

St. Joseph's College of Commerce (Autonomous)

Department Of Training and Development

Offers

Professional Certificate Programmes

For the Academic Year 2016-17

Certificate Programmes

The famous adage says 'It is not the degrees but the skills that take you far'. Understanding the importance of skill development and value enhancement programmes, in consonance with Degree programmes, St. Joseph's College of Commerce takes pride of a long history of initiating and incorporating the value added programmes in its curriculum. Each year the Institution strives to offer an array of courses designed to achieve a specific level of competency among students.

The short term courses are called *Honours Courses*, now popularly known as *Credit Certificate Courses* twinning with a streak of Professional adeptness. The knowledge enrichment courses provide students an opportunity to enhance their knowledge in selected areas and acquire additional skills which benefits them in the professional world.

The objective of the Certificate Programmes is to provide a wide spectrum of knowledge, skills and technological advances while fostering literacy in the broadest sense. They help to create a learner centric environment by maximizing academic learning for diverse learners. The courses create a flexible path to earn a specialized credential along with the Graduate Programme. These short duration knowledge enrichment courses provide students to build up skills in a specific area that relates to their field of interest.

Why should you enroll for Certificate Programmes?

Professional Certificate programmes aim to keep pace with the emerging trends in higher education and to develop skills essential for career advancement in today's fast paced business world. Each course under this programme is selected after careful evaluation of its content, productivity, shelf-life and market relevance. These courses are reviewed and revised annually in response to the changing needs and demands of the academia and Industry.

The courses run concurrently with the Graduate Programme and are spread for over 40 to 60 hours of inclusive classroom instruction, practical work, assignments, projects, case studies and presentation.

The training pedagogies in these programmes aim at equipping students with contemporary concepts, perspectives, practices and approaches. The trainers, who offer these courses, are a perfect synthesis of experience, knowledge and training skills.

Classes are scheduled either before the regular college hours or post college hours. At the successful completion of the course, students are awarded Merit and Credit Certificates.

The College has successfully collaborated with several distinguished companies that provide value add on courses to help students acquire Industry oriented skill- set, essential for their professional growth. These industry oriented certificate programmes prepare students in gaining internships and final placements in some of the very prestigious companies such as KPMG, Deloitte, Goldman Sachs, HLL, HSBC etc.

Duration of Each Course

Each of the below mentioned course is for 60 hours (45 Hours Theory + 15 Hours Practical) equivalent to 2 Credits.

Courses at Glance

Sl. No	COURSE NAME	SALIENT FEATURES	FACULTY PROFILE	FEE	Timings
1	Caught in the Net	This course is about the experience of using internet. It explores the experience of floating on the internet by way of browsing; immersion by way of involvement, and entanglement by way of getting caught in the web of online life.	MR. VINAY KAMBIPURA (SJCC)	Rs. 3000	Friday 2 - 4:00 pm
2	Theatre Arts	The Certificate Course in Theatre Arts aims to provide basic introduction to the art of theatre to the learners. This course offers both theoretical and practical inputs to the students	MR. T.H.LAVA KUMAR (SJCC)	Rs. 3000	Friday 2 - 4:00 pm
3	Spanish	Introduction to Spanish language, grammar and vocabulary	Ms. Sonam Reddy (EXTERNAL FACULTY)	Rs. 3000	Wednesday 2-4:00 pm
4	French	Introduction To reading and speaking French, Grammar and Vocabulary.	MS. SONAM REDDY (EXTERNAL FACULTY)	Rs. 3000	Friday 2 -4:00 pm
5	Social Justice & Corporate Social Responsibilities	The course aims at giving a better understanding of social responsibility and the adequacy of social justice in private sectors. The course also emphasizes on the importance of social responsibilities of every individual by contributing for the welfare of the society.	MR. PRAKASH (SJCC)	Rs. 3000	Friday 2 -4:00 pm

6	German Language	To give an opportunity to Students to learn German, which is one of the most widely spoken European Languages. Knowledge of German Language helps Students to Study in Germany, work in Germany and to work in German Companies based in India. Knowing German is an added advantage for Students to get jobs	MS. MALA JAYARAM (External Faculty)	Rs. 3000	Wednesday and Friday 2-4 pm
7	Corporate Risks and Ethics	Create awareness about the importance of ethics in personal, professional and business contexts. Learn the theories and models of ethics. Understand the meaning, scope and significance of corporate governance, its concepts, its evolution and practice, including risk management and control.	Dr. KARUNAKARAN	Rs. 3000	Wednesday 2:00-4 :00 pm
8	Entrepreneurship Programme	The goals of this program is to inspire students and help them to imbibe an entrepreneurial mindset. Students will learn what entrepreneurship is and how it has impacted the world and their country.	MS. TINA SINGH (SJCC)	Rs. 3000	Friday 2 -4:00 pm
9	Stock Market & Investment Analysis.	The objective of this course is to familiarize students with different kinds of markets, the indicators, trading procedure and the technique of selecting stocks. Students get hands on experience on trading. The course also aims to acquaint the students with management of personal finance	MS. RATHI DAVID (SJCC)	Rs. 3000	Friday 2 -4:00 pm
10	E-Commerce for Business Managers	To enable the student to understand the concept of Business, how to manage, market and social responsibilities of business. It also gives greater knowledge about procurement of funds for business and managing it	MR. RAMESH BABU (SJCC)	Rs. 3000	Friday 3 - 4:30

11	Industry Integrated Training and Management	This course provides a full-fledged Practical Accounts, Taxation and Payroll & Tally ERP training to interested students who want to become an expert accountant to handle day to day accounting & Taxation work in an organization independently	CA PADMINI VASANTH (EXTERNAL FACULTY)	Rs. 3000	Saturday 1:30 -3:30 pm
12	Marketing Communication	To expose the students to the theoretical and practical aspects of Advertising & IMC. To develop an understanding of the different elements of integrated marketing communication & To develop the necessary skills among the fresher so as to have hands on exposure to careers in - Ad Agency (Client Servicing & Creative -Copy, Art), - Event Management , - Mar Com executive in IT, Real Estate and other organizations.	MR. SHIV PRAKASH - Think Tank IMC	Rs. 5000	Saturday 1:30 -3:30 pm
13	BUSINESS ANALYTICS COURSE	Business Analytics is the use of data, information technology, statistical analysis, quantitative methods and mathematical or computer -based models to help managers gain improved insight about their business operations and make better, fact based decisions	IMS (IMS Proschool)	Rs. 5000	Wednesday 2:00-4:00pm
14	Financial Model Course	Financial Modeling is a key skill with application in several areas within banking and finance industry as well as within corporations. It prepares you for roles in core – finance areas.	IMS (IMS Proschool)	Rs. 6000	Saturday 1:30 -3:30 pm

