

**Jogeshwari Education Society's
JES COLLEGE OF COMMERCE,
SCIENCE & INFORMATION TECHNOLOGY
(AFFILIATED TO MUMBAI UNIVERSITY)**

NOTICE

10th September 2022

We are happy to share with you that IQAC of our college has signed an MOU with ANUDIP

Foundation for following three certification courses:

- Advance Programming in JAVA
- Advance Program in Digital Marketing
- Advance MS Excel

The skill development training will start on 15th September 2022.

The Venue for training is First Floor IT Laboratory.

Hope all will take maximum benefit of these skill development courses.

Prof.(Dr). Sunita Sharma

Co – Ordinator, IQAC



Prashant H Shelar

Dr Prashant H Shelar

PRINCIPAL
Principal
JOGESHWARI EDUCATION SOCIETY'S
COLLEGE OF COMMERCE SCIENCE
& INFORMATION TECHNOLOGY
Caves Road, Jogeshwari (E), Mumbai-400 060

MS Advance Excel Syllabus

1	Computer & its hardware
2	Computer Software & OS
3	Working with windows & Mac
4	Intro. To MS Excel
5	MS Excel - Formatting cells, Using Find / replace
6	MS Excel - Sorting & Filtering data
7	MS Excel - Formulas & Functions
8	MS Excel - Vlookup & Hlookup
9	MS Excel - Inserting charts & Hyperlinks
10	Getting started with MS Word
11	MS Word - Formatting text
12	Intro. To Internet
13	Online Activities
14	Online Navigation Tool
15	Online collaboration & Remote access tool
16	Email
17	End test
18	Manage & Share workbook
19	Secure Workbook & worksheet
20	Apply custom data formats & validation
21	Advanced conditional formatting & Filtering
22	Create & modify custom workbook elements
23	Apply functions & Formulas
24	Lookup data by using Functions
25	Perform data analysis
26	Creating advanced charts & elements
27	Creating Pivot table
28	Micro in Excel
29	End test



Shelar
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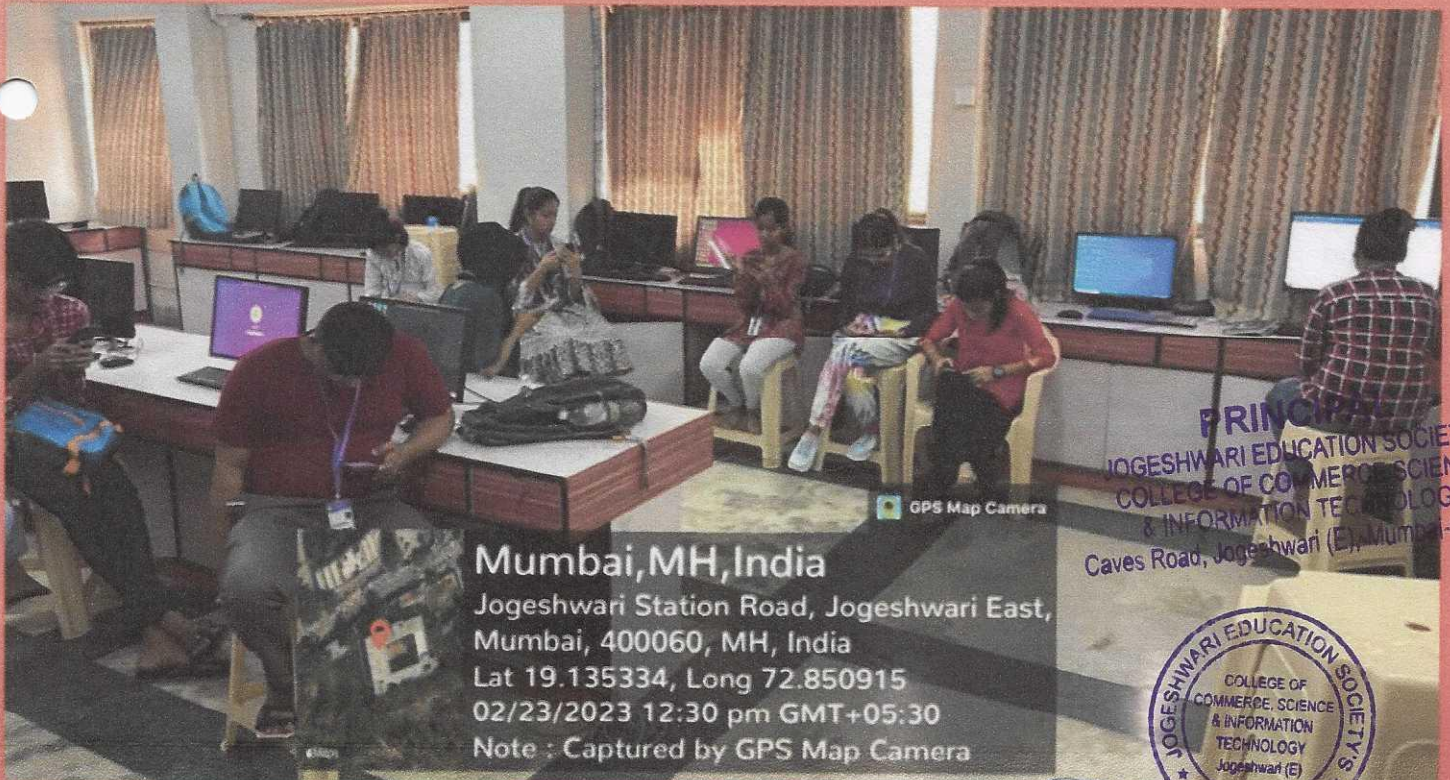
Ms.Advance Excel



