



Nagar Yuwak Shikshan Sanstha Airoli
NEW HORIZON COLLEGE OF COMMERCE

Plot No.5, Sector -13, Airoli, Navi Mumbai 400 708.

Phone: 91 22 20871721

AFFILIATED TO UNIVERSITY OF MUMBAI

E-Mail: nhims2011@gmail.com / enquiry@nhimsa.com

(University Affiliation No. Aff./Recog - 1/2049 of 2011 dated 06.05.2011)

1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. where the students of the institution have enrolled and successfully completed during the last five years)

1.2.2 Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Year 1 (2022-23)							
Sr. No.	Name of Certificate/ Value added course offered and online courses of MOOCs, SWAYAM, NPTEL etc. where the students of the institution have enrolled and successfully completed	Course Code (if any)	Year of offering/ study	Period (from date - to date)	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
1	Campus to Corporate Career Program	CCC20222301	2022 - 23	17/10/2022 - 08/12/2022	37 Hours	20	20
2	Goods and Service Tax	GST20222302	2022 - 23	01/09/2022 - 31/10/2022	45 Hours	15	15
3	Advance Excel	EXL20222303	2022 - 23	01/09/2022 - 31/10/2022	35 Hours	20	20
4	Tally Prime Training	TPT20222304	2022 - 23	01/09/2022 - 31/10/2022	45 Hours	8	8
5	Digital Marketing Course	DMC20222305	2022 - 23	12/10/2022 - 17/2/2023	40 Hours	22	22
6	Basics of Share Market Operation	SMO20222306	2022 - 23	20/02/2023 - 18/03/2023	32 Hours	31	31
7	Scratch Coding	SCO20222307	2022 - 23	21/02/2022 - 20/03/2022	35 Hours	12	12

Mrs. KAVITA VERMA
PRINCIPAL
New Horizon College of Commerce
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Date: 04/10/2022

CIRCULAR

Campus to Corporate Career Program

Offered by

TNS India Foundation

This training program designed to help recent graduates transition smoothly from their academic life to a professional career in the corporate world. These programs are often offered by companies and organizations looking to attract and retain talented young professionals.

Contents of the course

1. Personal & professional Effectiveness
2. Business Communication
3. Career Readiness
4. Work Ethics
5. Career Fairs

Batch Size: 30-40 Students

Duration: 2-2.5 hours per day (35-40 hours)

For Joining the Program: Contact Prof. Pooja Pradhan

I/C Principal

Mr. R.K. Varma



I/C PRINCIPAL
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Mrs. KAVITA VERMA
PRINCIPAL

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Campus to Corporate Program- TNS

Duration: 37hrs

Learning Outcomes:

1. Understand professional ethics
2. Importance of Communication
3. Developing self Confidence
4. Select proper career and understand its requirements
5. Interview skills



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Syllabus

1. Personal and Professional ethics
 - a. Choosing right career path
 - b. Application for job, Tools –CV, Cover Letter etc
 - c. Business Communication
 - d. Effective communication at workplace
 - e. Communication with Co-workers
 - f. Communication with Customers

2. Building Self Confidence:
 - a. Overcoming self doubt and fear of failure
 - b. Active listening Skills and Empathy
 - c. Assertiveness & effective self expression
 - d. Understanding emotions & managing the effectively

3. Career Readiness:
 - a. Professionalism
 - b. Work Etiquettes
 - c. Work place dynamics
 - d. Skill Sets required for Job

4. Interview Preparation :
 - a. Types of interview & common interview questions
 - b. Researcher the Company and interviewer
 - c. Developing effective interview strategies
 - d. Answering behavioral & Situational questions
 - e. Showcasing relevant skills
 - f. Handling challenging questions
 - g. Overcoming nervousness & managing interview stress
 - h. Mock interviews
 - i. Feedback



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Date: 10.08.2022

CIRCULAR

This is to inform all the students that college has collaborated with 'Sewa Computers', Thane. Sewa Computers are offering following courses to make the students ready for the corporates.

1. Advance Excel – 35 Hours
2. Goods and Services Tax – 45 Hours
3. Tally Prime Training – 45 Hours

Students will receive certificates after the successful completion of the course. The classes will held afternoon after regular lectures. No fees will be charged for the above courses.

Interested students contact Prof. Priya Bennett Joshi for registration.

Following is the link for registration.

<https://forms.gle/ntyfSGrSMqcJNCCj9>


for - v.v. Joshi c.

R.K. Varma

I/C Principal



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Mrs. KAVITA VERMA
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Advance Excel Syallabus

Module I

Overview and Basic Tools

Introduction to Excel - Rows & columns / Menu commands

/ Referencing / Working with worksheets

• Formatting functions - Alignment, colour, borders / Types

of cell formats / Row height, column width, word wrap,

format painter

• Conditional Formatting - Using basic conditions / Advanced

application by creating own rules / Managing rules

• Paste special

• Data Sort - Vertical Sort & Horizontal Sort / Multiple Sorting

• Data Filter - Basic & custom auto filter / Advanced filter &

its application

Module II

Basic Formulae & Logical Functions - AND, IF, OR

• Text & String Functions

• Numeric & Statistical Functions - COUNT, COUNTIF, COUNTIFS / SUMIF, SUMIFS, SUMPRODUCT / MAX, MIN

• Lookup & Reference Functions - VLOOKUP, HLOOKUP /

MATCH, INDEX, OFFSET

• Miscellaneous Functions - ISERROR, RANK, SUBTOTAL

• Nesting of Formulas

• Trace Precedents & Dependents

• Formula Evaluation & Auditing

• Names in Excel - Name Manager / Application of defining names

Module III

Data Validation & Creating Forms

• What if Analysis - Goal Seek / Data Table for sensitivity

analysis / Scenario manager

• Protection of worksheet & workbook with exceptions

• Other Tools - Freeze panes, Split worksheet, advanced printing setup

Module IV

Creating Chart and Graphs - Creating various basic charts

(bar charts, line charts, stock charts, scatter charts, etc.) /

Designing and formatting charts / Modifying chart options /

Building three dimensional charts

• Playing with chart options to create more relevant and

uncommon style charts

• Dynamic graphs

• Pivot Tables - Creating and updating pivot tables /

Performing calculation in pivot tables / Grouping options in

pivot / Percentage, Sum & Count options in pivot tables /

Sorting, filtering, updating, formatting of pivot tables

• Pivot Charts

Each Student received Course material and : Certification :

