



# LALA LAJPATRAI COLLEGE OF COMMERCE & ECONOMICS

Accredited 'A' Grade by NAAC

Lala Lajpatrai Marg, Mahalaxmi, Mumbai – 400034. Tel. No. 23548240/ 23548241 Fax: 23532896

E-mail: llcolcom@mtnl.in | principal.llc@gmail.com | website: www.lalacollege.edu.in

Name of Add on /Certificate programs offered	Year of Offering	No. of Times Offered During the Same Year	Duration of Course	Number of Students Enrolled in the Year	Number of Students Completing the Course in the Year
<b>2017-2018</b>					
Certificate Course in Computer Application	2017-2018	One	1 Year	21	10
Diploma Course in Computer Application	2017-2018	One	1 Year	18	18
Advance Diploma Course in Computer Application	2017-2018	One	1 Year	6	4
Certificate Course in E-Commerce	2017-2018	One	1 Year	25	12
Diploma Course in E-Commerce	2017-2018	One	1 Year	13	13
Advance Diploma Course in E-Commerce	2017-2018	One	1 Year	6	6
Certificate Course in Taxation Procedures & Practices	2017-2018	One	1 Year	25	18
Diploma Course in Taxation Procedures & Practices	2017-2018	One	1 Year	24	22
Advance Diploma Course in Taxation Procedures & Practices	2017-2018	One	1 Year	11	1
Certificate Course in Tourism & Travel Management	2017-2018	One	1 Year	23	16
Diploma Course in Tourism & Travel Management	2017-2018	One	1 Year	20	17
Advance Diploma Course in Tourism & Travel Management	2017-2018	One	1 Year	15	4
Certificate Course in Principles & Practice of Insurance	2017-2018	One	1 Year	7	5
Diploma Course in Principles & Practice of Insurance	2017-2018	One	1 Year	16	15



*Principal*  
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Lala Lajpat Rai College,  
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Advance Diploma Course in Principles & Practice of Insurance	2017-2018	One	1 Year	11	10
Certificate Course in Soft Skills Development	2017-2018	One	30 Hrs	93	93
Certificate Course in Case Study	2017-2018	One	30 Hrs	33	33
Certificate Course in Mutual Fund	2017-2018	One	30 Hrs	107	107
Certificate Course in Basics of Securities & Economic Indicator	2017-2018	One	30 Hrs	108	108
Certificate Course in Graphic Designing	2017-2018	One	30 Hrs	79	79
Basic Level Certificate Course in Chinese Language (Mandarin)	2017-2018	One	30 Hrs	10	10
Certificate Course in Digital Media Marketing	2017-2018	One	30 Hrs	59	59
Certificate Course in Tally, ERP With GST	2017-2018	One	120 hrs	24	24



  
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<b>2018-2019</b>					
Certificate Course in Computer Application	2018-2019	One	1 Year	20	15
Diploma Course in Computer Application	2018-2019	One	1 Year	7	6
Advance Diploma Course in Computer Application	2018-2019	One	1 Year	18	14
Certificate Course in E-Commerce	2018-2019	One	1 Year	25	11
Diploma Course in E-Commerce	2018-2019	One	1 Year	11	10
Advance Diploma Course in E-Commerce	2018-2019	One	1 Year	13	12
Certificate Course in Taxation Procedures & Practices	2018-2019	One	1 Year	25	18
Diploma Course in Taxation Procedures & Practices	2018-2019	One	1 Year	23	12
Advance Diploma Course in Taxation Procedures & Practices	2018-2019	One	1 Year	17	8
Certificate Course in Tourism & Travel Management	2018-2019	One	1 Year	25	8
Diploma Course in Tourism & Travel Management	2018-2019	One	1 Year	16	13
Advance Diploma Course in Tourism & Travel Management	2018-2019	One	1 Year	16	8
Certificate Course in Principles & Practice of Insurance	2018-2019	One	1 Year	-	-
Diploma Course in Principles & Practice of Insurance	2018-2019	One	1 Year	6	6



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Advance Diploma Course in Principles & Practice of Insurance	2018-2019	One	1 Year	14	11
Certificate Course in Financial Plan and Economic Indicator	2018-2019	One	30 hrs	41	41
Certificate Course in Soft Skills Development	2018-2019	One	30 Hrs	54	54
Certificate Course in Case Study	2018-2019	One	30 Hrs	21	21
Certificate Course in Mutual Fund	2018-2019	One	30 Hrs	33	33
Certificate Course in Ethical Hacking	2018-2019	One	30 Hrs	52	52
Advance Level Certificate Course in Chinese Language (Mandarin)	2018-2019	One	30 Hrs	11	11
Certificate Course in Event Management	2018-2019	One	30 Hrs	32	32
Certificate Course in Blogging	2018-2019	One	30 Hrs	6	6
Certificate Course in Advance Excel	2018-2019	One	30 Hrs	17	17
Certificate Course in Travel & Tourism	2018-2019	One	96 hours	10	10
Beginner's Level Certificate Course in Spanish Language	2018-2019	One	30 Hrs	6	6
Certificate Course in Custom Clearance Documentation Executive - Export	2018-2019	One	30 Hrs	21	21
Certificate Course in Tally, ERP With GST	2018-2019	One	120 hrs	31	31



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<b>2019-2020</b>					
Certificate Course in Computer Application	2019-2020	One	1 Year	14	10
Diploma Course in Computer Application	2019-2020	One	1 Year	12	10
Advance Diploma Course in Computer Application	2019-2020	One	1 Year	6	6
Certificate Course in E-Commerce	2019-2020	One	1 Year	23	22
Diploma Course in E-Commerce	2019-2020	One	1 Year	5	4
Advance Diploma Course in E-Commerce	2019-2020	One	1 Year	9	7
Certificate Course in Taxation Procedures & Practices	2019-2020	One	1 Year	20	15
Diploma Course in Taxation Procedures & Practices	2019-2020	One	1 Year	25	24
Advance Diploma Course in Taxation Procedures & Practices	2019-2020	One	1 Year	12	7
Certificate Course in Tourism & Travel Management	2019-2020	One	1 Year	10	10
Diploma Course in Tourism & Travel Management	2019-2020	One	1 Year	7	7
Advance Diploma Course in Tourism & Travel Management	2019-2020	One	1 Year	11	10
Certificate Course in Principles & Practice of Insurance	2019-2020	One	1 Year	-	-
Diploma Course in Principles & Practice of Insurance	2019-2020	One	1 Year	-	-



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Advance Diploma Course in Principles & Practice of Insurance	2019-2020	One	1 Year	6	4
Certificate Course in Tally, ERP & GST	2019-2020	One	120 Hrs	49	49
Certificate Course in Financial Plan	2019-2020	One	30 Hrs	78	78
Certificate Course in Demystifying Financial Market	2019-2020	One	30 Hrs	19	19
Certificate Course in Economic Indicator	2019-2020	One	30 Hrs	15	15
Certificate Course in Soft Skills Development	2019-2020	One	30 Hrs	11	11
Certificate Course in Case Study	2019-2020	One	30 Hrs	14	14
Certificate Course in Event Management	2019-2020	One	30 Hrs	23	23
Certificate course in Risk Management	2019-2020	One	30 Hrs	10	10
Certificate Course in Mutual Fund	2019-2020	One	30 Hrs	6	6
Certificate course in Spanish Language	2019-2020	One	30 Hrs	9	9
Certificate course in Coral Draw	2019-2020	One	30 Hrs	7	7
ACCA Program (Association of Chartered Certified Accountants)					
ACCA - Fundamental Level	2019-2020	One	1 Year	4	4
ACCA - Knowledge Level	2019-2020	One	1 Year	60	60
ACCA - FIA + Knowledge Level	2019-2020	One	1 Year	9	9
ACCA - FIA (Foundation in Accountancy)	2019-2020	One	1 Year	6	6



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<b>2020-2021</b>					
Certificate Course in Computer Application	2020-2021	One	1 Year	20	18
Diploma Course in Computer Application	2020-2021	One	1 Year	12	12
Advance Diploma Course in Computer Application	2020-2021	One	1 Year	12	10
Certificate Course in E-Commerce	2020-2021	One	1 Year	25	25
Diploma Course in E-Commerce	2020-2021	One	1 Year	23	19
Advance Diploma Course in E-Commerce	2020-2021	One	1 Year	4	2
Certificate Course in Taxation Procedures & Practices	2020-2021	One	1 Year	25	25
Diploma Course in Taxation Procedures & Practices	2020-2021	One	1 Year	20	20
Advance Diploma Course in Taxation Procedures & Practices	2020-2021	One	1 Year	25	18
Certificate Course in Tourism & Travel Management	2020-2021	One	1 Year	16	16
Diploma Course in Tourism & Travel Management	2020-2021	One	1 Year	9	9
Advance Diploma Course in Tourism & Travel Management	2020-2021	One	1 Year	7	5
Certificate Course in Principles & Practice of Insurance	2020-2021	One	1 Year	13	13
Diploma Course in Principles & Practice of Insurance	2020-2021	One	1 Year	-	-



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Advance Diploma Course in Principles & Practice of Insurance	2020-2021	One	1 Year	-	-
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<b>2021-2022</b>					
Certificate Course in Computer Application	2021-2022	One	1 Year	15	15
Diploma Course in Computer Application	2021-2022	One	1 Year	10	10
Advance Diploma Course in Computer Application	2021-2022	One	1 Year	12	9
Certificate Course in E-Commerce	2021-2022	One	1 Year	22	21
Diploma Course in E-Commerce	2021-2022	One	1 Year	25	25
Advance Diploma Course in E-Commerce	2021-2022	One	1 Year	15	15
Certificate Course in Taxation Procedures & Practices	2021-2022	One	1 Year	18	17
Diploma Course in Taxation Procedures & Practices	2021-2022	One	1 Year	22	22
Advance Diploma Course in Taxation Procedures & Practices	2021-2022	One	1 Year	19	12
Certificate Course in Tourism & Travel Management	2021-2022	One	1 Year	10	10
Diploma Course in Tourism & Travel Management	2021-2022	One	1 Year	13	13
Advance Diploma Course in Tourism & Travel Management	2021-2022	One	1 Year	9	9
Certificate Course in Principles & Practice of Insurance	2021-2022	One	1 Year	8	8
Diploma Course in Principles & Practice of Insurance	2021-2022	One	1 Year	11	11



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Advance Diploma Course in Principles & Practice of Insurance	2021-2022	One	1 Year	-	-
Online Certificate Course in Soft Skills Development	2021-2022	One	30 Hrs	5	5
Online Certificate Course in Self Development Program	2021-2022	One	30 Hrs	377	377
Online Certificate Course in Digital Media Marketing	2021-2022	One	30 Hrs	420	420
Online Certificate Course in Cooking	2021-2022	One	30 Hrs	441	441
Online Certificate Course in Mental Well-Being	2021-2022	One	30 Hrs	330	330
Online Certificate Course in CANAVA design	2021-2022	One	30 Hrs	242	242



  
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## Call for Registration for Add On/Certificate Courses A.Y. 2017-2018

Lala College of Commerce and Economics offers the following Add On/ Certificate Courses in collaboration with various professional institution to provide job opportunities to its students at a very reasonable fees.

