



Trust Act No. F/4055/DHule Dist. 28-07-98  
Regd. No. N/940446/DH. Dist. 20-12-96

System Technical Education Society's

# System Institute of Management & Research

"System House", 7, Kahire Colony, W.B.Road, Deopur, Dhule.

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systemonline.org

Chairman: Hon.Hemant C.Gharate

Director : Dr. Hansraj M. Patil  
(Ph.D, MSc., M.B.A., M.C.M, M.C.A.)

## 2022-2023

Name of Certificate/ Value added course offered and online courses of MOOCs, SWAYAM, NPTEL etc. where the students of the institution have enrolled and successfully completed	Course Code (if any)	Year of offering/study	Period (from date - to date)	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
Certificate course in Web Design		2022-23	16-01-2023 to 21-02-2023	30 Days	30	30
Certificate course in Communication skills		2022-23	19-09-2022 to 10-11-2022	30 Days	30	30
MS-CIT		2022-23	Jan 2023 to March 2023	60 Days	3	3
<b>2021-22</b>						
Certificate course in Tally & Excel		2021-22	20-09-2021 to 29-10-2021	30 Days	30	30
Certificate course in PHP		2021-22	10-01-2022 to 15-02-2022	30 Days	30	30
MS-CIT		2021-22	March 2022 to June 2022	60 Days	2	2
<b>2020-21</b>						
MS-CIT		2020-21	Oct 2020 to Jan 2021	60 Days	1	1
<b>2019-20</b>						
Certificate course in communication skills		2019-20	16-09-2019 to 23-10-2019	30 Days	18	18
Certificate course in Tally & Excel		2019-20	13-01-2020 to 15-02-2020	30 Days	20	20
<b>2018-19</b>						
Certificate course in Web Design		2018-19	10-09-2018 to 16-10-2018	30 Days	20	20
MS-CIT		2018-19	Jan 2019 to March 2019	60 Days	4	4



  
DIRECTOR,  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002.



Chairman: Hon.Hemant C.Gharate

Director : Dr. Hansraj M. Patil  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A.)

## INDEX

Sr No	Name of the Program
<b>(Year 2022-23)</b>	
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<b>2</b>	<b>Certificate Course in Communication skills</b>
	<ul style="list-style-type: none"> <li>✓ Notice</li> <li>✓ Syllabus</li> <li>✓ Reports</li> <li>✓ Course Outcomes</li> <li>✓ Time Table</li> <li>✓ Student attendance with signature</li> <li>✓ Certificate</li> </ul>
<b>3</b>	<b>Certificate Course in MSCIT</b>
	<ul style="list-style-type: none"> <li>✓ Notice</li> <li>✓ Syllabus</li> <li>✓ Reports</li> <li>✓ Course Outcomes</li> <li>✓ Student with signature</li> <li>✓ Certificate</li> </ul>
<b>(Year 2021-22)</b>	
<b>1</b>	<b>Certificate Course in Tally &amp; Excel</b>
	<ul style="list-style-type: none"> <li>✓ Notice</li> <li>✓ Syllabus</li> <li>✓ Reports</li> <li>✓ Course Outcomes</li> <li>✓ Time Table</li> <li>✓ Student attendance with signature</li> <li>✓ Certificate</li> </ul>
<b>2</b>	<b>Certificate course in PHP</b>
	<ul style="list-style-type: none"> <li>✓ Notice</li> <li>✓ Syllabus</li> <li>✓ Reports</li> <li>✓ Course Outcomes</li> <li>✓ Time Table</li> <li>✓ Student attendance with signature</li> <li>✓ Certificate</li> </ul>

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<b>(Year 2020-21)</b>	
<b>1</b>	<b>Certificate Course in MSCIT</b>
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<b>(Year 2019-20)</b>	
<b>2</b>	<b>Certificate Course in Communication skills</b>
	<ul style="list-style-type: none"> <li>✓ Notice</li> <li>✓ Syllabus</li> <li>✓ Reports</li> <li>✓ Course Outcomes</li> <li>✓ Time Table</li> <li>✓ Student attendance with signature</li> <li>✓ Certificate</li> </ul>
<b>3</b>	<b>Certificate Course in Tally &amp; Excel</b>
	<ul style="list-style-type: none"> <li>✓ Notice</li> <li>✓ Syllabus</li> <li>✓ Reports</li> <li>✓ Course Outcomes</li> <li>✓ Time Table</li> <li>✓ Student attendance with signature</li> <li>✓ Certificate</li> </ul>
<b>(Year 2018-19)</b>	
<b>1</b>	<b>Certificate Course in Web Design</b>
	<ul style="list-style-type: none"> <li>✓ Notice</li> <li>✓ Syllabus</li> <li>✓ Reports</li> <li>✓ Course Outcomes</li> <li>✓ Time Table</li> <li>✓ Student attendance with signature</li> <li>✓ Certificate</li> </ul>
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**DIRECTOR**  
**SVETEL INSTITUTE OF**  
**MANAGEMENT & RESEARCH**  
 DEOPUR, DHULE-424002.



Systel Technical Education Society's  
**Systel Institute of  
Management & Research**

**Chairman: Hon.Hemant C.Gharate**

**Director : Dr. Hansraj M. Patil**  
(Ph.D, M.Sc., M.B.A., M.C.M, M.C.A.)



**Course Duration : 30  
Days Year 2022-23**

**7, Kshire colony Wadibhokar Road,  
Deopur Dhule Ph : 02562-226085**



  
DIRECTOR  
SYSTEL INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424302.



# System Institute of Management & Research

"System House", 7, Kahire Colony, W.B.Road, Deopur, Dhule .

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

Chairman: Hon.Hemant C.Gharate

Director : Dr. Hansraj M. Patil  
(Ph.D, MSc., M.B.A., M.C.M., M.C.A)

Date : 02/01/2023

## Notice

This is informed to all student that institute is Organizing "Certificate Course in Web Design" This course will provide students with an understanding of the most popular, current Web technology like HTML, CSS etc. used the workplace. After learning of this course student will Design a Creative webpages and develop web sites effectively.

Contact:-

Resource Person: Asst. Prof N.C. Vispute

Note:- if Student have any query regarding certificate course or anything ,student can contact no Asst Prof,N.C.Vispute



  
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SYSTEM INSTITUTE OF  
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DEOPUR, DHULE-424002.



Trust Act No. F/4005/Dhule Dtl. 28-07-99  
Regd. No. M/14048/DH. Dtl. 29-12-99

System Technical Education Society's

# Systel Institute of Management & Research

"Systel House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

**Chairman: Hon.Hemant C.Gharate**

**Director : Dr. Hansraj M. Patil**  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A)

## SYLLABUS

### Unit-I

**HTML:** Introduction to HTML, Doctype, Namespace, Meta Tag, Script Tag, Images, Tables, Div, Paragraph, Span, Pre Tags, Anchor Links and Named Anchors, Line Breaks and Horizontal Lines, Lists, Object Tag, Iframe Tag, Form Tag, Form Tag, POST and GET Method, Fieldset and Legend, Text input, Text area, Checkbox and Radio Button, Dropdown, List, File Upload and Hidden Fields, Submit, Image, Normal, Reset Button, Creating a Live Website with Form

### Unit-II

**CSS:** Introduction to CSS 2.1, CSS Selectors: Universal Selector, ID Selector, Tag Selector, Class Selector, Sub Selector, CSS Properties: Type Properties, Background Properties, Block Properties, Box Properties, List Properties, Border Properties, Positioning Properties, Conversion of Table to CSS Layout, CSS Menu Design (Horizontal, Vertical), External and Inline CSS, Introduction to CSS 3, New CSS 3 Selectors, New CSS3 Properties, CSS Gradients, Opacity Property, Transition Effect, transform effect, Animation effects, CSS Media Queries, Creating a Live Website with CSS

### Unit III

**HTML 5:** Introduction to HTML5, XHTML vs HTML5, Features of HTML5, HTML5 Doctype, New Structure Tags, Section, Nav, Article, Aside, Header, Footer, New Media Tags, Canvas and Svg Tag, Introduction to HTML5 Forms, voice search

### Unit IV

**JavaScript:** Introduction to JavaScript, Variable, statements, Operators, Comments, constructs, Functions, expressions, JavaScript console, Scope, Events, Strings, String Methods, Numbers, Number Methods, Dates, Date Formats, Date Methods, Arrays, Loops Object Prototypes, Object Oriented Programming, JavaScript Validations, Security in Java Script

### Unit V

**Bootstrap** Introduction to Responsive Web Design, Overview of Bootstrap, Need to use Bootstrap, Bootstrap Grid System, Grid Classes, Basic Structure of a Bootstrap Grid, Typography, Tables, Images, Jumbotron, Wells, Alerts, Buttons, Button Groups, Badges/Labels, Progress Bars, Pagination, List Groups, Panels, Dropdowns, Collapse, Tabs/Pills, Navbar, Forms, Inputs, Bootstrap Grids, Grid System, Stacked/Horizontal, Bootstrap Themes, Templates



  
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Regd. No. MVI4048/DH. Dtl. 29-12-96

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"Systel House", 7, Kshire Colony, W.B.Road, Deopur, Dhule.

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

## Report

### Duration and Class Schedule

- The course is offered for 30 days.
- Duration: 30 days of Two hour each
- Total number of hours is 60 hours.

### Eligibility

- HSC Passed
- Maximum 30 students are participated in this course.

### Teaching Faculty:

- Internal faculty Mr. Nitin Vispute Systel IMR, Dhule

### Co-ordinated by:

- This course is coordinated by Dr. H.M. Patil Director, Systel IMR, Dhule

### Evaluation Procedure

The course shall have two components of evaluation:

- a) Continuous evaluation of 20 marks, comprising of Theory and Practical etc.
- b) Final Examination of 80 marks, comprising of-
  - i. Written Examination: 50 marks.
  - ii. Practical / Oral Examination: 30 marks.
- Final Score for 100 Marks shall be calculated for the continuous evaluation and final examination; and grade shall be as per the grading system below.

### Grading System

- Based on the student's performance a final letter grade will be awarded at the end of the certificate course. The letter grades and the corresponding grade points are as given in Table

**Table: Grades and Grade Points**

Sr. No.	Grade	Grade Point	Absolute Marks
1	O (Outstanding)	10	90 and above
2	A+ ( Excellent)	9	80 to 89
3	A ( Very Good)	8	70 to 79
4	B+ ( Good)	7	60 to 69
5	B ( Above Average)	6	50 to 59
6	C (Average)	5	45 to 49
7	P (Pass)	4	40 to 44
8	F ( Fail)	0	Less than 40
9.	AB ( Absent)	0	



  
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GELPUR, DHULE-424302.



## Course Outcomes

A web design course can teach students the skills need to create visually appealing and functional websites. Student will learn about the different elements of web design, such as typography, color theory, and layout. Student will also learn how to use HTML, CSS, and JavaScript to create and customize websites:

### COURSE OBJECTIVE:

The objectives of the course are:

- Students will gain the skills and project-based experience needed for entry into web design and development careers.
- Students will be able to use a variety of strategies and tools to create websites.
- Students will develop awareness and appreciation of the myriad ways that people access the web and will be able to create standards-based websites that are accessible and usable by a full spectrum of users.

### COURSE OUTCOMES:

By the end of the course, students shall be able to:

- Student will discover how does web works really, what makes web sites work.
- Simple and impressive design techniques, from basics till advanced to focus on goal oriented and user centric designs.
- How to and where to start research, planning for website & actually build excellent web sites.
- Pro level skills in SEO with keyword research and content strategy for website.
- To create web elements like buttons, banners & Bars and of course complete UI designs
- Forms and validations for website.

A handwritten signature in blue ink, appearing to read 'Nitin C Vispute'.

Course coordinator  
Mr. Nitin C Vispute

A handwritten signature in blue ink, appearing to read 'Alman'.

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SYSTEM INSTITUTE OF  
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DEOPUR, DHULE-424902.





Trust Act No. F/4005/Dhule Dtd. 28-07-98  
Regd. No. MH/4048/DHL Dtd. 20-12-98

System Technical Education Society's

# System Institute of Management & Research

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

**Chairman: Hon.Hemant C.Gharate**

**Director : Dr. Hansraj M. Patil**  
(Ph.D, MSc., MB.A., M.C.M., M.C.A.)

## Time Table Year 2022-23

**Course: Certificate Course in Web Design**

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2:00pm To 3:00pm	Theory	Theory	Theory	Theory	Theory	Theory
3:00pm To 4:00pm	Practical	Practical	Practical	Practical	Practical	Practical



  
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DEOPUR, DHULE-424002.







THE ANNA UNIVERSITY, Coimbatore  
Regd. No. 01/04/2014, Dtd. 25/11/14

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kanhra Colony, WB Road, Deccur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Ahire Bhupendra Ghanshyam

*has successfully completed the Course*

Certificate Course in Web Designing

Date : 22/02/2023

Duration : 1 Months

*Rivankar*  
Co-ordinator

*Adnan*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DECCUR, DHULE-424002



Certificate No. : 2023-01



THE ANNA UNIVERSITY, Coimbatore  
Regd. No. 01/04/2014, Dtd. 25/11/14

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kanhra Colony, WB Road, Deccur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Dhobi Sahil Shaikh Aarif

*has successfully completed the Course*

Certificate Course in Web Designing

Date : 22/02/2023

Duration : 1 Month

*Rivankar*  
Co-ordinator

*Adnan*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DECCUR, DHULE-424002



Certificate No. : 2023-10



Trust Act No. F12072/2014 Dtd 28-07-14  
Regd. No. 59/04482/11, Dtd. 23-12-14

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System Technical Education Society's

# System Institute of Management & Research

7, Kashi Colony, WB Road, Deccan, Dhule - 424002

## CERTIFICATE

*This is certify that*

Jamadar Nikita Jitendra

*has successfully completed the Course*

Certificate Course in Web Designing

Date : 22/02/2023

Duration : 1 Month

*Rivank*  
Co-ordinator

*Alpesh*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DECCAN, DHULE-424002



Certificate No. : 2023-13



Trust Act No. F12072/2014 Dtd 28-07-14  
Regd. No. 59/04482/11, Dtd. 23-12-14

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# System Institute of Management & Research

7, Kashi Colony, WB Road, Deccan, Dhule - 424002

## CERTIFICATE

*This is certify that*

Main Abhishek Sanjay

*has successfully completed the Course*

Certificate Course in Web Designing

Date : 22/02/2023

Duration : 1 Month

*Rivank*  
Co-ordinator

*Alpesh*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DECCAN, DHULE-424002



Certificate No. : 2023-14



Trust Act No. F12072/2014 Dtd. 28-07-14  
Regd. No. 59/04482/11, Dtd. 25-12-14

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# System Institute of Management & Research

7, Kashi Colony, WB Road, Deccan, Dhule - 424002

## CERTIFICATE

*This is certify that*

Patil Bhushan Shantaram

*has successfully completed the Course*

Certificate Course in Web Designing

Date : 22/02/2023

Duration : 1 Month

*Rivankar*  
Co-ordinator

*Patil*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DECCAN, DHULE-424002



Certificate No. : 2023-18



Trust Act No. F12072/2014 Dtd. 28-07-14  
Regd. No. 59/04482/11, Dtd. 25-12-14

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# System Institute of Management & Research

7, Kashi Colony, WB Road, Deccan, Dhule - 424002

## CERTIFICATE

*This is certify that*

Chitte Sakshi Vinod

*has successfully completed the Course*

Certificate Course in Web Designing

Date : 22/02/2023

Duration : 1 Month

*Rivankar*  
Co-ordinator

*Patil*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DECCAN, DHULE-424002



Certificate No. : 2023-09



Trust Act No. F12072/2014 Dtd. 28-11-14  
Regd. No. 59/0448/DH, Dtd. 23-12-18

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# System Institute of Management & Research

7, Kashi Colony, WB Road, Deccan, Dhule - 424002

## CERTIFICATE

*This is certify that*

Mistri Komal Vinayak

*has successfully completed the Course*

Certificate Course in Web Designing

Date : 22/02/2023

Duration : 1 Month

*Rivank*  
Co-ordinator

*Alpesh*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DECCAN, DHULE-424002



Certificate No. : 2023-15



Trust Act No. F12072/2014 Dtd. 28-11-14  
Regd. No. 59/0448/DH, Dtd. 23-12-18

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# System Institute of Management & Research

7, Kashi Colony, WB Road, Deccan, Dhule - 424002

## CERTIFICATE

*This is certify that*

Patil Harshal Vikas

*has successfully completed the Course*

Certificate Course in Web Designing

Date : 22/02/2023

Duration : 1 Month

*Rivank*  
Co-ordinator

*Alpesh*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DECCAN, DHULE-424002



Certificate No. : 2023-22



Trust Act No. F12072/2014 Dtd. 28/11/14  
Regd. No. 59/04482/11, Dtd. 23-12-14

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System Technical Education Society's

# System Institute of Management & Research

7, Kashi Colony, WB Road, Deccur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Patil Chetan Dnyaneshwar

*has successfully completed the Course*

Certificate Course in Web Designing

Date : 22/02/2023

Duration : 1 Month

*Rivankar*  
Co-ordinator

*Patil*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DECCUR, DHULE-424002



Certificate No. : 2023-19



Trust Act No. F12072/2014 Dtd. 28/11/14  
Regd. No. 59/04482/11, Dtd. 23-12-14

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kashi Colony, WB Road, Deccur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Patil Mayur Yograj

*has successfully completed the Course*

Certificate Course in Web Designing

Date : 22/02/2023

Duration : 1 Month

*Rivankar*  
Co-ordinator

*Patil*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DECCUR, DHULE-424002



Certificate No. : 2023-24





System Technical Education Society's  
**SYSTEL Institute of Management & Research**  
Affiliated with North Maharashtra University, Jalgaon |  
ISO : 9001-2015 Certified



# Communication Skills



Prof. R.M. Shirsath (HOD)

-----Course Coordinator-----  
Prof. Soniya.R. Sharma

**Course Duration 30 Days**  
**Year 2022-23**

7, Kshire Colony Wadibhokar Road Deopur Dhule Ph :02562 226085



  
DIRECTOR  
SYSTEL INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-434992.