Central Board of IT
& Vocational Training (CBIVT)

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GOODS AND SERVICE TAX PRACTITIONER

1. Let's Learn GST

- Introduction of GST
- GST Registration.
- GST Registration Procedure.
- Taxable Events.
- GST Procedure

2. Applied GST

- View & Update GST Registration DATA
- Working With User's Service
- Filling Of GST Returns.

5. MH-SGST-ACT

- Levy and Collection of TAX
- ITC
- Demand and Recovery.
- Assessment.
- Liability To Pay In Certain Cases.
- Offence and Penalties
- Transactional Provision
- Miscellaneous

3. CGST-ACT

- TOS
- POS
- LOS
- LOR
- ITC
- Demand and Recovery.
- Assessment.
- Liability To Pay In Certain Cases.
- Offence and Penalties
- Transactional Provision
- Miscellaneous

4. UGST-ACT

- Preliminary
- Administration
- Levy and collection of tax
- Payment of Tax
- Inspection, Search Seizure and Arrest
- Demand and Recovery
- Advance Ruling
- Transactional Provision
- Miscellaneous

6. IGST-ACT

- Preliminary Administration
- Levy and collection of tax
- Payment of Tax
- Inspection, Search Seizure and Arrest
- Demand and Recovery
- Advance Ruling
- Transactional Provision
- Miscellaneous



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TALLY PRIME SYLLABUS

1. Introduction to Accounting

- Introduction of Tally Prime
- Tally.ERP9 Vs Tally Prime

2. Creating Company

- Creating Company Profile
- Maintain various Company profile in Tally Prime

3. Maintaining Company Data

- GST Setup and Configuration
- Statutory, TSS and Add-On Features

4. Features

- Accounting Feature
- Inventory Feature
- Taxation Feature
- Other Important Feature
- Tally with GST
- Interstate Transaction
- Intrastate GST Transaction
- Intrastate Purchase Transaction
- Intrastate Sales Transaction
- Payment & Receipt Transaction

5. Menu Management

- Key Menu Options
- Gateway of Tally
- Go to Report

6. Creating Masters

- Party Master
- Master Creation
- Inventory Master
- GST Ledger
- Operational Master
- Receipt Entry

7. Invoicing and GST Reports

- Concept of E-Invoice
- Interstate GST Transaction with E-Way Invoice
- GSTR1 View
- GSTR2 & GSTR2A & GSTR2B
- GSTR3B View
- Other GST Reports in Tally Prime
- Concept of GSTR9 & GSTR9C

**Each Student received Course material and
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Date:- 15/09/2022

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COMMENCEMENT OF DIGITAL MARKETING COURSE

Offered By

Startup Faayda.com

We are excited to announce the commencement of a new course on Digital Marketing at our college. In today's digital age, proficiency in digital marketing is essential for success in various industries. This course aims to equip you with the necessary skills and knowledge to thrive in the digital marketing landscape.

Course Details:

Duration: 40Hours

This course will cover topics such as search engine optimization (SEO), social media marketing, content marketing, email marketing, and more. Practical exercises and real-world case studies will be incorporated to enhance your learning experience.

Registration for the course is now open. Interested students are requested to contact the **Prof. Nitin Fegde** for registration and further details.

Don't miss this opportunity to acquire valuable skills that will enhance your career prospects. We look forward to your active participation in the course.

V.V. Joshi
I/C Principal

Kavita

Mrs. KAVITA VERMA
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START-UP FAAYDA- Digital Marketing

Resource Person: Mr. Pawan Kumar

Duration: 40hrs

Learning Outcomes:

- Market goods, services, and ideas more effectively online
- Leverage new models in business and e-commerce to increase profitability
- Use the right metrics to gauge and guide ongoing customer-centric efforts
- Generate word of mouth and influence others more effectively
- Use new techniques in digital market research, including regression analysis, conjoint analysis, and social media analysis



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Syllabus

Module 1 - Introduction to Digital Marketing

Introduction to Marketing and Digital Marketing

- Marketing Basics
- Overview of Marketing Opportunities in India
- Digital Marketing Basics
- Digital Marketing Platforms & Channels

Module 2 - Social Media Marketing

Introduction to Social Media Marketing

- Channel Landscape, Managing Social Presence Channel
- Landscape with focus on TG Present

Growing & Sustaining Your Brand's Social Presence

- Understanding algorithm and suitability of Facebook, Instagram, Twitter, LinkedIn, Quora, YouTube.
- How to create a channel on YouTube and various optimization ways.
- Creating effective YouTube.