Title of the Course	Collaborating Agency	Duration	Intake
Advanced Diploma Course in Computer Application*	Approved by University of Mumbai	3 Years	30 Students
Advanced Diploma Course in E-Commerce*	Approved by University of Mumbai	3 Years	30 Students
Advanced Diploma in Taxation Procedures and Practices*	Approved by University of Mumbai	3 Years	30 Students
Advanced Diploma in Tourism and Travel Management*	Approved by University of Mumbai	3 Years	30 Students
Advanced Diploma in Principles & Practice of Insurance*	Approved by University of Mumbai	3 Years	30 Students
Certificate Course in Soft Skills –Self Development	Arvi Achievers	30 Hrs	As Per Demand
Certificate Course in Case Study	Eduboard	30 Hrs	As Per Demand
Certificate Course in Mutual Fund	BIAP (Board of Industry Academia Partnership)	30 Hrs	As Per Demand
Certificate Course in Basics of Securities & Economic Indicator	Ambition Learning	30 Hrs	As Per Demand
Certificate Course in Graphic Designing	Makkskills	30 Hrs	As Per Demand
Basic Level Certificate Course in Chinese Language (Mandarin)	YEHCHINA	30 Hrs	As Per Demand
Certificate Course in Digital Media Marketing	Socialopedia	30 Hrs	As Per Demand
Certificate Course in Tally, ERP With GST	Novatech Computers	120 hrs	As Per Demand

*\*Students completing First Year of the Course will be awarded Certificate and Two Years will be awarded Diploma.*

**Contact Person: Dr. Arun Poojari -: 9819066283 & Dr. Rahul Shetty -: 9920168180**

**Eligibility:** HSC or equivalent degree.

**Attendance at all sessions is compulsory.**



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## Index of Summary Report of Add on Vocational and Certificate Courses

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10	Certificate Course in Digital Media Marketing	11
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## Add-on Vocational Courses and Certificate Courses

**A.Y. 2017-2018**

Lala Lajpatrai College of Commerce and Economics is known in South Mumbai for an array of Add-on Vocational Courses and Certificate Courses offered to its students along with various traditional and self-financed courses of the University.

### **Add-on Vocational Courses:**

Add-on Vocational Courses are approved by the University of Mumbai and are of three years duration. The Students are awarded Certificate on completion of the first year, Diploma on completion of the second year and Advanced Diploma on completion of the third year. The following is the list of Add-on Vocational Courses offered by the College:

#### **Course in Computer Applications:**

- Certificate Course in Computer Application
- Diploma Course in Computer Application
- Advance Diploma Course in Computer Application

#### **Course in E-Commerce:**

- Certificate Course in E-Commerce
- Diploma Course in E-Commerce
- Advance Diploma Course in E-Commerce

#### **Course in Taxation Procedures & Practices:**

- Certificate Course in Taxation Procedures & Practices
- Diploma Course in Taxation Procedures & Practices
- Advance Diploma Course in Taxation Procedures & Practices

#### **Course in Tourism & Travel Management:**

- Certificate Course in Tourism & Travel Management
- Diploma Course in Tourism & Travel Management
- Advance Diploma Course in Tourism & Travel Management

#### **Course in Principles & Practice of Insurance:**

- Certificate Course in Principles & Practice of Insurance
- Diploma Course in Principles & Practice of Insurance
- Advance Diploma Course in Principles & Practice of Insurance

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## REPORT ON ADD-ON VOCATIONAL COURSES

A.Y. 2017-2018

For the academic year 2017-18, 241 students enrolled for various courses across various programs. 171 students qualified with the credentials of Certificate, Diploma & Adv. Diploma in the respective years. The students were not only exposed to academic avenues but also to various innovative modes of teaching learning process through study tours & experiential learning. The assessment pattern adopted was semester pattern inviting the following guest faculties from industry & academic fields for an effective teaching learning process.

Sr. No.	Name of the Faculties	Specialization	Association	Experience
1.	Mr. Kishore Mehta	Accountancy & Taxation	Kishor Mehta & Co.	35 years
2.	Ms. Rupali Shinde	Information Technology	Bhavans Hazarimal Somani Collge of Arts, Science & Commerce	11 Years
3.	Ms. Payal Parikh	Travel & Tourism	H.R. College of Commerce & Economics	12 Years
4.	CA. Ms. Swapna Patwardhan	Taxation	Percipere Consulting India Private Ltd.	4 Years
5.	Mr. G.S. Anand	Insurance	Future General Life Insurance Company	14 Years
6.	Ms. Shilpa Kulkarni	Management	Welingkar Institute of Management	26 Years
7.	CA.Ms. Shital Sanghavi	Accounting & Tax	Jai Hind College - Autonomous	9 Years
8.	Ms. Pratima Chaudhary	Travel & Tourism	Proprietor - Panglobe Holidays	21 Years

### COURSE OUTCOME:

- The students gained the basic mechanisms of the aforesaid courses
- They were also exposed to practical on-job training apart from the regular classroom instructional deliveries.

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Apart from Add-On Vocational Courses, Lala Lajpatrai College also offers array of certificate courses in various area of skill development and ability enhancement. Each Certificate Course is designed to provide in-depth knowledge of a subject. These courses are job focussed and provide a wide range of skills to a student so that he can perform well in the industry. These courses are an effort to reduce the gap between Industry and Academia. A list of these Courses offered is as under:

## **Certificate Courses:**

- Certificate Course in Soft Skills Development
- Certificate Course in Case Study
- Certificate Course in Mutual Fund
- Certificate Course in Basics of Securities & Economic Indicator
- Certificate Course in Graphic Designing
- Basic Level Certificate Course in Chinese Language (Mandarin)
- Certificate Course in Digital Media Marketing
- Certificate Course in Tally, ERP With GST

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## A Report on Add-on Vocational and Certificate Course

### CERTIFICATE COURSE IN SOFT SKILLS DEVELOPMENT

#### ABOUT COURSE:

Soft skills are the combination of people skills, social skills, communication skills, emotional intelligence, and personality traits that make it easy to get along and work harmoniously with other people. Soft skills are character traits and interpersonal skills that characterize a person's relationships with other people. In the workplace, soft skills are considered to be a complement to hard skills, which refer to a person's knowledge and occupational skills.

#### OBJECTIVES OF THE COURSE:

- To educate the students about various soft skills that are essential.
- To educate the students about importance of each soft skill in corporate world.
- To enhance their skills on team management and leadership.

#### OUTCOMES OF THE COURSE:

- The students improved in their communication skills that are essential in the corporate world.
- The course helped students strengthen their leadership skills.
- The course helped students master the skill of managing a team.

#### SUMMARY OF THE COURSE:

Name of the Organization:	ARVI ACHIEVERS
Name of the Resource Person:	Ms. Archana Vijayan
Number of students enrolled:	93
Number of students completed the course successfully:	93
Duration of the program:	30 hours
Total marks:	30
Assessment Pattern:	Three best Assignments out of 5
Total Passing Marks:	50%

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## CERTIFICATE COURSE IN CASE STUDY

### About Course:

Case study is a research methodology, typically seen in social and life sciences. There is no one definition of case study research.

A case study is an in-depth study of a person, group, or event. In a case study, nearly every aspect of the subject's life and history is analyzed to seek patterns and causes of behavior. Case studies can be used in a variety of fields including management, psychology, medicine, education, anthropology, political science, and social work. Teaching Case Study analysis at under graduate level helps students use it effectively when they choose their career in Masters.

### OBJECTIVES OF THE COURSE:

- To introduce the concept of problem solving to the students.
- To educate the students about analytical tools, quantitative and/or qualitative, depending on the case.
- To guide the students about decision making in complex situations.


### OUTCOMES OF THE COURSE:

- The course engaged the students in research discussion.
- The course facilitated creative problem solving.
- The course helped students to develop realistic solutions to complex problems.

### SUMMARY OF THE COURSE:

• Name of the Organization:	EDUBOARD
• Name of the Resource Person:	Dr. Pratibha Jain
• Number of students enrolled:	33
• Number of students completed the course successfully:	33
• Duration of the program:	30 hours
• Total marks:	40
• Passing standard:	50%

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Principal  
Lala Lajpat Rai College,  
of Commerce & Economics,  
Lala Lajpat Rai Marg,  
Mumbai - 400 034



# LALA LAJPATRAI COLLEGE OF COMMERCE & ECONOMICS

Lala Lajpatrai Marg, Mahalaxmi, Mumbai – 400034. Tel. No. 23548240/ 23548241 Fax: 23532896  
E-mail: [lcolcom@mtnl.in](mailto:lcolcom@mtnl.in) | [principal.llc@gmail.com](mailto:principal.llc@gmail.com) | website: [www.lalacollege.edu.in](http://www.lalacollege.edu.in)

## CERTIFICATE COURSE IN MUTUAL FUND

### About Course:

A mutual fund is a professionally managed investment fund that pools money from many investors to purchase securities. Mutual funds are regulated by governmental bodies and are required to publish information including performance, comparison of performance to benchmarks, fees charged, and securities held. A single mutual fund may have several share classes by which larger investors pay lower fees.

### OBJECTIVES OF THE COURSE:

- Get a Basic Understanding of how Mutual Fund Investment works.
- Important Documents to be checked before Investing in Mutual Funds.
- Tax Planning Using Mutual Funds.

### OUTCOMES OF THE COURSE:

- The course helped students to understand the basics of Mutual Funds.
- The course helped students to understand how to do tax planning using Mutual Funds.
- The course taught students how to divert their risks using Mutual Funds.

### SUMMARY OF THE COURSE:

- **Name of the Organization:** BIAP (Board of Industry Academia Partnership)
- **Name of the Resource Person:** Mr. Viraj Singhal
- **Number of students enrolled:** 107
- **Number of students completed the course successfully:** 107
- **Duration of the program:** 30 hours
- **Total Marks:** 40  
**Marks 20 :** Online exam based on MCQs  
**Marks 20 :** Project work
- **Total Passing:** 50 Percent

*Signature*

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## CERTIFICATE COURSE IN BASICS OF SECURITIES AND ECONOMIC INDICATOR

### ABOUT COURSE:

An economic indicator is a piece of economic data, usually of macroeconomic scale, that is used by analysts to interpret current or future investment possibilities. These indicators also help to judge the overall health of an economy. Economic indicators can be divided into categories or groups. Most of these economic indicators have a specific schedule for release, allowing investors to prepare for and plan on seeing certain information at certain times of the month and year. Leading indicators, such as the yield curve, consumer durables, net business formations, and share prices, are used to predict the future movements of an economy.

### OBJECTIVES OF THE COURSE:

- To introduce the students to various sectors in the Equity Market.
- To introduce Sector wise Beta Analysis.
- To introduce various products traded in the Fixed Income Securities Market.

### OUTCOMES OF THE COURSE:

- The course helped in understanding the complete techniques to earn more profit in the stock market.
- The course yielded in-depth technical knowledge of Trends & Patterns to identify stock price movements.
- The course taught students to become a good trader with full knowledge about the short term, mid-term Trading and Long-term Investments.

### SUMMARY OF THE COURSE:

- **Name of the Organization:** Ambition Learning
- **Name of the Resource Person:** Mr. Vishal Gada
- **Number of students enrolled:** 108
- **Number of students completed the course successfully:** 108
- **Duration of the program:** 30 hours
- **Total Marks:** 40  
**Marks 20:** Online exam based on MCQs  
**Marks 20:** Project work
- **Total Passing:** 50%

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## CERTIFICATE COURSE IN GRAPHIC DESIGNING

### ABOUT COURSE:

Graphic design is a craft where professionals create visual content to communicate messages. By applying visual hierarchy and page layout techniques, designers use typography and pictures to meet users' specific needs and focus on the logic of displaying elements in interactive designs, to optimize the user experience. It is also important to remember that although many graphic design projects have commercial purposes like advertisements and logos, it is also used in other contexts and graphic design work is often created purely as a means for artistic expression.

### OBJECTIVES OF THE PROGRAM

- To introduce the concept of Graphic Designing.
- Use print, electronic, and video media to produce designs that will educate the students.
- To educate the students to create brochures and ads to promote products or services.

### OUTCOMES OF THE COURSE

- Analyse, synthesize, and utilize design processes and strategy from concept to delivery to creatively solve communication problems.
- Create communication solutions that address audiences and contexts, by recognizing the human factors that determine design decisions.
- Utilize relevant applications of tools and technology in the creation, reproduction, and distribution of visual messages.

### Summary of the Course

Name of Organization:	Makk Skills
Resource person:	Ms. Ruchi Chopra
Number of students enrolled in the year:	79
Number of Students completing the course in the year:	79
Duration of course:	30 hours
Assessment Pattern:	Total Marks: 40 External exam: 20 Marks: MCQs & Internal: 20 Practical assignment
Total Passing Marks:	50 %

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## BASIC LEVEL CERTIFICATE COURSE IN CHINESE (MANDARIN)

### ABOUT COURSE:

Certificate Course in Chinese imparts knowledge about basic Chinese characters as well as recognise Chinese sentences and phrases. Throughout this course the students learn the language and acquire an overall understanding of Chinese political, History, Social and Economic aspects as well. By doing a certificate course in Chinese (Mandarin) language, the students develop potential job positions in various fields, like Education Institutes, Chinese Embassy, Translation Department, Data Entry Centre, Hotel Industry, Tours & Travel Companies etc.