15	IFRS	International Financial Reporting Standards (IFRS) is a single set of accounting standards, developed and maintained by the IASB with the intention of those standards being capable of being applied on a globally consistent basis—by developed, emerging and developing economies—thus providing investors and other users of financial statements with the ability to compare the financial performance of publicly listed companies on a like-for-like basis with their international peers.	INDIAN SCHOOL OF COMMERCE (ISDC)	Rs. 5000	Saturday 1:30- 3:30 pm
16	Correspondence Course for Bank Exams (IBPS & SBI)	Train students for a career in Banking sector.	MS. PADMINI (EXTERNAL FACULTY)	Rs. 3000	Wednesday 2-4 pm
17	Excel Data Analysis and Management System	Introduction to MS Excel 2013.	MS. PADMINI (EXTERNAL FACULTY)	Rs. 3000	Friday 2 -4:00 pm
18	Global Business Law	The objective of the Certificate Program is to develop knowledge and skills in the understanding of the general legal framework within which international business takes place, and of specific legal areas relating to business, recognizing the need to seek further specialist legal advice where necessary.	ISDC	Rs. 5000	Saturday 1:30-3:30
19	Certificate in Islamic Finance	The objective of the Certificate Program is to ensure that candidates are equipped with a basic understanding of Islamic finance and an understanding of the influence of Sharia'a in a business context, thus enabling them to hold positions in the Islamic finance, investment and	ISDC	Rs. 5000	Saturday 1:30- 3:30 pm

		Takaful (Islamic insurance) industries.			
20	Retail Analytics	Analyze the emerging trends of market place realities. Understand the importance of Analytics in Retail Industry. Data analysis and effective interpretation in retailing	TCS & SJCC	Rs. 3000	Friday 2:00-4:00pm
21	Corporate Communication for the Writer	Introduction to business communication, barriers to communication, oral communication, body language, written communication - letter writing - emails - memos - report writing, business proposal, need and use of technology in business communication, MS Word - introduction, formatting options, review and mail merge, MS Power Point - introduction, transitions, & animations, creating an effective presentation.	I star	Rs 4000	Friday 2:00-4:00 pm
22.	HR (recruitment/ compensation/ payroll)	Recruitment strategy; Job portals for the HR executive; Using job portals effectively; Creating databases of candidates & Shortlisting; Follow up strategies; Interview Process Planning & Management; Interviewing from HR perspective; Offer Negotiation; Offer Letter creation; Candidate Pipeline Management; Rejecting candidates; Background Verification; On boarding processes; Documentation Requirements for an HR executive; Compensation administration, job evaluation	I Star	Rs 4000	Saturday 1:30- 3:30 pm

		and pay structures, base and incentive pay, increases and bonuses, performance appraisals, executive compensation and employee benefits plans including required, voluntary, and retirement options.			
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Courses in Detail

1. Course

CAUGHT IN THE NET

Instructor

Mr.Vinay Kambipura (Dept. of English SJCC)

What is it about?

Internet is many things: a network, a space, an archive. Using internet has never been easy for anyone, especially to those who are not tech savvy. Narratives of experience which comes along with our entanglement with the internet get buried under the 'geek culture'. This culture somehow deems technical knowledge of how internet works to be superior to the knowledge that comes out of using internet. In order to discover the richness of experience offered by the internet one has to move beyond technical know-hows and start understanding what people do using internet.

Objectives

This course is about the experience of using internet. It explores the experience of floating on the internet by way of browsing; immersion by way of involvement, and entanglement by way of getting caught in the web of online life.

The course will push students to use the internet in innovative ways and to understand the role that internet plays in their personal lives.

Course Structure

Module One: Zero Day

Entering the Internet: When I had to learn how to use it and there was no one to teach

Module Two: I'm Feeling Lucky

I browse, therefore I Am: When I googled myself to find my self

Module Three: Don't Arrest Me

A torrent without seeds: When I came to know that I was doing illegal stuff

Module Four: Error 404-Page Not Found

There are no results for the term you searched: When I didn't find what I was looking for

Activities

- ┌ Basic readings on internet
- ┌ Creating personal narratives on using internet
- ┌ Exploring the web using cunning methods
- ┌ Creating new content for internet
- ┌ Learning how to differentiate between authentic and fake contents on internet
- ┌ Knowing the limits of internet

- | Learning how to avoid the temptation of being online all the time
- | Learning how not to turn every good idea into a business idea
- | Learning a bit about file sharing, hacker culture, Anonymous and the lulz that accompanies it, without getting arrested.
- | And finally to understand oneself and the world around us by NOT using internet (which will include doing things that you've never done, visiting places you've never visited and speaking to people you've never spoken to)

Timings

Friday 2:00-4:00 pm

Duration

60 hours (45hours of classes & 15 hours of project work)

Fee: Rs. 3000

2. Course

THEATRE ARTS

Instructor

Mr. T H Lavakumar (Hashmi Theatre Forum SJCC)

What is it about?

Theatre deals with human relations as existed in a particular age and mirrors it through the art form. So to know about theatre is to know about the traditions, customs, manners and behavioral patterns.

As an art form, theatre evokes finer sensibilities among human beings. Its major concern is to discuss human relationship in extremely sensitive movements; no other art form portrays human concerns so delicately yet so strongly. Theatre can be studied as an experience, viewed as an entertainment, and performed as an instinct of human behaviour.

The Certificate Course in Theatre Arts aims to provide basic introduction to the art of theatre to the learners. This course offers both theoretical and practical inputs to the students.

Objectives

During this course Students will learn to:

- Describe the major components of the theatrical event
- Act for different Theatre forms like -Proscenium, Intimate and Street Theatre
- Use body as work of Art
- Distinguish between theatre and drama
- Describe the different forms of drama
- Develop an appreciation for theatre as an art form and a reflection of society

Course Structure & Activities

Introduction to Theatre

1.1. Why Theatre?

1.2. Theatre Games and Exercises

Unit 2: Basics of Acting for Stage

2.1. Introduction to basics of Acting

2.2 Physical Acting

2.3 Working on Emotional memory and instincts

2.4 Voice and breathing exercises

2.4. Image to Imagination -an inner journey

Unit 3: Stage techniques

3.1. Stage craft (Props and sets)

3.2. Lighting

3.3. F.O.H

Unit 4: Acting techniques for Major theatre forms. (Proscenium, Intimate, Invisible, Playback and Street theatre)

4.1. Stanislavskyian technique (Method Acting)

4.2. Grotowskian Method

4.3. Brechtian Method

Unit 5: Brief survey of History of theatre

5.1 Ancient Greek Theatre

5.2 Roman Theatre and Drama

5.3 Elizabethan theatre

5.4 Modern Theatre

Unit 6 : Visiting theatres in Bangalore

Timings

Friday 2:00-4:00 pm

Duration

60 hours (45hours of classes & 15 hours of project work)

Fee: Rs. 3000

3. Course

SPANISH

Instructor

Ms.Sonam Reddy

What is it about?