# Systel Institute of Management & Research

Chairman: Hon.Hemant C.Gharate

Director : Dr. Hansraj M. Patil  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A.)

Date : 03/09/2022

## Notice

This is informed to all student that institute is Organizing "Certificate Course in Communication Skills". This course will provide students with an understanding of the Communication Skills used the workplace. After learning of this course student will effectively use Soft skills and written Skills in Corporate world.

Contact:-

Resource Person:-Asst.Prof Soniya R.Sharma

**Note:-** if Student have any query regarding certificate course or anything ,student can contact no Asst Prof, Soniya R.Sharma.



  
DIRECTOR  
SYSTEL INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-434902.



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System Technical Education Society's

# **System Institute of Management & Research**

"Systel House", 7, Kshira Colony, W.B.Road, Deopur, Dhule.

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

## **Syllabus**

### **Unit-1: Communication: An Introduction**

- Definition, Nature and Scope of Communication
- Importance and Purpose of Communication •  
Process of Communication
- Types of Communication

### **Unit-2: Non-Verbal Communication •**

Personal Appearance

- Gestures •  
Postures
- Facial Expression •  
Eye Contacts
- Body Language (Kinesics) •  
Time language
- Silence
- Tips for Improving Non-Verbal Communication

### **Unit-3: Effective Communication**

- Essentials of Effective Communication •  
Communication Techniques
- Barriers to Communication

### **Unit-4: Communication Network in an Organization-I •**

Personal Communication

- Internal Operational Communication •  
External Operational Communication

### **Unit-4: Communication Network in an Organization-II •**

Horizontal (Lateral) Communication

- Vertical (Downward) Communication •  
Vertical (Upward) Communication

### **Unit-6: Communication in English**

- Age of Globalization and the Need for Communicating in English •  
English as the First or Second language
- Uses of English in academic and non-academic situations in India •  
Interview tetanic



  
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Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

## Reports

### Duration and Class Schedule

- The course is offered for 30 days.
- Duration: 30 days of one hour each.
- Total number of hours is 30 hours.

### Eligibility

- The participants from MMS (CM), BBA and BCA course are eligible for admission in this course.
- Total 35 students are participated in this course.

### Teaching Faculty:

- Internal faculty Miss. Soniya R. Sharma Assistant Professor, Systel IMR, Dhule.

### Co-ordinated by:

- This course is coordinated by Mr. R.M. Shirsath HOD, Systel IMR, Dhule

### Evaluation Procedure

- The course shall have two components of evaluation:
  - a) Continuous evaluation of 20 marks, comprising of Theory and Practical etc.
  - c) Final Examination of 80 marks, comprising of-
    - i. Written Examination: 50 marks.
    - ii. Practical / Oral Examination: 30 marks.
- Final Score for 100 Marks shall be calculated for the continuous evaluation and final examination; and grade shall be as per the grading system below.

### Grading System

- Based on the student's performance a final letter grade will be awarded at the end of the certificate course. The letter grades and the corresponding grade points are as given in Table

**Table: Grades and Grade Points**

S.No.	Grade	Grade Points	Absolute Marks
1	O (Outstanding)	10	90 and above
2	A+ (Excellent)	9	80 to 89
3	A (Very good)	8	70 to 79
4	B+ (Good)	7	60 to 69
5	B (Above average)	6	50 to 59
6	C (Average)	5	45 to 49
7	P (Pass)	4	40 to 44
8	F (Fail)	0	Less than 40
9	A (Absent)	0	



  
DIRECTOR  
SYSTEL INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002.



Trust Act No. F14005/Dhule Dtd. 28-07-88  
Regd. No. MH4048/DHL Dtd. 20-12-94

Systel Technical Education Society's

# Systel Institute of Management & Research

"Systel House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

## COURSE OUTCOMES

Communication is the foundation of all successful relationships and endeavours, both personal and professional. It is the process of exchanging information and meaning between two or more people, and it is essential for building rapport, sharing ideas, and achieving goals. A communication course can teach students the essential skills they need to communicate effectively in a variety of settings. Students will learn how to:

- Adapt their communication style to their audience
- Listen actively and respond thoughtfully
- Communicate their ideas clearly and concisely
- Give and receive feedback effectively
- Resolve conflict constructively

## COURSE OBJECTIVES:


The objectives of the course are:

- 1) To make the students confident of speaking in English impeccably and with utmost enthusiasm.
2. To familiarize the students with different styles of communication.
3. To enlighten the students with the seven concepts of communication.
4. To make the students understand the nuances of communication.
5. To train the students and make them comprehend various aspects of Interview skills.

## COURSE OUTCOMES:

By the end of the course, students shall be able to:

1. Develop knowledge, skills, and judgment around human communication that facilitate their Ability to work collaboratively with others.
2. Understand and practice different techniques of communication.
3. Practice and adhere to the 7Cs of Communication
4. Familiarize with different types of Communication. 5. Understand and practice Interview Etiquettes.

  
Course coordinator  
Miss Soniya R. Sharma.

  
DIRECTOR  
SYSTEL INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002.



Trust Act No. F14005/Dhule Dtd. 28-07-88  
Regd. No. MH/4048/DHL. Dtd. 20-12-94

System Technical Education Society's

# System Institute of Management & Research

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

Director : Dr. Hansraj M. Patil  
(Ph.D, M.Sc., M.B.A., M.C.M, M.C.A.)

## Time Table

Year 2022-23

### Course: Certificate Course in Communication Skills

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2:00pm To 3:30pm	Theory	Theory	Theory	Group Discussion	Group Discussion	Group Discussion



  
DIRECTOR  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEGPUR, DHULE-424002.



Trust Act No. F14005/Dhule Dtd. 28-07-88  
Regd. No. MH4048/DHL Dtd. 20-12-96

System Technical Education Society's

# System Institute of Management & Research

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule.

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systemonline.org

Chairman: Hon.Hemant C.Gharate

Director : Dr. Hansraj M. Patil  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A.)

1

System Technical Education Society's

System Institute of Management & Research, Dhule

Affiliated by K.B.C. North Maharashtra University, Jalgaon

Attendance for Academic Year 2022-23



Course Name : Certificate Course in Communication Skills

Sl. No.	Student Name	Date																												Signature																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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## Certificate

ISO 9001 : 2015 Certified



System Institute  
Technical Education Society's

System No. 18800Dhu.01.24.01.01  
Regt. No. 18800Dhu.01.24.01.01

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kshira Colony, WB Road, Deopur, Dhule - 424002

# CERTIFICATE

*This is certify that*

Dode Yogesh Rajesh

*has successfully completed the Course*

Certificate Course in Communication Skills

Date : 15/11/2022  
Duration : 1 Month



Co-ordinator



Director

SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR DHULE-424002



Certificate No. : 2022-58

ISO 9001 : 2015 Certified



Trade Act No. F18020004 Dtd. 28-07-08  
Regd. No. 2004/M2/01 Dtd. 28-10-08

Government Approved  
System Technical Education Society's

**System** Institute of Management & Research

7, Kishore Colony, W B Road, Deopur, Dhule - 424002.

# CERTIFICATE

*This is certify that*

**Girase Jayesh Komalsing**

*has successfully completed the Course*

**Certificate Course in Communication Skills**

Date : 15/11/2022

Duration : 1 Month

  
Co-ordinator

  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR DHULE-424002.



Certificate No. : 2022-60



ISO 9001 : 2015 Certified



Trust Act No. F&B/2005/2006 (2012-18)  
Regd. No. 20/2005/2006, D.D. 20/12/05

Government Approved  
System Technical Education Society's

**System** Institute of Management & Research  
7, Kothra Colony, W.B. Road, Deopur, Dhule - 424002

# CERTIFICATE

*This is certify that*

Koli Sandhya Deepak

*has successfully completed the Course*

Certificate Course in Communication Skills

Date : 15/11/2022

Duration : 1 Month

  
Co-ordinator

  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2022-65

ISO 9001 : 2015 Certified



Trust Act No. F&B/2004/2005 (2012-18)  
Regd. No. 20/2004/2005, D.D. 20/12/05

Government Approved  
System Technical Education Society's

**System** Institute of Management & Research  
7, Kothra Colony, W.B. Road, Deopur, Dhule - 424002

# CERTIFICATE

*This is certify that*

Patil Dinesh Vishwas

*has successfully completed the Course*

Certificate Course in Communication Skills

Date : 15/11/2022

Duration : 1 Month

  
Co-ordinator

  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2022-66

ISO 9001 : 2015 Certified



Trust Act No. F&B/2004/2005 (2012-18)  
Regd. No. 20/2004/2005, D.D. 20/12/05

Government Approved  
System Technical Education Society's

**System** Institute of Management & Research  
7, Kothra Colony, W.B. Road, Deopur, Dhule - 424002

# CERTIFICATE

*This is certify that*

Shaikh Jawwad Fazlurrahman

*has successfully completed the Course*

Certificate Course in Communication Skills

Date : 15/11/2022

Duration : 1 Month

  
Co-ordinator

  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2022-75

ISO 9001 : 2015 Certified



Trust Act No. F&B/2004/2005 (2012-18)  
Regd. No. 20/2004/2005, Dte. 20-12-05

Government Approved  
System Technical Education Society's

**System** Institute of Management & Research  
7, Kathra Colony, W.B. Road, Deopur, Dhule - 424002

# CERTIFICATE

*This is certify that*

Patil Vivekanand Santosh

*has successfully completed the Course*

Certificate Course in Communication Skills

Date : 15/11/2022

Duration : 1 Month

  
Co-ordinator

  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2022-72

ISO 9001 : 2015 Certified



Trust Act No. F&B/2004/2005 (2012-18)  
Regd. No. 20/2004/2005, D.D. 20/12/05

Government Approved  
System Technical Education Society's

**System** Institute of Management & Research  
7, Kathra Colony, W.B. Road, Deopur, Dhule - 424002

# CERTIFICATE

*This is certify that*

Shaikh Uzair Nazimoddin

*has successfully completed the Course*

Certificate Course in Communication Skills

Date : 15/11/2022

Duration : 1 Month

  
Co-ordinator

  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2022-76



ISO 9001 : 2015 Certified



Trust Act No. F&B/2005/2006-Dt. 29/12/05  
Regt. No. 20/2005/2006-Dt. 29/12/05

Government Approved  
System Technical Education Society's

**System** Institute of Management & Research  
7, Kathra Colony, W.B. Road, Deopur, Dhule - 424002

# CERTIFICATE

*This is certify that*

Sonar Himanshu Anil

*has successfully completed the Course*

Certificate Course in Communication Skills

Date : 15/11/2022

Duration : 1 Month

  
Co-ordinator

  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2022-78

ISO 9001 : 2015 Certified



Trust Act No. F&B/2004/2005 (2012-18)  
Regd. No. 20/2004/2005, D.D. 20/12/05

Government Approved  
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**System** Institute of Management & Research  
7, Kathra Colony, W.B. Road, Deopur, Dhule - 424002

# CERTIFICATE

*This is certify that*

Yeole Nitin Shravan

*has successfully completed the Course*

Certificate Course in Communication Skills

Date : 15/11/2022

Duration : 1 Month

  
Co-ordinator

  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



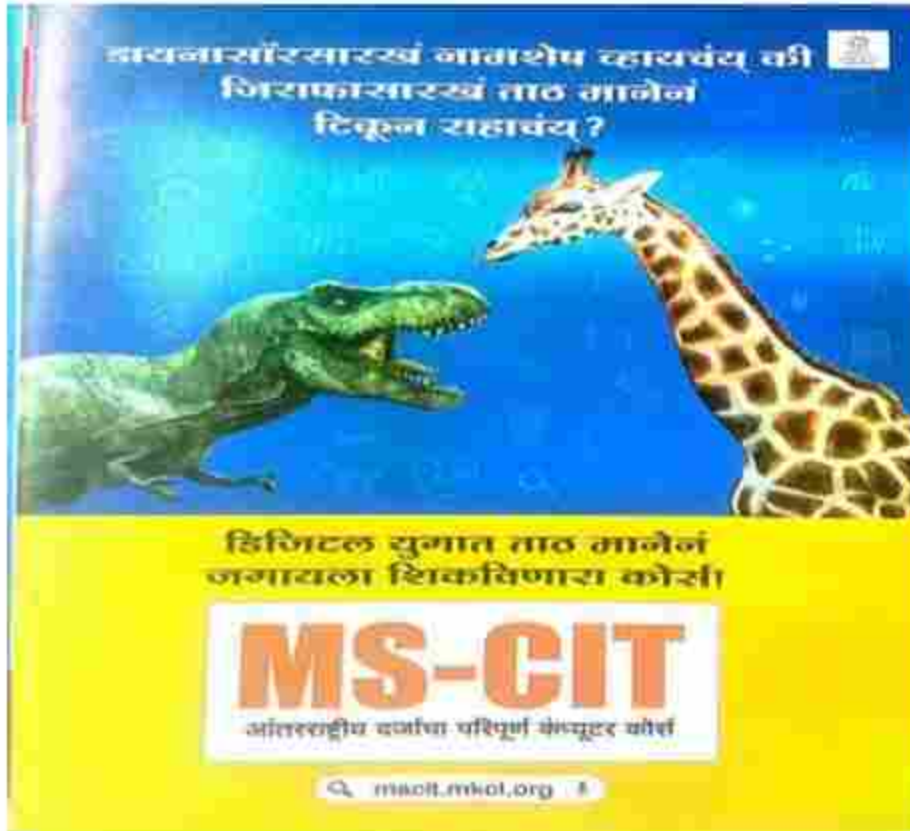
Certificate No. : 2022-80



# System Institute of Management & Research

Chairman: Hon.Hemant C.Gharate

Director : Dr. Hansraj M. Patil  
(Ph.D, MSc., M.B.A., M.C.M, M.C.A.)



**Course Duration :**  
**60 Days Year 2022-23**

**7, Kshire colony wadhibhokar road deopur  
dhule. Ph:02562-226085**



  
DIRECTOR  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424012



Trust Act No. F/4005/Dhule Dtd. 28-07-99  
Regd. No. MH/4048/DHL Dtd. 29-12-96

Systemel Technical Education Society's  
**Systemel Institute of  
Management & Research**

"Systemel House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .  
Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systemelonline.org

**Chairman: Hon.Hemant C.Gharate**

**Director : Dr. Hansraj M. Patil**  
(Ph.D, MSc., M.B.A., M.C.M, M.C.A.)

**Date: 6 Jan 2023**

## Notice

This is informed to all student that institute is Organizing course on 'MS-CIT' which will surely help the student to get knowledge of is being digitally born digitally stored, digitally presented, digitally distributed, digitally accessed, digitally archived and managed and works in their future life to have a self-oriented job. Intrenterested student should enrol their name to concern faculty and take benefit of the same.

Contact:-

Resource Person:- Asst prof N.C. Vispute

**Note:-** if Student have any query regarding certificate course or anything ,student can contact to Asst prof N.C. Vispute



  
DIRECTOR  
SYSTEMEL INSTITUTE OF  
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DEOPUR, DHULE-424002.



Trust Act No. F14005/Dhule Dtd. 28-07-98  
Regd. No. MH/048/DHL Dtd. 29-12-96

System Technical Education Society's

# System Institute of Management & Research

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systemonline.org

Chairman: Hon.Hemant C.Gharate

Director : Dr. Hansraj M. Patil  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A.)

## MS-CIT Course Syllabus

Computer Basics	Overview of computers, uses, understanding input, processes, and output
Operating System (Windows)	Overview of OS, general operations, applying themes, file and folder management, windows media player, and many more
21st Century Life Skills	Candidates can acknowledge how to use Google PlayStore, net banking, protection from cyberbullying, the importance of passwords, and so on
21st Century Citizenship Skills	Candidates can acknowledge how to download Aadhar Card, verify, update, DigiLocker, Voter ID Card, register FIR online, check weather status, and so on
21st Century Study Skills	Candidates can use Google, Wikipedia, YouTube, and many other platforms to search the study topics, improve vocabulary, and many more
21st Century Job Skills	Candidates can acknowledge how to make a creative bookmark, draft a notice, design a webpage, build a professional profile, create a letterhead, design a BROCHURE, and so on
Word Processing	Basic operations, formatting documents, inserting headers and footers, applying page setup, creating and editing pdfs, and so on
Spreadsheet	Organizing and formatting worksheets, data analysis, creating Pivot tables, using advanced functions, data validation, and so on
MS Outlook	Creating a new email account in MS Outlook, scheduling meetings, including the signature in the outgoing message, and many more



  
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Trust Act No. F14905/Dhule Dtd. 28-07-98  
Regd. No. MH4048/DHL Dtd. 20-12-96

Systel Technical Education Society's

# Systel Institute of Management & Research

"Systel House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

Chairman: Hon.Hemant C.Gharate

Director : Dr. Hausraj M. Patil  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A.)

