text goes?

- (A) Title bar (B) Menu bar (C) Scroll bar (D) Status bar

17) Select all the text in MS Word document by

- (A) Ctrl + S (B) Ctrl + I (C) Ctrl + A (D) Ctrl + V

18) _____ is not a part of a MS Word document.

- (A) Quick access toolbar (B) Start Menu button (C) Home panel (D) View option

19) The name of a word document displays in _____

- (A) Ribbon (B) Title bar (C) Status bar (D) Home tab

20) Each line represents how many letters in WordStar?

- (A) 20 (B) 35 (C) 65 (D) 75

21) Which of the following are word processing software?

- (A) WordPerfect (B) Wordpad (C) MS Word (D) All of above

22) Which file starts with MS Word?

- (A) Winword.exe (B) Word.exe (C) Msword.exe (D) Word256.exe

23) Ctrl + N is used to

- (A) Save the Document (B) Open the Document
- (C) Create a New Document (D) Close the Document

24) To exit from the Resume Wizard and return to the document window without creating a resume, click the _____ button in any panel in the Resume Wizard dialog box.

- (A) Cancel (B) Back (C) Next (D) Finish

25) What are inserted as cross-reference in Word?

- (A) Placeholders (B) Bookmarks (C) Objects (D) Word Fields

End

PROF. J. L.

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- 26) How do you display current date only in MS Excel?
A. Date B. Today C. Now D. Time
- 27) How do you wrap the text in a cell?
A. Format cells font B. Format cells protection
C. Format cells number D. Format cells alignment
- 28) What does COUNTA() function do?
A. Counts cells having alphabets B. Counts empty cells
C. Counts cells having number D. Counts non-empty cells
- 29) What is the short cut key to highlight the entire column?
A. Ctrl + C B. Ctrl + Enter C. Ctrl + Page Up D. Ctrl + Space Bar
- 30) In the formula, which symbol specifies the fixed columns or rows?
A. \$ B. * C. % D. ;
- 31) You can convert existing excel worksheet data in charts to an HTML document by using
A. FTP wizard B. Internet assistant wizard C. Intranet wizard D. Import wizard
- 32) A circular reference is
A. Geometric modeling tool
B. A cell that points to a drawing object
C. A formula that either directly or indirectly depends on itself
D. Always erroneous
- 33) Which of following is Not one of Excel's what-if functions?
A. Goal seek B. Solver C. Scenario manager D. Auto Outline
- 34) When you insert an excel file into a word document. The data are
A. Hyperlinked placed in a word table B. Linked
C. Embedded D. Use the word menu bar and toolbars
- 35) Which of the following is not information you can specify using the solver?
A. Input cells B. Constraints C. Target cell D. Changing cells
- 36) You can check the conditions against _____ when applying conditional formatting
A. Cell value B. Formula C. Both of above D. None of above
- 37) Which of the following is not true regarding Conditional Formatting?
A. You can add more than one condition to check
B. You can set condition to look for Bold and apply Italics on them

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- C. You can apply Font border and pattern formats that meets the specified condition.
D. You can delete any condition from Conditional Formatting dialog box if it is not required.

38) Which of the following is invalid statement?

- A. Sheet tabs can be colored
B. Some picture can be applied as a background of a sheet
C. You can set the column width automatically fit the amount of text
D. The width of a row and be specified manually or fit automatically

39) You can use the formula palette to

- A. Format cells containing numbers
B. Create and edit formula containing functions
C. Enter assumptions data
D. Copy a range of cells

40) When a range is selected, how can you activate the previous cell?

- A. Press the Alt key B. Press Tab C. Press Enter D. None of above

41) Which of the following format you can decide to apply or not in AutoFormat dialog box?

- A. Number format B. Border format C. Font format D. All of above

42) How can you remove borders applied in cells?

- A. Choose None on Border tab of Format cells
B. Open the list on Border tool in Format Cell toolbar then choose first tool (none)
C. Both of above
D. None of above

43) Where can you set the shading color for a range of cells in Excel?

- A. Choose required color from Patterns tab of Format Cells dialog box
B. Choose required color on Fill Color tool in Formatting toolbar
C. Choose required color on Fill Color tool in Drawing toolbar
D. All of above

44) You can set Page Border in Excel from

- A. From Border tab in Format Cells dialog box
B. From Border tool in Formatting toolbar
C. From Line Style tool in Drawing toolbar
D. You can not set page border in Excel

45) When all the numbers between 0 and 100 in a range should be displayed in Red Color, apply

- A. Use =if() function to format the required numbers red
B. Apply Conditional Formatting command on Format menu
C. Select the cells that contain number between 0 and 100 then click Red color on Text Color

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tool

D. All of above

46) You can merge the main document with data source in Excel. In mail merge operation, Word is usually

- A. Server B. Source C. Client D. None of the above

47) How can you update the values of formula cells if Auto Calculate mode of Excel is disabled?

- A. F8
B. F9
C. F10
D. F11

48) You want to set such that when you type Bhasha and drag the fill handle, Excel should produce Jeshtha, Ashvadi and so on. What will you set to effect that?

- A. Custom List B. Auto Fill Options C. Fill Across Worksheet D. Fill Series

49) Where can you change automatic or manual calculation mode in Excel?

- A. Double CML Indicator on status bar
B. Go to File > Options > Formulas > Calculation Option – and mark the corresponding radio button
C. Both of above

D. None of above

How can you show or hide the gridlines in Excel Worksheet?

- A. Go to Tools > Options > View tab and mark or remove the check box named Gridline
B. Click Gridline tool on Format toolbar
C. Both of above
D. None of above

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Subject

Value added Course MSCIT 2023-2024

25 Sep 2023 - 15 Oct 2023

NAME OF THE STUDENT	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
Chavan Kiran	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Gadke Sachin	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Ghosh Anam	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Male 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
Jadhav Abhay	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Rhise Sumit	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Raut Aditya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Swami Shivsamb	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Pale 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
Admane 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
Tadke Ranjit	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Sasane Sujata	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Kolpe Prasad	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Jogdand Sagar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Patthan Nagmabi	P	P	P	P	P	P	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																														
17																														
18																														
19																														

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Certificate

This is to certify that Mr./Miss Chavan Kiran Sudhakar
of School / College Sri. Vivekanand Mahavidyalaya, Latur has
Participated in the MSCT event held on 16th, Oct. 2009 in
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Active/Incharge
Co-Ordinator
SVN Latur

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Swarni Vivekanand Mahavidyalaya
Latur
Principal

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This is to certify that Mr/Miss Arbade Sachin Babu Gyadav

of School / College Sri. Vivekanand Mahavidyalaya, Latur has

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Sri. Vivekanand Mahavidyalaya
Managing Director

Co-Ordinator

Sachin



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of School / College Swami Vivekanand Mahavidyalaya, Latour has
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Principal
Co-Ordinator
Agent in Charge

Principal
Co-Ordinator
Agent in Charge



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This is to certify that Mr./Miss Mr. Sanjay Bharat
of School / College Swarni Vivekanand Tibhavadhyaya, Latu
Participated in the MCTT event held on 16th, Oct 2023 in
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Acting Director
SVM Latu

Principal
Mandana Director
Swarni Vivekanand Tibhavadhyaya



Certificate

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This is to certify that Mr./Miss Tadhar Abbey Mary

of School / College Sri. Virekhand Chaudhary Latur has

Participated in the MCCIT event held on 16th, Oct. 2023 in

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Activity Incharge
Co-Ordinator
SVM Latur
Lat

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Manadno Director
Lat
Lat

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of School / College Swami Vivekanand Mahavidyalaya, Latur has
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This is to certify that Mr/Miss Ravi Aditya Mohadev
of School / College Swami Vivekanand Mahavidyalaya, Latur has
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Asst. Ordinance

[Signature]

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[Signature]



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This is to certify that Mr./Miss Suman Shivsambh Sonawale
of School / College Suman Vivekanand Mahavidyalaya, Latur has
Participated in the M.G.T. event held on 16th Oct 2023 in
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Assoc. Director
SVM Latur

Principal
Maharaja Dinkar Wadgaonkar
Latur



Certificate



This is to certify that Mr./Miss Poojita Maruti Patil of School / College Swarni Vaidyanath Mahavidyalaya, Latur has participated in the MSCT event held on 14th, Oct 2023 in School / College, Ho / She stood First / Second / Third

8/2
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Co-Ordinator
SVM Latur
Activity Incharge

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This is to certify that Ms/Miss Adarsh Sidharth Ankush
of School / College Swami Vivekanand Mahavidyalaya, Latur has
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School / College, He / She stood First / Second / Third



Activity Incharge
SVM Latur

[Signature]

Principal
Swami Vivekanand Mahavidyalaya
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[Signature]

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This is to certify that Mr/Miss Sasane Smita Kailas

of School / College Swami Vivekanand Mahavidyalaya, Latur has

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School / College. He / She stood First / Second / Third

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SVM Latur
Co-Ordinator
Activity Incharge

Principal
Swami Vivekanand Mahavidyalaya
Latur
Maharaja Director



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of School / College Sri. Vivekanand Mahavidyalaya, Latour has
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School / College, He / She stood First / Second / Third

S. B. J.
Co-Ordinator
SVM Latour

S. B. J.
Principal
Sri. Vivekanand Mahavidyalaya
Latour



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Certificate Course

Tally ERP

(2023-2024)

Certificate Course : Tally ERP

Duration : 30 Days

S. No	Topic
1	Introduction of Computerized accounting and Tally
2	Starting with Tally
3	Accounting with Tally
4	Modification / alteration of records in Tally
5	Report generation (procedure)

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Detail Syllabus

Unit- I Introduction of Computerized accounting and Tally

Introduction, Meaning, Definition of computerized accounting, importance and features computerized accountancy, Importance of Using tally, advantages of Tally, features of Tally.

Unit- II Starting with Tally

Starting with tally, basic features of tally, Company creation for the sole trader, partnership, no trading organization, and Accounts creation in tally.

Unit- III Accounting with Tally

Recording of transactions in tally. All subsidiary Books with suitable illustration

Unit- IV Modification / alteration of records in Tally

Unit V Report generation (procedure)

Practical

- Create Company with TALLY
- Create account and groups of account in tally
- accounting with transaction in tally
- prepare trial balance
- generate the final accounts and reports


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Notice

Date: 18/2/2023

Tally ERP

This is to inform for all the student of B.com all students this academic year 2023-2024 we are organising "Tally ERP" for 30 days .It will start from 22nd Feb 2024, till 22th March 2024. Those who are interested can give their names to Asst. Prof. Agrawal R.M till 20th Feb2024.


Principal
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P-74, MIDC, Kalamb Road, Latur-413512

List of the students

Following are the list of students enrolled for the "Tally ERP" personal training course for the year 2023-2024

Sr.No	Name of Students
1	Awad Raj Ramakant
2	Shinde Pankaj vilas
3	Swami Arati Dagade
4	Dange Shreya Rupesh
5	Joshi Pragati Balaji
6	Bhosle Krishna Balu
7	Ugile Prajwal Shrikant
8	Rathod vijay Vishwanath
9	Gavali Ankita Ram
10	Pawar Mamata Rajkumar
11	Bavane Rachana Anil
12	Bhosle Ritesh Raja
13	Dudihale Rohan Shrikant
14	Rathod Aarti Magnath
15	Rathod Anjali Vinayak

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Exam Notice

Date: 22/03/2024

Tally ERP

This is to inform for all the student B.com those have join for value added course of "Tally ERP "for academic year 2023-2024 for 30days. Exam will be conduct on 30th March 2024.

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Exam Result

Tally (2023-2024)

Total Marks :50

Sr.No	Name of Students	Marks	Sign	Remarks
1	Awad Raj Ramakant	43	Raj	
2	Shinde Pankaj vilas	39	Pankaj	
3	Swami Arati Dagade	40	Arati	
4	Dange Shreya Rupesh	44	shreya	3 rd
5	Joshi Pragati Balaji	46	Pragati	2 nd
6	Bhosle Krishna Balu	42	Krishna	
7	Ugile Prajwal Shrikant	40	Prajwal	
8	Rathod vijay Vishwanath	38	Vijay	
9	Gavali Ankita Ram	39	Ankita	
10	Pawar Mamata Rajkumar	40	Mamta	
11	Bavane Rachana Anil	47	Rachana	1 st
12	Bhosle Ritesh Raja	43	Ritesh	
13	Dudhale Rohan Shrikant	42	Rohan	
14	Rathod Aarti Nagnath	35	Aarti	
15	Rathod Anjali Vinayak	37	Anjali	


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Question Paper

Tally ERP
(2023-2024)

Date :30/03/2022

Time: 2 hr

Marks:50

1. Company restore option is available in _____.
a) Company reset b) New company c) company information d) Edit company
2. To change current Date from Gateway of tally press the key _____.
a) F1 b) F2 c) F3 d) F4
3. Tally supports _____ system of accounting.
(a) single entry (b) double entry (c) no entry (d) null entry
4. Tally can maintain _____ for stock keeping, so that fresh inventory may arrive before the old stock is exhausted.
(a) reorder level (b) profit (c) loss (d) cash
5. Balance sheet is produced _____ when accounts are maintained in Tally.
(a) manually (b) automatically (c) remotely (d) randomly
6. The statement of account debits, credits, assets and liabilities is called _____.
(a) stock & inventory report (b) profit & loss account (c) balance sheet (d) cash balance
7. Pressing _____ button in the Gateway of Tally opens company info in Tally.
(a) Alt+F3 (b) F11 (c) F5 (d) F6
8. Pressing _____ key opens accounting features.
(a) Alt+F3 (b) F11 (c) F5 (d) F6
9. Payroll, budgeting and scenario management may be enabled through _____ menu in Tally.
(a) Accounting Features (b) Inventory Features (c) Statutory and Taxation (d) none of them
10. Account Groups, Ledgers, Budget and scenario are available under _____ in Tally.
(a) Payroll Info (b) Inventory Info (c) Accounts Info (d) none of them
11. Tally Package is developed by _____.
a) Tally solutions b) Tally corporation c) Tally company d) Tata company