### OBJECTIVES OF THE COURSE:

- To familiarize the students with the concepts of Basic Chinese Language.
- To educate them about the culture of China.
- To educate them about the importance of Mandarin language.

### OUTCOMES OF THE COURSE:

- The students were able to understand the words and scripts in Mandarin.
- Able to know the difference between Chinese and Indian culture
- Developed the skills of learning a new foreign language

### SUMMARY OF THE COURSE:

- **Name of the Organization:** YEHCINA
- **Number of students enrolled:** 10
- **Number of students completed the course successfully:** 10
- **Duration of the program:** 30 hours
- **Total Marks:** 40  
External exam: 20 Marks:  
MCQs based Questions  
Internal: 20 Assignment
- **Total Passing Marks:** 50%

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## CERTIFICATE COURSE IN DIGITAL MEDIA MARKETING

### ABOUT COURSE:

The Indian marketing ecosystem has seen an exponential rise with social media taking tight grip over the common masses along with the traditional mainstream media. The technological advancement in India has created the need to market the products in the best way possible to compete with multiple players in the market. As more products are being launched every day, there is an increased demand for qualified, well-rounded marketers to take them to the market in the most effective way.

### OBJECTIVES OF THE COURSE:

- To provide an in-depth understanding of what marketing means in the digital age.
- To help students build a brand that customers can connect with and achieve business goals in the process using digital media.

### OUTCOMES OF THE COURSE:

- The course made the participants realize that converting customers via digital sales funnels is easier.
- The Course made the participants realize that businesses need Digital Marketers making their demand extremely high.
- The students realized that digital media marketing is a career of higher flexibility by having the option of freelancing at all point of time.

### Summary of the Course

Name of Organization:	Sociolopedia
Resource person:	Mr. Hitesh Motwani
Number of students enrolled in the year:	59
Number of Students completing the course in the year:	59
Duration of course:	30 hours
Assessment Pattern:	Total Marks: 40 External exam: 20 Marks: MCQs & Internal: 20 Practical assignment
Total Passing Marks:	50 %

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## Call for Registration for Add-on/Certificate Courses

A.Y. 2018-2019

Lala College of Commerce and Economics offers the following Add On/ Certificate Courses in collaboration with various professional institution to provide job opportunities to its students at a very reasonable fees.

Title of the Course	Collaborating Agency	Duration	Intake
Advanced Diploma Course in Computer Application*	Approved by University of Mumbai	3 Years	30 Students
Advanced Diploma Course in E-Commerce*	Approved by University of Mumbai	3 Years	30 Students
Advanced Diploma in Taxation Procedures and Practices*	Approved by University of Mumbai	3 Years	30 Students
Advanced Diploma in Tourism and Travel Management*	Approved by University of Mumbai	3 Years	30 Students
Advanced Diploma in Principles & Practice of Insurance*	Approved by University of Mumbai	3 Years	30 Students
Certificate Course in Financial Plan and Economic Indicator	Ambition Learning	32 Hrs	As Per Demand
Certificate Course in Soft Skills–Self Development	Arvi Achievers	30 Hrs	As Per Demand
Certificate Course in Case Study	Eduboard	30 Hrs	As Per Demand
Certificate Course in Mutual Fund	BIAP (Board of Industry Academia Partnership)	30 Hrs	As Per Demand
Certificate Course in Ethical Hacking	Makkskills	24 Hrs	As Per Demand
Advance Level Certificate Course in Chinese Language (Mandarin)	YEHCHINA	30 Hrs	As Per Demand
Certificate Course in Event Management	Socialopedia	3 Weeks	As Per Demand
Certificate Course in Blogging	Novatech Computers	2 Weeks	As Per Demand
Certificate Course in Advance Excel	Novatech Computers	30 Days	As Per Demand
Certificate Course in Travel & Tourism	SEF Institute (Shirhatti Education Foundation)	96 Hrs	As Per Demand
Beginner's Level Certificate Course in Spanish Language	Professional Foreign Language Centre	30 Hrs	As Per Demand
Certificate Course in Custom Clearance Documentation Executive - Export	IISFT Skills Pvt. Ltd.	30 Hrs	As Per Demand
Certificate Course in Tally, ERP With GST	Novatech Computers	120 Hrs	As Per Demand

**\*Students completing First Year of the Course will be awarded Certificate and Two Years will be awarded Diploma.**

**Contact Person: Dr. Arun Poojari -: 9819066283 & Dr. Rahul Shetty -: 9920168180**

**Eligibility:** HSC or equivalent degree.

**Attendance at all sessions is compulsory.**



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## Index of Summary Report of Add-on Vocational and Certificate Courses

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## Add-on Vocational Courses and Certificate Courses

A.Y. 2018-2019

Lala Lajpatrai College of Commerce and Economics is known in South Mumbai for an array of Add-on Vocational Courses and Certificate Courses offered to its students along with various traditional and self-financed courses of the University.

### Add-on Vocational Courses:

Add-on Vocational Courses are approved by the University of Mumbai and are of three years duration. The Students are awarded Certificate on completion of the first year, Diploma on completion of the second year and Advanced Diploma on completion of the third year. The following is the list of Add-on Vocational Courses offered by the College:

#### **Course in Computer Applications:**

- Certificate Course in Computer Application
- Diploma Course in Computer Application
- Advance Diploma Course in Computer Application

#### **Course in E-Commerce:**

- Certificate Course in E-Commerce
- Diploma Course in E-Commerce
- Advance Diploma Course in E-Commerce

#### **Course in Taxation Procedures & Practices:**

- Certificate Course in Taxation Procedures & Practices
- Diploma Course in Taxation Procedures & Practices
- Advance Diploma Course in Taxation Procedures & Practices

#### **Course in Tourism & Travel Management:**

- Certificate Course in Tourism & Travel Management
- Diploma Course in Tourism & Travel Management
- Advance Diploma Course in Tourism & Travel Management

#### **Course in Principles & Practice of Insurance:**

- Certificate Course in Principles & Practice of Insurance
- Diploma Course in Principles & Practice of Insurance
- Advance Diploma Course in Principles & Practice of Insurance

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## REPORT ON ADD-ON VOCATIONAL COURSES

2018-2019

The academic year 2018-19 saw an enrolment of 236 students with a passing count of 152 students qualifying the Certificate, Diploma & Adv. Diploma Courses across various streams. Students are not only enriched through a wide exposure of these employment-oriented courses but equipped with lectures from eminent experts through attendance of students in conclaves at inter collegiate events. Moreover, as every year Entrepreneurship Mela was organised with a lot of vigour enabling student attendees to explore organizing skills & learning to sell, price & market the products & services. Faculties from the academic field & industry professionals were instrumental in moulding the students enrolled for various courses.

Sr. No.	Name of the Faculties	Specialization	Association	Experience
1.	CA. Mr.Vikram Mehta	Taxation	D.R Mehta & Associates	15 Years
2.	Ms. Rupali Shinde	Information Technology	Bhavans Hazarimal Somani Collge of Arts, Science & Commerce	6 Years
3.	Ms. Pratima Chaudhary	Travel & Tourism	Proprietor - Panglobe Holidays	22 Years
4.	CA. Mr. Ronak Jain	Taxation	BDO India LLP.	5 years
5.	Ms. Badraunisa Mohammed	Travel & Tourism	India International Trade Centre (IITC - Mumbai)	22 Years
6.	CA.Ms. Shital Sanghavi	Accounting & Tax	Jai Hind College - Autonomous	10 Years
7.	Ms. Rinjal Vanigota Jain	Information Technology	Sophia College Autonomous	4 Years
8.	Mr. Santosh Dubey	Insurance	SBI General Insurance Company Ltd.	22 Years
9.	Ms. Shilpa Kulkarni	Management	Welingkar Institute of Management	26 years
10.	CA. Ms. Swapna Patvardhan	Taxation	Percipere Consulting India Private Ltd.	4 Years
11.	Ms. Sneha Chaturvedi	Insurance	Proprietress - SC Advisors , Corporate & Investment Advisor	5 Years

### COURSE OUTCOMES:

- 1) Industry Academia collaborations.
- 2) Exploring destinations through study tours by tourism & travel students.
- 3) Internship projects providing practical training in the respective subject domains.

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Principal  
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Apart from Add-On Vocational Courses, Lala Lajpatrai College also offers array of certificate courses in various areas of skill development and ability enhancement. Each Certificate Course is designed to provide in-depth knowledge of a subject. These courses are job focussed and provide a wide range of skills to a student so that he can perform well in the industry. These courses are an effort to reduce the gap between Industry and Academia. A list of these Courses offered is as under:

## Certificate Courses:

- Certificate Course in Financial Plan and Economic Indicator
- Certificate Course in Soft Skills Development
- Certificate Course in Case Study
- Certificate Course in Mutual Fund
- Certificate Course in Ethical Hacking
- Advance Level Certificate Course in Chinese Language (Mandarin)
- Certificate Course in Event Management
- Certificate Course in Blogging
- Certificate Course in Advance Excel
- Certificate Course in Travel & Tourism
- Beginner's Level Certificate Course in Spanish Language
- Certificate Course in Custom Clearance Documentation Executive - Export
- Certificate Course in Tally, ERP With GST

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## CERTIFICATE COURSE IN FINANCIAL PLAN AND ECONOMIC INDICATOR

### ABOUT COURSE:

An economic indicator is a piece of economic data, usually of macroeconomic scale, that is used by analysts to interpret current or future investment possibilities. These indicators also help to judge the overall health of an economy. Economic indicators can be divided into categories or groups. Most of these economic indicators have a specific schedule for release, allowing investors to prepare for and plan on seeing certain information at certain times of the month and year. Leading indicators, such as the yield curve, consumer durables, net business formations, and share prices, are used to predict the future movements of an economy. Economic indicators are often collected by a government agency or private business intelligence organization in the form of a census or survey, which is then analysed further to generate an economic indicator.

### OBJECTIVES OF THE COURSE:

- To explain various categories / Groups of Economic Indicator.
- To explain various uses of Economic Indicators.
- To explain the state of an economy.

### OUTCOMES OF THE COURSE:

- The program helped in understanding the complete techniques to earn more profit in the stock market.
- The program imparted knowledge of Trends & Patterns to identify stock price movements.
- The program helped students learn tactics to apply in trading to reduce risk and gain more profit in the stock market.

### SUMMARY OF THE COURSE:

<b>Name of the Organization:</b>	Ambition Learning
<b>Name of the Resource Person:</b>	Mr. Vishal Gada
<b>Number of students enrolled:</b>	41
<b>Number of students completed the course successfully:</b>	41
<b>Duration of the program:</b>	30 hours
<b>Total Marks:</b>	40
	<b>Marks 20:</b> Online exam based on MCQs
	<b>Marks 20:</b> Project work
<b>Total Passing:</b>	50 %

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## CERTIFICATE COURSE IN SOFT SKILLS DEVELOPMENT

### ABOUT COURSE:

Soft skills are the combination of people skills, social skills, communication skills, emotional intelligence, and personality traits that make it easy to get along and work harmoniously with other people. Soft skills are character traits and interpersonal skills that characterize a person's relationships with other people. In the workplace, soft skills are considered to be a complement to hard skills, which refer to a person's knowledge and occupational skills.

### OBJECTIVES OF THE COURSE:

- To educate the students about various soft skills that are essential.
- To educate the students about importance of each soft skill in corporate world.
- To enhance their skills on team management and leadership.

### OUTCOMES OF THE COURSE:

- The students improvised in their communication skills that are essential in the corporate world.
- The students developed strong leadership skills.
- The students developed the art of team management.
- The course helped them enhance their critical thinking ability.

