

MIT Arts, Commerce & Science College, Alandi (D), Pune

Department of Arts & Commerce

Academic Year 2018-19

NOTICE

Date : 12 December 2018.

It gives us immense pleasure to announce that the Department of Arts & Commerce has taken initiative to start an **Add On Course: Advanced Excel** for the students. The aim of this course is to nurture and to develop professional skills and computer efficiency among the students. This course will help the students to become employable and competent in the global market.

The training will be given by CCA (Tally) Institute, which is one of the reputed and authorized institute in Pune.

Add On Course : Advanced Excel

Details are as follows:

Duration of the Course : Two Months

Training Fee : Rs. 2500/- per trainee

Schedule :

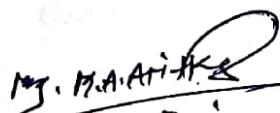
Days	Time	Venue
Wednesday	2.30 pm to 4.30 pm	Lab No. 1, 2, 3
Thursday		


Probable date of starting the Course: 17 December 2018.

Admission : Interested students should conform their seats by paying fees in the Accounts Department of ACSC on or before 15 December 2018.

Seats Limitation : Maximum up to 40

Course Co-ordinator : Dr. Padmavati S. Undale


Prof. Manasi Atitkar
HOD BA/BCOM


Dr. B. B. Waphare
Principal





COLLEGE OF COMPUTER ACCOUNTANTS

CCA Educations Pvt. Ltd.

311, 3rd Floor, Mahalaxmi Market, Shanipar Chowk, Mandai Road, Pune -2

Email : admin@ccaIndia.in CCA Web : www.ccaIndia.in

Cell : 9372327456 / 9326325210

Date: 17/12/18

Memorandum of Understanding

This memorandum of understanding is made and executed at Pune on 12 December 2018.

BETWEEN

MIT Arts, Commerce and Science College (MITACSC), Registered address as, MAEER's MIT Arts Commerce & Science College, Dehu Phata, Alandi (D), Tal. Khed, Pune - 412 105, Maharashtra, India, represented by the Dr B B Waphare which expression shall, unless it be repugnant to the subject or context thereof, include their legal heirs, successors, nominees and permitted assignees and hereinafter called the **Party of the FIRST PART.**

AND

CCA Education Pvt.Ltd Address: Office No 311/12/13/14 3rd floor, Mahalaxmi Market, Mandai road, Shanipar chowk,Pune: 411002, which expression shall, unless it be repugnant to the subject or context thereof, include their legal heirs, successors, nominees and permitted assignees and hereinafter called the **Party of the OTHER PART.**



1. BACKGROUND

The **Party of the FIRST PART** was established in the year 2007, under the aegis of Maharashtra Academy of Engineering and Educational Research (MAEER) Pune. It is affiliated to the University of Pune and recognized by the Government of Maharashtra.

The **Party of the OTHER PART** is a corporate and academic trainer, who has wide experience in teaching technical and non-technical courses in accordance with professional and competent environment.

2. OFFER AND ACCEPTANCE

2.1. The **Party of the OTHER PART** made an offer to the **Party of the FIRST PART** vide its offer letter dated 10th Dec 2018.

2.2. After having preliminary discussions in this matter and have ascertained areas of broad consensus the **Party of the FIRST PART** has accepted the offer and decided to recognize **Party of the OTHER PART** as an approved Institution to conduct training program on **SMART EXCEL (MS EXCEL)** at their MIT Arts, Commerce and Science College, Alandi, Pune, campus.

3. PURPOSE

The purpose of this Memorandum of Understanding is to establish a framework for co-operation between **Party of the FIRST PART** and **Party of the OTHER PART**. The parties now, have therefore, agreed to enter in writing these areas of consensus, under a Memorandum of Understanding.

4. RESPONSIBILITIES



4.1. Training Program and syllabus: The Party of the OTHER PART shall offer the following training program as approved by the Party of the FIRST PART.

