

Shree Panchal Samaj Madhyavarti Mandal's  
**Yeshwantrao Chaphekar College of Arts and Commerce,  
Palghar**

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

Our faculty members actively contribute to various activities related to curriculum development and assessment, ensuring alignment with the standards of the affiliating University. The following are key areas of involvement during the year:

1. **Setting of Question Papers for UG Programs (First and Second Year):** Faculty from various departments are involved in the **setting of semester wise question papers for the first and second-year undergraduate programs.** This engagement ensures that the assessments are well-structured and reflective of the learning outcomes expected by the University.
2. **Design and Development of Curriculum for Add-on Courses:** Teachers have been directly involved in the **design and development of the curriculum for five add-on courses offered by the institution.** These courses are developed to enhance the skill sets of students and supplement their academic knowledge, ensuring that they are aligned with industry needs and current trends.
3. **Online Assessment of Third-Year University Papers through the CAP Center:** Faculty members of our institution participate in the **online assessment process for third-year University papers** at the CAP (Centralized Assessment Program) center hosted within our college. This involvement ensures efficient and accurate evaluation of the assessments, maintaining the integrity of the examination process.

These contributions reflect the active role of our institution in the academic processes of curriculum development and assessment, underlining our commitment to enhancing the quality of education provided to our students in line with the affiliating University's standards.



*Nilima Singh*  
HOD PRINCIPAL  
S.P.S.M. Mandal's  
Yeshwantrao Chaphekar College  
Of Art & Commerce  
College Road, Tembode Palghar/W  
Dist. Palghar 401404  
Date: 21/01/2024



Shree Panchal Samaj Madhyavarti Mandal's  
**YESHWANTRAO CHAPHEKAR COLLEGE OF ARTS & COMMERCE**  
**PALGHAR**

(Affiliated to University of Mumbai)

At- College Road, Tembhode, Palghar (W), District - Palghar 401 404.


**Date: 5<sup>th</sup> October, 2023**

**Notice**

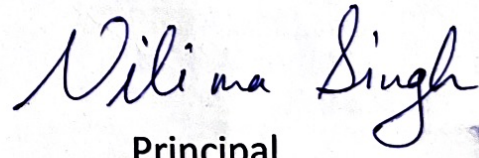
All subject teachers of **F.Y. & S.Y.(B.COM, B.A.F & B.M.S)** are hereby informed that the **First Term Examination – November 2023 of Semester I & III** will commence from **1<sup>st</sup> November, 2023**.

So, all are requested to submit the Question Paper for the First half of the Examination **on or before 15<sup>th</sup> October, 2023**.

- Subject teacher has to mail Question Paper on **examyc@gmail.com**.  
(Microsoft Word - Font – Times new Roman, Size -12 Spacing Left 1.5 & Right 1).
- Time Table will be circulated soon.
- You can refer to the **previous year Question papers** from the library to understand the question paper pattern.
- You have requested to submit **Two set of Question papers**

  
Chairperson  
Exam Committee



  
Principal  
I/C PRINCIPAL  
S.P.S.M. Mandal's  
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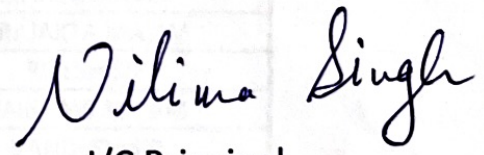
**Date: 9<sup>th</sup> November, 2023**

## **Notice**

All subject teachers of **F.Y. & S.Y.(B.COM, B.A.F & B.M.S)** are hereby informed that the **First Half Term Examination (Semester I & III)** Assessment of answer papers should be complete on or before 25<sup>th</sup> November 2023.

- Subject teacher has to mail Assessment sheet on **chaphekarexam2324@gmail.com.**

  
Chairperson  
Exam Committee

  
I/C Principal

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### Question Papers List 2023-24