Spanish language classes

Objective

Basics of Spanish language

Course Structure

Module 1: Mucho gusto! (5 hours)

Introducing oneself

Nationality, age, profession etc

Numbers till 100

Module 2: La Universidad (6 hours)

Talking about student life/work

Definite and indefinite articles

Gender and nouns

Singular and plural nouns

Module 3: El tiempo (6 hours)

Telling time

Talking about daily schedule

Regular verbs and sentence construction

Module 4: La familia (8 hours)

Talking about family and describing them

Describe oneself and others

Possessives-my,her,his..etc

Adjectives

Module 5: la cena (8 hours)

Food and drinks

Ordering a meal at a restaurant

Irregular verbs

Demonstratives -this,that,theseetc

Module 6: el futuro (7 hours)

Talking about the future and plans for it

Reflexive verbs

Module 7: El pasado (5 hours)

Learn how to express things that happened in the past

Adverbs

Cultural activities, phonetics, vocabulary and exam :15 hours

Timings

Wednesday 2:00-4:00 pm

Duration

60 hours (45hours of classes & 15 hours of project work)

Fee: Rs. 3000

4.Course

FRENCH

Instructor

Ms.Sonam Reddy

What is it about?

French language classes

Objective

Basics of French language

Course Structure

Module 1-Bonjour! (6hrs)

Basic introduction-how to introduce oneself

Nationality and professions

Genders and nouns

Numbers till 20

Module 2-Les verbes(10 hrs)

Basic sentence construction-regular verbs

Definite and indefinite articles

Numbers till 100

Singular and plural nouns

Module 3- La famille (6 hrs)

Talk about the family

Irregular verbs

Possessives-my,her,his...etc

Interrogatives-what,how,where..etc

Module 4-L'heure (9 hrs)

Telling time

Reflexive verbs

Talking about daily activities and schedules

Demonstratives-this,that,these.

Module 5 -la description (7 hrs)

Describing oneself and others

Adjectives

Colours, clothing etc

Module 6- l'avenir (7 hrs)

Expressing things in the future
Food and drinks-talk about meals
Talk about future plans

Cultural activities, phonetics and exam-15 hours

Timings

Friday 2:00-4:00 pm

Duration

60 hours (45hours of classes & 15 hours of project work)

Fee: Rs. 3000

5. Course

SOCIAL JUSTICE AND CORPORATE SOCIAL RESPONSIBILITIES

Instructor

Mr. Prakash R (Dept. of English, SJCC)

What is it about?

Social responsibility is an integral part of corporate responsibility which is entrusted for protection of environment and social justice. Unfortunately the social responsibility of private sector has been less noticeable by its absence. The basic approach of the private sector has not been taken into account as social obligation, unless specifically imposed law.

Objective

The course aims at giving a better understanding of social responsibility and the adequacy of social justice in private sectors. The course also emphasizes on the importance of social responsibilities of every individual by contributing for the welfare of the society.

Course Structure

Module One: Nature of Corporate Social Responsibility

- The role of CSR in urban and rural India.
- The role of CSR in public and private sectors.
- How different is CSR of EU from India?

Module Two: Understanding Social Justice

- Dr. B R Ambedkar and Social Justice
- Indian Constitution and Social Justice

Module Three: Case Studies

- Reading and discussing case studies of different small and large scale private sectors.

Module four: Visiting Different Organizations

- Creating case studies by visiting various private sectors.

Timings

Friday 2:00-4:00 pm

Duration

60 hours (45hours of classes & 15 hours of project work)

Fee: Rs. 3000

6. Course

GERMAN

Instructor

Ms. Mala Jayaram– (External Faculty)

What is it about?

German language classes

Objective

To give an opportunity to Students to learn German, which is one of the most widely spoken European Languages. Knowledge of German Language helps Students to Study in Germany, work in Germany and to work in German Companies based in India. Knowing German is an added advantage for Students to get jobs.

Course Structure

Text Book used is Studio d A1 Text book and Studio d A1 Work Book. These Books are framed by Common European Frame Work of Reference for languages (CEFR). A1 is the Beginner`s level.

The above Text Book (level A1) will be divided into two parts:

1. Beginner`s level 1- June to September Lesson 1 to 6 plus Station 1
2. Beginner`s level 2 – October- December/February Lessons 7 to 12 and Station 2 & 3

One learns basic sentence structures and Vocabulary to convey simple messages in everyday life. Introduce oneself, ask and give information, learn numbers, learn to read telephone numbers, time, describe ones home, speak about different places, profession etc. talk about food, go shopping, express oneself about family in simple sentences, converse in simple sentences in Clinics, Restaurants, fill forms with basic information etc.\

Activities

- Learning the language through games/ Spoken German-Conversation
- Written and / or Oral assignment

Timings

Wednesday & Friday 2:00-4:00 pm

Duration

60 hours (45hours of classes & 15 hours of project work)

Fee: Rs. 3000

7. Course

CORPORATE RISKS AND ETHICS

Instructor

Dr.KarunaKaran

What is it about?

Create awareness about the importance of ethics in personal, professional and business contexts. Learn the theories and models of ethics. Understand the meaning, scope and significance of corporate governance, its concepts, its evolution and practice, including risk management and control.

Course Structure

Module.1. Introduction to Ethics

Meaning and scope – principles of personal ethics – principles of professional ethics – business ethics – code of conduct and ethics for managers – values and ethics – roots of unethical behaviour – need for business ethics – corporate governance ethics

Module.2. Ethical Theories and Models

Ethical relativism and absolutism – role of ethical theory in business – classification of ethical theories: 1) Consequentialist or Teleological theories – Utilitarianism – Egoism. 2) Non-consequentialist or Deontological theories – Kantian theories. 3) Other normative theories: stockholder, stakeholder, social contract, and trusteeship theories.