Facebook & Instagram Marketing

- Understanding Facebook & Instagram Marketing and their features
- Developing a Facebook and Instagram Marketing Strategy for Advertising
- Facebook and Instagram Analytics
- Community Management on Facebook and Instagram

Social Media Strategy

- Organic strategies to leverage Social Media platform for achieving the business objective
- Creating Social Media Calendar along with the respective creative

Latest Social Media Tricks

- Podcasting
- Influencer marketing
- Instagram - Reels and stories
- Utilising Latest Social media trends



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Online Reputation Management

- Introduction to Online Reputation Management
- Assessing and Tracking Online Reputation
- Online Crisis Management
- Solve and Building a Positive Reputation
- ORM Tools and Technologies

Facebook Ads Boot camp

- Run a social media campaign (Facebook + Integral) for your website/blog

Module 3 – Affiliate Marketing

- Introduction to Affiliate Marketing
- Types of Affiliate Marketing
- How to start the affiliate journey

Module 4 – E-commerce Marketing

Introduction to E-commerce Marketing

- Overview of the importance of E-commerce Marketing for businesses
- Comparison between E-commerce Marketing and traditional marketing strategies

Setting up an E-commerce Store

- Choosing an E-commerce platform
- Setting up an online store
- Designing an effective E-commerce website



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29.01.2023

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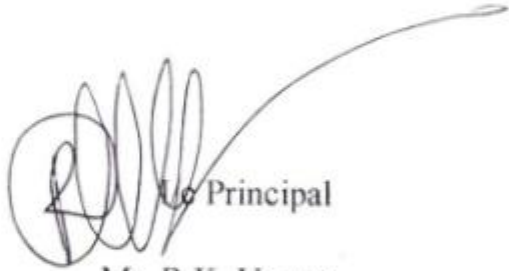
This is to inform all the students that college is offering Capital Market related certified course '**Basics of Share Market operation**'.

The Course will be commenced in the month of Feb 2023. The Course will give a detailed of Stock Market, Components of Share Market, fundamental and technical analysis of Stock Market and also Live demo of trading in stock market.

Interested students register by clicking the link: <https://forms.stp/rtdsOrLKasSDHTk3>

Students will receive certificate after the successful completion of the course. 75 percent of attendance is compulsory for successful completion.

No Fees will be charged for the course.



I/C Principal

Mr. R.K. Varma

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Mrs. KAVITA VERMA
I/C PRINCIPAL

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NAGAR YUWAK SHIKSHAN SANSTHA AIROLI **NEW HORIZON COLLEGE OF COMMERCE, AIROLI**

Basics of Share Market Operation

Duration: 32hrs

Resource Person : V.Jayaraman

Learning Outcomes:

After successful completion of this course, the student will be able to:

- Understand overall share market.
- Identify the trends, support, and resistance in the Stock Market.
- Understand how to build portfolio and investment decision in appropriate manner.
- Develop skill of identification of candlesticks and chart patterns.



V. Jayaraman
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V. Jayaraman
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NAGAR YUWAK SHIKSHAN SANSTHA AIROLI

NEW HORIZON COLLEGE OF COMMERCE, AIROLI

Syllabus

MODULE I: INTRODUCTION TO SHARE MARKET

- Savings and Investment, Types of Investments
- Share: Concept and types, Participants in the Share market
- SEBI- Powers and functions, Capital Market: Primary Market, Secondary Market
- Stock exchanges in India, Index: Sensex, Nifty and Sectors indices.

MODULE II: COMPONENTS IN SHARE MARKET

- Demat Account Opening- requirement, Types of Brokers
- Stock Market Important Terminologies: Bonus share, stock split, Dividend, Market Trends, Correction, Crash, Types of Trading, Types of Order, Diversification (Building Ideal portfolio)
- Factors affecting on the stock market

MODULE III: BASIC OF TECHNICAL ANALYSIS

- Types of Charts, Candle formation, Types of Candles
- Types of Candlestick pattern- Single and Double Candlestick pattern
- Chart Patterns- Reversal pattern and Continuation Pattern
- Technical Indicators-Moving averages, MACD, RSI

MODULE IV: PRACTICAL

- Demat (Opening and Trading)
- How to apply for IPO
- Virtual Trading
- Visit to NSE/BSE



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Date: 21-01-2022

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This is to inform all the students that college is offering A Gaming Application Course-**Scratch**

Coding. The objective is to make the students aware about the digital coding of an application.

The course details are as follows:

Name of the Course	Duration	Name of the Speaker
Scratch Coding Course	35-40 Hours	Miss. Ankita Shirke

Students will receive certificate after the successful completion of the course.

Interested students can fill the google form below link

<https://forms.gfe/uysfGrJKasSAEEo9>

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R. K. VERMA
I/C PRINCIPAL
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**NAGAR YUWAK SHIKSHAN SANSTHA AIROLI
NEW HORIZON COLLEGE OF COMMERCE**

**SKILL BASED COURSE
SCRATCH-CODING**

Duration: 35hours

SYLLABUS

Introduction to Scratch Programming.

- Scratch Overview and Vector vs. Bitmap mode.
- Creating Scripts.
- Costumes and Sounds.
- Pen tab.
- Creating variables
- Drawing sprites and Backdrop
- Using multiple sprites
- Animation in scratch
- Operator Block
- Sensing Block
- Creating Shapes and Message Broadcasting.
- Maze Game.
- Project work – Fish game in Scratch


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1.2.2 Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Year 2 (2021-22)

Sr. No.	Name of Certificate/ Value added course offered and online courses of MOOCs, SWAYAM, NPTEL etc. where the students of the institution have enrolled and successfully completed	Course Code (if any)	Year of offering/study	Period (from date - to date)	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
1	Campus to Corporate Career Program	CCC20212201	2021 - 22	18/10/2021 - 08/12/2021	37 Hours	23	23
2	Goods and Service Tax	GST20212202	2021 - 22	1/9/2021 - 31/10/2021	45 Hours	13	13
3	Advance Excel	EXL20212203	2021 - 22	1/9/2021 - 31/10/2021	35 Hours	18	18
4	Tally Prime Training	TPT20212204	2021 - 22	1/9/2021 - 29/10/2021	45 Hours	13	13
5	Aptitude and Reasoning	APT20212205	2021 - 22	1/9/2021 - 29/10/2021	31 Hours	8	8

Kavita

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Date: 04/10/2021

CIRCULAR

TNS India Foundation is offering **Campus to Corporate Career Program**

Contents of the course

1. Job Ready: CV Preparation, Demo Interview
2. Business Communication: Formal & Informal
3. Career Readiness: New opportunities, Grooming Sessions
4. Work Ethics: Email Writing, work etiquettes.
5. Communicate Job Fairs

Batch Size: 30-40 Students

Duration: 2 hours per day (35-40 hours)

Following is the link for the registration.

