
1.2.1 Number of Add on/Certificate/Value added programsoffered and Online MOOC programs like SWAYAM, NPTELetc. where the students of the institution have benefited during thelast five years.

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Valueadded programs and also completed online MOOC programs likeSWAYAM, NPTEL etc. as against the total number of studentsduring the last five years.

PREAMBLE

- **01** Value Added Programs and **37**Add-on Courses were Conducted in the College During the Assessment Period.
- All The Faculties Conducted Add onPrograms/ Add-on Courses for Allthe Students.

Institutional programme brochure/notice for certificate/value added programs with course modules and outcomes.
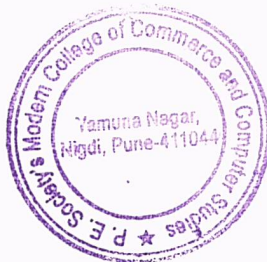
Principal
P. E. Society's
Modern College of Commerce
and Computer Studies,
Nigdi, Pune - 411 044

Progressive Education Society's

MODERN COLLEGE OF COMMERCE & COMPUTER STUDIES

SPPU ID : PU/PN/C/366/2009   PUNCODE- CAAPO14720

MCCCS

(Affiliated to Savitribai Phule Pune Univercity, Recongnized by Govt. of Maharashtra)

Modern Educational Campus, Sector - 21, Yamunanagar, Nigdi, Pune - 411044.

LIST OF COURSES

Sr no	Course Name	Sr no	Course Name
1	Web Development	20	Embedded system programming
2	Social Media Management	21	Stress management
3	Laptop Repair & OS installment	22	Basis of Robotics
4	Advance Excel	23	Mathematics for Competitive exam
5	Yoga & Lifeskills (Yoga for Human Excellence)	24	Intellectual Property Rights (Part 1)
6	Soft Skills & Personality Development	25	Intellectual Property Rights (Part 2)
7	Professional Etiquettes	26	Basic Econometrics
8	Personal Grooming	27	Event Management
9	Leadership Skills	28	Photography
10	Computer Proficiency	29	Floriculture & Gardening
11	Desktop Publication DTP	30	Negotiation and Conflict Resolution
12	Anchoring & TV Journalism	31	MBA & MCA CET Preparation (Part 1)
13	Film Making	32	MBA & MCA CET Preparation (Part 2)
14	Google Go Programming	33	E Filing of Income Tax Return
15	Ayurveda & Nutrition	34	public speaking course Brochure
16	Constitutional Values & Fundamental Duties	35	Entrepreneurship Development Programme
17	Intensive English Training	36	Academic Research & Report Writing
18	Creative Crafts	37	Critical Thinking & Problem Solving
19	E-Content Development	38	Public Relations & Media Relations

Principal
P. E. Society's
Modern College of Commerce
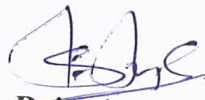and Computer Studies,
Nigdi, Pune - 411 044

MCCCS

Date: 01.03.2018

NOTICE

Modern College of Commerce and Computer Studies, is going to start a 30-hours Add-On course on **"Ayurveda & Nutrition"** for 1st Year students of all departments which will free of cost.

Please note you must submit your name with Asst. Prof. Netraja Muley

Principal

Modern College of

Commerce and Computer Studies

Progressive Education Society's

MODERN COLLEGE OF COMMERCE & COMPUTER STUDIES

MCCCS

SPPU ID : PU/PN/C/366/2009   PUNCODE- CAAPO14720

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Modern Educational Campus, Sector - 21, Yamunanagar, Nigdi, Pune - 411044.

Date: 01-03-2018

NOTICE

Modern College of Commerce and Computer Studies, is going to start a 30-hours Add-On course on **"Computer Proficiency"** for 1st Year students of BCOM departments which will free of cost.

Please note you must submit your name with Asst. Prof. Prasanna Chavan.

Principal

Modern College of

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MODERN COLLEGE OF COMMERCE & COMPUTER STUDIES

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(Affiliated to Savitribai Phule Pune Univercity, Recongnized by Govt. of Maharashtra)

Modern Educational Campus, Sector - 21, Yamunanagar, Nigdi, Pune - 411044.

Date: 01.02.2019

NOTICE

Modern College of Commerce and Computer Studies, is going to start a 30-hours Add-On course on **"Basic of Laptop Maintenance and OS Installation"** for 1st Year students of All department. The course is free of cost.

Submit your name with Asst. Prof. Ravikiran Kakde

Principal

Modern College of Commerce

and Computer Science

Progressive Education Society's

MODERN COLLEGE OF COMMERCE & COMPUTER STUDIES

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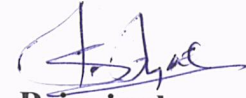
Modern Educational Campus, Sector - 21, Yamunanagar, Nigdi, Pune - 411044.

Date: 22-06-2018

NOTICE

Modern College of Commerce and Computer Studies, is going to start a 30-hours Add-On course on **"Academic Research & Report Writing"** for 2nd Year students of BBA(CA) departments. The course will be free of cost.

Submit your name with Asst. Prof. Prasad Ghodke

Principal

Modern College of Commerce and Computer Studies.

Progressive Education Society's

MODERN COLLEGE OF COMMERCE & COMPUTER STUDIES

MCCCS

SPPU ID : PU/PN/C/366/2009   PUNCODE- CAAPO14720

(Affiliated to Savitribai Phule Pune Univercity, Recongnized by Govt. of Maharashtra)

Modern Educational Campus, Sector - 21, Yamunanagar, Nigdi, Pune - 411044.

Date: 22-06-2018

NOTICE

Modern College of Commerce and Computer Studies, is going to start a 30-hours Add-On course on **"Web Development"** for 2nd Year students of BBA department. Course will free of cost.

Submit your name with Asst. Prof. Yugandhara Patil.

Principal

Modern College of Commerce and Computer Studies

MODERN COLLEGE OF COMMERCE & COMPUTER STUDIES

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SPPU ID : PU/PN/C/366/2009   PUNCODE- CAAPO14720

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Modern Educational Campus, Sector - 21, Yamunanagar, Nigdi, Pune - 411044.
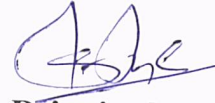
Date: 01.02.2019

NOTICE

Modern College of Commerce and Computer Studies, is going to start a 30-hours Add-On course on **"Social Media Marketing"** for 1st Year students of All department.

Submit your name with Asst. Prof. Prasanna Chavan

Note:

1. The course is free of cost.

Principal

Modern College of Commerce and Computer Studies.

Progressive Education Society's

MODERN COLLEGE OF COMMERCE & COMPUTER STUDIES

SPPU ID : PU/PN/C/366/2009   PUNCODE- CAAPO14720

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Modern Educational Campus, Sector - 21, Yamunanagar, Nigdi, Pune - 411044.

MCCCS

Date: 06.08.2018

NOTICE

Modern College of Commerce and Computer Studies, is going to start a 30-hours Add-On course on **"Ayurveda & Nutrition"** for 1st Year students of all departments. The course is free of cost.

Please submit your name with Asst. Prof. Swara Savanoor

Principal

Modern College of Commerce

and Computer Studies

MODERN COLLEGE OF COMMERCE & COMPUTER STUDIES

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Modern Educational Campus, Sector - 21, Yamunanagar, Nigdi, Pune - 411044.
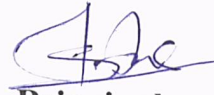
Date: 02-09-2019

NOTICE

Modern College of Commerce and Computer Studies, is going to start a 30-hours Add-On course on **"BASICS OF LAPTOP MAINTENANCE AND OS INSTALLATION"** 2nd Year students of BCOM department.

Kindly enroll your name with Asst. Prof. Ravikiran Kakde

Note:

1. The course is free of cost.

2. Registration is Compulsory.

Principal

Modern College of Commerce and Computer Studies

Progressive Education Society's

MODERN COLLEGE OF COMMERCE & COMPUTER STUDIES

MCCCS

SPPU ID : PU/PN/C/366/2009   PUNCODE- CAAPO14720

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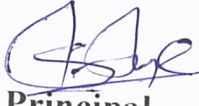
Modern Educational Campus, Sector - 21, Yamunanagar, Nigdi, Pune - 411044.

(

Date: 02/10/2019

NOTICE

PES Modern College of Commerce and Computer Studies, is going to start a 30-hours Add-On course on **"Academic Research & Report Writing"** for 2nd Year students of BBA(CA) departments. Course is free of cost.

Kindly submit your name with Asst. Prof. Deepti Yadav.

Principal

Modern College of Commerce and Computer Studies

MODERN COLLEGE OF COMMERCE & COMPUTER STUDIES

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Modern Educational Campus, Sector - 21, Yamunanagar, Nigdi, Pune - 411044.

Date: 02-09-2019

NOTICE

It is notified for all concerned that Modern College of Commerce and Computer Studies, is going to start a 30-hours Add-On course on **"Web Development"** for 2nd year students of BBA Department for their betterment. There shall not be any fees for the said course.

Kindly enroll your name with Asst. Prof. Yugandhara Patil

Principal

Modern College of Commerce and Computer Studies

MCCCS

Date: 25-02-2020

NOTICE

It is notified for all concerned that Modern College of Commerce and Computer Studies, is going to start a 30-hours Add-On course on **"Social Media Marketing"** for 1st Year students of all departments for their benefits in the near future.

Please take advantage of this "Golden Opportunity" introduced by the MCCCS.

Kindly enroll your name with Asst. Prof. Prasanna Chavan.

Note:

1. The course is free of cost.
2. Registration is Compulsory.

Principal

Modern College of
Commerce and Computer Studies

Date: 01/02/2020

NOTICE

(

It is notified for all concerned that Modern College of Commerce and Computer Studies, is going to start a 30-hours Add-On course on **"Ayurveda & Nutrition"** for 1st Year students of all departments for their benefits in the near future.

Please take advantage of this "Golden Opportunity" introduced by the MCCCS.

Kindly enroll your name with Asst. Prof. Swara Savanoor

Note:

1. The course is free of cost.

(

Principal

Modern College of Commerce and Computer Studies

MODERN COLLEGE OF COMMERCE & COMPUTER STUDIES

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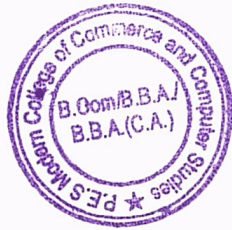
Date: 02/09/2019

NOTICE

It is notified for all concerned that Modern College of Commerce and Computer Studies, is going to start a 30-hours Add-On course on **"Professional Etiquettes"** for 3rd Year students of all departments for their benefits in the near future.
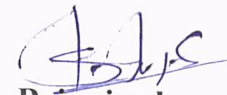
Please take advantage of this "Golden Opportunity" introduced by the MCCCS.

Kindly enroll your name with Asst. Prof. Reshma Tamboli

Note:

1. The course is free of cost.

Principal

Modern College of Commerce
and Computer Studies

Progressive Education Society's

MODERN COLLEGE OF COMMERCE & COMPUTER STUDIES

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Modern Educational Campus, Sector - 21, Yamunanagar, Nigdi, Pune - 411044.

Date: 01/02/2020

NOTICE

It is notified for all concerned that Modern College of Commerce and Computer Studies, is going to start a 30-hours Add-On course on **"Leadership Skills"** for 3rd Year students of all departments for their benefits in the near future.

Please take advantage of this "Golden Opportunity" introduced by the MCCCS.

Kindly enroll your name with Asst. Prof. Dinkar Chavan.

Note:

1. The course is free of cost.

Principal

Modern College of Commerce and
Computer Studies

Progressive Education Society's

MODERN COLLEGE OF COMMERCE & COMPUTER STUDIES

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Modern Educational Campus, Sector - 21, Yamunanagar, Nigdi, Pune - 411044.

Date: 24-12-2020

NOTICE

It is notified for all concerned that Modern College of Commerce and Computer Studies, is going to start a 30-hours Add-On courses which are as follows:

Sr no.	Course Name	Stream	Course Co-ordinator
1	Basic of Laptop Maintenance and OS Installation	SY BCom	Asst. Prof. Ravikiran Kakade
2	Academic Research & Report Writing	SY BCA	Asst. Prof. Deepti Manohar Yadav
3	Advanced Web Development	SY BBA	Asst. Prof. Yugandhara Patil
4	Social Media Marketing	All FY	Asst. Prof. Prasanna Chavan

Please take advantage of this "Golden Opportunity" introduced by the MCCCS.