### SUMMARY OF THE COURSE:

Name of the Organization:	ARVI ACHIEVERS
Name of the Resource Person:	Ms. Archana Vijayan
Number of students enrolled:	54
Number of students completed the course successfully:	54
Duration of the program:	30 hours
Total marks:	30
	Three best Assignments out of 5
Total Passing marks:	50%

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## CERTIFICATE COURSE IN CASE STUDY

### About Course:

Case study is a research methodology, typically seen in social and life sciences. There is no one definition of case study research.

A case study is an in-depth study of one person, group, or event. In a case study, nearly every aspect of the subject's life and history is analyzed to seek patterns and causes of behavior. Case studies can be used in a variety of fields including psychology, medicine, education, anthropology, political science, and social work. Teaching Case Study analysis at under graduate level helps students to use it effectively when they choose their career in Masters.

### OBJECTIVES OF THE COURSE:

- To introduce the concept of problem solving to the students.
- To educate the students about analytical tools, quantitative and/or qualitative, depending on the case.
- To guide the students about decision making in complex situations.
- To train the students to cope up with ambiguities.

### OUTCOMES OF THE COURSE:

- The course engaged the students in research and reflective discussion.
- The course encouraged the students in developing higher order thinking.
- The course facilitated creative problem solving.
- The course helped students to develop realistic solutions to complex problems.

### SUMMARY OF THE COURSE:

Name of the Organization:	EDUBOARD
Name of the Resource Person:	Dr. Pratibha Jain
Number of students enrolled:	21
Number of students completed the course successfully:	21
Duration of the program:	30 hours
Total Marks:	40 - Question paper based on Case study analysis. (4 best answers out of 5)
Passing standard:	50 percent

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### About Course:

A mutual fund is a professionally managed investment fund that pools money from many investors to purchase securities. Mutual funds are regulated by governmental bodies and are required to publish information including performance, comparison of performance to benchmarks, fees charged, and securities held. A single mutual fund may have several share classes by which larger investors pay lower fees.

### OBJECTIVES OF THE COURSE:

- Get a Basic Understanding of how Mutual Fund Investment works.
- Important Documents to be checked before Investing In MFs.
- Tax Planning Using Mutual Funds.
- Risk Diversification Using Mutual Funds.

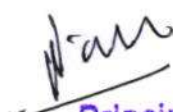
### OUTCOMES OF THE COURSE:

- The course helped students to understand the basics of Mutual Funds.
- The course helped students to understand how to do tax planning using Mutual Funds.
- It also helped students to divert their risks using Mutual Funds.

### SUMMARY OF THE COURSE:

- |   |   |
|---|---|
| • Name of the Organization:                             | BIAP  |
| • Name of the Resource Person:                          | Mr. Viraj Singhal                           |
| • Number of students enrolled:                          | 33  |
| • Number of students completed the course successfully: | 33  |
| • Duration of the program:                              | 30 hours                                    |
| • Total Marks:  | 40  |
|   | <b>Marks 20</b> : Online exam based on MCQs |
|   | <b>Marks 20</b> : Project work              |
| • Total Passing:  | 50 Percent                                  |

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# LALA LAJPATRAI COLLEGE OF COMMERCE & ECONOMICS

Lala Lajpatrai Marg, Mahalaxmi, Mumbai – 400034. Tel. No. 23548240/ 23548241 Fax: 23532896  
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## CERTIFICATE COURSE IN ETHICAL HACKING

### About Course:

Ethical Hacking Ethical hacking involves an authorized attempt to gain unauthorized access to a computer system, application, or data. Carrying out an ethical hack involves duplicating strategies and actions of malicious attackers. Ethical hackers learn and perform hacking in a professional manner, based on the direction of the client, and later, present a maturity scorecard highlighting their overall risk and vulnerabilities and suggestions to improve. Ethical hacking is an authorized practice of detecting vulnerabilities in an application, system, or organization's infrastructure and bypassing system security to identify potential data breaches and threats in a network. Ethical hackers aim to investigate the system or network for weak points that malicious hackers can exploit or destroy.

### OBJECTIVES OF THE COURSE:

- To introduce the students to the authorized practices of detecting vulnerabilities in an application.
- To educate the students about how to investigate the network for weak points.

### OUTCOMES OF THE COURSE:

- The students discovered vulnerabilities from an attacker. This enables a student to fix weak points.
- The students learned to implement a secure network that prevents security breaches.
- They also learned to defend national security by protecting data from terrorists.
- Gaining the trust of customers and investors by ensuring the security of their products and data.

### SUMMARY OF THE COURSE:

- |   |  |
|---|--|
| • Name of the Organization:                             | ATS Infotech                                     |
| • Name of the Resource Person:                          | Mr. Jai  |
| • Number of students enrolled:                          | 52   |
| • Number of students completed the course successfully: | 52   |
| • Duration of the program:                              | 30 hours   |
| • Total Marks :   | 40   |
|   | External exam: 20 Marks: MCQs<br>based Questions |
|   | Internal: 20 Assignment                          |
| • Total Passing Marks :                                 | 50 %   |

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## ADVANCE LEVEL CERTIFICATE COURSE IN CHINESE LANGUAGE (MANDARIN)

### ABOUT COURSE:

Advance Certificate Course in Chinese imparts knowledge about deeper understanding on Chinese characters and Chinese characters as well as recognise Chinese sentences and phrases.

This is an advanced level language course which teaches the skills of reading, listening, speaking and writing in Mandarin Chinese. Emphasis has been placed on training students in understanding complex grammar, vocabulary, sentences and passages and expressing opinions on social and cultural issues. Conversational practices will help you to communicate effectively and properly in different situations.

### OBJECTIVES OF THE COURSE:

- To upgrade the knowledge of those students who have successfully completed Basic Level Chinese Language program.
- To inculcate conversational practice in Mandarin Language.

### OUTCOMES OF THE COURSE:

- Express complex ideas in Chinese with a degree of fluency and develop competence in interaction with native speakers.
- Have developed a vocabulary of 230 Chinese words and use them with a degree of proficiency.
- Read and write complex sentences and articles, as well as translation.

### SUMMARY OF THE COURSE:

• Name of the Organization:	YEHCHINA	
• Number of students enrolled:	11	
• Number of students completed the course successfully:	11	
• Total Marks :	40	
• Assessment Pattern:	External exam : 20 Marks : MCQ based Questions Internal: 20 Assignment work	
• Total Passing Marks :	50	%

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## CERTIFICATE COURSE IN EVENT MANAGEMENT

### ABOUT COURSE:

Event management is the application of project management to the creation and development of small and/or large-scale personal or corporate events such as festivals, conferences, ceremonies, weddings, formal parties, concerts, or conventions. It involves studying the brand, identifying its target audience, devising the event concept, and coordinating the technical aspects before actually launching the event. The events industry now includes events of all sizes from the Olympics down to business breakfast meetings. Many industries, celebrities, charitable organizations, and interest groups hold events in order to market their label, build business relationships, raise money, or celebrate achievement.

### OBJECTIVES OF THE COURSE:

- To introduce the event industry to the students.
- To educate them how to manage various events.
- To develop creative thinking.

### OUTCOMES OF THE COURSE:

- Managing event budgets, including researching and negotiating costs.
- Creative design for venues.
- Drawing up schedules and deadlines for events and preparatory actions.
- Operational management and support, across the organization of personnel such as security teams, travel and ticketing personnel, waiting staff, equipment crews and hospitality staff.

### Summary of the Course

Name of Organization:	Makk Skills
Resource person:	Ms. Ruchi Chopra
Number of students enrolled in the year:	32
Number of Students completing the course in the year:	32
Duration of course:	30 hours
Assessment Pattern:	Total Marks: 40 External exam: 20 Marks: MCQs & Internal: 20 Practical assignment
Total Passing Marks:	50 %

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## CERTIFICATE COURSE IN BLOGGING

### ABOUT COURSE:

A blog (a shortened version of “weblog”) is an online journal or informational website displaying information in reverse chronological order, with the latest posts appearing first, at the top. It is a platform where a writer or a group of writers share their views on an individual subject. There are many reasons to start a blog for personal use and only a handful of strong ones for business blogging. Blogging for business, projects, or anything else that might bring money has a very straightforward purpose. The main purpose of a blog is to connect an organization to the relevant audience.

### OBJECTIVES OF THE COURSE:

- To introduce the concept of blogging and its relevance in today’s world.
- To educate the students how to use blogging for a successful business or a project.

### OUTCOMES OF THE COURSE

- The course help students showcase their Skills in enhancing their marketing efforts. Blogging is the best way to showcase their skills to the world.
- Get More Traffic To their Website.
- Build Customer Relationships.
- Build An Online Brand.

### SUMMARY OF THE COURSE

Name of Organization:	Sociolopedia
Resource person:	Ms. Roshni Tarani Motwani
Number of students enrolled in the year:	6
Number of Students completing the course in the year:	6
Duration of course:	30 hours
Assessment Pattern:	External exam: 20 Marks: MCQs Internal: 20 Practical Assignment of writing blog
Total Passing Marks:	50 %

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## CERTIFICATE COURSE IN ADVANCED EXCEL

### ABOUT COURSE:

Microsoft Excel is a spreadsheet developed by Microsoft for Windows, macOS, Android and iOS. It features calculation or computation capabilities, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications (VBA). Excel forms part of the Microsoft Office suite of software. Advanced-level Excel skills are skills that enables students perform complex calculations, simulations, graphing, data visualisation and automation. These skills allow students to access and process huge volumes of data and effectively use them to perform a range of business tasks like inventory management, estimation and costing.

### OBJECTIVES OF THE COURSE:

- To introduce to the students, the advance version of MS EXCEL.
- To educate them about the importance of using Advance Excel in their job.

### OUTCOMES OF THE COURSE

- Taking up an excel training enables students create equations and provide more data on vital company functions like project efficiency, and financial projections.
- Students also design spreadsheets that provide a clear picture of the information that is input and create tracking systems for different departments and operations.
- Students can use more sophisticated tools and complete tasks and analyze data quickly.

### SUMMARY OF THE COURSE

Name of Organization:	Novatech Computers
Resource person:	Mr. Nitin Agarwal
Number of students enrolled in the year:	17
Number of Students completing the course in the year:	17
Duration of course:	30 hours
Total Marks:	100
	Online exam either in center or in college
Total Passing:	50 Marks

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## CERTIFICATE COURSE IN TRAVEL AND TOURISM

### ABOUT COURSE:

The Certificate Course in Travel and Tourism is a **unique program available to students who are interested in learning more about the hospitality and travel industries**. The course is designed to provide students with a strong background in the management aspects of the fields of travel and tourism. Students learn about how the front office works, the management of food and beverages, different tourism processes, communication, and business planning.

### OBJECTIVES OF THE PROGRAM:

- To get a thorough understanding of the components of tourism industry and to acquire knowledge and information pertaining to tourism industry.
- To help students to understand Social-Cultural, Environmental richness of an area.
- To orient and equip students with Travel Management skills of the age.
- To develop entrepreneurial skills among students

### OUTCOMES OF THE COURSE

- Since this industry is quite booming, the course provided ample opportunities to the students in the field of hospitality and travel industries.
- The course provided opportunities on global scale.

### Summary of the Course

- |   |  |
|---|--|
| • Name of the Organization:                             | SEF Institute (Shirhatti Education Foundation) |
| • Number of students enrolled in the year:              | 10   |
| • Number of Students completing the course in the year: | 10   |
| • Duration of course:                                   | 96 hours                                       |
| • Total Marks:  | 100  |
| • Total Passing:  | 35 Marks                                       |

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## CERTIFICATE COURSE IN SPANISH LANGUAGE

### ABOUT COURSE:

The Spanish is a Romance language of the Indo-European language family that evolved from colloquial spoken Latin in the Iberian Peninsula of Europe. Spanish is the official language of 20 countries. It is the world's second-most spoken native language after Mandarin Chinese; the world's fourth-most spoken language overall after English, Mandarin Chinese, and Hindustani.

### OBJECTIVES OF THE COURSE:

- To familiarize students with nuance of foreign language.
- To explain basic vocabulary, grammar, days, time and calendar.
- To understand basic Spanish language.

### OUTCOMES OF THE COURSE

- The students learnt basic words of Spanish Language.
- The subject introduced them to the basics of vocabulary, grammar, numbers, calendar and Time.
- Knowledge in this subject helps student travel to a Spanish-speaking country and really get to know their culture.
- An additional language adds to the extra skills for future job prospective.