## Reports

### Course Duration

Course Duration: 144 Hours (2 Months)	
Theory: Inform Content - 50 Hours <b>eLearning of Classroom Content</b>	Daily 1 hour / Session <b>On ALC Computer or On Learner Smartphone or In ALC Classroom</b>
Practical: Perform Content - 50 Hours <b>eLearning of Lab Content on Computer only</b>	Daily 1 hour / Session <b>On ALC Computer only</b>
Homework: Reading Content - 44 Hours <b>Book Reading, Self-Study, Revision and Practice</b>	Daily ~1 hour / Session <b>With Printed Book / eBook on Smartphone</b>



  
DIRECTOR  
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DEOPUR, DHULE-424002.



Trust Act No. F-4005/Dhule Dtd. 28-07-99  
Regd. No. MH/4048/DHL Dtd. 29-12-96

System Technical Education Society's  
**System Institute of  
Management & Research**

"Systel House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .  
Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

**Chairman: Hon.Hemant C.Gharate**

**Director : Dr. Hansraj M. Patil**  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A.)

### Course outcomes

Once candidates complete the MS-CIT course, they will become eligible to apply for numerous jobs in the IT sector. They can work in different roles as:

- Data operator
- Computer operator
- GATE Coordinator and Telecallers
- IT Consultant
- Network Administrator






  
DIRECTOR  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002.

**System Technical Education Society's**  
**System Institute of Management & Research, Dhule**

**Students List**

**Course Name: MS-CIT**

**Year:2022-23**

Sr.No	Name of Students	Signature
1	Chavan Kunal Nilkhanth	
2	Chitte Sakshi Vinod	
3	Patil Raj Vikas	



  
**Director**  
**SYSTEM INSTITUTE OF**  
**MANAGEMENT & RESEARCH**  
**DHULE - 421101**

**MS-CIT Course Certificate**



Sr. No. : 21- 5933166



Maharashtra State Board of Technical  
Education, Mumbai



Maharashtra Knowledge Corporation Ltd.  
Creating a Knowledge In World

This is to certify that  
**CHAVAN KUNAL NILKANTH**

The withinsigned having successfully completed the prescribed course of studies and having passed the examination with 82 percent marks has been awarded the

**Maharashtra State Certificate in Information Technology (MS-CIT)**

On behalf of the Government of Maharashtra in the month of **March - 2023** in testimony whereof are set the seals and signatures of the Director, Maharashtra State Board of Technical Education, Mumbai and the Managing Director, Maharashtra Knowledge Corporation Limited.

Section Number	Section Name	Marks Obtained	Maximum Marks
I	Learning Process*	45	50
II	Final Examination	37	50
<b>TOTAL MARKS</b>		<b>82</b>	<b>100</b>

Following is the criteria for passing the MS-CIT Examination successfully:

Aggregate score of 40 Marks (in Sections I & II) out of 100 will:

- Minimum 20 Marks out of 50 are required for passing in Learning Process (Section I) &
- Minimum 20 Marks out of 50 are required for passing in Final MS-CIT Examination (Section II) with at least 8 marks in the Objective and 4 marks in the Practical.

Director  
MSBTE

Managing Director  
MKCL

[www.msbt.org.in](http://www.msbt.org.in)

[www.mkc.org](http://www.mkc.org)

Ref: 21210016/020891502/9071/Merch-23/A01/18/03/00  
Date of Issue: 10 May 2023

\* These marks are as communicated by MKCL.

The photograph of the Candidate is pasted on this Certificate. If the photograph is pasted erroneously this Certificate will not be valid.

Sr. No. : 21- 5818967



Maharashtra State Board of Technical  
Education, Mumbai



Maharashtra Knowledge Corporation Ltd.  
Creating a Knowledge Ut World

This is to certify that  
**CHITTE SAKSHI VINOD**

The withinsigned having successfully completed the prescribed course of studies and having passed the examination with 73 percent marks has been awarded the

**Maharashtra State Certificate in Information Technology (MS-CIT)**

On behalf of the Government of Maharashtra in the month of **November - 2022** in testimony whereof are set the seals and signatures of the Director, Maharashtra State Board of Technical Education, Mumbai and the Managing Director, Maharashtra Knowledge Corporation Limited.

Section Number	Section Name	Marks Obtained	Maximum Marks
I	Learning Process*	40	50
II	Final Examination	33	50
	<b>TOTAL MARKS</b>	<b>73</b>	<b>100</b>

Following is the criteria for passing the MS-CIT Examination successfully:

Aggregate score of 40 Marks (in Sections I & II) out of 100 with:

- Minimum 20 Marks out of 50 are required for passing in Learning Process (Section I) &
- Minimum 20 Marks out of 50 are required for passing in Final MS-CIT Examination (Section II) with at least 6 marks in the Objective and 14 marks in the Practical.

Director  
MSBTE

Managing Director  
MKCL

[www.msbt.org.in](http://www.msbt.org.in)

[www.mkcl.org](http://www.mkcl.org)

Ref : 21210018/32557262210011/November-22/A011482504  
Date Of Issue: 01 January 2023

\* These marks are as communicated by MKCL.

"The photograph of the Candidate is printed on this Certificate. If the photograph is pasted externally this Certificate will not be valid."

Sr. No. : 21-5933167



Maharashtra State Board of Technical Education  
Mumbai, Mumbai



Maharashtra Knowledge Corporation Ltd.  
Creating a Knowledge LR World

This is to certify that  
**PATIL RAJVIKAS**

The withinsigned having successfully completed the prescribed course of studies and having passed the examination with 85 percent marks has been awarded the

**Maharashtra State Certificate in Information Technology (MS-CIT)**

On behalf of the Government of Maharashtra in the month of **March - 2023** in testimony whereof are set the seals and signatures of the Director, Maharashtra State Board of Technical Education, Mumbai and the Managing Director, Maharashtra Knowledge Corporation Limited.

Section Number	Section Name	Marks Obtained	Maximum Marks
I	Learning Process*	45	50
II	Final Examination	39	50
<b>TOTAL MARKS</b>		<b>85</b>	<b>100</b>

Following is the criteria for passing the MS-CIT Examination successfully:

Aggregate score of 40 Marks (in Sections I & II) out of 100 with:

- Minimum 20 Marks out of 50 are required for passing in Learning Process (Section I) &
- Minimum 20 Marks out of 50 are required for passing in final MS-CIT Examination (Section II) with at least 10 marks in the Objective and 10 marks in the Practical.

Director  
MSBTE

Managing Director  
MKCL

[www.msbtte.org.in](http://www.msbtte.org.in)

Ref: 2121001803085080230211/March-23/031802644  
Date of Issue: 14 Mar 2023

[www.mkcl.org](http://www.mkcl.org)

\* These marks are as communicated by MKCL.

"The photograph of the Candidate is printed on this Certificate. If the photograph is pasted externally this Certificate will not be valid."



System Technical Education Society's

**System** Institute of Management & Research Dhule  
7 Kshire Colony Deopur Dhule

# Tally

**CERTIFICATE COURSE IN  
TALLY & EXCEL**

**Course Duration  
30 Days**

Program Coordinator  
Mrs. Asha M. More

**Year : 2021-22**



  
DIRECTOR  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424902.

Govt. Approved & Affiliated to North Maharashtra University, Jalgaon.



Trust Act No. FM025/Dhule Dtd. 28-07-98  
Regd. No. MH/4048/DHL Dtd. 20-12-98

Systel Technical Education Society's

# Systel Institute of Management & Research

"Systel House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

**Chairman: Hon.Hemant C.Gharate**

**Director : Dr. Hansraj M. Patil**  
(Ph.D, M.Sc., M.B.A., M.C.M, M.C.A.)

**Date : 13/09/2021**

## Notice

Systel IMR, Dhule is going to arrange add on course on 'Certificate Course in Tally & Excel' which will surely help the student to get knowledge of Computerized Accounting and Advance Excel and they can use tally and Excel for Accounting works in their future life to have a self-oriented job. Interested student should enrol their name to concern faculty and take benefit of the same.

Contact:-

Resource Person:-Asst.Prof.Asha M. More

**Note:-** if Student have any query regarding certificate course or anything ,student can contact no Asst Prof, Asha M. More



  
DIRECTOR  
SYSTEL INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002.



Trust Act No. F/4005/Dhule Dtd. 28-07-98  
Regd. No. MH/4048/DHL Dtd. 29-12-98

System Technical Education Society's

# System Institute of Management & Research

"Systel House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

## Unit 1.

### 1.1 Basics of accounting

- Type of Accounts
- Golden Rules of Accounting
- Accounting Principles
- Concepts and Conventions
- Double Entry System of Book Keeping mode of accounting
- Financial Statements
- Recording Transaction

### 1.2 Fundamental of Tally ERP 9

- Getting fundamental with Tally.ERP9
- Creation & Setting up of Company in Tally.ERP9
- Accounting Masters in Tally.ERP9

### 1.3 Voucher Entry in Tally ERP 9

- Accounting Vouchers
- Inventory Vouchers
- Invoicing

## Unit 2.Inventory in Tally.ERP9

- Stock Group
- Stock Categories
- Godowns / Locations
- Units of Measure
- Stock Items

### 2.1 Advance Accounting in Tally.ERP9

- Bill-wise details
- Cost Centers and Cost Categories
- Multicurrency
- Bank Reconciliation Interest Calculations
- Budgets & Controls
- Scenario Management

### 2.2 Technological Advantages of Tally.ERP9

- Tally Vault
- Security Control
- Backup and Restore
- Split Company data
- Export & Import
- ODBC Connectivity
- Printing Report



  
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## Advanced Excel

### 3. Introduction to Excel and Financial Functions.

- Introduction to Excel
- Data Entry
- Text, Number
- Formulae
- Functions (AVERAGE, SUM, PRODUCT, COUNT, MIN, MAX)
- Importance of Financial functions.
- Syntax and benefits of following financial functions in excel;
- FV, PV, PPMT, DB, SLN, IRR, NPV

### 3.1 Pivot Table, Charts and Bars, V Lookups Functions.

- Importance of Pivot Table
- Importance of Bars/pie charts
- Importance of V Lookups and H Lookup Functions in Excel

### REFERENCE BOOKS:

- TALLY ERP 9 TRAINING GUIDE - 4TH REVISED & UPDATED EDITION  
Paperback – 1 January 2018, by Asok K. Nadhami  
Tally ERP 9 with GST in Simple Steps Paperback – 1 February 2020, By DT editorial Service.
- || **Tally.ERP9 Book Advanced Usage:** A Practical Hands-on Self Study Book on TallyERP 9 Accounting Software having 18 Chapters & 46 Practical Assignments and suitable for Students, Businessman & Teachers. , Kindle Edition . by Sanjay Satpathy (Author)

### Advance Excel

- 1. <https://www.bing.com/videos/search?q=Advanced+Excel+Formulas&FORM=RES TAB>
- 1. <https://gacbe.ac.in/pdf/ematerial/18BCS5EL-U5.pdf>  
[https://www.tutorialspoint.com/advanced\\_excel/advanced\\_excel\\_pdf\\_version.htm](https://www.tutorialspoint.com/advanced_excel/advanced_excel_pdf_version.htm)  
<https://yodalearning.com/tutorials/excel-formulas-pdf/>





Trust Act No. F14005/Dhule Dtd. 28-07-98  
Regd. No. MH/4048/DHL Dtd. 29-12-96

System Technical Education Society's

# System Institute of Management & Research

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systemonline.org

## Duration and Class Schedule

- The course suffered 30days.
- Duration:30daysof two hour each
- Total number of hours is 60 hours.

## Eligibility

- The participants eligible in this course are students from 12<sup>th</sup> Pass

## Teaching Faculty:

- Internal faculty Mrs. Asha M. More, Assistant Professor, System IMR, Dhule.

## Evaluation Procedure

- The course shall havetwo components of evaluation:
- Continuous evaluation of20 marks, comprising of quizzes, assignments, etc.
- Final Examination of80marks, comprising of-
- Written Examination Total:60marks.
- Re-examination 20marks.
- Final Score for 100Marksshall be calculated for the continuous evaluation and final examination; and grade shall be as per the gradingsystem below.

## Grading System

- Based on the student's performance a final letter grade will be awarded at the end of the certificate course. The letter grades and the corresponding grade points are as given in Table

Table: Grades and Grade Points

Sr. No.	Grade	Grade Point	Absolute Marks
1	O (Outstanding)	10	90 and above
2	A+ ( Excellent)	9	80 to 89
3	A ( Very Good)	8	70 to 79
4	B+ ( Good)	7	60 to 69
5	B ( Above Average)	6	50 to 59
6	C (Average)	5	45 to 49
7	P (Pass)	4	40 to 44
8	F ( Fail)	0	Less than 40
9.	AB ( Absent)	0	



  
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DEOPUR, DHULE-424902.





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System Technical Education Society's  
**System Institute of  
Management & Research**

"Systel House", 7, Kshire Colony, W.B.Road, Deopur, Dhule.  
Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

### COURSE OUTCOMES:

Students will be able to operate tally software and perform financial entries in TALLY ERP9. Various Concepts pertaining to formation of company and creation of different accounts under TALLY ERP9 are discussed.

- Students are able to understand the concept of VAT and how to calculate tax in TALLY ERP9.
- Advanced Excel Formulae are being discussed and practically done by students.

### COURSE OBJECTIVE:

From keeping track of expenses and deciding about investments to calculating profits, counting plays a fundamental role in every business. However, quite often, the records either get misplaced or have errors when recorded manually. Titles canaled to data discrepancy and will not give a clear picture of the financial health of the business. Using software like Tally is an ideal solution for tracking the business efficiently. Used by scores of small and medium enterprises, Tally has become a popular software for record-keeping grand accounting purposes. In this certificate course, we will elaborate on the intricacies of the Tally course as well as the job opportunities you can explore. The course is based on current industry standards that help students secured placements in their dream jobs. The course content is going to teach students in detail on how to manage account, Inventory and payroll in Tally.

If you are going to learn Tally you must get well acquainted with MS Excel. Its use is 10 do advanced calculation, graphing tools, pivot tables, and a macro pograming language referred to as Visual Basic for Applications. The course curriculum is one of the most comprehensive and most advanced.

To enable students to learn Accowlingentries in Tally ERP9 Software.

- To make students able to link the or of Accounts and Finance with practical business operations.
- To understand their portance of Advanced Excel in business operation in order to solve complex business calculations.
- To study how this software is enabling business units to carry their work smoothly and efficiently.

A handwritten signature in blue ink, appearing to read 'Asha M. More'.

Course coordinator  
Mrs. Asha M. More

A handwritten signature in blue ink, appearing to read 'Ajman'.

DIRECTOR  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002.



Systel Technical Education Society's

# Systel Institute of Management & Research

Trust Act No. F14005/Dhule Dtd. 28-07-88  
Regd. No. MH/4048/DHL Dtd. 20-12-94

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Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

**Chairman: Hon.Hemant C.Gharate**

**Director : Dr. Hansraj M. Patil**  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A.)

## Time Table Year 2021-22

**Course: Certificate Course in Tally & Excel**

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2:00pm To 3:00pm	Theory	Theory	Theory	Theory	Theory	Theory
3:00pm To 4:00pm	Practical	Practical	Practical	Practical	Practical	Practical



  
DIRECTOR  
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MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002.