Kindly enroll your name with respective course coordinators.

Note:

The course is free of cost, and will be conducted Online.

Principal

Modern College of Commerce and
Computer Studies

MODERN COLLEGE OF COMMERCE & COMPUTER STUDIES

SPPU ID : PU/PN/C/366/2009   PUNCODE- CAAP014720

(Affiliated to Savitribai Phule Pune Univercity, Recongnized by Govt. of Maharashtra)

Modern Educational Campus, Sector - 21, Yamunanagar, Nigdi, Pune - 411044.

MCCCS

Date: 01-02-2021

NOTICE

Modern College of Commerce and Computer Studies, is going to start a 30-hours Add-On courses which are as follows:

Sr no.	Course Name	Stream	Course Co-ordinator
1	Ayurveda & Nutrition	All FY	Asst. Prof. Swara Savanoor
2	Yoga & Lifeskills	All Stream	Asst. Prof. Reshma Tamboli
3	Intellectual Property Rights (Part 1)	SY BCA/BBA	Asst. Prof. Dinkar Chavan

Do not Miss the chance to enhance your skills.

Kindly enroll your name with respective course coordinators.

Note:

The course is free of cost, and will be conducted Online.

Principal

Modern College of Commerce and
Computer Studies

Progressive Education Society's

MODERN COLLEGE OF COMMERCE & COMPUTER STUDIES

MCCCS

SPPU ID : PU/PN/C/366/2009   PUNCODE- CAAPO14720

(Affiliated to Savitribai Phule Pune Univercity, Recongnized by Govt. of Maharashtra)

Modern Educational Campus, Sector - 21, Yamunanagar, Nigdi, Pune - 411044.

Date: 02-07-2020

NOTICE

Modern College of Commerce and Computer Studies, is going to start a 30-hours Add-On courses which are as follows:
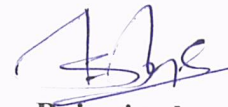
Sr no.	Course Name	Stream	Course Co-ordinator
1	Professional Etiquettes	All TY	Asst. Prof. Reshma Tamboli
2	Personal Grooming	All TY	Asst. Prof. Deepti Manohar Yadav
3	Leadership Skills	All TY	Asst. Prof. Dinkar Chavan

Do not Miss the chance to enhance your skills.

Kindly enroll your name with respective course coordinators.

Note:

The course is free of cost, and will be conducted Online.

Principal

Modern College of Commerce and
Computer Studies

Progressive Education Society's

MODERN COLLEGE OF COMMERCE & COMPUTER STUDIES

SPPU ID : PU/PN/C/366/2009   PUNCODE- CAAPO14720

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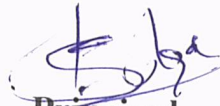
MCCCS

Date: 28-08-2020

Notice

All students of BBA 1st year, BBA(CA) 1st year, and B. Com 1st year are hereby informed that MCCCS is going to launch a value-added course on **Advanced Microsoft Excel**. This course will be offered on a first-come, first-served basis. The duration of the course will be 30 hours.

Please take advantage of this "golden opportunity" introduced by the MCCCS.

For registration, contact the course coordinators.

Principal

Modern College of Commerce

and Computer Studies

Progressive Education Society's

MODERN COLLEGE OF COMMERCE & COMPUTER STUDIES

MCCCS

SPPU ID : PU/PN/C/366/2009   PUNCODE- CAAP014720

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Modern Educational Campus, Sector - 21, Yamunanagar, Nigdi, Pune - 411044.

Date: 27.09.2021

NOTICE

Modern College of Commerce and Computer Studies, is going to start a 30-hours Add-On courseswhich are as follows:

Sr no.	Course Name	Stream	Course Co-ordinator
1	Basic of Laptop Maintenance and OS Installation	SY BCom	Asst. Prof. Ravikiran Kakade
2	Academic Research & Report Writing	SY BCA	Asst. Prof. Reshma Tamboli
3	Web Development	SY BBA	Asst. Prof. Yugandhara Patil
4	Social Media Marketing	All FY	Asst. Prof. Prasanna Chavan
5	E Filing of Income Tax Return	FY BCA	Asst. Prof. ShivkantPupulwad
6	Constitutional Values & Fundamental Duties	All	Asst. Prof. ShivkantPupulwad
7	Stress management	All	Asst. Prof. Shrutika Khole
8	Intellectual Property Rights (Part 2)	TY BCA/BBA	Asst. Prof. Dinkar Chavan
9	Event Management	SY BCOM	Asst. Prof. Shraddha Joshi
10	Yoga & Life skills	All	Asst. Prof. Reshma Tamboli

Kindly enroll your name with respective course coordinators.

Note:

The course is free of cost, and will be conducted Online.

Principal
P. E. Society's
Modern College of Commerce
and Computer Studies,
Nigdi, Pune - 411 044

MODERN COLLEGE OF COMMERCE & COMPUTER STUDIES

MCCCS

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Modern Educational Campus, Sector - 21, Yamunanagar, Nigdi, Pune - 411044.

Date: 27-10-2021

NOTICE

Modern College of Commerce and Computer Studies, is going to start a 30-hours Add-On courses which are as follows:

Sr no.	Course Name	Stream	Course Co-ordinator
1	E-Content Development	TY BCom	Asst. Prof. Yugandhara Patil
2	Embedded System Programming	TY BCA	Asst. Prof. Varsha Khandagale
3	Basis of Robotics	TY BCA	Asst. Prof. Varsha Khandagale
4	Desktop Publication (DTP)	FY BCom	Asst. Prof. Prasanna Chavan
5	Film Making	All	Asst. Prof. Ravikiran Kakade
6	Google Go Programming	TY BCA	Asst. Prof. Varsha Khandagale

Do not Miss the chance to enhance your skills.

Kindly enroll your name with respective course coordinators.

Note:

The course is free of cost, and will be conducted Online.

Principal

Modern College of Commerce and Computer Studies

MODERN COLLEGE OF COMMERCE & COMPUTER STUDIES

MCCCS

SPPU ID : PU/PN/C/366/2009   PUNCODE- CAAPO14720

(Affiliated to Savitribai Phule Pune Univercity, Recongnized by Govt. of Maharashtra)

Modern Educational Campus, Sector - 21, Yamunanagar, Nigdi, Pune - 411044.

Date: 17-01-2022

NOTICE

Modern College of Commerce and Computer Studies, is going to start a 30-hours Add-On courses which are as follows:

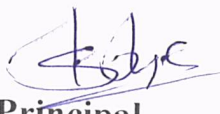| Sr no.	Course Name	Stream	Course Co-ordinator
1	Intensive English Training	SY BCom	Asst. Prof. Yugandhara Patil
2	Creative Crafts	SY BCA	Asst. Prof. Shraddha Joshi
3	Personal Grooming	SY BBA	Asst. Prof. Yugandhara Patil
4	Leadership Skills	All FY	Asst. Prof. Dinkar Chavan
5	Computer Proficiency	FY BCom	Asst. Prof. Prasanna Chavan
6	Anchoring & TV Journalism	All	Asst. Prof. Dhanwantari Narawade
7	Public Speaking	All	Asst. Prof. Shrutika Khole

Do not Miss the chance to enhance your skills.

Kindly enroll your name with respective course coordinators.

Note:

The course is free of cost, and will be conducted Offline.

Principal

Modern College of Commerce and Computer Studies

MODERN COLLEGE OF COMMERCE & COMPUTER STUDIES

MCCCS

SPPU ID : PU/PN/C/366/2009   PUNCODE- CAAPO14720

(Affiliated to Savitribai Phule Pune Univercity, Recongnized by Govt. of Maharashtra)

Modern Educational Campus, Sector - 21, Yamunanagar, Nigdi, Pune - 411044.

Date: 03-05-2022

NOTICE

Modern College of Commerce and Computer Studies, is going to start a 30-hours Add-On courses which are as follows:

Sr no.	Course Name	Stream	Course Co-ordinator
1	Professional Etiquettes	ALL FY	Asst. Prof. Yugandhara Patil
2	Mathematics for Competitive Exam	ALL TY	Asst. Prof. Shraddha Joshi
3	Basic Econometrics	TY Bcom	Asst. Prof. Yugandhara Patil
4	Entrepreneurship Development Programme	TY BBA	Asst. Prof. Dinkar Chavan
5	Soft Skills & Personality Development	ALL TY	Asst. Prof. Prasanna Chavan

Do not Miss the chance to enhance your skills.

Kindly enroll your name with respective course coordinators.

Note:

The course is free of cost, and will be conducted Offline.

Principal

Modern College of Commerce and Computer Studies

MODERN COLLEGE OF COMMERCE & COMPUTER STUDIES

MCCCS

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Modern Educational Campus, Sector - 21, Yamunanagar, Nigdi, Pune - 411044.

Date: 28-03-2022

NOTICE

PES Modern College of Commerce and Computer Studies, is going to start a 30-hours Value Added course on **"Advanced Microsoft Excel"** for 1st Year students of all departments. Course is free of cost and will be conducted offline.

Kindly submit your name with Asst. Prof. Varsha Khandagale.

Take this opportunity to enhance your skills.

Principal

Modern College of Commerce and Computer Studies

MODERN COLLEGE OF COMMERCE & COMPUTER STUDIES

MCCCS

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Modern Educational Campus, Sector - 21, Yamunanagar, Nigdi, Pune - 411044.

Date: 28.03.2022

NOTICE

Modern College of Commerce and Computer Studies, is going to start a 30-hours Add-On courses which will be free of cost and conducted offline as follows:

Sr no.	Course Name	Stream	Course Co-ordinator
1	Photography	All	Asst. Prof. Ravikiran Kakade
2	Floriculture & Gardening	All	Asst. Prof. Shraddha Joshi
3	Negotiation and Conflict Resolution	All TY	Asst. Prof. Renuka Gaikwad
4	MBA & MCA CET Preparation (Part 1)	All SY	Asst. Prof. Yugandhara Patil
5	MBA & MCA CET Preparation (Part 2)	All	Asst. Prof. Dhanwantari Narawade
6	Critical Thinking & Problem Solving	TY BCA	Asst. Prof. Renuka Gaikwad
7	Public Relations & Media Relations	All TY	Asst. Prof. Reshma Tamboli

Do not Miss the chance to enhance your skills.

Kindly enroll your name with respective course coordinators.

Principal

Modern College of Commerce and Computer Studies

Add-on Course for All Stream Students

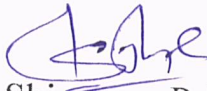| Course Name	Ayurveda and Nutrition
Course Code	MCCCS00018
Duration	30HRS
Credit	2

About the Course:-

- The Learning Objectives of the course are:
- To introduce the basic principles of nutrition in Ayurveda
- To link the Ayurvedic nutrition with modern dietary practices for health To analyse basic tenets of traditional diets and health recipes To understand the contemporary food habits in everyday life

Course Outcome:-

- Awareness of traditional food cultures of India
- Evaluate changing food patterns and lifestyle over the years
- Understand Indian Knowledge Systems (IKS) and key Vedic principles with respect to Food and Nutrition
- Apply basic tenets of traditional diets for health and disease
- Prepare selected healthy recipes based on Ayurvedic principles

Sr. no	Content	Lectures
1	**Introduction to Ayurvedic Nutrition** • Ayurveda and Indian food cultures • Nutrition and lifestyle transition over the years • Regional Food Traditions of India	8
2	**Basic principles of Food and Nutrition and Ayurveda** • Understanding rich sources of nutrients • Concept of Doshas & assessment • Ayurvedic Principles of food habits and factors determining quality of food (Aharavidhi visheshaayatana) • FSSAI regulations on Ayurvedic Aahar	8
3	**Ayurvedic Diets** • Principles of Diet: Aharavidhi vidhan, Sattvic, Rajasi, Tamasic foods • Incompatible food (Viruddha Ahara), Pathya; Apathya; Viprita Ahaar • Lifestyle Management with Dincharya and Ritucharya • Application of Ayurvedic diets to stress linked food behaviour	6
4	• **Any other Practical/Practice as decided from time to time** **Practical component (if any)**	10

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Add-on Course for All Stream Students

Course Name	Computer Proficiency
Course Code	MCCCS00024
Duration	30HRS
Credit	2

About the Course:-

A course in computer proficiency typically covers the basics of computer hardware, operating systems, software applications, and the internet. The course may also provide instruction on computer security, data management, and programming fundamentals.