Module. 3. Ethical theories and Models (contd)

Influences on ethics – individual influences and situational influences. Kohlberg's cognitive moral development model – Six different stages involved. Ethical models – Tucker's 5 question model and its practical applications in business. American Accounting Association model and its applications

Module.4. Ethics and Religion/ CSR

Contributions of major religions to ethical theory and practice – teachings of the Church – Indian ethical traditions (Gita and scriptures) – Business and Islam.

CSR – Corporate Social Responsibility – meaning and importance – ethics in marketing, Human relations and Finance – understanding unethical practices in each functional area with practical examples (like Sathyam, Worldcom, Enron, Maggi noodles etc) – Accounting , banking , insurance and stock market frauds – insider trading, whistle blowing etc.

Module. 5. Corporate Governance and Responsibility

Meaning and scope – history – concepts involved – benefits of good corporate governance – global landmarks in emergence of corporate governance – World Bank's guidelines – OECD principles – Sarbanes-Oxley Act 2002 – evolution of corporate governance in India.

Module. 6. Corporate Governance and Risk management

Agency relationships and theories – Director’s roles and responsibilities – control of risk – internal controls and review – management control systems – audit and compliance – risk and risk management process – categories of risk – controlling risk – reducing risk.

Timings

Wednesday – 2:00 - 4:00pm

Duration

60 hours (45hours of classes & 15 hours of project work)

Fee:Rs. 3000

8. Course

ENTREPRENEURSHIP PROGRAMME

Instructor

Ms. Tina Singh

What is it about?

The goals of this program are to inspire students and help them imbibe an entrepreneurial mindset. Students will learn what entrepreneurship is and how it has impacted the world and their country. They will be introduced to the key traits and the DNA of an entrepreneur, and be given an opportunity to assess their own strengths and identify gaps that need to be addressed to become a successful entrepreneur. This certificate program comprises several short courses, each focusing on a specific entrepreneurial knowledge or skill requirement such as creative thinking, communication, risk taking and resilience and helping them become career ready, whether it is entrepreneurship or any other career.

Course Structure

What is Entrepreneurship?

How has Entrepreneurship changed the world?

Entrepreneurial DNA, traits and gap analysis

What are E-cells?

Why join an E-cell?

Entrepreneurial Success Stories

Creative and Design Thinking

Communication

Personal Selling: Show and Tell

Risk-taking and Resilience

Timings

Friday – 2:00 - 4:00pm

Duration

60 hours (45hours of classes & 15 hours of project work)

Fee:Rs. 3000

9. Course

STOCK MARKET & INVESTMENT ANALYSIS

Instructor

Ms. Rathi David (Dept. Of Commerce, SJCC)

What is it about?

The objective of this course is to familiarize students with different kinds of markets, the indicators, trading procedure and the technique of selecting stocks. Students get hands on experience on trading. The course also aims to acquaint the students with management of personal finance.

Course Structure

Module 1: Securities Markets and Players	(8 + 4 hrs.)
Module 2: Indices and its Calculations	(4 + 2 hrs.)
Module 3: Mechanics of Trading	(8 + 4 hrs.)
Module 4: Stock Picks using Technical Analysis	(8 + 6 hrs.)
Module 5: Overview of Fundamental Analysis	(8 + 2 hrs.)
Module 6: Personal Finance and Tax Planning	(4 + 2 hrs.)

Lecture Sessions	40 hrs.
Practical Sessions	20 hrs.

Course Evaluation

Projects	60 marks
Written Test	40 marks

Highlights of the Course

- More focus on practical classes in computer lab
- Concepts will be taught by way of projects and games

Timings

Friday 2:00-4:00 pm

Duration

60 hours (45hours of classes & 15 hours of project work)

Fee:Rs. 3000

10.Course

E-COMMERCE FOR BUSINESS MANAGERS

Instructor

Mr. Ramesh Babu (Dept. Of Commerce, SJCC)

What is it about?

To enable the student to understand the concept of Business, how to manage, market and social responsibilities of business. It also gives greater knowledge about procurement of funds for business and managing it.

Objectives:

- To enable the student in developing a business outlook
- To understand how to set up and manage a business focusing on financial, marketing and HR functions.
- To provide practical tips in setting up a business firm

Course Structure

UNIT /HOURS	TOPICS	HOURS	TEACHING METHOD	ASSIGNMENTS
1(4)	Introduction to Ecommerce:		PPT and Class room discussion	Collecting Information about latest trends in Ecommerce.
	Meaning of Ecommerce, and its architecture.	2		
	Scope of Ecommerce	1		
	Prerequisites of Setting up an website.	1		
2(8)	HTML Basics:		PPT and Practicals	Preparing content management for the HTML elements
	Meaning of HTML and differentiation with XML.	3		
	Elements, Attributes and Headings	2		
	Paragraphs, Style Sheets, Formatting and Quotations	3		
3 (3)	HTML Layout, Blocks, Frames, Color Shades	3	Class room and discussion and Practical	
4(7)	HTML Forms:		Class Room	Creating Different
	HTML Forms, Form Elements, Input Types, Input Attributes	3		
	HTML Canvas, HTML SVG	4		

			and practical	forms with different nomenclature
5(8)	Web Sockets and Server Side Events:		Class room discussion and Lab	Analyzing different concepts like Canvas, Plugins.etc.
	WebSocket, Server-Sent Events: • Canvas: Audio & Video: You can embed audio or video on your web pages without resorting to third-party plugins. •Geolocation: Now visitors can choose to share their physical location with your web application.	8		
6(10)	Web Designing Project	10	Development of Website	Online Ads to be created

Timings

Friday 3:00 -4:30

Duration

60 hours (45hours of classes & 15 hours of project work)

Fee:Rs. 3000

11.Course

INDUSTRY INTEGRATED TRAINING AND MANAGEMENT

Instructor

CA PadminiVasanth

What is it about?

This course provides a full-fledged Practical Accounts, Taxation and Payroll & Tally ERP training to interested students who want to become an expert accountant to handle day to day accounting & Taxation work in an organization independently.

Course Structure

Accounting, Direct and Indirect Taxes, Introduction to Accounting,

VAT & Professional Tax - Introduction to VAT Basic concepts,Applicability VAT /Compensation of Tax at Different situations. Filling up of VAT &Professional Tax Form. Excise Duty, Basic Excise Duty, Cess on Duty etc., Sales under Exemptions, CT3 Sales etc.