Trust Act No. 148002046-2012-2017-08  
Regd. No. 2014344704, Dtd. 20-12-16

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Khare Colony W.B.Road, Deepur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Khare Prashant Madhukar

*has successfully completed the Course*

Certificate Course in Tally & Excel

Date : 01/11/2021

Duration : 1 Month

*Prashant*  
Co-ordinator

*Ahmed*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEEPUK, DHULE-424002



Certificate No. : 2021-64



Trust Act No. 148002046-2012-2017-08  
Regd. No. 2014344704, Dtd. 20-12-16

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Khare Colony W.B.Road, Deepur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Ahire Prathamesh Ravindra

*has successfully completed the Course*

Certificate Course in Tally & Excel

Date : 01/11/2021

Duration : 1 Month

*Prashant*  
Co-ordinator

*Ahmed*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEEPUK, DHULE-424002



Certificate No. : 2021-51



Trust Act No. 1480000000000 2007-08  
Regt. No. 2004444000, Dtd. 20-12-08

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kshira Colony W.B. Road, Deepur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Chaudhari Swapnil Anil

*has successfully completed the Course*

Certificate Course in Tally & Excel

Date : 01/11/2021

Duration : 1 Month

Co-ordinator

Director

SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEEPUK DHULE-424002



Certificate No. : 2021-55



Trust Act No. 1480000000000 2007-08  
Regt. No. 2004444000, Dtd. 20-12-08

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kshira Colony W.B. Road, Deepur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Sonawane Hemant Sanjay

*has successfully completed the Course*

Certificate Course in Tally & Excel

Date : 01/11/2021

Duration : 1 Month

Co-ordinator

Director

SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEEPUK DHULE-424002



Certificate No. : 2021-75



Trust Act No. 1460000000000 2007-08  
Regd. No. 2004444000, Dtd. 20-12-08

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kshira Colony WB Road, Deepur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Wagh Hrishikesh Shantaram

*has successfully completed the Course*

Certificate Course in Tally & Excel

Date : 01/11/2021

Duration : 1 Month

*[Signature]*  
Co-ordinator

*[Signature]*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEEPAUR, DHULE-424002



Certificate No. : 2021-80



Trust Act No. 1460000000000 2007-08  
Regd. No. 2004444000, Dtd. 20-12-08

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kshira Colony WB Road, Deepur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Patil Harshawardhan Arun

*has successfully completed the Course*

Certificate Course in Tally & Excel

Date : 01/11/2021

Duration : 1 Month

*[Signature]*  
Co-ordinator

*[Signature]*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEEPAUR, DHULE-424002



Certificate No. : 2021-68



Trust Act No. 1480000000000 2017-18  
Regd. No. 2014444001, Dtd. 20-12-18

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kshira Colony WB Road, Deepur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Patil Jayash Pravin

*has successfully completed the Course*

Certificate Course in Tally & Excel

Date : 01/11/2021

Duration : 1 Month

*[Signature]*  
Co-ordinator

*[Signature]*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEEPAUR, DHULE-424002



Certificate No. : 2021-69



Trust Act No. 1480000000000 2017-18  
Regd. No. 2014444001, Dtd. 20-12-18

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kshira Colony WB Road, Deepur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Sonawane Lokesh Bhatu

*has successfully completed the Course*

Certificate Course in Tally & Excel

Date : 01/11/2021

Duration : 1 Month

*[Signature]*  
Co-ordinator

*[Signature]*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEEPAUR, DHULE-424002



Certificate No. : 2021-76





Trust Act No. 1460000000000 2007-08  
Regd. No. 2004444000, Dtd. 20-12-08

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kshira Colony WB Road, Deepur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Upasani Prasad Sunil

*has successfully completed the Course*

Certificate Course in Tally & Excel

Date : 01/11/2021

Duration : 1 Month

Co-ordinator

Director

SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEEPAUR, DHULE-424002



Certificate No. : 2021-78



Trust Act No. 1460000000000 2007-08  
Regd. No. 2004444000, Dtd. 20-12-08

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kshira Colony WB Road, Deepur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Patve Shekh Shahid Shekh Ayub

*has successfully completed the Course*

Certificate Course in Tally & Excel

Date : 01/11/2021

Duration : 1 Month

Co-ordinator

Director

SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEEPAUR, DHULE-424002



Certificate No. : 2021-72



System Technical Education Society's

**System** Institute of Management & Research Dhule

7 Kshire Colony Deopur Dhule



Program Coordinator

**Mr. Saeed S. Ansari**

**Year : 2021-22**



Chairman: Hon.Hemant C.Gharate

Director : Dr. Hansraj M. Patil  
(Ph.D, MSc., M.B.A., M.C.M., M.C.A.)

Date : 03/01/2022

## Notice

System IMR, Dhule is going to arrange add on course on 'Certificate Course in PHP' which will surely help the student to get knowledge of PHP and they can use PHP for developing web application in their future life to have a self-oriented job. Interested student should enrol their name to concern faculty and take benefit of the same.

Contact:-

Coordinator:-Asst.Prof Saeed S. Ansari

**Note:-** if Student have any query regarding certificate course or anything ,student can contact no Asst Prof. Saeed S. Ansari.



  
DIRECTOR  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424022.



Trust Act No. F/4025/Dhule Dtd. 28-07-98  
Regd. No. MH/4043/DHIL, Dtd. 29-12-96

Systel Technical Education Society's

# Systel Institute of Management & Research

"Systel House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .  
Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

## Syllabus

### UNIT-I

**Introduction:** Why PHP? Starting PHP Script, Printing Single Line, Variables and Constants, Comments, Installation.

### UNIT- II

#### Language Basics

Structure and syntax, If statement, Switch statement, For Loop, While Loop, Do – While Loop, Operators, Using PHP \$\_GET, \$\_POST, Working with forms: Processing forms, Form Validations, Linking form together Introduction to cookies and sessions

### UNIT- III

**Arrays:** Declaring PHP Array, One Dimensional array, Two dimensional array, and Associated Array. Describing arrays, Sorting arrays, for each constructs, Taking Advantages of arrays in Application, PHP string Manipulation.

### UNIT- IV

**PHP Function :** Understand what is function, Need of Function in PHP, Advantage of Function over statements PHP Function declaration with Example, PHP Function Calling, and PHP Function with arguments Default Arguments in Function, Types of arguments in Function, Function argument with call by value, Function argument with call by reference.

### UNIT- V

**Using PHP With MYSQL DB:** Introduction to MySql db, Using SQL Commands, interacting with databases, modifying database records using php, Take Advantage of PHP built in functions which are related with db in general and MySql specifically.

### UNIT- VI

**Advanced in PHP:** Emailing in PHP, Building CMS, Mailing.

### Reference Books

1. Ivan Bayross, Sharanam Shah (2007), PHP for Beginners, THE X Team , SPD,ISBN: 9788184040753
2. Dave Mercer, Allan Kent, Steven Nowicki, David Mercer, Dan Squier, Wankyu Choi,(2004),Beginning PHP5, Wiley Publishing(Wrox) ISBN: 0764557831
3. Michael K. Glass, Yann Le Scouarnec, Elizabeth Naramore, Gary Mailer, Jeremy Stolz, Jason
4. Gerner,(2004),Beginning PHP Apache, MySQL Web Development, Wiley Publishing(WROX), ISBN: 9780764557446



  
DIRECTOR  
SYSTEL INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002.



Trust Act No. F/4005/Dhule Dtd. 28-07-98  
Regd. No. MH/4048/DHL Dtd. 29-12-96

System Technical Education Society's

# **System Institute of Management & Research**

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

## **REPORT Duration and Schedule**

- The course is offered for 30 days.
- Duration: 30 days of two hour each 6 hours per week .
- Total number of hours is 30 hours. •

### **Eligibility**

- The participants from MBM-II courses are eligible for admission in this course.
- Total 30 students are participated in this course.

### **Teaching Faculty:**

- Internal faculty Miss. Saeed S Ansari, Assistant Professor, Systel IMR, Dhule.

### **Co-ordinated by:**

- This courses coordinated by HOD Mr. R.M. Shirsath

### **Evaluation Procedure**

- The course shall have two components of evaluation:
  - a) Continuous evaluation of 20 marks, comprising of Theory and

### **Practical**

- b) Final Examination of 80 marks, comprising of -  
Written Examination: 50 marks. Practical / Oral Examination: 30 mark

Final Score for 100 Marks shall be calculated for the continuous evaluation and final examination; and grade shall be as per the grading system below:

### **Grading System**

- Based on the student's performance a final letter grade will be awarded at the end of the certificate course. The letter grades and the corresponding grade points are as given in Table

**Table: Grades and Grade Points**

Sr. No.	Grade	Grade Point	Absolute Marks
1	O (Outstanding)	10	90 and above
2	A+ ( Excellent)	9	80 to 89
3	A ( Very Good)	8	70 to 79
4	B+ ( Good)	7	60 to 69
5	B ( Above Average)	6	50 to 59
6	C (Average)	5	45 to 49
7	P (Pass)	4	40 to 44
8	F ( Fail)	0	Less than 40
9.	AB ( Absent)	0	



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System Technical Education Society's

# System Institute of Management & Research

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systemonline.org

## Course Outcomes

This certificate course has been designed with the aim to provide the necessary knowledge to design and develop dynamic, database-driven web applications using PHP. The student can understand the knowledge about the theory and practical of PHP. The purpose of the Certificate course in PHP Programming to impart knowledge of programming to enable them to build a project.

### Course Objectives:

The objectives of the course are:

1. Understand how server-side programming works on the web and PHP Basic syntax for variable types and calculations.
2. Creating conditional structures and Storing data in arrays
3. Using PHP built-in functions and creating custom functions and Understanding POST and GET in form submission.
4. Create a database in phpMyAdmin and Read and process data in a MySQL database.

### Course Outcomes:

By the end of the course, students shall be able to:

List the major elements of the PHP & MySQL work and explain why PHP is good for web development  
Learn how to take a static website and turn it into a dynamic website run from a database using PHP and MySQL. Analyse the basic structure of a PHP e application and be able to install and maintain the web server, compile, and run a simple web application. Learn how databases work and how to design one, as well as how to use php MyAdmin to work with MySQL.

**Faculty Coordinator**  
**Prof Saeed S. Ansari**



**DIRECTOR**  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002.



System Technical Education Society's

# System Institute of Management & Research

Trust Act No. F14005/Dhule Dtd. 28-07-88  
Regd. No. MH/4048/DHL. Dtd. 20-12-94

"Systel House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

Chairman: Hon.Hemant C.Gharate

Director : Dr. Hansraj M. Patil  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A.)

## Time Table Year 2021-22

Course: Certificate Course in php

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2:00pm To 3:00pm	Theory	Theory	Theory	Theory	Theory	Theory
3:00pm To 4:00pm	Practical	Practical	Practical	Practical	Practical	Practical



  
DIRECTOR  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002.



Systel Technical Education Society's

# Systel Institute of Management & Research

Trust Act No. F14005/Dhule Dtd. 28-07-88  
Regd. No. MH/4048/DHL Dtd. 20-12-96

"Systel House", 7, Kshire Colony, W.B.Road, Deopur, Dhule.  
Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

Chairman: Hon.Hemant C.Gharate

Director : Dr. Hansraj M. Patil  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A.)

Systel Technical Education Society's

Systel Institute of Management & Research, Dhule

Affiliated by K.B.C. North Maharashtra University, Jalgaon

Attendance for Academic Year 2021-22



Course Name : Certificate Course in PHP

Sl. No.	Student Name	10-01-22	11-01-22	12-01-22	13-01-22	14-01-22	15-01-22	16-01-22	17-01-22	18-01-22	19-01-22	20-01-22	21-01-22	22-01-22	23-01-22	24-01-22	25-01-22	26-01-22	27-01-22	28-01-22	29-01-22	30-01-22	31-01-22	Signature	
1	BAVISKAR KUNAL BHALERAO	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	<i>Baviskar</i>
2	BAVSKAR SACHIN RAGHUNATH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	<i>Bavskar</i>
3	BHADANE SHWAI ANANDRAO	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	<i>Bhadane</i>
4	SHAMAR SUJATA SANJAY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	<i>Shamar</i>
5	CHAUDHARI RUPALI CHANDRANANT	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	<i>Chaudhari</i>
6	DESALE HARSHADA SHARAJI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	<i>Desale</i>
7	GIRASE SHWETA JAGDISHSING	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	<i>Girase</i>
8	HIVALS MAHENDRA MOHAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	<i>Hivals</i>
9	JAZHAV NIVRUTTI MADHUKAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	<i>Jazhav</i>
10	JIVRAK URMILA RAJENDRA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	<i>Jivra</i>
11	KANETKAR KETU DEVDATT	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	<i>Kanetkar</i>
12	MARATHE SNEHAL PRASHANT	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	<i>Marathe</i>
13	PATIL KALYANI SURESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	<i>Patil</i>
14	PATIL JAYASH PRAVIN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	<i>Patil</i>

Coordinator Name

Ver.





Trust Act No. F14005/Dhule Dtd. 28-07-88  
Regd. No. MH/4048/DHL Dtd. 20-12-96

System Technical Education Society's

# System Institute of Management & Research

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systemonline.org

System Technical Education Society's

System Institute of Management & Research, Dhule

Affiliated by K.B.C. North Maharashtra University, Jalgaon

Attendance for Academic Year 2021-22



Course Name : Certificate Course in PHP

Sl No	Student Name	01-11-21	02-11-21	03-11-21	04-11-21	05-11-21	06-11-21	07-11-21	08-11-21	09-11-21	10-11-21	11-11-21	12-11-21	13-11-21	14-11-21	15-11-21	16-11-21	17-11-21	18-11-21	19-11-21	20-11-21	21-11-21	22-11-21	23-11-21	24-11-21	25-11-21	26-11-21	27-11-21	28-11-21	29-11-21	30-11-21	Signature			
15	PATIL, MAMIMA SURESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Patil Mamima	
16	PATIL, NAMRATA VISHWAS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Patil Namrata	
17	PATIL, SHIVANI VILAS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Patil Shivani	
18	PATIL, SHUBHAM ADH KAK	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Patil Shubham	
19	PATIL, VISHAL MASAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Patil Vishal	
20	PINJARI, NADEEM NALEM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Pinjari Nadeem	
21	POZADAK, MANSI PRADEEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	POZADAK Mansi	
22	SANER, SANDANA SHARAD	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Saner Sandana	
23	SHAIKH, JAWAAB FAZIL BRAHMAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Shaikh Jawaab
24	SHAIKH, UZAIR NAZI MODDIN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Shaikh Uzair
25	SHERSATH, PRIYANCA KALAS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Shersath Priyanka
26	SOKAR, HIMANSHU ANIL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sokar Himanshu
27	SURYAWANSHI, KETAN YADAV	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Suryawanshi Ketan
28	TAWADE, GAURI SATISH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Tawade Gauri
29	WAGH, ASHWINI RAMESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Wagh Ashwini
30	WAGH, SANCHITA ISHWARI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Wagh Sanchita

Amruti Sawad  
Coordinator Name

Sign *[Signature]*

*[Signature]*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002.

Certificate

ISO 9001 : 2015 Certified



System Institute of Management & Research  
Regd. No. BSR/2000/001/2019

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Keshri Colony W.B.Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Kanetkar Ketki Devdatta

*has successfully completed the Course*

Certificate Course in PHP

Date : 23/02/2022  
Duration : 1 Month

Co-ordinator

Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2022-11

ISO 9001 : 2015 Certified



System Institute of Management & Research  
Regd. No. BSR/2000/001/2019

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Keshri Colony W.B.Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Desale Harshada Shahaji

*has successfully completed the Course*

Certificate Course in PHP

Date : 23/02/2022  
Duration : 1 Month

Co-ordinator

Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2022-6



System Institute of Management & Research  
7, Khatris Colony, W.B. Road, Deopur, Dhule - 424002

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Khatris Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Marathe Snehal Prashant

*has successfully completed the Course*

Certificate Course in PHP

Date : 23/02/2022

Duration : 1 Month

*Prashant*  
Co-ordinator

*Prashant*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2022-12



System Institute of Management & Research  
7, Khatris Colony, W.B. Road, Deopur, Dhule - 424002

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Khatris Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Patil Namrata Vishwas

*has successfully completed the Course*

Certificate Course in PHP

Date : 23/02/2022

Duration : 1 Month

*Prashant*  
Co-ordinator

*Prashant*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2022-15



System Institute of Management & Research  
7, Khatris Colony, W.B. Road, Deopur, Dhule - 424002

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Khatris Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Saner Sanjana Sharad

*has successfully completed the Course*

Certificate Course in PHP

Date : 23/02/2022

Duration : 1 Month

*Break*  
Co-ordinator

*Shrinani*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2022-22



System Institute of Management & Research  
7, Khatris Colony, W.B. Road, Deopur, Dhule - 424002

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System Technical Education Society's

# System Institute of Management & Research

7, Khatris Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Tawade Gauri Satish

*has successfully completed the Course*

Certificate Course in PHP

Date : 23/02/2022

Duration : 1 Month

*Break*  
Co-ordinator

*Shrinani*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2022-28





Year Est. No. 1989/2004/2012 (2017-18)  
Regd. No. 18/04/2004/2012 (2017-18)

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kshirs Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Jadhav Nivrutti Madhukar

*has successfully completed the Course*

Certificate Course in PHP

Date : 23/02/2022

Duration : 1 Month

*Bhaskar*  
Co-ordinator

*Shrinani*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2022-9



Year Est. No. 1989/2004/2012 (2017-18)  
Regd. No. 18/04/2004/2012 (2017-18)

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kshirs Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Bhadane Ishwar Anandrao

*has successfully completed the Course*

Certificate Course in PHP

Date : 23/02/2022

Duration : 1 Month

*Bhaskar*  
Co-ordinator

*Shrinani*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2022-3



Trust Act No. F/4005/DHule Dtd. 28-07-98  
Regd. No. M/44046/DH. Dtd. 29-12-96

System Technical Education Society's

# System Institute of Management & Research

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule.

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systemonline.org

Chairman: Hon.Hemant C.Gharate

Director : Dr. Hansraj M. Patil  
(Ph.D, MSc., M.B.A., M.C.M, M.C.A.)