Objective:-

➢ Use the basic vocabulary and terminology related to computer and word processing
➢ Open, save and format a basic document
➢ Type a simple note or a letter using Microsoft Word
➢ Perform basic format and editing on a word document
➢ Create tables and calendars
➢ Use different basic computer language software and programs to practice English and typing skills.

Course Outcome:-

➢ Set up logical storage locations on your hard drive so that you can easily store and retrieve information.
➢ Manage your MS Outlook files by using tools such as archiving, storage folders and message rules.
➢ Create a word document and navigate your way around the basic applications.
➢ Create an excel workbook and navigate your way around the basic applications.
➢ Create a professional email signature and learn how to edit and update it with important and timely Company information.
➢ Create and present a basic PowerPoint presentation complete with headings, bullet points and pictures.

Sr. no	Content	Lectures
1	**Managing Your PC and MS Outlook** Managing Your PC: This session will give you a basic overview of how the storage folders work on your computer's hard drive. You will learn to create logical storage folders and also learn how to search for files using Windows Explorer. MS Outlook Management: Storage Folders, Creating New Folders, View Options, Archiving, Creating a Professional Email Image: Create an email signature that encompasses your corporate image, Learn to access and update your signature so that you can make timely changes such as seasonal company messages and offers.	6
2	**Navigating Word** Time Management Outlook Calendar Scheduling appointments Meeting requests Creating tasks Navigating your way around a word document Important Tools Navigating the applications Customization Creating a word document (from a template) Building the document Inserting a picture Inserting a table Editing a table Copy & paste text Printing the document.	6
3	**Navigating Excel** Navigating your way around an Excel workbook, Important Tools Navigating the applications customization Creating a workbook, Using Quick Fill Auto Sum Basic Formula's General Formatting Sorting Data Filters Creating a chart Print Set Up Printing the document Sending a workbook through email	6
4	**Creating a PowerPoint Presentation** Participants will learn to (and go through process of) Less is better, Important Tools, Navigating the applications, Customization, Creating slides (including a slide master), Creating bullet points, Inserting graphics, Inserting spread sheets, Edit options, Using layout to organise content Animation, Delivering the presentation – Running slide show Presentation View.	6
5	**Database Management with MS-Access** Introduction to Databases Starting Access 2007 The Getting Started Page and Opening a Database What's New in Access 2007 Understanding the Access Program Screen Understanding the Ribbon Using the Office Button and Quick Access Toolbar Using Keyboard Commands Using Contextual Menus Using Help Database Basics Working with Database Objects Tour of a Table Adding, Editing and Deleting Records Tour of a Form Tour of a Query Tour of a Report Previewing and Printing a Database Object Selecting Data Cutting, Copying and Pasting Data Using Undo and Redo Checking Your Spelling Using the Zoom Box Exiting Access 2007	6

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Add-on COURSE

Course Name	BASICS OF LAPTOP MAINTENANCE AND OS INSTALLATION
Course Code	MCCCS0001
Duration	30HRS

About the Course:

Important for aspiring computer techs to understand everything from computer components, installation of OS, configuration, fixing laptop hardware and troubleshooting etc

Course objectives:

1. To describe the social and professional impact and importance of technology.
2. Identify career opportunities related to technology.
3. Maintain and manage Windows
4. Develop an end-to-end technical understanding

Course Outcomes:-
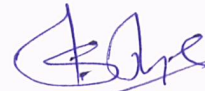
1. Develop an end-to-end technical understanding
2. Able to perform system installation and peripheral configurations.
3. Reduces potential hardware and software problems
4. Reduces repair costs.

Sr. No	Content	Lectures
1	**Module 1: Fundamentals of System** Identify the Input/output devices To understand the colour coding for the Ethernet cable to be crimping.	6
2	**Module 2: Installation and Configuration of Operating System** Concept of BIOS & Operating System, Installation of Windows7, 8, 10 operating system. Installation of Ubuntu Linux operating system, Steps to install software in a computer system	6
3	**Module 3:-Configuring Windows Operating Systems** Remote network installation, Creating image, Upgrade, Multiboot: Driver installation, Driver installation, software and windows updates	6
4	**Module 4: Basic troubleshooting** Install, configure, and troubleshoot Windows, Android, and iOS operating systems.	6
5	**Module 5: Wi-Fi and Windows Networks** Networks Hardware parts that connect to different ports of a computer and laptop.	6

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Add-on COURSES for BBA(CA) Students

Course Name	Academic Research & Report Writing
Course Code	MCCCS0002
Duration	30 HRS

About the Course:

Importance of report writing in academics and research. Various kinds of academic and research activities. Necessity of report writing for achievement of academic and research goals. Various kinds of reports / presentations. Characteristics of academic and research reports / presentations. Conclusions. ASSIGNMENTS.

Course objectives:

After completion of the course students will be able: -

1. To become knowledgeable

2. To explore and achieve academic and research goals

Course Outcome:

Demonstrate the ability to choose methods appropriate to research aims and objectives. Understand the limitations of research methods. Develop skills in qualitative and quantitative data analysis and presentation. Develop advanced critical thinking skills

Course Content

Module 1: Research paper writing:

Types of research papers, Structure of research papers, Research paper formats, Abstract writing, Methodology, Results and discussions, Different formats for referencing, Ways of communicating a research paper. ASSIGNMENTS

Module 2: Thesis writing:

Structure of a thesis, Scope of the work, Literature review, Experimental / computational details, Preliminary studies, Results and Discussions, Figures and Tables preparation, Conclusions and future works, Bibliography, Appendices, ASSIGNMENTS.

Module 3: Tools and Techniques:

Various word processors, e.g., MS Word, Libra-office, Latex etc. Making effective presentations using Power Point and Beamer, Uses of plagiarism detection tools. ASSIGNMENT.

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Web Designing, Development and Hosting Course for All Stream

Course Name	Web Designing, Development and Hosting
Course Code	MCCCS00003
Duration	30HRS
Credit	2

About the Course:-

A Web Designing course belongs to the field of Computer and IT. It enables students to learn various techniques, tools and programming languages in order to create and maintain web pages.

Objective:-

- Understand the principles of web design, including layout, color theory, typography, and user experience.
- Learn how to create and edit web pages using HTML, CSS, and JavaScript.
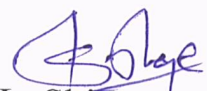
Course Outcome:-

- Understanding the principles of web design and the technical skills required to create, design, and host a website.
- Being able to create and edit web pages using HTML, CSS, and JavaScript and create graphics and designs for web pages using software such as Adobe Photoshop and Illustrator.

Sr. no	Content	No of Lectures	No of practical
1	**HTML** • HTML documents are described by HTML tags. Each HTML tag describes different document content	2	3
2	**HTML CSS** • Learn how to use HTML and C55 to make web pages. • HTML is the mark-up language that you surround content with, to tell browsers about headings, lists, tables	3	3
3	**Java Script and PHP** • How to pass variables and arrays from PHP to Java5cript, both with and without the use of JSON.	9	4
4	**Database MySQL** • MySQL Create Database - Learn My5QL from basic to advanced covering database programing clauses command functions administration queries and more	5	4
5	**Hosting** • Hosting and Creating Domain Register a domain name and transfer domains. • Reliable web hosting and VPS. Powerful website	1	2
	Total	20	16

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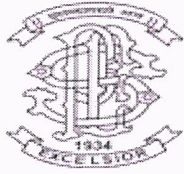
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Add-on Course for All Stream Students

Course Name	CONSTITUTIONAL VALUES AND FUNDAMENTAL DUTIES
Course Code	MCCCS00019
Duration	30HRS
Credit	2

About the Course:-

Law practitioners include famous people like Mahatma Gandhi, Nelson Mandela, Ram Jethmalani, as well as former US President Barack Obama. The scope of the law as a career is immense in India as opportunities expand in corporate houses, law firms, law agencies, administrative services, and the like. These days, law graduates not only get dressed in black and white apparel to represent the court but also make their presence felt with groundbreaking cases and legal reforms to make a difference

Objective:-

- Enrich students with knowledge and relevance of the constitution.
- Develop awareness about duties and values.
- Inculcate a sense of constitutionalism in thought and action.

Course Outcome:-

- Understand the constitution and its relevance
- Appreciate the values and goals embedded in the constitution.
- Apply the spirit of fundamental values and duties in everyday national life.

Sr. no	Content	Lectures
1	**Constitution of India- An Introduction** • Federal Republic, Rule of Law, Separation of Powers • Sovereignty, Socialism, Democracy • Secularism and Sarva Dharma Sama Bhava	5
2	**Constitutional Values** • Justice: Social, Political, Economic • Liberty: Thought, Expression, Belief, Faith, Worship • Equality: Equality before law & equal application of laws • Fraternity: Dignity, Unity and integrity	7
3	**Fundamental Duties** • Reflecting on the ancient Indian notions of righteousness and duty consciousness • Fundamental duties article 51A • Legal status of fundamental duties- Judicial approach	8
4	**Practical component (if any)** • Reflections on some of the constitutional values or fundamental duties and its contemporary relevance in day to day National Life through group discussions and projects • Conduct workshops to spread awareness on the fundamental duties and values • Students are required to conduct a survey on assessing the awareness of the constitutional duties among the citizens minimum 25 respondents • Students mein share their experience on fundamental duties and values in the form of a project report • Any other practical or practice as decided from time to time	10

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Add-on Course for All Stream Students

Course Name	Intensive English Training
Course Code	MCCCS00013
Duration	30HRS
Credit	2

About the Course:-

This is a class designed to help students that want to become more advanced in speaking, writing and reading English.

Objective:-

➢ Learns the basic Grammar of English language
➢ Increases the knowledge of English and English Grammar
➢ Develops the skills of Listening, Speaking, Reading and Writing in English
➢ Learns to speak native English fluently
➢ Over comes the fear of making errors in usage of English

Course Outcome:-

➢ Learns the basic Grammar of English language
➢ increases the knowledge of English and English Grammar
➢ Develops the skills of Listening, Speaking, Reading and Writing in English

Sr. no	Content	Lectures
1	**Tenses** • Present Tense: Simple Present, Present Continuous, Present Perfect and Present Perfect • Continuous - Past Tense: Simple Past, Past Continuous, Past Perfect and Past Perfect • Continuous - Future Tense: Simple Future, Future Continuous, Future Perfect and Future • Perfect Continuous - Conjugation	6
2	**Formation of Sentence** • Noun: Meaning, types - Pronoun: Meaning and usages - Types of Sentence: Simple, • Imperative, Interrogative and Exclamatory - Question Pattern: 'Wh' questions, 'Verbal' (Yes • or No) questions, Positive and Negative questions - Question Tag	6
3	**Basic Grammar Components** • Articles: Meaning, Types: Definite and Indefinite - Prepositions: Meaning, Types: • Simple, Compound and Complex - Phrase and Clause: Meaning, Types, differences and • usage - Auxiliary verbs: Meaning, Types: Auxiliary: be verbs, do verbs and have verbs - • Modals: Pure Modals and Semi Modals - Framing questions using Auxiliary verbs: Positive • and Negative	6
4	**Speech and Voice** • Direct Speech: Meaning and usages - Indirect Speech: Meaning and usages - Active • Voice: Meaning and usages - Passive Voice: Meaning and usages - Degrees of Comparison: • Meaning, types: Positive degree, Comparative degree and Superlative degree, usages	6
5	**Developing English Language** • Language Lab: Listening to English Grammar and using in daily speech - Reproducing • the speeches of great people: memorizing and delivering the speech - Loud reading practice: • Pronunciation, Intonation and Identification of Sound Units - Composition writing: Guided • composition, Free composition and Picture composition - Spotting the error in daily usage of • English - Dialogue delivery: Conversation practice, Good manners practice and Dialogue practice	6

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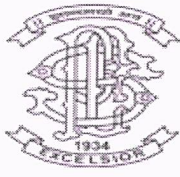
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Add-on Course for All Stream Students

Course Name	SOCIAL MEDIA MARKEING
Course Code	MCCCS00010
Duration	30HRS
Credit	2

About the Course:-

Social Media Marketing course can give you the tools and strategies to reach your marketing goals if you are looking to boost your online presence and drive traffic to your site or user profile.