<https://forms.gfe/uvsfGrJKasSAEEo9>

R.K. VARMA

(I/C PRINCIPAL)

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Campus to Corporate Program- TNS

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Learning Outcomes:

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Syllabus

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 - a. Choosing right career path
 - b. Application for job, Tools –CV, Cover Letter etc
 - c. Business Communication
 - d. Effective communication at workplace
 - e. Communication with Co-workers
 - f. Communication with Customers

2. Building Self Confidence:
 - a. Overcoming self doubt and fear of failure
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 - c. Assertiveness & effective self expression
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 - a. Types of interview & common interview questions
 - b. Researcher the Company and interviewer
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 - e. Showcasing relevant skills
 - f. Handling challenging questions
 - g. Overcoming nervousness & managing interview stress
 - h. Mock interviews
 - i. Feedback



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Date: 23.08.2021

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1. **Advance Excel – 35 Hours**
2. **Goods and Services Tax – 45 Hours**
3. **Tally Prime Training – 45 Hours**

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Interested students contact Prof. Navin Fernando for registration.


Following is the link for registration.

<https://forms.gle/ntyfSGrSMqcJNCCj9>

R.K. Varma

I/C Principal




Mrs. KAVITA VERMA
PRINCIPAL
New Horizon College of Commerce
Plot # 5, Sector- 13, Airoli,
NAVI MUMBAI 400 708.



I/C PRINCIPAL
New Horizon College of Commerce
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GOODS AND SERVICE TAX PRACTITIONER

1. Let's Learn GST

- Introduction of GST
- GST Registration.
- GST Registration Procedure.
- Taxable Events.
- GST Procedure

2. Applied GST

- View & Update GST Registration DATA
- Working With User's Service
- Filing Of GST Returns.

5. MH-SGST-ACT

- Levy and Collection of TAX
- ITC
- Demand and Recovery.
- Assessment.
- Liability To Pay In Certain Cases.
- Offence and Penalties
- Transactional Provision
- Miscellaneous

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4. UGST-ACT

- Preliminary
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- Payment of Tax
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- Advance Ruling
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Advance Excel Syallabus

Module I

Overview and Basic Tools

Introduction to Excel - Rows & columns / Menu commands

/ Referencing / Working with worksheets

• Formatting functions - Alignment, colour, borders / Types

of cell formats / Row height, column width, word wrap,

format painter

• Conditional Formatting - Using basic conditions / Advanced

application: by creating own rules / Managing rules

• Paste special

• Data Sort - Vertical Sort & Horizontal Sort /

Multiple Sorting

• Data Filter - Basic & custom auto filter /

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Module II

Basic Formulae & Logical Functions - AND, IF, OR

• Text & String Functions

• Numeric & Statistical Functions - COUNT,

COUNTIF,

COUNTIFS / SUMIF, SUMIFS, SUMPRODUCT /

MAX, MIN

• Lookup & Reference Functions - VLOOKUP,

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MATCH, INDEX, OFFSET

• Miscellaneous Functions - ISERROR, RANK,

SUBTOTAL

• Nesting of Formulas

• Trace Precedents & Dependents

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• Names in Excel - Name Manager / Application of

defining

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Module III

Data Validation & Creating Forms

• What if Analysis - Goal Seek / Data Table for sensitivity

analysis / Scenario manager

• Protection of worksheet & workbook with exceptions

• Other Tools - Freeze panes, Split worksheet, advanced

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(bar charts, line charts, stock charts, scatter charts, etc.) /

Designing and formatting charts / Modifying chart options /

Building three dimensional charts

• Playing with chart options to create more relevant and

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• Dynamic graphs

• Pivot Tables - Creating and updating pivot tables /

/

Performing calculation in pivot tables / Grouping options in

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Central Board of IT
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TALLY PRIME SYLLABUS

1. Introduction to Accounting

- Introduction of Tally Prime
- Tally.ERP9 Vs Tally Prime

2. Creating Company

- Creating Company Profile
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- Accounting Feature
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(University Affiliation No. Aff./Recog - 1/2049 of 2011 dated 06.05.2011)

Date :- 19/08/2021

Circular

Aptitude and Reasoning Course for Students

Offered by

TNS

We are pleased to announce an upcoming workshop on Aptitude and Reasoning, aimed at enhancing your problem-solving skills and preparing you for various competitive exams and job interviews.

Course Details:

Time: 37 Hours

In today's competitive world, proficiency in aptitude and reasoning is crucial for success. This workshop will cover essential topics such as numerical aptitude, logical reasoning, verbal reasoning, and data interpretation.

Key Features of the Workshop:

- Interactive sessions to clarify concepts
- Practice exercises and mock tests
- Tips and strategies for solving problems efficiently
- Guidance on exam preparation and time management

Participation in this course will not only improve your problem-solving abilities but also boost your confidence to tackle challenging questions with ease.

Registration for the workshop is now open. Interested students are requested to register their name with **Prof. Pooja Pradhan**.

Seize this opportunity to sharpen your skills and excel in your academic and professional endeavours.

Mrs. KAVITA VERMA
PRINCIPAL
New Horizon College of Commerce
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I/C Principal



SKILL BASED COURSE

Course Name: Aptitude and Reasoning

Duration: 31hrs

Course Code : APT202122

Testbook

Learning Outcomes:

On successful completion of the course the students will be able to:

- Understand the basic concepts of quantitative ability.
- Understand the basic concepts of logical reasoning Skills.
- Solve campus placements aptitude papers covering Quantitative Ability.
- Compete in various competitive exams like CAT, CMAT, GATE, GRE, GATE, UPSC, GPSC etc.



Handwritten signature in green ink.

