



KANORIA PG MAHILA MAHAVIDYALAYA, JAIPUR  
***Diploma in Office Management***  
 1 YEAR DIPLOMA COURSE

*Prepare for your future with guided lessons!*

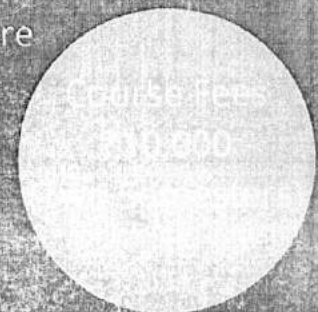


What you will learn:

- How to properly manage your office work
- How to prepare for any interviews...
- How to make business communications...
- How to enhance online accounting skills...
- How to enhance computer skills...
- The best techniques for designing your future  
...and more!

**Highlights...**

- \*\*45-60 days Internships**
- \*\*Field Visits**
- \*\*Extra Study Material**



**For Further Query and Registration, Contact : Dr. Mrinali Kankar, +91-9610100106,  
 Kanoria PG Mahila Mahavidyalaya, Jaipur**

# DIPLOMA IN OFFICE MANAGEMENT

## Course Objectives

- To enhance skills of students with the vital knowledge and prepare them for handling overall responsibilities of an office for effective management of staff and resources.
- To make students efficient in all the office work such as maintenance of data, files & records, office and business communication and office facility management etc.
- To develop office procedures, tools, and office strategies to enhance work productivity.
- To provide knowledge of the basics of Business Management & Administration, Effective Communication Skills, Business and Service Laws, Front Office Operations, Soft Skills, Human Resource Development, use of the latest technology using personal computers, laptops, Word Processing, Spreadsheet, Payrolls, Tally Accounting, Graphic Designing, desktop publishing software to run the office smoothly etc.
- To develop creative approaches when managing tasks, teams, and individuals.

## Career Opportunities

Front Office Managers, Administrative Assistants, Accounting Assistants in Public and Private sector organisations, Banks, Corporate Sectors, Accounts executive, Data entry operator, Tally operator etc.

*# Internship is also provided to students for their practical approach.*

Duration: 1 Year (Two Semesters)

Course Fees: ₹ 10,000

For Further Query and Registration, Contact  
Dr. Mrinali Kankar, +91-9610100106

## DIPLOMA IN OFFICE MANAGEMENT

Diploma in Office Management is a job-oriented course designed to develop office management skills of the students. Since 2017, college is successfully running this course and 13 students enrolled for the course this year. The course not only provides internship in different sectors but also promotes practical learning. In the year 2021-22, the enrolled students were provided internships in various service industries and some of them got placements as well.

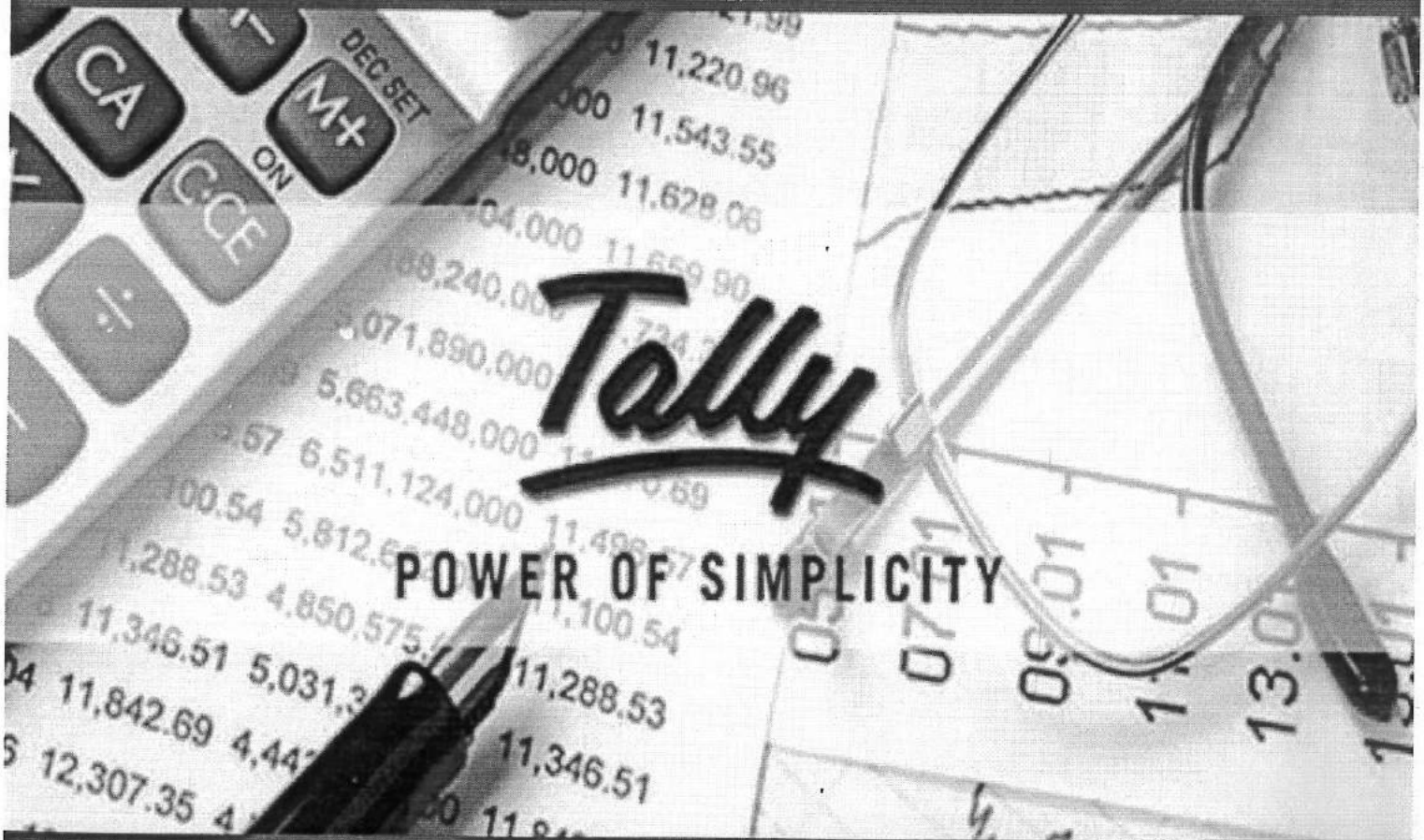
After coping with the issues and challenges of COVID 19 from last two years, the classes resumed through offline mode. Every year the college organizes several interactive activities for the students where various entrepreneurs, officials of banking, insurance, hotel and other service industries are invited to interact and share their wisdom and experience with them.