Objective:-

➢ Develop Brand Awareness.
➢ Increase Size of Social Communities and Accurately Target Audiences.
➢ Strengthen Engagement Strategies to Increase Customer Loyalty.
➢ Monitor Customer Feedback.
➢ Convert Social Followers into Qualified Leads and New Business.

Course Outcome:-
➢ To use popular tools for social media activities.
➢ To promote individual's own or family's business on social media.
➢ To use social media like Face book, Instagram, Twitter, YouTube, and LinkedIn for the healthy marketing of any product or service
➢ To Study the most recent changes in technology, future trends, and possible benefits for social media.
➢ To implement social media solutions while adhering to ethical, legal and privacy regulations.

Sr. no	Content	Lectures
1	**LinkedIn Marketing Bootcamp** • Creating LinkedIn Account, • B2B Lead Generation, build brand awareness, • LinkedIn Ads Leveraging LinkedIn Groups	6
2	**YouTube Marketing** • Creating organic promotional videos, • Create and brand your YouTube channel, • Experiment with YouTube Shorts and other features.	6
3	**Twitter** • Twitter Introduction • What is a Tweet • Creating an Account on Twitter • Setting up your Profile on Twitter • How to Upload Photos on Twitter	6
4	**Instagram Marketing** • Introduction to Instagram, • Setup your Instagram profile • Get followers on Instagram, • What type of content to create on Instagram Increasing, • Engagement on Instagram Instagram Stories, • Instagram Ads	6
5	**Facebook Marketing** • Introduction to Facebook, • Facebook Algorithm, • Facebook Business Pages • Facebook Groups Facebook Ads Facebook Targeting • Facebook Ecommerce • Facebook Pixels Facebook Account Management Facebook • Ad Optimization Facebook Reporting & Insights.	6

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Add-on Course for All Stream Students

Course Name	Professional Etiquettes
Course Code	MCCCS00016
Duration	35HRS
Credit	2

About the Course:-

A study of the interpersonal and communication skills fundamental for success in the work place. Students have their professional style as they study topics including professional behaviour, interpersonal interaction, communicative and soft skills as they relate to work place.
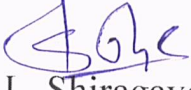
Objective:-

- After completion of this course a student should be able to;

- Determine the attitudes and behaviour appropriate to workplace situations and settings

- Use interpersonal and communication skills to enhance his/her job effectiveness Adopt attitudes and behaviour consistent with standard workplace expectations

- Develop national Ideals of education among students

Course Outcome:-

Professional etiquette is important because it creates a professional, mutually respectful atmosphere and improves communication, which helps an office serve as a productive place.

Sr. no	Content	Lectures
1	**Objectives Contribute to professional Development:** Etiquettes; Significance of etiquette; Etiquette for professional; Social media etiquette and behaviour. Work place etiquette	8
2	**Introduction to the concept of professional Ethics:** Profession: characteristics of Profession; Teaching as a profession: Code of Professional ethics for school teacher as given by (NCTE); Professional Elements.	9
3	**Effective Skills:** Soft skills; significance of soft skills in teaching, Essential soft skills required for a teacher; Time management Skill; Event management skill.	9
4	**Types of Values & Profession** Constitutional or national values - Democracy, socialism, secularism, equality, justice, liberty, freedom, and fraternity. Professional Values-Knowledge thirst, sincerity in profession, regularity, punctuality, and faith.	9

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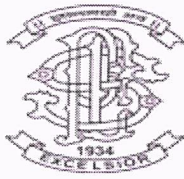
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Leadership skills Course for All Stream Students

Course Name	Leadership skills
Course Code	MCCCS00040
Duration	30HRS
Credit	2

About the Course:-

A leadership skills course is a structured program designed to enhance individuals' leadership abilities and develop their potential as effective leaders

Objective:-

1) Enhancing leadership abilities.
2) Building self-awareness.
3) Developing communication and interpersonal skills:
4) Promoting teamwork and collaboration.

Course Outcome:-

1) **Improved leadership abilities:** Participants will have developed a stronger set of leadership skills, enabling them to effectively lead teams, projects, or organizations.

2) **Ethical leadership:** Participants will have a deeper understanding of the importance of ethics and integrity in leadership, and they will be equipped to make ethical decisions and lead by example.

SR.	Content	Lectures
1.	**Introduction to Leadership:** An overview of leadership concepts, theories, and styles.	2
2	**Self-Assessment and Self-Awareness:** Understanding personal strengths, weaknesses, values, and leadership style.	2
3	**Emotional Intelligence:** Developing emotional intelligence to understand and manage emotions, build relationships, and empathize with others.	4
4	**Decision-Making and Problem-Solving:** Strategies for making informed decisions and solving complex problems.	4
5	**Strategic Thinking:** Developing the ability to think strategically, set clear goals, and align actions with a larger vision.	6
6	**Strategic Thinking:** Developing the ability to think strategically, set clear goals, and align actions with a larger vision.	6
7	**Team Building and Team Management:** Techniques for building and managing high-performing teams, fostering collaboration, and motivating team members.	6

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VALUE ADDON COURSE on ADVANCE MICROSOFT EXCEL

Progressive Education Society

Modern College of Commerce and Computer Studies

Savitribai Phule Pune University

ANNEXURE I

COURSE NAME   :   Advanced Microsoft Exce Syllabus

COURSE DURATION   :   30 HOURS (30 DAYS)

COURSE OBJECTIVE   :

The objective of this course is to enhance the operational efficiency of any knowledge professional by imparting crucial skills in MS Excel

COURSE OUTCOME :

- Use advanced functions and productivity tools to assist in developing worksheets
- Manipulate data lists using Outline, Auto filter and PivotTables
- Use Consolidation to summaries and report results from multiple worksheets
- Record repetitive tasks by creating Macros
- Use Hyperlinks to move around worksheets.

This program will enable the students:

- To gain knowledge on basic as well as advanced excel concepts and functions
- To understand the practical application of the basic as well as advanced excel concepts
- To develop their thought process in such a way so as to apply their learning's in their educational or professional life

ELIGIBILITY   : 12th Pass

TOTAL SEAT   : 50

Detailed syllabus is given below:

Module 1. Excel Introduction

- An overview of the screen, navigation and basic spreadsheet concepts
- Various selection techniques
- Shortcut Keys

3

Module 2. Customizing Excel

- Customizing the Ribbon
- Using and Customizing AutoCorrect
- Changing Excel's Default Options

5

Module 3 Using Basic Functions

- Using Functions – Sum, Average, Max,Min, Count, Counta
- Absolute, Mixed and Relative Referencing.

5

Module 4. Formatting and Proofing

- Currency Format
- Format Painter
- Formatting Dates
- Custom and Special Formats
- Formatting Cells with Number formats, Font formats, Alignment, Borders, etc
- Basic conditional formatting

3

Module 5. Mathematical Functions and Protecting Excel

- SumIf, SumIfs CountIf, CountIfs AverageIf, AverageIfs, Nested IF, IFERROR Statement, AND, OR, NOT
- File Level Protection
- Workbook, Worksheet Protection

5

Module 6. Text Functions

- Upper, Lower, Proper
- Left, Mid, Right
- Trim, Len, Exact
- Concatenate
- Find, Substitute

5

Module 7. Date and Time Functions

- Today, Now
- Day, Month, Year
- Date, Date if, DateAdd
- EOMonth, Weekday

5

Module 8:Advanced Paste Special Technique

- Paste Formulas, Paste Formats
- Paste Validations
- Transpose Tables

5

Module 9. Sorting and Filtering

- Filtering on Text, Numbers & Colors
- Sorting Options
- Advanced Filters on 15-20 different criteria(s)

5

Module 10. Printing Workbooks

- Setting Up Print Area
- Customizing Headers & Footers
- Designing the structure of a template
- Print Titles –Repeat Rows / Columns

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Advance Excel

Module 11.What If Analysis

- Goal Seek
- Scenario Analysis
- Data Tables (PMT Function)
- Solver Tool

5

Module 12. Logical Functions

- If Function
- How to Fix Errors – if error
- Nested If
- Complex if and or functions

3

Module 13. Data Validation

- Number, Date & Time Validation
- Text and List Validation
- Custom validations based on formula for a cell
- Dynamic Dropdown List Creation using Data Validation – Dependency List

3

Module 14. Lookup Functions

- Vlookup / HLookup
- Index and Match
- Creating Smooth User Interface Using Lookup
- Nested VLookup
- Reverse Lookup using Choose Function
- Worksheet linking using Indirect
- Vlookup with Helper Column

8

Module 15. Pivot Tables

- Creating Simple Pivot Tables
- Basic and Advanced Value Field Setting
- Classic Pivot table
- Choosing Field
- Filtering PivotTables
- Modifying PivotTable Data
- Grouping based on numbers and Dates
- Calculated Field & Calculated Items   8
- Arrays Functions
- What are the Array Formulas, Use of the Array Formulas?
- Basic Examples of Arrays (Using ctrl+shift+enter).
- Array with if, len and mid functions formulas.
- Array with Lookup functions.
- Advanced Use of formulas with Array.
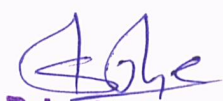
Module 16. Charts and slicers

- Various Charts i.e. Bar Charts / Pie Charts / Line Charts
- Using SLICERS, Filter data with Slicers   3
- Manage Primary and Secondary Axis

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Modern College of Commerce
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Nigdi, Pune - 411 044

Add-on Course for All Stream Students

Course Name	Yoga for Human Excellence
Course Code	MCCCS00012
Duration	30HRS
Credit	2

About the Course:-

Yoga is the art and science of living, and is concerned with the evolution of mind and body. Therefore, yoga incorporates a system of disciplines for furthering an integrated development of all aspects of the individual.
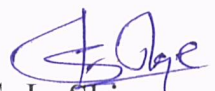
Objective: -

- Understands the importance of good health
- Practices the steps in maintaining mental hygiene
- Develops emotional stability
- Recognizes the importance of yoga in developing moral values
- Learns to do the yoga and asanas

Course Outcome:-

- It is considered a form of physical and mental health yoga that is beneficial for the mind, body, and soul.
- Develop body awareness.
- Learn how to use their bodies in a healthy way.
- Manage stress through breathing, awareness, meditation, and healthy movement.
- Build concentration.

Sr. no	Content	Lectures
1	**Introduction to Yoga** Yoga: Definition, Meaning, Types and Stages - Introduction of Kriya, Bandha and Mudra - Difference between Asana and Exercise	2
2	**Effects of Asana** Physical and physiological effects of the following: Padmasana, Paschimottasana, Vakarasana, Vrakshasana, Trikonasana, Shalabhasana, Bhujangasana, Makrasana	4
3	**Producers and Benefits of Asanas** Sarvangasana, Halasana, Savasana, Sirasana, Mayurasana, Dhanurasana and Surya Namaskar	3
4	**Pranayama Practice** Meaning of Pranayama - Purka - Kumbhaka - Rechaka - Nadisuddhi - Suryabedhana - Sittaki and Sitkari	3
5	**Asanas for Diseases** Effects of Asanas on various human systems - Asanas for Diabetes, Blood Pressure, Back pain - Obesity - Yogic Therapy	3
6	**Practical**	15

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Add-on Course for All Stream Students

Course Name	E-Content Development
Course Code	MCCCS00011
Duration	30HRS
Credit	2

About the Course:-

E-content or information delivered over network based electronic devices or that is made available using computer network such as INTERNET.
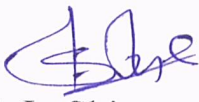
Objective:-

- Understands the aims and objectives of e-content development

- Develops multimedia contents using PPT

- Familiarizes with different graphic and animation tools

Course Outcome:-

- Acquires the knowledge of various video capturing tools and video creation software

- Recognizes the effective way of e-content presentation.