Income Tax - Concepts of Income, ITR filing and in depth TDS filing

Service Tax -Concept & Applicability of service tax Procedure, Process of Income Tax.

Fundamentals of Accounts- Accounting Concepts & Principles, Project Reports & Related issues, Depreciation, Reconciliation, Reserves & Provisions, bill of exchange.Preparing Invoice, Delivery Challans, Gate Pass, Sales Bill, Purchase Bill Entries, Central excise, Maintaining Central Excise Records –Annexture 1, RG Book, Purchase Annexture Register etc.,Preparing CT3 Copies, Executing Despatches.Central Excise Department Documentation and Submission of Forms etc.,Treatment of taxes.Cash and Fund Flow.Ratio Analysis & Interpretation. Finalizations of Accounts from the point of audit, Schedule – VI, Presentation of Annual Reports.Financial Statements.

TALLY ERP TRAINING, Tally ERP Training in Accounts Module, Inventory Module, & Payroll module(ANY ONE), TDS & E-TDS , TDS Sections and Classifications, TDS deduction, Challan preparation & ETDS return filling

VAT:Brief introduction of the law and practical exposure on Registration, accounting and filing of returns.Filing and practical training on entries.Service tax:Brief introduction of the law and practical exposure on Registration, accounting and filing of returns.

Payroll preparation & Accounting in Tally - Preparation of salary, Statutory deduction

LABOUR LAW- PF/ESI Contribution/Deductions with Form Filling, Income tax, Professional Tax /Service Tax, Statutory acts, procedures, forms, formats filling etc.,Salary processing (CTC & salary breakup) & discuss on the compensation & benefits.

Loan & Advance Policies- Training on Manual Payroll Processing in excel with, Formulating, designing Structures Value Additions with Statutory , Payroll processing – supported by real time exposure to the pay roll software. Tax planning up-to form 16 & form 16a Statutory acts, procedures, forms, formats filling etc. Salary processing (CTC & salary breakup) & discuss on the compensation & benefits. Payroll processing – supported by real time exposure to the pay roll, Tax planning up-to form 16 & form 16A. Analysis of Balance Sheet -Ratio analysis and interpretation of balance sheet. Project report on any one of the industry type.

Timings

Saturday 1: 30 - 3:30 pm

Duration

60 hours (45hours of classes & 15 hours of project work)

Fee: Rs. 3000

12.Course

MARKETING COMMUNICATION

Instructor

Mr. Shiv Prakash (Think Tank IMC & Guest Faculty PG Dept, SJCC)

What is it about?

1. To expose the students to the theoretical and practical aspects of Advertising & IMC
2. To develop an understanding of the different elements of integrated marketing communication
3. To develop the necessary skills among the freshers so as to have hands on exposure to careers in-
 - Ad Agency (Client Servicing & Creative -Copy, Art)
 - Event Management
 - Mar Com executive in IT, Real Estate and other organizations
4. To help Marketing Executives to reach out to higher positions by being multifaceted.

Course Structure

Module 1: The Field of Advertising Management –	4 Sessions
Module-2 Consumer Behaviour: Assignments: Practicle Study on Behaviour patterns	4 Sessions
Module- 3 Market Research: Assignments- Consumer Research	4 Sessions
Module - 4 Message Strategy - Assignments; Crafting Advertisements	4 Sessions
Module- 5 Media Strategy & Tactics. Assignments: Analysis of the various media-	2 Sessions
Module- 6 Internet Advertising - Overview, Nature & Concept of Internet Advertising Assignments: Social Media Campaigns	2 Sessions
Module 7:	2 Sessions Advertising agencies

Module 8	2 Sessions
Direct Marketing -	
Module 9	2 Sessions
Sales Promotion	
Module 10	2 Sessions
Public Relations, Corporate Advertising & Publicity–	
Module 11	2 Sessions
Event & Exhibitions	
MICE- Meetings, Innovations, Conferences and Expositions	
Projecton IMC Campaign Planning	4 Sessions

Total Sessions

The class will comprise lectures inter spread with assignments and case studies

Timings

Saturday 1:30 -3:30 pm

Duration

60 hours (45hours of classes & 15 hours of project work)

Fee: Rs. 5000

13. Course

BUSINESS ANALYTICS

Organization

IMS Proschool

What is it about?

Business Analytics is the process of converting data into insights. It is “the extensive use of data, statistical and quantitative analysis, explanatory and predictive models, and fact-based management to drive decisions and actions.” With the increase in the availability of data, Analytics has now become a major differentiator in both the top line and the bottom line of any organization. It is hence not surprising that research has shown that data-driven companies perform 5%-6% better per annum.

One of the primary users of Business Analytics is the Financial Sector. Models that predict credit quality, fraudulent credit card transactions and cross-sell / up-sell possibility are very common in banks, insurance companies, credit rating organizations, etc.

- Joint Certification from NSE – India, IMS Proschool and NSDC.
This level of certification is unparalleled in the industry.
- Our course will help you turn data into insights and hence implementable action with the help of techniques from statistics and data mining.
- A three-month hands-on course revolving around data sets and case studies
- Case studies from all domains
- Learn MS-Excel, R and SAS
- Get an understanding of Big Data, Hadoop, Web Analytics and Mobile BI

Key Features

☑ 3 Months weekend classroom program and Live Virtual

classroom program

☑ Comprehensive online course content making you Job ready

☑ Practical hands-on training methodology

☑ Study resources for reference and practice

☑ NSE Exam preparation via rigorous internal assessments

☑ Placement Assistance – Interview grooming

Course Structure

Syllabus at a glance

proschool
An IMS Initiative

Subjects	Subject Components
Statistical Techniques	Different types of data, Frequency Distributions, Measures of central tendency and dispersion, Basic Probability, Normal Distribution, Central Limit Theorem, Hypothesis Testing
Regression	Simple and Multiple Linear Regression, R^2 and Adj R^2 , ANOVA, Interpretation of coefficients, Dummy Variables, Residual Analysis, Outliers, Logistic Regression, Assumptions, Logistic Function, Chi-Square, -2 Log Likelihood, Classification Table, Interpreting Coefficients, Dependent Variable Prediction
Forecasting (Time Series)	Time Series vs. Causal Models, Moving Average, Exponential Smoothing, Trend, Seasonality, Cyclicity, Causal modeling using linear regression, Forecast Accuracy
Data Mining Techniques	Market Basket Analysis, Apriori, FPGrowth, Evaluation Methods: Lift, Kulc, IR, Chi -Square, Classification, Decision Tree Induction, Bayes Methods, Rule-Based Classification, Model Evaluation and Selection, Ensemble Approaches, Clustering, Partitioning Methods, Hierarchical Methods, Density-Based Methods, Grid-Based Methods, Evaluation of Clustering

IMS Proschool | www.proschoolonline.com

Syllabus at a glance

proschool
An IMS Initiative

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IMS Proschool | www.proschoolonline.com

Timings

Wednesday 2:00-4:00 pm

Duration

60 hours (45hours of classes & 15 hours of project work)

Fee:Rs. 5000

14. Course

CERTIFICATE COURSE IN FINANCIAL MODELLING

Organization

IMS Proschool

What is it about?