Sr. No	Class	Subject Name	TEACHER NAME
1	FYBAF	FC	JINALI MA'AM
2	FYBAF	FIN MGT	POOJA MA'AM
3	FYBAF	ECO	PRAJAKTA MA'AM
4	FYBAF	FIN A/C-I	SADHANA MA'AM
5	FYBAF	COMMERCE-I	VAIBHAVI MA'AM
6	FYBAF	B.C	VANDESH SIR
7	FYBAF	COST A/C	VEDIKA MA'AM
8	FYBCOM	FC	JINALI MA'AM
9	FYBCOM	ECO	PRAJAKTA MA'AM
10	FYBCOM	ACC & FIN MGT -I	SADHANA MA'AM
11	FYBCOM	MATHS AND STATS	TAHER SIR
12	FYBCOM	COMMERCE-I	VAIBHAVI MA'AM
13	FYBCOM	EVS	VANDESH SIR
14	FYBCOM	B.C	VANDESH SIR
15	FYBMS	INTRO TO FIN. ACC	JINALI MA'AM
16	FYBMS	BUSINESS LAW	MAHEK MA'AM
17	FYBMS	F.C	MUSKAN MA'AM
18	FYBMS	ECO	RAMESH SIR
19	FYBMS	B.STATS	TAHER SIR
20	FYBMS	FHS	VAIBHAVI MA'AM
21	FYBMS	B.C	VANDESH SIR
22	SYBAF	TAX	BIBEK SIR
23	SYBAF	FIN ACC-III	JATIN SIR
24	SYBAF	FC (COMMERCE)-III	JINALI MA'AM
25	SYBAF	B. LAW-II	MAHEK MA'AM
26	SYBAF	ECO	PRAJAKTA MA'AM
27	SYBAF	I.T	RITESH SIR
28	SYBAF	COST A/C	VEDIKA MA'AM
29	SYBCOM	ACC & FIN MGT -III	BHAVESH SIR
30	SYBCOM	INTRO TO MGT A/C	JINALI MA'AM
31	SYBCOM	B.LAW-I	MAHEK MA'AM
32	SYBCOM	ECO-III	PRAJAKTA MA'AM
33	SYBCOM	COMPUTER PRG	RITESH SIR
34	SYBCOM	COMMERCE-III	VAIBHAVI MA'AM
35	SYBCOM	F.C-III	VANDESH SIR
36	SYBMS	STRA. MGT	JATIN SIR
37	SYBMS	OB. & HRM (HR)	MAHEK MA'AM
38	SYBMS	FC-III	MUSKAN MA'AM
39	SYBMS	ACC FOR MGR. DECISION	POOJA MA'AM
40	SYBMS	B. PLAN AND ENT. MGT	RAMESH SIR
41	SYBMS	CONSUMER BEH. (MAR)	RAMESH SIR
42	SYBMS	ADVT. (MAR)	RAMESH SIR
43	SYBMS	I.T	RITESH SIR
44	SYBMS	RECRUITMENT AND SEL (HR)	TAHER SIR



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**Date: 30<sup>th</sup> March, 2024**

**Notice**

All subject teachers of **F.Y. & S.Y.(B.COM, B.A.F & B.M.S)** are hereby informed that the **Second Term Examination – April 2024 of Semester II & IV** will commence from **10<sup>th</sup> April 2024**.

So, all are requested to submit the Question Paper for the Second half of the Examination **on or before 5<sup>th</sup> April 2024**.

- Subject teacher has to mail Question Paper on **chaphekarexam@gmail.com**.  
(Microsoft Word - Font – Times new Roman, Size -12 Spacing Left 1.5 & Right 1).
- Time Table will be circulated soon.
- You have requested to submit Two set of Question papers



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**Principal**  
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 NAAC Accredited with Grade "B"

## Brochure

### Add-On/Certificate/Value-Added Courses

**A.Y 2023-24**

#### Lecture wise Detailed Syllabus MS Office

Lecture No.	Topic	Lecture Objectives	Teaching Methodology	Activity/Assignment
1	Introduction to MS Office	Understand the components of MS Office and their business applications	Lecture, Software Demonstration	Explore MS Office interface
2	Microsoft Word: Basics	Learn basic formatting, document creation, and editing	Hands-on, Step-by-Step Guide	Create and format a business letter
3	Microsoft Word: Advanced Features	Explore advanced tools like mail merge, templates, and formatting	Practical Demo, Case Study	Create a mail merge for a client list
4	Microsoft Excel: Basics	Understand spreadsheet basics, functions, and data entry	Practical Session, Group Activity	Create a spreadsheet for sales data
5	Microsoft Excel: Formulas and Functions	Learn key formulas and functions for business applications	Workshop, Hands-on Exercises	Use formulas to calculate sales and profit
6	Microsoft Excel: Data Visualization	Learn to create charts and graphs for business reports	Hands-on Session, Peer Review	Create a sales chart for a monthly report
7	Microsoft Excel: Pivot Tables and Data Analysis	Understand pivot tables for summarizing data	Practical Workshop	Create a pivot table for product analysis
8	Microsoft PowerPoint: Creating Presentations	Develop skills in creating business presentations	Lecture, Software Demo	Create a 5-slide presentation for a product
9	Microsoft PowerPoint: Advanced	Use advanced features such as animations, transitions, and charts	Practical Workshop	Add animations to a business presentation