Dr. Mrinali Kankar



# Learn Tally Accounting

GET A BETTER UNDERSTANDING OF TALLY  
ACCOUNTING WITH GST....



**Course Fees :**



**Rs. 3,000**

\*\* FILLING OF E-RETURNS  
\*\* PREPERATION OF COST  
STATEMENT....  
\*\* CASH FLOW STATEMENT....

For Further Query and Registration, Contact :

Dr. Ranjula Jain 9829029111

Kanoria PG Mahila Mahavidyalaya, Jaipur

Batch Starting  
Soon...

## **Certificate Course in Tally Accounting**

Certificate Course in Tally Accounting was introduced by College in the year 2019 to enhance commerce students for Accounting work, filing of E-return and preparation of Cost Statement. Certificate Course in Tally Accounting is a job oriented course designed to develop computer accounting skills of the students. This Course is useful in seeking employment as Accounts Executive, Audit Executive, Financial Analyst, and Account's Manager. In the current session 2022-23, 13 students enrolled for this Certificate Course and Gained knowledge about the Computer Accounting.

*Ranjula Jain*

Dr. Ranjula Jain



**Kanoria PG Mahila Mahavidyalaya**  
**Jaipur**

**Certificate**

Awarded to Saniya Khan

of B. Com. Part - 1 for successfully completing

*"Certificate Course in Tally Accounting"* in the session .2022-23.....

Ranjula Jain  
Convenor

Seema  
Principal



# Kanoria PG Mahila Mahavidyalaya Jaipur

## Certificate

Awarded to Tiya

of B.Com. Part - 1 for successfully completing

*"Certificate Course in Tally Accounting"* in the session ..2022:-23.....

Ranjula Jain  
Convenor

Seema  
Principal



# Kanoria PG Mahila Mahavidyalaya Jaipur

## Certificate

Awarded to Janisha Garg

of B.Com. Part-1 for successfully completing

"Certificate Course in Tally Accounting" in the session ...2022-23.....

Ranjula Jain  
Convenor

Deepa  
Principal





# Kanoria PG Mahila Mahavidyalaya Jaipur

## Certificate

Awarded to Kritika Karnawat

of M.Com. (A.B.&T.) - Sem.-1 for successfully completing

"Certificate Course in Tally Accounting" in the session .2022-23.....

Ranjula Jain  
Convenor

Seema  
Principal

## **CAT (Certified Accounting Technician)**

2022-23

### **Course Outcomes & Syllabus**

Certificate in Accounting Technicians (CAT) course is designed by the Institute of Cost Accountants of India, to bridge the gap between the skill possessed by the youth and the skills expected by the industry. This Course has been introduced in consultation with Ministry of Corporate Affairs, Government of India. It is a short-term, employment-oriented course including theoretical concepts, computer training and industry internship. The course helps in developing the skills required for application of theoretical knowledge of accounting to practical situations in different functional areas of accounting. It will give a preparedness to the candidate for basic accountancy work needed in the industry. They will learn and understand technicalities of accounting in practical life. CAT equip students become well versed with the maintenance of accounts, preparation of Tax Returns, Filling of Returns under Companies Act, Filling of Returns under Income Tax, GST, Customs Act, Export & Import documentation etc. The course is useful in seeking employment in accounts & finance related jobs including filing of Income Tax Returns, GST Returns etc.