Mumbai, MH, India
Jogeshwari East, Mumbai, 400060, MH, India
Lat 19.132948, Long 72.850754
02/06/2023 01:07 pm GMT+05:30
Note : Captured by GPS Map Camera



Mumbai, MH, India
Jogeshwari Station Road, Jogeshwari East, Mumbai, 400060, MH, India
Lat 19.135479, Long 72.850892
02/09/2023 01:06 pm GMT+05:30
Note : Captured by GPS Map Camera



Mumbai, MH, India
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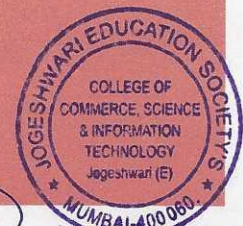
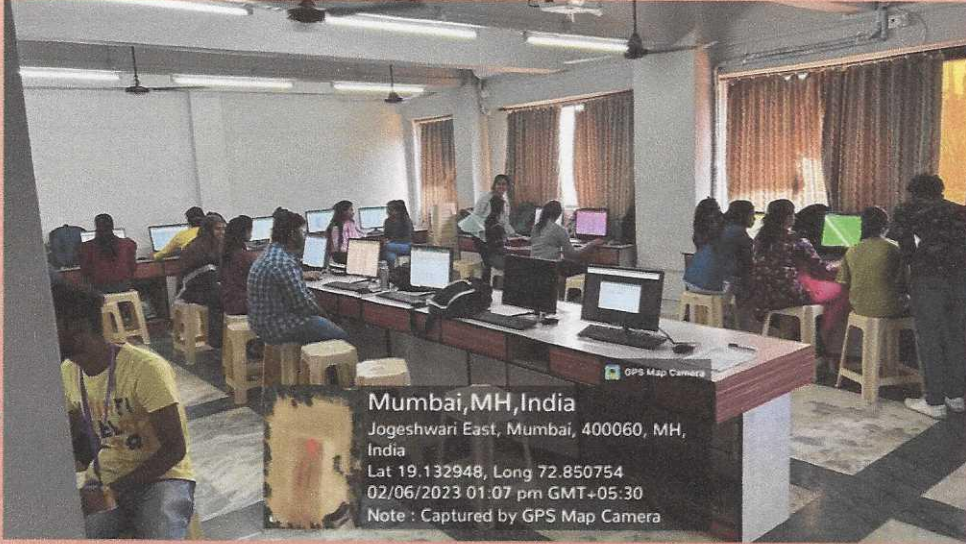
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Prashant
MUMBAI-400060



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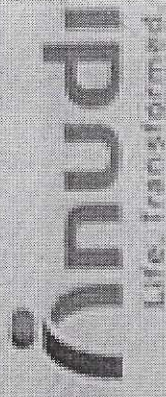


P. S. H. S.
PRINCIPAL

JOGESHWARI EDUCATION SOCIETY'S
COLLEGE OF COMMERCE SCIENCE
INFORMATION TECHNOLOGY



Transferring the skill landscape



Certificate of Merit is awarded to

Sakshi Mishra

For successfully completing 193 hours of training on

Certificate in English Communication and Digital education with Excel Specialization
from Anudip Foundation Skill and Career Development Centre

at Kandivali, Mumbai.