### Summary of the Course

<b>Name of Organization:</b>	Professional Foreign Language Centre
<b>Number of students enrolled in the year:</b>	6
<b>Number of Students completing the course in the year:</b>	6
<b>Duration of course:</b>	30 hours
<b>Total Marks:</b>	40
<b>External exam:</b>	20 Marks: MCQs based Questions Internal: 20 Assignment
<b>Total Passing Marks:</b>	50 %

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## CERTIFICATE COURSE IN CUSTOM CLEARANCE DOCUMENTATION EXECUTIVE - EXPORT

### ABOUT COURSE:

A certificate course was initiated by Department of Commerce under the MOU with Indian Institute of Shipping and Foreign Trade (IISFT Skills Pvt. LTD.). **21 students have registered for a Certificate Course** in Exports, Customs Clearance & Shipping Procedures Certified by Logistics Sectors Skill Council of International Standards (NSQF -Level 4) in the academic year 2018-19 imparting the need for logistics as a career option amongst commerce students.

### COURSE OBJECTIVES:

- To promote job-based training and improving skilled man power supply within the country.
- To promote employability and job-oriented courses.
- To orient students with custom clearance, procedures, documentation, know-how of export cargo, custom rules & regulations.

### COURSE OUTCOMES:

- Certification of International Recognition.
- Hands on practical exposure.
- Exposure to session by industry exports.

### Summary of the Course

Name of Organization:	IISFT SKILLS
Number of students enrolled in the year:	21
Number of Students completing the course in the year:	21
Duration of course:	30 hours
Total Marks:	40
External exam:	30 Marks: MCQs based Questions Internal: 10 Assignment
Total Passing Marks:	50 %

*Signature*

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## CERTIFICATE COURSE IN TALLY, ERP WITH GST

### ABOUT COURSE:

Transactions Allowed in a Linear Line Yards or Tally is a popular software developed by the Goenka's in 1986. This software is used by a large number of small and medium scale industries. Its primary objective is to conduct accounting activities in a very detailed and systematic manner. Tally is a course which every finance student should pursue.

Tally, ERP Course with GST covers in-depth knowledge to meet the accounting requirements of the industry. Students are not only taught the concepts but also they learn how they can practically implement those concepts in their Day-to-Day Accounting Process with practical examples and entries in tally.

### OBJECTIVES OF THE COURSE:

- To introduce the concept of Tally Package to the students.
- To introduce the concept of GST to the students.
- To revise certain accounting concepts.

### OUTCOMES OF THE COURSE

- The students started with manual accounting – Both commerce and non-commerce background students could easily learn.
- Practical training – Practical lessons which were designed like actual Job workouts.
- The course opened various job opportunities to various students.
- The course made the students stronger with the digital book-keeping process.

### SUMMARY OF THE COURSE:

- |   |  |
|---|--|
| • Name of the Organization:                             | Novatech Computers                         |
| • Name of the Resource Person:                          | Mr. Nitin Agarwal                          |
| • Number of students enrolled:                          | 31   |
| • Number of students completed the course successfully: | 31   |
| • Total Duration:                                       | 120 hours                                  |
| • Assessment Pattern:                                   | Online exam either in Center or in college |
| • Passing standard :                                    | 50 marks                                   |





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## Call for Registration for Add-on/Certificate Courses

A.Y. 2019-20

Lala College of Commerce and Economics offers the following Add On/ Certificate Courses in collaboration with various professional institution to provide job opportunities to its students at a very reasonable fees.

Title of the Course	Collaborating Agency	Duration	Intake
Advanced Diploma Course in Computer Application*	Approved by University of Mumbai	3 Years	30 Students
Advanced Diploma Course in E-Commerce*	Approved by University of Mumbai	3 Years	30 Students
Advanced Diploma in Taxation Procedures and Practices*	Approved by University of Mumbai	3 Years	30 Students
Advanced Diploma in Tourism and Travel Management*	Approved by University of Mumbai	3 Years	30 Students
Advanced Diploma in Principles & Practice of Insurance*	Approved by University of Mumbai	3 Years	30 Students
Certificate Course in Tally & GST	Novatech Computers	120 Hrs	As Per Demand
Certificate Course in Financial Plan	Ambition Learning	30 Hrs	As Per Demand
Certificate Course in Demystifying Financial Market	Ambition Learning	30 Hrs	As Per Demand
Certificate Course in Economic Indicator	Ambition Learning	30 Hrs	As Per Demand
Certificate Course in Soft Skill Development	Arvi Achievers	30 Hrs	As Per Demand
Certificate Course in Case Study	Eduboard	30 Hrs	As Per Demand
Certificate Course in Event Management	Makkskills	30 Hrs	As Per Demand
Certificate course in Risk Management	GLECO International Pvt. Ltd	30 Hrs	As Per Demand
Certificate Course in Mutual Funds	BIAP (Board of Industry Academia Partnership)	30 Hrs	As Per Demand
Certificate course in Spanish Language	Professional Foreign Language Centre	30 Hrs	As Per Demand
Certificate course in Coral Draw	Makkskills	30 Hrs	As Per Demand
ACCA - Fundamental Level	FINPLAN	1 Year	As Per Demand
ACCA - Knowledge Level	FINPLAN	1 Year	As Per Demand
ACCA - FIA + Knowledge Level	FINPLAN	1 Year	As Per Demand
ACCA - FIA (Foundation in Accountancy)	FINPLAN	1 Year	As Per Demand

*\*Students completing First Year of the Course will be awarded Certificate and Two Years will be awarded Diploma.*

Contact Person: Dr. Arun Poojari -: 9819066283 & Dr. Rahul Shetty -: 9920168180

Eligibility: HSC or equivalent degree.

Attendance at all sessions is compulsory.




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## Index of Summary Report of Add on Vocational and Certificate Courses

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## Add-on Vocational Courses and Certificate Courses

A.Y. 2019-2020

Lala Lajpatrai College of Commerce and Economics is known in South Mumbai for an array of Add-on Vocational Courses and Certificate Courses offered to its learners along with various traditional and self-financed courses of the University.

### Add-on Vocational Courses:

Add-on Vocational Courses are approved by the University of Mumbai and are of three years duration. The Students are awarded Certificate on completion of the first year, Diploma on completion of the second year and Advanced Diploma on completion of the third year. The following is the list of Add-on Vocational Courses offered by the College:

#### **Course in Computer Applications:**

- Certificate Course in Computer Application
- Diploma Course in Computer Application
- Advance Diploma Course in Computer Application

#### **Course in E-Commerce:**

- Certificate Course in E-Commerce
- Diploma Course in E-Commerce
- Advance Diploma Course in E-Commerce

#### **Course in Taxation Procedures & Practices:**

- Certificate Course in Taxation Procedures & Practices
- Diploma Course in Taxation Procedures & Practices
- Advance Diploma Course in Taxation Procedures & Practices

#### **Course in Tourism & Travel Management:**

- Certificate Course in Tourism & Travel Management
- Diploma Course in Tourism & Travel Management
- Advance Diploma Course in Tourism & Travel Management

#### **Course in Principles & Practice of Insurance:**

- Certificate Course in Principles & Practice of Insurance
- Diploma Course in Principles & Practice of Insurance
- Advance Diploma Course in Principles & Practice of Insurance

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## REPORT ON ADD-ON VOCATIONAL COURSES

A.Y. 2019-2020

The year 2019-2020 has benchmarked its arrival with enrolments of 160 students & 136 qualifiers for Add- on- Vocational Courses under the Three-Year Integrated Programme affiliated to University of Mumbai.

Under its holistic vision and overall upgradation of the student community led by a team of dedicated & committed staff have designed a competitive & industry-oriented syllabus that bridges the gap between industry & academia for all the Add-on-Vocational Courses w.e.f. the academic year 2019-2020 under the able guidance & support of the Academic Council & Board of Studies members – University of Mumbai. The details are as mentioned below.

University Circular No.	Add-on-Vocational Course
UG/16	E-Commerce
UG/17	Tourism & Travel Management
UG/18	Principles & Practices of Insurance
UG/21	Computer Application
UG/22	Taxation Procedures & Practices

Syllabus Revision Committee comprised a team of renowned industry experts & experienced professors from Lala Lajpatrai College of Commerce & Economics, H.R. College of Commerce & Economics & K.J. Somaiya College. Lala Lajpatrai College of Commerce & Economics was the lead college in taking the initiative to upgrade the curriculum that suits the industry pre requisites. The session was engaged by industry experts & academicians enlisted as follows.

Sr. No.	Name of the Faculties	Specialization	Association
1	Mr. Parin Kothari	Information Technology	NIIT
2	Ms. Payal Parikh	Travel & Tourism	H.R. College of Commerce & Economics
3	Ms. Poulami Sarkar	Travel & Tourism	NKES College of Arts, Science & Commerce - Wadala
4	CA Akash Pednekar	Taxation	Western India Regional Council -ICAI
5	Ms.Rinjal Vanigota Jain	Information Technology	Sophia College Autonomous
6	Mr.Gaurishankar Singh	Information Technology	Sophia College Autonomous
7	Ms.Sneha Chaturvedi	Insurance	Proprietress - SC Advisors , Corporate &

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# LALA LAJPATRAI COLLEGE OF COMMERCE & ECONOMICS

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E-mail: [lcolcom@mtal.in](mailto:lcolcom@mtal.in) | [principal.llc@gmail.com](mailto:principal.llc@gmail.com) | website: [www.lalacollege.edu.in](http://www.lalacollege.edu.in)

			Investment Advisor
8	Mr. Santosh Dubey	Insurance	SBI General Insurance Company Ltd.
9	Ms. Krishnapriya Chonkar	Information Technology	Fazlani International School - Mazagaon
10	Mr. Amit Mahajan	Taxation	Ernst and Young LLP

## COURSE OUTCOMES:

- 1) Industry -academia collaborations.
- 2) Instructional deliveries through renowned professionals, academicians & industry experts.

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Apart from Add-On Vocational Courses, Lala Lajpatrai College also offers array of certificate courses in various areas of skill development and ability enhancement. Each Certificate Course is designed to provide in-depth knowledge of a subject. These courses are job focussed and provide a wide range of skills to a student so that he can perform well in the industry. These courses are an effort to reduce the gap between Industry and Academia. A list of these Courses offered is as under:

## Certificate Courses:

- Certificate Course in Tally, ERP & GST
- Certificate Course in Financial Plan
- Certificate Course in Demystifying Financial Market
- Certificate Course in Economic Indicator
- Certificate Course in Soft Skills Development
- Certificate Course in Case Study
- Certificate Course in Event Management
- Certificate course in Risk Management
- Certificate Course in Mutual Fund
- Certificate course in Spanish Language
- Certificate course in Coral Draw
- ACCA - Fundamental Level
- ACCA - Knowledge Level
- ACCA - FIA + Knowledge Level
- ACCA - FIA (Foundation in Accountancy)

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## CERTIFICATE COURSE IN TALLY, ERP WITH GST

### ABOUT COURSE:

Transactions Allowed in a Linear Line Yards or Tally is a popular software developed by the Goenka's in 1986. This software is used by a large number of small and medium scale industries. Its primary objective is to conduct accounting activities in a very detailed and systematic manner. Tally is a course which every finance student should pursue.

Tally, ERP Course with GST covers in-depth knowledge to meet the accounting requirements of the industry. Students are not only taught the concepts but also they learn how they can practically implement those concepts in their Day-to-Day Accounting Process with practical examples and entries in tally.

### OBJECTIVES OF THE COURSE:

- To introduce the concept of Tally Package to the students.
- To introduce the concept of GST to the students.
- To revise certain accounting concepts.

### OUTCOMES OF THE COURSE

- The students started with manual accounting – Both commerce and non-commerce background students could easily learn.
- Practical training – Practical lessons which were designed like actual Job workouts.
- The course opened various job opportunities to various students.
- The course made the students stronger with the digital book-keeping process.