**21<sup>st</sup> Century Job Readiness**  
MKCL चें कोर्सेस करूनल जॉब रेडी व्हा!  
MKCL चें जॉब ओरिएण्टेड कोर्सेस

बेसिक जॉबिंग व कॅरिअर स्किल्स  
बेसिक ऑफिसिंग स्किल्स  
बेसिक ऑफिसिंग गिनर जॉबिंग

**KLIC English**  
**MS-CIT**  
**KLIC Courses**

**Course Duration : 60 Days**  
**Year 2021-22**

**7, Kshire colony wadhibhokar road  
deopur dhule. Ph:02562-226085**



DIRECTOR  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002.



Trust Act No. F-4005/Dhule Dtd. 28-07-99  
Regd. No. MH/4048/DHL Dtd. 29-12-96

System Technical Education Society's  
**System Institute of  
Management & Research**

"Systel House", 7, Kshire Colony, W.B.Road, Deopur, Dhule.  
Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

**Chairman: Hon.Hemant C.Gharate**

**Director : Dr. Hansraj M. Patil**  
(Ph.D, MSc., M.B.A., M.C.M, M.C.A.)

**Date : 4 Mar 2022**

## Notice

This is informed to all student that institute is Organizing course on 'MS-CIT' which will surely help the student to get knowledge of is being digitally born digitally stored, digitally presented, digitally distributed, digitally accessed, digitally archived and managed and works in their future life to have a self-oriented job. interested student should enrol their name to concern faculty and take benefit of the same.

Contact:-

Resource Person:- Asst prof A. M. More

Note:- if Student have any query regarding certificate course or anything student can contact to Asst prof. A.M. More



  
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SYSTEL INSTITUTE OF  
MANAGEMENT & RESEARCH  
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System Technical Education Society's

# System Institute of Management & Research

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systemonline.org

Chairman: Hon.Hemant C.Gharate

Director : Dr. Hansraj M. Patil  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A.)

## MS-CIT Course Syllabus

Computer Basics	Overview of computers, uses, understanding input, processes, and output
Operating System (Windows)	Overview of OS, general operations, applying themes, file and folder management, windows media player, and many more
21st Century Life Skills	Candidates can acknowledge how to use Google PlayStore, net banking, protection from cyberbullying, the importance of passwords, and so on
21st Century Citizenship Skills	Candidates can acknowledge how to download Aadhar Card, verify, update, DigiLocker, Voter ID Card, register FIR online, check weather status, and so on
21st Century Study Skills	Candidates can use Google, Wikipedia, YouTube, and many other platforms to search the study topics, improve vocabulary, and many more
21st Century Job Skills	Candidates can acknowledge how to make a creative bookmark, draft a notice, design a webpage, build a professional profile, create a letterhead, design a BROCHURE, and so on
Word Processing	Basic operations, formatting documents, inserting headers and footers, applying page setup, creating and editing pdfs, and so on
Spreadsheet	Organizing and formatting worksheets, data analysis, creating Pivot tables, using advanced functions, data validation, and so on
MS Outlook	Creating a new email account in MS Outlook, scheduling meetings, including the signature in the outgoing message, and many more



  
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Regd. No. MH14048/DHL. Dtl. 20-12-96

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"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systemonline.org

Chairman: Hon.Hemant C.Gharate

Director : Dr. Hansraj M. Patil  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A.)

## Reports

### Course Duration

Course Duration: 144 Hours (2 Months)	
Theory: Inform Content - 50 Hours eLearning of Classroom Content	Daily 1 hour / Session On ALC Computer or On Learner Smartphone or In ALC Classroom
Practical: Perform Content - 50 Hours eLearning of Lab Content on Computer only	Daily 1 hour / Session On ALC Computer only
Homework: Reading Content - 44 Hours Book Reading, Self-Study, Revision and Practice	Daily ~1 hour / Session With Printed Book / eBook on Smartphone



  
DIRECTOR  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-434992.



Trust Act No. F/4005/Dhule Dtd. 28-07-98  
Regd. No. MH/4048/DHL Dtd. 20-12-98

System Technical Education Society's

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Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

**Chairman: Hon.Hemant C.Gharate**

**Director : Dr. Hansraj M. Patil**  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A.)

## Course outcomes

Once candidates complete the MS-CIT course, they will become eligible to apply for numerous jobs in the IT sector. They can work in different roles as:

- Data operator
- Computer operator
- GATE Coordinator and Telecallers
- IT Consultant
- Network Administrator



  
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SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
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**Systel Technical Education Society's  
Systel Institute of Management & Research, Dhule**

---

**Students List**

Course Name : MS-CIT

Year 2021-22

Sr. No	Name of Students	Signature
1.	Shirsath Priyanka Kailas	<i>B. Shirsath</i>
2.	Patil Shalini Digambar	<i>Shalini</i>



*[Signature]*  
**Director**  
SYSTEL INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE - 424002.

# MS-CIT Course Certificate

Sr. No. : 21-5522189



Maharashtra State Board of Technical Education, Mumbai



Maharashtra Knowledge Corporation Ltd.  
Creating a Knowledge of Good

This is to certify that

**SHIRSATH PRIYANKA KAILAS**

The withansigned having successfully completed the prescribed course of studies and having passed the examination with 91 percent marks has been awarded the

**Maharashtra State Certificate in Information Technology (MS-CIT)**

On behalf of the Government of Maharashtra in the month of June-2022 in testimony whereof are set the seals and signatures of the Director, Maharashtra State Board of Technical Education, Mumbai and the Managing Director, Maharashtra Knowledge Corporation Limited.

Section Number	Section Name	Marks Obtained	Maximum Marks
I	Learning Process*	50	50
II	Final Examination	41	50
TOTAL MARKS		91	100

Following is the criteria for passing the MS-CIT Examination successfully:

Aggregate score of 40 Marks (or Section I & II) out of 100 will

• Minimum 20 Marks (or 20) are required for passing in Learning Process (Section I & II)

• Minimum 20 Marks (or 20) are required for passing in Final MS-CIT Examination (Section II) with at least 2 marks in the Objective (or 12) marks in the Practical.

Director  
MSBTE

Managing Director  
MKCL

www.msbt.org

www.mkcl.org

Reg. No. 21110010321006/72200001/1000-00001/10000  
File No. MS-CIT-20 August 2022

\* This should not be removed from MKCL

\*The photograph of the Candidate is provided in this Certificate. If the photograph is found missing, the Certificate will not be valid.

Sr. No. : 21- 5522188



Maharashtra State Board of Technical  
Education, Mumbai



Maharashtra Knowledge Corporation Ltd  
Creating a Knowledge 24 World

This is to certify that

**PATIL SHALINI DIGAMBAR**

The withinsigned having successfully completed the prescribed course of studies and having passed the examination with 81 percent marks has been awarded the

**Maharashtra State Certificate in Information Technology (MS-CIT)**

On behalf of the Government of Maharashtra in the month of **June-2022** in testimony whereof are set the seals and signatures of the Director, Maharashtra State Board of Technical Education, Mumbai and the Managing Director, Maharashtra Knowledge Corporation Limited.

Section Number	Section Name	Marks Obtained	Maximum Marks
I	Learning Process*	50	50
II	Final Examination	31	50
<b>TOTAL MARKS</b>		<b>81</b>	<b>100</b>

Following is the criteria for passing the MS-CIT Examination successfully:  
Aggregate score of 80 Marks (in Sections I & II) out of 100 with:

- Minimum 20 Marks out of 50 are required for passing in Learning Process (Section I) &
- Minimum 20 Marks out of 50 are required for passing in Final MS-CIT Examination (Section II) with at least 8 marks in the Objective and 14 marks in the Practical.

Director  
MSBTE

Managing Director  
MKCL

[www.msbt.org.in](http://www.msbt.org.in)

[www.mkcl.org](http://www.mkcl.org)

Ref: 21210018/015296582505051/June-22/MS-CIT/38  
Date of Issue: 28 August 2022

\* These marks are as communicated by MKCL.

\*The photograph of the Candidate is printed on this Certificate. If the photograph is altered externally this Certificate will not be valid.\*

Govt. Approved & Affiliated to North Maharashtra University, Jalgaon.



Trust Act No. F/4055/Dhule Dist. 28-07-98  
Regd. No. MH/4048/DHL Dist. 20-12-96

System Technical Education Society's

# System Institute of Management & Research

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule.

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systemonline.org

Chairman: Hon.Hemant C.Gharate

Director : Dr. Hansraj M. Patil  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A.)

**MS-CIT makes you User to Smart User!**

डिजिटल युगात ताठ मानेनं जगायला शिकविणारा कोर्स!

**MS-CIT**  
अभियंतादीस खास करीत मरिचुल संयुक्त कोर्स

[mscit.mkci.org](http://mscit.mkci.org)

**Course Duration : 60 Days**  
**Year 2020-21**

**7, Kshire colony wadhibhokar road  
deopur dhule. Ph:02562-226085**



DIRECTOR  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Trust Act No. F/4005/Dhule Dtd. 28-07-98  
Regd. No. MH/4048/DHL Dtd. 20-12-98

System Technical Education Society's

# System Institute of Management & Research

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

Chairman: Hon.Hemant C.Gharate

Director : Dr. Hansraj M. Patil  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A.)

Date : 10 Oct 2020

## Notice

System IMR, Dhule is going to arrange add on course on 'Certificate Course in MS-CIT' which will surely help the student to get knowledge of is being digitally born, digitally stored, digitally presented, digitally distributed, digitally accessed, digitally archived and managed and works in their future life to have a self-oriented job. interested student should enrol their name to concern faculty and take benefit of the same.

Contact:-

Resource Person:- Asst prof A. S. Deo

Note:- if Student have any query regarding certificate course or anything, student can contact to Asst prof. A.S. Deo



  
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MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002.





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Regd. No. MH/4048/DHL Dtd. 20-12-98

System Technical Education Society's  
**System Institute of Management & Research**

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .  
Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systemonline.org

**Chairman: Hon.Hemant C.Gharate**

**Director : Dr. Hansraj M. Patil**  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A.)

**MS-CIT Course Syllabus**

Computer Basics	Overview of computers, uses, understanding input, processes, and output
Operating System (Windows)	Overview of OS, general operations, applying themes, file and folder management, windows media player, and many more
21st Century Life Skills	Candidates can acknowledge how to use Google PlayStore, net banking, protection from cyberbullying, the importance of passwords, and so on
21st Century Citizenship Skills	Candidates can acknowledge how to download Aadhar Card, verify, update, DigiLocker, Voter ID Card, register FIR online, check weather status, and so on
21st Century Study Skills	Candidates can use Google, Wikipedia, YouTube, and many other platforms to search the study topics, improve vocabulary, and many more
21st Century Job Skills	Candidates can acknowledge how to make a creative bookmark, draft a notice, design a webpage, build a professional profile, create a letterhead, design a BROCHURE, and so on
Word Processing	Basic operations, formatting documents, inserting headers and footers, applying page setup, creating and editing pdfs, and so on
Spreadsheet	Organizing and formatting worksheets, data analysis, creating Pivot tables, using advanced functions, data validation, and so on
MS Outlook	Creating a new email account in MS Outlook, scheduling meetings, including the signature in the outgoing message, and many more



DIRECTOR  
SYSTEM INSTITUTE OF  
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Trust Act No. F/4025/Dhule Dtd. 28-07-98  
Regd. No. MH/4048/DHL Dtd. 20-12-98

System Technical Education Society's

# System Institute of Management & Research

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systemonline.org

**Chairman: Hon.Hemant C.Gharate**

**Director : Dr. Hansraj M. Patil**  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A.)

## Reports

### Course Duration

Course Duration: 144 Hours (2 Months)	
Theory: Inform Content - 50 Hours eLearning of Classroom Content	Daily 1 hour / Session On ALC Computer or On Learner Smartphone or In ALC Classroom
Practical: Perform Content - 50 Hours eLearning of Lab Content on Computer only	Daily 1 hour / Session On ALC Computer only
Homework: Reading Content - 44 Hours Book Reading, Self-Study, Revision and Practice	Daily ~1 hour / Session With Printed Book / eBook on Smartphone



  
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Trust Act No. F/4025/Dhule Dtd. 28-07-98  
Regd. No. MH/4048/DHL Dtd. 20-12-98

System Technical Education Society's  
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Management & Research**

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .  
Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

**Chairman: Hon.Hemant C.Gharate**

**Director : Dr. Hansraj M. Patil**  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A.)

### Course outcomes

Once candidates complete the MS-CIT course, they will become eligible to apply for numerous jobs in the IT sector. They can work in different roles as:

- Data operator
- Computer operator
- GATE Coordinator and Telecallers
- IT Consultant
- Network Administrator



  
DIRECTOR  
SYSTEM INSTITUTE OF  
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DEOPUR, DHULE-424002.

**System Technical Education Society's  
System Institute of Management & Research, Dhule**

---

**Students List**

Course Name : MS-CIT

Year 2020-21

Sr. No	Name of Students	Signature
1.	Satavane Megha Satya	Megha



  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002.

# MS-CIT Course Certificate

Sr. No. | 19-4767888



MAHARASHTRA STATE BOARD OF TECHNICAL  
EDUCATION, MUMBAI



MAHARASHTRA KNOWLEDGE CORPORATION LTD.  
JALNAR & PUNE OFFICE

This is to certify that

**SONAWANE MEGHA SANJAY**

The withinsigned having successfully completed the prescribed course of studies and having passed the examination with 63 percent marks has been awarded the

**Maharashtra State Certificate in Information Technology (MS-CIT)**

On behalf of the Government of Maharashtra in the month of **January-2021** in testimony whereof are set the seals and signatures of the Director, Maharashtra State Board of Technical Education, Mumbai and the Managing Director, Maharashtra Knowledge Corporation Limited.

Section Number	Section Name	Marks Obtained	Maximum Marks
I	Learning Process*	40	50
II	Final Examination	23	50
	<b>TOTAL MARKS</b>	<b>63</b>	<b>100</b>

Following is the criteria for passing the MS-CIT Examination successfully:

Aggregate score of 40 Marks in Sections I & II, out of 100 with

- Minimum 20 Marks out of 50 are required for passing in Learning Process (Section I & II).
- Minimum 20 Marks out of 50 are required for passing in Final MS-CIT Examination (Section II) with at least 6 marks in the Objective and 14 marks in the Practical.

Director  
MSBTE

Managing Director  
MKCL

www.msbt.org.in

www.mkcl.org

Ref: 20212019ESB0072212171 January 2021/1000000  
(For 18 days till March 2021)

\* These marks will be communicated by MKCL.

\*The photograph of the Candidate is placed on the Certificate. If the photograph is placed externally the Certificate will not be valid.



Systel Technical Education Society's  
**SYSTEL Institute of Management & Research**  
Affiliated with North Maharashtra University, Jalgaon |  
ISO : 9001-2015 Certified



Prof. R.M. Shirsath (HOD)

Course Coordinator  
Prof. S.R. Sharma

**Course Duration 30 Days**  
**Year 2019-20**

7, Kshire Colony Wadibhokar Road Deopur Dhule Ph :  
02562-226085



  
DIRECTOR  
SYSTEL INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424902.



# System Institute of Management & Research

Chairman: Hon.Hemant C.Gharate

Director : Dr. Hansraj M. Patil  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A.)

Date : 07/09/2019

## Notice

This is informed to all student that institute is Organizing "Certificate Course in Communication Skills". This course will provide students with an understanding of the Communication Skills, used the workplace. After learning of this course student will effectively use Soft skills and written Skills in Corporate world.

Contact:-

Coordinator:- Asst.Prof.Soniya R. Sharma

Note:- if Student have any query regarding certificate course or anything, student can contact no Asst Prof. Soniya R. Sharma



  
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System Technical Education Society's

# System Institute of Management & Research

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systemonline.org

## Syllabus

### Unit-1: Communication: An Introduction

- Definition, Nature and Scope of Communication
- Importance and Purpose of Communication
- Process of Communication
- Types of Communication

### Unit-2: Non-Verbal Communication

- Personal Appearance
- Gestures
- Postures
- Facial Expression
- Eye Contacts
- Body Language (Kinesics)
- Time language
- Silence
- Tips for Improving Non-Verbal Communication

### Unit-3: Effective Communication

- Essentials of Effective Communication
- Communication Techniques
- Barriers to Communication

### Unit-4: Communication Network in an Organization-I

- Personal Communication
- Internal Operational Communication
- External Operational Communication

### Unit-4: Communication Network in an Organization-II

- Horizontal (Lateral) Communication
- Vertical (Downward) Communication
- Vertical (Upward) Communication

### Unit-6: Communication in English

- Age of Globalization and the Need for Communicating in English
- English as the First or Second language
- Uses of English in academic and non-academic situations in India
- Interview tetanic



  
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System Technical Education Society's

# System Institute of Management & Research

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systemonline.org

## Reports

### Duration and Class Schedule

- The course is offered for 30 days.
- Duration: 30 days of one hour each
- Total number of hours is 30 hours.

### Eligibility

- The participants from MMS (CM)-I, BBA and BCA course are eligible for admission in this course.
- Total 35 students are participated in this course.

### Teaching Faculty:

- Internal faculty Miss. Soniya R. Sharma Assistant Professor, System IMR, Dhule.