Smart Excel 2010 –Advanced Excel

- Introduction of MS Excel
- Quick Access ToolBar and Ribbon
- Creating workbook
- Worksheet Operation
- Conditional Formatting
- Sort and Filter Option
- Filter Option
- Formula and functions
- Creating Table and Charts
- Pivot Table and Pivot Charts
- Scenario. Goalseek and Solver Option
- **Profit and Loss Account**
- Vlookup and Hlookup Function
- Data Validation
- Inserting Comments
- Graphics and Designing
- Exam

4.2. Remuneration:

4.2.1. It has been agreed to the Parties that the Remuneration for the said training program shall be Rs. 2500/- (Two Thousand Five hundred only) per Trainee and **Party of the FIRST PART** shall receive such Remuneration from trainee.

4.2.2. CCA Share Rs.2000/-and College share will be Rs. 500/-

4.2.3. The **Party of the FIRST PART** shall pay the remuneration after completion of training program and upon receipt of feedback by trainees. The **Party of the FIRST PART** shall not hold the payment of said remuneration more than two weeks after completion of training program irrespective of the receipt of feedback from trainees.



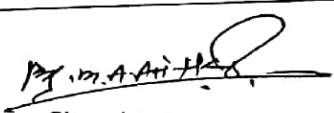
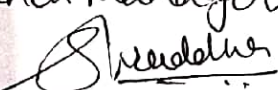

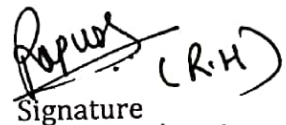


- 4.3. Payment Mode:** The payment of remuneration by the **Party of the FIRST PART** to the **Party of the OTHER PART** can be done through Cash/cheque/DD/ RTGS/ NEFT or any other mode which is suitable and mutually decided between the parties.
- 4.4. Handouts and Certificates:** The cost of handouts and Certificates to be distributed and given to trainees during training is included in the remuneration as decided in clause 4.2.1. The **Party of the OTHER PART** shall not distribute the Handouts and Certificates without prior permission of the **Party of the FIRST PART**.
- 4.5. Training Schedule and Duration:** The schedule of the training shall be from December 2018 to end of February 2019. The said training shall be conducted on two days of every week and each day session shall be of two hours. However, due to some inevitable circumstances if there is any change in schedule, prior intimation shall be given by both the parties.
- 4.6. Administrative and Infrastructural support:** The **Party of the FIRST PART** shall provide training room, suitable to the number of trainees to conduct training program along with Computer Lab, Projector with screen, Sound system.
- 4.7. Local Conveyance:** The **Party of the OTHER PART** agrees that the local conveyance i.e. from the location of the **Party of the OTHER PART** to The above mentioned address of the **Party of the FIRST PART** shall be part of the remuneration decided in clause 4.2.1. No extra payment shall be made by **Party of the OTHER PART** for the conveyance.
- 4.8. Resolution of dispute and jurisdiction:** This memorandum of understanding is governed and construed in all respects in accordance with the laws of India and each party hereby submits to the non exclusive jurisdiction of Pune Courts. In the event of any dispute or difference between The **Party of the FIRST PART** and the **Party of the OTHER PART** with regards to any terms of this memorandum of understanding, such dispute/difference shall be referred to mutually decided arbitrator for arbitration. The proceedings shall be held in accordance with the provisions



of the Arbitration and Conciliation Act, 1996. In the event of dispute or difference arising out of the above mentioned training program between trainees / any third party and either of the parties to this memorandum of understanding, the other party shall not be made party to such dispute and shall be indemnified from such dispute.

In witness whereof the parties have signed this Memorandum of Understanding of the day, month and year first hereinabove written.