### SUMMARY OF THE COURSE:

- |   |  |
|---|--|
| • Name of the Organization:                             | Novatech Computers                         |
| • Name of the Resource Person:                          | Mr. Nitin Agarwal                          |
| • Number of students enrolled:                          | 49   |
| • Number of students completed the course successfully: | 49   |
| • Total Duration:                                       | 120 hours                                  |
| • Assessment Pattern:                                   | Online exam either in center or in college |
| • Passing standard :                                    | 50 marks                                   |

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## CERTIFICATE COURSE IN FINANCIAL PLAN

### ABOUT COURSE:

The Certificate course in Financial Plan is one of the most widely recognized and accepted courses. The main objective of this course is to teach the students how to build trust and assist customers in an increasingly complex advice world.

### OBJECTIVES OF THE COURSE:

- To make students proficient in making a robust and recurring financial planning framework
- To help increase client's confidence to help them achieve their life goals.
- To enhance relations with clients leading ultimately to customer references.
- To provide advanced career opportunities in financial services along with a greater job satisfaction

### OUTCOMES OF THE COURSE:

- How to place client's interests first.
- How to understand client's needs and goals.
- How to understand financial matters in simple terms.

### SUMMARY OF THE COURSE:

- **Name of the Organization:** Ambition Learning
- **Name of the Resource Person:** Mr. Vishal Gada
- **Number of students enrolled:** 78
- **Number of students completed the course successfully:** 78
- **Total Duration :** 30 Hours
- **Total Marks :** 40  
**Marks 20:** Online exam based on MCQs  
**Marks 20:** Project work
- **Total Passing:** 50 Marks

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## CERTIFICATE COURSE IN DEMYSTIFYING FINANCIAL MARKET

### ABOUT COURSE:

Financial markets play a vital role in facilitating the smooth operation of capitalist economies by allocating resources and creating liquidity for businesses and entrepreneurs. The markets make it easy for buyers and sellers to trade their financial holdings. Financial markets create securities products that provide a return for those who have excess funds (Investors/lenders) and make these funds available to those who need additional money (borrowers).

### OBJECTIVES OF THE COURSE:

- To educate the students about Financial Markets.
- To explain the concept of buyers, sellers and trading of financial holdings.
- To explain about fund diversification and money management.

### OUTCOME OF THE COURSE:

- The computation of the cost of capital/risk premium Market efficiency and arbitrage.
- Learnt Fund Diversification: how to select a portfolio of securities that maximizes return while minimizing risk & how does diversification work in practice
- The money management industry and its key players: pension funds, mutual funds, and hedge funds.

### SUMMARY OF THE COURSE:

- |   |  |
|---|--|
| • Name of the Organization:                             | Ambition Learning                          |
| • Name of the Resource Person:                          | Mr. Vishal Gada                            |
| • Number of students enrolled:                          | 19   |
| • Number of students completed the course successfully: | 19   |
| • Total Duration :                                      | 30 Hours                                   |
| • Total Marks :   | 40   |
|   | <b>Marks 20:</b> Online exam based on MCQs |
|   | <b>Marks 20:</b> Project work              |
| • Total Passing:  | 50 Marks                                   |

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## CERTIFICATE COURSE IN ECONOMIC INDICATOR

### ABOUT COURSE:

An economic indicator is a piece of economic data, usually of macroeconomic scale, that is used by analysts to interpret current or future investment possibilities. These indicators also help to judge the overall health of an economy. Economic indicators can be anything the investor chooses, but specific pieces of data released by the government and non-profit organizations have become widely followed.

### OBJECTIVES OF THE COURSE:

- To explain various categories / Groups of Economic Indicator.
- To explain various uses of Economic Indicators.
- To explain the state of an economy.

### OUTCOME OF THE COURSE:

- The students learned the state of an economy through this course.
- They understood various uses and importance of Economic Indicators.
- They understood how these indicators can also influence decisions going forward and ultimately change the course of political strategies.

### SUMMARY OF THE COURSE:

- |   |  |
|---|--|
| • Name of the Organization:                             | Ambition Learning                          |
| • Name of the Resource Person:                          | Mr. Vishal Gada                            |
| • Number of students enrolled:                          | 15   |
| • Number of students completed the course successfully: | 15   |
| • Total Duration :                                      | 30 Hours                                   |
| • Total Marks :   | 40   |
|   | <b>Marks 20:</b> Online exam based on MCQs |
|   | <b>Marks 20:</b> Project work              |
| • Total Passing:  | 50 Marks                                   |

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## CERTIFICATE COURSE IN SOFT SKILLS DEVELOPMENT

### ABOUT COURSE:

Soft skills are the combination of people skills, social skills, communication skills, emotional intelligence, and personality traits that make it easy to get along and work harmoniously with other people. Soft skills are character traits and interpersonal skills that characterize a person's relationships with other people. In the workplace, soft skills are considered to be a complement to hard skills, which refer to a person's knowledge and occupational skills.

### OBJECTIVES OF THE COURSE:

- To educate the students about various soft skills that are essential.
- To educate the students about importance of each soft skill in corporate world.
- To enhance their skills on team management and leadership.

### OUTCOMES OF THE COURSE:

- The students improvised in their communication skills that are essential in the corporate world.
- The students developed strong leadership skills.
- The students developed the art of team management.
- The course helped them enhance their critical thinking ability.

### SUMMARY OF THE COURSE:

<b>Name of the Organization:</b>	ARVI ACHIEVERS
<b>Name of the Resource Person:</b>	Ms. Archana Vijayan
<b>Number of students enrolled:</b>	11
<b>Number of students completed the course successfully:</b>	11
<b>Duration of the program:</b>	30 hours
<b>Total marks:</b>	30
<b>Assessment Pattern:</b>	Three best Assignments out of 5
<b>Total Passing Marks:</b>	50%

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## CERTIFICATE COURSE IN CASE STUDY

### ABOUT COURSE:

Case study is a research methodology, typically seen in social and life sciences. There is no one definition of case study research.

A case study is an in-depth study of one person, group, or event. In a case study, nearly every aspect of the subject's life and history is analysed to seek patterns and causes of behaviour. Case studies can be used in a variety of fields including psychology, medicine, education, anthropology, political science, and social work. Teaching Case Study analysis at under graduate level helps students to use it effectively when they choose their career in Masters.

### OBJECTIVES OF THE COURSE:

- To introduce the concept of problem solving to the students.
- To educate the students about analytical tools, quantitative and/or qualitative, depending on the case.
- To guide the students about decision making in complex situations.
- To train the students to cope up with ambiguities.

### OUTCOMES OF THE COURSE:

- The course engaged the students in research and reflective discussion.
- The course encouraged the students in developing higher order thinking.
- The course facilitated creative problem solving.
- The course helped students to develop realistic solutions to complex problems.

### SUMMARY OF THE COURSE:

Name of the Organization:	EDUBOARD
Name of the Resource Person:	Dr. Pratibha Jain
Number of students enrolled:	14
Number of students completed the course successfully:	14
Duration of the program:	30 hours
Total Marks:	40
	Question paper based on Case study analysis. (4 best answers out of 5)
Passing standard:	50 percent

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## CERTIFICATE COURSE IN EVENT MANAGEMENT

### ABOUT COURSE:

Event management is the application of project management to the creation and development of small and/or large-scale personal or corporate events such as festivals, conferences, ceremonies, weddings, formal parties, concerts, or conventions. It involves studying the brand, identifying its target audience, devising the event concept, and coordinating the technical aspects before actually launching the event. The events industry now includes events of all sizes from the Olympics down to business breakfast meetings. Many industries, celebrities, charitable organizations, and interest groups hold events in order to market their label, build business relationships, raise money, or celebrate achievement.

### OBJECTIVES OF THE COURSE:

- To introduce the event industry to the students.
- To educate them how to manage various events.
- To develop creative thinking.

### OUTCOMES OF THE COURSE:

- Managing event budgets, including researching and negotiating costs.
- Creative design for venues.
- Drawing up schedules and deadlines for events and preparatory actions.
- Operational management and support, across the organization of personnel such as security teams, travel and ticketing personnel, waiting staff, equipment crews and hospitality staff.
- Keeping in contact with clients, venues and other service providers for each event.

### Summary of the Course:

Name of Organization:	Makk Skills
Resource person:	Ms. Ruchi Chopra & Ms. Neha Madaan
Number of students enrolled in the year:	23
Number of Students completing the course in the year:	23
Duration of the program:	30 hours
Total Marks:	40
	External exam: 20 Marks : Descriptive Question Internal : 20 Project work
Total Passing Marks:	50 %

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## CERTIFICATE COURSE IN RISK MANAGEMENT

### ABOUT COURSE:

The Institute of Risk Management (IRM) is a UK-based leading professional body for risk management providing a range of internationally recognised qualifications and operating in over 100 countries. Members come from all risk disciplines including, accountancy, auditing, engineering, insurance, law and health and safety across public, private and not-for-profit sectors.

### OBJECTIVES OF THE COURSE:

- To teach students to manage the challenges of the business environment.
- To identify, assess and control threats to an organization's capital and earnings.

### OUTCOMES OF THE COURSE:

- The course helped to empower a student with the necessary tools to adequately identify and deal with potential risks.
- The course helped the students to first define the organization's risk appetite.
- To implementation of a robust risk management plan.

### Summary of the Course:

Name of Organization:	GLECO International Pvt Ltd.
Number of students enrolled in the year:	10
Number of Students completing the course in the year:	10
Duration of the program:	30 hours
Total Marks:	40
	External exam: 20 Marks: MCQs based Questions Internal: 20 Assignment/Project
Total Passing Marks:	50 %

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## CERTIFICATE COURSE IN MUTUAL FUND

### ABOUT COURSE:

A mutual fund is a professionally managed investment fund that pools money from many investors to purchase securities. Mutual funds are regulated by governmental bodies and are required to publish information including performance, comparison of performance to benchmarks, fees charged, and securities held. A single mutual fund may have several share classes by which larger investors pay lower fees.

### OBJECTIVES OF THE COURSE:

- Get a Basic Understanding of how Mutual Fund Investment works.
- Important Documents to be checked before Investing in Mutual Funds.
- Tax Planning Using Mutual Funds.


### OUTCOMES OF THE COURSE:

- The course helped students to understand the basics of Mutual Funds.
- The course helped students to understand how to do tax planning using Mutual Funds.
- The course taught students how to divert their risks using Mutual Funds.

### SUMMARY OF THE COURSE:

• Name of the Organization:	BIAP (Board of Industry Academia Partnership)
• Name of the Resource Person:	Mr. Viraj Singhal
• Number of students enrolled:	6
• Number of students completed the course successfully:	6
• Duration of the program:	30 hours
• Total Marks:	40
	<b>Marks 20</b> : Online exam based on MCQs
	<b>Marks 20</b> : Project work
• Total Passing:	50 Percent

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## CERTIFICATE COURSE IN SPANISH LANGUAGE

### ABOUT COURSE:

The Spanish is a Romance language of the Indo-European language family that evolved from colloquial spoken Latin in the Iberian Peninsula of Europe. Spanish is the official language of 20 countries. It is the world's second-most spoken native language after Mandarin Chinese; the world's fourth-most spoken language overall after English, Mandarin Chinese, and Hindustani.

### OBJECTIVES OF THE COURSE:

- To familiarize students with nuance of foreign language.
- To explain basic vocabulary, grammar, days, time and calendar.
- To understand basic Spanish language.

### OUTCOMES OF THE COURSE:

- The students are familiarized with basic words of Spanish Language.
- The subject introduced them to the basics of vocabulary, grammar, numbers, calendar and Time.
- Knowledge in this subject helps student travel to a Spanish-speaking country and really get to know their culture.
- An additional language adds to the extra skills for future job prospective.

### Summary of the Course

Name of Organization:	Professional Foreign Language Centre
Number of students enrolled in the year:	9
Number of Students completing the course in the year:	9
Duration of course:	30 hours
Total Marks:	40
External exam:	20 Marks: MCQs based Questions Internal: 20 Assignment
Total Passing Marks:	50 %

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## CERTIFICATE COURSE IN CORAL DRAW

### ABOUT COURSE:

The course is created for students to understand and enable the beginner's skill set as required by a graphic designer. Learning the various tools of Corel draw will invoke student's interest for visual art and visual communication effectively.