	Presentation Techniques			
10	Microsoft Outlook: Email Management	Learn email writing and management techniques	Lecture, Demo	Send a professional email using Outlook
11	Microsoft Outlook: Calendar and Task Management	Use calendar and task tools for better productivity	Hands-on Demo	Schedule meetings and set up tasks
12	Integrating MS Office Applications	Learn how to link data between Word, Excel, and PowerPoint	Workshop, Q&A	Create a linked report using MS Office tools
13	MS Access: Database Basics	Understand the basics of database management	Hands-on Demo	Create a simple database for a business
14	MS Office Shortcuts and Productivity Tools	Learn shortcuts and tools to increase efficiency in MS Office	Hands-on Workshop	Practice MS Office shortcuts
15	Final Project: Comprehensive Business Task	Apply all learned concepts in a final business project	Group Presentation, Project Work	Present a comprehensive business report using MS Office



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## Lecture wise Detailed Syllabus Salesmanship

Lecture No.	Topic	Lecture Objectives	Teaching Methodology	Activity/Assignment
1	Introduction to Salesmanship	Understand the basic concepts of sales and the role of a salesperson	Lecture, Interactive Discussion	Write a brief on the role of a salesperson
2	Types of Selling Techniques	Learn different types of selling methods	PPT, Case Study	Analyze different selling techniques
3	Sales Process Overview	Understand the steps involved in the sales process	Role-Play, Simulation	Simulate a sales process
4	Prospecting and Lead Generation	Learn techniques for identifying prospects	Workshop, Group Discussion	Create a lead generation strategy
5	Building Customer Relationships	Understand the importance of customer relationships	Lecture, Real-life Examples	Role-play a customer interaction
6	Sales Presentation Techniques	Develop skills for creating and delivering sales presentations	Presentation Workshop, Peer Feedback	Prepare a sales pitch
7	Handling Objections	Learn strategies to overcome objections in sales	Role-Play, Group Activity	Simulate an objection-handling scenario
8	Closing the Sale	Master the techniques of closing a sale	Case Study, Role-Play	Practice closing techniques in a role-play
9	Negotiation Skills	Develop effective negotiation skills in sales	Lecture, Group Simulation	Negotiate a mock sale
10	Customer Retention and After-Sales Service	Learn the importance of after-sales service and customer retention	Lecture, Video Analysis	Develop a customer retention plan
11	Understanding Consumer Behavior	Explore the factors influencing consumer buying decisions	Group Discussion, Lecture	Analyze consumer behavior through case studies
12	Sales Forecasting and Planning	Learn to forecast sales and plan sales strategies	Hands-on Workshop	Create a sales forecast for a product
13	Digital Sales Techniques	Explore the use of digital platforms for sales	Lecture, Demo of Digital Tools	Analyze digital sales tools like CRM
14	Ethics in Sales	Understand ethical practices in sales	Lecture, Group Discussion	Discuss an ethical dilemma in sales
15	Final Sales Project	Apply all learned concepts in a comprehensive sales project	Group Project, Presentation	Present a sales strategy for a product/service



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**Dist. Palghar- 401404**



### Lecture wise Detailed Syllabus Financial Markets

Lecture No.	Topic	Lecture Objectives	Teaching Methodology	Activity/Assignment
1	Overview of Financial Markets	Understand different types of financial markets	Lecture, Video Clips	Write a summary of the financial systems
2	Stock Market Basics	Explore stock market functions and stock exchanges	PPT, Interactive Discussion	Create a chart on stock market players
3	Trading Mechanisms	Learn how trading works in stock markets	Case Studies, Role-Play	Simulate a trading session
4	Investment Instruments	Explore shares, bonds, mutual funds, and derivatives	Lecture, Q&A	Compare investment options
5	Portfolio Management	Develop skills in creating a diversified portfolio	Group Activity, Case Study	Design a mock investment portfolio
6	Financial Risk Management	Identify risks and risk management strategies	Lecture, Small-Group Discussions	Risk assessment exercise
7	SEBI Regulations and Compliance	Learn about regulations in financial markets	Lecture, Video Analysis	Case Study on SEBI's role
8	Technical Analysis	Understand technical analysis tools	Hands-on Session	Analyze stock price charts
9	Fundamental Analysis	Assess companies using fundamental indicators	Workshop, Group Task	Perform a company valuation
10	Behavioral Finance	Explore how psychology impacts financial decisions	Lecture, Group Analysis	Analyze common biases in investing
11	Financial Market Strategies	Develop trading and investment strategies	Group Project, Case Study	Create a market strategy
12	Role of Technology in Financial Markets	Examine how technology impacts trading	Lecture, Video Demonstration	Explore fintech applications
13	Global Financial Markets	Understand international financial markets	Case Study, Comparative Analysis	Compare global stock exchanges
14	Current Market Trends and Innovations	Analyze current trends in the financial world	Group Discussion, Lecture	Write a report on emerging market trends
15	Final Project	Apply all concepts in a comprehensive analysis	Project Work	Present a market analysis report