Sr. no	Content	Lectures
1	**Introduction to E-content and its Basics** E-content: Meaning, Need and Importance - Power Point Presentation: Basics, Simple presentation, Animated Presentation, Multimedia Presentation	2
2	**Graphic and Animation Tools** Meaning, Use of Graphic and Animation Tools in E-content Preparation – Identification of Proper Tools - How to Use the Tool in E-content Preparation Info graphics Tools: Meaning, Need and Use - Podcasting Tools: Need and Importance	4
3	**Open E-resources** Meaning, Purpose and Uses - Image Download Tools: Purpose, Uses and Free Tools - Audio Download Tools: Purpose, Uses and Free Tools	3
4	**Online Video Creation** Video Creation: Online Video Capturing Tools: Identification and Uses - Video Creation Software: Free Online Video Creation, Identification and Strategies to Use	3
5	**Survey Tools and Presentation of E-content** Survey Tools: Need, Importance and Free Survey Tool Quiz Tools: Need, Importance and Free Online Quiz Tools - Tips for Effective Presentation - Tips for Effective	3
6	**Practical**	15

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Add-on Course for All Stream Students

Course Name	Embedded System
Course Code	MCCCS 000031
Duration	30 Hours
Credit	2

About The Course:-

An embedded systems course typically covers the basics of designing and programming small-scale computer systems that are designed for specific tasks. These systems are often embedded within larger devices or machines, and may be responsible for controlling various functions such as sensor input, motor output, or data processing.

Course Objective:-

- Providing real-time response: Embedded systems are designed to respond to input signals and events in real-time, which means that they must be highly efficient and optimized for speed.
- Controlling hardware devices: Embedded systems are used to control hardware devices such as sensors, motors, and actuators. The software must be designed to interact with these devices through low-level interfaces.
- Minimizing resource usage: Embedded systems are often resource-constrained, with limited processing power, memory, and energy. The software must be optimized to use these resources efficiently and effectively.
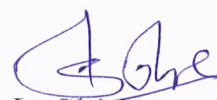
Course Outcome:-

- Increased efficiency: Embedded systems are designed to perform specific tasks efficiently, which can lead to increased productivity and reduced costs.

- Improved reliability: Embedded systems are often used in critical applications where reliability is essential. They are designed to operate continuously without failure, even in harsh environments.

Sr. no	Content	Lectures
1	**Introduction to Embedded Systems** • Definition and characteristics of embedded systems • Types of embedded systems • Embedded system architecture	6
2	**Microcontrollers and Microprocessors** • Difference between microcontrollers and microprocessors • Popular microcontrollers and microprocessors • Overview of instruction sets and memory architecture	6
3	**Programming Languages for Embedded Systems** • C programming for embedded systems • Assembly language programming for embedded systems • Comparison of programming languages for embedded systems	10
4	**Input/Output (I/O) Interfaces** • Digital I/O and analogue I/O • Communication interfaces: UART, SPI, I2C • Introduction to sensors and actuators	8

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Stress Management Course for All Stream Students

Course Name	Stress Management
Course Code	MCCCS00028
Duration	30HRS
Credit	2

About the Course: -

This course will provide students with practical tools and strategies to manage stress effectively. The course will explore the causes and effects of stress, and offer techniques to manage and prevent it.

Objective: -

1) Understand the definition and causes of stress
2) Recognize the effects of stress on physical and mental health
3) Identify personal stressors and triggers
4) Learn techniques to manage and prevent stress
5) Develop an individual stress management plan
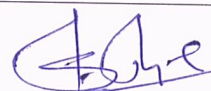
Course Outcome: -

1) Recognize the symptoms and causes of stress

2) Apply practical stress management techniques, including mindfulness, cognitive, physical, social, and lifestyle techniques

3) Develop an individual stress management plan to prevent and manage stress effectively

4) Understand the importance of stress management for overall well-being and productivity.

Sr. no	Content	Lectures
1	**Understanding Stress** • What is stress? • The physiology of stress • The impact of stress on the mind and body • Identifying common sources of stress	4
2	**Cognitive Strategies for Managing Stress** • Challenging negative thinking patterns • Developing a growth mindset • Increasing resilience • Mindfulness and meditation techniques	6
3	**Behavioural Strategies for Managing Stress** • Time management and prioritization • Setting boundaries and saying no Relaxation techniques, such as deep breathing and progressive muscle relaxation Sleep hygiene and the importance of rest	6
4	**Social Strategies for Managing Stress** • Building a support network • Communication skills and conflict resolution • Social connection and the impact of loneliness on stress levels • Developing a positive social identity	4
5	**Implementing Stress Management Techniques in Daily Life** • Strategies for incorporating stress management techniques into daily routines • Developing a personalized stress management plan • Setting achievable goals for stress reduction	5
6	**Final Project and Reflection** • Students will develop and present a stress management plan tailored to their individual needs • Reflection and self-evaluation of stress management progress throughout the course	5

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Basics of Robotics Course for All Stream Students

Course Name	Basics of Robotics
Course Code	MCCCS00030
Duration	34 HRS
Credit	2

About the Course:-

The basic of robotics course is designed to provide an introduction to the field of robotics and cover the fundamental concepts of robotics. The course usually covers topics such as robot kinematics, robot dynamics, robot control, robot programming, and sensors and actuators. It is aimed at students who are interested in learning about robotics and want to pursue a career in this field.

Objective:-

1) To introduce students to the basic concepts of robotics, including robot kinematics, robot dynamics, robot control, and robot programming.
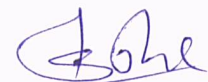2) To provide students with a fundamental understanding of the design and operation of robotic systems.

Course Outcome:-

1) Understand the principles of robot kinematics, dynamics, and control.
2) Understand the different types of sensors and actuators used in robotics and their functions.
3) Understand the fundamentals of robot programming, including basic programming concepts, programming languages, and programming environments.

Sr. no	Content	Lectures
1	**Introduction to Robotics:** • Understanding the definition, evolution, and applications of robotics. • Overview of the basic components of a robot and their functions	6
2	**Robot Kinematics** • Cartesian, Polar, and Cylindrical Coordinates • Forward and Inverse Kinematics • Joint Space and Cartesian Space	5
3	**Robot Dynamics** • Robot Mechanisms • Robot Manipulators • Motion Types	6
4	**Robot Control** • Open-Loop and Closed-Loop Control • PID Controllers • Nonlinear Control	6
5	**Sensors and Actuators** • Sensor Types • Actuator Types • Robot Grippers	6
6	**Robot Programming** • Programming Languages • Robot Operating System (ROS) • Trajectory Planning	5

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Add-on Course for All Stream Students

Course Name	PERSONAL GROOMING
Course Code	MCCCS00039
Duration	30 Hrs
Credit	2

Purpose Of the Program: -

Projecting a positive professional image as a representative of your company is vital to your company and your personal success. Before selling a product or your company you must sell yourself first. It is the first impression you give. The course focuses on non-verbal communication and behavioural skills. There will hands on and discussions. The course will provide the knowledge and skills required to project a professional image and confidence in you.
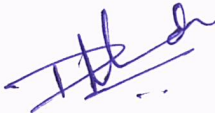
Course Objective:-

a) Able to use right make up technique to enhance your features.
b) Able to know which hairstyle is right for your face.
c) Understand the importance of personal Hygiene, as it is the first step good grooming.
d) Know individual body shapes for the purpose of selecting clothes and accessories that are complementary as well as professional.
e) Understand your skin type right skin care to slow down aging process.

Course Outcome: -

a) Improved hygiene habits: Students may learn about the importance of regular bathing washing hands, and other hygiene practices to maintain good health and prevent the spread of illness.
b) Self-confidence: Learning about personal grooming can help students feel more confident in their appearance and interactions with others
c) Understanding of proper dress etiquette: Students may learn about appropriate attire for different occasions and settings, as well as how to dress for success in the workplace.

Sr. no	Content	Lectures
1	**Appearance** ➢ How to enhance your attractive features. ➢ 10 steps make-up ➢ Hair, Dental Care ➢ Clean Body ➢ Shaving / Waxing ➢ Lip balm/ Lip Gross ➢ Dress Elegantly ➢ Make Use Of Cologne/Perfume ➢ Shine your shoes	10
2	**Body Shape** ➢ Know your physical features ➢ Understand Own neckline & right necklace ➢ Understand own colour (Warm or Cool) ➢ Choose the right clothing style ➢ Well proportion	8
3	**Hair Style** ➢ What face shape are you ➢ What kind of hair style suit you Glasses & sunglasses	6
4	**Personal Hygiene** ➢ Breath ➢ Perspiration-Body Odour	6

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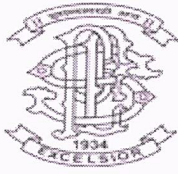
Introduction to Intellectual Property Rights course (Part 1)

Course Name	Introduction to Intellectual Property Rights
Course Code	MCCCS00032
Duration	30 HRS
Credit	2

About the Course:-

An Introduction to Intellectual Property Rights course would typically cover the various forms of intellectual property, including patents, trademarks, copyrights, trade secrets, and industrial designs. Students would learn about the legal frameworks that govern these forms of intellectual property, including the World Intellectual Property Organization (WIPO) and the various national laws that regulate IP.
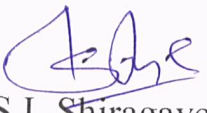
Objective:-

- Encouraging innovation and creativity: IP rights encourage people to create new and innovative products, processes, and works of art by providing them with legal protections and economic incentives.
- Protection of investments: IP rights allow inventors, creators, and businesses to protect their investments by giving them exclusive rights to use, sell, or license their inventions, works of authorship, and other intellectual property.

Course Outcome:-

- Understanding the legal frameworks and regulations related to different forms of intellectual property, including patents, trademarks, copyrights, and trade secrets.
- Understanding the economic and social importance of intellectual property in promoting innovation, creativity, and economic growth.

Sr. no	Content	No of Lectures
1	**Introduction to Intellectual Property What is Intellectual Property (IP)?** • Types of IP: Copyright, Patent, Trademark, Trade Secret, and other related rights Overview of IP Law and Policy	6
2	**Copyright Law** • Basic principles of copyright law Scope of protection Fair use and other • exceptions International aspects of copyright law	6
3	**Patent Law** • Basic principles of patent law • Requirements for patentability • Infringement and enforcement • International aspects of patent law	6
4	**Trademark Law** • Basic principles of trademark law Distinctiveness and non-infringement Registration and enforcement International aspects of trademark law	6
5	**Trade Secret Law** • Basic principles of trade secret law Misappropriation and enforcement International aspects of trade secret law	6

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E-Filing of Income Tax Returns course for all stream students

Course Name	E-Filing of Income Tax Returns
Course Code	MCCCS00036
Duration	30HRS
Credit	2

About the Course:-

An e-filing and tax course typically covers the basics of tax preparation and filing for individuals and businesses. It may include topics such as tax forms and schedules, deductions and credits, record keeping, tax software, and electronic filing.

Objective:-

- Create platform for higher classes
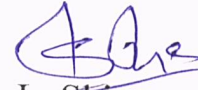
- Groom the Students to work as Tax Consultant

Course Outcome:-

- Understanding the basics of Income Tax: You will learn about the various components of income tax, such as taxable income, deductions, exemptions, and tax rates.
- E-filing process: You will learn about the e-filing process, including registration, login, and filing of income tax returns online

Sr. no	Content	No of Lectures	No of pratical
1	Various Provisions of E-Filing	02	02
2	ITR-1	02	02
3	ITR -2	02	02
4	ITR-3	02	02
5	ITR-4	03	03
6	ITR-5,6,7	04	04
	Total	15	15

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Add-on Course for All Stream Students

Course Name	FILM MAKING
Course Code	MCCCS00027
Duration	30HRS
Credit	2

About the Course:-

Filmmaking courses can be a great way to learn the art and craft of filmmaking, whether you are a beginner or have some experience in the field. These courses can cover a range of topics, from the basics of camera operation and lighting to advanced topics like screenwriting, directing, and film production.