12. Financial Year period is _____.
(a) 1 April to 31 March (b) 1 January to 31 December (c) 1 June to 31 July (d) none of these
13. Tally is a _____ software.
(a) spreadsheet (b) accounting (c) publishing (d) animation
14. Tally supports _____ accounting types.
(a) cash (b) payroll (c) inventory (d) all of them
15. Tally can provide _____ to each company.
(a) password security (b) no security (c) barrier (d) wrapper
16. Tally can maintain _____ accounts.
(a) tax accounts (b) liabilities accounts (c) both a & b (d) none of them
17. Tally allows data entry in _____ language(s).
(a) only Tamil (b) only English (c) only Hindi (d) many Indian/Asian
18. Tally generates _____ report(s) automatically based on voucher/ journal entries.
(a) balance sheet (b) stock report (c) profit & loss account (d) all of them
19. _____ is the shortcut to set date in Tally.
(a) F6 (b) F5 (c) F4 (d) F2
20. _____ is the shortcut to inventory buttons from Accounting Vouchers in Tally.
(a) Alt+F1 (b) Ctrl+F1 (c) F7 (d) F8
21. _____ is the shortcut to company info from Gateway of Tally.
(a) F1 (b) Alt+F1 (c) Alt+F2 (d) Alt+F3
22. _____ is the shortcut to change the language in Tally.
(a) Alt+ D (b) Alt+ Q (c) Alt+ P (d) Alt+ G
23. _____ is the shortcut to shut a company in Tally.
(a) F1 (b) Alt+F1 (c) Alt+F2 (d) Alt+F3
24. _____ is the shortcut to change the accounting period from Gateway of Tally.
(a) F1 (b) Alt+F1 (c) Alt+F2 (d) Alt+F3
25. _____ is the shortcut to export a report to different format in Tally.
(a) Alt+2 (b) Alt+ A (c) Alt+ C (d) Alt+ E
26. POS stands for _____ in accounting/Tally.
(a) Purchase of Sale (b) Point of Safety (c) Purpose of Sale (d) Point of Sale
27. In taxation, TCS stands for _____.
(a) Tax Creation at Source (b) Tax Collected at Source
(c) Tax Combined at Source (d) Tariff Collected at Station



28. In taxation, VAT stands for _____.
(a) Value Assigned Tax (b) Value Approved Tax
(c) Value Added Transaction (d) Value Added Tax
29. Who receives benefits without giving money immediately but liable to pay in future?
A) Creditor B) Debtor C) Owner D) Worker
30. What is the purpose of security feature in Tally?
a) Provides budget option
b) Provides option for data backup
c) Provides option to upload reports
d) Provides statement of accounts
31. Which budget is prepared for a very short period?
a) Current budget
b) Long term budget
c) Rolling budget
d) Short term budget
32. _____ is the major source of revenue of any business.
a) Investment b) Advance c) Loan d) Sales
33. Full form of ODBC
a) Open data base connectivity b) Open data base calculating
c) Open document basically d) Order data base connection
34. Who is the marketer of Tally?
(A) Tally Package Pvt. Ltd (B) Tally Gold Pvt. Ltd.
(C) Tally Solutions Pvt. Ltd (D) None of the above
35. What does tally run on?
(A) Windows (B) Tally Solutions (C) ERP Module (D) Tally Gold Edition
36. What is the Short-cut key for quitting tally?
(A) Alt + Ctrl + Q (B) Alt + Q (C) Ctrl + Q (D) Alt + F2 + Q
37. What are the two ledgers that are by default provided by tally?
(A) Cash a/c & Bank a/c (B) Bank a/c & P/L a/c (C) Cash a/c & P/L a/c (D) None of the above
38. What is the shortcut key for selecting a company?
(A) Alt + F1 (B) F1 (C) Ctrl + F1 (D) Alt + Ctrl + F1
39. What are the languages required for tally?
(A) C (B) C++ (C) C & C++ (D) None of the above
40. How to activate calculator in tally anywhere?
(A) Alt + C (B) Ctrl + N (C) Ctrl + Alt + N (D) Ctrl + R
41. What is the short-cut key for backup?

- (A) Shift + Tab (B) Alt + Tab (C) Shift + Ctrl + Tab (D) None of the above

42 What is Primary Key?

- (A) A primary key is a maximal set of attributes in a table that uniquely identifies tuples in that table
(B) A primary key is a minimal set of attributes in a table that uniquely identifies tuples in that table
(C) A primary key is a unique identifier
(D) Both B & C

43 What is the shortcut to paste text from Tally?

- (A) Ctrl + Shift + V (B) Alt + V (C) Ctrl + Alt + V (D) Alt + Shift + V

44 What is the shortcut to copy text from Tally?

- (A) Ctrl + Alt + C (B) Alt + C (C) Ctrl + Shift + C (D) Alt + Shift + C

45 What are the details required for filing income tax returns?

- (A) PAN, Aadhar Card, Current address and Bank Details
(B) Income proofs and information about all the deductions claimed under Section 80
(C) Tax payment information such as TDS and advance tax payments
(D) All of the above

46 How can you file an income tax return in India?

- (A) www.gst.gov.in (B) www.mca.gov.in (C) www.incometax.gov.in (D) None of the above

47 What is the due date of submission of return for an individual?

- (A) 31st July (B) 31st August (C) 30th September (D) 31st October

48 What is the benefit of income tax return file?

- (A) Claim Tax Refund (B) Income & Address Proof
(C) Avoid Penalty and Prosecution (D) All of the above

49 What is the shortcut key for Payments in Tally?

- (A) F3 (B) F4 (C) F5 (D) F6

50 What is the due date of submission of the return for a company?

- (A) 31st July (B) 31st August (C) 30th September (D) 31st October



Swami Vivekanand Mahavidyalaya, Latur



Attendance Sheets for the Month of 22 Feb 2024 to 23 March 2024

S.No	NAME OF THE STUDENT	22	23	24	25	26	27	28	29	30	31	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	Anand Raj	P	P	P	P	P	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	Shinde Pankaj	P	P	P	P	P	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	Swarni Arati	P	P	P	P	P	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	Dange shreyas	P	P	P	P	P	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	Toshi Ragati	P	P	P	P	P	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	Bhole Krishna	P	P	P	P	P	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	Ugile Prajwal	P	P	P	P	P	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	Rathod 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
9	Garvali Ankita	P	P	P	P	P	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	Pawar Mamata	P	P	P	P	P	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	Bowane Rachana	P	P	P	P	P	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	Bhosle Ritesh	P	P	P	P	P	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	Dudhale Eshan	P	P	P	P	P	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	Rathod Arati	P	P	P	P	P	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	Rathod Anjali	P	P	P	P	P	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																														
17																														
18																														
19																														

Principal

Swarni Arati

Principal

PRINCIPAL

Swami Vivekanand Mahavidyalaya

LATUR



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This is to certify that Mr./Miss Aruad Raj Ramakant

of School / College Swami Vivekanand Mahavidyalaya, Latour has

Participated in the Tally ERP event held on 20th March 2024 in

School / College, He / She stood First / Second / Third

Rachana
Co-Ordinator
Swami Vivekanand Mahavidyalaya
Latour

Su
PRINCIPAL
Swami Vivekanand Mahavidyalaya
LATUR



Certificate



This is to certify that Mr./Miss Shinde Pankaj vilas

of School / College Swami Vivekanand Mahavidyalaya, Latur has

Participated in the Tally ERP event held on 30th, Nov 2024 in

School / College. He / She stood First / Second / Third

Pachamp
Principal
Activity Incharge
Co-Ordinator
SVM Latur

She

PRINCIPAL
Swami Vivekanand Mahavidyalaya
LATUR



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This is to certify that Mr./Miss Swami Arati Degade

of School / College Swami Vivekanand Mahavidyalaya, Latour has

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School / College. He / She stood First / Second / Third

Richard

Activity Incharge
Co-Ordinator
SVM Latour

She

PRINCIPAL
Managing Director
Swami Vivekanand Mahavidyalaya
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This is to certify that Mr./Miss Dange Shreya Rupesh

of School / College Swami Vivekanand Mahavidyalaya, Latur has

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School / College. He / She stood First / Second / Third

Pacharao

Activity Incharge
Coordinator
SVM Latur

Sd/-

Principal
Mandana Director
Swami Vivekanand Mahavidyalaya
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This is to certify that Mr./Miss Toshi Pagadi Babaji

of School / College Swami Vivekanand Mahavidyalaya, Latour Nos 105

Participated in the Tally ERP event held on 20th March 2022 at

School / College, Ho / She stood First / Second / Third

Principals

Activity Incharge
SVM Latour

Principals

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This is to certify that Mr./Miss Bhaskar Krishna Babu

of School / College Swami Vivekanand Mahavidyalaya, Latur has

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School / College, He / She stood First / Second / Third

Rachana

Activity Incharge
SVM Latur

8/2

PRINCIPAL
Manoj Kumar
Swami Vivekanand Mahavidyalaya
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सर्वज्ञान प्रज्ञा संस्थान

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This is to certify that Mr./Miss Ugile Prajwal Shrikant

of School / College Swami Vivekanand Mahavidyalaya, Latour has

Participated in the Tally FRP event held on 30th, Nov, 2024 in

School / College. He / She stood First / Second / Third

Pacham
Kanwar

Activity Incharge
SVM Latour

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Principal
Manojna Director
Swami Vivekanand Mahavidyalaya
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This is to certify that Mr./Miss Bathed Vijay Vishwanath

of School / College Swami Vivekanand Mahavidyalaya, Latour has

Participated in the Tally FRP event held on 30th, March 2024 in

School / College. He / She stood First / Second / Third

Pachara
Pachara

Coordinator
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This is to certify that Mr./Miss Gavali Ankita Bano
of School / College Swami Vivekanand Mahavidyalaya, Latur has

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School / College. He / She stood First / Second / Third

Prashant Gavali
Activity Incharge
Coordinator
SVM Latur

Gavali

PRINCIPAL
Manoj Kumar
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This is to certify that Mr./Miss Pawar Manisha Rajkumar

of School / College Swami Vivekanand Mahavidyalaya, Latur has

Participated in the Tally ERP event held on 30th, March 2024 in

School / College, He / She stood First / Second / Third

Rachema
Rachema

Account Incharge
SVM Latur

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This is to certify that Mr./Miss Rayane Rachana Anil

of School / College Swami Vivekanand Mahavidyalaya, Latur has

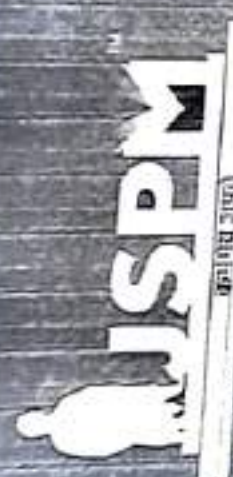
Participated in the Tally ERP event held on 30th, March 2024 in

School / College. He / She stood First / Second / Third

Rachana Rayane
Activity Incharge
SVM Latur

Sve

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Manoj Kumar
Swami Vivekanand Mahavidyalaya
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This is to certify that Mr./Miss Bhosle Ritesh Raja

of School / College Swami Vivekanand Mahavidyalaya, Latur has

Participated in the Tally ERP event held on 30th, March 2024 in

School / College. He / She stood First / Second / Third

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Principal
SVM Latur

She
Principal
Swami Vivekanand Mahavidyalaya
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This is to certify that Mr./Miss Dudhale Babar Shrikant

of School / College Swami Vivekananda Mahavidyalaya, Latur has

Participated in the Tally ERP event held on 30th March 2024 in

School / College, He / She stood First / Second / Third

Rohini
Activity Incharge
SVM Latur

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This is to certify that Mr./Miss Ratnod Anil Nagreth
of School / College Swami Vivekanand Mahavidyalaya, Latur has
Participated in the Tally ERP event held on 30th, March 2024 in
School / College. He / She stood First / Second / Third

Rachana

Account in charge
SVM Latur

Sa

Principal
Swami Vivekanand Mahavidyalaya
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This is to certify that Mr./Miss Rathod Aarti Nagnath
of School / College Swami Vivekanand Mahavidyalaya, Latur has
Participated in the Tally ERP event held on 30th, March 2024 in
School / College. He / She stood First / Second / Third

Rachana Agrawal
Activity Incharge
SVM Latur

She
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This is to certify that Mr./Miss Rathod Anjali vinayak
of School / College Swami Vivekanand Mahavidyalaya, Latur has
Participated in the Tally ERP event held on 20th, March 2025 in
School / College. He / She stood First / Second / Third

Rachana
Karwal
Activity Incharge
Co-Ordinator
SVM Latur

She
PRINCIPAL
Swami Vivekanand Mahavidyalaya
Latur



College Code: 971

Swami Ramkrishna Teerth Narayana University, Nanded Affiliated

Swami Vivekanand Mahavidyalaya, Latur

J. S. P. M. Campus, P- 74, M.I.D.C. Kallamb Road, Latur
Office (02382) 222250 email: svmlatur@gmail.com

President:
Shree Shivajirao Pail Kavekar
(Ex. MLA)

I/c Principal:
Dr. Bondage S.D.
Cell. 7972787515

Dr. 5th Aug 2022

To,

IQAC Coordinator,

Swami Vivekanand Mahavidyalaya,

Latur.

Sub:- Permission for Certificate Course in Academic year 2022-23

Respected Sir,

It is our immense pleasure to start certificate course on different topics as it is needed to develop the students' career. The Courses their syllabus is defined by concerned HODs, after discussion with their team members and also approved by IQAC, as per the demand of the students. The List of the course and details are given below. Please consider the same.

Sr. No.	Course Name	Duration	Expected No of Students	Course Coordinator
1	Beauty Parlor Training	30 Days	30	Asst. Prof. Kadri Sabiya
2	Smart Commerce Certificate	30 Days	15	Asst. Prof. Rachana Agrawal
3	MSCIT	30 Days	15	Asst. Prof. Kadri Sabiya


IQAC Coordinator
Swami Vivekanand Mahavidyalaya
Latur


I/c Principal
Swami Vivekanand Mahavidyalaya
Latur



JSPM, Latur

Swami Vivekanand Mahavidyalaya, Latur

P-74, MIDC, Kalamb Road, Latur-413512

Certificate Course

Smart Commerce Certificate

(2022-2023)

Certificate Course : Smart Commerce Certificate

Duration : 30 Days

S. No	Topic
1	IT fundamentals
2	Business accounting
3	E-commerce
4	Digital applications

PRINCIPAL

Swami Vivekanand Mahavidyalaya
LATUR



Detail Syllabus

Unit 1: IT fundamentals: Introduction to computers, including basic components like MS Word, Excel, PowerPoint, and Access

Unit 2: Business accounting: Introduction to business accounting, Tally with ERP, PF, and ESI

Unit 3: E-commerce: Electronic commerce (e-commerce) and web development for e-commerce

Unit 4: Digital applications: Digital applications, including office tools, business accounting, Tally and ERP, PF and ESI, e-commerce/m-commerce, and digital applications


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JSPM, Latur

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P-74, MIDC, Kalamb Road, Latur-413512

Notice

Date: 10/10/2022

Smart Commerce Certificate

This is to inform for all the student of B.com 1st, 2nd & 3rd this academic year 2022-2023 we are organising "Smart Commerce Certificate" for 30 days. It will start from 18th Oct 2022 till 18th Nov 2022. Those who are interested can give their names to Asst. Prof. Agrawal R.M till 17th Oct 2022.