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Syllabus

UNIT – I

1. Quantitative Ability (Basic Mathematics)

- 1.1. Number Systems
- 1.2. LCM and HCF
- 1.3. Decimal Fractions
- 1.4. Simplification
- 1.5. Square Roots and Cube Roots
- 1.6. Average
- 1.7. Problems on Ages
- 1.8. Surds & Indices
- 1.9. Percentages
- 1.10 Problems on Numbers

UNIT – II

2. Quantitative Ability

- 2.1. Logarithm
- 2.2. Permutation and Combinations
- 2.3 Probability
- 2.4 Profit and Loss
- 2.5 Simple and Compound Interest
- 2.6. Time, Speed and Distance
- 2.7. Time & Work
- 2.8. Ratio and Proportion
- 2.9. Area
- 2.10 Mixtures and Allegation



Principals
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1.2.2 Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc.

as against the total number of students during the last five years

Year 3 (2020-21)

Sr. No.	Name of Certificate/ Value added course offered and online courses of MOOCs, SWAYAM, NPTEL etc. where the students of the institution have enrolled and successfully completed	Course Code (if any)	Year of offering/study	Period (from date - to date)	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
1	Goods and Service Tax	GST20202101	2020 - 21	1/9/2020 - 29/10/2020	35Hours	15	15
2	Advance Excel	EXL20202102	2020 - 21	1/9/2020 - 31/10/2020	35 Hours	20	20
3	Tally Prime Training	TPT20202103	2020 - 21	1/9/2020 - 31/10/2020	35 Hours	20	20
4	Internal Audit Training	IAT20202104	2020 - 21	4/1/2021 - 8/2/2021	35 Hours	15	15


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- Other GST Reports in Tally Prime
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Date :- 15/12/2020

CIRCULAR

INTERNAL AUDITING TRAINING COURSE

We are thrilled to announce the launch of a comprehensive "Internal Audit Course" tailored to equip you with essential skills and knowledge in the field of auditing. This course is designed to provide you with practical insights, hands-on experience, and industry-relevant expertise to excel in the dynamic world of auditing.

***Duration:* - 35 Hours**

*** Who Should Enroll ***

- Students pursuing degrees in accounting, finance, business administration, or related fields
- Aspiring auditors and accounting professionals looking to enhance their skills and career prospects
- Individuals interested in gaining insights into internal auditing practices and techniques

Registration:

Secure your spot by registering before 24/12/2020 as seats are. Kindly give your Name to Prof Varsha Joshi .

Mrs. KAVITA VERMA
PRINCIPAL
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I/C Principal



NAGAR YUWAK SHIKSHAN SANSTHA AIROLI NEW HORIZON COLLEGE OF COMMERCE

Internal Audit Training

CA. Varsha Joshi

Duration: 35 hrs

Learning Outcomes:

On successful completion of the course, participants will gain knowledge on the theory and practice of internal Audit. in particular, participants shall:

1. Develop proficiency in Internal Audit of different sectors
2. Building up Internal Audit as one of the core competence area of Cost and Management Accountants.



Varsha Joshi
PRINCIPAL
New Horizon College of Commerce
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Syllabus

Paper-I Nature of Internal Audit:

- Nature of Internal Audit: Definition of Internal Auditing, Evolution of Internal Audit, Need of Internal Audit, Code of Ethics. The Ethical climate, Investigate and recommend resolution for ethics/compliance complaints, Determine disposition of ethics violations, Foster healthy ethical climate, Maintain and administer business conduct policy, Define Report on compliance, Strategic and operational roles of Internal Auditor. Difference between Systems audit and Risk Based Internal Audit, internal Auditor Vs Statutory Auditor, Internal Auditor Vs Cost Auditor.
- Internal Controls: Internal Control Framework, Internal Control techniques, designing the control process and Managerial controls, Control process Hierarchy, Communication Structures in Support of the Control process- Impact of Information Technology on Control Systems, Alternative control frame works. Role of Internal Auditors in implementing internal controls in the organization. COSO Internal Control - Integrated Frame work
- Corporate Governance: Importance of Corporate Governance, Corporate Governance principles, Different Systems of Corporate Governance, Role of Internal Auditor in Corporate Governance.
- Risk Management: Risk vocabulary and concepts, Process of identifying different risks in the organization, Financial Risk Management, Risk Financing, Economics of the Risk Financing. Risk Management Techniques, Risk /control implications of different organizational structures, Risk/control implications of different leadership styles. Financial Position of the organization. External factors affecting Risk Financing, COSO Risk Management Frame work. Role of the Internal Auditor in Risk management.
- Understand the internal Audit Activity's Role in organizational Governance: Role of internal auditor in obtaining board approval of audit charter, Organizational Structure of Internal Audit. Report significant audit issues, Communicate key performance indicators to board on a regular basis, Discuss areas of significant risk, and Support board in enterprise-wide risk assessment.

Paper-II: Internal Audit Report preparation

- Skills for Internal Audit Report Preparation
Technical skills, Soft Skills & information technology skills
- Internal Audit Report Preparation
Purpose and objective of Internal Audit Reporting
Internal Audit report standards
- Presentation of internal Audit Report.
Contents of the internal audit report
Presentation of the internal audit report
Monitoring recommendation



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Year 4 (2019-20)

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1	Goods and Service Tax	GST20192001	2019 - 20	2/9/2019 - 31/10/2019	45 Hours	8	8
2	Advance Excel	EXL20192002	2019 - 20	1/9/2019 - 31/10/2019	35 Hours	20	20
3	Tally Prime Training	TPT20192003	2019 - 20	2/9/2019 - 31/10/2019	45 Hours	12	12
4	Basic Yoga Session	BYS20192004	2019 - 20	2/1/2020 - 10/2/2020	30 Hours	12	12


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- Other important Feature
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- Interstate Transaction
- Intrastate GST Transaction
- Intrastate Purchase Transaction
- Intrastate Sales Transaction
- Payment & Receipt Transaction

5. Menu Management

- Key Menu Options
- Gateway of Tally
- Go to Report

6. Creating Masters

- Party Master
- Master Creation
- Inventory Master
- GST Ledger
- Operational Master
- Receipt Entry

7. Invoicing and GST Reports

- Concept of E-Invoice
- Interstate GST Transaction with E-Way Invoice
- GSTR1 View
- GSTR2 & GSTR2A & GSTR2B
- GSTR3B View
- Other GST Reports in Tally Prime
- Concept of GSTR9 & GSTR9C

**Each Student received Course material and
: Certification :**

Central Board of IT
& Vocational Training(CBIVT)



Kanika

PRINCIPAL

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Nagar Yuwak Shikshan Sanstha Airoli
NEW HORIZON COLLEGE OF COMMERCE

Plot No.5, Sector -13, Airoli, Navi Mumbai 400 708.