Duration- 1 Year

Eligibility- 10+2 (Any Faculty)

Fee- Rs. 12,660

Coordinator- Dr. Priyanka Khurana (9828667067)

### **Syllabus**

#### **CAT Course Part 1**

- Fundamentals of Financial Accounting
- Applied Business and Industrial Laws
- Financial Accounting-2
- Statutory Compliance

#### **CAT Course Part 2**

- Computer Fundamentals by Microsoft & Computerized Accounting- Tally ERP 9.0
- SAP End User Program
- Cambridge Generic Skills for Employability
- E Filing by experts
- Introduction to Costing Principles & Preparation of Cost Statements

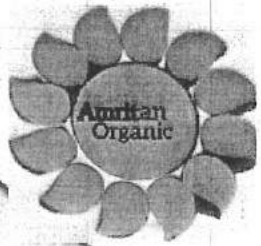
**Internship** – 45 Days Internship

**Mode of Exam** - Online

**Report 2022-23**  
**Certified Accounting Technician (CAT)**

College offers a certificate course of Accounting Technician (CAT) by The Institute of Cost Accountants in India to bridge the gap between the skill possessed by the youth and the skills expected by the industry. It is a short-term, employment-oriented course including theoretical concepts, computer training and industry internship. The course helps in developing the skills required for application of theoretical knowledge of accounting to practical situations in different functional areas of accounting. The students qualifying this will be eligible to give Intermediate exam attempt for becoming Cost & Management Accountant. The course is useful in seeking employment in accounts and finance related jobs including filing of Income Tax Return, GST Returns, etc. The course comprises of two levels. Level I is Foundation Course and Level II is Competency Level. Internship is to be done by the students for 45 days which help them learn and understand technicalities of accounting in practical life. In 2022-23, 8 students enrolled in this course and gained knowledge about the accounting techniques.

Dr. Priyanka Khurana  
CAT Coordinator  
Kanoria PG Mahila Mahavidyalaya  
Jaipur



**Kanoria PG Mahila Mahavidyalaya, Jaipur**  
in association with  
**Amritansh Organics Pvt. Ltd.**



**CERTIFICATE**

This is to certify that

.....*Harshita Maheria*.....

has successfully completed

Certificate course on

"Organic Farming"

in the academic session 2022-23.

*Anand Shukla*

*Mr. Anand Mani Shukla*  
Director

Amritansh Organics Pvt. Ltd.

*Ritu Jain*

*Dr. Ritu Jain*  
Course Coordinator

*Seema Agrawal*

*Dr. Seema Agrawal*  
Principal

# Kanoria PG Mahila Mahavidyalaya, Jaipur Brings You New Generation Digital Marketing & Communication Course - Curriculum

## **1. Introduction to Digital & its Culture**

- Get introduced to Digital Marketing and its various channel (a deep introduction)

## **2. Understanding the thick niche**

- What are the different channels of digital marketing to grow in
- Learning the B2B and B2C concepts

## **3. Content Marketing**

- What is Content and how is it important for Branding, Marketing, & Advertising
- Different types of Content Marketing

## **4. Attract Eyeballs with Content Writing**

- Learning to plan and search content
- What type of content is most suitable for what business
- How to write Blogs
- Assignment - 1
- Assignment - 2

## **5. Google Ads – A series of smart Advertising**

- Understanding Search Engine Marketing
- What are the different objectives that can be achieved through the same

## **6. Understanding Keywords**

- Types of keywords
- How to use keywords

## **7. Google Ads – Ad Extension**

- Types of Ad extension
- How they can be used to convert buyers

# New Generation Digital Marketing & Communication Course - Curriculum

## **8. How to get your Ads on thousands of Websites with Google Ads**

- How to run ads with Google Ads

## **9. Facebook and Instagram – the mandatory trend**

- How to create the social media presence of a business from scratch

## **10. The Search and Sales Strategy**

- What is the sales strategy of drafting the content on social media

## **11. How to run ads on Facebook & Instagram**

## **12. What are the right steps to create a Landing Page, convert strangers into buyers**

## **13. Learning LinkedIn – For the powerful first impression**

- Setting Up Account  
- Understanding the need

## **14. Smart Strategy to get followers and clients on LinkedIn**

- Increasing Invites  
- What type of content to post on LinkedIn

## **15. Creating and Winning a Pitch – Tips worth Investing in**

- Past Case Studies

## **16. How to Research and Generate Ideas**

## **17. Online Reputation Management – The New Generation PR Strategy**

For More Information: Contact -  
Dr. Aanchal Puri, +91 80056 85828,  
Kanoria PG Mahila Mahavidyalaya, Jaipur



Kanoria PG Mahila Mahavidyalaya Jaipur

## Notice

Date : 28-10-2022

# *Certificate Course in Functional English*

*Do you want to ...*

- \* Enhance your English speaking skills
- \* Understand the basics of grammar
- \* Grab better career opportunities

*The wait is over!*

Get yourselves enrolled in the Functional English Course.

Course Fee : Rs. 500/-

Last date for registration : 3<sup>rd</sup> November, 2022

*Note: Interested students should collect the form from window no. 1 and submit the filled form along with course fee at window no. 6 from 10 am to 1:30 pm.*

Contact details: Dr. Charu Goyal (Coordinator) Mob. No. 7849826036

*Leena*

# **Kanoria PG Mahila Mahavidyalaya, Jaipur**

## **Certificate Course in Functional English**

### **Syllabus**

#### **Unit I –**

##### **Parts of Speech**

- Noun
- Pronoun
- Verbs
- Adjective
- Adverb
- Preposition
- Conjunctions
- Interjection