Principal
Swami Vivekanand Mahavidyalaya
Latur



JSPM, Latur

Swami Vivekanand Mahavidyalaya, Latur
P-74, MIDC, Kalamb Road, Latur-413512

List of the students

Following are the list of students enrolled for the "Smart Commerce Certificate" Personal training course for the year 2022-2023

Sr.No	Name of Students
1	More Sujit Arun
2	Sude Suraj Laxman
3	Tarude Rahul Dagda
4	Shinde Pavan Madanrao
5	Jadhav Sandesh Umesh
6	Dhaware pratiksha Kishan
7	Narhare Pornima Sanjay
8	Wadikar laxmi Machindra
9	Khadap Ganesh Umakant
10	Haridas Sagar Govind
11	Kadri Sadiya Najib
12	Bhakte Yogeshri Satish
13	Pawar Pooja vilas
14	Rathod Aarati Vinayak
15	Urgunde Neha Vilas

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Latur



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Swami Vivekanand Mahavidyalaya, Latur

P-74, MIDC, Kalamb Road, Latur-413512

Exam Notice

Date: 15/11/2022

Smart Commerce Certificate

This is to inform for all the student B.com 1st, 2nd & 3rd those have join for value added course of "Smart Commerce Certificate "for academic year 2024-2025 for 30days. Exam will be conduct on 20th Nov 2022.

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Swami Vivekanand Mahavidyalaya, Latur
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Exam Result

Smart Commerce Certificate (2022-2023)

Total Marks :50

Sr.No	Name of Students	Marks	Sign	Remarks
1	More Sujit Arun	45	Sujit	III rd
2	Sude Suraj Laxman	47	Suraj	I st
3	Tarude Rahul Dagda	38	Rahul	
4	Shinde Pavan Madanrao	35	Pavan	
5	Jadhav Sandesh Umesh	37	Sandesh	
6	Dhaware pratiksha Kishan	42	Pratiksha	
7	Narhare Pornima Sanjay	43	Pornima	
8	Wadkar laxmi Machindra	37	Laxmi	
9	Khadap Ganesh Umakant	43	Ganesh	
10	Haridas Sagar Govind	42	Sagar	
11	Kadri Sadiya Najib	46	Sadiya	II nd .
12	Bhakte Yogeshri Satish	37	Yogeshri	
13	Pawar Pooja vilas	40	Pooja	
14	Rathod Aarati Vinayak	41	Aarati	
15	Urgunde Neha Vilas	39	Neha	


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Principal



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Question Paper

Smart Commerce Certificate (2022-2023)

Date : 20/11/2022

Time: 2 hr

Marks:50

1. E-Commerce stands for _____
 - a) Electrical Commerce
 - b) Electronic Commerce
 - c) Entertainment Commerce
 - d) ElectroChemical Commerce
2. The World Wide Web (WWW) was introduced in the year
 - a) 1994
 - b) 1996
 - c) 1992
 - d) 1990
3. _____ is an early form of E-commerce
 - a) SCM
 - b) EDI
 - c) Both of these
 - d) Neither of these
4. _____ is concerned with the buying and selling information, products and services over computer communication networks
 - a) Commerce
 - b) E-Commerce
 - c) E-Business
 - d) None of these
5. Which among the following products is suitable for E-Commerce?
 - a) Books
 - b) Vegetables
 - c) All of these
 - d) None of these
6. Which of the following is not a party of SCM?
 - a) Suppliers
 - b) Manufacturers
 - c) Distributors
 - d) Customers



7. _____ is a function of E commerce.
- Marketing
 - Supply Chain
 - Finance
 - All of the above
8. _____ mainly deals with buying and selling, especially on a large scale.
- Shopping
 - Commerce
 - Retailing
 - Distribution
9. E-commerce has _____ scope than E-Business or Digital Business.
- Higher
 - Narrower
 - Wider
 - More
10. _____ is a system of interconnected electronic components or circuits.
- Electronic Network
 - Marketplaces
 - Electronic Markets
 - Metamarkets
11. All electronically mediated information exchanges are referred to as _____
- E-Business
 - Digital Business
 - E-Commerce
 - None of the above
12. _____ are markets linked via modern communications networks and powered through high-speed computers.
- Marketplaces
 - Metamarkets
 - Electronic Network
 - Electronic Markets
13. _____ is a part of the 4 important types of E-commerce.
- All of the above
 - B2B
 - P2P
 - C2A
14. Companies like Flipkart, Amazon and Myntra belong to which type of Ecommerce (EC) segment.
- B2B
 - B2C
 - P2P
 - C2B
- 15) Which can be used for quick access to commonly used commands and tools?
- a) Status bar b) Toolbar c) Menu bar d) Title bar
- 16) Which bar shows the current position as far as the text goes?
- (A) Title bar (B) Menu bar (C) Scroll bar (D) Status bar



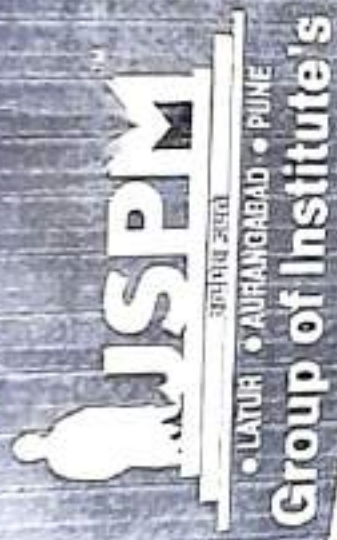
- 17) Select all the text in MS Word document by
(A) Ctrl + S (B) Ctrl + I (C) Ctrl + A (D) Ctrl + V
- 18) _____ is not a part of a MS Word document.
(A) Quick access toolbar (B) Start Menu button (C) Home panel (D) View option
- 19) The name of a word document displays in _____.
(A) Ribbon (B) Title bar (C) Status bar (D) Home tab
- 20) Each line represents how many letters in WordStar?
(A) 20 (B) 35 (C) 65 (D) 75
21. Which of the following is defined as an attempt to harm, damage or cause threat to a system or network?
a) Digital crime b) Threats c) System hijacking d) Cyber Attack
22. They are nefarious hackers, and their main motive is to gain financial profit by doing cyber crimes. Who are "they" referred to here?
a) White Hat Hackers b) Black Hat Hackers c) Hactivists d) Gray Hat Hackers
23. IT security in any firm or organization is maintained and handled by _____.
a) Software Security Specialist b) CEO of the organization
c) Security Auditor d) IT Security Engineer
24. Where did the term "hacker" originate?
a) MIT b) New York University c) Harvard University d) Bell's Lab
25. What is the existence of weakness in a system or network is known as?
a) Attack b) Exploit c) Vulnerability d) Threat
26. Which of the following is an internet scam done by cyber-criminals where the user is convinced digitally to provide confidential information.
a) MITM attack b) Phishing attack c) Website attack d) DoS attack
27. Which of the following is not a step followed by cyber-criminals in data breaching?
a) Exfiltration
b) Research and info-gathering
c) Attack the system
d) Fixing the bugs
28. Which of the following online service's privacy cannot be protected using Tor?
a) Browsing data b) Instant messaging c) Login using ID d) Relay chats
29. Which of the following term refers to a group of hackers who are both white and black hat?
a) Yellow Hat hackers b) Grey Hat hackers
c) Red Hat Hackers d) White-Black Hat Hackers



30. Which of the following is not an email-related hacking tool?
a) Mail Password b) Email Finder Pro c) Mail PassView d) Sending
- 31) You can convert existing excel worksheet data and charts to an HTML document by using
A. FTP wizard B. Internet assistant wizard C. Intranet wizard D. Import wizard
- 32) A circular reference is
A. Geometric modeling tool
B. A cell that points to a drawing object
C. A formula that either directly or indirectly depends on itself
D. Always erroneous
- 33) Which of the following is Not one of Excel's what-if function?
A. Goal seek B. Solver C. Scenario manager D. Auto Outline
- 34) When you insert an excel file into a word document. The data are
A. Hyperlinked placed in a word table B. Linked
C. Embedded D. Use the word menu bar and toolbars
- 35) Which of the following is not information you can specify using the solver?
A. Input cells B. Constraints C. Target cell D. Changing cells
- 36) You can check the conditions against _____ when applying conditional formatting
A. Cell value B. Formula C. Both of above D. None of above
- 37) Which of the following is not true regarding Conditional Formatting?
A. You can add more than one condition to check
B. You can set condition to look for Bold and apply Italics on them
- 38) _____ is a famous technological medium for the spread of malware, facing problems of spam, & phishing attacks.
a) Cloud b) Pen drive c) Website d) Email
- 39) Which of them is not a proper method for email security?
a) Use Strong password b) Use email Encryption
c) Spam filters and malware scanners d) Click on unknown links to explore
40. If a website uses a cookie, or a browser contains the cookie, then every time you visit that website, the browser transfers the cookie to that website.
a) True b) False
40. The stored cookie which contains all your personal data about that website can be stolen away by _____ using _____ or trojans.



- a) attackers, malware b) hackers, antivirus
c) penetration testers, malware d) penetration testers, virus
41. If the data stored in the _____ is not encrypted, then after cookie stealing, attackers can see information such as username and password stored by the cookie.
a) memory b) quarantine c) cookies d) hard drive
42. Which of the following is a non-technical type of intrusion or attack technique?
a) Reverse Engineering b) Malware Analysis
c) Social Engineering d) Malware Writing
43. Which of them is an example of grabbing email information?
a) Cookie stealing b) Reverse engineering
c) Port scanning d) Banner grabbing
44. _____ is the technique used for tricking users to disclose their username and passwords through fake pages.
a) Social Engineering b) Phishing c) Cookie Stealing d) Banner Grabbing
45. Using email hacking illicit hackers can send & spread _____ virus _____ and spam emails.
a) trojans, redirected malicious URLs b) antivirus, patches
c) cracked software, redirected malicious URLs d) malware, security patches
46. Unsolicited Bulk E-mails (UBI) are called _____.
a) SMS b) MMS c) Spam emails d) Malicious emails
47. Fraudulent email messages are some fake email messages that seem legitimate which ask for your bank details and reply those emails with updated confidential information.
a) True b) False
48. Fraudulent email messages are some fake email messages that seem legitimate which asks for your confidential bank details such as _____ details _____ and passwords.
a) credit card, antivirus name b) credit card, login ID
c) cell phone, antivirus name d) car model, account ID
49. Which of the following is not a type of cyber crime?
a) Data theft b) Forgery
c) Damage to data and systems d) Installing antivirus for protection
50. Cyber-laws are incorporated for punishing all criminals only.
a) True b) False



Certificate

This is to certify that Mr./Miss More Sunit Arun

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Co-Ordinator

Sa
Principal

Swami V. Managing Director
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She
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Principal

Co-Ordinator

Shinde

Principal
Swami Vivekanand Mahavidyalaya
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WJSPM

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SVM Latur

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Pratiksha Kishan
ACADEMIC INCHARGE
Co-Ordinator

Se
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This is to certify that Mr./Miss Laladikar Laxmi Madhinda

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Managing Director





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Activity Incharge

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Activity Incharge

Co-Ordinator

S. K.
PRINCIPAL

Swami Vivekanand Mahavidyalaya
Managing Director

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This is to certify that Mr./Miss Bhakte Yogeshri Satish
of School / College Swami Vivekanand Mahavidyalaya, Latur has
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Activity Incharge
Ed-Ordinator
SVML


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Swami Vivekanand Mahavidyalaya
Manad Director



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of School / College Swami Vivekanand Mahavidyalaya, Latpur has

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Rachan Zaidi
Activity Incharge
Coordinator
SVM Latpur

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This is to certify that Mr./Miss Pawar Pooja Vilas
of School / College Swami Vivekanand Mahavidyalaya, Latur has
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This is to certify that Mr./Miss Rathod Aarti Vinayak
of School / College Swami Vivekanand Mahavidyalaya, Latur has
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Rathod
Activity Incharge
Co-Ordinator
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This is to certify that Mr./Miss Urgunde Neta Vhas

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Co-Ordinator
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Certificate Course

Tally ERP

(2021-2022)

Certificate Course : Tally ERP

Duration : 30 Days

S. No	Topic
1	Introduction of Computerized accounting and Tally
2	Starting with Tally
3	Accounting with Tally
4	Modification / alteration of-records in Tally
5	Report generation (procedure)

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Detail Syllabus

Unit- I Introduction of Computerized accounting and Tally

Introduction, Meaning, Definition of computerized accounting, importance and features computerized accountancy, Importance of Using tally, advantages of Tally, features of Tally.

Unit- II Starting with Tally

Starting with tally, basic features of tally, Company creation for the sole trader, partnership, no trading organization, and Accounts creation in tally.

Unit- III Accounting with Tally

Recording of transactions in tally. All subsidiary Books with suitable illustration

Unit- IV Modification / alteration of records in Tally

Unit V Report generation (procedure)

Practical

- Create Company with TALLY
- Create account and groups of account in tally
- accounting with transaction in tally
- prepare trial balance
- generate the final accounts and reports

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Notice

Date: 19/2/2022

Tally ERP

This is to inform for all the student of B.com all students this academic year 2021-2022 we are organising "Tally ERP" for 30 days .It will start from 22nd Feb 2022 till 23th March 2022. Those who are interested can give their names to Asst. Prof. Agrawal R.M till 15th Feb2022.

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List of the students

Following are the list of students enrolled for the "Tally ERP" personal training course for the year 2021-2022

Sr.No	Name of Students
1	Ingale Anjali Gangadhar
2	Nalabale Vaishali Shivaji
3	Kulkarni Dhanshri Santosh
4	Bhosale Samadhan Satish
5	Sheth Soham Ritesh
6	Chame Abhishek Lakshman
7	Swami Bhagyashree Nikarant
8	More Sujit Arun
9	Chavan Avinash Raosaheb
10	Kamble Priyanka Dnyande
11	Shinde Nilesh kamalakar
12	Sude Suraj Laxman
13	Chillwante Nikita Pandurang
14	Tarude Rahul Dagdu
15	Zunjare Prashant Navnath

Signature

Principal
Swami Vivekanand Mahavidyalaya
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Exam Notice

Date: 22/03/2022

Tally ERP

This is to Inform for all the student B.com those have join for value added course of "Tally ERP" for academic year 2021-2022 for 30days. Exam will be conduct on 30th March 2022.