Objective:-

- To understand the nature and process of film production.
- To learn how to read and analyze film as you would a novel, a poem or a short story
- To familiarize ourselves with certain theoretical ideas presented by major film theorists.
- To learn how to develop, write and revise workable screenplays

Course Outcome:-

- The students acquire the skills of film production
- The students are acquainted with major theories of film

Sr. no	Content	Lectures
1	**Film History**	4
2	**What is Cinema** What is Cinema? Why do we watch films? What are the technical processes that go into the production of films? How do films get made? Who are the people who make films? Who are the people who watch films?	4
3	**Music**	6
4	**Digital Art, Acting**	5
5	**Cinematography**	5
6	**Editing** **Photography** **Sound Design and Engineering**	6

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Add-on Course for All Stream Students

Course Name	MATHEMATICS FOR COMPETITIVE EXAM
Course Code	MCCCS00021
Duration	30HRS
Credit	2

About the Course: -

Mathematics is the science and study of quality, structure, space, and change. Mathematicians seek out patterns, formulate new conjectures, and establish truth by rigorous deduction from appropriately chosen axioms and definitions.

Objective: -

- The basic mathematics to the students. It assumes that the students have minimal knowledge to the subject.
- To help them acquire skills in solving quantitative aptitude by simple methods (mainly based on demonstration).
- During class time students are expected to engage in pair work.
- The main focus of the students will be on quantitative aptitude in short span of time

Course Outcome: -

- Provide a platform to the students for building the fundamentals of basic mathematics for competitive examinations preparation strategy.
- Establish a framework to help students acquire knowledge and expertise necessary to secure employment opportunities in the Government sector.

Sr. no	Content	Lectures
1	**Section I:** • Numbers • HCF & LCM • Decimal Fractions • Simplification • Square and Cube roots • Average • Problems on numbers • Problems on Ages • Surds and Indices • Percentage • Profit and Loss • Ratio and Proportion • Partnership • Chain rule • Time and work • Pipes and cisterns • Time and distance • Problems on trains • Boats and streams • Simple and Compound interest • Miscellaneous	10
2	**Data Interpretation**	9
3	**Reasoning**	11

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Introduction to Intellectual Property Rights Course (Part 2)

Course Name	Introduction to Intellectual Property Rights
Course Code	MCCCS00033
Duration	30HRS
Credit	2

About the Course:-

An Introduction to Intellectual Property Rights course would typically cover the various forms of intellectual property, including patents, trademarks, copyrights, trade secrets, and industrial designs. Students would learn about the legal frameworks that govern these forms of intellectual property, including the World Intellectual Property Organization (WIPO) and the various national laws that regulate IP.
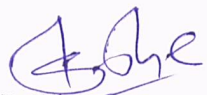
Objective:-

- Encouraging innovation and creativity: IP rights encourage people to create new and innovative products, processes, and works of art by providing them with legal protections and economic incentives.

- Protection of investments: IP rights allow inventors, creators, and businesses to protect their investments by giving them exclusive rights to use, sell, or license their inventions, works of authorship, and other intellectual property.

Course Outcome:-

- Understanding the legal frameworks and regulations related to different forms of intellectual property, including patents, trademarks, copyrights, and trade secrets.
- Understanding the economic and social importance of intellectual property in promoting innovation, creativity, and economic growth.

Sr. no	Content	Lectures
1	**Other Intellectual Property Rights** • Industrial design rights • Plant variety rights • Geographical indications and traditional knowledge	6
2	**IP and Innovation** • The role of IP in promoting innovation • Challenges and critiques of IP • International IP frameworks and debates	6
3	**IP and Society** • IP and access to knowledge • IP and development • IP and cultural heritage	6
4	**IP and Business** • IP strategies for businesses • IP licensing and transactions • IP disputes and litigation	6
5	**Future of IP** • Emerging trends in IP law and policy • Globalization and the future of IP • Ethical and social implications of IP	6

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Add-on Course for All Stream Students

Course Name	BASIC ECONOMETRICS
Course Code	MCCCS00034
Duration	30HRS
Credit	2

About the Course:-

Basic Econometrics is a course that covers the fundamentals of econometric theory and methodology. The course typically includes topics such as simple and multiple regression analysis, hypothesis testing, statistical inference, time series analysis, and panel data analysis.

Objective:-

1) Introduce students to the basic concepts and tools of econometric analysis, including statistical inference, hypothesis testing, and regression analysis.

2) Provide students with an understanding of the strengths and limitations of econometric techniques, and how to use them effectively in empirical research.
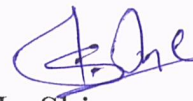
Course Outcome:-

Students will have a solid understanding of basic econometric theory and methods, and be able to apply these techniques to real-world data.

Sr. no	Content	Lectures
1	**Introduction to Econometrics** • Definition of Econometrics • Types of Data • Steps in the Econometric Analysis Process • Software used in Econometric Analysis	6
2	**Linear Regression Models** • Simple Linear Regression Model • Multiple Linear Regression Model • Hypothesis Testing • Confidence Intervals • Goodness of Fit Measures • Dummy Variables • Interpretation of Regression Coefficients • Nonlinear Regression Models	10
3	**Violations of Linear Regression Assumptions** • Heteroskedasticity • Autocorrelation • Multicollinearity	4
4	**Time Series Analysis** • Trend Analysis • Seasonal Analysis • Autocorrelation and Partial Autocorrelation • ARIMA Models	5
5	**Panel Data Analysis** • Fixed Effects Model • Random Effects Model • Hausman Test	5

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Add-on Course for All Stream Students

Course Name	EVENT MANAGEMENT
Course Code	MCCCS0005
Duration	30Hrs
Credit	2

About The Course:-

Event management is one of the top trending careers in India as it covers all happenings. Event management is required for informal events like wedding functions, baby showers, birthday ceremonies, and proposal ceremonies. Also, people hire event planners for formal events like award functions, live events for political parties, public speaking or motivational speaking, and entertainment industry-related events. Now, the career option sounds exciting but only those who have studied and learnt the core skills required for event management are successful in the long run.

Course Objective: -

- Understanding the fundamentals of event management: The course aims to provide students with a solid understanding of the basics of event management, including event planning, budgeting, logistics, marketing, and execution.
- Developing event planning skills: The course focuses on honing students' skills in event planning, including understanding event objectives, setting goals, creating event proposals, and developing event concepts and themes.

Course Outcome: -

- Increased knowledge and understanding of event planning and management concepts, principles, and best practices.
- Development of practical skills related to event logistics, budgeting, marketing, and communication.
- Improved ability to handle challenges and solve problems that may arise during event.

| Sr. no	Content	Lectures
1	**Introduction to Event Management** ➢ Definition and scope of event management ➢ Historical overview of events ➢ Types of events and their characteristics ➢ Importance of events in various industries	7
2	**Event Planning** ➢ Understanding the event planning process ➢ Setting event objectives and goals ➢ Identifying target audiences ➢ Conducting event research and feasibility analysis	7
3	**Event Marketing and Promotion** ➢ Developing event marketing strategies ➢ Creating event branding and identity ➢ Promoting events through traditional and digital channels ➢ Managing event registration and ticketing	8
4	**Event Budgeting and Financial Management** ➢ Budgeting principles and techniques for events ➢ Estimating event costs and revenues ➢ Negotiating and managing event contracts ➢ Financial planning and risk management for events.	8

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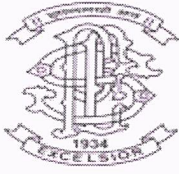
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Add-on Course for All Stream Students

Course Name	PHOTOGRAPHY
Course Code	MCCCS00023
Duration	30HRS
Credit	2

About the Course:-

Learn how to set up your camera properly and the essentials of photography including exposure, white balance, shutter speed, rule of thirds, and using manual mode for the first time.

Objective: -

- Understanding the basics of photography.
- Understanding the camera.
- Through a photography course, students can learn how to create visually compelling images that communicate a message or tell a story.

Course Outcome:-

- Basic understanding of camera settings, including aperture, shutter speed, ISO, and white balance.

- Understanding of composition techniques, including the rule of thirds, framing, and leading lines.

- Knowledge of lighting techniques, including natural light, artificial light, and using reflectors.

Sr. no	Content	Lectures
1	**Introduction to Photography:** The history of photography, camera basics, and terminology.	2
2	**Composition and Lighting:** Elements of composition, lighting techniques, and their impact on photographs.	2
3	**Camera Controls:** Aperture, shutter speed, ISO, and other camera settings that affect exposure and image quality.	2
4	**Camera Controls:** Aperture, shutter speed, ISO, and other camera settings that affect exposure and image quality.	2
5	**Shooting in Manual Mode:** Learning to shoot in manual mode for greater control over your images.	2
6	**Portraiture**: Techniques for taking portraits, including lighting, posing, and composition.	2
7	**Landscape Photography:** Techniques for capturing landscapes, including composition, lighting, and equipment.	2
8	**Studio Photography**: Studio setup and lighting techniques for shooting in a controlled environment.	2
9	**Documentary Photography:** Techniques for capturing images that tell a story, including photojournalism and documentary photography.	4
10	**Documentary Photography**: Techniques for capturing images that tell a story, including photojournalism and documentary photography.	2
11	**Business of Photography:** Marketing, pricing, and branding for photographers.	2
12	**Business of Photography**: Marketing, pricing, and branding for photographers.	2
13	**Specialised Photography**: Topics such as macro, wildlife, and sports photography may be covered, depending on the course.	4

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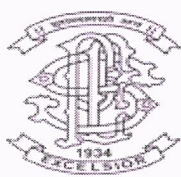
Add-on Course for All Stream Students

Course Name	Creative Crafts
Course Code	MCCCS00014
Duration	30HRS
Credit	2

About the Course:-

Creative craft courses are educational programs that focus on teaching artistic and creative skills related to various crafts, such as paper crafting, sewing, knitting, jewellery making, pottery, woodworking, and more. These courses are typically designed for individuals who are interested in expressing their creativity through hands-on crafts and learning techniques to create unique and personalized items.
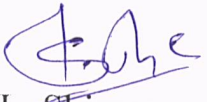
Objective:-

- Exercises the use and mastery of the elements of arts
- Produces creative works that demonstrate innovation in concepts, formal language and/or materials
- Demonstrates the problem-solving skills by providing a step-by-step approach to specific issue
- Develops the technical skills and conceptual skills necessary to create a cohesive body of artwork
- Uses a variety of brainstorming techniques to generate novel ideas

Course Outcome:-

- Demonstrates the problem-solving skills by providing a step-by-step approach to specific issue
- Develops the technical skills and conceptual skills necessary to create a cohesive body of artwork

Sr. no	Content	Lectures
1	**Natural art** Freehand Drawing, Pencil Shading, Nature Work, Figurative Work, Creative Designs - Coconut shell craft - Pebbles art	2
2	**Handwriting** Aim of Teaching Handwriting - Basic Script - The Cursive Style - Capitals - Numerals Consistency of Movement and Shape - Italic writing - practice of Italic writing	4
3	**Flower making** Basic Flower Arranging Techniques - Flowers as Gifts - Flowers for the Home - Practice of preparing bouquet - Organdy - Socks cloth - Crepe paper	4
4	**Fabric Painting** Nature Work - Creative Designs - Figurative Work - Fabric Colours - Pearl Colours - 3D & Spray Colours - Glass painting - Jewellery making	4
5	**Creative Art** Coffee painting - Woollen hanging - Landscape on disc - Dream catcher - Geometrical pattern coasters	6
6	**Practical**	10

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Course Name	MBA CET PREPRATION (PART 2)
Course Code	MCCCS01
Duration	30HRS
Credit	2

Course for All Stream Students

About the Course:-
- The MAH-MBA CET course is a postgraduate management program that aims to develop skills and knowledge in various aspects of business management.