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### Lecture wise Detailed Syllabus Spoken English

1	Introduction to Spoken English	Understand the role of English in business communication	Lecture, Audio-Visual Aids	Self-Introduction Exercise
2	Vocabulary Building	Enhance business vocabulary and pronunciation	Group Activities, Vocabulary Exercises	Vocabulary Quiz
3	Business Conversations	Develop effective conversation techniques	Role-Play, Small-Group Discussions	Role-play a business conversation
4	Pronunciation and Accent Neutralization	Improve articulation and pronunciation	Phonetic Drills, Peer Evaluation	Practice tongue twisters
5	Listening Skills	Develop active listening for effective communication	Audio Sessions, Group Reflection	Listening comprehension test
6	Speaking Skills	Practice speaking in various business scenarios	Speech Drills, Role-Play	Mock Interview
7	Presentation Skills	Master structuring and delivering presentations	Lecture, Video Demonstrations	Prepare a short presentation
8	Handling Q&A and Discussions	Manage questions and engage audiences confidently	Mock Q&A, Group Discussions	Conduct a group discussion
9	Body Language and Non-Verbal Cues	Understand the impact of non-verbal communication	Lecture, Demonstration	Analyze non-verbal cues in a video
10	Professional Email Writing	Learn formal email etiquette and structure	Hands-on Practice, Peer Review	Write a business email
11	Telephonic and Virtual Communication	Develop skills for telephonic and online meetings	Lecture, Role-Play	Conduct a virtual meeting
12	Effective Meeting Communication	Communicate effectively in business meetings	Lecture, Case Study Analysis	Chair a mock business meeting
13	Negotiation and Persuasion Skills	Apply techniques for negotiation and persuasion	Simulation, Group Discussion	Role-play a negotiation
14	Public Speaking	Build confidence in public speaking	Lecture, Peer Review	Deliver a 5-minute speech
15	Final Presentation	Demonstrate all learned skills in a final presentation	Presentations	Deliver a final presentation



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**Dist. Palghar - 401404**



### Lecture wise Detailed Syllabus Tally

Lecture No.	Topic	Lecture Objectives	Teaching Methodology	Activity/Assignment
1	Introduction to Tally ERP 9	Understand basics of Tally and interface navigation	Lecture, Software Demo	Create a company in Tally
2	Basic Accounting Concepts	Comprehend accounting principles and bookkeeping practices	PPT, Group Discussion	Write journal entries
3	Creating and Managing Ledgers	Manage ledgers, inventory, and groups	Hands-on, Case Study	Create a chart of accounts
4	Recording Financial Transactions	Practice recording business transactions	Practical Sessions	Record 10 sample transactions
5	Voucher Entry and Management	Explore different types of vouchers	Role-Play, Demonstration	Create and print various vouchers
6	GST and Tax Compliance	Apply GST compliance in Tally	Hands-on Software Training	Generate GST reports
7	Inventory Management	Handle inventory modules and stock items	Lecture, Practical Exercises	Create inventory stock groups
8	Payroll Management	Set up payroll and manage employee salaries	Hands-on Demo	Create employee records
9	TDS and Tax Reports	Implement TDS calculations	PPT, Software Practice	Generate TDS returns
10	Creating Financial Statements	Prepare balance sheets and profit/loss accounts	Practical Workshop	Design a financial report
11	Budget and Forecasting in Tally	Develop budgets and financial forecasts	PPT, Case Analysis	Create a budget plan
12	Data Security and Backup Management	Learn to secure and back up data	Lecture, Q&A	Perform data backup
13	Multi-Currency and Advanced Features	Explore advanced modules (multi-currency, payroll)	Hands-on Session	Record multi-currency transactions
14	MIS Reporting	Generate MIS reports for strategic decision-making	Practical Assignment	Design a MIS report
15	Comprehensive Project	Integrate all concepts in a mini-project	Project Presentation	Final Project on a business case

*Nilina Singh*



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**Of** **Commerce**

**C** **Tembhode Palghar (W)**

**Dist.** **401404**



## Onscreen Digital Evaluation

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Event

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User ID

8087080603

Password

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OTP

98153

Send OTP

Sign in as

-- Select --

Login

Forgot Password?

Please Select Evaluator or Chief



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## Faculty Evaluation Summary

Search: 

Sno	Date	Subject	Total
0		Grand Total	786
1	08/11/2024	Commerce VI	4
2	08/11/2024	Operation Research	9
3	10/11/2024	Commerce V	38
4	11/11/2024	Commerce V	29
5	12/11/2024	Commerce V	60
6	13/11/2024	Commerce V	60
7	14/11/2024	Commerce V	60
8	15/11/2024	Commerce V	100

Event	Program	Sub
MU SEP24	Management	460
MU SEP24	Management	460
MU	Management	460



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