Prin Principal
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Exam Result

Tally (2021-2022)

Total Marks :50

Sr.No	Name of Students	Marks	Sign	Remarks
1	Ingale Anjali Gangadhar	42		
2	Nalabale Vaishali Shivaji	43		
3	Kulkarni Dhanshri Santosh	35		
4	Bhosale Samadhan Satish	36		
5	Sheth Soham Ritesh	47		2nd
6	Chame Abhishek Lakshman	42		
7	Swami Bhagyashree Nikarant	46		3rd.
8	More Sujit Arun	48		1st
9	Chavan Avinash Raosaheb	40		
10	Kamble Priyanka Dnyande	35		
11	Shinde Nilesh kamlakar	36		
12	Sude Suraj Laxman	39		
13	Chilwante Nikita Pandurang	25		
14	Tarude Rahul Dagdu	43		
15	Zunjare Prashant Navnath	40		

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Question Paper

Tally ERP
(2021-2022)

Date :30/03/2022

Time: 2 hr

Marks:50

1. Company restore option is available in _____.
a) Company reset b) New company c) company information d) Edit company
2. To change current Date from Gateway of tally press the key _____.
a) F1 b) F2 c) F3 d) F4
3. Tally supports _____ system of accounting.
(a) single entry (b) double entry (c) no entry (d) null entry
4. Tally can maintain _____ for stock keeping, so that fresh inventory may arrive before the old stock is exhausted.
(a) reorder level (b) profit (c) loss (d) cash
5. Balance sheet is produced _____ when accounts are maintained in Tally.
(a) manually (b) automatically (c) remotely (d) randomly
6. The statement of account debits, credits, assets and liabilities is called _____.
(a) stock & inventory report (b) profit & loss account (c) balance sheet (d) cash balance
7. Pressing _____ button in the Gateway of Tally opens company info in Tally.
(a) Alt+F3 (b) F11 (c) F5 (d) F6
8. Pressing _____ key opens accounting features.
(a) Alt+F3 (b) F11 (c) F5 (d) F6
9. Payroll, budgeting and scenario management may be enabled through _____ menu in Tally.
(a) Accounting Features (b) Inventory Features (c) Statutory and Taxation (d) none of them
10. Account Groups, Ledgers, Budget and scenario are available under _____ in Tally.
(a) Payroll Info (b) Inventory Info (c) Accounts Info (d) none of them
11. Tally Package is developed by _____.
a) Tally solutions b) Tally corporation c) Tally company d) Tata company



12. Financial Year period is _____.
a) 1 April to 31 March b) 1 January to 31 December c) 1 June to 31 July d) none of these
13. Tally is a _____ software.
(a) spreadsheet (b) accounting (c) publishing (d) animation
14. Tally supports _____ accounting types.
(a) cash (b) payroll (c) inventory (d) all of them
15. Tally can provide _____ to each company.
(a) password security (b) no security (c) barrier (d) wrapper
16. Tally can maintain _____ accounts.
(a) tax accounts (b) liabilities accounts (c) both a & b (d) none of them
17. Tally allows data entry in _____ language(s).
(a) only Tamil (b) only English (c) only Hindi (d) many Indian/Asian
18. Tally generates _____ report(s) automatically based on voucher/ journal entries.
(a) balance sheet (b) stock report (c) profit & loss account (d) all of them
19. _____ is the shortcut to set date in Tally.
(a) F6 (b) F5 (c) F4 (d) F2
20. _____ is the shortcut to inventory buttons from Accounting Vouchers in Tally.
(a) Alt+F1 (b) Ctrl+F1 (c) F7 (d) F8
21. _____ is the shortcut to company info from Gateway of Tally.
(a) F1 (b) Alt+F1 (c) Alt+F2 (d) Alt+F3
22. _____ is the shortcut to change the language in Tally.
(a) Alt+D (b) Alt+Q (c) Alt+P (d) Alt+G
23. _____ is the shortcut to shut a company in Tally.
(a) F1 (b) Alt+F1 (c) Alt+F2 (d) Alt+F3
24. _____ is the shortcut to change the accounting period from Gateway of Tally.
(a) F1 (b) Alt+F1 (c) Alt+F2 (d) Alt+F3
25. _____ is the shortcut to export a report to different format in Tally.
(a) Alt+2 (b) Alt+A (c) Alt+C (d) Alt+E
26. POS stands for _____ in accounting/Tally.
(a) Purchase of Sale (b) Point of Safety (c) Purpose of Sale (d) Point of Sale
27. In taxation, TCS stands for _____.
(a) Tax Creation at Source (b) Tax Collected at Source
(c) Tax Combined at Source (d) Tariff Collected at Station



28. In taxation, VAT stands for _____.
(a) Value Assigned Tax (b) Value Approved Tax
(c) Value Added Transaction (d) Value Added Tax
29. Who receives benefits without giving money immediately but liable to pay in future?
a) Creditor b) Debtor c) Owner d) Worker
30. What is the purpose of security feature in Tally?
a) Provides budget option
b) Provides option for data backup
c) Provides option to upload reports
d) Provides statement of accounts
31. Which budget is prepared for a very short period?
a) Current budget
b) Long term budget
c) Rolling budget
d) Short term budget
32. _____ is the major source of revenue of any business.
a) Investment b) Advance c) Loan d) Sales
33. Full form of ODBC
a) Open data base connectivity b) Open data base calculating
c) Open document basically d) Order data base connection
34. Who is the marketer of Tally?
(A) Tally Package Pvt. Ltd. (B) Tally Gold Pvt. Ltd.
(C) Tally Solutions Pvt. Ltd. (D) None of the above
35. What does tally run on?
(A) Windows (B) Tally Solutions (C) ERP Module (D) Tally Gold Edition
36. What is the Short-cut key for quitting tally?
(A) Alt + Ctrl + Q (B) Alt + Q (C) Ctrl + Q (D) Alt + F2 + Q
37. What are the two ledgers that are by default provided by tally?
(A) Cash a/c & Bank a/c (B) Bank a/c & P/L a/c
(C) Cash a/c & P/L a/c (D) None of the above
38. What is the shortcut key for selecting a company?
(A) Alt + F1 (B) F1 (C) Ctrl + F1 (D) Alt + Ctrl + F1
39. What are the languages required for tally?
(A) C (B) C++ (C) C & C++ (D) None of the above
40. How to activate calculator in tally anywhere?
(A) Alt + C (B) Ctrl + N (C) Ctrl + Alt + N (D) Ctrl + R



41. What is the short-cut key for backup?
(A) Shift + Tab (B) Alt + Tab (C) Shift + Ctrl + Tab (D) None of the above
42. What is Primary Key?
(A) A primary key is a maximal set of attributes in a table that uniquely identifies tuples in that table
(B) A primary key is a minimal set of attributes in a table that uniquely identifies tuples in that table
(C) A primary key is a unique identifier
(D) Both B & C
43. What is the shortcut to paste text from Tally?
(A) Ctrl + Shift + V (B) Alt + V (C) Ctrl + Alt + V (D) Alt + Shift + V
44. What is the shortcut to copy text from Tally?
(A) Ctrl + Alt + C (B) Alt + C (C) Ctrl + Shift + C (D) Alt + Shift + C
45. What are the details required for filing income tax returns?
(A) PAN, Aadhar Card, Current address and Bank Details
(B) Income proofs and information about all the deductions claimed under Section 80
(C) Tax payment information such as TDS and advance tax payments
(D) All of the above
46. How can you file an income tax return in India?
(A) www.gst.gov.in (B) www.mca.gov.in (C) www.incometax.gov.in (D) None of the above
47. What is the due date of submission of return for an individual?
(A) 31st July (B) 31st August (C) 30th September (D) 31st October
48. What is the benefit of income tax return file?
(A) Claim Tax Refund (B) Income & Address Proof
(C) Avoid Penalty and Prosecution (D) All of the above
49. What is the shortcut key for Payments in Tally?
(A) F3 (B) F4 (C) F5 (D) F6
50. What is the due date of submission of the return for a company?
(A) 31st July (B) 31st August (C) 30th September (D) 31st October



Swami Vivekanand Mahavidyalaya, Latur

Attendance Sheets for the Month of 23rd Feb 2022 to 23rd March 22 Value Added Course

[illegible]



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Co-Ordinator
SVM Latur

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Activity Incharge
Co-Ordinator
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Kulkarni
Activity Incharge
Co-Ordinator
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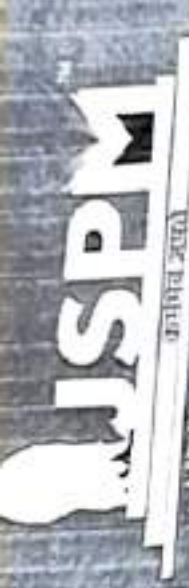
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Prakash
Activity Manager
SWAMI VIVEKANAND MAHAVIDYALAYA

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This is to certify that Mr./Miss chilgante tikita pandurang

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JSPM, Latur

Swami Vivekanand Mahavidyalaya, Latur
P-74, MIDC, Kalamb Road, Latur-413512

Certificate Course

MS CIT

(2022-2023)



Certificate Course : MS CIT

Duration : 30 Days

S. No	Topic
1	Basics & Windows
2	MS Word
3	MS Excel
4	MS Word
5	MS PowerPoint
6	MS Outlook & Computer Networking (Internet)

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Detail Syllabus



Unit I : Basics & Windows

Introduction, Meaning, Definition, basic of storage and input output device, importance of computer in business and number system.

Unit II: Using MS-Word

Meaning and role of word processing, documents in MS word, features of MSWORD, creation and saving of word document, searching, opening, closing and printing a document, copying, moving and cutting text in word, cut, paste, moving text between documents, changing case, fonts, applying bold, underline and italic, insertion of pictures, symbols and special characters, page setting, margin styles and settings, table creation in word document, columns and rows insertion, deletion, formatting a document, formatting toolbar, table and border toolbar, border shading dialogue, bullet and numbering, mail merge procedure in word, using forms, labels and envelopes, use of help in word document.

Unit III: MS-Excel

Structure of worksheet and its usage in commercial applications, creating worksheet and its usage in commercial applications, creating worksheet in MSEXCEL, formatting and layout of worksheet, Excel Templates, working with range, rows, columns, total, sorting, formatting Toolbars, moving cell contents, alignment of worksheet text, border Colour, handling workbook, working with formulas and functions – SUM, PRODUCT, AVERAGE, COUNT, MAX, MIN, SQRT etc., Chart in Excel, Types, Graphs, Axes, Variable, Labels, Legends, Titles, Analysis of Data in Excel, Exploring built in function of Excel, sharing data with other desktop applications.

Unit IV: MS-Power Point

Presentation in Business with Power Point; Creation of Slides, adding Object, Movies, Sound, Animation, Styles of Presentation and linking Procedures, Slides Colour Scheme, background, Custom Animation, Slide Transition, Slide Show.

Unit V: MS –Outlook & Computer Networking (Internet)

Introduction, Importance of Internet, Internet & WWW, Internet & Email, Internet & E-Commerce, Social networking, Advantages & Disadvantages of Social Networking for Busine

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Notice

Date: 19/8/2022

MSCIT

This is to inform for all the student of B.com, B.A, BSC ,& B.sc (Computer science) 1st, 2nd & 3rd this academic year 2022-2023 we are organising "MSCIT" for 30 days .It will start from 2nd Sep 2022 till 1th Oct 2022. Those who are interested can give their names to Asst. Prof. Kadri S. K. till 1st Sep 2022.

Principal
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List of the students

Following are the list of students enrolled for the "MSCIT" Personal training course for the year 2022-2023

Sr.No	Name of Students
1	Shinde Rutuja Shivaji
2	Sayyad Saleha Mubeen
3	Satpal Vitthal Jagnath
4	Mula Pooja Tanaji
5	Jadhav Rahul Rangnath
6	Pillai Abhishek
7	Shaikh Jaza Jilani
8	Shaikh Muskan Mustafa
9	Sable Pradnya Kakasaheb
10	Kendre Mahesh Nagnath
11	Chavan Somesh Satish
12	Bhave Pandurang Vajinath
13	Bondar Monali Prakash
14	Chaus Sohel Sahid
15	Dande Rutuja Vishwas

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Exam Notice

Date: 5/10/2022

MSCIT

This is to inform for all the student B.com, B.A, BSC ,& B.sc (Computer science) 1st ,2nd & 3rd those have join for value added course of "MSCIT"for academic year 2022-2023 for 30days. Exam will be conduct on 16th Oct 2022.

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Exam Result

MSCIT (2022-2023)

Total Marks :50

Sr.No	Name of Students	Marks	Sign	Remarks
1	Shinde Rutuja Shivaji	43	Rutuja	
2	Sayyad Saleha Mubeen	39	Saleha	
3	Satpal Vitthal Jagnath	40	Vitthal	
4	Mula Pooja Tanaji	44	Pooja	3 rd
5	Jadhav Rahul Rangnath	46	Rahul	2 nd
6	Pillai Abhishek	42	Abhishek	
7	Shaikh Jaza Jilani	40	Muskan	
8	Shaikh Muskan Mustafa	39	Jaza	
9	Sable Pradnya Kakasaheb	40	Pradnya	
10	Kendre Mahesh Nagnath	43	Mahesh	
11	Chavan Somesh Satish	42	Somesh	
12	Bhave Pandurang Vajinath	41	Pandurang	
13	Bondar Monali Prakash	35	Monali	
14	Chaus Sohel Sahid	47	Sohel	1 st
15	Dande Rutuja Vishwas	37	Rutuja	

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Question Paper
MSCIT (2022-2023)

Marks:50

Date :16/10/2022

Time: 2 hr

- 1) Microsoft word is ____ software.
(A) Application (B) Compiler (C) System (D) Programming
- 2) Which is not in MS Word?
(A) Italic (B) Magic tool (C) Font (D) Bold
- 3) ____ cannot be used to work in MS Office.
(A) Joystick (B) Scanner (C) Light Pen (D) Mouse
- 4) Which is not an edition of MS Word?
(A) MS Word 2003 (B) MS Word 2007 (C) MS Word 2010 (D) MS Word 1020
- 5) The ____ works with the standard Copy and Paste commands.
(A) View tab (B) Paragraph dialog box (C) Office Clipboard (D) All of these
- 6) What is the blank space outside the printing area on a page?
(A) Clipart (B) Margins (C) Header (D) Footer
- 7) Which of the following is an example of page orientation?
(A) Landscape (B) Subscript (C) Superscript (D) A4
- 8) Formatting is performed on
(A) Text (B) Table (C) Menu (D) Both (a) and (b)
- 9) Which of the following software is used for making a resume?
(A) MS Excel (B) MS Word (C) Dev C (D) Java
- 10) Press ____ to open the help window in the MS Word document.
(A) F1 (B) F2 (C) F9 (D) F11
- 11) The ability to combine name and addresses with a standard document is called ____
a) Document formatting b) Database management c) Mail merge d) Form letters
- 12) Which enables us to send the same letter to different people?
a) Macros b) Template c) Mail merge d) None of above