Financial Modelling is a key skill with application in several areas within banking and finance industry as well as within corporations. It prepares you for roles in core – finance areas such as Equity, Research Investment, Banking Project, Finance, Business Analysis, Credit Rating Mergers & Acquisitions, Financial Analysis, Corporate Finance, IPO Analysis.

Course Structure

Syllabus at a glance

Module 1	Module 2
Excel Proficiency	Refresher course on Economics, Financial Markets , Financial Statements & Financial Management
Formatting of Excel Sheets, Use of Excel Formulae Function	Introduction - Economics , Microeconomics , Macro-economic
Data Filter and Sort , Charts and Graphs	Refresher - Basic Accounting Principles
Table formula and Scenario building, lookups, pivot tables	Reading the Annual Report & International Accounting Standards
Advanced Modeling Techniques	Time value of money , Long term financing , Cost of capital , Risk and return
Introduction to macros, Macros, Recording of Macros	Capital Structure , Dividend Policy , Working Capital Requirements , Equity and Industry Analysis
Understanding Visual Basic Environment (VBE)	Financial Markets & Intermediaries

Syllabus continued...

Module 3 – Project Finance

Project evaluation

Stage of project

Initial & development phase

Funding during investment phase; costs during investment phase; life of project

Decision making

Cash flow waterfall & resolve circular reference problem in interest during construction.

IMS PROSCHOOL | WWW.PROSCHOOLONLINE.COM

Syllabus Continued...

Module 4 – Equity Research Modelling

Prepare an Income Statement, Balance sheet, Cash Flow Statement, Geographic Revenue Sheet, Segment Revenue Sheet, Cost Statement, Debt Sheet

Analyze Revenue Drivers, Forecast Geographic Revenues, Segment Revenues, Geographic Revenues, Cost Statement, Debt, Income Statement, Balance Sheet, and Cash Flow Statement.

Forecast Geographic Revenues, Segment Revenues, Geographic Revenues, Cost Statement, Debt, Income Statement, Balance Sheet, and Cash Flow Statement.

Perform Adjustments, Income Statement - Compute Margins, Balance Sheet - Compute Ratios

Cash Flow Statement Projection, Valuation- Discounted Cash Flow Method (DCF), Valuation – Relative Valuation (Football Field Chart)

Valuation – Assumptions for Valuation Model, Prepare Valuation Model, Prepare Presentation Sheet, Prepare Company Overview , Sector Overview

Report Writing - Overview

IMS PROSCHOOL | WWW.PROSCHOOLONLINE.COM

Timings

Saturday - 1:30- 3:30 pm

Duration

60 hours (45hours of classes & 15 hours of project work)

Fee: Rs. 6000

15. Course

EXCEL DATA ANALYSIS & MANAGEMENT SYSTEM

Instructor

CA Padmini Vasanth

What is it about?

Basic & Advanced Data Analysis using Excel 2013

Course Structure

Introduction to MS Excel 2013

- ❑ Features of MS Excel 2013
- ❑ Understanding Excel-Excel Options-Customize Ribbon & Quick Access Tool Bar
- ❑ Working on Cell-Importance of F4, Freezing Panes
- ❑ Basic Mathematical Application on MS Excel-Sum, Average, Count.
- ❑ Basic Text Functions-Proper, Upper, Lower, Trim, Len, Ceiling, Cell, Combine, Left
- ❑ Concatenate Function and & Function-Merging Cells with Formulas
- ❑ Conversion of Text into Columns
- ❑ Conditional Formatting ❑ Short keys of function, function keys menu wrt excel
- ❑ Finding Current Date, Current Time, Age Calculation.

Data Subtotal, Data Consolidation, Data Validation

- ❑ Based on cell values (text length, whole no., dates)
- ❑ Based on Formulas
- ❑ List Dropdown
- ❑ Circle Invalid Data
- ❑ Application of Countifs, Sumifs, Averageifs
- ❑ Combining different spreadsheet using data consolidation

Pivot Table and Pivot Charts

- ☐ Introduction
- ☐ Pivot Charts
- ☐ Calculated Fields
- ☐ Calculated Items
- ☐ Grouping
- ☐ Formatting – Number/Conditional

V-Lookup, H-lookup, Match, Index, Offset**VI-Reporting sample to usage of bar chart ,pie chart etc****VII-Power point presentation**

- Usage of function keys in power point
- An input on power point usage for corporate presentation and reporting

VII-MS Excel advanced

All short cut keys

- Using function keys
- Control keys
- Alt keys
- Shift keys

Working on excel without key boards

Timings

Friday 2:00-4:00 pm

Duration

60 hours (45hours of classes & 15 hours of project work)

Fee:Rs. 3000

16. Course

BANKING PROGRAMME

Instructor

CA Padmini Vasanth

What is it about?

The syllabus will help candidates strategize their preparation for the Banking exam. The syllabus is a detailed synopsis which mentions all the topics which are asked in the exam. The questions are framed out of the topics covered in the syllabus. You can track your performance by marking the topics you have covered. Thus, you can tick the topics as you learn and cover them. Another benefit is that you can come to know which topics are relatively easy for you and which are tough. Thus, you can prepare the tough yet important ones earlier. Syllabus also tells you the subjects and topics of the question paper. You can mark them for preparation

Course Structure

Quantitative aptitude – Maths of class X level
Logical reasoning – logical reasoning questions (verbal and non-verbal)
Marketing – marketing concepts and banking products
Computers – general knowledge of hardware, software
Current affairs – general knowledge and current events
English language – questions from the language and skills of reading, writing.
Quantitative Aptitude, Data Integration, Reasoning Ability
Verbal reasoning, Nonverbal reasoning, General English
Comprehension, SBI Clerical Syllabus 2016 – Spelling, General Awareness
Marketing Aptitude, Computer Awareness.