Signed and delivered	Witness :
<p>DR. B. B. Waphave Principal</p>   <p>PARTY OF THE FIRST PART</p>	<p>1.  Signature Name : Mrs. Manasi A. Ankar Address : MIT ACS, Alandi.</p>
<p>Shradha R. Kapure Branch manager</p>   <p>PARTY OF THE OTHER PART</p>	<p>2.  (R.H.) Signature Name : Pooja A. Gavande Address : Flat No 6, CCA, Jumbani corner, Pimpri</p>



ATTENDANCE RECORD

Name of Teacher: Pooja Gawande
 Subject: M. E. I. E. J. 2016

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
Lecture No.																																								

Name of the Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40				
Adarsh Jaiswal	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
Ankit Kumar Sinha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Ankurush Kumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Gurajati S. Zende	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Prashant A. Dev	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Rajkumar Singh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Suman Kamble	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Sruskar Shourya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Saurav Shrivastava	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Shamun Ansan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Shrisha Ghoshthar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Sreeshyam Vinod	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P



Signature of Subject Teacher

MIT Arts, Commerce & Science College, Alandi(D), Pune

Department of Arts & Commerce

Academic Year 2018-19

Advanced Excel Course Completion Report

Date: 15 April 2019

Name of the course: Advanced Excel

Course duration: 19 Dec. 2018 to 27 Feb. 2019

Number of students benefited: 12

Number of lectures conducted: 38

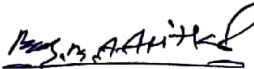
Training Institute: CCA Education Pvt. Ltd., Pune.


Course objectives:

- To nurture and to develop professional skills and computer efficiency among the students.
- To make students employable and competent in the global market.

Course outcome: The course completed as per the terms and condition mentioned in MOU. Students found training useful and fruitful. Certificates were distributed to the students those who completed the course successfully and cleared the examination.


Dr. Padmavati S. Undale
Coordinator


Prof. Manasi Atitkar
HOD BA/BCOM


Prof. Dr. B. B. Waphare
Principal



MIT Arts, Commerce & Science College, Alandi (D), Pune

Department of Arts & Commerce

Academic Year 2018-19

NOTICE

Date :12 December 2018

It gives us immense pleasure to announce that the Department of Arts & Commerce has taken initiative to start an **Add On Course: Tally- ERP 9 & GST** for the students. The aim of this course is to acquaint the students with GST and use of technology in Accounting. The objectives of this course is to nurture and to develop professional skills and computer efficiency among the students. This course will help the students to become employable and competent in the global market.

The training will be given by CCA (Tally) Institute, which is one of the reputed and authorized institution in Pune.

Add On Course : Tally-ERP 9 & GST

Details are as follows:

Duration of the Course : Two Months

Schedule :

Days	Time	Venue
Monday	2.30 pm to 4.30 am	Lab No. 1, 2, 3
Tuesday		

Training Fee : Rs. 2500/- per trainee

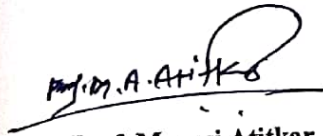
Probable date of starting the Corse: 17 December 2018.


Admission :Interested students should conform their seats by paying fees in the Accounts Department of ACSC on or before 15 December 2018.



Seats Limitation : Maximum up to 40

Course Coordinator : Dr. Padmavati S. Undale


Prof. Manasi Atitkar
HOD BA/BCOM


Dr. B. B. Waphare
Principal





COLLEGE OF COMPUTER ACCOUNTANTS

CCA Educations Pvt. Ltd.

311, 3rd Floor, Mahalaxmi Market, Shanipar Chowk, Mandai Road, Pune -2

Email : admin@ccaIndia.in CCA Web : www.ccaIndia.in

Cell : 9372327456 / 9326325210

Date: 17th / 12 / 18

Memorandum of Understanding

This memorandum of understanding is made and executed at Pune on 12th December, 2018.

BETWEEN

MIT Arts, Commerce and Science College (MITACSC), Registered address as, MAEER's MIT Arts Commerce & Science College, Dehu Phata, Alandi (D), Tal. Khed, Pune - 412 105, Maharashtra, India, represented by the Dr B B Waphare which expression shall, unless it be repugnant to the subject or context thereof, include their legal heirs, successors, nominees and permitted assignees and hereinafter called the **Party of the FIRST PART.**

AND

CCA Education Pvt.Ltd Address: Office No 311/12/13/14 3rd floor, Mahalaxmi Market, Mandai road, Shanipar chowk,Pune: 411002, which expression shall, unless it be repugnant to the subject or context thereof, include their legal heirs, successors, nominees and permitted assignees and hereinafter called the **Party of the OTHER PART.**



1. BACKGROUND

The Party of the **FIRST PART** was established in the year 2007, under the aegis of Maharashtra Academy of Engineering and Educational Research (MAEER) Pune. It is affiliated to the University of Pune and recognized by the Government of Maharashtra.