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- 13) A word processor would most likely be used to
- Keep an account of money spent
 - Do a computer search in media center
 - Maintain an inventory
 - Type a biography
- 14) What is gutter margin?
- Margin that is added to the left margin when printing
 - Margin that is added to the right margin when printing
 - Margin that is added to the binding side of the page when printing
 - Margin that is added to the outside of the page when printing
- 15) Which can be used for quick access to commonly used commands and tools?
- a) Status bar b) Toolbar c) Menu bar d) Title bar
- 16) Which bar shows the current position as far as the text goes?
- (A) Title bar (B) Menu bar (C) Scroll bar (D) Status bar
- 17) Select all the text in MS Word document by
- (A) Ctrl + S (B) Ctrl + 1 (C) Ctrl + A (D) Ctrl + V
- 18) _____ is not a part of a MS Word document.
- (A) Quick access toolbar (B) Start Menu button (C) Home panel (D) View option
- 19) The name of a word document displays in _____.
- (A) Ribbon (B) Title bar (C) Status bar (D) Home tab
- 20) Each line represents how many letters in WordStar?
- (A) 20 (B) 35 (C) 65 (D) 75
- 21) Which of the following are word processing software?
- (A) WordPerfect (B) Wordpad (C) MS Word (D) All of above
- 22) Which file starts with MS Word?
- (A) Winword.exe (B) Word.exe (C) Msword.exe (D) Word356.exe
- 23) Ctrl + N is used to
- (A) Save the Document (B) Open the Document
- (C) Create a New Document (D) Close the Document
- 24) To exit from the Resume Wizard and return to the document window without creating a resume, click the _____ button in any panel in the Resume Wizard dialog box.
- (A) Cancel (B) Back (C) Next (D) Finish
- 25) What are inserted as cross-reference in Word?
- (A) Placeholders (B) Bookmarks (C) Objects (D) Word fields


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- 26) How do you display current date only in MS Excel?
A. Date B. Today C. Now D. Time
- 27) How do you wrap the text in a cell?
A. Format cells font B. Format cells protection
C. Format cells number D. Format cells alignment
- 28) What does COUNTA () function do?
A. Counts cells having alphabets B. Counts empty cells
C. Counts cells having number D. Counts non-empty cells
- 29) What is the short cut key to highlight the entire column?
A. Ctrl + C B. Ctrl + Enter C. Ctrl + Page Up D. Ctrl + Space Bar
- 30) In the formula, which symbol specifies the fixed columns or rows?
A. \$ B. * C. % D. ;
- 31) You can convert existing excel worksheet data and charts to an HTML document by using
A. FTP wizard B. Internet assistant wizard C. Intranet wizard D. Import wizard
- 32) A circular reference is
A. Geometric modeling tool
B. A cell that points to a drawing object
C. A formula that either directly or indirectly depends on itself
D. Always erroneous
- 33) Which of the following is Not one of Excel's what-if function?
A. Goal seek B. Solver C. Scenario manager D. Auto Outline
- 34) When you insert an excel file into a word document, The data are
A. Hyperlinked placed in a word table B. Linked
C. Embedded D. Use the word menu bar and toolbars
- 35) Which of the following is not information you can specify using the solver?
A. Input cells B. Constraints C. Target cell D. Changing cells
- 36) You can check the conditions against _____ when applying conditional formatting
A. Cell value B. Formula C. Both of above D. None of above
- 37) Which of the following is not true regarding Conditional Formatting?
A. You can add more than one condition to check
B. You can set condition to look for Bold and apply Italics on them

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- C. You can apply Font border and pattern formats that meets the specified conditions
D. You can delete any condition from Conditional Formatting dialog box if it is not required

38) Which of the following is invalid statement?

- A. Sheet tabs can be colored
B. Some picture can be applied as a background of a sheet
C. You can set the column width automatically fit the amount of text
D. The width of a row can be specified manually or fit automatically

39) You can use the formula palette to

- A. Format cells containing numbers
B. Create and edit formula containing functions
C. Enter assumptions data
D. Copy a range of cells

40) When a range is selected, how can you activate the previous cell?

- A. Press the Alt key B. Press Tab C. Press Enter D. None of above

41) Which of the following format you can decide to apply or not in AutoFormat dialog box?

- A. Number format B. Border format C. Font format D. All of above

42) How can you remove borders applied in cells?

- A. Choose None on Border tab of Format cells
B. Open the list on Border tool in Format Cell toolbar then choose first tool (none)
C. Both of above
D. None of above

43) Where can you set the shading color for a range of cells in Excel?

- A. Choose required color from Patterns tab of Format Cells dialog box
B. Choose required color on Fill Color tool in Formatting toolbar
C. Choose required color on Fill Color tool in Drawing toolbar
D. All of above

44) You can set Page Border in Excel from

- A. From Border tab in Format Cells dialog box
B. From Border tool in Formatting toolbar
C. From Line Style tool in Drawing toolbar
D. You can not set page border in Excel

45) When all the numbers between 0 and 100 in a range should be displayed in Red Color, apply

- A. Use =if() function to format the required numbers red
B. Apply Conditional Formatting command on Format menu
C. Select the cells that contain number between 0 and 100 then click Red color on Text Color


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tool

D. All of above

46) You can merge the main document with data source in Excel. In mail merge operation, Word is usually

A. Server B. Source C. Client D. None of the above

47) How can you update the values of formula cells if Auto Calculate mode of Excel is disabled?

A. F8
B. F9
C. F10
D. F11

48) You want to set such that when you type Baishakh and drag the fill handle, Excel should produce Jestha, Aashadh and so on. What will you set to effect that?

A. Custom List B. Auto Fill Options C. Fill Across Worksheet D. Fill Series

49) Where can you change automatic or manual calculation mode in Excel?

A. Double CAL indicator on status bar
B. Go to File > Options > Formulas > Calculation Option – and mark the corresponding radio button
C. Both of above
D. None of above
How can you show or hide the gridlines in Excel Worksheet?
A. Go to Tools > Options > View tab and mark or remove the check box named Gridline
B. Click Gridline tool on Forms toolbar
C. Both of above
D. None of above


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Value added Course (22-23)
24 Sep to 1st Oct 22

Attendance Sheets for the Month of

Subject MSC IT

S.No		NAME OF THE STUDENT		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
1	Shinde Rutuja	P	P	P	P	P	P	P	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	Sayyad Saloba	P	P	P	P	P	P	P	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	Saipal Vitthal	P	P	P	P	P	P	P	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	Mula Pooja	P	P	P	P	P	P	P	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 Rahul	P	P	P	P	P	P	P	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	Pillai Abhishek	P	P	P	P	P	P	P	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	Shaikh Jaza	P	P	P	P	P	P	P	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	Shaikh Mustan	P	P	P	P	P	P	P	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	Sahle Pradnya	P	P	P	P	P	P	P	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	Kondre Mahesh	P	P	P	P	P	P	P	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	Chavan 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	
12	Bhave Pradnya	P	P	P	P	P	P	P	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	Bondar Manali	P	P	P	P	P	P	P	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	Chavhan Sahel	P	P	P	P	P	P	P	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	Dande Rutuja	P	P	P	P	P	P	P	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																																	
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19																																	

Principal

Swami Vivekananda Mahavidyalaya

Latur



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Certificate



This is to certify that Mr./Miss Shinde Rutuja Shivaji
of School / College Swami Vivekanand Mahavidyalaya, Latur has
Participated in the MSCIT event held on 16th, Oct 2022 in

School / College, He / She stood First / Second / Third


Activity Incharge
SVM Latur


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This is to certify that Mr./Miss Sayyad Saloha Mubeen
of School / College Swami Vivekanand Mahavidyalaya, Latur has
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SVM Latur

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Swami Vivekanand Mahavidyalaya
Latur



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This is to certify that Mr./Miss Satpal Vitthal Jagroth
of School / College Swami Vivekanand Mahavidyalaya, Latur has
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This is to certify that Mr./Miss Mula Pooja Tanaji

of School / College Swami Vivekanand Mahavidyalaya, Latur has

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This is to certify that Mr./Miss Kondre Mahesh Nagpath
of School / College Swami Vivekanand Mahavidyalaya, Latur has
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This is to certify that Mr./Miss Sable Pradnya Kakasheb
of School / College Swami Vivekanand Mahavidyalaya, Latour has
Participated in the MSCIT event held on 16th, Oct 2022 in

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This is to certify that Mr./Miss Shaikh Muskan Mustafa
of School / College Swami Vivekanand Mahavidyalaya, Latur has
Participated in the MSCIT event held on 16th, Oct 2022 in

School / College, He / She stood First / Second / Third


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Signature


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Swami Vivekanand Mahavidyalaya
Mahalinga Director
Latur



Certificate



This is to certify that Mr./Miss Shaikh Jozar Jilani
of School / College Gurami Vivekanand Mahavidyalaya Latu has
Participated in the MSCIT event held on 16th Oct 2022 at

School / College. He / She stood First / Second / Third


Activity Incharge
JSPM Latu.


PRINCIPAL
Sw. Mahadevi Mahavidyalaya
LATUR



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This is to certify that Mr./Miss Pillai Abhishek

of School / College Swami Vivekanand Mahavidyalaya, Latur has

Participated in the MSCIT event held on 16th Oct 2022 in

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SVM Latur


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Swami Vivekanand Mahavidyalaya
Latur



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This is to certify that Mr./Miss Sadhar Rahul Ranganath
of School / College Swami Vivekanand Mahavidyalaya, Latur has
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This is to certify that Mr./Miss Chavan Suresh Satish
of School / College Swami Vivekanand Mahavidyalaya, Latur has
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This is to certify that Mr./Miss Rhove Pandurang vijayath
of School / College Swami Vivekanand Mahavidyalaya, Latur, has
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This is to certify that Mr./Miss Bondar Madali Prakash
of School / College Swami Vivekanand Mahavidyalaya, Latur has
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Co-Ordinator
SVM Latur


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This is to certify that Mr./Miss chaus sohel sahid
of School / College Swami vivekanand mahavidyalaya / latur has
Participated in the NSCIT event held on 16th, oct 2022 in

School / College. He / She stood First / Second / Third

Gabya

in-charge

Sue
PRINCIPAL
Swami Vivekanand Mahavidyalaya
Managing Director
LATUR

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This is to certify that Mr./Miss Dande Rutuja Vishwas
of School / College Swami Vivekanand Mahavidyalaya, Latur has
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School / College. He / She stood First / Second / Third

Sabir
Activity Incharge

Sue
PRINCIPAL
Managing Director, Swami Vivekanand Mahavidyalaya, Latur



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Criteria-I

1.2 Academic Flexibility

1.2.1 & 1.2.2_ students enrolled in Certificate/ Add-on/Value added programs



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Certificate Course

**Beauty Parlour Course
(Personal care) (2022-2023)**

Certificate Course: Beauty Parlour course (Personal Care)

Duration :30 Days

- =====
1. **Threading:** Types, Materials required, Methods, Articles and Package. Side effects and remedial measures
 2. **Bleach:** Types, Materials required, Methods, Articles and Package. Side effects and remedial measures
 3. **Manicure and Pedicure:** Tools and equipment, application of creams and lotion, types of pedicure and manicure. Hand and leg massages step by step procedure –
 4. **Nail Art:** Factors affecting nail growth. Introduction equipment's and tools, types of nail polish, application and their methods. Different methods of nail art
 5. **Waxing:** Introduction- preparation of wax and its testing and precautions, types of wax, sterilization of tools, methods of applying wax, removing of superfluous hair from the face and body, purpose, Methods of Epilation and Depilation.
 6. **Saree draping:** Introduction, tools and equipment's, ironing methods, popular styles: Elegant style, Indian Party style, Bengali style, Gujarati style, Punjabi style dupatta, Saree style dupatta.
 7. **Cosmetic creams:** Introduction, Knowledge of Herbal Medicinal Products, Knowledge and study of herbal medicinal plants and their uses in different cosmetic products - Aloe, Neem, Tulsi, Turmeric, Cucumber, Lemon, Orange, Multani Miti, Sandal,
 8. **Skin Care:** Introduction and importance of skin care, Types of skin, factors affecting skin condition, skin analysis, skin care for different seasons. Different types of skin care treatments, Basic skin care methods Natural and artificial. Skin type and treatment- oily, dry, normal combination and sensitive.
 9. **Skin Problems -** Classification and Identification of common skin problems – Acne, Blackheads, Whiteheads, Disorders of sweat glands and oil glands, Dryness, Dullness. Skin treatment- Pimple, under eye Dark circles, Pigmentation, Mature skin, sun tan, open pores, preparation and importance of each treatment.
 10. **Cleansing -** Types, Techniques, Selection of Cleanser, Treating different skin types with cleansing, importance and types of Natural cleanser. Exfoliating.
 11. **Facial –** based on skin types, Removal of black and white head, Techniques of Facial, Types of facials importance and Benefits of pack and mask, types of pack. Knowledge of machines for facial. Toner's introduction, importance and selection.
 12. **Art of make-up -** importance of makeup, Tools used, Cosmetics used in face make-up. Types- Foundation Gel, Moisturizer, Face powder, Face compact, Concealer, Blusher, Eye shadow and lipstick-Selection



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Notice

Date:8/8/2022

Beauty Parlour Course

This is to inform for the student of B.com, B.A, B.SC 1st, 2nd, 3rd this academic year 2022-2023 for girls we are organising Beauty Parlour course for 30days .It will start from 6th sept 2022 till 12th Oct 2022. Those who are interested can give their names to Asst.Prof.Kadri S. K. till 1stsep2022.

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List of the students

Following are the list of students enrolled for the "Beauty Parlour" Personal training course for the year 2022-2023

- 1) Kamble Priyanka Dnyandev
- 2) Chilkwante Nikita Pandurang
- 3) Nalablae Vaishali Shivaji
- 4) Kulkarni Dhanshri Santosh
- 5) Pawar Pooja Vilas
- 6) Kulkarni Amruta Prakash
- 7) Mitkari Ambika Basawaraj
- 8) Jadhav Sayali vasant
- 9) Swami Aishwarya Sidheswar
- 10) Salunke Anuja Mahadev
- 11) Biradar Mohini Laxman
- 12) Chame Sakshi Vaijanath
- 13) Sitape Babita Devidas
- 14) Guddewar Jijabai Ramrao
- 15) Chavan Kiran Sudhakar



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Question Paper

Exam for Beauty parlour Course 2022-2023

Date : 16 Nov 22

Time: 1hr

Marks:40

Q1 Fill in the blanks

5

1. Sterilization is a process by which all _____ are destroyed.
2. Boric acid is a _____ agent.
3. The three types of sanitizers are wet, dry and _____.
4. Tools must be _____ with a disinfectant solution.
5. _____ sanitizer contains an ultra violet lamp to sanitize tools.

Q2 Match the following :

5

- | | |
|----------------------|----------------|
| 1. Tweezers | (a) Manicure |
| 2. Ammonia | (b) Blow Dryer |
| 3. Cuticle pusher | (c) Bleach |
| 4. Blackhead remover | (d) Threading |
| 5. Hair styling | (e) Facial |

Q3 State whether the statements are true/false

5

1. Always follow instructions given by the manufacturer while using tools and equipments.
2. Ensure that makeup brushes are kept well covered to prevent dust from settling on them.
3. Always keep sharp edge tools with the pointed edges up for easy picking up.
4. Wattage and voltage are not important in electric supply to a salon.
5. All equipments should be stored properly at the space allocated after use.