Objective:-

- Skill Development:
- Knowledge Acquisition:
- Specialization:
- Practical Exposure:
- Professional Development:
- Competitive Advantage:

Course Outcome:-
- Comprehensive Business Knowledge
- Critical Thinking and Problem-Solving Skills
- Communication and Interpersonal Skills
- Leadership and Management Skills
- Practical Application of Concepts

CET preparation course for All stream students

| Course Name	MCA CET Preparation course
Course Code	MCCCS₀2
Duration	30HRS
Credit	2

About the Course:-

➢ Developing expertise in software development: The MCA CET course aims to impart in-depth knowledge and skills in software development, including programming languages, software engineering principles, and software testing. Students learn how to design, develop, and implement software applications, ranging from desktop applications to web and mobile applications

Objective:-

➢ Understanding the Exam Pattern: Covering the Syllabus:
➢ Enhancing Problem-solving Skills:
➢ Improving Time Management:
➢ Keeping Updated with Current Affairs:
➢ Strengthening Weak Areas:
➢ Staying Motivated and Confident:

Course Outcome:-

1) Understand the syllabus:
2) Review basic concepts:
3) Practice regularly:
4) Stay updated:
5) Time management
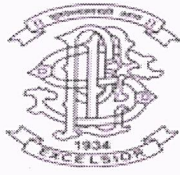
Add-on Course for All Stream Students

Course Name	GOOGLE GO PROGRAMMING
Course Code	MCCCS00029
Duration	30 HRS
Credit	2

About the Course:-

- Google's Go programming language course is a comprehensive learning program designed to teach the fundamentals of the Go programming language. The course covers topics such as syntax, data types, control flow, functions, pointers, and more

Objective:-
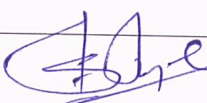
- To Understand the basic syntax and control structures of the language
- Apply Go's concurrency model to build massively parallel systems
- Organize code through the use of packages
- Use the Go runtime to build and compile projects
- Get insight into critical design decisions in the language

Course Outcome:-

- To write simple programs in Go
- Write programs using Arrays and Strings
- Write programs using Collections and Go Routines
- Write programs using Design Patterns
- To develop Web Applications

Sr. no	Content	Lectures
1	**FUNDAMENTALS OF GO** Introduction : The Structure of a Go Source File - Declaring Variables - Declaring Functions - Looping in Go – Creating Enumerations - Declaring Structures - Defining Methods - Implementing Interfaces - Casting Types. Numbers: Converting Between Strings and Numbers - Using Large Integers - Converting Between Numbers and Pointers. Common Go Patterns: Zero Initialization - Generic Data Structures - Specialized Generic Data Structures - Implementation Hiding - Type Embedding	6
2	**ARRAY AND STRINGS** Arrays and Slices: Creating Arrays - Slicing Arrays - Resizing Slices - Truncating Slices - Iterating Over Arrays. Manipulating Strings: Comparing Strings - Processing a String One Character at a Time - Processing a Partial String - Splitting and Trimming Strings- Copying Strings - Creating Strings from Patterns - Matching Patterns in Strings	6
3	**COLLECTIONS & GO ROUTINES** Working with Collections - Creating a Map - Storing Unordered Groups of Objects - Using Lists - Defining New Collections Handling Errors - Deferring Cleanup - Panicking and Recovering - Returning Error Values – Error Delegates. Goroutines Creating Goroutines - Synchronizing Goroutines - Waiting for a Condition - Performing Thread-Safe Initialization - Performing Actions in the Background - Communicating Via Channels - Using Multiple Channels	6
4	**CONCURRENCY & DESIGN PATTERNS** Concurrency Design Patterns - Timing Out Connections - Aliased XOR Mutable - Share Memory by Communicating - Transactions by Sharing Channels - Concurrent Objects - Implementing Futures in Go - Coalescing Events – Map Reduce - Go Style Dates and Times - Finding the Current Date - Converting Dates for Display - Parsing Dates from Strings – Calculating Elapsed Time - Receiving Timer Events	6
5	**FILES & WEB APPLICATIONS** Accessing Files and the Environment - Manipulating Paths - Reading a File - Reading One Line at a Time - Determining if a File or Directory Exists - Checking Environment Variables Network Access - Connecting to Servers - Distributing Go - Serving Objects - Calling Remote Procedures Web Applications - Integrating with a Web Server -Connecting to Web Servers - Parsing HTML - Generating HTML	6

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Add-on Course for Students

Course Name	Negotiation and Conflict Resolution
Course Code	MCCCS0008
Duration	30HRS
Credit	2

About the Course:-

This course focuses on the principles and practices of negotiation and conflict resolution in various settings, including personal, professional, and organizational contexts. The course aims to develop students' understanding of the theories and concepts of negotiation and conflict resolution, as well as their practical skills in applying these concepts to real-life situations.

Objective:-

•**Developing Negotiation Skills**: One of the primary objectives of a Negotiation and Conflict Resolution course is to help participants develop effective negotiation skills. This could include understanding the fundamentals of negotiation, such as identifying interests, setting goals, and developing strategies for achieving desired outcomes. Participants may also learn various negotiation techniques and tactics, as well as how to effectively communicate and persuade in a negotiation setting.

•**Understanding Conflict Dynamics**: Another key objective of a Negotiation and Conflict Resolution course is to help participants understand the dynamics of conflict, including its causes, types, and stages. Participants may learn about the different approaches to conflict resolution, such as collaborative, competitive, and integrative approaches, and how to apply them in different situations. They may also explore the psychological and emotional aspects of conflict and how to manage them effectively

Course Outcome:-

The outcome of a Negotiation and Conflict Resolution course can vary depending on the specific goals and objectives of the course, the participants' level of engagement and effort, and the effectiveness of the instruction. However, here are some potential point-wise outcomes that can be expected from a Negotiation and Conflict Resolution course:

- **Enhanced negotiation skills:** Participants can learn various negotiation techniques, strategies, and tactics that can help them improve their ability to negotiate effectively

in different situations. This can include understanding the different stages of negotiation, identifying and managing negotiation styles, developing effective communication skills, and learning how to create win-win solutions.
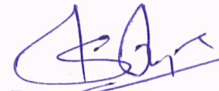
- **Improved conflict resolution skills**: Conflict is inevitable in various aspects of life, including the workplace, relationships, and personal interactions. A Negotiation and Conflict Resolution course can provide participants with tools and techniques to better understand and manage conflicts. This can include learning how to identify the root causes of conflicts, managing emotions in conflict situations, developing effective conflict resolution strategies, and fostering a positive and collaborative conflict resolution environment.

Sr. no	Content	Lectures
1	**Introduction to Negotiation and Conflict Resolution** - Definition and importance of negotiation and conflict resolution - Types of conflicts and their characteristics - Historical and cultural perspectives on negotiation and conflict resolution - Ethical considerations in negotiation and conflict resolution	6
2	**Negotiation Strategies and Techniques** - Distributive vs. integrative bargaining - Strategies for achieving win-win outcomes - Principled negotiation and the Harvard Negotiation Project - Effective communication and active listening in negotiation - Power and influence in negotiation	6
3	**Conflict Analysis and Resolution** - Understanding the sources and causes of conflicts - Conflict resolution styles and their implications - Conflict resolution models, such as the Thomas-Kilmann Conflict Mode Instrument (TKI) and the Interest-Based Relational (IBR) approach - Mediation and facilitation as conflict resolution techniques - Dealing with difficult people and emotions in conflict resolution	6
4	**Negotiating in Specific Contexts** - Negotiation in the workplace, including salary negotiation, performance reviews, and team dynamics - Negotiation in cross-cultural and international settings - Negotiation in legal and business contexts, such as contracts, mergers and acquisitions, and dispute resolution - Negotiation in personal and social contexts, such as family, community, and public policy issues - Multi-party and complex negotiations	6

5	**Application and Practice of Negotiation and Conflict Resolution**	6
	- Case studies and simulations for applying negotiation and conflict resolution concepts - Role plays and exercises for practicing negotiation skills - Developing a personal negotiation and conflict resolution style - Strategies for dealing with impasses, deadlocks, and difficult situations in negotiation - Reflection and self-assessment on negotiation and conflict resolution skills	

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Public Speaking course for All stream students

Course Name	Public Speaking
Course Code	MCCCS0007
Duration	30HRS
Credit	2

About the Course: -

A public speaking course is typically designed to help individuals develop effective communication skills for speaking in public settings. The course may be offered in various formats, such as in-person classes, online courses, or workshops, and may be tailored for different levels of experience, from beginners to advanced speakers.

Objective: -

- **Speaking skills**: Public speaking courses aim to improve an individual's ability to speak clearly, coherently, and with confidence. This includes techniques for projecting one's voice, using appropriate tone and pace, and utilizing effective verbal and non-verbal communication.

- **Audience engagement**: Public speaking courses emphasize the importance of connecting with the audience and keeping their attention throughout the speech. This includes techniques for engaging the audience through eye contact, body language, and interactive elements.

Course Outcome: -

- Improved Confidence: One of the key benefits of a public speaking course is increased confidence in speaking in front of others. Through practice, feedback, and techniques learned in the course, individuals can become more comfortable and confident when delivering speeches, presentations, or addressing an audience.
- Enhanced Communication Skills: Public speaking courses often focus on improving communication skills, such as clarity, articulation, and effective use of voice and body language. These skills can be useful not only in public speaking situations, but also in everyday communication, both in personal and professional settings.

Sr. no	Content	Lectures
1	**Introduction to Public Speaking** • Understanding the importance of public speaking • Overcoming fear and anxiety • Elements of effective communication • Setting personal goals for the course	3
2	**Audience Analysis** • Identifying target audience and their characteristics • Adapting speech content and style for different audiences • Understanding cultural and diversity considerations in public speaking	3
3	**Speech Organization and Structure** • Understanding speech organization patterns (e.g., chronological, topical, problem-solution) • Crafting clear and coherent introductions, body, and conclusions • Developing a compelling thesis statement	3
4	**Research and Supporting Material** • Conducting research and evaluating sources • Incorporating credible evidence and supporting material into speeches • Avoiding plagiarism and citing sources properly	3
5	**Delivery Skills and Techniques** • Developing effective verbal and nonverbal delivery skills • Managing voice, tone, pace, and gestures • Enhancing eye contact, posture, and facial expressions	3
6	**Visual Aids and Technology** • Understanding the effective use of visual aids (e.g., slides, props) • Incorporating technology (e.g., PowerPoint, Prezi) into speeches • Avoiding common pitfalls and technical issues	3
7	**Speech Anxiety and Handling Q&A** • Understanding the nature of speech anxiety and managing it • Handling questions and answers confidently and effectively • Overcoming challenging situations (e.g., interruptions, heckling)	4
8	**Persuasive Speaking** • Understanding the principles of persuasion • Crafting persuasive messages and arguments • Implementing persuasive techniques (e.g., ethos, pathos, logos)	4

9	**Special Occasion Speeches**	4
	• Crafting and delivering speeches for special occasions (e.g., toast, eulogy, introduction) • Understanding appropriate tone, content, and style for different occasions • Incorporating memorable anecdotes and stories	

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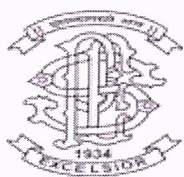PES MCCCS Nigdi Pune

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Add-on Course for All Stream Students

Course Name	FLORICULTURE AND GARDENING
Course Code	MCCCS00020
Duration	30HRS
Credit	2

About the Course:-

A discipline of horticulture that deals with the cultivation of flowering and ornamental plants for gardens and floristry compromising the floral industry.

Objective:-

1. Understand economic importance of plant and plant product.
2. Know the methods of plant propagation.
3. Understand the fruit & vegetables production technology.
4. Understand the scope & importance of floriculture.
5. Understand the methods of cultivation of different flowering plants.

Course Outcome:-

1. Apply safe working practices.
2. Comply with environment regulation and housekeeping.
3. Assist in exigencies and carry out elementary first-aid during emergencies.
4. To Study the most recent changes in technology, future trends, and possible benefits for social media.
5. Work in a team, understand and practice soft skills, technical English to communicate with required clarity.
6. Explain energy conservation, global warming, pollution, and contribute in dayto-day work by using available resources optimally.
7. Explain personnel finance, entrepreneurship and manage/organize related task in day-today work for personal & societal growth.

| Sr. no	Content	Lectures
1	Identify metrological instruments and understand the diversity within the profession of Floriculture.	4
2	Identify Plant morphology, different plant varieties and plant families.	7
3	Identify different Soil types, Methods of soil sampling and collection, detection on physical and chemical properties of soil, Interpret soil test reports for proper rectification.	6
4	Measure Soil fertility and apply soil fertility management for improvement of fertility of soil. Apply integrated nutrient Management system (INMS) in the field	5
5	Identify and select different propagation methods, Handling of seed, bulbs, cut flowers, Nursery plants, pot plants.	8

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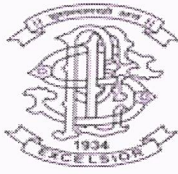
Entrepreneurship Development Programme Course forAll Stream.

