# 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	2.00 P	

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, 3<sup>rd</sup> 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. <u>Training Program and syllabus</u>: 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. <u>Local Conveyance</u>: 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:
PARTY OF THE FIRST PART	1. Signature  Name: Mrs. Manasi A. Arthur  Address: Mrt. Acc, Hondi.
Shradella R. Kapine.  Branch memorgen  Party OF THE OTHER PART  Branch memorgen  Party OF THE OTHER PART	Name: Puja A. Gavande  Address: Flat Jo 6, CCA, Jumbo



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# 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	2,50 }	

**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

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Cell: 9372327456 / 9326325210

Date: 1/2/12/18

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# 1. BACKGROUND

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# 2. OFFER AND ACCEPTANCE

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- 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 ERP9at 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. <u>Training Program and syllabus</u>: 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/-
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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:
PARTY OF THE FIRST PART	1. Signature  Name: Mormanaci A Airth or  Address: MITAGC, Alamoli
Branch manageration & Pune Pune Problem OF THE OTHER PART 30 * 000	2. Signature  Name: <u>puja A. Gavande</u> Address: <u>Hat N. G. CCA</u> , Pimpri

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# 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.

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