Phone: 91 22 20871721

AFFILIATED TO UNIVERSITY OF MUMBAI

E-Mail: nhims2011@gmail.com / enquiry@nhimsa.com

(University Affiliation No. Aff./Recog - 1/2049 of 2011 dated 06.05.2011)

Date :- 25/11/2019

Circular

BASICS OF YOGA

We are excited to announce a special opportunity for you to embark on a journey of self-discovery and wellness through our "Introduction to Yoga" course, exclusively designed for college students like you. This course aims to introduce you to the fundamental principles and practices of yoga, empowering you to enhance your physical, mental, and emotional well-being.

Who Should Enroll:

- College students interested in exploring holistic approaches to wellness
- Beginners with little to no experience in yoga
- Those seeking practical tools to manage stress and improve focus during their academic journey

Registration:

Secure your spot by registering before Date 30/11/2019 as seats are limited. To register or for more information, please contact **Prof Kajal Goswami**

Benefits of Enrolling:

- Develop a deeper understanding of yoga and its transformative effects
- Enhance physical fitness, flexibility, and overall health
- Improve mental clarity, focus, and concentration
- Cultivate tools for stress management and emotional well-being

Don't miss out on this opportunity to invest in your holistic development and embark on a journey towards a healthier, happier college experience. Join us for an enriching course that promises to leave you feeling empowered, balanced, and rejuvenated.

I/C Principal

Mrs. KAVITA VERMA
PRINCIPAL

New Horizon College of Commerce
Plot # 5, Sector- 13, Airoli
NAVI MUMBAI 400 708:





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Course : Mindfulness (Basics of Yoga)

Yoga has the ability to help person to be more active, flexible and mindful for an increase and overall well-being!

Objective

- To enable the student to have good health & well-being.
- To practice mental hygiene.
- Achieve mental clarity and calmness.
- To possess emotional stability.
- To integrate moral values.
- Reduce stress, anxiety, and achieve a state of tranquillity.
- Mental balance leads to better decision-making and emotional stability.

Learning outcome of a course

- It enhance focus, concentration, comprehension and memory of students.
- Yoga poses helps to improve overall physical fitness, it improves balance, coordination and body awareness.
- Healthy eating, weight loss and quality sleep
- Learn to manage stress.
- To create an atmosphere of confidence, enthusiasm and healthy competitiveness.
- It provides opportunities for reflection, patience and insight,
- Helps to reducing impulsivity and supports social and emotional learning.

Resource person:

1. Mrs. Maya Dabhade. 9867875929
2. Mrs. Rupali Ghogle. -9867642643



Yamla
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Module	Content
	Omkar Sadhana, Prayer, Loosening exercises, Breathing exercises (common)
1	Introduction of Yoga, Yogmudra, Shashankasana, Uttan Mandukasana, Simha mudra, Uttan Padasana, Pawanmuktasana, Bhujangasana, Tadasana, Trikonasana, Parshvakonasana, Suryanamaskar.
2	Sitting Parvatasana, Janushirasana, Pashchimottanasana, Ushtrasana, Uttan Vakrasana, Purvottanasana, Parivartit Chakrasana, Bhadrasana, Vakrasana, Prasarita Padahastanasana, Vrikshasana, Pranayama-Bhramari, Anulom- Vilom
3	Dhanurasana, Naukasana, Makarasana, Utkatasana, Vashishthasana, Dronasana, Shalabhasana, Virbhdhasana (1, 2, 3), Patangasana, Trataka - Sameep & Sudur, Meditation
4	Akarna Dhanurasana, Prishthasana, Sarvangasana, Chaturanga Dandasana, Naukasana, Bhushirasana, Gomukhasana, Setubandhasana, Natarajasana, Chaitanyasana (Shavasana - Relaxing)



Janika

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1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. where the students of the institution have enrolled and successfully completed during the last five years)

1.2.2 Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Year 5 (2018-19)

Sr. No.	Name of Certificate/ Value added course offered and online courses of MOOCs, SWAYAM, NPTEL etc. where the students of the institution have enrolled and successfully completed	Course Code (if any)	Year of offering/ study	Period (from date - to date)	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
1	Aptitude Test & Reasoning	APT2018 1901	2018 - 19	4/7/2018 - 3/8/2018	37 Hours	20	20
2	Goods and Service Tax	GST2018 1902	2018 - 19	3/9/2018 - 31/10/2018	45 Hours	10	10
3	Advance Excel	EXL2018 1903	2018 - 19	1/9/2018 - 31/10/2018	35 Hours	20	20
4	Tally Prime Training	TPT20181 904	2018 - 19	3/9/2018 - 31/10/2018	45 Hours	10	10
5	Internal Audit Training	IAT20181 906	2018 - 19	6/8/2018 - 4/9/2018	35 Hours	15	15

Kambo
Mrs. KAVITA VERMA
PRINCIPAL

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Date :- 18/06/2018

Circular

Aptitude and Reasoning Course for Students

Offered by

TNS

We are pleased to announce an upcoming workshop on Aptitude and Reasoning, aimed at enhancing your problem-solving skills and preparing you for various competitive exams and job interviews.

Course Details:

Time: 37 Hours

In today's competitive world, proficiency in aptitude and reasoning is crucial for success. This workshop will cover essential topics such as numerical aptitude, logical reasoning, verbal reasoning, and data interpretation.