Course Name	Entrepreneurship Development Programme
Course Code	MCCCS00035
Duration	30HRS
Credit	2

About the Course:-

Entrepreneurship development programs are educational courses and training programs designed to equip aspiring entrepreneurs with the knowledge, skills, and tools necessary to start and run a successful business. These programs typically cover a broad range of topics, such as business planning, market research, finance, marketing, sales, and management.

Objective:-

1) To make students aware about entrepreneurship as a career.
2) To make students aware of support system to start their career as entrepreneur. To present them few role model in entrepreneurship.

Course Outcome:-

1) Idea Validation: The program should help entrepreneurs validate their business ideas and assess their market potential, ensuring that they are solving a real problem in the market.
2) Business Plan Creation: Entrepreneurs will learn how to create a comprehensive business plan that outlines the company's goals, strategies, and tactics to achieve those goals.

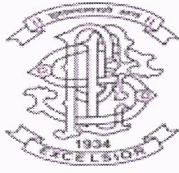| Sr. no	Content	Lectures
1	**Introduction, Qualities, motivation**	2
2	**Business Opportunity Guidance**	4
3	**Market Survey Process of Starting Business**	4
4	**Feasibility Study, Project Report Preparation**	4
5	**Marketing Basics, Management Concepts**	4
6	**Support Agencies and Documents Requirted**	4
7	**Success Stories, Visits 8**	8
	Total	30

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Add-on Course for All Stream Students

Course Name	SOFT SKILLS AND PERSONALITY DEVELOPMENT
Course Code	MCCCS00015
Duration	30HRS
Credit	2

Objective:-

- To give complete knowledge of soft skill and personality development.

- Help student to get educate about unproductive thinking, self-defeating emotional impulses, and self-defeating behaviours.
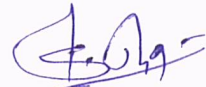
Course Outcome: -

- Get out of their comfort zones and become a better personal leader

- Create a life strategy around their personal brand, passion, purpose, and motivations

- Find value in themselves and others and develop personal management skills

- Create a personal framework for their health in several areas, including: physical disciplines, mental well-being, financial responsibility and emotional health

| Sr. no	Content	Lectures
1	**Introduction to Soft Skill:**	8
	• Soft Skill Introduction to Soft Skill, Purpose, and Objectives of Soft Skill	
	• Soft skill strategies	
	• Meaning of Verbal Communication, Visual Communication, Physical Communication	
	• Meaning of Communication skill and Problem-Solving Skills	
2	**Soft Skill Training**	20
	• Soft Skill Training- its meaning and concept	
	• Soft Skill training programs	
	• Introduction to Personality Development- Purpose skills	
	• Introduction to Leader, Leadership Qualities and Effective Leadership Skills	
	• Self-Motivation	
3	**Personality Development**	2
	Introduction to Personality Development- Purpose and Objectives of Personality Development	

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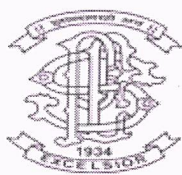
Add-on Course for Students

Course Name	Desktop Publication (DTP)
Course Code	MCCCS00017
Duration	30HRS
Credit	2

About the Course:-

- This course provides an opportunity to produce a series of publications suitable for portfolio inclusion. Students will use industry-standard page-layout and graphics software. They will gain a thorough grounding in print production technology and procedures, including how to communicate with other print professionals, estimate costs, and deal with digital output.

Objective:-

- This course provides an opportunity to produce a series of publications suitable for portfolio inclusion. Students will use industry-standard page-layout and graphics software.

- They will gain a thorough grounding in print production technology and procedures, including how to communicate with other print professionals, estimate costs, and deal with digital output.
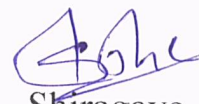
Course Outcome:-

- Acquire and apply the skills to write works of fiction and non-fiction, edit professionally, create digital content, design print and web-based products, develop and manage writing and editing projects
- apply and creatively adapt theoretical and technical knowledge and skills to reflect the needs and expectations of varied readerships and markets

Sr. no	Content	Lectures
1	Introduction to DTP, Introduction to Printing, Types of Printing, Offset Printing, Working of offset Printing, Transparent Printout, Negative & Positives for Plate ware making, Use of Desk Top Publishing in Publications, Importance of D.T.P in Publication, Advantage of D.T.P in Publication, Mixing of graphics & Image in a single page production, Laser printers - Use, Types, Advantage of laser printer in publication	6
2	Introduction to adobe PageMaker/In-Design, PageMaker tool box, PageMaker palettes Menus, Icons and dialog box, the control palette, page layout, creating and saving documents, pography, Modifying character attributes, importing graphics, Editing and cropping images, Using the picture palette, The colour palette.	6
3	Introduction to Coral Draw graphics, Features of Corel Draw, Corel Draw Interface, Tool Box, Effects, Drawing and Colouring, Creating Basic Shapes, Working with Bitmaps, Applying effects on Bitmaps, Introduction to Text Tool, Artistic and paragraph text, and Wrapping Text around Object.	6
4	Introduction to Basics of Quark express, navigating a QuarkXPress Document, Setting Up the Document, multi-page documents, formatting text, Manipulating Graphics	6
5	Introduction to Photoshop, Understanding Tools & Workspace, Image/Photo Editing-Mixing- Enhancements, Converting Colour to b/w and b/w to Colour, Shortcuts to work efficiently, Creating Web Graphics.	6

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Add-on Course for All Stream Students

Course Name	Anchoring and TV Journalism
Course Code	MCCCS00022
Duration	30HRS
Credit	2

About the Course:-

A news anchor also known as a news reader, news caster, anchor man or anchor woman, news anchor or simply an anchor, is a person who presents news during a news program on television, on the radio or on the Internet.

Objective:-

- To understand the basics of TV journalism

- To imbibe the concepts of anchoring

- To understand the functioning of TV channels

Course Outcome:-

- Students will be able to anchor shows

- Students will be able to implement the techniques of voice grooming and styling

Sr. no	Content	Lectures
1	**MODULE I:** • Introduction • Anchoring Basics, tips and techniques	6
2	**MODULE II:** • Building a foundation • Functioning of a TV news channel, Types and formats of news stories	6
3	**MODULE III:** • What to expect in a studio • Tips and techniques, microphones, EP, studio lights	6
4	**MODULE IV:** • Voice Grooming and anchor styling • Understanding your voice, tips and techniques for voice grooming, TV dress code for men and women. • What to wear, make up	6
5	**MODULE V :** • Getting ready for the interview • Ace your interview/screen test, how to better your anchoring skills, The who's who of TV anchoring share their secret mantras	6

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Public Relation's & Media Relations Course for All Stream Students

Course Name	Public Relations & Media Relations
Course Code	MCCCS0006
Duration	30 HRS
Credit	2

About the Course: -

Public relations and media relations are two closely related fields that focus on managing communication between an organization and its stakeholders, including the media, the public, customers, employees, and other relevant parties.

Objective: -

The objectives of public relations (PR) and media relations are to effectively manage and maintain positive relationships between an organization and its target audiences, including the media, with the goal of building and protecting the organization's reputation. Some specific objectives of public relations and media relations include:

- **Building and maintaining a positive image:**

PR and media relations aim to create and maintain a favourable image of an organization among its target audiences, including the general public, customers, employees, investors, and other stakeholders. This involves managing the organization's communication efforts to ensure that its messages are consistent, credible, and align with its values and goals.

- **Enhancing brand awareness and visibility:**

PR and media relations help to increase the visibility and awareness of an organization's brand or products/services through strategic communication efforts. This may include media coverage, press releases, media events, and other tactics that help to raise the organization's profile in the media and public eye.

Course Outcome: -

The outcome of a course on public relations and media relations would vary depending on the specific course curriculum, duration, and level of instruction (e.g., introductory, intermediate, advanced). However, some common outcomes of such a course may include:

- Knowledge of Public Relations: Students will gain an understanding of the principles, concepts, theories, and practices of public relations, including its history, functions, and role in modern organizations.
- Media Relations Skills: Students will develop skills related to media relations, such as crafting press releases, pitching stories to journalists, conducting media outreach, and managing media inquiries.
- Communication Strategies: Students will learn how to develop effective communication strategies for managing public relations campaigns, creating and maintaining positive relationships with various stakeholders, and managing crisis communication situations.

Syllabus of Public Relations and Media Relations:

Week 1: Introduction to Public Relations and Media Relations

1. Definition, scope, and importance of public relations and media relations
2. Historical evolution and development of public relations
3. Key concepts and principles in public relations and media relations

Week 2: Functions and Strategies in Public Relations

1. Role and functions of public relations in organizations and society
2. Strategic planning and decision-making in public relations
3. Public relations campaigns and tactics
4. Relationship building and stakeholder management

Week 3: Media Relations and Journalism

1. Understanding the media landscape and media outlets
2. Media relations strategies and tactics
3. Writing for the media: press releases, media advisories, and pitches
4. Media interviews and spokesperson training

Week 4: Crisis Communication and Reputation Management

1. Crisis communication planning and response
2. Managing reputation and image in the digital age
3. Damage control and recovery strategies
4. Case studies of successful and unsuccessful crisis communication

Week 5: Internal Communication and Employee Relations

1. Importance of internal communication in organization
2. Strategies for effective internal communication
3. Employee engagement and motivation
4. Managing internal conflicts and challenges

Week 6: Public Relations Ethics and Legal Issues

1. Ethical principles and codes of conduct in public relations
2. Ethical decision-making in public relations practice
3. Legal issues and challenges in public relations
4. Intellectual property, copyright, and defamation

Week 7: Social media and Digital Public Relations

1. Understanding social media platforms and their impact on public relations
2. Social media strategies and tactics for public relations
3. Monitoring and measuring social media effectiveness
4. Online reputation management and social media crisis communication

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Course Name	MBA /MCA CET PREPARATION (PART 1)
Course Code	MCCCS01
Duration	30HRS
Credit	2

Course for All Stream Students

About the Course:-

➤ The MAH-MBA CET course is a postgraduate management program that aims to develop skills and knowledge in various aspects of business management.

Objective:-

➤ Skill Development:
➤ Knowledge Acquisition:
➤ Specialization:
➤ Practical Exposure:
➤ Professional Development:
➤ Competitive Advantage:

Course Outcome:-

➤ Comprehensive Business Knowledge
➤ Critical Thinking and Problem-Solving Skills
➤ Communication and Interpersonal Skills
➤ Leadership and Management Skills
➤ Practical Application of Concepts

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Add-on Course for All Stream Students

Course Name	Critical Thinking & Problem Solving
Course Code	MCCCS0004
Duration	30Hrs
Credit	2

About The Course:-

The Critical Thinking and Problem-Solving course is designed to enhance students' analytical and decision-making skills. It focuses on developing their ability to evaluate.

Course Objective: -

- Analyse and evaluate information critically: Students will learn to critically evaluate information from multiple sources, identify biases, assumptions, and fallacies, and determine the credibility and reliability of information.
- Apply logical reasoning: Students will develop skills in deductive and inductive reasoning, identifying patterns, making sound arguments, and evaluating the validity of arguments.

Course Outcome:-

Improved critical thinking skills: Critical thinking courses often focus on developing skills such as analysing, evaluating, and synthesizing information, identifying biases and fallacies, and making informed decisions based on evidence. The outcome of such courses is often an improvement in critical thinking skills, which can be applied in various contexts such as academic, professional, and personal decision-making.

Sr. no	Content	Lectures
1	**Introduction to Critical Thinking** ➢ Definition of critical thinking ➢ Importance of critical thinking in various domains ➢ Key concepts and principles of critical thinking	7
2	**Logical Reasoning** ➢ Deductive and inductive reasoning ➢ Fallacies and biases in reasoning ➢ Applying logic to real-world situations ➢ Problem Identification and Definition ➢ Recognizing problems and challenges	7
3	**Based Decision Making** ➢ Collecting and analysing data ➢ Using data to inform decision making ➢ Evaluating the reliability of data ➢ Applying Critical Thinking in Business and Science	8
4	**Analysing Information** ➢ Identifying reliable sources of information ➢ Evaluating information for credibility, bias, and relevance ➢ Synthesizing information from multiple sources	8

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