#### **Unit II**

- Determiners, Quantifiers and Articles

#### **Unit III**

- Types of Sentences
- Clauses
- Question Tags
- Sentence Pattern

#### **Unit IV**

- Tenses
- Forms Type
- Active Passive
- Direct Indirect Speech

#### **Unit V**

- Modals
- Word formation (Prefix Suffix)
- Synonyms Antonyms

#### **Unit VI**

- Phonetics Part I and II





# Kanoria PG Mahila Mahavidyalaya Jaipur

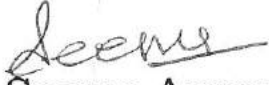
## Certificate

Awarded to Bhumika

of B. Sc. II year for successfully completing

***"Certificate Course in Functional English"*** in the session 2022-23.

  
Dr. Charu Goyal  
Convenor

  
Dr. Seema Agrawal  
Principal



# Kanoria PG Mahila Mahavidyalaya Jaipur

## Certificate

Awarded to Muskan

of \_\_\_\_\_ for successfully completing

***"Certificate Course in Functional English"*** in the session 2022-23.

*Charu Goyal*  
Dr. Charu Goyal  
Convenor

*Seema*  
Dr. Seema Agrawal  
Principal



# Kanoria PG Mahila Mahavidyalaya Jaipur

## Certificate

Awarded to Tanushee Choudhary

of B. Sc. Part II for successfully completing

**"Certificate Course in Functional English"** in the session 2022-23.

*Charu Goyal*

Dr. Charu Goyal  
Convenor

*Seema*

Dr. Seema Agrawal  
Principal



# Kanoria PG Mahila Mahavidyalaya Jaipur

## Certificate

Awarded to Ishika Jindal

of B.A. Pass Course II year for successfully completing

***"Certificate Course in Functional English"*** in the session 2022-23.

*Charu Goyal*  
Dr. Charu Goyal  
Convenor

*Seema*  
Dr. Seema Agrawal  
Principal



# Kanoria PG Mahila Mahavidyalaya Jaipur

## Certificate

Awarded to Shrasti Chahal

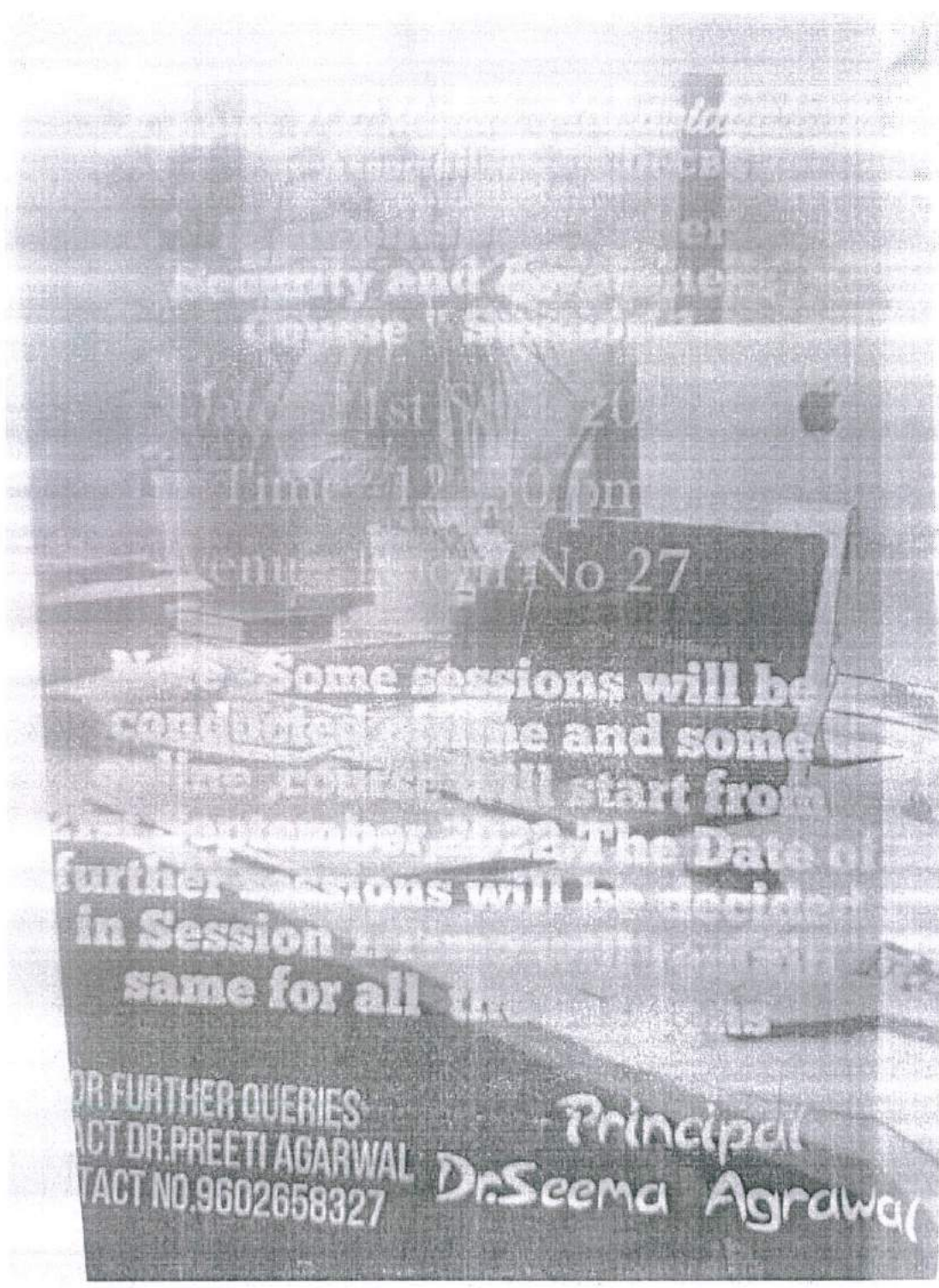
of B.Com Part III for successfully completing