Key Features of the Workshop:

- Interactive sessions to clarify concepts
- Practice exercises and mock tests
- Tips and strategies for solving problems efficiently
- Guidance on exam preparation and time management

Participation in this course will not only improve your problem-solving abilities but also boost your confidence to tackle challenging questions with ease.

Registration for the workshop is now open. Interested students are requested to register their name with **Prof. Pooja Pradhan**.

Seize this opportunity to sharpen your skills and excel in your academic and professional endeavours.

Mrs. KAVITA VERMA
PRINCIPAL
New Horizon College of Commerce
Plot # 5, Sector- 13, Airoli,
NAVI MUMBAI 400 708.



I/C Principal



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APTITUDE TEST TRAINING 2018-2019

Course Duration: 30 hrs

RESOURCE PERSON: NITIN FEGDE

LEARNING OUTCOMES:

- Understand the basic concepts of quantitative ability.
- Course will help student to clear aptitude test.
- Solve campus placements aptitude papers covering Quantitative Ability.
- Compete in various competitive exams like CAT, CMAT, GATE, GRE, GATE, UPSC, GPSC etc.



Nitin Fegde
PRINCIPAL
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SYLLABUS

UNIT I

Numbers- H.C.F and L.C.M of Numbers-Decimal Fractions.

Number Systems is the most important topic in the quantitative section. It is a very vast topic and a significant number of questions appear in CAT every year from this section. Learning simple tricks like divisibility rules, HCF and LCM, prime number and remainder theorems can help improve the score drastically.

UNIT II

Venn Diagrams & Set Theory

Its one of the easiest topics of CAT. Most of the formulae in this section can be deduced logically with little effort. The difficult part of the problem is translating the sentences into areas of the Venn diagram. While solving, pay careful attention to phrases like and, or, not, only, in as these generally signify the relationship.

UNIT III

Problems on Numbers-Problems on Ages-Surds and Indices.

Surds and Indices is one of the easiest topics in the quantitative section of the CAT exam. Although the number of formulae is high; the basic concepts are very simple to understand and apply. There are no shortcuts to remember and the scope of the questions that can be asked is very limited.



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UNIT IV

Percentage-Profit and Loss - Ratio and Proportion- Partnership.

Profit, Loss and Discount is very important topic for CAT and significant number of questions are asked from this topic every year, The number of concepts in these topics is limited and most of the problems can be solved by applying the formulae directly.

Ratio and Proportions is one of the easiest concepts in CAT. It is just an extension of high school mathematics.

UNIT V

Chain Rule-Time and Work-Pipes and Cistern-Time and Distance-Problems on Trains

Time, Distance and Work is the most important topic for all Competitive examinations. The questions from this topic vary from easy to difficult. Practice the crucial Trains Problems that are constantly asked in examinations. Trains-related questions and answers carry a medium weightage in the examination and must be exercised to avoid losing marks.



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06.05.2011)

Date: 13.08.2018

CIRCULAR

This is to inform all the students that college has collaborated with '**Sewa Computers**' Thane. Sewa Computers are offering following courses to make the students ready for the corporates.

1. Advance Excel – 35 Hours
2. Goods and Services Tax – 45 Hours
3. Tally Prime Training – 45 Hours

Students will receive certificates after the successful completion of the course. The classes will held afternoon after regular lectures. No fees will be charged for the above courses.

Interested students contact Prof. Nitin Fegde for registration.

R.K. Varma

I/C Principal

I/C PRINCIPAL
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Mrs. KAVITA VERMA
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GOODS AND SERVICE TAX PRACTITIONER

1. Let's Learn GST

- Introduction of GST
- GST Registration.
- GST Registration Procedure.
- Taxable Events.
- GST Procedure

2. Applied GST

- View & Update GST Registration DATA
- Working With User's Service
- Filling Of GST Returns.

5. MH-SGST-ACT

- Levy and Collection of TAX
- ITC
- Demand and Recovery.
- Assessment.
- Liability To Pay In Certain Cases.
- Offence and Penalties
- Transactional Provision
- Miscellaneous

3. CGST-ACT

- TOS
- POS
- LOS
- LOR
- ITC
- Demand and Recovery.
- Assessment.
- Liability To Pay In Certain Cases.
- Offence and Penalties
- Transactional Provision
- Miscellaneous

4. UGST-ACT

- Preliminary
- Administration
- Levy and collection of tax
- Payment of Tax
- Inspection, Search Seizure and Arrest
- Demand and Recovery
- Advance Ruling
- Transactional Provision
- Miscellaneous

6. IGST-ACT

- Preliminary Administration
- Levy and collection of tax
- Payment of Tax
- Inspection, Search Seizure and Arrest
- Demand and Recovery
- Advance Ruling
- Transactional Provision
- Miscellaneous



Handwritten signature in green ink.

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Handwritten signature in black ink.