### Co-ordinated by:

- This course is coordinated by Mr. R.M. Shirsath HOD, System IMR, Dhule

### Evaluation Procedure

- The course shall have two components of evaluation:
- a) Continuous evaluation of 20 marks, comprising of Theory and Practical etc.

d) Final Examination of 80 marks, comprising of-

- Written Examination: 50 marks.
- Practical / Oral Examination: 30 marks.

- Final Score for 100 Marks shall be calculated for the continuous evaluation and final examination; and grade shall be as per the grading system below.

### Grading System

- Based on the student's performance a final letter grade will be awarded at the end of the certificate course. The letter grades and the corresponding grade points are as given in Table

**Table: Grades and Grade Points**

Sr. No.	Grade	Grade Point	Absolute Marks
1	O (Outstanding)	10	90 and above
2	A+ (Excellent)	9	80 to 89
3	A (Very Good)	8	70 to 79
4	B+ (Good)	7	60 to 69
5	B (Above Average)	6	50 to 59
6	C (Average)	5	45 to 49
7	P (Pass)	4	40 to 44
8	F (Fail)	0	Less than 40
9.	AB (Absent)	0	



  
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System Technical Education Society's

# System Institute of Management & Research

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systemonline.org

## Course Outcomes

Communication is the foundation of all successful relationships and endeavours, both personal and professional. It is the process of exchanging information and meaning between two or more people, and it is essential for building rapport, sharing ideas, and achieving goals. A communication course can teach students the essential skills they need to communicate effectively in a variety of settings. Students will learn how to:

- ❑ Adapt their communication style to their audience
- ❑ Listen actively and respond thoughtfully
- ❑ Communicate their ideas clearly and concisely
- ❑ Give and receive feedback effectively
- ❑ Resolve conflict constructively

### COURSE OBJECTIVES:

The objectives of the course are:

- 1) To make the students confident of speaking in English impeccably and with utmost enthusiasm.
2. To familiarize the students with different styles of communication.
3. To enlighten the students with the seven concepts of communication.
4. To make the students understand the nuances of communication.
5. To train the students and make them comprehend various aspects of Interview skills.

### COURSE OUTCOMES:

By the end of the course, students shall be able to:

2. Develop knowledge, skills, and judgment around human communication that facilitate their Ability to work collaboratively with others.
2. Understand and practice different techniques of communication.
3. Practice and adhere to the 7Cs of Communication
4. Familiarize with different types of Communication. 5. Understand and practice Interview Etiquettes:

A handwritten signature in blue ink, appearing to read 'Soniya R. Sharma'.

Course coordinator  
Miss. Soniya. R. Sharma

A handwritten signature in blue ink, appearing to read 'Rajendra'.

DIRECTOR  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002.



# Systel Institute of Management & Research

Trust Act No. F14005/Dhule Dtd. 28-07-98  
Regd. No. MH/4048/DHL Dtd. 20-12-96

"Systel House", 7, Kshire Colony, W.B.Road, Deopur, Dhule.

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

Chairman: Hon.Hemant C.Gharate

Director : Dr. Hansraj M. Patil  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A.)

## Time Table Year 2019-20

Course: Certificate Course in Communication Skills

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2:00pm To 3:30pm	Theory	Theory	Theory	Group Discussion	Group Discussion	Group Discussion



  
DIRECTOR  
SYSTEL INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424902.





Certificate

ISO 9001 : 2015 Certified



Surat No. 1488/Dhule-04-2019  
Regd. No. MH/MSR/2011/DTE-25/12/08

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kashin Colony WB Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is verify that*

Patil Harshada Pramod

*has successfully completed the Course*

Certificate Course in Communication Skills

Date : 06/11/2019

Duration : 1 Month

*Ritvik*  
Co-ordinator

*Prasad*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2019-60

ISO 9001 : 2015 Certified



Surat No. 1488/Dhule-04-2019  
Regd. No. MH/MSR/2011/DTE-25/12/08

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kashin Colony WB Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is verify that*

Kasar Arti Sanjay

*has successfully completed the Course*

Certificate Course in Communication Skills

Date : 06/11/2019

Duration : 1 Month

*Ritvik*  
Co-ordinator

*Prasad*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2019-55



Trade Act No. F18029/2014-DT-28-01-08  
Regd. No. BH040001/INC 24-12-08

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System Technical Education Society's

# System Institute of Management & Research

7, Kashi Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Patil Priyanka Vijay

*has successfully completed the Course*

Certificate Course in Communication Skills

Date : 06/11/2019

Duration : 1 Month

*Ritika*  
Co-ordinator

*Almond*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2019-62



Trade Act No. F18029/2014-DT-28-01-08  
Regd. No. BH040001/INC 24-12-08

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kashi Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Patil Sonal Sanjiv

*has successfully completed the Course*

Certificate Course in Communication Skills

Date : 06/11/2019

Duration : 1 Month

*Ritika*  
Co-ordinator

*Almond*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2019-63



Trade Act No. F18029/2014-DT-28-01-08  
Regd. No. BHIMABOLI, INDIA 241219

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kashi Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Salunkhe Mrunal Sanjay

*has successfully completed the Course*

Certificate Course in Communication Skills

Date : 06/11/2019

Duration : 1 Month

*Ritwik*  
Co-ordinator

*Almond*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2019-66



Trade Act No. F18029/2014-DT-28-01-08  
Regd. No. BHIMABOLI, INDIA 241219

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kashi Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Borse Sapana Vasant

*has successfully completed the Course*

Certificate Course in Communication Skills

Date : 06/11/2019

Duration : 1 Month

*Ritwik*  
Co-ordinator

*Almond*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2019-54





Regd. No. WBHSE/01/2019-20  
Regd. No. WBHSE/01/2019-20

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kashi Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Borse Ashwini Ramkrishna

*has successfully completed the Course*

Certificate Course in Communication Skills

Date : 06/11/2019

Duration : 1 Month

*Rishabh*  
Co-ordinator

*Almond*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2019-57



Regd. No. WBHSE/01/2019-20  
Regd. No. WBHSE/01/2019-20

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kashi Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Patil Vishakha Shaligram

*has successfully completed the Course*

Certificate Course in Communication Skills

Date : 06/11/2019

Duration : 1 Month

*Rishabh*  
Co-ordinator

*Almond*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2019-64



Trade Act No. F18029Sub-DG 28-07-08  
Regd. No. BHIMACHAL IND 24-12-08

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kashi Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Bendre Kiran Mohan

*has successfully completed the Course*

Certificate Course in Communication Skills

Date : 06/11/2019

Duration : 1 Month

*Rishabh*  
Co-ordinator

*Almond*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR DHULE-424002



Certificate No. : 2019-52



Trade Act No. F18029Sub-DG 28-07-08  
Regd. No. BHIMACHAL IND 24-12-08

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kashi Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Suryawanshi Bhagyashri Suresh

*has successfully completed the Course*

Certificate Course in Communication Skills

Date : 06/11/2019

Duration : 1 Month

*Rishabh*  
Co-ordinator

*Almond*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR DHULE-424002



Certificate No. : 2019-67



System Technical Education Society's

**System** Institute of Management & Research Dhule

7 Kshire Colony Deopur Dhule



## CERTIFICATE COURSE IN TALLY & EXCEL

Course Duration 30 Days

Course Coordinator  
Shamal B. Gujrathi

Year 2019-20



  
DIRECTOR  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002.



# System Institute of Management & Research

Chairman: Hon.Hemant C.Gharate

Director : Dr. Hansraj M. Patil  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A.)

## SYLLABUS

### Unit 1.

#### 1.1 Basics of accounting

- Type of Accounts
- Golden Rules of Accounting
- Accounting Principles
- Concepts and Conventions
- Double Entry System of Book Keeping mode of accounting
- Financial Statements
- Recording Transaction

#### 1.2 Fundamental of Tally ERP 9

- Getting fundamental with Tally ERP9
- Creation & Setting up of Company in Tally ERP9
- Accounting Masters in Tally ERP9

#### 1.3 Voucher Entry in Tally ERP 9

- Accounting Vouchers
- Inventory Vouchers
- Invoicing

### Unit 2.

#### 2.1 Inventory in Tally.ERP9

- Stock Group
- Stock Categories
- Godowns / Locations
- Units of Measure
- Stock Items

#### 2.2 Advance Accounting in Tally.ERP9

- Bill-wise details
- Cost Centers and Cost Categories
- Multicurrency
- Bank Reconciliation Interest Calculations



  
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SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
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- e) Budgets & Controls
- f) Scenario Management

### **2.3 Technological Advantages of Tally.ERP9**

- a) Tally Vault
- b) Security Control
- c) Backup and Restore
- d) Split Company data
- e) Export & Import
- f) ODBC Connectivity
- g) Printing Report

### **Advanced Excel**

### **3. Introduction to Excel and Financial Functions.**

- a) Introduction to Excel
- b) Data Entry
- c) Text, Number
- d) Formulae
- e) Functions (AVERAGE, SUM, PRODUCT, COUNT, MIN, MAX)
- f) Importance of Financial functions.
- g) Syntax and benefits of following financial functions in excel;
- h) FV, PV, PPMT, DB, SLN, IRR, NPV

### **3.1 Pivot Table, Charts and Bars, V Lookups Functions.**

- a) Importance of Pivot Table
- b) Importance of Bars/pie charts
- c) Importance of V Lookups and H Lookup Functions in Excel

### **REFERENCE BOOKS:**

TALLY ERP 9 TRAINING GUIDE - 4TH REVISED & UPDATED EDITION  
Paperback – 1 January 2018, by Asok K. Nadhani

Tally.ERP 9 with GST in Simple Steps Paperback – 1 February 2020, By DT  
editorial Service.

- **Tally.ERP9 Book Advanced Usage:** A Practical Hands-on Self Study Book on TallyERP 9 Accounting Software having 18 Chapters & 46 Practical Assignments and suitable for Students, Businessman & Teachers. , Kindle Edition . by Sanjay Satpathy (Author)

- <https://www.managementstudyguide.com/introduction-to-tally-and-its-features.htm#:~:text=Introduction.%20Tally%20is%20powerful%20accounting%20software%2C%20which%20is,day%20to%20day%20activities%20associated%20in%20an%20enterprise.>
- [https://www.bing.com/videos/search?q=videos+on+tally+erp+9&qpv=videos+on+tally+erp+9&FORM=VDRE.](https://www.bing.com/videos/search?q=videos+on+tally+erp+9&qpv=videos+on+tally+erp+9&FORM=VDRE)

### Advance Excel

- <https://www.bing.com/videos/search?q=Advanced+Excel+Formulas&FORM=RES TAB>
- <https://gacbe.ac.in/pdf/ematerial/18BCS5EL-U5.pdf>  
[https://www.tutorialspoint.com/advanced\\_excel/advanced\\_excel\\_pdf\\_version.htm](https://www.tutorialspoint.com/advanced_excel/advanced_excel_pdf_version.htm) <https://yodalearning.com/tutorials/excel-formulas-pdf/>



*Almon*  
 DIRECTOR  
 SYMEL INSTITUTE OF  
 MANAGEMENT & RESEARCH  
 GEOPUR, OHULE-424002.



Trust Act No. F/4005/Dhule Dtd. 28-07-98  
Regd. No. MH/4048/DHL. Dtd. 29-12-96

System Technical Education Society's

# System Institute of Management & Research

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systemonline.org

## REPORT

### Duration and Class Schedule

- The course is offered for 30 days.
- Duration: 30 days of 2 hour each from 4pm • 5 pm.
- The classes will be conducted in Room no: I0.
- Total number of hours is 30 hours.

### Eligibility

- The participants eligible in this course are students from DCA and MBM.

### Teaching Faculty:

- Internal faculty Mrs. Asha M. More, Assistant Professor, System IMR, Dhule.

### Evaluation Procedure

- The course shall have two components of evaluation:
  - a) Continuous evaluation of 20 marks, comprising of quizzes, assignments, etc.
  - b) Final Examination of 80 marks, comprising of-
    - i. Written Examination Total: 60 marks.
    - ii. Oral Examination of 20 marks.
- Final Score for 100 Marks shall be calculated for the continuous evaluation and final examination; and grade shall be as per the grading system below.

### Grading System

- Based on the student's performance a final letter grade will be awarded at the end of the certificate course. The letter grades and the corresponding grade points are as given in Table

**Table: Grades and Grade Points**

Sr. No.	Grade	Grade Point	Absolute Marks
1	O (Outstanding)	10	90 and above
2	A+ ( Excellent)	9	80 to 89
3	A ( Very Good)	8	70 to 79
4	B+ ( Good)	7	60 to 69
5	B ( Above Average)	6	50 to 59
6	C (Average)	5	45 to 49
7	P (Pass)	4	40 to 44
8	F ( Fail)	0	Less than 40
9.	AB ( Absent)	0	



  
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Regd. No. MH/4048/DHL Dtd. 29-12-98

System Technical Education Society's

# System Institute of Management & Research

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systemonline.org

## Course Outcomes

Students will be able to operate tally software and perform financial entries in TALLY ERP 9.

- Various Concepts pertaining to formation of company and creation of different accounts under TALLY ERP 9 are discussed.
- Students are able to understand the concept of VAT and how to calculate tax in TALLY ERP 9.
- Advanced Excel Formulae are being discussed and practically done by students.

### COURSE OBJECTIVE:

From keeping track of expenses and coinhabit investments to calculating profits, counting plays a fundamental role in every business. However, quite often, the records either get misplaced or have errors when recorded manually. Titles canaled to data discrepancy and will not give clear picture of the financial health of the business. Using software like Tally is an ideal solution for tracking the business efficiently. Used by scores of small and medium enterprises, Tally has become a popular software for record-keeping grand accounting purposes. In this certificate course, we will elaborate on the intricacies of the Tally course as well as the job opportunities you can explore. The course is based on current industry standards that help students secluded placements in their dream jobs. The course content is going to teach students in detail on how to manage account, Inventory and payroll in Tally.

If you are going to learn Tally you must get well acquainted with MS Excel. Its use is to do advanced calculation, graphing tools, pivot tables, and a macro pograming language referred to as Visual Basic for Applications. The course curriculum is one of the most comprehensive and most advanced.

To enable students to learn Accounting entries in Tally ERP 9 Software.

- To make students able to link theory of Accounts and Finance with practical business operations.
- To understand the in portance of Advanced Excel in business operation in order to solve complex business calculations.
- To study how this software is enabling business units to carry their work smoothly and efficiently.

A handwritten signature in blue ink, appearing to read 'SBB'.

Course Coordinator

Miss. Shamal B. Gujrathi

A handwritten signature in blue ink, appearing to read 'Ajman'.

DIRECTOR  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
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Regd. No. MN/4046/DHL Dtd. 20-12-98

System Technical Education Society's

# **System Institute of Management & Research**

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

**Chairman: Hon.Hemant C.Gharate**

**Director : Dr. Hansraj M. Patil**  
(Ph.D, M.Sc., M.B.A., M.C.M, M.C.A.)

## **Time Table**

**Year 2019-20**

**Course: Certificate Course in Tally & Excel**

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2:00pm To 3:00pm	Theory	Theory	Theory	Theory	Theory	Theory
3:00pm To 4:00pm	Practical	Practical	Practical	Practical	Practical	Practical



  
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DEOPUR, DHULE-424002.