Q4 Choose the correct answer:

25

1. Skin is very thin on the

a) Soles of feet b) Eye lids c) Palms d) Face



2. This one is the inner layer of the skin

- a) Dermis b) Stratum lucidum c) Epidermis d) Subdermis

3. Epidermis is divided into

- a) Two layers b) Four layers c) Three layers d) Five layers

4. Skin colour is determined by

- a) Dermis b) Oil glands c) Melanin d) Sweat glands

5. Who is the doctor of skin

- a) Psychologist b) Dermatologist c) Physician d) Beautician

6. Name the type of mask you will use for the following skin problem :

- a) Oily skin b) Dry skin c) Acne prone skin d) Anti ageing
e) Pigmentation

7. _____ is a process of developing a business plan, launching and running a business using innovation to meet customer needs and to make a profit.

- a) Entrepreneurship b) Profession c) Trade d) Occupation

8. What may improperly sanitized pedicure basins cause?

- a) Onychorrhexis b) Leuconychia c) Nevus d) Tinea pedis

9. Which is the best method to remove excess hair ?

- A : Bleaching B : Shaving C : Waxing D : Threading

10. What is Facial Massage?

- A : Bleaching B : Facial C : Waxing D : Threading

11. Which skin types become dry and rough after washing ?

- A : Oily skin B : Combination skin C : Dry skin D : Sensitive skin

12. What do we follow after application of face pack?

- A : Laugh B : Smile C : Talk D : Silent

13. During facial, which skin type needs attention?

- A : Dry Skin B : Sensitive Skin C : Normal D : Oily Skin



14 In which skin types are blackheads seen on ?

A : Dry Skin B : Oily Skin C : Normal Skin D : Sensitive Skin

15 What is the first step in facial?

A : Scrubbing B : Cleansing C Bleaching D : Apply pack

16 : In which skin type , allergic problem is high ?

A : Dry Skin B : Oily Skin C : Combination Skin D : Sensitive Skin

17 : What are benefits of massage ?

A : Create stress B : Improve blood circulation C : Dry skin D : Pregnancy

18: In massage, when is vibration done?

A : After massage B : Before massage C : After cleansing D : Any time

19 What does colour of skin depends on ?

A : Epidermis B : Melanin C : Dermis D : Hypodermis

20 : What is the technical name of white heads ?

A : Comedone B : Milia C : Acne D : Seborrhea

21 : What is the technical name of black heads ?

A : Milia B : Acne C : Seborrhea D : comedone

22: What is sudoriferous gland disorder ?

A : Seborrhea B : Anidrosis C : Milia D : Comedone

23 Which bleach is mostly used ?

A : Oil Bleach B : Cream Bleach C : Liquid Bleach D : Powder Bleach

24 : What amount of activator should be used in bleaching?

A : Much more B : More C : Equal to the amount of cream D : Less

25: What are the types of bleach ?

A : Two B : Three C : Four D : Five

===== Best of Luck=====



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Practical Exam





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Exam Notice

Date: 7/11/2022

Beauty Parlour Course

This is to inform for the student those have join for value added course of "Beauty Parlour" for academic year 2022-2023 for 30 days. Exam will be conduct on 16th Nov 2022.

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Exam Result

Beauty Parlour Course (2022-2023)

Total Marks :100

Sr.No	Name of Students	Assignment (10)	MCQ (40)	Practical (50)	Total	Sign	Remarks
1	Kamble Priyanka Dnyande	8	35	43	86	Priyanka	Priyanka
2	Chillwante Nikita Pandurang	8	32	44	84	Nikita	
3	Nalablae Vaishali Shivaji	9	32	45	86	Vaishali	
4	Kulkarni Dhanshri Santosh	9	35	42	86	Dhanshri	
5	Pawar Pooja Vilas	10	37	46	93	Pooja	2 nd
6	Kulkarni Amruta Prakash	10	38	47	95	Amruta	1 st
7	Mitkari Ambika Basawaraj	7	34	45	86	Ambika	
8	Jadhav Say ali vasant	8	37	43	88	Sayali	
9	Swami Aishwarya Sidheswar	9	36	45	91	Aishwarya	
10	Salunke Anuja Mahadev	7	35	48	90	Anuja	
11	Biradar Mohini Laxman	10	33	47	90	Mohini	
12	Chame Sakshi Vaijanath	9	35	46	90	Sakshi	
13	Sitape Babita Devidas	8	33	45	86	Babita	
14	Guddewar Jijabai Ramrao	10	37	45	92	Jijabai	3 rd
15	Chavan Kiran Sudhakar	9	34	42	85	Kiran	

(Signature)

Principal

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This is to certify that Mr./Miss Kamble Priyanka Dnyanesh

of School / College Swamivivekanand Mahavidyalaya, Latut has

Participated in the Beauty parlour Guest event held on 15th, NOV, 2022 in

School / College. He / She stood First / Second / Third

Sabuj
Activity - Inch.

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This is to certify that Mr./Miss Chillwante Nikita pandurang

of School / College Swami Vivekanand Mahavidyalaya, Latue has

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This is to certify that Mr./Miss Nalabade Vaishali Shivaji

of School / College Swami Vivekanand Mahavidyalaya, Latur has

Participated in the Beauty parlour Course event held on 16th, Nov. 2022 in

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82

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This is to certify that Mr./Miss Kulkarni Dhanshi Santosh

of School / College Swami Vivekanand Mahavidyalaya, Laturs has

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This is to certify that Mr./Miss Pawate pooja Vilas

of School / College Swami Vivekanand Mahavidyalaya, Latur has

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This is to certify that Mr./Miss Kulkarni Amruta prakash

of School / College Swami Vivekanand Mahavidyalaya Latas has

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This is to certify that Mr./Miss Pratikshi Ambika Basawaraj

of School / College Swami Vivekanand Mahavidyalaya, Latour has

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This is to certify that Mr./Miss Jodav Sayali Vasan

of School / College Swami Vivekanand Mahavidyalaya Latour has

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This is to certify that Mt./Miss

Swami Aishwarya Siddheswar,

of School / College

Swami Vivekanand Mahavidyalaya, Latpur

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This is to certify that Mr./Miss Salunke Anupa Mahadev

of School / College Swami Vivekanand Mahavidyalaya Latpur has

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Salunke Anupa
Achieving 1st rank.



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This is to certify that Mr./Miss Biragdas Mahini Laxman

of School / College Swami Vivekanand Mahavidyalaya, Latue has

Participated in the Beauty Pageant Course event held on 16th, Nov, 2022 in

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This is to certify that Mr./Miss Chame Sakshi Vijaynath

of School / College Swami Vivekanand Mahavidyalaya, Latur has

Participated in the Beauty parlour event held on 16th, Nov, 2022 in

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Sehaya

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This is to certify that Mr./Miss Kulkarni Dhanshri Santosh

of School / College Swami Vivekanand Mahavidyalaya, Latur has

Participated in the Beauty parlour Course event held on 16th Nov. 2022 in

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Sabir
Activity Inch.

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This is to certify that Mr./Miss pawar pooja Vilas

of School / College Swami Vivekanand Mahavidyalaya, Latur has

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This is to certify that Mr./Miss Kulkarni Amruta prakash
of School / College Swami Vivekanand Mahavidyalaya Latue has
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This is to certify that Mr./Miss Trithkari Ambika Basawaraj

of School / College Swami Vivekanand Mahavidyalaya, Latue has

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This is to certify that Mr./Miss Jadav Sayali Vasanik

of School / College Swami Vivekanand Mahavidyalaya Latue has

Participated in the Beauty parlour Course event held on 16th, Nov, 2022 in

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Sayali
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This is to certify that **Mf./Miss** Swami Aishwarya Sidheswar

of **School / College** Swami Vivekanand Mahavidyalaya, Latue has

Participated in the Beauty parlour Course event held on 16th, Nov. 2022 in

School / College. He / She stood First / Second / Third

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This is to certify that Mr./Miss Biregda Mohini Lazman
of School / College Swami vivekanand Mahavidyalay, Latue has
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This is to certify that Mr./Miss Sitape Babita, Devidas

of School / College Swami Vivekanand Mahavidyalaya, Latur has

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This is to certify that Mr./Miss Guddewas Jitabai Ramrav

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This is to certify that Mr./Miss Chavan Kiran Sudhakar

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Estb. July 2020

College Code: 971

Swami Ramanand Teerth Mathwala University, Nanded Affiliated

Swami Vivekanand Mahavidyalaya, Latur

J. S. P. M. Campus, P- 74, M.I.D.C. Kallamb Road, Latur

Office (02382) 222250 email: svmlatur@gmail.com

:President:

Shree Shivajirao Patil Kavekar

(Ex. MLA)

: I/c Principal:

Dr. Bondage S.D.

Cell. 7972787515

Dt. 10th Aug 2021

To,

IQAC Coordinator,

Swami Vivekanand Mahavidyalaya,

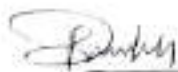
Latur.

Sub:- Permission for Certificate Course in Academic year 2021-22

Respected Sir,

It is our immense pleasure to start certificate course on different topics as it is needed to develop the students' career. The Courses their syllabus is defined by concerned HODs, after discussion with their team members and also approved by IQAC, as per the demand of the students. The List of the course and details are given below. Please consider the same.

Sr. No.	Course Name	Duration	Expected No of Students	Course Coordinator
1	Personality and Soft Skill Development	30 Days	30	Asst. Prof. Rachana Agrawal
2	Tally ERP	30 Days	15	Asst. Prof. Rachana Agrawal
3	MSCIT	30 Days	15	Asst. Prof. Kadri Sabiya



IQAC Coordinator

Swami Vivekanand Mahavidyalaya
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P-74, MIDC, Kalamb Road, Latur-413512



Certificate Course

MS CIT

(2021-2022)

Certificate Course : MS CIT

Duration : 30 Days

S. No	Topic
1	Basics & Windows
2	MS Word
3	MS Excel
4	MS Word
5	MS PowerPoint
6	MS Outlook & Computer Networking (Internet)


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Detail Syllabus



Unit I : Basics & Windows

Introduction, Meaning, Definition, basic of storage and input output device, importance of computer in business and number system.

Unit II: Using MS-Word

Meaning and role of word processing, documents in MS word, features of MSWORD, creation and saving of word document, searching, opening, closing and printing a document, copying, moving and cutting text in word, cut, paste, moving text between documents, changing case, fonts, applying bold, underline and italic, insertion of pictures, symbols and special characters, page setting, margin styles and settings, table creation in word document, columns and rows insertion, deletion, formatting a document, formatting toolbar, table and border toolbar, border shading dialogue, bullet and numbering, mail merge procedure in word, using forms, labels and envelopes, use of help in word document.

Unit III: MS-Excel

Structure of worksheet and its usage in commercial applications, creating worksheet and its usage in commercial applications, creating worksheet in MSEXCEL, formatting and layout of worksheet, Excel Templates, working with range, rows, columns, total, sorting, formatting Toolbars, moving cell contents, alignment of worksheet text, border Colour, handling workbook, working with formulas and functions – SUM, PRODUCT, AVERAGE, COUNT, MAX, MIN, SQRT etc., Chart in Excel, Types, Graphs, Axes, Variable, Labels, Legends, Titles, Analysis of Data in Excel, Exploring built in function of Excel, sharing data with other desktop applications.

Unit IV: MS-Power Point

Presentation In Business with Power Point; Creation of Slides, adding Object, Movies, Sound, Animation, Styles of Presentation and linking Procedures, Slides Colour Scheme, background, Custom Animation, Slide Transition, Slide Show.

Unit V: MS-Outlook & Computer Networking (Internet)

Introduction, Importance of Internet, Internet & WWW, Internet & Email, Internet & E-Commerce, Social networking, Advantages & Disadvantages of Social Networking for Busine

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Notice

Date: 19/8/2021

MSCIT

This is to inform for all the student of B.com, B.A, BSC ,& B.sc (Computer science) 1st, 2nd & 3rd this academic year 2021-2022 we are organising "MSCIT" for 30 days .It will start from 2nd Sep 2021 till 1th Oct 2021. Those who are interested can give their names to Asst. Prof. Kadri S. K. till 1st Sep 2021.

Principal

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List of the students

Following are the list of students enrolled for the "MSCIT" Personal training course for the year 2021-2022

Sr.No	Name of Students
1	Deshmukh Rushikesh Satish
2	Narahare Pornima Sanjay
3	Sonwane Ashitosh Ankush
4	Sadegaonkar Sushma Vasant
5	Shinde Pavan Madanrao
6	Karad Manoj Shivaji
7	Kumbhar Saurabh Mahadev
8	Waghmare Nikita Suryakant
9	Tigile Prashant Dnyanesha
10	Barure Vishai Satram
11	Pawar Priyanka Uddhav
12	Bhoge Bhagyashri Balaji
13	Surwase Vijay Ashok
14	Jadhav Sandesh Umesh
15	Gavkare Akanksha Sushilkumar


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Exam Result

MSCIT (2021-2022)

Total Marks :50

Sr.No	Name of Students	Marks	Sign	Remarks
1	Deshmukh Rushikesh Satish	40	<u>Rushikesh</u>	
2	Narahare Pornima Sanjay.	39	<u>Pornima</u>	
3	Sonwane Ashitosh Ankush	44	<u>Ashitosh</u>	3rd
4	Sadegaonkar Sushma Vasant	41	<u>Sushma</u>	
5	Shinde Pavan Madanrao	43	<u>Pavan</u>	
6	Karad Manoj Shivaji	47	<u>Manoj</u>	1st
7	Kumbhar Saurabh Mahadev	41	<u>Saurabh</u>	
8	Waghmare Nikita Suryakant	40	<u>Nikita</u>	
9	Tigile Prashant Dnyanasha	37	<u>Prashant</u>	
10	Barure Vishai Satram	46	<u>Vishai</u>	2nd
11	Pawar Priyanka Uddhav	37	<u>Priyanka</u>	
12	Bhoge Bhagyashri Balaji	38	<u>Bhagyashri</u>	
13	Surwase Vijay Ashok	42	<u>Vijay</u>	
14	Jadhav Sandesh Umesh	40	<u>Sandesh</u>	
15	Gavkare Akanksha Sushilkumar	40	<u>Akanksha</u>	

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Question Paper

MSCIT (2021-2022)

Date :16/10/2021

Time: 2 hr

Marks:50

1) Microsoft word is ____ software.

- (A) Application (B) Compiler (C) System (D) Programming

2) Which is not in MS Word?

- (A) Italic (B) Magic tool (C) Font (D) Bold

3) ____ cannot be used to work in MS Office.

- (A) Joystick (B) Scanner (C) Light Pen (D) Mouse

4) Which is not an edition of MS Word?

- (A) MS Word 2003 (B) MS Word 2007 (C) MS Word 2010 (D) MS Word 1020

5) The ____ works with the standard Copy and Paste commands.

- (A) View tab (B) Paragraph dialog box (C) Office Clipboard (D) All of these

6) What is the blank space outside the printing area on a page?

- (A) Clipart (B) Margins (C) Header (D) Footer

7) Which of the following is an example of page orientation?

- (A) Landscape (B) Subscript (C) Superscript (D) A4

8) Formatting is performed on

- (A) Text (B) Table (C) Menu (D) Both (a) and (b)

9) Which of the following software is used for making a resume?