Timings

Wednesday 2:00-4:00 pm

Duration

60 hours (45 hours of classes & 15 hours of project work)

Fee: Rs. 3000

17. Course

CERTIFICATE IN GLOBAL BUSINESS LAW

ORGANIZATION

ISDC

What is it about?

The objective of the Certificate Program is to develop knowledge and skills in the understanding of the general legal framework within which international business takes place, and of specific legal areas relating to business, recognizing the need to seek further specialist legal advice where necessary.

Course Structure

Essential element of legal systems
International business transactions
Transportation and payment of International business transactions
The formation and constitution of business organisations
Capital and financing of companies
Management, administration and the regulation of companies
Insolvency Law
Corporate fraudulent and criminal behaviour

Timings

Saturday – 1:30-3:30 pm

Duration

60 hours (45hours of classes & 15 hours of project work)

Fee:Rs. 5000

18. Course

CERTIFICATE IN ISLAMIC FINANCE

ORGANIZATION

ISDC

What is it about?

The objective of the Certificate Program is to ensure that candidates are equipped with a basic understanding of Islamic finance and an understanding of the influence of Sharia'a in a business context, thus enabling them to hold positions in the Islamic finance, investment and Takaful (Islamic insurance) industries.

Course Structure

The syllabus will cover the knowledge and understanding of the following elements:

The general principles of Islamic finance

Islamic contracts

Islamic principles of exchange

Islamic asset management

Sukuk

Takaful

Governance in Islamic institutions

Timings

Saturday – 1:30- 3:30 pm

Duration

60 hours (45hours of classes & 15 hours of project work)

Fee:Rs. 5000

19. Course

IFRS (INTERNATIONAL FINANCE REPORTING STANDARD)

ORGANIZATION

ISDC

What is it about?

A set of accounting standards developed by the International Accounting Standards Board (IASB) that is becoming the global standard for the preparation of public company financial statements. Being used worldwide by over 120 countries and reporting jurisdictions that either require or allow its use for the preparation of financial statements for publicly-held companies.

The IASB and the US Financial Accounting Standards Board (FASB).

The IASB and the US (FASB) have been working together since 2002 to achieve convergence of IFRSs and US Generally Accepted Accounting Principles(GAAP).

A common set of high quality global standards remains a priority of both the IASB and the FASB. The listed companies of European Union State including UK, France and Germany, have adopted IFRS since 2005. Developed country like US has given an option its companies to voluntarily adopt IFRS Standard. Canada requires all listed entities to follow IFRS from January 01, 2011.

Asian countries like China has converged its national standard to IFRS standard. The process of converging towards IFRS is still going on in India.

Timings

Saturday – 1:30 -3:30 pm

Duration

60 hours (45hours of classes & 15 hours of project work)

Fee:Rs. 5000

20. Course

RETAIL ANALYTICS

Organization

SJCC & TCS

What is it about? Digital world is shaping the retail sector in an amazing way. Being in touch with customer continuously is essential. Retail Analytics is the process of providing analytical data on inventory status, supply chain movement, consumer demand, sales that are crucial for making marketing, and procurement decisions. It gives detailed customer insights helping companies in customizing the products, services and the way they interact with customers. They can change business models to address the customer preferences and requirements and making the whole buying selling chain very efficient. When the customer's behavior intersects with goals of the retailers or the suppliers then the profit rate is at the peak. This can only happen when the retailers know their customers very well. Thus **Retail Analytics** is very much necessary.

Objectives

Analyze the emerging trends of market place realities.

Understand the importance of Analytics in Retail Industry.

Data analysis and effective interpretation in retailing.

Timings

Friday – 2:00 -4:00 pm

Duration

60 hours (45hours of classes & 15 hours of project work)

Fee: Rs. 3000

Course Structure

MKT 607: RETAIL ANALYTICS

Module - 1: Introduction to retail Industry 8 Hrs

Retailing and economic significance- Functions of a retailer -Types of retailers – Trends in retailing – International Retailing – Retailing as a career –Retail Management Decision Process - Service Retailing - An Overview of Retail Industry.

Module - 2: Data Visualization & Category Analysis 14 Hrs

Category Analysis - Retail KPIs - Category Analysis - Pricing & Promotion - Pricing & Promotion - - Distribution, New Product Analysis & Assortment Planning - Merchandise Planning & Space Planning.

Module - 3: Customer Segmentation 14 Hrs

RFM & CLV - Store Location Analysis - Customer Segmentation - Market Basket Analysis & Supply Chain Analysis - Store Location.

Module - 4: Market Research 8 Hrs

Meaning and types - Primary Research, Secondary Research; Custom Study; Syndicated Study; Quantitative Research Methodology; Qualitative Research Methodology.

Module - 5: Data Analysis and Interpretation in retailing 16 Hrs

Data interpretation – Usage of various statistical tools - Time series - Deviations – Correlation – linear regressions, data analysis with case studies.

Skill Development:

1. To collect information regarding some of the major retail brand names in the world.
2. To study the advantages and disadvantages in the retail sector.
3. To study the role of malls in retail marketing.
4. A report to be made on industries directly dependent on different modes of transport systems in India.
5. Changes in retail chain management.

21. Course

CORPORATE COMMUNICATION FOR WRITERS

Organization

I STAR

What is it about?

Introduction to business communication, barriers to communication, oral communication, body language, written communication - letter writing - emails - memos - report writing, business proposal, need and use of technology in business communication, MS Word - introduction, formatting options, review and mail merge, MS Power Point - introduction, transitions & animations, creating an effective presentation.

Timings

Friday – 2:00 -4:00 pm

Duration

60 hours (45hours of classes & 15 hours of project work)

Fee: Rs. 4000

22. Course

HR (RECRUITMENT / COMPENSATION/ PAYROLL)

Organization

I STAR

What is it about?

Recruitment strategy; Job portals for the HR executive; Using job portals effectively; Creating databases of candidates & Shortlisting; Follow up strategies; Interview Process Planning & Management; Interviewing from HR perspective; Offer Negotiation; Offer Letter creation; Candidate Pipeline Management; Rejecting candidates; Background Verification; On boarding processes; Documentation Requirements for an HR executive; Compensation administration, job evaluation and pay structures, base and incentive pay, increases and bonuses, performance appraisals, executive compensation and employee benefits plans including required, voluntary, and retirement options.