The Party of the **OTHER PART** is a corporate and academic trainer, who has wide experience in teaching technical and non-technical courses in accordance with professional and competent environment.

2. OFFER AND ACCEPTANCE

2.1. The Party of the **OTHER PART** made an offer to the Party of the **FIRST PART** vide its offer letter dated 10th Dec 2018.

2.2. After having preliminary discussions in this matter and have ascertained areas of broad consensus the Party of the **FIRST PART** has accepted the offer and decided to recognize Party of the **OTHER PART** as an approved Institution to conduct training program on TALLY ERP9 at their MIT Arts, Commerce and Science College, Alandi, Pune, campus.

3. PURPOSE

The purpose of this Memorandum of Understanding is to establish a framework for co-operation between Party of the **FIRST PART** and Party of the **OTHER PART**. The parties now, have therefore, agreed to enter in writing these areas of consensus, under a Memorandum of Understanding.

4. RESPONSIBILITIES

4.1. **Training Program and syllabus:** The Party of the **OTHER PART** shall offer the following training program as approved by the Party of the **FIRST PART**.



Tally ERP9 with GST -Trading Organization

- Purchase & Sales
- Cash & Credit Purchase & Sales
- Invoicing in Tally.ERP 9
- Inventory Creation
- Inventory Transactions
- Features of Tally.ERP9
- Advanced Inventory Features
- Actual & Billed Quantity
- Separate Discount Columns
- Multiple Price Levels
- Taxation in Tally.ERP 9
- **GST**
- Point of Sales(POS)
- Reports, Accounting Reports
- Statement of Accounts Inventory Reports
- Statements of Inventory
- Statutory Reports

4.2. Remuneration:

4.2.1. It has been agreed to the Parties that the Remuneration for the said training program shall be Rs. 2500/- (Two Thousand Five hundred only) per Trainee and **Party of the FIRST PART** shall receive such Remuneration from trainee.

4.2.2. CCA Share Rs.1800/-and College share will be Rs. 700/-

4.2.3. The **Party of the FIRST PART** shall pay the remuneration after completion of training program and upon receipt of feedback by trainees. The **Party of the FIRST PART** shall not hold the payment of said remuneration more than two weeks after completion of training program irrespective of the receipt of feedback from trainees.

4.3. **Payment Mode:** The payment of remuneration by the **Party of the FIRST PART** to the **Party of the OTHER PART** can be done through Cash/cheque/



DD/ RTGS/ NEFT or any other mode which is suitable and mutually decided between the parties.

4.4. Handouts and Certificates: The cost of handouts and Certificates to be distributed and given to trainees during training is included in the remuneration as decided in clause 4.2.1. The **Party of the OTHER PART** shall not distribute the Handouts and Certificates without prior permission of the **Party of the FIRST PART**.

4.5. Training Schedule and Duration: The schedule of the training shall be from December 2018 to end of February 2019. The said training shall be conducted on two days of every week and each day session shall be of two hours. However, due to some inevitable circumstances if there is any change in schedule, prior intimation shall be given by both the parties.

4.6. Administrative and Infrastructural support: The **Party of the FIRST PART** shall provide training room, suitable to the number of trainees to conduct training program along with Computer Lab, Projector with screen, Sound system.



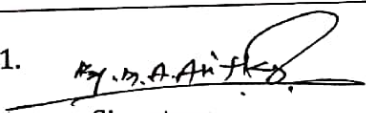


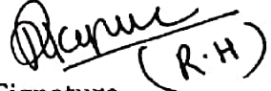
4.7. Local Conveyance: The **Party of the OTHER PART** agrees that the local conveyance i.e. from the location of the **Party of the OTHER PART** to The above mentioned address of the **Party of the FIRST PART** shall be part of the remuneration decided in clause 4.2.1. No extra payment shall be made by **Party of the OTHER PART** for the conveyance.