### OBJECTIVES OF THE COURSE:

- To learn and create 2D objects and texts using basic shapes and effect tools.
- To Invoke interest in Graphic Designing.
- To encourage students to learn the base visual communication effects.
- To understand and use beginners CorelDraw tools.

### OUTCOMES OF THE COURSE:

- Understand and Use of basic Corel Draw tools.
- Create and trace pictures in CorelDraw.
- All the basics a student needs as a beginner to advance in CorelDraw.
- Understand to pick the shape tools

### Summary of the Course:

- |   |  |
|---|--|
| • Name of Organization:                                 | Makk Skills  |
| • Resource person:                                      | Ms. Ruchi Chopra   |
| • Number of students enrolled in the year:              | 7  |
| • Number of Students completing the course in the year: | 7  |
| • Duration of the program:                              | 30 hours   |
| • Total Marks:  | 40   |
| • External exam:  | 20 Marks : Descriptive Question<br>Internal: 20 Project work |
| • Total Passing Marks:                                  | 50 %   |

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## ACCA PROGRAMME (Association of Chartered Certified Accountants)

### ABOUT COURSE:

ACCA is a global accounting body that offers “Certified Chartered Accountant” certification. ACCA course duration varies as per the level of education of the students. The course duration of ACCA course is 3 years for students who have completed 12th, 2-2.5 years for commerce graduates, 2 years for IPCC groups, 1-year for B.Com and CA graduates.

The syllabus for ACCA is divided into 13 exams and 4 course levels.

### These levels are:

- ACCA - Fundamental Level
- ACCA - Knowledge Level
- ACCA - FIA + Knowledge Level
- ACCA - FIA (Foundation In Accountancy)

The ACCA Qualification is the world leading accountancy qualification for aspiring financial professionals - providing students with the skills, knowledge and values to have successful careers and lead the organisations they work with into the future.

### OBJECTIVES OF THE COURSE:

1. To meet the global demand of accountancy and finance professionals.
2. To help you to meet the technical as well as managerial skills that are required of chartered accountant.
3. To meet the career opportunities in finance and accounting in India as well abroad countries.

### OUTCOME OF THE COURSE:

- A qualified ACCA member has a holistic idea and knowledge of both the areas and this leads to their overall professional development.
- ACCA focuses on both accounting as well as finance.
- The ACCA qualification is based on international accounting and auditing standards which are accepted in most of the global countries.

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## SUMMARY OF THE COURSES:

Name of the course	Name of the organization	No. of Students Enrolled	Number of Students completing the course in the year	Duration of the program	Total Marks	Total Passing Marks
ACCA - Fundamental Level	FINPLAN	4	4	1 YEAR	100	50%
ACCA - Knowledge Level	FINPLAN	60	60	1 YEAR	100	50%
ACCA - FIA + Knowledge Level	FINPLAN	9	9	1 YEAR	100	50%
ACCA - FIA (Foundation In Accountancy)	FINPLAN	6	6	1 YEAR	100	50%

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## Call for Registration for Add-on Vocational Courses

A.Y. 2020-2021

Lala College of Commerce and Economics offers the following Add On/ Certificate Courses in collaboration with various professional institution to provide job opportunities to its students at a very reasonable fees.

Title of the Course	Collaborating Agency	Duration	Intake
Advanced Diploma Course in Computer Application*	Approved by University of Mumbai	3 Years	30 Students
Advanced Diploma Course in E-Commerce*	Approved by University of Mumbai	3 Years	30 Students
Advanced Diploma in Taxation Procedures and Practices*	Approved by University of Mumbai	3 Years	30 Students
Advanced Diploma in Tourism and Travel Management*	Approved by University of Mumbai	3 Years	30 Students
Advanced Diploma in Principles & Practice of Insurance*	Approved by University of Mumbai	3 Years	30 Students

**\*Students completing First Year of the Course will be awarded Certificate and Two Years will be awarded Diploma.**

**Contact Person: Dr. Arun Poojari -: 9819066283 & Dr. Rahul Shetty -: 9920168180**

**Eligibility:** HSC or equivalent degree.

**Attendance at all sessions is compulsory.**



# LALA LAJPATRAI COLLEGE OF COMMERCE & ECONOMICS

Lala Lajpatrai Marg, Mahalaxmi, Mumbai – 400034. Tel. No. 23548240/ 23548241 Fax: 23532896

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## Index of Summary Report of Add on Vocational Courses

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2	Summary Report on Add-on Vocational Courses	3-4

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## Add-on Vocational Courses and Certificate Courses

A.Y. 2020-2021

Lala Lajpatrai College of Commerce and Economics is known in South Mumbai for an array of Add-on Vocational Courses and Certificate Courses offered to its learners along with various traditional and self-financed courses of the University.

### Add-on Vocational Courses:

Add-on Vocational Courses are approved by the University of Mumbai and are of three years duration. The Students are awarded Certificate on completion of the first year, Diploma on completion of the second year and Advanced Diploma on completion of the third year. The following is the list of Add-on Vocational Courses offered by the College:

#### **Course in Computer Applications:**

- Certificate Course in Computer Application
- Diploma Course in Computer Application
- Advance Diploma Course in Computer Application

#### **Course in E-Commerce:**

- Certificate Course in E-Commerce
- Diploma Course in E-Commerce
- Advance Diploma Course in E-Commerce

#### **Course in Taxation Procedures & Practices:**

- Certificate Course in Taxation Procedures & Practices
- Diploma Course in Taxation Procedures & Practices
- Advance Diploma Course in Taxation Procedures & Practices

#### **Course in Tourism & Travel Management:**

- Certificate Course in Tourism & Travel Management
- Diploma Course in Tourism & Travel Management
- Advance Diploma Course in Tourism & Travel Management

#### **Course in Principles & Practice of Insurance:**

- Certificate Course in Principles & Practice of Insurance
- Diploma Course in Principles & Practice of Insurance
- Advance Diploma Course in Principles & Practice of Insurance

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## REPORT ON ADD-ON VOCATIONAL COURSES

A.Y. 2020-2021

Department of Add-on-Vocational Courses commenced its year with an enrollment of 211 students for Certificate, Diploma and Advance Diploma for the following Add-on-Vocational Courses affiliated to University of Mumbai in the academic year 2020-21 namely:

- 1) Taxation Procedures & Practices
- 2) E-Commerce
- 3) Tourism & Travel Management
- 4) Computer Applications
- 5) Principles & Practices of Insurance

With a wave of formulating the New Education Policy, the students enrolled in good numbers for the aforesaid courses amidst virtual platform with a pass out of 192 students for the academic year 20-21. The students were motivated to complete online internships, participate in various stress reliving activities initiated through our Commerce Lab. The course curriculum enabled the teachers to innovate the teaching learning methodology through multiple tools of learning management platforms followed by flipped classrooms, virtual entrepreneurship mela etc. Following faculties were a guiding light to all our students in the effective execution of regular instructional deliveries.

Sr. No.	Name of the Faculties	Specialization	Association	Experience
1	Mr. Santosh Dubey	Insurance	SBI General Insurance Company Ltd.	23 Years
2	Ms. Payal Parikh	Travel & Tourism	H.R. College of Commerce & Economics	15 Years
3	Mr. Parin Kothari	Information Technology	NIIT	17 Years
4	Ms. Sneha Chaturvedi	Insurance	Proprietries – SC Advisors, Corporate & Investment Advisor	7 Years
5	Ms. Poulami Sarkar	Travel & Tourism	NKES College of Arts, Science & Commerce - Wadala	5 Years
6	Ms. Hemani More	Information Technology	Lala Lajpatrai College of	11 Years



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			Commerce & Economics	
7	Mr. Amit Mahajan	Taxation	Sophia College Autonomous	2 Years
8	Ms. Krishnapriya Chonkar	Information Technology	Fazlani International School - Mazagaon	15 Years
9	Mr. Gaurishankar Singh	Information Technology	Sophia College Autonomous	22 Years

## COURSE OUTCOMES:

- 1) Exposure to innovative teaching learning methods
- 2) Upskilling the student community through Skill Development Initiative.

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## Call for Registration for Add-on/Certificate Courses

A.Y. 2021-2022

Lala College of Commerce and Economics offers the following Add On/ Certificate Courses in collaboration with various professional institution to provide job opportunities to its students at a very reasonable fees.

Title of the Course	Collaborating Agency	Duration	Intake
Advanced Diploma Course in Computer Application*	Approved by University of Mumbai	3 Years	30 Students
Advanced Diploma Course in E-Commerce*	Approved by University of Mumbai	3 Years	30 Students
Advanced Diploma in Taxation Procedures and Practices*	Approved by University of Mumbai	3 Years	30 Students
Advanced Diploma in Tourism and Travel Management*	Approved by University of Mumbai	3 Years	30 Students
Advanced Diploma in Principles & Practice of Insurance*	Approved by University of Mumbai	3 Years	30 Students
Certificate Course in Soft Skills –Self Development (Online)	Arvi Achievers	30 Hrs	As Per Demand
Self Development Program (Online)	Arvi Achievers	30 Hrs	As Per Demand
Certificate Course in Digital Marketing (Online)	Socialopedia	30 Hrs	As Per Demand
Online Certificate Course in Cooking	Anand Caterers	30 Hrs	As Per Demand
Online Certificate Course in Mental Well-Being	Maharashtra College	30 Hrs	As Per Demand
Online Certificate Course in CANAVA design	Teach For Good	30 Hrs	As Per Demand
Online Basic Level Certificate Course in Foreign Language	Professional Foreign Language Centre	30 hrs	As Per Demand

*\*Students completing First Year of the Course will be awarded Certificate and Two Years will be awarded Diploma.*

**Contact Person: Dr. Arun Poojari -: 9819066283 & Dr. Rahul Shetty -: 9920168180**

**Eligibility:** HSC or equivalent degree.

**Attendance at all sessions is compulsory.**



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## Index of Summary Report of Add on Vocational and Certificate Courses

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7	Online Certificate Course in Cooking	9
8	Online Certificate Course in Mental Well-Being	10
9	Online Certificate Course in CANAVA design	11
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## Add-on Vocational Courses and Certificate Courses

A.Y. 2021-2022

Lala Lajpatrai College of Commerce and Economics is known in South Mumbai for an array of Add-on Vocational Courses and Certificate Courses offered to its learners along with various traditional and self-financed courses of the University.

### Add-on Vocational Courses:

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- Advance Diploma Course in Computer Application

#### **Course in E-Commerce:**

- Certificate Course in E-Commerce
- Diploma Course in E-Commerce
- Advance Diploma Course in E-Commerce

#### **Course in Taxation Procedures & Practices:**

- Certificate Course in Taxation Procedures & Practices
- Diploma Course in Taxation Procedures & Practices
- Advance Diploma Course in Taxation Procedures & Practices

#### **Course in Tourism & Travel Management:**

- Certificate Course in Tourism & Travel Management
- Diploma Course in Tourism & Travel Management
- Advance Diploma Course in Tourism & Travel Management

#### **Course in Principles & Practice of Insurance:**

- Certificate Course in Principles & Practice of Insurance
- Diploma Course in Principles & Practice of Insurance
- Advance Diploma Course in Principles & Practice of Insurance

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## REPORT ON ADD-ON VOCATIONAL COURSES

A.Y. 2021-2022

With an enrollment of 209 students & 19 pass outs qualifying for Certificate, Diploma and Advance Diploma for the following Add-on-Vocational Courses affiliated to University of Mumbai in the Academic year 2021-22 namely:

- 1) Taxation Procedures & Practices7
- 2) E-Commerce
- 3) Tourism & Travel Management
- 4) Computer Applications
- 5) Principles & Practices of Insurance

With a zeal to nurture entrepreneurial traits among students a virtual entrepreneurship mela was organised amidst online mode. Students explored diverse destinations through a virtual study tour to international destinations. Following faculties were appointed to train the students in the respective subject domains for the assigned courses:

Sr. No.	Name of the Faculties	Specialization	Association	Experience
1	Ms Sneha Chaturvedi	Insurance	Proprietress - SC Advisors, Corporate & Investment Advisor	9 years
2	Ms Payal Parikh	Travel & Tourism	H.R. College of Commerce & Economics	16 Years
3	Ms Hemani More	Information Technology	Lala Lajpat Rai College of Commerce & Economics	11 Years
4	Ms Jyoti R. Singh	Commerce	Lala Lajpat Rai College of Commerce & Economics	2 Years
5	Ms Poulami Sarkar	Travel & Tourism/ Accountancy	NKES College of Arts , Science & Commerce - Wadala	6 Years
6	Ms Dharti Narwani	Information Technology	NIIT	7 Years
7	Ms Rinjal Vanigota Jain	Information Technology	Sophia College Autonomous	7 Years
8	Mr Abhijeet Mhatre	Insurance	Vector Green Energy- Mumbai	12 Years
9	Mr Krupesh Kothari	Taxation	KES College	6 Years
10	Mr Amit Mahajan	Taxation	Ernst and Young LLP	3 Years
11	Ms Krishnapriya Chonkar	Information Technology	Fazlani International School - Mazagaon	16 Years

The assessment pattern adopted was semester pattern with practical & internship project assignments nurturing the student community in the changing educational environment.