**"Certificate Course in Functional English"** in the session 2022-23.

*Charu Goyal*  
Dr. Charu Goyal  
Convenor

*Seema*  
Dr. Seema Agrawal  
Principal

certificate course in cyber security  
2022-23



Security and Cyber Security

1st

Time: 12:30 pm

Room No 27

Note: Some sessions will be conducted online and some offline. The course will start from 22nd September 2022. The Date of further sessions will be decided in Session. The fee will be same for all the students.

FOR FURTHER QUERIES  
CONTACT DR. PREETI AGARWAL  
CONTACT NO. 9602658327

Principal  
Dr. Seema Agrawal

**Certificate Course in Cyber Security**

2022-2023

**Objective, Syllabus, Outcome**

Objective: Certificate Course in cyber Security started in year 2022 as a skill enhancement course in collaboration with Dr.CBS foundation. Objective of cyber security and awareness course for the session 2022-23 was to understand the cyber security posture, cyber resilience and incident management through customized information security audits.

<b>Certificate Course: 'Cyber Security and Awareness'</b> (Safe use of computer resource and legal remedy for gendered cyber violence) <b>सर्टिफिकेट कोर्स: 'साइबर सुरक्षा और जागरूकता'</b> (कंप्यूटर संसाधन का सुरक्षित उपयोग और लैंगिक साइबर हिंसा के खिलाफ कानूनी उपाय)	
Conducted by: <b>DR CBS Cyber Foundation</b> (DR CBS CYBER SECURITY SERVICES LLP)	
<b>Certificate Course (English / Hindi)</b>	
Name of Certificate	Certificate Course: 'Cyber Security and Awareness' (Safe use of computer resource and legal remedy for gendered cyber violence) <b>सर्टिफिकेट कोर्स: ' साइबर सुरक्षा और जागरूकता'</b> (कंप्यूटर संसाधन का सुरक्षित उपयोग और लैंगिक साइबर हिंसा के खिलाफ कानूनी उपाय)
Time Duration	4 Weeks
Session Timeline	16 sessions (16 Hrs) : one session (1 Hrs) : 2 sessions per week (02:00 PM to 04:30 PM on Saturday)
Target Users	Computer/ Smart Phone / Internet / Social Media / E- Banking User
Fee in Pandemic Time	<ul style="list-style-type: none"> <li>• 500/- + GST for female students</li> <li>• 800/- + GST for others</li> </ul>
Scheme of Examination	At the end of the course, an online certification examination of 1 Hr will be conducted. Certificate will be awarded to the participants on the basis of performance in the examination, whoever scores 70 % or above marks.
S. No.	<b>Index</b>
1	Introduction to Cyber Security Domain साइबर सुरक्षा एवं परिचय
2	Safe use of Computer, Laptop, Tablet, (including Password protection of device, Installation and updating of Operating System, anti-virus, anti-theft and anti-spyware) / कंप्यूटर, लैपटॉप, टैबलेट, - सुरक्षित उपयोग (ऑपरेटिंग सिस्टम, एंटी वायरस, एंटीथेफ्ट और एंटीस्पायवेयर का इंस्टालेशन, अपडेटेशन सहित)
3.	Safe Backup of device-data, Password protection of software and device / डिवाइस डाटा का बैकअप एवं पासवर्ड प्रोटेक्शन
4.	Safe use of Mobile, Smart Phone and Mobile Applications / मोबाइल एवं स्मार्ट फोन के सुरक्षित उपयोग एवं मोबाइल एप्लीकेशन



5.	Safe use of Internet, Wi- Fi, Hotspot and Bluetooth / इन्टरनेट, वाई- फाई, हॉटस्पॉट और ब्लूटूथ का सुरक्षित उपयोग
6.	Safe use of E-mail, Identification of fake & phishing emails / ईमेल - सुरक्षित उपयोग, नकली एवं फिशिंग ईमेल की पहचान
7.	Safe use of Web Application, Identification of Fake Websites / वेब एप्लीकेशन का सुरक्षित उपयोग, नकली वेबसाइट की पहचान
8.	Safe use of Cyber Cafe / साइबर कैफे - सुरक्षित उपयोग
9.	Safe use of Social Media Platforms / सोशल मीडिया सुरक्षित उपयोग
10.	Safe Online Banking / ऑनलाइन बैंकिंग - सुरक्षित उपयोग
11.	Safe Online Shopping / ऑनलाइन शॉपिंग - सुरक्षित उपयोग
12.	Safe Online Learning / ऑनलाइन लर्निंग - सुरक्षित उपयोग
13.	Types of Cyber Violence and Modus Operandi (Law & Procedure) / साइबर हिंसा के प्रकार और कार्य प्रणाली (कानून और प्रक्रिया)
14.	Law related to cyber-crime / साइबर अपराध से संबंधित कानून
15.	Legal Procedure to report against Cyber Violence / साइबर हिंसा के खिलाफ रिपोर्ट करने के लिए कानूनी प्रक्रिया
16.	Online Examination & Certification / ऑनलाइन परीक्षा एवं सर्टिफिकेट

**Outcome: successful cyber Security and Awareness Program** helped students understand proper and correct cyber hygiene, the security risks that are associated with students actions and also it helped them identify cyber attacks they may encounter via email and the web. Also Security of hardware Devices were taught to students. They learned the importance of Strong passwords. 31 students were enrolled in year 22-23.