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Advance Excel Syallabus

Module I

Overview and Basic Tools

Introduction to Excel - Rows & columns / Menu commands

/ Referencing / Working with worksheets

• Formatting functions - Alignment, colour, borders / Types

of cell formats / Row height, column width, word wrap,

format painter

• Conditional Formatting - Using basic conditions / Advanced

application by creating own rules / Managing rules

• Paste special

• Data Sort - Vertical Sort & Horizontal Sort / Multiple Sorting

• Data Filter - Basic & custom auto filter / Advanced filter &

its application

Module II

Basic Formulae & Logical Functions - AND, IF, OR

• Text & String Functions

• Numeric & Statistical Functions - COUNT,

COUNTIF,

COUNTIFS / SUMIF, SUMIFS, SUMPRODUCT /

MAX, MIN

• Lookup & Reference Functions - VLOOKUP, HLOOKUP /

MATCH, INDEX, OFFSET

• Miscellaneous Functions - ISERROR, RANK, SUBTOTAL

• Nesting of Formulas

• Trace Precedents & Dependents

• Formula Evaluation & Auditing

• Names in Excel - Name Manager / Application of defining

names

Module III

Data Validation & Creating Forms

• What if Analysis - Goal Seek / Data Table for sensitivity

analysis / Scenario manager

• Protection of worksheet & workbook with exceptions

• Other Tools - Freeze panes, Split worksheet, advanced

printing setup

Module IV

Creating Chart and Graphs - Creating various basic charts

(bar charts, line charts, stock charts, scatter charts, etc.) /

Designing and formatting charts / Modifying chart options /

Building three dimensional charts

• Playing with chart options to create more relevant and

uncommon style charts

• Dynamic graphs

• Pivot Tables - Creating and updating pivot tables /

Performing calculation in pivot tables / Grouping options in

pivot / Percentage, Sum & Count options in pivot tables /

Sorting, filtering, updating, formatting of pivot tables

• Pivot Charts

**Each Student received Course material and
: Certification :**

Central Board of IT
& Vocational Training (CBIVT)

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TALLY PRIME SYLLABUS

1. Introduction to Accounting

- Introduction of Tally Prime
- Tally.ERP9 Vs Tally Prime

2. Creating Company

- Creating Company Profile
- Maintain various Company profile in Tally Prime

3. Maintaining Company Data

- GST Setup and Configuration
- Statutory, TSS and Add-On Features

4. Features

- Accounting Feature
- Inventory Feature
- Taxation Feature
- Other important Feature
- Tally with GST
- Interstate Transaction
- Intrastate GST Transaction
- Intrastate Purchase Transaction
- Intrastate Sales Transaction
- Payment & Receipt Transaction

5. Menu Management

- Key Menu Options
- Gateway of Tally
- Go to Report

6. Creating Masters

- Party Master
- Master Creation
- Inventory Master
- GST Ledger
- Operational Master
- Receipt Entry

7. Invoicing and GST Reports

- Concept of E-Invoice
- Interstate GST Transaction with E-Way Invoice
- GSTR1 View
- GSTR2 & GSTR2A & GSTR2B
- GSTR3B View
- Other GST Reports in Tally Prime
- Concept of GSTR9 & GSTR9C

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Date: 19/07/18

CIRCULAR

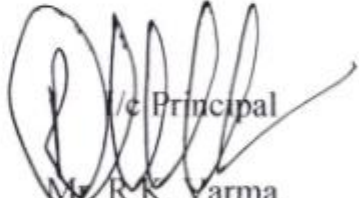
This is to inform all the CA Aspirant Students that college is offering **Internal Auditing Training** Course.

The course will be offered by CA Prof. Varsha Joshi. After successful completion of the course students will have vast knowledge of role of Internal Auditors and can apply in CA firms.

Students will receive certificate after the successful completion of the course. The assessment of the completion of the course will be done by the CA Prof. Varsha Joshi.


Interested students can contact CA Prof. Varsha Joshi for registration.

An orientation session will held on 30th July 2018. All students are requested to attend the orientation program.


Principal
Mr. R.K. Varma



I/C PRINCIPAL
New Horizon College of Commerce
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Mrs. KAVITA VERMA
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NAVI MUMBAI 400 708.



NAGAR YUWAK SHIKSHAN SANSTHA AIROLI NEW HORIZON COLLEGE OF COMMERCE

Internal Audit Training

CA. Varsha Joshi

Duration: 35 hrs

Learning Outcomes:

On successful completion of the course, participants will gain knowledge on the theory and practice of internal Audit. in particular, participants shall:

1. Develop proficiency in Internal Audit of different sectors
2. Building up Internal Audit as one of the core competence area of Cost and Management Accountants.



Varsha Joshi

PRINCIPAL
New Horizon College of Commerce
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NAVI MUMBAI 400 708.

Syllabus

Paper-I Nature of Internal Audit:

- Nature of Internal Audit: Definition of Internal Auditing, Evolution of Internal Audit, Need of Internal Audit, Code of Ethics. The Ethical climate, Investigate and recommend resolution for ethics/compliance complaints, Determine disposition of ethics violations, Foster healthy ethical climate, Maintain and administer business conduct policy, Define Report on compliance, Strategic and operational roles of Internal Auditor. Difference between Systems audit and Risk Based Internal Audit, Internal Auditor Vs Statutory Auditor, Internal Auditor Vs Cost Auditor.
- Internal Controls: Internal Control Framework, Internal Control techniques, designing the control process and Managerial controls, Control process Hierarchy, Communication Structures in Support of the Control process- Impact of Information Technology on Control Systems, Alternative control frame works. Role of Internal Auditors in implementing internal controls in the organization. COSO Internal Control - Integrated Frame work
- Corporate Governance: Importance of Corporate Governance, Corporate Governance principles, Different Systems of Corporate Governance, Role of Internal Auditor in Corporate Governance.
- Risk Management: Risk vocabulary and concepts, Process of identifying different risks in the organization, Financial Risk Management, Risk Financing, Economics of the Risk Financing. Risk Management Techniques, Risk /control implications of different organizational structures, Risk/control implications of different leadership styles. Financial Position of the organization. External factors affecting Risk Financing, COSO Risk Management Frame work. Role of the Internal Auditor in Risk management.
- Understand the internal Audit Activity's Role in organizational Governance: Role of internal auditor in obtaining board approval of audit charter, Organizational Structure of Internal Audit. Report significant audit issues, Communicate key performance indicators to board on a regular basis, Discuss areas of significant risk, and Support board in enterprise-wide risk assessment.

Paper-II: Internal Audit Report preparation

- Skills for Internal Audit Report Preparation
Technical skills, Soft Skills & Information technology skills
- Internal Audit Report Preparation
Purpose and objective of Internal Audit Reporting
Internal Audit report standards
- Presentation of internal Audit Report.
Contents of the internal audit report
Presentation of the internal audit report
Monitoring recommendation



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