System Technical Education Society's

# System Institute of Management & Research

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Regd. No. MN/4048/DHL Del. 20-12-98

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule.  
Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systemonline.org

System Technical Education Society's  
**System Institute of Management & Research, Dhule**  
Affiliated by K.B.C. North Maharashtra University, Jalgaon  
**Attendance for Academic Year 2019-20**



Course Name : Certificate Course in Tally & Ecol

Sl. No.	Student Name	13-01-20	14-01-20	15-01-20	16-01-20	17-01-20	18-01-20	19-01-20	20-01-20	21-01-20	22-01-20	23-01-20	24-01-20	25-01-20	26-01-20	27-01-20	28-01-20	29-01-20	30-01-20	31-01-20	01-02-20	02-02-20	03-02-20	04-02-20	05-02-20	06-02-20	07-02-20	08-02-20	09-02-20	10-02-20	11-02-20	12-02-20	13-02-20	14-02-20	15-02-20	Signature	
1	BADODIB RADYU SANDAY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	BRS
2	BORSE KIRAN ARUN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	KR Borse
3	DEORE SUSHIL RAMESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	SKR
4	HIRE NITESH PRASHANT	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	MK Hec
5	INDALE MAYUR RAJENDRA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	M Kingdale
6	KARJID TANDU RAJENDRA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	TK
7	KHAJINKAR MANUSHA ASHIMAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	MKha
8	KHAJINKAR MANU RAJESHKUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	KMP
9	MALI RAJESH PRASHANT	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	R Anali
10	NAJMODI MADHUR RAMESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	DR Anandi
11	PATIL NABEEN ABDEEN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	GAN
12	PATIL DIPALI ANIL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	DPATIL

Coordinator Name: *Girish Shrivastava*  
Sign: *[Signature]*



Certificate

ISO 9001 : 2015 Certified



Tel: 411 No. 1 990204/05, 08-07-08  
Regd. No. MH042016, Sec. 25-12-81

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kshira Colony W B Road, Deobur, Dhule - 434002

## CERTIFICATE

*This is verify that*

Hire Mitesh Prashant

*has successfully completed the 'Course'*

Certificate Course in Tally and Excel

Date : 20/02/2020

Duration : 1 Month

Co-ordinator

Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOBUR, DHULE-434002



Certificate No. : 2020-04

ISO 9001 : 2015 Certified



Tel: 411 No. 1 990204/05, 08-07-08  
Regd. No. MH042016, Sec. 25-12-81

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kshira Colony W B Road, Deobur, Dhule - 434002

## CERTIFICATE

*This is verify that*

Kakulid Yamini Ravindra

*has successfully completed the 'Course'*

Certificate Course in Tally and Excel

Date : 20/02/2020

Duration : 1 Month

Co-ordinator

Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOBUR, DHULE-434002



Certificate No. : 2020-06



Tel: 421 No. 1-8000304992 No. 20-07-08  
Regd. No. 1044442/20, Dtd. 20-12-01

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System Technical Education Society's

# System Institute of Management & Research

7, Kairwa Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Nagmoti Madhuri Ramesh

*has successfully completed the Course*

Certificate Course in Tally and Excel

Date : 20/02/2020

Duration : 1 Month

*Ramesh*  
Co-ordinator

*Director*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR DHULE-424002



Certificate No. : 2020-10



Tel: 421 No. 1-8000304992 No. 20-07-08  
Regd. No. 1044442/20, Dtd. 20-12-01

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kairwa Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Khairnar Manjusha Abhiman

*has successfully completed the Course*

Certificate Course in Tally and Excel

Date : 20/02/2020

Duration : 1 Month

*Ramesh*  
Co-ordinator

*Director*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR DHULE-424002



Certificate No. : 2020-7



Tel: 421 No. 1-8000344999, 24x7  
Regd. No. MH0000296, Dist. 20-12-01

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# System Institute of Management & Research

7, Kharve Colony, W.B. Road, Deapur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Patil Dipali Amrut

*has successfully completed the Course*

Certificate Course in Tally and Excel

Date : 20/02/2020

Duration : 1 Month

*[Signature]*  
Co-ordinator

*[Signature]*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEAPUR, DHULE-424002



Certificate No. : 2020-12



Tel: 421 No. 1-8000344999, 24x7  
Regd. No. MH0000296, Dist. 20-12-01

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kharve Colony, W.B. Road, Deapur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Patil Vaishali Bhatu

*has successfully completed the Course*

Certificate Course in Tally and Excel

Date : 20/02/2020

Duration : 1 Month

*[Signature]*  
Co-ordinator

*[Signature]*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEAPUR, DHULE-424002



Certificate No. : 2020-16



Tel: 421 No. 1-8000344992 No. 20-07-08  
Regd. No. MH0000296, Dtd. 20-12-01

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System Technical Education Society's

# System Institute of Management & Research

7, Kharva Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Patil Yogita Bhatu

*has successfully completed the Course*

Certificate Course in Tally and Excel

Date : 20/02/2020

Duration : 1 Month

*[Signature]*  
Co-ordinator

*[Signature]*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2020-17



Tel: 421 No. 1-8000344992 No. 20-07-08  
Regd. No. MH0000296, Dtd. 20-12-01

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# System Institute of Management & Research

7, Kharva Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Prajapati Anjana Barvarilal

*has successfully completed the Course*

Certificate Course in Tally and Excel

Date : 20/02/2020

Duration : 1 Month

*[Signature]*  
Co-ordinator

*[Signature]*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2020-18



Tel: 421 No. 1-8000304992 No. 20-07-08  
Regd. No. MH0000204, Dist. 20-12-01

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kairwa Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Patil Sangita Rohidas

*has successfully completed the Course*

Certificate Course in Tally and Excel

Date : 20/02/2020

Duration : 1 Month

*Rohida*  
Co-ordinator

*Dyasa*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2020-14



Tel: 421 No. 1-8000304992 No. 20-07-08  
Regd. No. MH0000204, Dist. 20-12-01

Government Approved  
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# System Institute of Management & Research

7, Kairwa Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Khairnar Mansi Prashuram

*has successfully completed the Course*

Certificate Course in Tally and Excel

Date : 20/02/2020

Duration : 1 Month

*Rohida*  
Co-ordinator

*Dyasa*  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2020-8





System Technical Education Society's

## System Institute of Management and Research

Affiliated with North Maharashtra University, Jalgaon | ISO : 9001-2015 Certified

## A graphic illustration for 'Web Design for Beginners'. It features a computer monitor displaying the text 'WEB DESIGN' in large, bold, orange and white letters. Below the text is a black box with 'FOR BEGINNERS' in yellow. The background is green and grey, with various icons like a cursor, a tree, and a dashed box.

**Course Duration : 30 Days**  
**Year 2018-19**

**Course Coordinator**  
**Asst. Prof. N.C. Vispute**

7, Kshire colony Wadibhokar Road, Deopur Dhule Ph : 02562-226085



  
DIRECTOR  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-434002.



Trust Act No. F4005/Dhule Dist. 20-07-98  
Regd. No. MH4048/DHLE Dist. 20-12-98

Systel Technical Education Society's

# Systel Institute of Management & Research

"Systel House", 7, Kshire Colony, W.B.Road, Deopur, Dhule.

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

Chairman: Hon.Hemant C.Gharate

Director : Dr. Hansraj M. Patil  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A.)

Date : 03/09/2018

## Notice

This is informed to all student that institute is Organizing "Certificate Course in Web Design". This course will provide students with an understanding of the most popular, current Web technology used the workplace. After learning of this course student will Design a Creative webpages and develop web sites effectively.

Contact:-

Coordinator:- Asst.Prof N.C. Vispute

**Note:-** if Student have any query regarding certificate course or anything ,student can contact no Asst Prof. N.C. Vispute



  
DIRECTOR  
SYSTEL INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002

## SYLLABUS

### Unit-I

HTML: Introduction to HTML, Doctype, Namespace, Meta Tag, Script Tag, Images, Tables, Div, Paragraph, Span, Pre Tags, Anchor Links and Named Anchors, Line Breaks and Horizontal Lines, Lists, Object Tag, Iframe Tag, Form Tag, Form Tag, POST and GET Method, Fieldset and Legend, Text input, Text area, Checkbox and Radio Button, Dropdown, List, File Upload and Hidden Fields, Submit, Image, Normal, Reset Button, Creating a Live Website with Form

### Unit-II

CSS: Introduction to CSS 2.1, CSS Selectors: Universal Selector, ID Selector, Tag Selector, Class Selector, Sub Selector, CSS Properties: Type Properties, Background Properties, Block Properties, Box Properties, List Properties, Border Properties, Positioning Properties, Conversion of Table to CSS Layout, CSS Menu Design (Horizontal, Vertical), External and Inline CSS, Introduction to CSS 3, New CSS 3 Selectors, New CSS3 Properties, CSS Gradients, Opacity Property, Transition Effect, Transform effect, Animation effects, Css Media Queries, Creating a Live Website with CSS

### Unit III

HTML 5: Introduction to HTML5, XHTML vs HTML5, Features of HTML5, HTML5 DocType, New Structure Tags, Section, Nav, Article, Aside, Header, Footer, New Media Tags, Canvas and Svg Tag, Introduction to HTML5 Forms, voice search

### Unit IV

JavaScript: Introduction to JavaScript, Variable, statements, Operators, Comments, constructs, Functions, expressions, JavaScript console, Scope, Events, Strings, String Methods, Numbers, Number Methods, Dates, Date Formats, Date Methods, Arrays, Loops Object Prototypes, Object Oriented Programming, JavaScript Validations, Security in Java Script

### Unit V

Bootstrap: Introduction to Responsive Web Design, Overview of Bootstrap, Need to use Bootstrap, Bootstrap Grid System, Grid Classes, Basic Structure of a Bootstrap Grid, Typography, Tables, Images, Jumbotron, Wells, Alerts, Buttons, Button Groups, Badges/Labels, Progress Bars, Pagination, List Groups, Panels, Dropdowns, Collapse, Tabs/Pills, Navbar, Forms, Inputs, Bootstrap Grids, Grid System, Stacked/Horizontal, Bootstrap Themes, Templates



  
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## Report

### Duration and Class Schedule

- The course is offered for 30 days.
- Duration: 30 days of two hour each
- Total number of hours is 60 hours.

### Eligibility

- HSC Passed
- Maximum 30 students are participated in this course.

### Teaching Faculty:

- Internal faculty Mr. Nitin Vispute Systel IMR, Dhule.

### Co-ordinated by:

- This course is coordinated by Dr. H.M. Patil Director, Systel IMR, Dhule

### Evaluation Procedure

The course shall have two components of evaluation:

- a) Continuous evaluation of 20 marks, comprising of Theory and Practical etc.
- e) Final Examination of 80 marks, comprising of-
  - i. Written Examination: 50 marks.
  - ii. Practical / Oral Examination: 30 marks.
- Final Score for 100 Marks shall be calculated for the continuous evaluation and final examination; and grade shall be as per the grading system below.

### Grading System

- Based on the student's performance a final letter grade will be awarded at the end of the certificate course. The letter grades and the corresponding grade points are as given in Table

**Table: Grades and Grade Points**

Sr. No.	Grade	Grade Point	Absolute Marks
1	O (Outstanding)	10	90 and above
2	A+ ( Excellent)	9	80 to 89
3	A ( Very Good)	8	70 to 79
4	B+ ( Good)	7	60 to 69
5	B ( Above Average)	6	50 to 59
6	C (Average)	5	45 to 49
7	P (Pass)	4	40 to 44
8	F ( Fail)	0	Less than 40
9.	AB ( Absent)	0	



## **COURSE JUSTIFICATION:**

A web design course can teach students the skills need to create visually appealing and functional websites.

Student will learn about the different elements of web design, such as typography, colour theory, and layout.

Student will also learn how to use HTML, CSS, and JavaScript to create and customize websites.

## **COURSE OBJECTIVE:**

The objectives of the course are:

- Students will gain the skills and project-based experience needed for entry into web design and development careers.
- Students will be able to use a variety of strategies and tools to create websites.
- Students will develop awareness and appreciation of the myriad ways that people access the web and will be able to create standards-based websites that are accessible and usable by a full spectrum of users.

## **COURSE OUTCOMES:**

By the end of the course, students shall be able to:

- Student will discover how does web works really, what makes web sites work.
- Simple and impressive design techniques, from basics till advanced to focus on goal oriented and user centric designs.
- How to and where to start research, planning for website & actually build excellent web sites.
- Pro level skills in SEO with keyword research and content strategy for website.
- To create web elements like buttons, banners & Bars and of course complete UI designs
- Forms and validations for website.



**Course coordinator  
Mr. Nitin C Vispute**



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Govt. Approved & Affiliated to North Maharashtra University, Jalgaon.



Trust Act No. F14005/Dhule Dtd. 28-07-98  
Regd. No. MH/4048/DHL Dtd. 20-12-96

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**Chairman: Hon.Hemant C.Gharate**

**Director : Dr. Hansraj M. Patil**  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A.)

## Time Table

Year 2018-19

Course : Certificate Course in Web Design

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2:00pm To 3:00pm	Theory	Theory	Theory	Theory	Theory	Theory
3:00pm To 4:00pm	Practical	Practical	Practical	Practical	Practical	Practical



  
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## System Institute of Management & Research, Dhule Affiliated by K.B.C. North Maharashtra University, Jalgaon Attendance for Academic Year 2018-19



Course Name : Certificate Course in Web Design

Sl. No.	Student Name	01-08-18	01-09-18	01-10-18	01-11-18	01-12-18	01-01-19	01-02-19	01-03-19	01-04-19	01-05-19	01-06-19	01-07-19	01-08-19	01-09-19	01-10-19	01-11-19	01-12-19	01-01-20	01-02-20	01-03-20	01-04-20	01-05-20	01-06-20	01-07-20	01-08-20	01-09-20	01-10-20	01-11-20	01-12-20	01-01-21	01-02-21	01-03-21	01-04-21	01-05-21	01-06-21	01-07-21	01-08-21	01-09-21	01-10-21	01-11-21	01-12-21	01-01-22	01-02-22	01-03-22	01-04-22	01-05-22	01-06-22	01-07-22	01-08-22	01-09-22	01-10-22	01-11-22	01-12-22	01-01-23	01-02-23	01-03-23	01-04-23	01-05-23	01-06-23	01-07-23	01-08-23	01-09-23	01-10-23	01-11-23	01-12-23	01-01-24	01-02-24	01-03-24	01-04-24	01-05-24	01-06-24	01-07-24	01-08-24	01-09-24	01-10-24	01-11-24	01-12-24	01-01-25	01-02-25	01-03-25	01-04-25	01-05-25	01-06-25	01-07-25	01-08-25	01-09-25	01-10-25	01-11-25	01-12-25	01-01-26	01-02-26	01-03-26	01-04-26	01-05-26	01-06-26	01-07-26	01-08-26	01-09-26	01-10-26	01-11-26	01-12-26	01-01-27	01-02-27	01-03-27	01-04-27	01-05-27	01-06-27	01-07-27	01-08-27	01-09-27	01-10-27	01-11-27	01-12-27	01-01-28	01-02-28	01-03-28	01-04-28	01-05-28	01-06-28	01-07-28	01-08-28	01-09-28	01-10-28	01-11-28	01-12-28	01-01-29	01-02-29	01-03-29	01-04-29	01-05-29	01-06-29	01-07-29	01-08-29	01-09-29	01-10-29	01-11-29	01-12-29	01-01-30	01-02-30	01-03-30	01-04-30	01-05-30	01-06-30	01-07-30	01-08-30	01-09-30	01-10-30	01-11-30	01-12-30	01-01-31	01-02-31	01-03-31	01-04-31	01-05-31	01-06-31	01-07-31	01-08-31	01-09-31	01-10-31	01-11-31	01-12-31	01-01-32	01-02-32	01-03-32	01-04-32	01-05-32	01-06-32	01-07-32	01-08-32	01-09-32	01-10-32	01-11-32	01-12-32	01-01-33	01-02-33	01-03-33	01-04-33	01-05-33	01-06-33	01-07-33	01-08-33	01-09-33	01-10-33	01-11-33	01-12-33	01-01-34	01-02-34	01-03-34	01-04-34	01-05-34	01-06-34	01-07-34	01-08-34	01-09-34	01-10-34	01-11-34	01-12-34	01-01-35	01-02-35	01-03-35	01-04-35	01-05-35	01-06-35	01-07-35	01-08-35	01-09-35	01-10-35	01-11-35	01-12-35	01-01-36	01-02-36	01-03-36	01-04-36	01-05-36	01-06-36	01-07-36	01-08-36	01-09-36	01-10-36	01-11-36	01-12-36	01-01-37	01-02-37	01-03-37	01-04-37	01-05-37	01-06-37	01-07-37	01-08-37	01-09-37	01-10-37	01-11-37	01-12-37	01-01-38	01-02-38	01-03-38	01-04-38	01-05-38	01-06-38	01-07-38	01-08-38	01-09-38	01-10-38	01-11-38	01-12-38	01-01-39	01-02-39	01-03-39	01-04-39	01-05-39	01-06-39	01-07-39	01-08-39	01-09-39	01-10-39	01-11-39	01-12-39	01-01-40	01-02-40	01-03-40	01-04-40	01-05-40	01-06-40	01-07-40	01-08-40	01-09-40	01-10-40	01-11-40	01-12-40	01-01-41	01-02-41	01-03-41	01-04-41	01-05-41	01-06-41	01-07-41	01-08-41	01-09-41	01-10-41	01-11-41	01-12-41	01-01-42	01-02-42	01-03-42	01-04-42	01-05-42	01-06-42	01-07-42	01-08-42	01-09-42	01-10-42	01-11-42	01-12-42	01-01-43	01-02-43	01-03-43	01-04-43	01-05-43	01-06-43	01-07-43	01-08-43	01-09-43	01-10-43	01-11-43	01-12-43	01-01-44	01-02-44	01-03-44	01-04-44	01-05-44	01-06-44	01-07-44	01-08-44	01-09-44	01-10-44	01-11-44	01-12-44	01-01-45	01-02-45	01-03-45	01-04-45	01-05-45	01-06-45	01-07-45	01-08-45	01-09-45	01-10-45	01-11-45	01-12-45	01-01-46	01-02-46	01-03-46	01-04-46	01-05-46	01-06-46	01-07-46	01-08-46	01-09-46	01-10-46	01-11-46	01-12-46	01-01-47	01-02-47	01-03-47	01-04-47	01-05-47	01-06-47	01-07-47	01-08-47	01-09-47	01-10-47	01-11-47	01-12-47	01-01-48	01-02-48	01-03-48	01-04-48	01-05-48	01-06-48	01-07-48	01-08-48	01-09-48	01-10-48	01-11-48	01-12-48	01-01-49	01-02-49	01-03-49	01-04-49	01-05-49	01-06-49	01-07-49	01-08-49	01-09-49	01-10-49	01-11-49	01-12-49	01-01-50	01-02-50	01-03-50	01-04-50	01-05-50	01-06-50	01-07-50	01-08-50	01-09-50	01-10-50	01-11-50	01-12-50	01-01-51	01-02-51	01-03-51	01-04-51	01-05-51	01-06-51	01-07-51	01-08-51	01-09-51	01-10-51	01-11-51	01-12-51	01-01-52	01-02-52	01-03-52	01-04-52	01-05-52	01-06-52	01-07-52	01-08-52	01-09-52	01-10-52	01-11-52	01-12-52	01-01-53	01-02-53	01-03-53	01-04-53	01-05-53	01-06-53	01-07-53	01-08-53	01-09-53	01-10-53	01-11-53	01-12-53	01-01-54	01-02-54	01-03-54	01-04-54	01-05-54	01-06-54	01-07-54	01-08-54	01-09-54	01-10-54	01-11-54	01-12-54	01-01-55	01-02-55	01-03-55	01-04-55	01-05-55	01-06-55	01-07-55	01-08-55	01-09-55	01-10-55	01-11-55	01-12-55	01-01-56	01-02-56	01-03-56	01-04-56	01-05-56	01-06-56	01-07-56	01-08-56	01-09-56	01-10-56	01-11-56	01-12-56	01-01-57	01-02-57	01-03-57	01-04-57	01-05-57	01-06-57	01-07-57	01-08-57	01-09-57	01-10-57	01-11-57	01-12-57	01-01-58	01-02-58	01-03-58	01-04-58	01-05-58	01-06-58	01-07-58	01-08-58	01-09-58	01-10-58	01-11-58	01-12-58	01-01-59	01-02-59	01-03-59	01-04-59	01-05-59	01-06-59	01-07-59	01-08-59	01-09-59	01-10-59	01-11-59	01-12-59	01-01-60	01-02-60	01-03-60	01-04-60	01-05-60	01-06-60	01-07-60	01-08-60	01-09-60	01-10-60	01-11-60	01-12-60	01-01-61	01-02-61	01-03-61	01-04-61	01-05-61	01-06-61	01-07-61	01-08-61	01-09-61	01-10-61	01-11-61	01-12-61	01-01-62	01-02-62	01-03-62	01-04-62	01-05-62	01-06-62	01-07-62	01-08-62	01-09-62	01-10-62	01-11-62	01-12-62	01-01-63	01-02-63	01-03-63	01-04-63	01-05-63	01-06-63	01-07-63	01-08-63	01-09-63	01-10-63	01-11-63	01-12-63	01-01-64	01-02-64	01-03-64	01-04-64	01-05-64	01-06-64	01-07-64	01-08-64	01-09-64	01-10-64	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Plot, A/11/11, 7, Kshira Colony, V/B Road, Deopur, Dhule - 424002  
Regd. No. MH/MS/ED/15, Dtd. 20-12-04