- (A) MS Excel (B) MS Word (C) Dev C (D) Java

10) Press ____ to open the help window in the MS Word document.

- (A) F1 (B) F2 (C) F9 (D) F11

11) The ability to combine name and addresses with a standard document is called ____

- a) Document formatting b) Database management c) Mail merge d) Form letters

12) Which enables us to send the same letter to different people?

- a) Macros b) Template c) Mail merge d) None of above

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13) A word processor would most likely be used to

- a) Keep an account of money spent
- b) Do a computer search in media center
- c) Maintain an inventory
- d) Type a biography

14) What is gutter margin?

- a) Margin that is added to the left margin when printing
- b) Margin that is added to the right margin when printing
- c) Margin that is added to the binding side of the page when printing
- d) Margin that is added to the outside of the page when printing

15) Which can be used for quick access to commonly used commands and tools?

- a) Status bar
- b) Toolbar
- c) Menu bar
- d) Title bar

16) Which bar shows the current position as far as the text goes?

- (A) Title bar
- (B) Menu bar
- (C) Scroll bar
- (D) Status bar

17) Select all the text in MS Word document by

- (A) Ctrl + S
- (B) Ctrl + 1
- (C) Ctrl + A
- (D) Ctrl + V

18) _____ is not a part of a MS Word document.

- (A) Quick access toolbar
- (B) Start Menu button
- (C) Home panel
- (D) View option

19) The name of a word document displays in _____

- (A) Ribbon
- (B) Title bar
- (C) Status bar
- (D) Home tab

20) Each line represents how many letters in WordStar?

- (A) 20
- (B) 35
- (C) 65
- (D) 75

21) Which of the following are word processing software?

- (A) WordPerfect
- (B) Wordpad
- (C) MS Word
- (D) All of above

22) Which file starts with MS Word?

- (A) Winword.exe
- (B) Word.exe
- (C) Msword.exe
- (D) Word356.exe

23) Ctrl + N is used to

- (A) Save the Document
- (B) Open the Document
- (C) Create a New Document
- (D) Close the Document

24) To exit from the Resume Wizard and return to the document window without creating a resume, click the _____ button in any panel in the Resume Wizard dialog box.

- (A) Cancel
- (B) Back
- (C) Next
- (D) Finish

25) What are inserted as cross-reference in Word?

- (A) Placeholders
- (B) Bookmarks
- (C) Objects
- (D) Word fields

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26) How do you display current date only in MS Excel?

- A. Date B. Today C. Now D. Time

27) How do you wrap the text in a cell?

- A. Format cells font B. Format cells protection
C. Format cells number D. Format cells alignment

28) What does COUNTA () function do?

- A. Counts cells having alphabets B. Counts empty cells
C. Counts cells having number D. Counts non-empty cells

29) What is the short cut key to highlight the entire column?

- A. Ctrl + C B. Ctrl + Enter C. Ctrl + Page Up D. Ctrl + Space Bar

30) In the formula, which symbol specifies the fixed columns or rows?

- A. \$ B. * C. % D. ;

31) You can convert existing excel worksheet data in charts to an HTML document by using

- A. FTP wizard B. Internet assistant wizard C. Intranet wizard D. Import wizard

32) A circular reference is

- A. Geometric modeling tool
B. A cell that points to a drawing object
C. A formula that either directly or indirectly depends on itself
D. Always erroneous

33) Which of following is Not one of Excel's what-if function?

- A. Goal seek B. Solver C. Scenario manager D. Auto Outline

34) When you insert an excel file into a word document, The data are

- A. Hyperlinked placed in a word table B. Linked
C. Embedded D. Use the word menu bar and toolbars

35) Which of the following is not information you can specify using the solver?

- A. Input cells B. Constraints C. Target cell D. Changing cells

36) You can check the conditions against _____ when applying conditional formatting

- A. Cell value B. Formula C. Both of above D. None of above

37) Which of the following is not true regarding Conditional Formatting?

- A. You can add more than one condition to check
B. You can set condition to look for Bold and apply Italics on them

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- C. You can apply Font border and pattern formats that meets the specified conditions
D. You can delete any condition from Conditional Formatting dialog box if it is not required

38) Which of the following is invalid statement?

- A. Sheet tabs can be colored
B. Some picture can be applied as a background of a sheet
C. You can set the column width automatically fit the amount of text
D. The width of a row can be specified manually or fit automatically

39) You can use the formula palette to

- A. Format cells containing numbers
B. Create and edit formula containing functions
C. Enter assumptions data
D. Copy a range of cells

40) When a range is selected, how can you activate the previous cell?

- A. Press the Alt key B. Press Tab C. Press Enter D. None of above

41) Which of the following format you can decide to apply or not in AutoFormat dialog box?

- A. Number format B. Border format C. Font format D. All of above

42) How can you remove borders applied in cells?

- A. Choose None on Border tab of Format cells
B. Open the list on Border tool in Format Cell toolbar then choose first tool (none)
C. Both of above
D. None of above

43) Where can you set the shading color for a range of cells in Excel?

- A. Choose required color from Patterns tab of Format Cells dialog box
B. Choose required color on Fill Color tool in Formatting toolbar
C. Choose required color on Fill Color tool in Drawing toolbar
D. All of above

44) You can set Page Border in Excel from

- A. From Border tab in Format Cells dialog box
B. From Border tool in Formatting toolbar
C. From Line Style tool in Drawing toolbar
D. You can not set page border in Excel

45) When all the numbers between 0 and 100 in a range should be displayed in Red Color, apply

- A. Use =if() function to format the required numbers red
B. Apply Conditional Formatting command on Format menu
C. Select the cells that contain number between 0 and 100 then click Red color on Text Color


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tool

D. All of above

46) You can merge the main document with data source in Excel. In mail merge operation, Word is usually

A. Server B. Source C. Client D. None of the above

47) How can you update the values of formula cells if Auto Calculate mode of Excel is disabled?

A. F8

B. F9

C. F10

D. F11

48) You want to set such that when you type Baishakh and drag the fill handle, Excel should produce Jestha, Aashadh and so on. What will you set to effect that?

A. Custom List B. Auto Fill Options C. Fill Across Worksheet D. Fill Series

49) Where can you change automatic or manual calculation mode in Excel?

A. Double CAL indicator on status bar

B. Go to File > Options > Formulas > Calculation Option – and mark the corresponding radio button

C. Both of above

D. None of above

50) How can you show or hide the gridlines in Excel Worksheet?

A. Go to Tools > Options > View tab and mark or remove the check box named Gridline

B. Click Gridline tool on Forms toolbar

C. Both of above

D. None of above

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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
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Subject

1	Dehmathi Pouladi	P	P	P	P	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	Narhari Pouladi	P	P	P	P	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	Somane Nishant	P	P	P	P	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	Sodgaankaruship	P	P	P	P	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	Sande Pavan	P	P	P	P	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	Harad Manoj	P	P	P	P	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	Kumhar 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
8	Waghmare Nitika	P	P	P	P	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	Trigite Prashant	P	P	P	P	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	Bature 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
11	Pawar Prayanka	P	P	P	P	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	Bhage Bhagyashri	P	P	P	P	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	Suresh 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
14	Jodhan 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
15	Govare Akanksha	P	P	P	P	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																													
17																													
18																													
19																													

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Date

Swami Vivekanand Mahavidyalaya





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This is to certify that Mr./Miss Deshmukh Rushikesh Satish

of School / College Swami Vivekananda Mahavidyalaya Latur has

Participated in the MSCTT event held on 16, oct 2021 in

School / College. He / She stood First / Second / Third


Activity Incharge
JSPM Latur


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Swami Manoj Mahavidyalaya
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This is to certify that Mr./Miss Narahare Pornima sonjay

of School / College Swami Vivekanand Mahavidhyalay latur has

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School / College. He / She stood First / Second / Third


Activity Incharge
SVM Latur


Principal
Managing Director
Swami Vivekanand Mahavidyalaya
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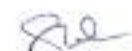
This is to certify that Mr./Miss sonawane Ashitesh Ankush

of School / College Swami Vivekanand Mahavidhyalay Latur has

Participated in the MCTT event held on 16, Oct 2021 in

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Activity Incharge
Co-Ordinator
JSPM Latur


Principal
Managing Director
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This is to certify that Mr./Miss Sudegaonkar Sushma Vasant
of School / College Swami Vivekanand Mahavidhyalay Latur has
Participated in the NCCIT event held on 10, Oct 2021 in

School / College. He / She stood First / Second / Third


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SVM Latur


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This is to certify that Mr./Miss shinde Paven modarao

of School / College swami vivekanand mahavidyalaya latur has

Participated in the MSCTT event held on 16, oct, 2021 in

School / College. He / She stood First / Second / Third


Activity Incharge
SVM Latur


Principal
Manojing Director
Swami Vivekanand Mahavidyalaya
Latur



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This is to certify that Mr./Miss Karad Manoj Shivaji

of School / College Swami Vivekanand Mahavidhyalay Latur has

Participated in the MSCIT event held on 16, oct 2021 in

School / College. He / She stood First / Second / Third


Activity Incharge
SVM Latur


Managing Director
Swami Vivekanand Mahavidhyalay
Latur



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This is to certify that Mr./Miss Kumbhar Saurabh Mahadev
of School / College Swami Vivekananda Mahavidyalaya Latur has
Participated in the MSOIT event held on 16, Oct 2021 in

School / College. He / She stood First / Second / Third


Activity In-charge
SVM Latur


PRINCIPAL
Managing Director
Swami Vivekananda Mahavidyalaya
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This is to certify that Mr./Miss Waghmare Nikita Suryakant
of School / College Swami Vivekanand Mahavidyalaya, Latur has
Participated in the MCCIT event held on 16, Oct 2021 in

School / College. He / She stood First / Second / Third


Activity Incharge
SVMA Latur
Co-Ordinator


PRINCIPAL
Swami Vivekanand Mahavidyalaya
Latur
Managing Director



Certificate



This is to certify that Mr./Miss Tigile Prashant Anjanesh
of School / College Swami Vivekanand Mahavidyalaya Latur has
Participated in the MSCIT event held on 16, Oct 2021 in

School / College. He / She stood First / Second / Third

Activity Incharge

Swami Vivekanand Mahavidyalaya

PRINCIPAL

Swami Vivekanand Mahavidyalaya
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This is to certify that Mr./Miss Barure Vaishali Satram
of School / College Swami Vivekanand Mahavidyalaya, Latur has
Participated in the MSCIT event held on 16, Oct 2021 in

School / College. He / She stood First / Second / Third

Activity Incharge
Swami Vivekanand Mahavidyalaya
Latur

PRINCIPAL
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This is to certify that Mr./Miss Pawar Priyanka Uddhav
of School / College Swami Vivekanand Mahavidyalaya, Latur has
Participated in the MSCIT event held on 16, Oct 2021 in

School / College. He / She stood First / Second / Third


Activity Incharge
SVM Latur
Co-Ordinator


PRINCIPAL
Swami Vivekanand Mahavidyalaya
LATUR
Managing Director



Certificate



This is to certify that Mr./Miss Pragya Bhagyashree Bhat

of School / College Sri. Vivekanand Mahavidyalaya, Latour has

Participated in the MAT event held on 16, Oct 2021 in

School / College. He / She stood First / Second / Third

[Signature]
Activity Incharge
SYM Latour
Co-Ordinator

[Signature]
PRINCIPAL
Swami Vivekanand Mahavidyalaya
Latour
Managing Director

Certificate



This is to certify that Mr./Miss Suresh Vijay Anand

of School / College Swami Vivekanand Mahavidyalaya, Latpur has

Participated in the MSCIT event held on 16. Oct. 2021 in

School / College, He / She stood First / Second / Third

Activity Incharge
Co-Ordinator
SVM Latpur

Principal
Managing Director
Swami Vivekanand Mahavidyalaya
Latpur

Certificate



This is to certify that Mr./Miss Shubham Sandesh Umesh
of School / College Sri Sai Vivekanand Mahavidyalaya Latour has
Participated in the MSCIT event held on 16th, Oct, 2021 in

School / College. He / She stood First / Second / Third


Activity Incharge
SVM Latour
Co-Ordinator


Managing Director



Certificate



This is to certify that Mr./Miss Abhay Sandesh Wagh
of School / College Swami Vivekanand Mahavidyalaya Latur has
Participated in the MSCIT event held on 16th, Oct 2021 in
School / College. He / She stood First / Second / Third


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SVM Latur
Co-Ordinator


Managing Director
SVM Latur

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This is to certify that Mr./Miss Gayatri Akansha Subhakar

of School / College Swami Vivekanand Mahavidyalaya, Latur Nas

Participated in the MSCIT event held on 16th, 20th 2021 in

School / College. He / She stood First / Second / Third

Activity Incharge

SOM Coordinator

PRINCIPAL

Swami Vivekanand Mahavidyalaya
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JSPM, Latur

Swami Vivekanand Mahavidyalaya, Latur

P-74, MIDC, Kalamb Road, Latur-413512

Certificate Course

Tally ERP

(2021-2022)

Certificate Course : Tally ERP

Duration : 30 Days

S. No	Topic
1	Introduction of Computerized accounting and Tally
2	Starting with Tally
3	Accounting with Tally
4	Modification / alteration of-records in Tally
5	Report generation (procedure)

PRINCIPAL
Swami Vivekanand Mahavidyalaya
LATUR



Detail Syllabus

Unit- I Introduction of Computerized accounting and Tally

Introduction, Meaning, Definition of computerized accounting, importance and features computerized accountancy, Importance of Using tally, advantages of Tally, features of Tally.

Unit- II Starting with Tally

Starting with tally, basic features of tally, Company creation for the sole trader, partnership, no trading organization, and Accounts creation in tally.

Unit- III Accounting with Tally

Recording of transactions in tally. All subsidiary Books with suitable illustration

Unit- IV Modification / alteration of records in Tally

Unit V Report generation (procedure)

Practical

- Create Company with TALLY
- Create account and groups of account in tally
- accounting with transaction in tally
- prepare trial balance
- generate the final accounts and reports

Sw

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P-74, MIDC, Kalamb Road, Latur-413512

Notice

Date: 19/2/2022

Tally ERP

This is to inform for all the student of B.com all students this academic year 2021-2022 we are organising "Tally ERP" for 30 days .It will start from 22nd Feb 2022 till 23th March 2022. Those who are interested can give their names to Asst. Prof. Agrawal R.M till 15th Feb2022.