DR CBS CYBER  
FOUNDATION,  
JAIPUR

KANORIA P.G.  
MAHILA  
MAHAVIDYALAYA,  
JAIPUR



THIS IS TO CERTIFY THAT

**Ms. Manasvi Kumawat**

(B.com 1<sup>st</sup> year)

IS AWARDED THE CERTIFICATE ON

**Cyber Security and Awareness**

(Safe use of computer resource and legal remedy for gendered cyber violence)

FOR SUCCESSFULLY COMPLETING EXAMINATION ADMINISTARTED BY DR CBS  
CYBER FOUNDATION PARTICIPATING IN THE CERTIFICATE COURSE FROM  
21.09.2022 TO 17.10.2022

SHE AWARDED A+ GRADE

Dr. C B Sharma IPSR,

Founder & CEO

DR-CBS Cyber Security Services LLP

127/01-11-2022

Dr. Seema Agrawal

Principal

Kanoria P.G. Mahila Mahavidyalaya, Jaipur



DR CBS CYBER  
FOUNDATION,  
JAIPUR

KANORIA P.G.  
MAHILA  
MAHAVIDYALAYA,  
JAIPUR



THIS IS TO CERTIFY THAT

**Ms. Bhavya Choudhary**

(BA Part-I)

IS AWARDED THE CERTIFICATE ON

**Cyber Security and Awareness**

(Safe use of computer resource and legal remedy for gendered cyber violence)

FOR SUCCESSFULLY COMPLETING EXAMINATION ADMINISTARTED BY DR CBS  
CYBER FOUNDATION PARTICIPATING IN THE CERTIFICATE COURSE FROM  
21.09.2022 TO 17.10.2022

SHE AWARDED A+ GRADE

Dr. C B Sharma IPSR,

Founder & CEO

DR-CBS Cyber Security Services LLP

127/01-11-2022

Dr. Seema Agrawal

Principal

Kanoria P.G. Mahila Mahavidyalaya, Jaipur



DR CBS CYBER  
FOUNDATION,  
JAIPUR

KANORIA P.G.  
MAHILA  
MAHAVIDYALAYA,  
JAIPUR

THIS IS TO CERTIFY THAT

**Ms. Bulbul Soni**

(BSc Part-I (b)(MPE))

IS AWARDED THE CERTIFICATE ON

**Cyber Security and Awareness**

(Safe use of computer resource and legal remedy for gendered cyber violence)

FOR SUCCESSFULLY COMPLETING EXAMINATION ADMINSTRATED BY DR CBS  
CYBER FOUNDATION PARTICIPATING IN THE CERTIFICATE COURSE FROM

21.09.2022 TO 17.10.2022

SHE AWARDED A+ GRADE

Dr. C B Sharma I.P.S.R.

Founder & CEO

DR CBS Cyber Security Services LLP

126-01-11-2022

Principal

Kanoria P.G. Mahila Mahavidyalaya - Jaipur

**DR CBS CYBER FOUNDATION**

Suraj Nagar (East), Civil Lines, Jaipur - 302006 (Rajasthan)  
Trust Reg. No. 20/Jaipur 2022 PAN NO. AADTD9675R  
2A Reg. No. AADTD9675RE20221, 80G Reg. No. AADTD9675RF20221

**RECEIPT**

Dated 7.10.2022

RECEIVED with thanks from Vedanshi Soni  
Mobile No. 7427830273 BBA-I

PAN NO.

Amount of Rupees Five hundred only

by Cash/Cheque/DD No. Cash

Di.

on account of Certificate course fee cyber security and Awareness

For DR CBS CYBER FOUNDATION

Rs. 500/-

TRUSTEE / AUTHORISED PERSON

(Subject to realization of cheque / DD)

# DR CBS CYBER FOUNDATION

13, Suraj Nagar (East), Civil Lines, Jaipur - 302006 (Rajasthan)  
Trust Reg. No. 20/Jaipur 2022 PAN NO. AADTD9675R  
2A Reg. No. AADTD9675RE20221, 80G Reg. No. AADTD9675RF20221

## RECEIPT

Dated 7.10.2022

Sl. No. 131

RECEIVED with thanks from Juhi Kumawat.  
M. No. 800 55224 896 B.A. II

PAN NO. ....

Sum of Rupees Five hundred only.

Cash Cheque/DD No. Cash.