Monisha Banerjee
(Chief Executive Officer)



B. Shobha

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& INFORMATION TECHNOLOGY

MEMBER ASSOCIATION
JOGESHWARI EDUCATION SOCIETY'S
COLLEGE OF COMMERCE SCIENCE
& INFORMATION TECHNOLOGY
Foundation
C/A, Plot No. 13, Digha Road, Jogeshwari (E) Mumbai-400 060
CIN: U91900WB2002NPL116269

ETC Reg.No.: MHAFT / A/1004942

Cimsya Towers, 3rd Floor, Plot Y-13, Digha Road, Jogeshwari (E) Mumbai-400 060

Kolkata-700091, India



Anudip
Life. Transformed

Certificate of Merit is awarded to

Sakshi Rane

For successfully completing 193 hours of training on

Certificate in English Communication and Digital education with Excel Specialization
from Anudip Foundation Skill and Career Development Centre

at Kandivali, Mumbai.

Grader:- B1

Monisha Banerjee
(Chief Executive Officer)

Student Reg.No.: MFLAFT/AR0094942

Anudip Foundation
Cimays Towers, 3rd Floor, Plot Y-13, Block-EP, Sector-5, Salt Lake, P.S. Bisham Nagar (EAST), Kolkata-700091, India
CIN: U91900WB2007NPL116269



Sakshi Rane **PRINCIPAL**
JOGESHWARI EDUCATIONAL SOCIETY'S
COLLEGE OF COMMERCE SCIENCE
& INFORMATION TECHNOLOGY
Jogeshwari (E), Mumbai-400 060.
Caves Road, Jogeshwari (E), Mumbai-400 060.

Memorandum of Understanding

This Memorandum of Understanding is hereby executed on 14th September, 2022 between Anudip Foundation for Social Welfare, having its head office at Cimsys Tower 3rd Floor, Plot – Y 13 EP Block Sector V, Bidhannagar East, Kolkata, West Bengal 700091.

Represented Through:

Mr. Tanmay Mukherjee, VP- Operations, Anudip Foundation Authorized Signatory In One Part And JES College of Commerce, Science & Information Technology, Jogeshwari In Second Part.

Background of Anudip Foundation :

Anudip Foundation for Social Welfare, set up in 2007, is a Section 8 Non- Profit Company as per Companies Act, 2013 having its head office at Cimsys Tower 3rd Floor, Plot – Y 13 EP Block Sector V, Bidhannagar Kolkata West Bengal 700091. Anudip creates livelihood opportunities for marginalized women and youth of India.

Over the past 15 years Anudip has worked with international and national agencies, government units, corporations and community based organizations to offer sustainable livelihood programs for disadvantaged groups residing in the rural and semi-urban West Bengal, Odisha, Jharkhand, Andhra Pradesh, Telangana, Tamil Nadu, Rajasthan, Maharashtra, North East and Delhi. Anudip aims at improving the socioeconomic status of these people and locality by developing their employability and entrepreneurial skills for IT- enabled jobs and businesses.

JES College of Commerce, Science & Information Technology, Jogeshwari:

Jogeshwari Education Society (JES) is one of the oldest, well renowned and greatly respected institution in Jogeshwari East, Mumbai- 400060. The institute was founded more than 89 years ago. As long back as in 1932, a few dedicated Saraswats sowed the seeds of education in a small residential house in Saraswati Baug. The founder of the institute was Mr. S.G. Warty, who had a great passion for education. He embarked on this noble journey with just 16 students of the fifth and the sixth standard with him. 'Sheelam Param Bhushanam' is the tag-line of the Society, which means "Education alone is the best decoration of a human being." The small sapling of JES which was cultivated in 1932 has now grown into a big tree, bearing fruits for one and all. Today, the institution takes pride in imparting high quality education, integrated with values and technology. Although the College run by the Society has a short history, the academic achievements of the students speak for the quality education imparted by the Institution. JES College of Commerce, Science & Information Technology managed by Jogeshwari Education Society was established in the year 2009-10 running B.Com, BMS, BSc.IT courses. Further in 2016-17 JES expanded further by starting BAF course with an enormous response from the student community.

Curriculum:

The sector-specific job-oriented skills require special curriculum built to enhance students' employability skills. Anudip's curriculum team works at developing and adding new components to the customized curriculum based on the market demand and job requirement.



These following Courses would be included in the Training Programme.

- ADVANCED PROGRAM IN JAVA WEB PROGRAMMING. (Duration : 6months)
- ADVANCED PROGRAM IN DIGITAL MARKETING. (Duration : 4 months)
- CERTIFICATE IN ENGLISH COMMUNICATION AND DIGITAL EDUCATION WITH EXCEL SPECIALIZATION. (Duration : 3 months)

Class Schedule :

Anudip would impart training to the batch of students as per the mutual consent. The total training period for the batches would be according to the mutually decided timeline. Classes would be held in Online / offline mode.