Timings

Saturday – 1:30- 3:30 pm

Duration

60 hours (45hours of classes & 15 hours of project work)

Fee: Rs. 4000

ADMISSION PROCEDURES AND REGISTRATION GUIDELINES

1. For all the courses seats are limited. Registration will take place on first come first serve basis.
2. Attendance is compulsory. Certificates will be withheld if students do not have 80% attendance.
3. Students are supposed to opt for only **ONE** Course for an academic year.
4. Registrations are open from **20 June to 28 June, 2016**.
5. **Registration Guidelines:**
 - a) **Download the Registration form from the website.**
 - b) **Download the Challan from the website that matches with the Course fee.**
 - c) **Fill the Registration form and the Challan with relevant details.**
 - d) **Affix Passport size photograph on the Registration form**
 - e) **Pay the fees at Bank of Baroda (Brigade Road Branch)**
 - f) **Submit the student copy of the challan and the filled registration form to Ms.Geetha (Accounts Department)**
 - g) **Retain a photo –copy of the Challan until the completion of the course.**
6. Classes will commence from July. Check the notice board (ground floor) for the class timings, class-room and lab details.
7. Students will not be transferred from one course to another and refund of fees is not permitted.
8. Onetime payment for a course is mandatory. If a student is denied Hall ticket, he/she has to register for the course in the next academic year by repaying the fees.
9. Course Duration : 60 Hours (45 Hours of lecture and 15 hours of practical work) equivalent to 2 credits.

CHALLAN FOR RS 3000

<p style="text-align: center;">Sl. No. 36665</p> <p style="text-align: center;">St. Joseph's College of Commerce (AUTONOMOUS) 163, Brigade Road, Bangalore - 560 025.</p> <p style="text-align: center;">FEE RECEIPT</p> <p>S. B. A/C No. 9875 Date :</p> <p>Name :</p> <p>Class : Reg. No.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">DESCRIPTIONS</th> <th colspan="2">AMOUNT</th> </tr> <tr> <th>Rs.</th> <th>Ps.</th> </tr> </thead> <tbody> <tr><td>Administrative / Exam Fee</td><td></td><td></td></tr> <tr><td>Parking Fee</td><td></td><td></td></tr> <tr><td>Fine</td><td></td><td></td></tr> <tr><td>T.C. / M.C. / P.D.C.</td><td></td><td></td></tr> <tr><td>Convocation</td><td></td><td></td></tr> <tr><td>Certificate Course ✓</td><td style="text-align: center;">3000</td><td></td></tr> <tr><td>Certificate</td><td></td><td></td></tr> <tr><td>Miscellaneous</td><td></td><td></td></tr> </tbody> </table> <p>Amount in words... <i>Three thousand only</i></p> <p style="text-align: center;">Amount to be paid in BANK OF BARODA Brigade Road, Bangalore - 25 (Payment through Cash / Demand Draft only)</p> <p style="font-size: small;">Signature of the Receiving Authority Signature of the remitter</p> <p style="text-align: center;">(COLLEGE COPY)</p>	DESCRIPTIONS	AMOUNT		Rs.	Ps.	Administrative / Exam Fee			Parking Fee			Fine			T.C. / M.C. / P.D.C.			Convocation			Certificate Course ✓	3000		Certificate			Miscellaneous			<p style="text-align: center;">Sl. No. 36665</p> <p style="text-align: center;">St. Joseph's College of Commerce (AUTONOMOUS) 163, Brigade Road, Bangalore - 560 025.</p> <p style="text-align: center;">FEE RECEIPT</p> <p>S. B. A/C No. 9875 Date :</p> <p>Name :</p> <p>Class : Reg. No.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">DESCRIPTIONS</th> <th colspan="2">AMOUNT</th> </tr> <tr> <th>Rs.</th> <th>Ps.</th> </tr> </thead> <tbody> <tr><td>Administrative / Exam Fee</td><td></td><td></td></tr> <tr><td>Parking Fee</td><td></td><td></td></tr> <tr><td>Fine</td><td></td><td></td></tr> <tr><td>T.C. / M.C. / P.D.C.</td><td></td><td></td></tr> <tr><td>Convocation</td><td></td><td></td></tr> <tr><td>Certificate Course ✓</td><td style="text-align: center;">3000</td><td></td></tr> <tr><td>Certificate</td><td></td><td></td></tr> <tr><td>Miscellaneous</td><td></td><td></td></tr> </tbody> </table> <p>Amount in words... <i>Three thousand only</i></p> <p style="text-align: center;">Amount to be paid in BANK OF BARODA Brigade Road, Bangalore - 25 (Payment through Cash / Demand Draft only)</p> <p style="font-size: small;">Signature of the Receiving Authority Signature of the remitter</p> <p style="text-align: center;">(BANK COPY)</p>	DESCRIPTIONS	AMOUNT		Rs.	Ps.	Administrative / Exam Fee			Parking Fee			Fine			T.C. / M.C. / P.D.C.			Convocation			Certificate Course ✓	3000		Certificate			Miscellaneous			<p style="text-align: center;">Sl. No. 36665</p> <p style="text-align: center;">St. Joseph's College of Commerce (AUTONOMOUS) 163, Brigade Road, Bangalore - 560 025.</p> <p style="text-align: center;">FEE RECEIPT</p> <p>S. B. A/C No. 9875 Date :</p> <p>Name :</p> <p>Class : Reg. No.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">DESCRIPTIONS</th> <th colspan="2">AMOUNT</th> </tr> <tr> <th>Rs.</th> <th>Ps.</th> </tr> </thead> <tbody> <tr><td>Administrative / Exam Fee</td><td></td><td></td></tr> <tr><td>Parking Fee</td><td></td><td></td></tr> <tr><td>Fine</td><td></td><td></td></tr> <tr><td>T.C. / M.C. / P.D.C.</td><td></td><td></td></tr> <tr><td>Convocation</td><td></td><td></td></tr> <tr><td>Certificate Course ✓</td><td style="text-align: center;">3000</td><td></td></tr> <tr><td>Certificate</td><td></td><td></td></tr> <tr><td>Miscellaneous</td><td></td><td></td></tr> </tbody> </table> <p>Amount in words... <i>Three thousand only</i></p> <p style="text-align: center;">Amount to be paid in BANK OF BARODA Brigade Road, Bangalore - 25 (Payment through Cash / Demand Draft only)</p> <p style="font-size: small;">Signature of the Receiving Authority Signature of the remitter</p> <p style="text-align: center;">(STUDENT COPY)</p>	DESCRIPTIONS	AMOUNT		Rs.	Ps.	Administrative / Exam Fee			Parking Fee			Fine			T.C. / M.C. / P.D.C.			Convocation			Certificate Course ✓	3000		Certificate			Miscellaneous		
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