Account of Certificate Course Fee (Cyber Security & Awareness)

For DR CBS CYBER FOUNDATION

Rs. 500/-

[Signature]  
TRUSTEE AUTHORIZED PERSON

Kanoria PG Mahila Mahavidyalaya Jaipur

Department of Computer Science

Skill Development Course

Graphic Designing

Mark list

2022-2023

M.M. 100

S. No.	Name of Student	Theory (50)	Practical (50)	Total
1	Anjali Rathore	40	43	83
2	Anjali Roy	45	45	90
3	Anuskha Ajmera	45	46	91
4	Harshita Singh	40½	45	85½
5	Prerna Rajoria	42	45	87
6	Priyanshi Rohilla	44	47	91
7	Rajlaxmi Jangid	38½	43	81½
8	Shivze Saxena	44	45	89

Praveen Kumar

(Faculty, Graphic Designing)


Praveen

Dr. Jayanti Goyal

(Course Coordinator)

**Kanoria PG Mahila Mahavidyalaya Jaipur**  
**Department of Computer Science**  
**Skill Development Course**  
**Graphic Designing**  
**Feedback**  
**2022-2023**

S. No.	Name of Student	Feedback
1	Anjali Rathore	Classes were good, Sir was cooperative, and friendly. I was a regular student.
2	Anjali Roy	Class taken regularly; Basic concepts were told by Sir; Faculty were friendly.
3	Anuska Ajmera	I loved the explanation and practical. It was like learning something new and productive.
4	Harshita Singh	It was a very learning environment in which I learned a lot of about graphics & about the world of animations.
5	Prerna Rajoria	Class and faculty was good; Enjoy all the classes. Sir was friendly in nature and helpful.
6	Priyanshi Rohilla	Classes were good and the faculty was excellent.
7	Rajlaxmi Jangid	Classes were good and the faculty was excellent.
8	Shivte Saxena	The classes was well managed and instructor was polite.

  
**Dr. Jayanti Goyal**  
(Course Coordinator)

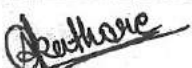
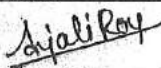
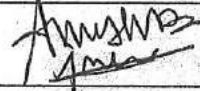

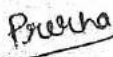
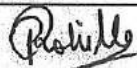

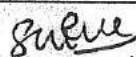
Kanoria PG Mahila Mahavidyalaya Jaipur

Department of Computer Science

Skill Development Course

Graphic Designing

2022-2023

S. No.	Name of Student	Certificate Received
1	Anjali Rathore	
2	Anjali Roy	
3	Anuskha Ajmera	
4	Harshita Singh	
5	Prerna Rajoria	
6	Priyanshi Rohilla	
7	Rajlaxmi Jangid	
8	Shivte Saxena	

Dr. Jayanti Goyal

(Course Coordinator)

**Kanoria PG Mahila Mahavidyalaya Jaipur**

**Department of Computer Science**

**Skill Development Course**

**Advanced Excel**

**Mark list**

**2022-2023**

**M.M. 100**

S. No.	Name of Student	Theory (40)	Practical (60)	Total
1	Bhawana	22	38	60
2	Chitra Dey	36	50	86
3	Soumya Gaur	28	55	83

**Mr. Vaibhav Jangid**

**(Faculty, Advanced Excel)**

**Deepa Chauhan**

**(Course Coordinator)**



**Kanoria PG Mahila Mahavidyalaya Jaipur**  
**Department of Computer Science**  
**Skill Development Course**  
**Advanced Excel**

**Feedback**  
**2022-2023**

S. No.	Name of Student	Feedback
1	Bhawana	I had worst experience, Irregular, undisciplined teacher.
2	Chitra Dey	It was a terrible experience I wish I had never taken this course in the first place.
3	Soumaya Gaur	She was okay. did not accept concepts in detail & did not respond to queries.

**Deepa Chauhan**

**(Course Coordinator)**

**Kanoria PG Mahila Mahavidyalaya Jaipur**

**Department of Computer Science**

**Skill Development Course**

**Advanced Excel**

**2022-2023**

<b>S. No.</b>	<b>Name of Student</b>	<b>Certificate Received</b>
1	Bhawana	<u>Bhawana</u>
2	Chitra Dey	<u>Chitra Dey</u>
3	Soumaya Gaur	<u>Soumaya Gaur</u>

**Deepa Chauhan**

**(Course Coordinator)**

## **Certificate Programme in Banking, Finance and Insurance**

### **Batch- 2022**

#### **Course Outcomes**

CPBFI is a 100-hour training programme designed by Bajaj Finserv in collaboration with industry experts, educational institutes and a leading mental health institute. CPBFI equips participants with the right attitude, skills and industry knowledge, thereby going beyond a typical skill development programme. Successful participants can apply for different roles in banks, finance companies and insurance companies. CPBFI prepares participants for the challenging customer-facing roles in sales, service and operations which offer maximum career opportunities and excellent growth prospects.

## Certificate Programme in Banking, Finance and Insurance (CPBFI) BATCH PERFORMANCE REPORT

27 February 2023

To  
The Principal and CPBFI Coordinator,  
Kanoria PG Mahila Mahavidyalaya, Jaipur,  
Jaipur,  
Rajasthan.

We are pleased to share the Batch Performance Report in respect of Batch Number 1 (CPBFI Batch Number 580) conducted at your college/institute from 29 Sep 2022.

Our official training partner for the batch was **Center for Investment Education and Learning**.