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Swami Vivekanand Mahavidyalaya
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List of the students

Following are the list of students enrolled for the "Tally ERP" personal training course for the year 2021-2022

Sr.No	Name of Students
1	Ingale Anjali Gangadhar
2	Nalabale Vaishali Shivaji
3	Kulkarni Dhanshri Santosh
4	Bhosale Samadhan Satish
5	Sheth Soham Ritesh
6	Chame Abhishek Lakshman
7	Swami Bhagyashree Nikarant
8	More Sujit Arun
9	Chavan Avinash Raosaheb
10	Kamble Priyanka Dnyande
11	Shinde Nilesh kamalakar
12	Sude Suraj Laxman
13	Chillwante Nikita Pandurang
14	Tarude Rahul Dagdu
15	Zunjare Prashant Navnath

Signature

Principal
Swami Vivekanand Mahavidyalaya
Latur



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Exam Notice

Date: 22/03/2022

Tally ERP

This is to Inform for all the student B.com those have join for value added course of "Tally ERP" for academic year 2021-2022 for 30days. Exam will be conduct on 30th March 2022.

Prin Principal
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Latur



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Exam Result

Tally (2021-2022)

Total Marks :50

Sr.No	Name of Students	Marks	Sign	Remarks
1	Ingale Anjali Gangadhar	42		
2	Nalabale Vaishali Shivaji	43		
3	Kulkarni Dhanshri Santosh	35		
4	Bhosale Samadhan Satish	36		
5	Sheth Soham Ritesh	47		2nd
6	Chame Abhishek Lakshman	42		
7	Swami Bhagyashree Nikarant	46		3rd.
8	More Sujit Arun	48		1st
9	Chavan Avinash Raosaheb	40		
10	Kamble Priyanka Dnyande	35		
11	Shinde Nilesh kamlakar	36		
12	Sude Suraj Laxman	39		
13	Chilwante Nikita Pandurang	25		
14	Tarude Rahul Dagdu	43		
15	Zunjare Prashant Navnath	40		

Principal
Swami Vivekanand Mahavidyalaya
Latur



JSPM, Latur
Swami Vivekanand Mahavidyalaya, Latur
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Question Paper

Tally ERP
(2021-2022)

Date :30/03/2022

Time: 2 hr

Marks:50

1. Company restore option is available in _____.
a) Company reset b) New company c) company information d) Edit company
2. To change current Date from Gateway of tally press the key _____.
a) F1 b) F2 c) F3 d) F4
3. Tally supports _____ system of accounting.
(a) single entry (b) double entry (c) no entry (d) null entry
4. Tally can maintain _____ for stock keeping, so that fresh inventory may arrive before the old stock is exhausted.
(a) reorder level (b) profit (c) loss (d) cash
5. Balance sheet is produced _____ when accounts are maintained in Tally.
(a) manually (b) automatically (c) remotely (d) randomly
6. The statement of account debits, credits, assets and liabilities is called _____.
(a) stock & inventory report (b) profit & loss account (c) balance sheet (d) cash balance
7. Pressing _____ button in the Gateway of Tally opens company info in Tally.
(a) Alt+F3 (b) F11 (c) F5 (d) F6
8. Pressing _____ key opens accounting features.
(a) Alt+F3 (b) F11 (c) F5 (d) F6
9. Payroll, budgeting and scenario management may be enabled through _____ menu in Tally.
(a) Accounting Features (b) Inventory Features (c) Statutory and Taxation (d) none of them
10. Account Groups, Ledgers, Budget and scenario are available under _____ in Tally.
(a) Payroll Info (b) Inventory Info (c) Accounts Info (d) none of them
11. Tally Package is developed by _____.
a) Tally solutions b) Tally corporation c) Tally company d) Tata company



12. Financial Year period is _____.
a) 1 April to 31 March b) 1 January to 31 December c) 1 June to 31 July d) none of these
13. Tally is a _____ software.
(a) spreadsheet (b) accounting (c) publishing (d) animation
14. Tally supports _____ accounting types.
(a) cash (b) payroll (c) inventory (d) all of them
15. Tally can provide _____ to each company.
(a) password security (b) no security (c) barrier (d) wrapper
16. Tally can maintain _____ accounts.
(a) tax accounts (b) liabilities accounts (c) both a & b (d) none of them
17. Tally allows data entry in _____ language(s).
(a) only Tamil (b) only English (c) only Hindi (d) many Indian/Asian
18. Tally generates _____ report(s) automatically based on voucher/ journal entries.
(a) balance sheet (b) stock report (c) profit & loss account (d) all of them
19. _____ is the shortcut to set date in Tally.
(a) F6 (b) F5 (c) F4 (d) F2
20. _____ is the shortcut to inventory buttons from Accounting Vouchers in Tally.
(a) Alt+F1 (b) Ctrl+F1 (c) F7 (d) F8
21. _____ is the shortcut to company info from Gateway of Tally.
(a) F1 (b) Alt+F1 (c) Alt+F2 (d) Alt+F3
22. _____ is the shortcut to change the language in Tally.
(a) Alt+D (b) Alt+Q (c) Alt+P (d) Alt+G
23. _____ is the shortcut to shut a company in Tally.
(a) F1 (b) Alt+F1 (c) Alt+F2 (d) Alt+F3
24. _____ is the shortcut to change the accounting period from Gateway of Tally.
(a) F1 (b) Alt+F1 (c) Alt+F2 (d) Alt+F3
25. _____ is the shortcut to export a report to different format in Tally.
(a) Alt+2 (b) Alt+A (c) Alt+C (d) Alt+E
26. POS stands for _____ in accounting/Tally.
(a) Purchase of Sale (b) Point of Safety (c) Purpose of Sale (d) Point of Sale
27. In taxation, TCS stands for _____.
(a) Tax Creation at Source (b) Tax Collected at Source
(c) Tax Combined at Source (d) Tariff Collected at Station



28. In taxation, VAT stands for _____.
(a) Value Assigned Tax (b) Value Approved Tax
(c) Value Added Transaction (d) Value Added Tax
29. Who receives benefits without giving money immediately but liable to pay in future?
a) Creditor b) Debtor c) Owner d) Worker
30. What is the purpose of security feature in Tally?
a) Provides budget option
b) Provides option for data backup
c) Provides option to upload reports
d) Provides statement of accounts
31. Which budget is prepared for a very short period?
a) Current budget
b) Long term budget
c) Rolling budget
d) Short term budget
32. _____ is the major source of revenue of any business.
a) Investment b) Advance c) Loan d) Sales
33. Full form of ODBC
a) Open data base connectivity b) Open data base calculating
c) Open document basically d) Order data base connection
34. Who is the marketer of Tally?
(A) Tally Package Pvt. Ltd. (B) Tally Gold Pvt. Ltd.
(C) Tally Solutions Pvt. Ltd. (D) None of the above
35. What does tally run on?
(A) Windows (B) Tally Solutions (C) ERP Module (D) Tally Gold Edition
36. What is the Short-cut key for quitting tally?
(A) Alt + Ctrl + Q (B) Alt + Q (C) Ctrl + Q (D) Alt + F2 + Q
37. What are the two ledgers that are by default provided by tally?
(A) Cash a/c & Bank a/c (B) Bank a/c & P/L a/c
(C) Cash a/c & P/L a/c (D) None of the above
38. What is the shortcut key for selecting a company?
(A) Alt + F1 (B) F1 (C) Ctrl + F1 (D) Alt + Ctrl + F1
39. What are the languages required for tally?
(A) C (B) C++ (C) C & C++ (D) None of the above
40. How to activate calculator in tally anywhere?
(A) Alt + C (B) Ctrl + N (C) Ctrl + Alt + N (D) Ctrl + R



41. What is the short-cut key for backup?
(A) Shift + Tab (B) Alt + Tab (C) Shift + Ctrl + Tab (D) None of the above
42. What is Primary Key?
(A) A primary key is a maximal set of attributes in a table that uniquely identifies tuples in that table
(B) A primary key is a minimal set of attributes in a table that uniquely identifies tuples in that table
(C) A primary key is a unique identifier
(D) Both B & C
43. What is the shortcut to paste text from Tally?
(A) Ctrl + Shift + V (B) Alt + V (C) Ctrl + Alt + V (D) Alt + Shift + V
44. What is the shortcut to copy text from Tally?
(A) Ctrl + Alt + C (B) Alt + C (C) Ctrl + Shift + C (D) Alt + Shift + C
45. What are the details required for filing income tax returns?
(A) PAN, Aadhar Card, Current address and Bank Details
(B) Income proofs and information about all the deductions claimed under Section 80
(C) Tax payment information such as TDS and advance tax payments
(D) All of the above
46. How can you file an income tax return in India?
(A) www.gst.gov.in (B) www.mca.gov.in (C) www.incometax.gov.in (D) None of the above
47. What is the due date of submission of return for an individual?
(A) 31st July (B) 31st August (C) 30th September (D) 31st October
48. What is the benefit of income tax return file?
(A) Claim Tax Refund (B) Income & Address Proof
(C) Avoid Penalty and Prosecution (D) All of the above
49. What is the shortcut key for Payments in Tally?
(A) F3 (B) F4 (C) F5 (D) F6
50. What is the due date of submission of the return for a company?
(A) 31st July (B) 31st August (C) 30th September (D) 31st October

Attendance Sheets for the Month of 22nd Feb 2022 to 23rd March 22 Value Added Course

S.No	NAME OF THE STUDENT	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	Subject	Ratio	E.O.P.
1	Ingle Anjali	P	P	P	P	P	P	P	P	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	Nalabale Vaishali	P	P	P	P	P	P	P	P	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	Kulkarni Bhanshi	P	P	P	P	P	P	P	P	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	Bhosale Samadhan	P	P	P	P	P	P	P	P	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	Sheth Soham	P	P	P	P	P	P	P	P	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	Chame Abhishale	P	P	P	P	P	P	P	P	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	Swami Bhagyashree	P	P	P	P	P	P	P	P	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	More Sujit	P	P	P	P	P	P	P	P	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	Chavan Avinash	P	P	P	P	P	P	P	P	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	Kombale Priyanka	P	P	P	P	P	P	P	P	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	Shinde Nilash	P	P	P	P	P	P	P	P	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	Sude Suroj	P	P	P	P	P	P	P	P	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	Chilwante Nikita	P	P	P	P	P	P	P	P	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	Tarude Rahul	P	P	P	P	P	P	P	P	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	Zunjare Prashant	P	P	P	P	P	P	P	P	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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This is to certify that Mr./Miss Tagale Anjali Gangadhar

of School / College Swami Vivekanand Mahavidyalaya, Latour has

Participated in the Tally ERP event held on 2nd, March 2022 in

School / College. He / She stood First / Second / Third

Pashama
Co-Ordinator
Activity Incharge
SVM Latour

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Swami Vivekanand Mahavidyalaya
Latour



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This is to certify that Mr./Miss Nakbale Vaishali Shivaji

of School / College Swami Vivekananda Mahavidyalaya, Latur has

Participated in the Tally ERP event held on 30th, March 2020 in

/ School / College. He / She stood First / Second / Third

Rachana Pawar
Activity Incharge
Co-Ordinator
SVM Latur

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PRINCIPAL
Managing Director
Swami Vivekananda Mahavidyalaya
LATUR



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This is to certify that Mr./Miss Kulkarni Abhishek Sanbesh
of School / College Swami Vivekanand Mahavidyalaya Latur has
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*Pachang
Khanwat*
Activity Incharge
Co-Ordinator
SVM Latur

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PRINCIPAL
Swami Vivekanand Mahavidyalaya
Latur



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This is to certify that Mr./Miss Bhosale. Samadhan satish

of School / College Swami Vivekanand Mahavidyalaya, Latour has

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Rachana
Koravade
Activity Incharge,
Co-Ordinator

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This is to certify that Mr./Miss Sheth Saham Ritesh

of School / College Swami Vivekanand Mahavidyalaya, Latur has

participated in the Tally ERP event held on 24th Nov 2022 in

School / College. He / She stood First / Second / Third

Rachana
Principal
Activity Incharge
Co-Ordinator

Sio

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This is to certify that Mr./Miss Chame Abhishek Lakshman
of School / College Swami Vivekanand Mahavidyalaya, Latour has
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School / College, He / She stood First / Second / Third

Rachana
Activity Incharge
Co-Ordinator
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This is to certify that Mr./Miss Swami Bhagyashree Nikarant

of School / College Swami Vivekanand Mahavidyalaya, Latour has

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School / College. He / She stood First / Second / Third

Rachana
Activity Incharge
Coordinator

Sia

PRINCIPAL
Swami Mahalinga Mahavidyalaya
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This is to certify that Mr./Miss Mare Sujit Arun

of School / College Swami Vivekanand Mahavidyalaya, Latour has

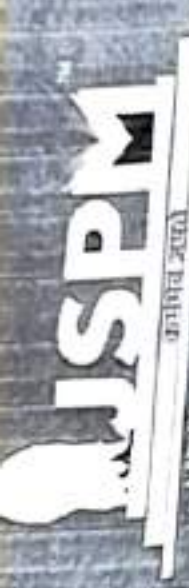
Participated in the Tally ERP event held on 30th, March 2022 in

School / College. He / She stood First / Second / Third

Richmond
Perumal
Activity Manager
SVM Latour

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Managing Director
Swami Vivekanand Mahavidyalaya
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This is to certify that Mr./Miss Chavan Avinash Ramesh
of School / College Swami Vivekanand Mahavidyalyaya, Latour has
Participated in the Tally ERP event held on 30th March 2022 in

School / College. He / She stood First / Second / Third

Rachana
Activity Incharge
Co-Ordinator

Sid
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This is to certify that Mr./Miss Kamble Prayogya Dnyandev.

of School / College Swami Vivekanand Mahavidyalaya, Latur has

Participated in the Tally ERP event held on 30th March 2022 in

School / College. He / She stood First / Second / Third

Poohekar
Activity Incharge
Ed-Ordinator
SVM Latur

She
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Swami Vivekanand Mahavidyalaya
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This is to certify that Mr./Miss Shinde Nitesh Kamalakar

of School / College Swami vivekanand Mahavidyalaya, Latur has

Participated in the Tally ERP event held on 30th, March 2022 in

School / College, He / She stood First / Second / Third

Rubana
Rubana

Ac-Ordinator
SVMI Latur

See

Marashino Director
Swami Vivekanand Mahavidyalaya
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This is to certify that Mr./Miss Sude Suraj Jayman

of School / College Swami Vivekananda Mahavidyalaya, Latur has

Participated in the Tally ERP event held on 20th March 2022 in

School / College, He / She stood First / Second / Third

P. B. Patil

Acting-Ordinance
SVM Latur

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Swami Vivekananda Mahavidyalaya
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This is to certify that Mr./Miss chilgante tikita pandurang

of School / College Swami vivekanand mahavidyalaya, Latur has

Participated in the Tally ERP event held on 30th, March 2022 in

School / College. He / She stood First / Second / Third

Rachana
Acting Incharge
Co-Ordinator
SVML Latur

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Principal
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This is to certify that Mr./Miss Tarunde Rishul Dagdu

of School / College Swami Vivekanand Mahavidyalaya, Latur has

Participated in the Tally ERP event held on 30th March 2022 in

School / College. He / She stood First / Second / Third

Rachana
Rachana

Activity Incharge
Coordinator
SVM Latur

Sw

PRINCIPAL

Swami Mahalinga Mahavidyalaya
Latur