Course Fees:

Course fees will be Rs.1000/- per student and will not collect any other extra Charges. Anudip shall issue a money receipt of each candidates against the fees paid.

Sharing Amount Payment:

Approx Enrolment	Per Student Registration Fees	Share Per Student	Total Reg. Amount	Sharing Amount
50	1000/-	400/-	50,000/-	20,000/-

College Commitment:

College has to ensure 80 percentage attendance of the beneficiaries in the course. After completion of the course college has to make sure beneficiaries attend the interviews and take the job.

Beneficiaries' Profile:

Minimum age for the target group is 18 years and maximum age is 25years. Minimum educational qualification is 3rd year Last semester students. (non-technical background).

Training Methodology:

Anudip's digital livelihoods program follows a technology-driven, blended learning methodology that has evolved based on employer and student feedback, team evaluation, and impact studies conducted externally and internally. Anudip team continuously tries to align with changing job markets, digital trends, employer demand, and the state of the training technology worldwide.

Anudip utilizes its multimedia and game based learning programs which allows them to retain the learnings more effectively. This industry-aligned digital skills training program will train these youths through customized and digitalized multimedia content in video, audio, presentation, and game formats, which will enable students to be attracted to and enjoy their classroom experience.



Training location:

- All the training program will be conducted either in the said Institution premises or at Anudip centre. It should be communicated to the Institution.
- Both the parties are aware that the record of candidate/students pertaining to every course, Placement and other activities is required by authorities
- Any offices of Individual from Anudip Foundation will not directly contact to the students for any other paid courses or Training program.
- All the details and information of students will be kept confidential.

Placement Policy:

- Minimum 80% attendance is mandatory.
- Students should pass final assessment exams.
- Students should attend all interviews which Anudip Foundation will be providing.
- Anudip ensures 100% placement assistances after the successful completion of foresaid training.
- Placement is mandatory after the succesful completion of the training.

Termination:

Either party may terminate this Memorandum of Understanding by giving 30 days' prior notice.

For:

Tanmay
Mukherjee

Digitally signed by
Tanmay Mukherjee

Date: 2022.09.14
12:12:20 +05'30'

Signature: _____

Stamp:



Date: 14/09/2022

Place: Mumbai

For:

Dr. Prashant.H.Shelar
Principal
**JES College of Commerce,
Science & Information
Technology**

Signature: _____

Stamp:

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**Skill Development Report
(MS. Advance Excel)**

Class:- TYBMS/TYBAF/TYBCOM

Venue:- 1st floor IT Lab

Total Hrs:-30Hrs

A Three month course on Ms. Advance Excel as an activity under skill Development programmed we conducted for TYBAF, TYBCOM & TYBMS. A total of 40 students from the three streams of commerce took the 15th September 2022 and got concluded on 13th Feb. 2023 a programmed of 30 hours. The IT lab on the first floor was utilized to the fullest extent which enabled the learners to use the computers.

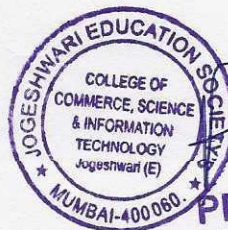
The 30 hour duration course provided knowledge on the topics mentioned below.

1. Computer & it's hardware
2. Computer software & OS
3. Working with windows & Mac
4. Introduction To MS Excel
5. MS Excel -formatting cells, using find/replace
6. MS Excel Sorting & Filtering Data
7. MS Excel – formulas & function, Vlookup & Hlookup
8. MS Excel – Inserting chart & Hyperlink



9. Getting started with MS word ,formatting text
10. Introduction to Internet
11. Online Activities
12. Online Navigation Tool
13. Email
14. Online collaboration & Remote Access Tool
15. End test
16. Manage &Share workbook
17. Secure workbook & worksheet
18. Apply custom data formats & validation
19. Advance conditional formatting & filtering
20. Create & modify custom workbook elements
21. Apply function & formulation
22. Lookup data by using functions
23. Perform data analyze, creating advanced charts & elements, creating Pivot table
24. Micro in Excel
25. End test

The faculty trained the students were Ms.sheelal singh ,Ms.Rupali Pawar and Mr.joseph from Anudip foundation kandivali. The programmed fulfilled the requirements of the students as they gained the necessary skills.



Rupali
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