4.8. Resolution of dispute and jurisdiction: This memorandum of understanding is governed and construed in all respects in accordance with the laws of India and each party hereby submits to the non exclusive jurisdiction of Pune Courts. In the event of any dispute or difference between The **Party of the FIRST PART** and the **Party of the OTHER PART** with regards to any terms of this memorandum of understanding, such dispute/difference shall be referred to mutually decided arbitrator for arbitration. The proceedings shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996. In the event of dispute or difference arising out of the above mentioned training program between



trainees / any third party and either of the parties to this memorandum of understanding, the other party shall not be made party to such dispute and shall be indemnified from such dispute.

In witness whereof the parties have signed this Memorandum of Understanding of the day, month and year first hereinabove written.

Signed and delivered	Witness :
<p>Dr. B. B. Waghare Principal</p>  <p>PARTY OF THE FIRST PART</p> 	<p>1.  Signature Name : <u>Ms. Manasi A. Aitkar</u> Address : <u>MITA SSC, Alandi</u></p>
<p>Shreedatta . & Kapure Branch manager</p>  <p>PARTY OF THE OTHER PART</p> 	<p>2.  Signature (R.H.) Name : <u>Pooja A. Gavande</u> Address : <u>Flat No G. CCA, Pimpri</u></p>

MIT Arts, Commerce and Science College, Mandi		Student Performance Record													Class :																										
Dept. Arts & Commerce		ATTENDANCE RECORD													BLOM																										
Theory / Practical		Name of Teacher: <u>Shradha Karpure</u>													Date:																										
		Subject: <u>Tally ERP + GST</u>													Revision No. 001																										
Date		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
Lecture No.		[Attendance marks: P, A, AB, etc.]																																							
Name of the Student		[Student names and attendance marks]																																							
22. Sharvan S. Awelkar		[Attendance marks]																																							
23. Shivam Patro		[Attendance marks]																																							
24. Shivam Shivastava		[Attendance marks]																																							
25. Shubham Ansan		[Attendance marks]																																							
26. Shobhna Rai		[Attendance marks]																																							
27. Sneesham Vinod		[Attendance marks]																																							
28. Shreya Pradhan		[Attendance marks]																																							
29. Saumyam Jaiswal		[Attendance marks]																																							
30. Shubhanga D. Bhorade		[Attendance marks]																																							
31. Smrati Thawari		[Attendance marks]																																							
32. Tejaswami		[Attendance marks]																																							
33. Viuksham G. Channe		[Attendance marks]																																							
34. Shikha Sandeep		[Attendance marks]																																							
35. Prakash Choudhary		[Attendance marks]																																							
36. Akshay Yadav		[Attendance marks]																																							
37. Ramesh Choudhary		[Attendance marks]																																							
38. Abhishek Kumar		[Attendance marks]																																							
39. Wapha Shaikh		[Attendance marks]																																							
40. Yash Shukla		[Attendance marks]																																							
41. Rutuja Grewal		[Attendance marks]																																							
42. Deepthi Venma		[Attendance marks]																																							
Sign of Subject Teacher		[Signature]																																							

BATCH -



MIT Arts, Commerce & Science College, Alandi(D), Pune

Department of Arts & Commerce

Academic Year 2018-19

Tally ERP 9 Course Completion Report

Date: 15 April 2019

Name of the course: Tally- ERP 9 & GST

Course duration: 17 Dec. 2018 to 25 Feb. 2019

Number of students benefited: 41


Number of lectures conducted: 28

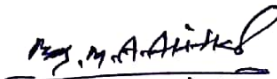
Training Institute: CCA Education Pvt. Ltd., Pune.


Course objectives:

- To nurture and to develop professional skills and computer efficiency among the students.
- To make students employable and competent in the global market.

Course outcome: The course completed as per the terms and condition mentioned in MOU. Students found training useful and fruitful. Certificates were distributed to the students those who completed the course successfully and cleared the examination.


Dr. Padmavati S. Undale
Coordinator


Prof. Manasi Atitkar
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