**OVERALL RESULT:**

Number of students eligible for certificates – 34;

Passing Ratio – 87.18 %.

**1. Student Profile Details (Based on Gross Enrolment):**

Particulars	Number of students
Gross Enrolment	44
Of which: First Generation Graduates	17
Of which: Socially weaker Categories	16

First generation graduates and graduates from socially weaker section are very important segments for this flagship CSR initiative of Bajaj Finserv.

**2. Student Participation Details:**

Enrolment Details	No. of students	Participation	No. of students
Enrolment	44	Pre-assessment	42
Cancellation	3	Post-assessment	39
Drop-outs	2	HR Workshop	36
Regular Students	39	Feedback Survey	34
Drop-out Ratio %	04.88	Certified	34

The student participation in the programme is driven by (a) the relevance of the programme in their individual career plans, (b) their understanding and conviction about the programme value and (c) their investment in the programme. A combination of all these factors leads to high participation.

## Certificate Programme in Banking, Finance and Insurance (CPBFI) BATCH PERFORMANCE REPORT

### 3. Attendance Details

Course	Attendance %	Attendance Slab	% of students
Overview of Retail Banking	84.29	Below 65%	2.56
Overview of Insurance	97.65	65 – 75%	0.00
Communication and Workplace skills	87.61	75 – 85%	5.13
		Above 85%	92.31
<b>Total</b>	90.54	<b>Total</b>	<b>100.00</b>

Attendance is driven by (1) certification eligibility criteria (CPBFI requires minimum 65% attendance), (2) training quality, which is a combination of trainer’s command over subject, the pedagogy used and students’ participation and (3) students’ willingness and ability to attend. Non-availability of infrastructure and mandatory college events or family events have a big influence on students’ ability to attend.

### 4. Performance in online Assessment Tests – Average Scores

Course Name	Scores before training	Scores after training	Improvement
Overview of Retail Banking	45.74	61.76	16.01
Overview of Insurance	33.85	50.00	16.15
Communication and Workplace skills	48.11	65.41	17.30
<b>Total</b>	41.46	57.78	16.32

Performance in online assessment tests is driven by the attendance and attentiveness of the students and by the training quality of CPBFI trainers. Students with higher attendance typically perform better than others.

### 5. Performance in HR Workshop Interviews

	Attended	Shortlisted	Success Rate %
Participation and success	36	24	66.67

A HR Workshop is conducted at the end of every batch, wherein recruiters from Bajaj Finserv and its subsidiaries, interview candidates for specific roles in BFSI industry. The recruiters shortlist candidates based on these interviews and provide us a list of candidates that they believe have a very high chance of being selected in a job interview. This independent assessment by professional recruiters is a good ‘lead’ indicator of employability.

### 6. Student endorsement

Voice of students	% strongly agree
My confidence has improved (Attitude Development)	52.94

## Certificate Programme in Banking, Finance and Insurance (CPBFI) BATCH PERFORMANCE REPORT

My communication has improved (Skill Development)	41.18
My industry knowledge has improved (Knowledge Development)	26.47
CPBFI was the right decision for my career (Overall satisfaction)	41.18

Students join CPBFI with different objectives, so, it is important to seek their confirmation about improvement in their own attitude, skills and knowledge. This confirmation along with HR Workshop performance are key performance indicators of CPBFI.

### 7. Net Promoter Score (NPS)

Voice of students	% of respondents
On a scale of 0-10 how likely are you to recommend CPBFI to others?	
Very Likely - Promoters – Score of 9 or 10	47.06
Not Likely – Detractors – Score of 0 to 6	8.82
Net Promoter Score = Promoters – Detractors	38.24
<b>Overall Rating – Good (&gt;0), Excellent (&gt;50%), Exceptional (&gt;70%)</b>	<b>Good</b>

Net Promoter Score or NPS is globally regarded as a strong indicator of customer experience and loyalty. For CPBFI also NPS is regarded as an important success indicator.

### 8. Feedback about faculty:

Faculty Name	Subject	% of students#
RAJENDRA KOTHARI	Banking	23.53
SONALI A TELANG	Insurance	41.18
AASTHA TATIA	CAWS	79.41

# % of students that have rated the respective faculty as "Excellent".

Feedback about individual trainers help in assessment of the trainers and their delivery quality. These ratings are used to identify best trainers for each subject and to plan supporting interventions for trainers that are not at par.

## Certificate Programme in Banking, Finance and Insurance (CPBFI) BATCH PERFORMANCE REPORT

### 9. Comments from Bajaj Finserv CPBFI Team:

#### What worked well –

- This was an excellent batch overall scoring well in most performance indicators.
- The students of the batch have sincerely attended the sessions and it is visible from the attendance.

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We place on record our appreciation for the efforts put in by the coordinator Prof. Dr. Bharti Godhwani, and other staff in making the batch successful. Overall, some of the students have sincerely completed the program and performed well and we are confident, every one of them has a successful career ahead!

Thank you!!

Team BEYOND,

**Bajaj Finserv Limited**

6<sup>th</sup> Floor, Bajaj Finserv Corporate Office,  
Off Pune-Ahmednagar Road, Viman Nagar, Pune – 411014,

LinkedIn: [www.linkedin.com/company/finservcpbfi](http://www.linkedin.com/company/finservcpbfi)