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# System Institute of Management & Research

7, Kshira Colony, V/B Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Nagmoti Madhuri Ramesh

*has successfully completed the Course*

Certificate Course in Web Design

Date : 05/11/2018

Duration : 1 Month

  
Co-ordinator

  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2018-59



Yash Raj No. 7 4000 Dhule Dist. 2017 08  
Regd. No. 99/10022/19, Dist. 20-12-01

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# System Institute of Management & Research

7, Kshira Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

**Bhat Renuka Prakash**

*has successfully completed the Course*

**Certificate Course in Web Design**

Date : 05/11/2018

Duration : 1 Month

  
Co-ordinator

  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002



Certificate No. : 2018-52



Yash Raj No. 7 4000 Dhule Dist. 2017 08  
Regd. No. 99/1002/2016, Dist. 20-12-01

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# System Institute of Management & Research

7, Kshira Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Fulzade Nikita Mahesh

*has successfully completed the Course*

Certificate Course in Web Design

Date : 05/11/2018

Duration : 1 Month

  
Co-ordinator

  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR DHULE-424002



Certificate No. : 2018-54



Yash Raj No. 7 4000 Dhule Dist. 2017 08  
Regd. No. 99/100/2014, Dist. 20-12-01

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# System Institute of Management & Research

7, Kshira Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Patil Sonal Sanjiv

*has successfully completed the Course*

Certificate Course in Web Design

Date : 05/11/2018

Duration : 1 Month

  
Co-ordinator

  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR DHULE-424002



Certificate No. : 2018-63



Yash Raj No. 7 4000 Dhule Dist. 2017 08  
Regd. No. 99/1002/2016, Dist. 20-12-01

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# System Institute of Management & Research

7, Kshira Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Patil Sonali Bhalchandra

*has successfully completed the Course*

Certificate Course in Web Design

Date : 05/11/2018

Duration : 1 Month

  
Co-ordinator

  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR DHULE-424002



Certificate No. : 2018-64



Yash Raj No. 7 4800 Dhule Dist. 29 07 88  
Regd. No. 99/1992/2014, Dist. 29-12-81

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# System Institute of Management & Research

7, Kshira Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Wagh Aarti Bhatu

*has successfully completed the Course*

Certificate Course in Web Design

Date : 05/11/2018

Duration : 1 Month

  
Co-ordinator

  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR DHULE-424002



Certificate No. : 2018-70



Yash Raj No. 7 4800 Dhule Dist. 29 07 88  
Regd. No. 99/1992/2014, Dist. 29-12-88

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# System Institute of Management & Research

7, Kshira Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Jade Rushikesh Gopal

*has successfully completed the Course*

Certificate Course in Web Design

Date : 05/11/2018

Duration : 1 Month

  
Co-ordinator

  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR DHULE-424002



Certificate No. : 2018-56



Yash Raj No. 7 4000 Dhule Dist. 2017 08  
Regd. No. 99/100/2014, Dist. 20-12-01

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7, Kshira Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Khimar Manjusha Abhiman

*has successfully completed the Course*

Certificate Course in Web Design

Date : 05/11/2018

Duration : 1 Month

  
Co-ordinator

  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR DHULE-424002



Certificate No. : 2018-58





Yash Raj No. 7 4000 Dhule Dist. 2017 08  
Regd. No. 99/100/2016, Dist. 20-12-01

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kshira Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Patil Dinesh Rajendra

*has successfully completed the Course*

Certificate Course in Web Design

Date : 05/11/2018

Duration : 1 Month

  
Co-ordinator

  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR DHULE-424002



Certificate No. : 2018-61



Yash Raj No. 7 4000 Dhule Dist. 20 07 88  
Regd. No. 99/1992/2014, Dist. 20-12 81

Government Approved  
System Technical Education Society's

# System Institute of Management & Research

7, Kshira Colony, W.B. Road, Deopur, Dhule - 424002

## CERTIFICATE

*This is certify that*

Patil Harshada Pramod

*has successfully completed the Course*

Certificate Course in Web Design

Date : 05/11/2018

Duration : 1 Month

  
Co-ordinator

  
Director  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR DHULE-424002



Certificate No. : 2018-52

Govt. Approved & Affiliated to North Maharashtra University, Jalgaon.



Trust Act No. F4055/Dhule Dtd. 28-07-98  
Regd. No. MH/4548/DHL Dtd. 20-12-96

System Technical Education Society's

# System Institute of Management & Research

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule.

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systemonline.org

Chairman: Hon.Hemant C.Gharate

Director : Dr. Hansraj M. Patil  
(Ph.D, MSc., MB.A., M.C.M., M.C.A.)

डिजिटल दुनियेचा  
स्ट्रॉंग पासवर्ड - MS-CIT

डिजिटल युगात कल्पकतेने  
जगायला शिकवणारा कोर्स!

## MS-CIT

आंतरराष्ट्रीय दर्जाचा परिपूर्ण कंप्यूटर कोर्स

**Course Duration :**  
**60 Days Year 2018-19**

**7, Kshire colony wadhibhokar road  
deopur dhule. Ph:02562-226085**



DIRECTOR  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424001.

Govt. Approved & Affiliated to North Maharashtra University, Jalgaon.



Trust Act No. F/4005/Dhule Dtd. 29-07-98  
Regd. No. MH/4048/DHL Dtd. 20-12-96

System Technical Education Society's  
**System Institute of  
Management & Research**

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .  
Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systemonline.org

**Chairman: Hon.Hemant C.Gharate**

**Director : Dr. Hansraj M. Patil**  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A.)

**Date : 3 Jan 2019**

## Notice

This is informed to all student that institute is Organizing course on 'MS-CIT' which will surely help the student to get knowledge of is being digitally born digitally stored, digitally presented, digitally distributed, digitally accessed, digitally archived and managed and works in their future life to have a self-oriented job. Interested student should enrol their name to concern faculty and take benefit of the same.

Contact:-

Resource Person:- Asst prof R.M. Shirsath

**Note:-** if Student have any query regarding certificate course or anything ,student can contact to Asst prof R.M. Shirsath



  
DIRECTOR  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-434022.



Trust Act No. F14005/Dhule Dtd. 28-07-98  
Regd. No. MH/4043/DHL Dtd. 28-12-98

Systel Technical Education Society's

# Systel Institute of Management & Research

"Systel House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .

Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systelonline.org

**Chairman: Hon.Hemant C.Gharate**

**Director : Dr. Hansraj M. Patil**  
(Ph.D, MSc., M.B.A., M.C.M, M.C.A.)

## MS-CIT Course Syllabus

Computer Basics	Overview of computers, uses, understanding input, processes, and output
Operating System (Windows)	Overview of OS, general operations, applying themes, file and folder management, windows media player, and many more
21st Century Life Skills	Candidates can acknowledge how to use Google PlayStore, net banking, protection from cyberbullying, the importance of passwords, and so on.
21st Century Citizenship Skills	Candidates can acknowledge how to download Aadhar Card, verify, update, DigiLocker, Voter ID Card, register FIR online, check weather status, and so on
21st Century Study Skills	Candidates can use Google, Wikipedia, YouTube, and many other platforms to search the study topics, improve vocabulary, and many more
21st Century Job Skills	Candidates can acknowledge how to make a creative bookmark, draft a notice, design a webpage, build a professional profile, create a letterhead, design a BROCHURE, and so on
Word Processing	Basic operations, formatting documents, inserting headers and footers, applying page setup, creating and editing pdfs, and so on
Spreadsheet	Organizing and formatting worksheets, data analysis, creating Pivot tables, using advanced functions, data validation, and so on
MS Outlook	Creating a new email account in MS Outlook, scheduling meetings, including the signature in the outgoing message, and many more



  
DIRECTOR  
SYSTEL INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-434902.



Trust Act No. F14005/Dhule Dtd. 28-07-98  
Regd. No. MH/4043/DHL Dtd. 28-12-98

System Technical Education Society's

# System Institute of Management & Research

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .  
Ph: 02562-226085 Mob. No.: 94222 85085, 9422792685, website: www.systemonline.org

Chairman: Hon.Hemant C.Gharate

Director : Dr. Hansraj M. Patil  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A.)

## Reports

### Course Duration

Course Duration: 144 Hours (2 Months)	
Theory: Inform Content - 50 Hours eLearning of Classroom Content	Daily 1 hour / Session On ALC Computer or On Learner Smartphone or In ALC Classroom
Practical: Perform Content - 50 Hours eLearning of Lab Content on Computer only	Daily 1 hour / Session On ALC Computer only
Homework: Reading Content - 44 Hours Book Reading, Self-Study, Revision and Practice	Daily ~1 hour / Session With Printed Book / eBook on Smartphone



  
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SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002.



Trust Act No. F14005/Dhule Dtd. 28-07-98  
Regd. No. MH/4043/DHL Dtd. 28-12-98

System Technical Education Society's

# **System Institute of Management & Research**

"System House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .

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**Chairman: Hon.Hemant C.Gharate**

**Director : Dr. Hansraj M. Patil**  
(Ph.D, M.Sc., M.B.A., M.C.M., M.C.A.)

## **Course outcomes**

Once candidates complete the MS-CIT course, they will become eligible to apply for numerous jobs in the IT sector. They can work in different roles as:

- Data operator
- Computer operator
- GATE Coordinator and Telecallers
- IT Consultant
- Network Administrator



  
DIRECTOR  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE-424002.

**System Technical Education Society's  
System Institute of Management & Research, Dhule**

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**Students List**

Course Name : MS-CIT

Year 2018-19

Sr. No	Name of Students	Signature
1.	Kasar aarti Sanjay	ASKasar
2.	Deore Sushma Ramesh	SRDeore
3.	Patil Harshadha Govind	PatilHR
4.	Patil Sangita Rohidas	SRPatil



  
**Director**  
SYSTEM INSTITUTE OF  
MANAGEMENT & RESEARCH  
DEOPUR, DHULE- 424002.



Sr. No. E-17- 3872359



Maharashtra State Board of Technical Education  
Mumbai, Mumbai



Maharashtra Knowledge Corporation Ltd  
Creating & Reviving the Utmost

This is to certify that

**PATIL HARSHADA PRAMOD**

*Patil*

The withinsigned having successfully completed the prescribed course of studies and having passed the examination with 87 percent marks has been awarded the

**Maharashtra State Certificate In Information Technology (MS-CIT)**

On behalf of the Government of Maharashtra in the month of **March-2019** in testimony whereof are set the seals and signatures of the Director, Maharashtra State Board of Technical Education, Mumbai and the Managing Director, Maharashtra Knowledge Corporation Limited.

Section Number	Section Name	Marks Obtained	Maximum Marks
I	Learning Process*	49	50
II	Final Examination	38	50
<b>TOTAL MARKS</b>		<b>87</b>	<b>100</b>

Following is the criteria for passing the MS-CIT Examination successfully:

Aggregate score of 40 Marks (in Sections I & II) out of 100 with:

- Minimum 20 Marks out of 50 are required for passing in Learning Process (Section I) &
- Minimum 20 Marks out of 50 are required for passing in Final MS-CIT Examination (Section II) with at least 6 marks in the Objective and 14 marks in the Practical.

Director  
MSBTE

Managing Director & CEO  
MKCL

Sr. No. : 17- 3872360



Maharashtra State Board of Technical  
Education, Mumbai



Maharashtra Knowledge Corporation Ltd.  
Creating a Knowledge Ut World

This is to certify that

**DEORE SUSHIMA RAMESH**

The withinsigned having successfully completed the prescribed course of studies and having passed the examination with 77 percent marks has been awarded the

**Maharashtra State Certificate in Information Technology (MS-CIT)**

On behalf of the Government of Maharashtra in the month of **March- 2019** in testimony whereof are set the seals and signatures of the Director, Maharashtra State Board of Technical Education, Mumbai and the Managing Director, Maharashtra Knowledge Corporation Limited.

Section Number	Section Name	Marks Obtained	Maximum Marks
I	Learning Process*	47	50
II	Final Examination	30	50
	<b>TOTAL MARKS</b>	<b>77</b>	<b>100</b>

Following is the criteria for passing the MS-CIT Examination successfully:

Aggregate score of 40 Marks (in Sections I & II) out of 100 with:

- Minimum 20 Marks out of 50 are required for passing in Learning Process (Section I) &
- Minimum 20 Marks out of 50 are required for passing in Final MS-CIT Examination (Section II) with at least 6 marks in the Objective and 14 marks in the Practical.

Director  
MSBTE

Managing Director & CEO  
MKCL

[www.msbt.org.in](http://www.msbt.org.in)

[www.mkcl.org](http://www.mkcl.org)

Ref: 21210018/275405541901001/March-19/ADD9491527  
Date of Issue: 02 May 2019

\*These marks are as communicated by MKCL.

\*The photograph of the Candidate is printed on this Certificate. If the photograph is pasted externally this Certificate will not be valid.\*

Sr. No. : 17- 3872356



Maharashtra State Board of Technical  
Education, Mumbai



Maharashtra Knowledge Corporation Ltd.  
Creating a Knowledge Ut World

This is to certify that

**PATIL SANGITA ROHIDAS**

The withinsigned having successfully completed the prescribed course of studies and having passed the examination with 84 percent marks has been awarded the

**Maharashtra State Certificate in Information Technology (MS-CIT)**

On behalf of the Government of Maharashtra in the month of **March-2019** in testimony whereof are set the seals and signatures of the Director, Maharashtra State Board of Technical Education, Mumbai and the Managing Director, Maharashtra Knowledge Corporation Limited.

Section Number	Section Name	Marks Obtained	Maximum Marks
I	Learning Process*	40	50
II	Final Examination	38	50
	<b>TOTAL MARKS</b>	<b>84</b>	<b>100</b>

Following is the criteria for passing the MS-CIT Examination successfully:

Aggregate score of 40 Marks (in Sections I & II) out of 100 with

- Minimum 20 Marks out of 50 are required for passing in Learning Process (Section I) &
- Minimum 20 Marks out of 50 are required for passing in Final MS-CIT Examination (Section II) with at least 6 marks in the Objective and 14 marks in the Practical.

Director  
MSBTE

Managing Director & CEO  
MKCL

[www.msbt.org.in](http://www.msbt.org.in)

[www.mkcl.org](http://www.mkcl.org)

Ref : 2121001B/276406511901001(March-19/A005491841  
Date of Issue: 02 May, 2019)

\*These marks are as communicated by MKCL.

\*The photograph of the Candidate is printed on this Certificate. If the photograph is pasted externally this Certificate will not be valid.\*