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## COURSE OUTCOMES:

- Industry academia collaborations through speaker sessions.
- Boosting entrepreneurial skills through virtual entrepreneurship mela
- Develops group cohesiveness through teamwork.

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Apart from Add-On Vocational Courses, Lala Lajpatrai College also offers array of certificate courses in various areas of skill development and ability enhancement. Each Certificate Course is designed to provide in-depth knowledge of a subject. These courses are job focussed and provide a wide range of skills to a student so that he can perform well in the industry. These courses are an effort to reduce the gap between Industry and Academia. A list of these Courses offered is as under:

## Certificate Courses:

- Online Certificate Course in Soft Skills Development
- Online Certificate Course in Self Development Program
- Online Certificate Course in Digital Media Marketing
- Online Certificate Course in Cooking
- Online Certificate Course in Mental Well-Being
- Online Certificate Course in CANAVA design
- Online Basic Level Certificate Course in Foreign Language (Japanese)

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**A report for each certificate course is given as below:**

## **ONLINE CERTIFICATE COURSE IN SOFT SKILLS DEVELOPMENT**

### **ABOUT COURSE:**

Soft skills are the combination of people skills, social skills, communication skills, emotional intelligence, and personality traits that make it easy to get along and work harmoniously with other people. Soft skills are character traits and interpersonal skills that characterize a person's relationships with other people. In the workplace, soft skills are considered to be a complement to hard skills, which refer to a person's knowledge and occupational skills.

### **OBJECTIVES OF THE COURSE:**

- To educate the students about various soft skills that are essential.
- To educate the students about importance of each soft skill in corporate world.
- To enhance their skills on team management and leadership.

### **OUTCOMES OF THE COURSE:**

- The students improved in their communication skills that are essential in the corporate world.
- The course helped students strengthen their leadership skills.
- The course helped students master the skill of managing a team.

### **SUMMARY OF THE COURSE:**

<b>Name: of the Organization:</b>	ARVI ACHIEVERS
<b>Name: of the Resource Person:</b>	Ms. Archana Vijayan
<b>Number of students enrolled:</b>	5
<b>Number of students completed the course successfully:</b>	5
<b>Duration of the program:</b>	30 hours
<b>Total marks:</b>	30
<b>Total Passing marks:</b>	Three best Assignments out of 5 50%

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## ONLINE CERTIFICATE COURSE IN SELF DEVELOPMENT PROGRAM

### ABOUT COURSE:

People skills, social skills, communication skills, emotional intelligence, and personality traits—collectively known as soft skills—are necessary for getting along with others and working successfully with them. A person's interactions with others are determined by personality traits and social skills referred to as soft talents. In the workplace, hard skills—which comprise knowledge and professional competencies—are seen as a supplement to soft skills. The general growth of students is ultimately aided by a review of such abilities.

### OBJECTIVES OF THE COURSE:

- To educate the students about importance of soft skills vs hard skills.
- To educate them about importance of team work in an organization.
- To enhance their skills on team management and efficiency.

### OUTCOMES OF THE COURSE:

- Improve in Effective communication.
- Helped create strong leadership skills among the students.
- Helped them understand the importance of networking with stakeholders and partners.
- Helped them enhance their critical thinking ability.

### SUMMARY OF THE COURSE:

Name of the Organization:	ARVI ACHIEVERS
Name of the Resource Person:	Ms. Archana Vijayan
Number of students enrolled:	377
Number of students completed the course successfully:	377
Duration of the program:	30 hours
Total marks:	30
	Three best Assignments out of 5
Total Passing marks:	50%

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## ONLINE CERTIFICATE COURSE IN DIGITAL MEDIA MARKETING

### ABOUT COURSE:

The Indian marketing ecosystem has seen an exponential rise with social media taking tight grip over the common masses along with the traditional mainstream media. We are at an exciting juncture in the business and economic history of India and need to market our products in the best way possible to compete with multiple players in the market. As more products are being launched every day, there is an increased demand for qualified, well-rounded marketers to take them to the market in the most effective way.

### OBJECTIVES OF THE COURSE:

- To provide an in-depth understanding of what marketing means in the digital age.
- To help students build a brand that customers can connect with and achieve business goals in the process.

### OUTCOMES OF THE COURSE:

- The students realized that converting customers via digital sales funnels is easier.
- The students learned that businesses need Digital Marketers making their demand extremely high.
- The students realized that digital media marketing is a career of higher flexibility by having the option of freelancing at all point of time.

### SUMIMARY OF THE COURSE:

Name of the Organization:	Digi-Beast
Name of the Resource Person:	Mr. Vivek Sevra
Number of students enrolled:	420
Number of students completed the course successfully:	420
Duration of the program:	30 hours
Total marks:	40
Assessment Pattern:	An online test through the Google Link
Total Passing Marks:	Completing the test within the given time with minimum 4 correct answers

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## ONLINE CERTIFICATE COURSE IN COOKING

### ABOUT COURSE:

Department of Commerce under the Aegis of Internal Quality Assurance Cell in collaboration with Anand Caterers organized an Online Three-Day Certificate Course in Cooking (30s hours) dated from 16th September to 18th September 2021 through zoom platform. Mrs. Harjit Kaur Anand was the resource person for this course. She taught different recipes in those 3 days namely Aate ka Halwa, Aate ka Malpua, Masala Toast Sandwich, and many more dishes supported by virtual experiential learning & assignments. It was a wonderful session with 400+ active participants.

### OBJECTIVES OF THE COURSE:

- To provide students a chance to explore new skills in the cooking sector.
- To help understand the importance of cooking as life's basic skill
- To have participants gain knowledge about effective combination of various flavours by means of different recipes.

### OUTCOMES OF THE COURSE:

- Students gained expertise knowledge in the cooking.
- Students understood different techniques used in cooking & the ways to approach such techniques.
- They valued the importance of the culinary art and culture.

### SUMMARY OF THE COURSE:

<b>Name of the Resource Person:</b>	Mrs. Harjit Kaur Anand
<b>Name of the Organization:</b>	Anand Caterers
<b>Number of students enrolled:</b>	441
<b>Number of students completed the course successfully:</b>	441
<b>Duration of the program:</b>	30 hours
<b>Total marks:</b>	40
<b>Assessment Pattern:</b>	An online test through the Google Link
<b>Total Passing Marks:</b>	Completing the test within the given time with minimum 4 correct answers

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Page 9



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## ONLINE CERTIFICATE COURSE IN MENTAL WELL-BEING

### ABOUT COURSE:

Considering the adverse mental and emotional impact of the Pandemic and also the need for a sound Mental Health in today's fast paced high-tech era, department of Mathematics & Statistics organized a Certificate Course on Mental Well-being increasing need for. The total duration of the course was 15 hrs with 8 hours of live interactive sessions, 7 hours of videos and tutorials.

### OBJECTIVES OF THE COURSE:

- To make students aware of various aspects of mental health.
- To make students aware of some of the common mental disorders and their remedy.
- To make students aware of the risk factors of sound mental health and their preventive and precautionary measures.
- To sensitize students towards various addictions, digital and substance abuse and the necessity to safeguard self against these.
- To develop and enhance in students the ability to understand and regulate their emotions.

### OUTCOMES OF THE COURSE:

- Students were able to observe and express their emotions by means of self-assessment questionnaires, polls conducted and feedback taken.
- Students were able to realize better what troubles they were facing at the mental level and seek remedies for them.
- Overall, they developed a better understanding of their emotional state and also learnt ways to channelize them in the right direction, to practice better self-control.
- Students were better able to decipher the emotions of others, and thus manage their relationships better.

### SUMMARY OF THE COURSE:

<b>Name of the Organization:</b>	Rotract Club of Virar
<b>Name of the Resource Person:</b>	Ms. Ruchita Uchil, M.A. in Clinical Psychology & Certified RECBT Practitioner; Ms. Shraddha Pol, M.A. in Clinical Psychology
<b>Number of students enrolled:</b>	330
<b>Number of students completed the course successfully:</b>	330
<b>Duration of the program:</b>	30 hours
<b>Total marks:</b>	40
<b>Assessment Pattern:</b>	An online test through the Google Link
<b>Total Passing Marks:</b>	Completing the test within the given time with minimum 4 correct answers

*Signature*

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## ONLINE CERTIFICATE COURSE IN CANVA DESIGN

### ABOUT COURSE:

Canva is an online design and publishing platform that was introduced in 2013 that allows anyone in the globe to design anything and publish anyplace. One can alter photographs using Canva's vast feature set without having a lot of prior photo editing skills or experience. We at Lala Lajpatrai College recognised the value of specific tools and applications that allowed people to learn design online as well as the necessity of going online.

### OBJECTIVES OF THE COURSE:

- To teach the students a new and value-based skill.
- To make students aware of branding through bootcamp.

### OUTCOMES OF THE COURSE:

- Large number of students participated and gain the knowledge of Canva designing.
- Students learnt about branding through Canva.
- Students were able to understand the concept of smart mock ups with practical demonstrations.

### SUMMARY OF THE COURSE:

Name of the Organization:	Tech For Good
Name of the Resource Person:	Ms. Kriti Talwar
Number of students enrolled:	242
Number of students completed the course successfully:	242
Duration of the program:	30 hours
Total marks:	50
Assessment Pattern:	An online test through the Google Link
Total Passing Marks:	Completing the test within the given time with minimum 4 correct answers

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Principal  
Lala Lajpat Rai College,  
of Commerce & Economics  
Lala Lajpat Rai Marg, 11 | Page  
Mumbai - 400 034



# LALA LAJPATRAI COLLEGE OF COMMERCE & ECONOMICS

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## ONLINE: BASIC LEVEL CERTIFICATE COURSE IN FOREIGN LANGUAGE (JAPANESE)

### ABOUT COURSE:

Under foreign Language Learning Initiative Basics in Japanese Language Level – 01 was started in our college in order to give a global exposure to our students. This certificate course would add an extra edge to our students. This certificate course would add an extra edge to our students' Curriculum Vitae and would be suitable to seek employment in the multinational companies; specially the Japanese Automobile Industries based in India.

### OBJECTIVES OF THE PROGRAM:

- To familiarize the students with the basic nuances of the Japanese Language.
- To add as an extra skill for future job prospective so that one can seek jobs in the Japanese ventures.

### OUTCOMES OF THE COURSE:

- At the end of the course the learners felt confident with the use of Japanese Language.
- Now they could write, read and talk in the Japanese Language though at the basic level.

### SUMMARY OF THE COURSE:

Name of the Organization:	Professional Foreign Language Centre
Name of the Resource Person:	Mrs. Prajakta Gupta
Number of students enrolled:	289
Number of students completed the course successfully:	289
Duration of the program:	30 hours
Total marks:	100
Assessment Pattern:	An online test through the Google Link
Total Passing Marks:	Completing the test within the given time with minimum 4 correct answers

*SA*

*Nm*  
Principal  
Lala Lajpatrai College,  
of Commerce & Economics  
Lala Lajpatrai Marg,  
Mumbai - 400 034